

H&CD COMMISSION - REGULAR MEETING AGENDA

Thursday, March 24, 2022 – 10:00 a.m.

**ORANGE COUNTY HOUSING AUTHORITY,
CONFERENCE ROOM A
1501 E. St. Andrew Pl.
Santa Ana, CA 92705**

An Nguyen, 1st District
Muriel Ullman, 2nd District
Mike Alvarez, Chair, 3rd District
Denise Barnes, 4th District
Sandy Rains, 5th District

James Mai, At-Large
Wayne Carvalho, At-Large
Carla Wilkerson, Tenant Representative
Helen Smith-Gardner, Tenant Representative
Rhonda Shader, City Selection Representative
Cecilia Hupp, Vice Chair, City Selection Representative

The Housing and Community Development (H&CD) Commission has been established to perform two functions. (1) As to Orange County Housing Authority matters, the H&CD Commission is to review and make recommendations on those Agenda items, which will be presented to the Orange County Board of Supervisors, sitting as the Board of Commissioners of the Orange County Housing Authority. These items are noted on this Agenda by the designation "OCHA". (2) As to other matters, the H&CD Commission is to provide advice to the Housing & Community Development Department of the County of Orange. These items are noted on this Agenda by the designation "H&CD".

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the Agenda.

Members of the public will be given the opportunity to address the H&CD Commission.

**If you wish to comment on a specific agenda item, please identify the item number and your name in your email. General public comments will be addressed during the general public comment item on the agenda and read into the record.* If you attend the meeting in person and wish to speak during public comment, please complete a Speaker Request Form and deposit it in the Speaker Form Return box located next to the Clerk. Speaker Forms are located on the table next to the entrance doors. Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the Housing and Community Development Commission, please state your name for the record prior to providing your comments.*

I. CALL TO ORDER: Mike Alvarez, Chair

II. PLEDGE OF ALLEGIANCE: Mike Alvarez, Chair

III. ROLL CALL: Jessica Villa

IV. STAFF IN ATTENDANCE:

Julia Bidwell, Director, Housing Community Development/Executive Director of OCHA
Marie Vu, Manager, Housing Assistance Division
Craig Fee, Manager, Community Development
Michelle Zdeba, Manager, Housing Development

*January Johnson, Section Chief, Special Housing Programs and Interim Section Chief, Administration

Jessica Villa Commission Clerk

*attendance is on as needed basis

V. APPROVAL OF MINUTES:

RECOMMENDED ACTION:

Approve the Summary of Minutes of the regular meeting held on March 15, 2022

VI. PRESENTATIONS/INTRODUCTIONS:

1. Review of Brown Act, Commission Bylaws, County Policy, and AB 361

John Cleveland, County Counsel
Nicole Swain, ASR & Special Projects Manager

VII. PUBLIC COMMENTS: *At this time, members of the public may address the H&CD Commission regarding any items within the subject jurisdiction of the Commission, provided that **NO** action shall be taken on off-agenda items unless authorized by law.*

VIII. CONSENT CALENDAR: (NONE)

IX. DISCUSSION CALENDAR: (1)

1. HOME American Rescue Plan (ARP) Consultation

Craig Fee, Manager, Community Development
Sue Harder, Manager, Community Development

RECOMMENDED ACTION:

1. Receive and File

2. (OCHA) Draft 2022 Administrative Plan Update

Marie Vu, Manager, Housing Assistance Division

RECOMMENDED ACTION:

1. Receive and File

X. PUBLIC HEARINGS (NONE)

XI. REPORTS OF STAFF, COMMITTEES AND/OR COMMISSION MEMBERS:

A. Application Review Committee (ARC):

Craig Fee, Manager

B. Project Advisory Committee (PAC):

Michelle Zdeba, Housing Development Manager

C. Orange County Housing Authority Update

Marie Vu, Manager, Housing Assistance Division

D. Executive Director/Secretary's Report:

Julia Bidwell, Executive Director/Secretary

XII. PUBLIC COMMENTS: *At this time, members of the public may address the Commission regarding any off-agenda items within the subject matter jurisdiction of the H&CD Commission, provided that **NO** action shall be taken on off-agenda items unless authorized by law.*

XIII. MEMBER COMMENTS: *At this time, Members of the H&CD Commission may comment on agenda or non-agenda matters and ask questions of or give directions to staff; provided that **NO** action shall be taken on non-agenda items unless authorized by law.*

XIV. ADJOURNMENT

XV. NEXT SCHEDULED MEETING:
Thursday, April 28, 2022
ORANGE COUNTY HOUSING AUTHORITY
CONFERENCE ROOM A
1501 E. St. Andrew Pl.
Santa Ana, CA 92705

H&CD COMMISSION - REGULAR MEETING MINUTES

Thursday, February 24, 2022 – 10:00 a.m.

**ORANGE COUNTY HOUSING AUTHORITY,
 CONFERENCE ROOM A
 1501 E. St. Andrew Pl.
 Santa Ana, CA 92705**

An Nguyen, 1st District
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Mike Alvarez, Chair, 3rd District
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This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the Agenda.

Members of the public will be given the opportunity to address the H&CD Commission.

PLEASE BE ADVISED; In order to ensure that staff has the ability to provide comments to the Commission members in a timely manner, please submit your public comments by 5:00 p.m. Wednesday, February 23, to OCHCDCommission@occr.ocgov.com.

**If you wish to comment on a specific agenda item, please identify the item number and your name in your email. General public comments will be addressed during the general public comment item on the agenda and read into the record.* If you attend the meeting in person and wish to speak during public comment, please complete a Speaker Request Form and deposit it in the Speaker Form Return box located next to the Clerk. Speaker Forms are located on the table next to the entrance doors. Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the Housing and Community Development Commission, please state your name for the record prior to providing your comments.*

I. CALL TO ORDER: Mike Alvarez, Chair

II. PLEDGE OF ALLEGIANCE: Mike Alvarez, Chair

II. ROLL CALL: Jessica Villa

Present: A. Nguyen, M. Alvarez, D. Barnes, C. Wilkerson, R. Shader, S. Rains, R. Shader, C. Wilkerson and J. Mai

Absent: W. Carvalho, H. Smith-Gardner, C. Hupp, M. Ullman

IV. STAFF IN ATTENDANCE:

Julia Bidwell, Director, Housing Community Development/Executive Director of OCHA - Absent
 Marie Vu, Manager, Housing Assistance Division
 Craig Fee, Manager, Community Development
 *Sue Harder, Manager, Community Development

Michelle Zdeba, Manager, Housing Development
*January Johnson, Section Chief, Special Housing Programs and Interim Section Chief, Administration
Jessica Villa & Cynthia Madrigal, Commission Clerks
*attendance is on as needed basis

V. APPROVAL OF MINUTES:

RECOMMENDED ACTION:

Approve the Summary of Minutes of the regular meeting held on December 2, 2021

Motion to approve minutes: R. Shader.
Motion was seconded: C. Wilkerson.

All in favor: A. Nguyen, M. Alvarez, D. Barnes, C. Wilkerson, R. Shader, S. Rains, R. Shader, C. Wilkerson and J. Mai

VI. PRESENTATIONS/INTRODUCTIONS:

1. HOME American Rescue Plan (ARP) Consultation

Craig Fee, Manager and Sue Harder, Manager

Staff presented information on the HOME-ARP Allocation Plan and asked for input from Commissioners

Q&A:

R. Shader- Inquired if this was the first time utilizing this plan and what participation is involved? Also mentioned her suggestion on how the funding can be used. She gave the example of adding elevators in affordable housing projects that do not have them.

Sue/Craig: A public meeting was held for required consultation with the Continuum of Care and 55 participants were invited to that meeting with public notices as part of the consultation process. Craig will provide the plan on March 18th when it becomes available. The funds will be part of the supportive housing NOFA. Craig also mentioned that any questions can be sent directly to him via email at: craig.fee@occr.ocgov.com

Michelle: mentioned the 2020 NOFA and availability of funding and vouchers to developers to finance and support development of permanent supportive housing. Michelle discussed the various projects funded by the NOFA

VII. PUBLIC COMMENTS: (NONE)

VIII. CONSENT CALENDAR: (NONE)

IX. DISCUSSION CALENDAR: (2)

At this time, members of the public may ask the H&CD Commission to be heard on any item on the Discussion Calendar.

1. (OCHA) Draft ANNUAL PUBLIC HOUSING AGENCY (PHA) PLAN FOR FY 2022

Marie Vu, Manager, Housing Assistance Division

RECOMMENDED ACTION:

Direct Staff to receive and record comments.

Motion to approve: M. Alvarez.
Motion was seconded: S. Rains

All in favor: A. Nguyen, M. Alvarez, D. Barnes, C. Wilkerson, R. Shader, S. Rains, R. Shader, C. Wilkerson and J. Mai

2. (OCHA) EMERGENCY HOUSING VOUCHER PAYMENT STANDARD EFFECTIVE 2/25/2022

Marie Vu, Manager, Housing Assistance Division

RECOMMENDED ACTION:

Receive and file the 2022 Emergency Housing Voucher Payment Standard

Motion to approve: M. Alvarez.
Motion was seconded: R. Shader.

All in favor: A. Nguyen, M. Alvarez, D. Barnes, C. Wilkerson, R. Shader, S. Rains, R. Shader, C. Wilkerson and J. Mai

X. PUBLIC HEARINGS (NONE):

XI. REPORTS OF STAFF, COMMITTEES AND/OR COMMISSION MEMBERS:

A. Application Review Committee (ARC):

Craig Fee, Manager

- PF&I RFP Results -Yearly RFP completed- received only 4 applications for assistance and all 4 were approved. Next step will be to receive Board approval on April 26,2022 and submit to HUD for approval by the May 15, 2022 deadline.

B. Project Advisory Committee (PAC):

Michelle Zdeba, Housing Development Manager – December 14th Board Meeting- Homekey projects were taken to the Board for review. Motel 6 in Costa Mesa and Riviera Motel in Stanton are under review. HB Oasis in Huntington Beach was awarded \$17 million.

January – On January 13th, Paseo Adelanto in San Juan Capistrano was approved by PAC to move forward with 30 Project-Based Housing Choice Vouchers, 10 VASH vouchers and a \$2.3 million MHSA loan and was approved by the Board at the February 8th meeting. Prado, formerly Fountain Valley Housing, has 8 VASH vouchers and will have a grand opening in July 2022.

C. Orange County Housing Authority Update

Marie Vu, Manager, Housing Assistance Division – Discussed vacancies, modified work schedule of staff and their return to hybrid schedule starting on March 28, 2022. OCHA is still waiting for their HUD funding notification for Calendar Year 2022.

D. Executive Director/Secretary's Report:

Julia Bidwell, Executive Director/Secretary – Marie Vu reported in Julia Bidwell's absence; Received 30 new HUD Veterans Affairs Supportive Housing (VASH) vouchers in January 2022. Total VASH vouchers allocated to OCHA is 1,019. Welcomed new Housing Commission member James Mai.

XII. PUBLIC COMMENTS: *At this time, members of the public may address the Commission regarding any off-agenda items within the subject matter jurisdiction of the H&CD Commission, provided that **NO** action shall be taken on off-agenda items unless authorized by law.*

XIII. MEMBER COMMENTS: *At this time, Members of the H&CD Commission may comment on agenda or non-agenda matters and ask questions of or give directions to staff; provided that **NO** action shall be taken on non-agenda items unless authorized by law.*

XIV. ADJOURNMENT

XV. NEXT SCHEDULED MEETING:

Thursday, March 24, 2022

ORANGE COUNTY HOUSING AUTHORITY

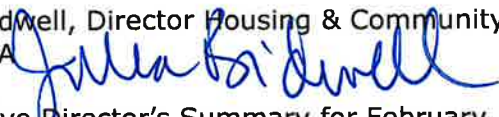
CONFERENCE ROOM A

1501 E. St. Andrew Pl.

Santa Ana, CA 92705

March 24, 2022

TO: Board of Commissioners H&CD Commission Members

FROM: Julia Bidwell, Director Housing & Community Development/Executive Director of OCHA 

SUBJECT: Executive Director's Summary for February 2022

Individual activity reports are attached from the Managers of Housing Assistance, Accounting, Housing and Community Development:

- I. HOUSING ASSISTANCE DIVISION**
Marie Vu, Housing Assistance Manager
 - A. Housing Choice Voucher Program Status and Activities
 - B. Special Housing Programs Section
 - C. Occupancy Section
 - D. Leasing Section
 - E. Administrative Section
 - F. VMS Data Collection Report-Monthly Activity
 - G. Operation Reserves Sources and Uses, Fund 117

- II. ACCOUNTING DIVISION**
Bill Malohn, Manager
 - A. Orange County Housing Assistance (OCHA)
 - B. Housing and Community Development (H&CD)
 - C. Orange County Development Agency (OCDA) Successor


- III. HOUSING & COMMUNITY DEVELOPMENT DIVISION**
Craig Fee, Community Development Manager
Michelle Zdeba, Housing Development Manager
 - A. Community Development
 - B. Housing Development

- IV. ADMINISTRATION**

<p>February 15, 2022</p>	<p>Approve Loan for Paseo Adelanto Mixed-Use PSH Approval of the County permanent loan, commitment of 40 Project-Based Vouchers and subordination of the County loan at permanent financing to senior debt for Paseo Adelanto Mixed-Use PSH will allow the County of Orange to continue to support the production of supportive housing in Orange County.</p>
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INTRODUCTION 

John Cleveland
Senior Deputy County Counsel
Office of the County Counsel

Nicole Swain, DPA
ASR & Special Projects Manager
OC Community Resources



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BROWN ACT

History | Key Concepts | Law

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BROWN ACT – History



The Ralph M. Brown Act generally requires all meetings (as defined) of a legislative body of a local agency be “open and public.” The act is located at California Government Code Section 54950 et seq., was carried out by Assembly member Ralph M. Brown and passed in 1953.



- **Basic Rule**

- “meetings” of legislative bodies must be open and public
- The actions of public commissions, boards, councils, and other public agencies should “be taken openly and that their deliberations be conducted openly.” (Government Code Section 54950)

- **Purpose:**

- Facilitate public participation
- Enable people to be informed so they can keep control over their government and curb the potential misuse of democratic process by secret legislation by public bodies.



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BROWN ACT – Key Concepts



Brown Act applies to any “legislative body” of a “local agency”

“Legislative body” includes – The governing board of a local agency, or any local board created by statute.

Any commission, committee, board or other body created by formal action of a legislative body.

“Local Agency” includes – A county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.



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BROWN ACT – Key Concepts

“Ad Hoc” committee exception to definition of “legislative body”

However, an *ad hoc* advisory committee, composed solely of the members of the legislative body that are less than a quorum of the “legislative body” is not itself a “legislative body.” (Government Code Section 54952(b).)

Exception to the exception: “Standing committees,” however, even if composed of less than a quorum of the legislative body (e.g. two of five) are still subject to the open meeting requirements of the Brown Act.

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BROWN ACT – Key Concepts

Brown Act applies to “meetings” of the legislative body

A “meeting” is “...any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.” (Government Code § 54952.2(a).)

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BROWN ACT – Key Concepts

“Serial Meetings” prohibited

A majority of the members of a legislative body “shall not, outside of a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body (Government Code § 54952.2(b)(1).)

But “One Way” briefings (e.g. staff briefings) are permitted:

The prohibition on serial meetings “shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications...with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.” (Government Code § 54952.2 (b)(1))

Similarly, a legal memorandum from County Counsel to a BCC does not constitute a “meeting” under the Brown Act.

BROWN ACT – Key Concepts

Other exceptions to the definition of “meeting”

Individual contacts or conversations between a member of a legislative body and “any other person” are not “meetings,” of the legislative body, provided that they are not “serial meetings.”

Attendance at a conference open to the public or at community meeting.

Attendance at an open and noticed meeting of another local agency.

Attendance at a purely social or ceremonial occasion.

Attendance at an open and noticed standing committee meeting, provided that members attend only as observers.

BROWN ACT – Regular Meetings



Each legislative body shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the **time** and **place** for holding regular meetings. Such regular meetings must typically be conducted within the boundaries of the agency's jurisdiction.



At least 72 hours before the regular meeting, an agenda must be posted in a "location freely accessible to members of the public" and on the agency's primary website.



Except as otherwise provided by law, no action or discussion shall be undertaken on any item not appearing on the posted agenda.

(Gov't § 54954.2.)

The Agenda must contain a "brief general description of each item of business to be transacted or discussed."



BROWN ACT – Special Meetings



Special Meetings may be called "at any time" by either (1) the presiding officer of the legislative body of a local agency, or (2) by a majority of the members of the legislative body **by posting a notice and also delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing.** (Gov't Code Section 54956.)



The special meeting notice shall be **delivered** "personally or by any other means" and shall be received at least 24 hours before the time of the meeting.



No other business shall be considered at these meetings by the legislative body.

The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed.



BROWN ACT – Emergency Meetings



"Emergency" is defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both.

A legislative body may hold an emergency meeting without complying with the 24-hour "Special Meeting" notice and posting requirements. However, telephonic notice is required. (Gov't Code § 54956.5.)

BROWN ACT: Meeting Requirements



OPEN AND PUBLIC MEETING REQUIREMENTS

At regular and special meetings, members of the public have a right to address the legislative body on any item appearing on the agenda, before or at the time the legislative body considers the item.

The Brown Act generally requires that all "meetings" (as defined, whether regular, special, or emergency) be "open and public."

Each regular meeting agenda shall also provide an opportunity for members of the public to address the legislative body on any item of interest to the public within the subject matter jurisdiction of the body.

No secret ballots; the legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

BROWN ACT – Meeting Requirements

FAQ: When can an item not appearing on the posted agenda be discussed or acted upon?

- No official action can be taken on non-agendized matters, but members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights.
- On their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. (Gov't Code § 54954.2.)
- A member of a legislative body, or the body itself may:
 - provide a reference to staff or other resources for factual information,
 - request staff to report back to the body at a subsequent meeting concerning any matter, or
 - take action to direct staff to place a matter of business on a future agenda.

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BROWN ACT – Violations & Enforcement

Brown Act violations and enforcement: Criminal Penalties

A member of a legislative body who attends a meeting where action is taken in violation of the Brown Act, where the member *intends* to deprive the public of information which the member *knows or has reason to know* the public is entitled to receive, is guilty of a misdemeanor. (Gov't § 54959.)

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BROWN ACT – Violations & Enforcement

Brown Act violations and enforcement: Civil Enforcement



Civil Injunction - The district attorney or any interested person (i.e. citizen of the State of California) may commence an action for the purpose of stopping or preventing violations of the Brown Act. (Gov't § 54960.)



Court may invalidate action taken in violation of Brown Act – The district attorney or any interested person may file a lawsuit in Superior Court to have the court declare "null & void" action taken in violation of the Brown Act. (Gov't § 54960.1.)



Attorneys' fees and court costs – A prevailing plaintiff can obtain recovery of attorneys' fees and court costs. (Gov't § 54960.5.)



AB 361

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Facts & Publication Highlights

AB 361: FACTS

What to know

- Governor Newsom signed Assembly Bill (AB 361) on September 16, 2021, which amends the Ralph M. Brown Act to provide additional provisions that allow meetings of legislative bodies to be conducted via teleconference, AB 361 went into effect immediately upon the Governor's signature.
- AB 361 allows a local agency legislative body to hold a meeting utilizing teleconferencing without complying with the standard teleconferencing requirements if the Governor has proclaimed a State of Emergency and in any of the following circumstances:
 - State or local officials have imposed or recommend measures to promote social distancing
 - The meeting is being held for the purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees
 - The legislative body has determined that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees
- The Governor's March 4, 2020 Proclamation of Emergency related to the COVID-19 pandemic is still in effect.

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AB 361 – Highlights

If a meeting is held via teleconference under AB 361, the following requirements apply:

- Notice of the meeting must still be given in compliance with the Brown Act, and the notice must include the means by which the public may access the meeting and provide public comment.
- The public must be provided access to the meeting via a call-in option or internet-based service option and allowed to "address the legislative body directly". The agency does not have to provide an in-person option for the public to attend the meeting.
- The meeting must be conducted "in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body".
- If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on the agenda items until the issue is resolved.
- The body cannot require comments be submitted before the start of the meeting. The public must be allowed to make "real time" public comment.
- Reasonable time for public comment must be provided. If the agency provides a timed public comment period, the public comment period must be left open until the time expires.

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AB 361 – Very Important



Findings must be made every 30 days to continue to conduct teleconference meetings under AB 361. The body must find it has reconsidered the circumstances of the state of emergency and either:

- 1) The emergency continues to impact the ability to meet safely in person, or
- 2) State or local officials continue to impose or recommend social distancing



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COUNTY POLICY



[Details](#) | [CEO Bylaws Template](#) | [More](#)

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COUNTY POLICY: CEO Policy



County of Orange
County Policy

Subject:	Boards, Commissions, Committees under the Jurisdiction of the Board of Supervisors
Authority:	County Executive Office, signature
Policy Owner:	CEO/Deputy County Executive Officer, signature
Approved Date:	09/24/2021
Last Revised Date:	N/A
Version No.:	1.0

A. Policy
Where a statute or ordinance requires a Board, Commission and Committee (BCC) under the jurisdiction of the Board of Supervisors (Board) to have Bylaws, or where the Board creates a BCC, the BCC shall have and be governed under Bylaws that include the elements contained on the attached Bylaws Template approved by the Board on May 29, 2021 as amended on July 13, 2021 (Template)

1. If local, state or federal authority requires additional elements that do not appear in the Template, or if local, state, or federal authority necessitates the modification of elements that appear in the Template, then that authority shall control and the BCC bylaws shall deviate from the template.
2. Bylaws should serve as "rules" or a framework for the administration, operation and management of each BCC.
3. Documents approved by the Board prior to the effective date of this Policy that function to govern the activities of a BCC shall be deemed as functional equivalent of bylaws, so long as they include the elements listed in the Template. Such documents may take the form of Rules of Procedure, Policies and Procedures, or agreements.

B. Purpose
To establish policy and procedures for the development, review, and approval of BCC bylaws created by action of the Board or as required by a statute or ordinance that include the elements contained in the Template in order to achieve standardization, uniformity, and consistency.

C. Authority
The Board establishes BCCs to advise on issues and make recommendations on various topics relating to the welfare of the County community. BCCs may be created as a result of state and federal legislative, agreements with public or private agencies, and local needs.

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COUNTY POLICY: CEO Policy

D. Procedure

1. **Revision or Creation of Bylaws:** Board created BCCs are supported by County departments ("Support Agencies") assigned to administer the BCC's day-to-day functions. Following the effective date of this Policy, Support Agencies shall make the Template available to the officers of the BCCs to which they are assigned, to accomplish the following:
 - a. For BCCs with bylaws that were adopted prior to the effective date of the Policy, review those existing bylaws and through their Support Agencies seek Board approval of bylaws revised in accordance with the Template
 - b. For BCCs that, prior to the effective date of this Policy, were governed by other types of documents and through their Support Agencies seek Board approval of the documents revised in accordance with the Template
 - c. For BCCs that are governed by County ordinances, determine if the ordinance sufficiently details the procedures by which the BCC operates, or if additional guidance through bylaws may be needed. Any proposed changes to the ordinances shall be provided to the Support Agencies for seeking Board approval
 - d. For BCCs that did not have bylaws or other forms of governance documents prior to the effective date of this Policy, adopt bylaws in accordance with the Template and through their Support Agencies seek Board approval of the new bylaws
2. **At-Large Appointments:** Pursuant to revised Board Rules of Procedure Rule 16 (Rule 16), appointments to a BCC that are not designated for nomination by a specific Board district will be deemed at large appointments, and the appointments shall be for a period of two years. At large appointments may only be submitted by the Board Chair for placement on a Board meeting agenda.
 - a. Departments wishing to nominate candidates for at large appointments under Rule 16 shall submit a request memo to the Board Chair's office for placement of the recommended at large appointments on a Board meeting agenda, with a draft supplemental Agenda Staff Report (ASR) and candidate applications attached. A sample of the request memo to the Board Chair's office is available [here](#) on the Intranet under "At Large Nominations Memo Template". Details of this procedure are additionally available under the "Countywide ASR Guidance Document"
 - b. If approved, the Board Chair's office will submit the ASR and attachments to the Clerk of the Board for inclusion on a Board meeting agenda.
3. Support Agencies shall assist BCC officers in the review of BCC members' required attendance at regular BCC or standing committee meetings. Support Agencies, as appropriate or necessary,

County Counsel and the County Executive Office will coordinate with County departments to review existing bylaws for boards, commissions and committees (BCCs) that are subject to Board jurisdiction.

CEO and County departments will update their Bylaws in accordance with the Board-approved bylaws template

The process for At-Large Appointments has also been revised pursuant to Board Rules of Procedure Rule 16.

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Page 2 of 3

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COUNTY POLICY: CEO Policy

The County Executive Office BCC Bylaws template was approved by the Board of Supervisors (Board) on May 25, 2021, and later amended on July 13, 2021.

County staff have identified the OC Community Resources BCCs that are under Board jurisdiction, which are administratively supported by County Departments.

OC Community Resources supports several BCCs that are under the Board's jurisdiction and the Bylaws of each of these BCCs should be reviewed and revised in a manner consistent with the new CEO template.



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COUNTY POLICY: CEO Policy

More about the Policy.....

BCC's created by the Board of Supervisors' action are required to include elements listed in the CEO template.

Bylaws should serve as "rules" for internal administration and management of each BCC.

If local, State, or Federal authority require additional elements that do not appear in the approved template, or if local, State, or Federal authority necessitate the modification of elements that appear in the CEO template, then the BCC can deviate from the template.




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BYLAWS 

Bylaws of Board, Commissions, and Committees

<p>The Bylaws of the County’s Boards, Commissions, and Committees (“BCCs”) contain the purpose, duties, rules, organizational structure, and operating procedures for BCCs.</p>	<p>The County Board of Supervisors (“Board”), as the legislative body in charge of the County, approves BCC’s Bylaws and plays a role in appointing members to BCCs.</p>
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BCCs function under the authority of the Board.


Citizen members on BCCs provide the public with a channel of communication and input to the Board and provide the opportunity for citizens to participate in government.




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BYLAWS

Boards, Commissions, and Committees advise the Board of Supervisors




BCCs generally serve as advisory bodies to the Board, as authorized by their respective Bylaws.




Bylaws generally describe the procedure by which BCCs advocate, communicate with the public, and work with County staff.


- BCCs do not engage in political advocacy.
- BCCs generally do not take positions on pending legislation or legislative issues without the approval of the County.



The Board directs the County's legislative efforts and has the authority to make policy decisions.

- The County Executive Office of Legislative Affairs is a lead Department for the County's legislative efforts.
- County staff from OC Community Resources and the County Executive Office of Legislative Affairs can help BCCs ensure that they draft communications and perform their duties in a manner consistent with their respective Bylaws and the County's legislative policy platform.






Housing and Community Development Commission

Bylaws Key Points

Purpose of Commission – Article II

- To provide advice to the Board of Commissioners of the Orange County Housing Authority and to OC Community Services related to:
 - The housing needs of the low to moderately low-income families in Orange County.
 - Funding priorities for rental assistance, new housing, residential rehabilitation, public works improvements, economic development, continuum of care homeless assistance, housing related non-profits, and other housing supportive services.



Housing and Community Development Commission Bylaws Key Points



Members – Article III

- The Commission shall be comprised of eleven (11) members appointed by the Board of Supervisors acting as the Board of Commissioners for OCHA.
- Membership shall be comprised as described in Section 1-2-302 of the Codified Ordinance of the County of Orange.

Officers and Support – Article IV

- Officers shall be elected in July of each year and perform the responsibilities prescribed in the Bylaws.
- The Director of OC Community Services is the Executive Director of the Orange County Housing Authority and is the Secretary of the Commission.
 - The Secretary, or designee, will prepare Commission agendas with related materials, maintain any meetings minutes, and perform related administrative matters.

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Housing and Community Development Commission Bylaws Key Points



• Meetings – Article V

- Article V generally describes how Commission meetings will be held and noticed according to the Brown Act.
- Quorum: Six (6) members of the Commission shall constitute a quorum.

• Committees – Article VI

- The Commission shall appoint standing committees (i.e. Application Review Committee and Project Review Committee) and may establish “ad hoc” committees.

• Rules of Procedure – Article VII

- The Commissions Rules of Procedure further describe:
 - Responsibilities of the Chairman including signing documents when authorized.
 - Order of business for meetings including public comment periods.
 - Manner of voting (majority vote).
 - Procedure for electing the Chairman/Vice-Chairman.

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Housing and Community Development Commission Bylaws Key Points



- **Compensation – Article VIII**
 - Generally, Members receive \$50 per diem payment for attendance at meetings.
- **Conflict of Interest and AB 1234 Ethics Training – Article IX**
 - Members must file a Statement of Economic Interest.
 - Members must complete AB 1234 Ethics Training.
 - Section 5 of Article V provides that Members “shall abstain from voting on any project where he or she has or may have a conflict of interest.”

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GENERAL QUESTIONS



- General Questions.
- If you have legal questions that require research or sensitive legal questions, staff can coordinate further discussions with the Office of the County Counsel or OCCR personnel.

THANK YOU!

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HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS

**June 22, 1999
(Amended June 18, 2002
Amended July 24, 2012)**

Article I. - Name of Organization

The name of the organization is the Orange County "Housing and Community Development Commission" (H&CD Commission).

Article II. - Purpose of the Organization

Section 1. The purpose of the H&CD Commission is to provide advice (a) to the Board of Commissioners of the Orange County Housing Authority as required by California law, and (b) to the OC Community Services. The advice to the Department shall pertain to the housing-related needs of the low to moderately low-income families residing in the unincorporated targeted areas and in the Cities participating in housing programs of the County of Orange.

Section 2. The H&CD Commission shall also advise the Department on the funding priorities for rental assistance, new housing, residential rehabilitation, public works improvements, economic development, continuum of care homeless assistance, housing related non-profits, and other housing supportive services.

Article III. - Members

Section 1. The Board of Supervisors of Orange County acts as the Board of Commissioners of the Orange County Housing Authority as specified by Section 1-2-301 of the Codified Ordinances of the County of Orange.

Section 2. The Board of Commissioners shall appoint eleven (11) members to the H&CD Commission as prescribed by Section 1-2-302 of the Codified Ordinances of the County of Orange.

Section 3. Each appointee shall be referred to as an H&CD Commission Member.

Article IV. - Officers and Duties

Section 1. The H&CD Commission shall have a Chairperson, Vice Chairperson, and an Executive Director/Secretary. These officers shall perform the duties prescribed by these Bylaws.

Section 2. The members of the H&CD Commission shall nominate and elect a Chairperson and a Vice-Chairperson from its membership at the regularly scheduled meeting in July of each year.

Section 3. The Chairperson shall preside at all meetings of the H&CD Commission.

HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS

**June 22, 1999
(Amended June 18, 2002
Amended July 24, 2012)**

Section 4. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in the case of resignation, removal, or death of the Chairperson, the Vice-Chairperson shall perform Chairperson duties until the H&CD Commission elects a new Chairperson. This election shall occur at the next regularly scheduled meeting of the H&CD Commission. Such election will be for the unexpired term of this office.

Section 5. The Director of OC Community Services is the Executive Director of the Orange County Housing Authority. For the purposes of the H&CD Commission, the Executive Director is the Secretary of the H&CD Commission. The Executive Director/Secretary is a non-voting member of the H&CD Commission and his or her duties are to prepare all the H&CD Commission's agendas with related materials, maintain any meeting minutes in accordance with the Ralph M. Brown Act, and perform any other H&CD Commission related administrative matters. The Executive Director/Secretary may delegate his or her duties to other individuals.

Article V. – Meetings

Section 1.

A. The H&CD Commission's regular meeting will be at 10:00 A.M. on the fourth Thursday of each month at the Planning Commission Room of the Orange County Hall of Administration, 10 Civic Center Plaza, First Floor, Santa Ana, CA or at such other location designated by the H&CD Commission and noticed pursuant to the Ralph M. Brown Act.

B. If the fourth Thursday of a month is a holiday, the H&CD Commission shall designate an alternate date for that month, no later than the regular meeting previous to the month containing the holiday.

Section 2. The Chairperson may call a special meeting to consider a specific issue as requested in writing by the Executive Director/Secretary or by at least four (4) H&CD Commission Members. Each H&CD Commission Member shall be notified by the Executive Director/Secretary by U.S. mail no less than 72 hours prior to the special meeting date. The Executive Director/Secretary shall also attempt to contact each H&CD Commission Member by telephone.

Section 3. All regular and special meetings will be open to the public.

Section 4. Six (6) members of the H&CD Commission shall constitute a quorum. When a quorum is in attendance, the H&CD Commission may take action upon a vote of a majority of members present.

Section 5. Each H&CD Commission Member shall abstain from voting on any project where he or she has or may have a conflict of interest.

Section 6. If any member of the H&CD Commission is absent without excuse for three (3) consecutive scheduled meetings, the Executive Director/Secretary shall notify the Chair, who will communicate with the Member in writing, and when appropriate, notify the Board of Commissioners.

HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS

**June 22, 1999
(Amended June 18, 2002
Amended July 24, 2012)**

Article VI. - Committees

Section 1. The H&CD Commission shall appoint member(s) to participate in the following Standing Committees: the Application Review Committee (ARC) and the Project Advisory Committee (PAC).

Section 2. The Application Review Committee (ARC) is to perform a quality review of all proposal applications and to rate the projects based on their ability to meet HUD's national objectives; H&CD Mission Statement; the Housing Consolidated Plan and Needs Assessment for the County of Orange; and, any other Board of Commissioners' policy. ARC will recommend the appropriate projects and funding sources to the OC Community Services Director, who will request Board of Supervisors' approval.

Section 3. The Project Advisory Committee (PAC) will review all major housing project proposals and recommend approval or denial to the OC Community Services Director. In addition, to recommending approval, PAC will identify the funding source or sources.

Section 4. The H&CD Commission may establish ad hoc committees on an "as needed basis". The H&CD Commission shall appoint members to these committees. Ad hoc Committee members are eligible for per diem as approved by the H&CD Commission.

Article VII. - Rules of Procedure

The H&CD Commission shall adopt Rules of Procedure. The Rules of Procedure shall be submitted to the Board of Commissioners as "receive and file". The Board of Supervisors, acting as Board of Commissioners, may reject the Rules of Procedure by a majority vote at a regular scheduled meeting.

Article VIII. - Compensation

Section 1. Each H&CD Commission Member shall receive per diem payment for attendance at no more than four meetings per month of the H&CD Commission, which shall not exceed fifty dollars (\$50.00) per day, and shall receive necessary traveling and subsistence expenses incurred in the discharge of duties.

Section 2. H&CD Commission Members appointed to Standing Committees shall receive compensation at the rate of fifty dollars (\$50.00) per meeting attended. H&CD Commission Members who are not appointed to Standing Committees and are specifically authorized to

HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS

June 22, 1999
(Amended June 18, 2002
Amended July 24, 2012)

participate in Standing Committee deliberations also may be compensated at the fifty-dollar (\$50.00) per meeting rate if approved by the H&CD Commission. H&CD Commission Members appointed to ad hoc committee assignments are eligible for the fifty-dollar (\$50.00) per diem rate as approved by the H&CD Commission.

Section 3. This per diem allowance includes any necessary travel and/or subsistence expenses incurred by an H&CD Commission Member in discharging his or her duties and no additional compensation shall be paid for mileage and other expenses.

Section 4. Commission Members may receive compensation for housing-related conferences, seminars, educational activities, and training activities. Professional conference expenses, and training activity expenses eligible for reimbursement include:

- Conference or seminar registration fees;
- Lodging expenses incurred while attending conferences, seminars, or training activities;
- Cost for meals incurred while attending conferences, seminars, or training activities; and/or
- Commission Members' transportation expenses incurred while attending such conferences, seminars, or training activities.

Claims for reimbursement must include itemized receipts with the name, date, and nature of the expense. Meals, for Commission Members only, may be itemized on a separate sheet of paper, including date, meal (i.e., breakfast, lunch, dinner), and amount of each meal. Meals over \$25 will require a receipt. Claims for registration fees, lodging expenses, and transportation expenses over \$100 must receive prior approval of the OC Community Services Auditor-Controller. Claims for all conference or training activity expenses, including registration fees cannot be paid until the conference or training activity has actually been attended.

Article IX. – Conflict of Interest & AB 1234 Ethics Training

Each H&CD Commission Member must file a **Statement of Economic Interest** upon assuming office, leaving office and on an annual basis during appointment tenure as prescribed by the Conflict of Interest Code of the County of Orange.

Each H&CD Commission Member must file an **AB 1234 Ethics Training Proof of Completion Certificate** upon completion of the Ethics training prior to December 31 in the year of appointment. After the initial training, the H&CD Commission Member must complete training every even numbered year thereafter. The training must cover both ethics laws and ethics principals.

Article X. – Amendment of Bylaws

The Bylaws may be amended by vote of the Board of Commissioners.



OC Community Resources
M E M O R A N D U M

Discussion Item - 1

DYLAN WRIGHT
 DIRECTOR
 OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
 ASSISTANT DIRECTOR
 OC COMMUNITY RESOURCES

JULIE LYONS
 DIRECTOR
 ADMINISTRATIVE SERVICES

ANDI BERNARD
 DIRECTOR
 OC ANIMAL CARE

JULIA BIDWELL
 DIRECTOR
 OC HOUSING &
 COMMUNITY DEVELOPMENT

RENEE RAMIREZ
 DIRECTOR
 OC COMMUNITY SERVICES

TOM STARNES
 DIRECTOR
 OC PARKS

JULIE QUILLMAN
 COUNTY LIBRARIAN
 OC PUBLIC LIBRARIES

DATE: March 24, 2022
TO: H&CD Community Development Commission
FROM: Julia Bidwell, Director, Housing & Community Development
SUBJECT: Home-ARP Plan

Housing & Community Development (H&CD) has completed a draft plan for public comment for the allocation of Federal HOME Investment Partnership American Rescue Plan Program (HOME-ARP) funding. The Urban County which is comprised of 11 participating small cities and 2 larger metropolitan cities was awarded \$ 5,017,147 in Federal HOME-ARP funding by the U.S. Department of Housing and Urban Development. (HUD) is recommending the funding to be used for the development of permanent supportive housing which is consistent with the use of current HOME funds and the Housing Funding Strategy to develop 2,700 units of supportive housing by 2025.

HUD required consultation on the recommended use of funds with stakeholders including the Continuum of Care. H&CD staff together with the Office of Care Coordination at the Health Care Agency held a consultation meeting with stakeholders on February 16, 2022. Additionally, H&CD staff sent the proposed use of the funding for permanent supportive housing to all the Urban County participating cities.

The draft HOME-ARP Plan and Substantial Amendment to the FY 2021-22 Annual Action Plan will be out for public review from March 18, 2022-April 18, 2022 culminating in a public hearing before the Board of Supervisors on April 26, 2022.

Recommendation Action:

1. Receive and File



**THE COUNTY ORANGE
HOME-ARP (AMERICAN RESCUE PLAN)
FUNDING ALLOCATION PLAN**

APRIL 26, 2022

**COUNTY OF ORANGE
HOUSING AND COMMUNITY DEVELOPMENT
1501 E ST ANDREW PLACE
SANTA ANA, CA 92705**

**COUNTY OF ORANGE
HOME-ARP ALLOCATION PLAN
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HOME-ARP CERTIFICATIONS
SF424 APPLICATION FOR FEDERAL ASSISTANCE
SF424-B ASSURANCES NON-CONSTRUCTION PROGRAMS
SF424-D ASSURANCES-CONSTRUCTION PROGRAMS
PROOF OF PUBLICATION

Participating Jurisdiction: County of Orange

Date: 4/26/2022



**HOME-ARP AMENDMENT-2
TO THE COUNTY OF ORANGE –
2020-2024 CONSOLIDATED PLAN**

&

2020-2021 ACTION PLAN

**HOME American Rescue Plan
Program**

April 26, 2022



OC HOUSING & COMMUNITY DEVELOPMENT

1501 E. ST. ANDREW PLACE, 1ST FLOOR
SANTA ANA, CA 92705
PHONE: 714.480.6534
FAX: 714.480.2978

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Executive Summary

Background

The County of Orange receives regular formula-based entitlement grants of ESG, CDBG and HOME funds through the United States Department of Housing and Urban Development (HUD) each year to administer on behalf of the Urban County. HUD's new American Rescue Plan (ARP) provides a one-time funding source for various uses through the HOME American Rescue Plan Program(HOME-ARP).

The Urban County is made up of 12 participating cities Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, Laguna Woods, La Palma, Los Alamitos, San Juan Capistrano, Seal Beach, Stanton, Villa Park and to Metropolitan cities of Placentia and Yorba Linda.

On June 23, 2020, the Board approved the FY 2020-21 AAP. A Substantial Amendment is required for the use of the \$ 5,017,613 in HOME-ARP funding received by the Urban County from HUD. HOME ARP funds were made available to HOME entitlement jurisdictions under the American Rescue Plan Program and may be used for production or preservation of affordable housing; tenant-based rental assistance; supportive services, homeless prevention services, and housing counseling; and/or purchase and development of non-congregate shelter.

As required by HUD consultation, a meeting was held to consult with the Continuum of Care and stakeholders on the proposed use of the funding. The County also consulted with the 13 participating cities and the Housing & Community Development Commission. As approved by the Board of Supervisors on May 25, 2021, the funds are being recommended for the development of permanent supportive housing through the County's Permanent Supportive Housing Notice of Funding Availability which is consistent with the current use of HOME funding and the Housing Funding Strategy to develop 2,700 units of supportive housing by 2025. A Plan was developed for the use of the funds and is included in the Substantial Amendment to the FY 2021-22 Annual Action Plan. Comments received as part of the consultation process are included and addressed in the Plan.

On March 18, 2022, OCCR released a 30-day Public Notice and comment period for the proposed FY 2022-23 AAP and Substantial Amendment to the FY 2021-22 AAP to add HOME-ARP funds including the HOME-ARP Plan outlining the recommended use of these funds. The Notice was published in the Orange County Register, La Opinion and Nguoi Viet; electronic version were available at the OC Housing and Community Development website; and printed copies were also made available at the OC Housing and Community Development office. No comments have been received to date.

HOME-ARP funds can be used for four eligible activities:

- Production or Preservation of Affordable Housing
- Tenant-Based Rental Assistance (TBRA)
- Supportive Services, Homeless Prevention Services, and Housing Counseling
- Purchase and Development of Non-Congregate Shelter

The Urban County is recommending using the HOME-ARP allocation for the development of permanent supportive housing.

Expected Resources

On June 9, 2020, HUD allocated the County of Orange \$5,017,613 in HOME-ARP funding

Table 1 – Expected Resources

Program	Use of Funds	Allocation	Total
HOME-ARP	Development of Permanent Supportive Housing	\$5,017,613	\$5,017,613

Matching Requirements

The Home-ARP funds do not require a local matching funds contribution.

Note: Information on this page will also be used to update the 2020-24 Consolidated Plan “SP-35 Anticipated Resources” section, adding the HOME-ARP funds allocations shown in Table 1.

AP-20 Goals and Objectives

Goals Summary Information

Table 2 – HOME-ARP Goals and Objectives

Goal Name	Time Period	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Goal 1 HOME- ARP	FY 2021 – 2030	Development of Permanent Supportive Housing	Participating Cities and Unincorporated area's of Orange County	Low-income Housing	HOME- ARP \$5,017,613	Units developed

Note: Information from this page will also be used to update the 2020-2024 Consolidated Plan "SP-45 Strategic Plan Goals" section, adding the goal shown in Table 2.

AP-35 Projects and activities

To address the HOME-ARP goal, the County of Orange will invest these funds for the project activities shown in the table below.

Table 3 – HOME-ARP Project and Activities

1	Project Name	Development of Permanent Supportive
	Target Area	County wide
	Goals Supported	HOME-ARP
	Needs Addressed	Affordable Housing
	Funding	HOME-ARP: \$5,017,163
	Description	The Urban County will use the funds to develop Permanent Supportive Housing in collaboration with Affordable Housing Developers. On December 17, 2019, the Board approved the 2020 Supportive Housing Notice of Funding Availability (NOFA) to make available funding and project-based vouchers. The NOFA is an application process for selection of development projects with units targeting Permanent Supportive Housing. The NOFA is a comprehensive application process to review the funding request, project feasibility/viability, developer experience etc. Developments recommended for funding are ultimately placed on a public Board of Supervisor's Agenda.
	Target Date	09/30/2030
	Estimate the number and type of families that will benefit	Approximately 34 units will be acquired or rehabilitated.
	Location	County wide

Consultation

Before developing its plan, a PJ must consult with the CoC(s) serving the jurisdiction’s geographic area, homeless and domestic violence service providers, veterans’ groups, public housing agencies (PHAs), public agencies that address the needs of the qualifying populations, and public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities, at a minimum. State PJs are not required to consult with every PHA or CoC within the state’s boundaries; however, local PJs must consult with all PHAs (including statewide or regional PHAs) and CoCs serving the jurisdiction.

Summarize the consultation process:

Consultation was an integral part of the HOME-ARP Allocation Plan process. The County of Orange engaged Continuum of Care Staff to coordinate an initial meeting among the Office of Care Coordination and other County-wide HOME-ARP grantees. This initial meeting was held to make the CoC aware of consultation needs and to help coordinate consultations whenever possible. With this initial meeting, the County of Orange began a comprehensive effort to consult and collaborate with the Orange County Continuum of Care, other Cities, the County of Orange Housing Authority, and non-profit agencies that serve the homeless, those at risk of homelessness, seniors, victims of domestic violence, and other qualifying population groups. The main consultation meeting was held on February 16th, 2022 with the Orange County Health Care Agency, Office of Care Coordination (CoC), advocates for the disabled, fair housing and civil rights organizations, and many others. Fifty-five individuals from various organizations attended the Virtual Consultation Meeting held February 16, 2022

List the organizations consulted, and summarize the feedback received from these entities.

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
OC CoC	Continuum of Care	Meetings	CoC consulted with other HOME PJ’s. CoC provided information and organized consultation meeting.
Orange County Board of Supervisors	Local Government	Meeting	FILL IN AFTER PUBLIC HEARING
General Comments		Consultation Meeting	Virtual Consultation Meeting 2/16/22 (see attached chat)
St Jude Medical Center	Medical	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Non-Voting COC Member	COC	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22

VOALA	Volunteers	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Family Assistance Ministries	Homeless Service Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
County of Orange/OCCR/HCD	Community Resources	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Orange County Housing Authority	Housing Assistance	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
99 Cents Only Stores	Retail	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Mary's Kitchen	Homeless Service Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
ELOM LLC	Housing Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Orange Senior Housing, Katella Terrace Project	Housing Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22.
Colette's Children's Home	Homeless Service Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22; Asked about funding for Transitional Housing if individual apartments
Friendship Shelter	Homeless Service Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22; Asked about funding for supportive services. Encouraged funding non-congregate shelter which could convert to permanent
City of Costa Mesa	Local Government	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Family Promise of Orange County	Homeless Prevention	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Families Forward	Homeless Services Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22

Mercy House	Shelter	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22. Asked if additional resources for services funding has been identified
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Homeless Intervention Services of Orange County	Homeless Services Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Pathways of Hope	Homeless Services Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Volunteer - Welcoming Neighbors Home	Homeless Services Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22; Asked about making higher payments to landlords for EHV
Community Housing Advocate	Housing Advocate	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
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211OC	County Service Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Orange County Equality Coalition	Civil Rights	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Covenant House California	Homeless Services Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
EAH Housing	Affordable Housing Provider	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Rancho Santa Margarita CDBG	Local Government	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
BrainHealth247.org	Disabled/Mental Health	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22

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Summarize the consultation process:

Consultation was an integral part of the HOME-ARP Allocation Plan process. The County of Orange engaged Continuum of Care Staff to coordinate an initial meeting among the Office of Care Coordination and other County-wide HOME-ARP grantees. This initial meeting was held to make the CoC aware of consultation needs and to help coordinate consultations whenever possible. With this initial meeting, the County of Orange began a comprehensive effort to consult and collaborate with the Orange County Continuum of Care, other Cities, the County of Orange Housing Authority, and non-profit agencies that serve the homeless, those at risk of homelessness, seniors, victims of domestic violence, and other qualifying population groups. The main consultation meeting was held on February 16th, 2022 with the Orange County Health Care Agency, Office of Care Coordination (CoC), advocates for the disabled, fair housing and civil rights organizations, and many others. Fifty-five individuals from various organizations attended the Virtual Consultation Meeting held February 16, 2022

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BrainHealth247.org	Disabled/Mental Health	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22

Dayle McIntosh Center	Disability Advocates	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
City of Westminster	Local Government	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
CalOptima	Healthcare	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Health Care Agency	Healthcare	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22
Elder Center	Advocacy	Consultation Meeting	Listed one or more attendees for Virtual Consultation meeting 2/16/22; Mentioned case management needs of people with EHV's, or a way to move people to PSH for success. Asked about new developments vs. rehab/repurposing buildings
12 Participating Cities	Unit of General Local Government	E-mail	Transitional Housing
CDBG-Subcommittee 3	County of Orange CDBG Subcommittee	E-mail	Permanent Supportive Housing
Orange County Housing & Community Development Commission	County of Orange Commission	Comments after presentation at Commission Meeting February 24th	Multiple Discussion points- A member pointed out shelters are running at 50% capacity during the pandemic. Members asked about outreach. .
Abrazar Inc.	Participating Non-Profit	E-mail	No comment received
Fair Housing Council of Orange County	Non-profit fair housing organization	E-mail	No comment received

Public Participation

PJs must provide for and encourage citizen participation in the development of the HOME-ARP allocation plan. Before submission of the plan, PJs must provide residents with reasonable notice and an opportunity to comment on the proposed HOME-ARP allocation plan of **no less than 15 calendar days**. The PJ must follow its adopted requirements for “reasonable notice and an opportunity to comment” for

plan amendments in its current citizen participation plan. In addition, PJs must hold **at least one public hearing** during the development of the HOME-ARP allocation plan and prior to submission.

For the purposes of HOME-ARP, PJs are required to make the following information available to the public:

- The amount of HOME-ARP the PJ will receive,
- The range of activities the PJ may undertake.

Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:

- ***Public comment period: start date - 3/18/2022 end date - 4/18/2022***
- ***Public hearing: 4/26/2022***

The County of Orange offered several opportunities for the public to participate in the development of the HOME-ARP Allocation Plan. Consistent with the County's Citizen Participation Plan for Substantial Amendments to the Annual Action a 30-day comment period was held from March 18, 2021 through April 18, 2022. The Urban County public hearing was held at the County Board of Supervisor's Meeting on April 26th, 2022, prior to approval of the HOME-ARP Allocation Plan, allowing another opportunity to receive public comments before the Plan was approved.

Describe any efforts to broaden public participation:

The County of Orange took several steps to broaden public participation. To solicit broad input a notice of plan development listing the public hearing and comment period was published in The Orange County Register, La Opinion, a Spanish language publication, and the Vietnamese publication Nguoi Viet. The notice listed the amount of funds available and the range of activities the County will undertake using HOME-ARP funding. (LEP Limited English Proficiency requirements?) It was widely publicized that the Plan was available by email upon request, in a form accessible to persons with disabilities. Requests, comments, questions, or suggested amendments were directed to our Community Development Manager Craig Fee craig.fee@occr.ocgov.com The public could also review the plan on the County Community Development website www.ochcd.org A copy of the plan was emailed to local community organizations who serve the target population, fair housing and civil rights organizations, and advocates for the disabled

A PJ must consider any comments or views of residents received in writing, or orally at a public hearing, when preparing the HOME-ARP allocation plan.

Summarize the comments and recommendations received through the public participation process:
COMMENTS AND RECOMMENDATIONS WILL BE SUMMARIZED HERE AFTER THE COMMENT PERIOD

Summarize any comments or recommendations not accepted and state the reasons why:

TBD

Needs Assessment and Gaps Analysis

PJs must evaluate the size and demographic composition of qualifying populations within its boundaries and assess the unmet needs of those populations. In addition, a PJ must identify any gaps within its current shelter and housing inventory as well as the service delivery system. A PJ should use current data, including Point in Time County, Housing Inventory Count, or other data available through CoCs, and consultations with service providers to quantify the individuals and families in the qualifying populations and their need for additional housing, shelter, or services. The PJ may use the optional tables provided below and/or attach additional data tables to this template.

OPTIONAL Homeless Needs Inventory and Gap Analysis Table

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	116	#	327	#	0								
Transitional Housing	204	#	2	#	#								
Permanent Supportive Housing	57	#	210	#	65								
Other Permanent Housing						#	#	#	#				

Sheltered Homeless						157	80	4	182				
Unsheltered Homeless						27	392	23	0				
Current Gap										+193	#	+67	#

Suggested Data Sources: 1. Point in Time Count (PIT); 2. Continuum of Care Housing Inventory Count (HIC); 3. Consultation

OPTIONAL Housing Needs Inventory and Gap Analysis Table

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	28084		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	2167		
Rental Units Affordable to HH at 50% AMI (Other Populations)	4643		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		7694	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		5178	
Current Gaps			+5,527 at risk households +535 30-50%

Suggested Data Sources: 1. American Community Survey (ACS); 2. Comprehensive Housing Affordability Strategy (CHAS)

Describe the size and demographic composition of qualifying populations within the PJ’s boundaries:

The Urban County is comprised of 12 cities with populations under 50,000 (participating cities), two “Metro” cities – Placentia and Yorba Linda – with populations over 50,000, and the unincorporated areas of Orange County. The 12 participating cities include Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, Laguna Woods, La Palma, Los Alamitos, San Juan Capistrano, Seal Beach, Stanton, Villa Park. With populations over 50,000, Placentia and Yorba Linda are eligible to participate in the CPD programs as entitlement jurisdictions and receive funding directly from HUD. However, these cities have elected to join the Urban County for the overall implementation of these programs. According to the 2010 Census, the racial/ethnic composition of the population in the Urban County was: 58% White (non-Hispanic); 21% Hispanic; 16% Asian and Pacific Islander; 2% African American; and 3% indicating another race/ethnic group. The population is estimated at 416,990 which is comprised of 151,410 households. For the Urban County PJ that could be more than 63,500 households. The report

also identified that 235,091 households lack enough income to cover all their basic needs.

Hispanic households at all income levels in the Urban county disproportionately experienced severe housing problems. Approximately 82 % of Black/African American households earning less than 30 % of AMI experienced severe housing problems.

Of all households in the Urban County 39 % had a housing cost burden of more than 30 % of their income, which translates to about 59,000 households. Nineteen %, or about 29,000 households had a severe housing cost burden spending more than 50 % of household income on housing.

Describe the unmet housing and service needs of qualifying populations, including but not limited to:

- ***Sheltered and unsheltered homeless populations;***
- ***Those currently housed populations at risk of homelessness;***
- ***Other families requiring services or housing assistance or to prevent homelessness; and,***
- ***Those at greatest risk of housing instability or in unstable housing situations:***

A 2019 report by the California Housing Partnership found there are 1.3 million extremely low-income households statewide who are rent burdened. Within Orange County the report identified that in order to afford rental housing residents would need to make over 80% of area median income. In analyzing the unmet needs of HOME-ARP qualifying populations the County will use the 2019 Point in Time Homeless Count, the most recent data available, because of the Covid-19 Pandemic the 2020 PIT Count was cancelled, and the 2022 count was delayed.

The 2019 Point in Time Count reported The Urban County Jurisdiction was home to 423 people experiencing homelessness with shelter, and about another 442 people experiencing homelessness without shelter. Per the analysis of data from the Comprehensive Housing Affordability Strategy, (CHAS) there are 5,500 extremely low-income renters at risk of becoming homeless due to lack of affordable rental units. For thousands of low-income residents, the cost of housing was unsustainable before the job losses and reductions experienced during the Covid-19 Pandemic. The 211 Annual report published in July 2021 shows calls for housing needs increased 20% between the period 2019-2020 and 2020-2021. Calls for utility assistance, widely recognized as a housing affordability factor, increased almost 50% during the same timeframe. Housing remains in first position among the top 10 categories of calls 211 receives.

There are many factors contributing to housing instability for qualifying populations and those experiencing homelessness. To better understand those issues, we look at data from the 2019 Point in Time Count for the entire Orange County area. These statistics are not available for solely for the Urban County jurisdiction but give some background as to issues affecting people experiencing homelessness in the county. The Count revealed issues local homeless residents were experiencing included:

- 36% were chronically homeless
- 26% had substance abuse issues
- 24% had mental health disorders
- 21% had a physical disability
- 9% had developmental disabilities
- 8% are victims of domestic violence

Since a variety of issues affect and often contribute to homelessness, services to support these needs are vital for housing sustainability as well overall health outcomes for individuals and families. For people dealing with multiple issues, support services and Case Management can help address the causes that contributed to the loss of stable housing and help improve future housing stability. These essential support services range from childcare, food assistance, mental and substance abuse treatments, domestic violence advocacy, employment training, and many other social service needs. Many local emergency shelters and other housing sites already provide for these essential services.

Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing:

The County of Orange, as an entitlement jurisdiction, receives approximately \$3.5 million dollars annually in Community Development Block Grant (CDBG) funds. The County also receives approximately \$1.38 million in Home Investment Partnership Act Program (HOME) funding, and approximately \$224,000 in Emergency Solutions Grants Program (ESG) funds. Together, the PJ receives approximately \$5.1 million from these entitlement programs each year to address affordable housing, homeless and community development needs. The County also received nearly \$12 million in additional funds from HOME, CDBG and ESG in 2019 in response to the Covid-19 pandemic. Expanding and preserving affordable housing for the lowest income residents and those with the greatest need has been and remains the primary focus for the Urban County. This commitment to addressing housing for those with the greatest need is demonstrated in the 2020 Supportive Housing Notice of Funding Availability (NOFA) and its amendments. The amended NOFA added an additional 157 Project-Based vouchers.

Over the 5-year Consolidated Plan Period (2020-2024) the CDBG program is expected of fund 2,900 emergency shelter beds at 57 locations throughout the county. In the first year of the Annual Action Plan 458 emergency shelter beds were provided. The Urban County CDBG program provides supportive services to HOME-ARP qualifying populations. For example: The Midway City Community Center receives CDBG funding to provide services such as employment training, food and after school programs, senior meals and housing.

In FY 2020-21, the County allocated ESG funding to the County's Health Care Agency through an MOU to fund City Net to operate the emergency shelter, rapid re-housing program and HMIS for persons either at-risk of or experiencing homelessness.

In July 2016, the Orange County Housing Authority (OCHA) entered into an agreement with the County

providing that the County would supply OCHA HOME funds to administer the Tenant Based Rental Assistance (TBRA) program. OCHA administers the TBRA program by providing security deposits to homeless households participating in this special purpose housing assistance program. Assistance is provided on an as needed basis. In FY 2020-21 OCHA assisted 74 such households in the Urban County PJ.

The Urban County uses HOME funding to expand the affordable housing rental stock for homeless, low-income, and special needs households and to provide shelter for homeless and low-income households through tenant-based rental assistance. Under the Consolidated Plan for 2020-2024 the County anticipated utilizing HOME funds to expand the affordable rental housing inventory by a minimum of 56 units. HOME-ARP funds will expand the number of affordable units for those who are homeless or at risk of becoming homeless.

As shown in the Housing Needs Inventory and Gap Analysis table on page 5 there are 2,167 housing units in the jurisdiction that are affordable to those with extremely low-income (<30% of area median income (AMI)), and 4,643 units affordable to those earning 30-50% of AMI.

Identify any gaps within the current shelter and housing inventory as well as the service delivery system:

According to the 2021 Orange County Housing Inventory Count, The Urban County has 377 family beds and 539 adult-only beds, for a total of 916 beds within the jurisdiction not including an additional 67 beds set aside for veterans. On the surface the analysis shows there is a small surplus for emergency shelter in our area. However, Emergency shelter beds can also be occupied by people from multiple areas in nearby communities, since they are open to any person seeking shelter regardless of residency status. Even so, emergency shelters are designed for and should be used as a short-term solution for people experiencing homelessness.

The largest gap revealed by this analysis is the number of households meeting the definition of qualifying populations greatly exceeds the number of affordable rental housing units available. There is a deficit of over 5,500 rental units affordable to extremely low-income earners and an additional deficit of 535 units affordable to those with incomes between 30% and 50% of AMI. Additionally, the Housing Funding Strategy completed in 2018 showed a need of 2,700 supportive housing units based on the 2019 Point in Time Count. There are 1,515 units in the pipeline, but additional supportive housing is needed.

Identify the characteristics of housing associated with instability and an increased risk of homelessness if the PJ will include such conditions in its definition of “other populations” as established in the HOME-ARP Notice:

Through its analysis for this Allocation Plan, previous needs assessments conducted for the Consolidated Plan, and other strategic plans, The County has identified the primary characteristics of housing instability in our jurisdiction to be high rent burdens and low-access to permanent supportive affordable rental units for the homeless and those at risk for homelessness. Following the “Housing

First” model The Urban County intends on using HOME-ARP funds for the development of Permanent Supportive Housing for all qualifying populations as established in the HOME-ARP notice.

Identify priority needs for qualifying populations:

With Orange County housing costs among the highest in the nation, combined with economic stress due to the COVID-19 Pandemic, it is very difficult for members of the qualifying populations to find available affordable housing units. Waiting lists for Project Based Vouchers in affordable communities are long, and low-income people can be on these lists for years before a unit becomes available. The OCHA reports over 8,000 applicants remain on the waiting list for the Housing Choice Voucher Program. Additional permanent supportive housing units are a priority need.

Explain how the level of need and gaps in its shelter and housing inventory and service delivery systems based on the data presented in the plan were determined:

The County of Orange used several different data sources to identify the amount of need and gaps in the shelter and housing inventory, and the service delivery systems. Housing and Community Development staff pulled out the Urban County specific data for all 14 participating communities from the 2019 Orange County Point in Time Count, then calculated totals for the entire jurisdiction. The Count supplied the number of sheltered and unsheltered homeless, families and individual homeless persons, homeless Veterans. The number of homeless persons fleeing domestic violence was provided on a County- wide basis. The 211 Annual report gave insight into the category of calls the agency answered during the height of the COVID-19 Pandemic.

Next the County reviewed data from its own 2020-2024 Consolidated Plan and the Orange County Housing Inventory Count to gather information on housing needs, current housing availability, and services provided to support those at risk of becoming homeless.

Following, the County researched statistics from the Comprehensive Housing Affordability Strategy (“CHAS”). The data demonstrates the number of units affordable to various income levels, especially low-income households and the number of people who need these affordable units, allowing us to distinguish the gaps in housing inventory.

Additionally, staff reviewed the Orange County Housing Funding Strategy from June 2018 for projections of the types of units needed and to ensure the HOME-ARP Plan aligns with the County’s Housing Funding Strategy. The Strategy summarizes available and anticipated resources and gives recommendations for the County to maximize competitiveness in successfully funding the type of projects necessary to fill any gaps.

Lastly, and most importantly to gather current information and trends the Urban County consulted with various stakeholders including the Orange County CoC.

The County concluded the greatest need for qualifying populations is for additional affordable and supportive housing for extremely low-income households coupled with supportive services. Permanent Supportive Housing is affordable housing where service providers actively engage tenants in flexible, accessible, voluntary and comprehensive services.

HOME-ARP Activities

Describe the method for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors and whether the PJ will administer eligible activities directly:

The Urban County will use the funds to develop Permanent Supportive Housing in collaboration with Affordable Housing Developers. On December 17, 2019, the Board approved the 2020 Supportive Housing Notice of Funding Availability (NOFA) to make available funding and project-based vouchers. The NOFA is an application process for selection of development projects with units targeting Permanent Supportive Housing. The NOFA is a comprehensive application process to review the funding request, project feasibility/viability, developer experience etc. Developments recommended for funding are ultimately placed on a public Board of Supervisor’s Agenda.

If any portion of the PJ’s HOME-ARP administrative funds were provided to a subrecipient or contractor prior to HUD’s acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ’s entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ’s HOME-ARP program:

Not applicable.

PJs must indicate the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type and demonstrate that any planned funding for nonprofit organization operating assistance, nonprofit capacity building, and administrative costs is within HOME-ARP limits. The following table may be used to meet this requirement.

Use of HOME-ARP Funding

	Funding Amount	% of the Grant	Statutory Limit
Supportive Services	\$ 0		
Acquisition and Development of Non-Congregate Shelters	\$ 0		
Tenant Based Rental Assistance (TBRA)	\$ 0		
Development of Affordable Rental Housing	\$ 4,266,972.00		
Non-Profit Operating	\$ 0	# %	5%
Non-Profit Capacity Building	\$ 0	# %	5%
Administration and Planning	\$ 750,641.00	15 %	15%

Total HOME ARP Allocation	\$ 5,017,613		
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Additional narrative, if applicable:

The County Board of Supervisors approved amendment to the 2020 NOFA to include HOME-ARP funding exclusively for the development of permanent supporting housing for people experiencing homelessness and other at-risk populations.

Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:

The County of Orange has long recognized the need for Permanent Supportive Housing as demonstrated by the 2020 NOFA and the 2018 Housing Funding Strategy. The need for additional Permanent Affordable Housing is further supported by the lack of inventory shown in the Housing Inventory and Gap Analysis Tables on page 7 of this document. Even with tremendous efforts and working in collaboration with housing partners, there still is a gap. The lack of permanent supportive housing units provides the rationale to prioritize the housing needs of allocation funds to address the need for permanent supportive housing HOME-ARP qualifying populations in alignment with the direction in our 2020 Supportive Housing NOFA.

HOME-ARP Production Housing Goals

Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:

The Urban County PJ expects to be able to produce a minimum of 34 Permanent affordable rental housing units for the homeless and those at-risk for homelessness with the HOME-ARP Allocation based on our current subsidy limits. However, it is anticipated that subsidy layering will leverage these funds with other resources available, therefore additional units may be developed.

Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how it will address the PJ's priority needs:

The Urban County PJ intends to use HOME-ARP funds for the development of new permanent supportive housing that will serve qualifying populations. It is expected that the funds will be used to leverage other funding sources including state, local and federal funding to create new permanent supportive housing units for qualifying residents. The HOME-ARP Allocation plan aligns with and contributes to the goals established in 2018 Housing Funding Strategy. This goal is broken down to the need for 1,000 units for the Chronically Homeless, 1,200 units for Homeless individuals, and 500 units for Homeless families, all considered qualifying populations under HOME-ARP.

Preferences

Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:

- Preferences cannot violate any applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a).
- PJs are not required to describe specific projects to which the preferences will apply.

Proposed affordable housing projects built or acquired with HOME-ARP funds would serve individuals referred through the Continuum of Care's Coordinated Entry System.

If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or category of qualifying population, consistent with the PJ's needs assessment and gap analysis:

Not applicable***If a preference was identified, describe how the PJ will use HOME-ARP funds to address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the preference:***

Not applicable HOME-ARP Refinancing Guidelines

If the PJ intends to use HOME-ARP funds to refinance existing debt secured by multifamily rental housing that is being rehabilitated with HOME-ARP funds, the PJ must state its HOME-ARP refinancing guidelines in accordance with [24 CFR 92.206\(b\)](#). The guidelines must describe the conditions under which the PJ will refinance existing debt for a HOME-ARP rental project, including:

- ***Establish a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing to demonstrate that rehabilitation of HOME-ARP rental housing is the primary eligible activity***

This and following sections are not applicable. The County of Orange PJ will not use HOME-ARP funds to refinance any existing debt.

- ***Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving qualified populations for the minimum compliance period can be demonstrated.***

Not applicable

- ***State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.***

Not applicable

- ***Specify the required compliance period, whether it is the minimum 15 years or longer.***

Not applicable

- ***State that HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.***

Not applicable

- ***Other requirements in the PJ's guidelines, if applicable:***

Not applicable

Appendix



OC Community Resources

M E M O R A N D U M

DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
ASSISTANT DIRECTOR
OC COMMUNITY RESOURCES

JULIE LYONS
DIRECTOR
ADMINISTRATIVE SERVICES

ANDI BERNARD
DIRECTOR
OC ANIMAL CARE

JULIA BIDWELL
DIRECTOR
OC HOUSING &
COMMUNITY DEVELOPMENT

RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

TOM STARNES
DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

DATE: March 24, 2022

TO: H&CD Commission

FROM: Marie Vu, Housing Assistance Manager *MV*

SUBJECT: DRAFT ADMINISTRATIVE PLAN UPDATES

In compliance with statutory requirements, OCHA's Administrative Plan outlines the agency's organizational structure and policies that govern the activities and procedures necessary to administer the Housing Choice Voucher Program. This includes policies that are undertaken to recruit and prioritize applicants, process eligibility, authorize assistance, establish the tenant portion of rent, inspect potential properties and approve contract rents. The document also outlines annual activities and special housing options administered by OCHA.

The Orange County Housing Authority (OCHA) has revised its Administrative Plan to update local discretionary policies and federal regulations. Substantive updates include:

- Revision to the briefing procedure to incorporate the option to conduct virtual briefings. Applicants retain the right to request an in person briefing if selected for a virtual briefing and they are unable to participate in the virtual briefing process.
- Revision to the Housing Quality Standard inspection process to incorporate the option to conduct Remote Video Inspections. OCHA reserves the right to conduct an in-person inspection if the Remote Video Inspection cannot be performed or in the case of a Reasonable Accommodation.
- Addition of the Emergency Housing Voucher chapter to address program policy for the new HUD program effective July 1, 2021.
- Technical adjustments throughout plan to align with regulatory changes.

A Summary of Changes by chapter is attached to this Memorandum and the entirety of the updated Administrative Plan is available on OCHA's website (www.ochousing.org/docs).

Adoption of the updated Administrative Plan will be considered by the Board of Supervisors acting as OCHA's Board of Commissioners on Tuesday, April 26, 2022.

Recommended Action:

1. Receive and file

Orange County Housing Authority

ADMINISTRATIVE PLAN SUBSTANTIAL REVISIONS FOR 2022

Summary of Substantial Revisions by Chapter:

1. Chapter 2: Fair Housing and Equal Opportunity
 - Updated definition of protected classes in accordance with Executive Order 13988
 - Revised the increase in payment standard for Reasonable Accommodation for Exception to the Payment Standard from 110% to 120%
 - Updated section 2-III.B, to clarify that OCHA may use a language service even if an LEP person has provided an interpreter and OCHA will not rely on a minor to serve as an interpreter.
2. Chapter 3: Eligibility
 - Updated the minimum eligibility to the HCV program to include “Not currently be receiving a duplicative subsidy.” per 24 CFR 982.352(c)
 - Updated VAWA definitions in 3-I.C. Family Break Up and Remaining Member of Tenant Family to correspond with HUD’s revised definitions related to VAWA found in Notice PIH 2017-08
 - Updated 3-II.E. Family Consent to Release Information, to include HUD required form HUD-52675 Debts Owed to Public Housing Agencies and Terminations.
 - Added section 3-II.F. EIV System Searches per HUD requirements found in Notice PIH 2018-18. Section includes steps OCHA must take as required by HUD when determining applicant eligibility.
 - Updated notification requirements to coincide with HUD VAWA requirements of providing form HUD-53800 and form HUD-5382 when an applicant is denied assistance.
3. Chapter 5: Briefings and Voucher Issuance
 - Revised 5-I.B. Briefing, to include remote briefing procedures, information that a briefing may be done virtually, and that notice will be provided with briefing details per Notice PIH 2020-32.
 - Added that a family may request in writing an individual briefing.
4. Chapter 6: Income and Subsidy Determinations
 - Revised the Earned Income Disregard Lifetime Limitation from 48 months to 24 months based on HUD’s Notice PIH 2016-05 which mandated the change.
5. Chapter 7: Verification
 - Revised HUD’s Verification Hierarchy based on Notice PIH 2018-18 and added the use of the Income Verification Tool (IVT) per HUD requirements.

- Updated the written verification OCHA will request from students to include fees and other required charges to be excluded from annual income per HUD Notice PIH 2015-21.
6. Chapter 8: Housing Quality Standards and Rent Reasonableness Determinations
- Added under Part II: Inspection process, the Remote Video Inspection option per Notice PIH 2020-31 and updated to include the biennial inspection option.
 - Added language to the OCHA and HUD-Initiated Rent Reasonableness Determinations to correspond with 24 CFR 982.507(c) to include how to use LIHTC and HOME-assisted units when determining rent reasonableness for an HCV rent.
7. Chapter 10: Moving with Continued Assistance and Portability
- Added language to 10.I.C. to align with 24 CFR 982.455. Regulation allows for a family who is paying their entire rent without OCHA assistance (Zero HAP Family) to remain on the program for 180 days after Housing Assistance Payments (HAP) end. A Zero HAP Family may move during this 180-day period, however, OCHA will not execute a Zero HAP contract with an owner on behalf of the family who wishes to move. All other assistance requirements remain in place, including the submission of an RTA, determination of the contract rent reasonableness, and an HQS inspection. The family may opt out of these requirements by ending their assistance with OCHA before the 180-day period. If the new unit results in HAP to an owner, the family is no longer a Zero HAP Family.
 - Updated Initial Billing Deadlines from 45 days to 90 days, billing processes and added section Overpayment to correspond with the HUD required changes in Notice PIH 2016-09.
 - 24 CFR 982.355 confirms that OCHA will conduct a new reexamination, however, OCHA will not delay issuing the family a voucher nor delay approving a unit during the reexamination process unless the family is an applicant, as required by HUD.
 - Updated to include language for Voucher Suspensions to comply with 24 CFR 982.303 and 24 CFR 982.355.
8. Chapter 11: Re-Examinations
- Added email to possible types of reexaminations.
9. Chapter 15: Special Housing Types
- Added under Home Ownership that OCHA may disapprove of financing options if unaffordable for tenant or if lender/loan terms do not meet OCHA qualifications.
10. Chapter 16: Program Administration
- Updated VAWA processes and definitions to correspond with 42 USC 13925.
11. Chapter 17: Project-Based Vouchers
- Added to Ineligible Housing Types that a member of a cooperative who owns shares in the project assisted under the PBV program is not considered an owner for purposes of participation in the PBV program.
 - Updated 17.II.E. Subsidy Layering Requirements to correspond with requirements in FR Notice 2/28/20.
 - Updated Exceptions to 25 percent per project cap to correspond with FR Notice 1/18/17 and Notice PIH 2017-21 and updated supportive services requirements required by HUD in Notice PIH 2017-21 and FR Notice 1/18/17.

- Updated 17-III.D. Pre-HAP inspections and inspection frequency to include biennial inspection option to correspond with HUD requirements found in 24 CFR 983.103(b), FR Notice 1/18/17, and Notice PIH 2017-20.
- Updated 17-IV.B. Agreement to Enter into HAP (AHAP) Contract to reflect the requirements from 24 CFR 983.152(c) including that OCHA may not execute an AHAP if construction (site preparation) has begun.
- Per HUD requirements, updated language regarding notification to tenants when HAP contracts are terminated or expire. (24 CFR 983.206, FR Notice 1/18/17, and Notice PIH 2017-21)
- Added Emergency Transfers under VAWA per HUD requirements in Notice PIH 2017-08 which includes several options for OCHA to provide continued assistance for VAWA participants, including relocation or issuance of a tenant-based voucher, if available.

12. Chapter 18: Family Self Sufficiency Program

- Added FSS goals may be revised up to three times within the first three years of the contract of participation.

13. Chapter 23: Emergency Housing Voucher Program

- Added entire EHV chapter. The chapter adheres to HUD requirements as found in Notice PIH 2021-15. Within the notice HUD has allowed some public housing agency discretion on implementation. The following are OCHA's policies where OCHA is allowed discretion:
 - MOU: Section 23-I.B. through Section 23-II.B., Per HUD requirements OCHA entered an MOU with Continuum of Care and Orange County Health Care Agency to establish processes for service fees, referrals, housing search assistance and to provide support services.
 - Waiting List: Section 23-III.A. through Section 23-III.C., OCHA is required to provide information on how we will inform families on the HCV waiting list about the EHV program and OCHA will not retain a separate EHV waiting list nor establish an EHV local preference.
 - Eligibility: Section 23-IV.C. – Section 23-IV.E., OCHA is permitted to establish different screening/eligibility requirements for the EHV program. OCHA adopted these alternative requirements, OCHA will not apply any permissive prohibitions to the screening of EHV applicants and OCHA adopted HUD's alternate verification policies.
 - Section 23-V.C., HUD has allowed OCHA to pre-inspect units if necessary.
 - Section 23-V.F., HUD has allowed flexibility in establishing payment standards for the EHV program for up to 120% of the established FMR. OCHA may establish a higher payment standard and the need for a higher payment standard will be evaluated annually.

DATE: March 24, 2022
TO: H&CD Commission
FROM: Marie Vu, Manager, Housing Assistance Division *MV*
SUBJECT: OCHA Status Report for February 2022

HOUSING CHOICE VOUCHER PROGRAM STATUS AND ACTIVITIES:

The Lease-up rate for January 2022 is 90.3% with 10,136 households receiving Voucher program rental assistance. VASH veterans represent 744 of the assisted tenants, 28 are in the Non-Elderly Disabled (NED) program, and 136 are in the Mainstream Program. Detailed statistics for the Housing Choice Voucher Program are shown on the attached chart. Additional highlights of February activities are as follows:

SPECIAL HOUSING PROGRAMS (SHP) SECTION:

COVID-19 Update

We are seeing clients on an as needed basis by appointment only. To ensure excellent customer service while face to face contact was suspended, we developed and implemented a virtual eligibility interview and briefing process and a digital annual reexamination process. Due to the success of these processes, they remain in effect even as we return to see clients on a more frequent basis. Additionally, keeping these changes in effect has allowed for our department to ensure the health and safety of our staff and clients without interruption to the services we provide. We applied these changes to all our Special Purpose Voucher and Project Based Voucher programs. We continue to issue vouchers, house individuals/families, serve our community and provide excellent customer service while doing so.

Staffing

SHP currently has a vacancy for one (1) Housing Specialist II.

Family Self-Sufficiency (FSS)

Monthly activity

Current number of active clients with FSS contracts:	183
Clients currently earning escrow credits:	117
New Enrollees:	0

Cumulative Status

HUD-mandated Initial Contracts:	465
Cumulative FSS Graduates:	351
HUD-mandated remaining Contracts:	114
Clients graduating in November:	0

Coordinated Entry (CE) Set-aside HCV Homeless Vouchers

Year to date we have received fifty (50) referrals. From inception (March 2017) to date we have received a total of 275 referrals.

Currently, there are eleven (11) in/outreach teams from CE who have executed an MOU with OCHA: Illumination Foundation, Pathways of Hope, Colette’s Children Home, City Net, Families Forward, American Family Housing, Friendship Shelter, Mercy House, City of Huntington Beach, Family Assistance Ministries, and Wise Place.

Vouchers searching:	16
UP to date Inactive:	78
Up to date Lease up:	180

Mainstream Program

In partnership with the Orange County Health Care Agency (HCA), the OCHA was awarded funding for 44 Mainstream Vouchers to provide rental assistance to non-elderly homeless persons with disabilities on September 4, 2018. This marked the beginning of the Mainstream Voucher Program for OCHA.

In order to align with current County initiatives, OCHA selected a specific target population to collaborate with the Health Care Agency (HCA) and the Whole Person Care (WPC) program to identify persons who are non-elderly disabled homeless households, exiting from recuperative care facilities, have no place to go and are at high risk of readmission to the hospital.

November 14, 2019 OCHA was awarded an additional 33 Mainstream Vouchers. We used this opportunity to expand the assisted population to include non-elderly homeless individuals who were frequent users of Orange County hospitals/emergency rooms. Referrals for these additional vouchers began on March 01, 2020.

On May 18, 2020 HUD awarded OCHA an additional 24 Mainstream Vouchers in a non-competitive process. Referrals for these vouchers began on September 01, 2020 and targeted the expanded population.

On November 17, 2020 HUD awarded OCHA an additional 100 Mainstream Vouches in a non-competitive process. Referrals for these vouchers began on January 01, 2021 and targeted individuals and families recently transitioned or transitioning from Project RoomKey/HomeKey and connected to Project Tool Belt.

OCHA and HCA meet on a monthly basis to evaluate the efficacy of the referral process. The monthly meeting addresses challenges such as document retrieval, client engagement, and housing navigation.

To date, OCHA has received 340 referrals for the Mainstream Voucher Program. 147 have been leased up and two (2) have successfully located a unit. 21 referrals have been issued a voucher and are currently searching for a unit. 16 referrals are pending voucher issuance.

Family Unification Program (FUP)

OCHA has been selected as a site in the Evaluation of the Family Unification Program study. The Urban Institute is part of a research team working with the Department of Health and Human Services and HUD to conduct this study for families only (youth were not included). The study team visited OCHA on 3/14/2019 to discuss the logistics of implementing the FUP evaluation in Orange County. The Board approved to execute the MOU between Social Services Agency/ OCHA and Urban Institute on August 13, 2019. OCHA, SSA, and the Urban Institute participate in a conference call on a biweekly basis to discuss success strategies and program implementation. SSA has referred 107 applicants for the study since August 22, 2019.

On April 2, 2020 OCHA was awarded an additional 58 FUP vouchers, 29 of which were allocated for Families and 29 for Foster Youth. Referrals for these vouchers began on August 01, 2020. 58 referrals have been received for this new allocation and we have leased 58 vouchers to date.

Emergency Housing Voucher Program

The Emergency Housing Voucher (EHV) program is a voucher program funded through the American Rescue Plan Act of 2021 (ARPA). ARPA was signed into law on March 11, 2021 and included funding for approximately 70,000 EHVs. HUD announced EHV awards on May 10, 2021 and the Orange County Housing Authority (OCHA) was allocated 557 EHVs.

EHVs are to assist individuals and families who are experiencing homelessness; at risk of homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability.

On July 16, 2021 OCHA executed an MOU with the Orange County Continuum of Care. We began receiving referrals on July 26, 2021. To date we have received 421 referrals, issued 364 vouchers, and leased 79 tenants.

Project Based Voucher Program

OCHA currently has 17 projects completed and leased. We have five (5) projects with an expected completion date in 2022, those include Altrudy Senior Apartments in Yorba Linda, Ascent in Buena Park, Prado (Formerly Fountain Valley Housing) in Fountain Valley, The Groves in San Juan Capistrano, and Casa Paloma in Midway City.

OCCUPANCY SECTION:

Staffing

The current recruitments we currently are working on for eight vacant positions: seven Housing Specialist I, one Office Technician. Currently working with HR on the ongoing recruitments for these eight positions. We had three Housing Specialist leave our section due to a promotion and two resigned.

Activity

Occupancy Section approximately 100 applicants from the 2012 Waiting List. Currently working on finalizing eligibility on the initials to issue new vouchers. We continue conducting virtual briefing video to issue vouchers and one to one briefing as requested by our clients. Occupancy continues to work Hybrid schedule and staff continue to work closely with clients.

Ongoing Occupancy Activities

Occupancy pull initials from the waiting list in the month of February 2022:

Initial voucher issuance:	11
Initial vouchers expired:	2
Ongoing vouchers issued:	45
Ongoing vouchers expired:	12
Initial interviews scheduled:	100
Initial interviews conducted:	52
Total reexaminations completed:	697
Total interim decreases completed:	169
Total interim increases completed:	288
Number of repayments completed:	0

LEASING SECTION:

Staffing

Leasing currently has a vacancy for two (2) Housing Specialist I/II and one (1) Senior Housing Specialist.

Leasing Ongoing Activities

Production in the Leasing Section for February 2022 was as follows:

Annual Inspections Scheduled (OCHA)	676
Follow up re-inspections Scheduled (OCHA)	216
Physical Inspections (OCHA)	48
New Leases - Number of RTA's received (OCHA)	51
Annual Inspections Received (Mobility)	114
Annual Inspections Scheduled (Mobility)	122
Follow up Re-inspections (Mobility)	38
New Leases Received (Mobility)	37
New Leases Scheduled (Mobility)	12
QC Inspections	22
QC Inspections (Mobility)	0
Owners Canceled or postponed Rent Increases due to COVID-19	0
New Lease Self-Certification inspections	0
New Lease Self-Certification re-inspections	0
New Lease Self-Certification re-inspections (Mobility)	0
Rent Increases received	645
Rent Decreases received	0
Rent Increase denied	152
Total Abatement:	
Final notices mailed:	19
Abated:	0
Owners became inactive for the month of February:	0
Owners relisted their property:	2
Units added to our vacancy listings:	19
Owner Hotline callers assisted:	248

Outreach Efforts

The Orange County Housing Authority (OCHA) continued to operate successfully under the changing conditions of the COVID-19 pandemic.

On Thursday, 2/17/2022, the Orange County Housing Authority participated in a Housing Choice Voucher Utilization Webinar to enhance Landlord Engagement offered by HUD. This 2 hour presentation covered processes that were geared to enhance the customer service experience for our landlords. The conference was held virtually, with beneficial information provided to PHAs for review and/or implementation if applicable.

During the month of February 2022, (248) callers were assisted through the Owner Hotline to meet the specific needs of OC's landlords and property managers.

As operations move forward, customer service and timely business operations continue to be a priority.

ADMINISTRATION SECTION:

COVID-19 Update

In response to the COVID-19 pandemic, Administration's efforts have been focused on OCHA operations, including, but not limited to, purchasing supplies and equipment, managing the physical facility, supporting the needs of the other OCHA sections, and communicating operational information to the public via the OCHA Reception telephone lines, the "OCHA Contact" email hotline, AccessOC and the OCHA webpage.

Ongoing Activities

Critical tasks completed during December included the following:

Calls and inquiries addressed: 2,166

Mail Processed: 8,427

Public Records Act and Data Requests resolved: 5

Staffing

Administration currently has one Section Chief, one Office Specialist, and one Office Technician vacant.



**FY 21/22 OCHA OPERATING RESERVES
SOURCES AND USES OF CASH, FUND 117
AS OF 1/31/22**

	<u>FY 21-22 Budget</u>	<u>YTD Exp/Rev Actual - Cash</u>	<u>FY 21-22 Y/E Cash Proj.</u>
Beginning Cash Balance as of 07/01/21	7,450,263	7,450,263	7,450,263
Less: Other Miscellaneous Obligations			
Available Cash Balance as of 1/31/22	7,450,263	7,450,263	7,450,263
<u>Additional Sources of Cash</u>			
Principal Received from Ops Reserve Loans	0	548,644	548,644
Interest Received from Ops Reserve Loans	15,745	1,372 (1)	1,372
County Investment Pool Interest Income	137,747	25,154 (2)	43,121
Miscellaneous Revenue - El Modena Rental Property	8,520	4,970	8,520
Miscellaneous Revenue - TBRA reimbursement from Fund 15G HOME	100,000	9,794	25,000
Miscellaneous (Fund Balance Unassigned)	3,243,673	0	0
TOTAL SOURCES OF CASH:	10,955,948	8,040,196	8,076,919
<u>Uses of Cash</u>			
Accounting staffs support to OCHA Ops Reserve	35,000	16,145	27,182
HCD Staff Support to OCHA Ops Research (KG00117)	100,000	7,460	12,788
Affordable Housing/OCHA Rental Obligation	2,542,040	0	0
Building & Improvements Maintenance - El Modena/Esplanade Property	2,500	0	2,500
County Investment Pool Admin Cost (Treasurer)	5,000	2,340	4,011
County-wide Cost Allocation Plan (CWCAP)	6,000	0	6,000
Family Self-Sufficiency Enhancement Payments	25,000	0	5,000
Happy Software Replacement	500,000	0	0
HCA Emergency Shelter - FY 21/22	100,000	0	100,000
HCA Emergency Shelter - FY 20/21	0	24,930	24,930
OCHA District Attorneys MOU - FY 21/22	90,000	0	90,000
OCHA District Attorneys MOU - FY 20/21	0	107,794	107,794
Single All Funds Audit	145	0	145
Tenant Based Rental Assistance Program (Fund 15G HOME)	100,000	9,794	25,000
TOTAL USES OF CASH:	3,505,685	168,462	405,350
TOTAL FY 21/22 UNCOMMITTED CASH:		7,871,734	7,671,569
LESS: Future Year's Non-discretionary Obligations			(4,757,807)
OCHA Monthly Rental Obligations (3)			2,913,762
TOTAL FY 21/22 DISCRETIONARY CASH:			2,913,762

(1) Budgeted amount represents interest amount only.

(2) The Treasurer is three months behind in dispersing interest.

(3) The \$ 4.7 million is the amount reserved for the monthly OCHA HAP payments, Shelter Plus Care payments & FSS payments in case the monthly HUD payments are late.

Note: This document does not account for the accounts receivable reserve for housing loans.

See Attachments (1. Payment Schedule 2. Terms and Conditions) for current details of the accounts receivable.



OC Community Resources

MEMORANDUM

DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMAANTHA ATKINSON
ASSISTANT DIRECTOR
OC COMMUNITY RESOURCES

JULIE LYONS
DIRECTOR
ADMINISTRATIVE SERVICES

ANDI BERNARD
DIRECTOR
OC ANIMAL CARE

JULIA BIDWELL
DIRECTOR
OC HOUSING &
COMMUNITY DEVELOPMENT

RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

TOM STARNES
DEPUTY DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

DATE: March 24, 2022

TO: H&CD Commission

FROM: Bill Malohn, Manager, OC Community Resources
Accounting *Bill Malohn*

SUBJECT: ACCOUNTING STATUS REPORT - February 2022

ORANGE COUNTY HOUSING ASSISTANCE

1. Section 8 Housing Assistance Payments

We issued our February 2nd checks and electronic fund transfers to landlords on time using the HAPPY software system.

2. Landlord and Tenant Overpayments

- Active: There are 43 tenant repayment agreements with a total balance of \$63,842 as of February 28, 2022.
- Inactive: There are 354 outstanding cases with a total amount of \$742,848 as of February 28, 2022. Of the 354 cases, 234 are for tenants (66%) and 120 are for landlords (34%).
- Grand total of active and inactive for February 2022: \$806,690.

3. Operating Reserves Loan

All loan payments were made through February 28, 2022 in accordance with the amortization schedule.

4. We completed the Family Self-Sufficiency (FSS) reconciliation through February 2022. There were 0 payments to a program participant under the Enhancement Program for the month of February.

HOUSING AND COMMUNITY DEVELOPMENT

5. CDBG, HOME, ESG, CALHOME, and General Fund

- The Community Development Block Grant (CDBG), Home Investment Partnership Act (HOME), and Emergency Shelter Grant (ESG) IDIS Vouchers and drawdown for December 2021 - January 2022 have been completed for all available funding.
- The HUD Status Report, including reconciliation with IDIS for CDBG, HOME, and ESG for December 2021 - January 2022 has been completed.
- General & Other Fund Projects report was updated through 2nd quarter, December 2021.
- Program Income Status Report for February 2022 has been completed.

- We were awarded \$1,000,000 in CalHome funds in March 2010. We received \$1,000,000 in advanced funds as of February 28, 2014 and we funded 44 Owner Occupied Rehabilitation loans. A new 2011 CalHome grant for \$1,000,000 was awarded and \$250,000 was received on June 5, 2014, another \$250,000 was received on April 15, 2015 and another \$250,000 was received on March 8, 2016. We funded 7 Mortgage Assistance Program loans and 14 Owner Occupied Rehabilitation loans. As of June 2017, the 2011 CalHome grant is closed.

ORANGE COUNTY DEVELOPMENT AGENCY (OCDA) SUCCESSOR

6. The Orange County Development Agency (OCDA) Successor status report was updated through January 2022 and can be viewed on the shared drive.
7. Successor Notes Receivable interest and loan monitoring fees are calculated monthly and are up to date as of February 2022. Balances are reconciled for Successor Notes Receivables every April and June.



DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

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RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

TOM STARNES
DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

DATE: March 24, 2022
TO: H&CD Commission
FROM: Julia Bidwell, Director
Housing and Community Development
Julia Bidwell
SUBJECT: Housing and Community Development Division
Status Report February 2022

COMMUNITY DEVELOPMENT

The FY 2022-23 Annual Action Plan is scheduled to go to the Board for approval on April 26, 2022. The Public Notice is anticipated to be released on March 18, 2022 through April 18, 2022. This will satisfy U.S. Department of Housing and Urban Development (HUD) federal requirements to provide a one-year plan outlining the FY 2022-23 allocation of funding for specific housing and community development programs, promote fair housing opportunities, provide approval of federal, state and local resources allocated for these activities, and satisfy requirements for submission of a plan to HUD.

The Amendment to the FY 2021-22 Annual Action Plan to add HOME American Rescue Plan Program funds, will also go out for a public review on March 18, 2022 and is scheduled to go to the Board on April 26, 2022.

HOUSING DEVELOPMENT

Project Advisory Committee

- The February 2022 PAC meeting was canceled.

Affordable Rental Housing Programs

Projects Under Development

Westminster Crossing – The Board approved a \$850,000 Housing Successor Agency loan and twenty (20) Project-Based Vouchers for homeless households earning at or below 30% AMI. Westminster Crossing is new construction of 65 units (64 rental units) of affordable housing for low- to extremely-low income individuals and families, including unit's set-aside for households who meet the Mental Health Services Act (MHSA) eligibility criteria. The developer, Meta Housing, secured 9% low income housing tax credits and closed on the

construction loan in December 2019. Construction began in December 2019 and was completed in September 2021. The project is converting to permanent financing and requesting funding of the County loan in April 2022.

Altrudy Lane Seniors – The Board approved a \$475,000 Housing Successor Agency loan and eight (8) Project-Based Vouchers for homeless households earning at or below 30% AMI. Altrudy Lane Seniors is new construction of 48 units (47 rental units) of affordable housing for low- to extremely-low income seniors, including units set-aside for households who meet the MHSA eligibility criteria. The developer, C&C Development, secured 4% low income housing tax credits and closed on the construction loan in April 2020. Construction is anticipated to be completed in March 2022.

Legacy Square – The Board authorized submittal of a joint competitive No Place Like Home (NPLH) funding application for \$6,013,136 and approved \$3,025,480 in Special Needs Housing Program (SNHP) funding for 10 MHSA units. Legacy Square is 93 units of affordable housing for low- to extremely-low income set-aside for households who are homeless or at-risk of homelessness, including residents who meet the MHSA eligibility. The developer, National Community Renaissance of California, secured 4% low income housing tax credits and closed on the construction loan in February 2021. Construction is anticipated to be completed in February 2023.

The Prado (formerly Fountain Valley Housing) – The Board approved a \$453,600 Housing Successor Agency loan and eight (8) Project-Based Veterans Affairs Supportive Housing for homeless households earning at or below 30% AMI. Fountain Valley Housing is new construction of 50 units (49 rental units) of affordable housing for low- to extremely-low income households. The developer, The Related Companies of California, secured 9% low income housing tax credits and closed on the construction loan in December 2020. Construction is anticipated to be completed in March 2022.

Casa Paloma (formerly 15162 Jackson Street) – The Board approved a \$950,000 HOME Investment Partnership Act loan and forty-eight (48) Housing Choice and/or Mainstream Project-Based Vouchers for homeless households earning at or below 30% AMI. Casa Paloma is new construction of 71 units (69 rental units and two manager's) of affordable housing for low- to extremely-low income homeless households with 24 units set-aside for households who meet the MHSA eligibility criteria. The developer, American Family Housing, secured 9% low income housing tax credits and closed on the construction loan in April 2021. Construction is anticipated to be completed in June 2022.

The Groves – The Board approved a \$567,000 Housing Successor Agency loan and eight (8) Project-Based Vouchers for homeless households earning at or below 30% AMI. The Groves Senior Apartment is new construction of 75 units (74 rental units) of affordable housing for low- to extremely-low income seniors, including 10 units set aside for senior individuals experiencing homelessness. The developer, C&C Development, secured 4% low income housing tax credits and closed on the construction loan in September 2020. Construction is anticipated to be completed in May 2022.

Ascent (formerly Airport Inn) – The Board approved fifty-seven (57) Project-Based Vouchers for homeless households earning at or below 30% AMI and with 28 units set-aside for individuals experiencing homelessness who meet the MHSA eligibility criteria. Ascent is an acquisition and rehabilitation of an existing 60-room motel into 58 units of affordable. The developer, Jamboree Housing Corporation, secured 9% low income housing tax credits and

closed on the construction loan in December 2020. Construction is anticipated to be completed in September 2022.

Mountain View Apartments – The Board approved a \$453,600 Housing Successor Agency loan and eight (8) Project-Based Vouchers for individuals experiencing homelessness earning at or below 30% AMI. Mountain View Apartments is new construction of 71 units (70 rental units) of affordable housing for low- to extremely-low income homeless households with eight units set-aside for households who meet the MHSA eligibility criteria. The developer, National Community Renaissance of California, secured 9% low income housing tax credits and closed on the construction loan in December 2021. Construction is anticipated to be completed in July 2023.

Huntington Beach Senior Housing – The Board approved a \$3,603,160 MHSA loan and thirty-three (33) Project-Based Vouchers for individuals experiencing homelessness earning at or below 30% AMI. Huntington Beach Senior Housing is new construction of 43 units (42 rental units) of affordable housing for low- to extremely-low income homeless households with 21 units set-aside for households who meet the MHSA eligibility criteria and the remaining 12 units will be used for non-MHSA seniors. The developer, Jamboree Housing Corporation, secured 4% low income housing tax credits and closed on the construction loan in February 2022. Construction is anticipated to be completed in September 2023.

Center of Hope Apartments (The Salvation Army) – The Board approved a \$655,120 MHSA loan and sixteen (16) Project-Based Vouchers for individuals experiencing homelessness earning at or below 25% AMI. Center of Hope Apartments is new construction of 72 units (70 rental units and two manager’s units) of affordable housing extremely-low income homeless households with 20 units set-aside for households who meet the MHSA eligibility criteria. The developer, The Salvation Army, secured 4% low income housing tax credits and closed on the construction loan in February 2022. Construction is anticipated to be completed in November 2023.

Grand Openings/Groundbreakings/Events

- The Groundbreaking Ceremony for Mountain View Apartments was held on March 15, 2022 at 11:00 a.m., located at 524551 Raymond Way in the city of Lake Forest.



Permanent Supportive Housing Notice of Affordability

On November 10, 2015, the Board authorized the OC Community Resources Director, or designee, to issue a Permanent Supportive Housing Notice of Funding Availability (2016 PSH NOFA) with an emphasis on developing extremely low-income housing in a combination of up to \$8 million in Orange County Housing Successor Agency funds and Federal HOME Investment Partnerships Program funds and utilize up to 100 Housing Choice Project-Based Vouchers. Staff will return to the Board for funding commitments to individual projects. The Project Advisory Committee (PAC) concurred with staff's 2016 PSH NOFA policy recommendations at the December 10, 2015 PAC meeting.

On April 24, 2018, the Board of Supervisors approved adding \$4 million and up to a combined 100 VASH and/or Housing Choice Vouchers to the 2016 PSH NOFA. On December 18, 2018 the Board approved adding \$2 million in Orange County Housing Successor Agency (HSA) funds and/or Federal HOME Investment Partnership Programs and up to an additional of 50 HUD-VASH. Staff has received fourteen applications listed below requesting \$13,020,361 in HOME/HSA funds and 200 Housing Choice Project-Based Vouchers and 8 project-Based VASH Vouchers.

Developer	Project Name	Funding Request	Project-Based HCV/ Request	Project-Based VASH Request	Project-Based Mainstream Voucher Request	No. Units	Type	City	Status
American Family Housing	Potter's Lane	\$1,458,000	0	0	0	16	Veterans	Midway City	Project Completed
National Core	Oakcrest Heights	\$1,644,300	8	0	0	54	Families/ MHSA	Yorba Linda	Project Completed
Community Development Partners	Newport Veterans Housing*	\$0	0	0	0	12	Veterans	Newport Beach	Did not pass Threshold Review
Mercy Housing	Placentia Veterans Village	\$2,754,000	0	0	0	50	Veterans	Placentia	Project Completed
Affirmed Housing, Inc.	Della Rosa	\$1,166,400	25	0	0	50	Permanent Supportive Housing	Westminster	Project Completed
Chelsea Investment Corporation	Salerno at Cypress Village (Formerly Cypress Village)	\$1,462,860	10	5	0	80	Families/ Veterans/ Developmentally Disabled	Irvine	Project Completed
Jamboree Housing Corporation	Buena Esperanza (formerly Jamboree PSH)	\$0	0	0	0	70	Permanent Supportive Housing/ MHSA/ Veterans	Anaheim	Project Completed
Meta Housing Corporation	Westminster Crossing	\$850,500	20	0	0	65	Permanent Supportive Housing/SHNP	Westminster	Project Completed
Orange Housing Dev. Corp. & C&C Development	Altrudy Senior Apartments	\$0	8	0	0	48	Senior/ NPLH	Yorba Linda	Project Completed
The Related Companies of California, LLC	The Prado Fountain Valley Housing	\$453,600	0	8	0	50	Families/ Veterans	Fountain Valley	Project Completed
American Family Housing	Casa Paloma (15162 Jackson Street)	\$950,000	33	0	15	71	Permanent Supportive Housing/ SNHP/HHC	Midway City	Under Construction
C&C Development	The Groves	\$0**	8	0	0	75	Seniors/ SNHP	San Juan Capistrano	Under Construction

The Related Companies of California, LLC	The Crossroads at Washington	\$2,280,701	43	0	0	86	Families/ Permanent Supportive Housing	Santa Ana	Board approved 2/25/20. Developer re-submitted tax credit application in July 2020 and received an award. The Project is expected to begin construction May 2022, after environmental clean-up has begun with agency oversight.
Jamboree Housing	Airport Inn	\$0	45	0	0	58	Permanent Supportive Housing /SNHP/NPLH	Buena Park	Under Construction
TOTALS		\$13,020,361	200	13	45	785			

* Newport Veterans Housing applied for funding but did not pass threshold
 ** Developer was able to secure additional permanent funding and not moving forward with \$567,000 County loan

2020 Supportive Housing NOFA

On December 17, 2019, the Orange County Board of Supervisors authorized the OC Community Resources Director, or designee, to issue a 2020 Supportive Housing Notice of Funding Availability (2020 NOFA) with an emphasis on developing extremely low-income housing in a combination of up to \$13 million in Orange County Housing Successor Agency (HSA) funds, Federal HOME Investment Partnerships Program (HOME) funds and Mental Health Services Act (MHSA) funds and utilize up to 200 Housing Choice Project-Based Vouchers and return to the Board for funding commitments to individual projects.

The Board also approved the changes in policy and process for the 2020 NOFA. The 2020 NOFA was released on January 27, 2020. Subsequently, on May 19, 2020, after the discontinuance of the Special Needs Housing Program and anticipation of remaining funds being returned to the County, the Board approved increasing the MHSA funding in the 2020 NOFA by up to \$5.5 million.

On October 20, 2020, the Board approved an increase and decrease to the 2020 NOFA by \$1,085,000 in Mental Health Services Act to commit to Stanton Inn and Suites to satisfy the required capital match under the Homekey Program. On November 17, 2020, the Board approved an increase in the amount of HSA, HOME, Fund 15B and Fund 135 funds in the 2020 NOFA by up to \$3.5 million and a decrease the amount of HSA funds in the 2020 NOFA by \$2.4 million to include the Tahiti Motel, located at 11850 Beach Boulevard, Stanton and, shift funds to accommodate projects that have pending applications for funding under the 2020 NOFA.

On May 25, 2021, the Board approved an increase to the 2020 NOFA \$6.5 million in American Rescue Plan Act-HOME Supplemental Funds and Federal HOME funding to the 2020 Supportive Housing NOFA and 157 Project Based VASH, Mainstream and/or Housing Choice Vouchers. As required by the recently released HOME-ARP guidance, staff will be submitting an Allocation Plan to HUD for the use of the funds.

On November 16, 2021, the Board approved to increase the 2020 NOFA by \$1,069,462 in Mental Health Services Act funding and to add 10 Project-Based VASH and up to 100 Project Based Housing Choice Vouchers with preference for Homekey approved projects.

Staff has received 16 applications listed below requesting \$21,790,393 in HOME/HSA/MHSA/Fund 15B/Fund 135 funds, 352 Housing Choice Project-Based Vouchers and 60 Project-Based VASH Vouchers.

Developer	Project Name	Funding Request	Project-Based HCV Request	Project-Based VASH Request	Total Units	Type	City	Status
National CORE	Mountain View	\$453,600	8	0	71	Families / MHSA	Lake Forest	Under Construction
National CORE	Santa Angelina Senior	\$500,000	21	0	65	Seniors / MHSA	Placentia	PAC concurred with underwriting recommendation on 11/12/20. Board approved funding and voucher request on 1/12/21. Developer anticipates closing financing in June 2022.
National CORE	Orchard View Gardens	\$453,600	8	0	66	Seniors / MHSA	Buena Park	PAC concurred with underwriting recommendation on 10/8/20. Board approved funding and voucher request on 12/15/20. Developer applied for 9% credits and was unsuccessful in getting an award in July 2021 round and will re-apply in 2022.
Jamboree Housing Corp.	Ascent (formerly Airport Inn Apartments)	\$0	57	0	58	Homeless Individuals / MHSA	Buena Park	Under Construction
The Salvation Army	The Salvation Army Anaheim Center of Hope	\$655,120	16	0	72	Homeless Individuals / MHSA	Anaheim	Under Construction
C&C Development	Cartwright Family Apartments	\$567,000	8	0	60	Large Families / MHSA	Irvine	PAC concurred with underwriting recommendation on 10/8/20. Board approved funding and voucher request on 1/12/21. Developer did not receive NPLH funding but anticipates applying for 4% tax credits in next round of 2022.
Mercy Housing California	Villa St. Joseph	\$1,020,600	18	0	50	Senior Individuals	Orange	PAC concurred with underwriting recommendation on 11/12/21. Board approved funding and voucher on 1/12/21. A joint CDLAC/TCAC application was submitted September 2021 and project received an award. The project anticipates construction closing by June 2022.
Jamboree Housing Corp.	Huntington Beach Senior Housing	\$3,603,160	33	0	43	Senior Individuals / MHSA	Huntington Beach	Under Construction
Orange Housing Dev. Corp. & C&C Dev.	Valencia Gardens (formerly Orange Corporate Yard)	\$479,520	8	0	62	Families / MHSA	Orange	PAC concurred with underwriting recommendation on 12/3/21. Board approved funding and voucher on 1/12/21. Developer applied for OCHFT funding and received approval May 2021. Developer received 4% tax credits award in October 2021 and closed on construction financing in March 2022.
Jamboree Housing Corp.	Paseo Adelanto	\$2,384,630	30	10	50	Homeless Individuals / MHSA	San Juan Capistrano	PAC concurred with underwriting recommendation on 1/13/22. Board approved funding and voucher on 2/8/22. Developer Submitted for 9% credits in March 2022.
Community Development Partners	Westview House	\$4,258,280	0	0	85	Large Families / MHSA	Santa Ana	PAC concurred with underwriting recommendation on 11/12/21. Board approved funding and voucher on 1/12/21. Developer

								applied to TCAC for 4% credits in September, 2021 and if awarded, will target a closing in May 2022 and begin construction June 2022.
C&C Development	The Meadows Senior Apartments	\$396,900	5	0	65	Seniors/MHSA	Lake Forest	Application received in March/April 2021 and is in Underwriting Review.
Jamboree Housing Corp.	Stanton Inn and Suites	\$1,085,000	71	0	72	Homeless/At-risk/COVID-19/MHSA	Stanton	Board approved an allocation of 59 project-based vouchers, subordination of the County loan and transfer of the project. Developer received TCAC award. Loan closing anticipated by mid-April 2022.
Jamboree Housing Corp.	Tahiti Motel	\$2,400,000	59	10	60	Homeless/At-risk/COVID-19	Stanton	Board approved an allocation of 59 project-based vouchers, subordination of the County loan and transfer of the project. Developer received TCAC award. Loan closing anticipated by mid-April 2022.
Jamboree Housing Corp.	Riviera Motel	\$1,532,983	10	10	21	Homeless/At-risk/COVID-19/MHSA	Stanton	On December 14, 2021, the Board approved various actions to accept/receive, transfer and use Homekey program funds for acquisition, rehabilitation/repairs, relocation, operation of the property and instructions necessary to move forward with the Homekey funding award. The Homekey application was submitted to the State on January 28, 2022, prior to January 31, 2022 deadline for the geographic pool. Acquisition and loan closing anticipated by mid-April 2022.
Community Development Partners	Motel 6	\$2,000,000	0	30	88	Homeless/At-risk/COVID-19/MHSA	Costa Mesa	On December 14, 2021, the Board approved various actions to accept/receive, transfer and use Homekey program funds for acquisition, rehabilitation/repairs, relocation, operation of the property and instructions necessary to move forward with the Homekey funding award. The Homekey application was submitted to the State on January 27, 2022, prior to January 31, 2022 deadline for the geographic pool. Acquisition and loan closing anticipated by mid-April 2022.
TOTALS		\$21,790,393	352	60	988			

Homekey Program

Round 1: The County applied for Homekey funding for three projects and received awards and funding for the Tahiti Motel and Stanton Inn and Suites in October 2020 and closed on acquisition of both properties in December 2020.

- \$13.4 million for a 60-unit motel (Tahiti Motel- Stanton)
- \$12.7 million for a 72-unit motel (Stanton Inn and Suites- Stanton)
- \$2 million for a 21-unit motel (Riviera Motel-Stanton)

Round 2: In anticipation of the next round of Homekey Program funding and NOFA, staff released a Request for Information (RFI) in April 2021 which qualified four prospective developers. Given the substantial funding increase for Homekey in the State's adopted budget, staff released a second Request for Information (RFI 2b) on June 9th, closed on June 25th, seeking additional qualified developers and prospective properties. A total of 8 developers were qualified through both RFI's. The list is available here <https://www.ochcd.org/housing-development/developer>.

On September 9, 2021 the State HCD released the Homekey Program NOFA Round 2 which will make available approximately \$1.4 billion (FY 2021-22) in grant funding to local public entities, including cities, counties, or other local public entities, such as housing authorities or Tribal Entities within California. The applications opened on September 30 and the priority period closed on January 31st. On December 14, 2021, the Board approved various actions necessary to move forward with three Homekey applications. As of the date of this report, all three applications have been submitted to the state, prior to January 31, 2022 deadline for the geographic pool and the County received two awards to date.

- \$6.07 million for a 20-unit motel conversion (Riviera Motel, Stanton) – awarded
- \$17 million for a 62-unit interim to permanent conversion (HB Oasis, Huntington Beach) – awarded
- \$10 million for an 88-unit motel conversion (Motel 6, Costa Mesa) – pending review

Homeownership Activities

The County of Orange homeownership program information can be found on the website at www.occr.ocgov.com/hcd/housing.

Mortgage Assistance Program/Cal Home Grant

On August 25, 2020 the Board of Supervisors approved the recommended policy changes to the Mortgage Assistance Program (MAP) guidelines. The County's MAP Program provides silent (deferred payment) down payment assistance loans to assist low-income first-time homebuyers (FTHB). The revised guidelines have allowed the County to effectively support FTHB by increasing the maximum loan amount of down payment assistance to qualified individuals and reducing some barriers for eligibility. The guidelines were also revised to make them consistent with changes in funding, Department name changes and the needs of low-income homebuyers in Orange County. For more information on the MAP program, please contact Rebecca Leifkes of Housing & Community Development at 714-480-2936 Rebecca.leifkes@occr.ocgov.com.

Since the update to the MAP program in August 2020, H&CD has pre-approved 21 applications of which 7 have closed escrow, and 6 have received funding commitment and are actively searching for a home.

Funds are limited for this program. Applications are accepted on a first-come first-serve basis. Due to the number of households actively searching, at this time, the program is on hold and no additional applications are being accepted. Once funds are depleted, the program will be closed and the remaining applicants who have been pre-approved will be placed on a waiting list, in anticipation of future CalHome funds.