

## H&CD COMMISSION - **SPECIAL MEETING** AGENDA

Wednesday, June 15, 2022 – 2:30 p.m.

**Hall of Administration  
 333 W. Santa Ana Blvd., 1st Floor  
 Santa Ana, CA 92705**

**An Nguyen, 1<sup>st</sup> District**  
**Muriel Ullman, 2<sup>nd</sup> District**  
**Mike Alvarez, Chair, 3<sup>rd</sup> District**  
**Denise Barnes, 4<sup>th</sup> District**  
**Sandy Rains, 5<sup>th</sup> 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 24, 2022

**VI. PRESENTATIONS/INTRODUCTIONS: (none)**

**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. Amendment to Housing & Community Development Commission Bylaws**

Julia Bidwell, Executive Director

**RECOMMENDED ACTION:**

Approve Amendment To H&CD Commission Bylaws and Transmission of Same to the Board of Supervisors Acting as the Board of Commissioners for Final Approval

**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, June 23, 2022**

**ORANGE COUNTY HOUSING AUTHORITY**

**CONFERENCE ROOM A**

**1501 E. St. Andrew Pl.**

**Santa Ana, CA 92705**

## H&CD COMMISSION - REGULAR MEETING MINUTES

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, 1<sup>st</sup> District  
 Muriel Ullman, 2<sup>nd</sup> District  
 Mike Alvarez, Chair, 3<sup>rd</sup> District  
 Denise Barnes, 4<sup>th</sup> District  
 Sandy Rains, 5<sup>th</sup> 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**

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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.*

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**I. CALL TO ORDER: Mike Alvarez, Chair**

**II. PLEDGE OF ALLEGIANCE: Mike Alvarez, Chair**

**III. ROLL CALL: Jessica Villa**

**Present:** M. Alvarez, D. Barnes, C. Wilkerson, R. Shader, S. Rains, C. Wilkerson, J. Mai, W. Carvalho, C. Hupp, M. Ullman

**Absent:** A. Nguyen, H. Smith-Gardner

**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  
 January Johnson, Section Chief, Special Housing Programs and Interim Section Chief, Administration  
 Jessica Villa, Commission Clerk

**V. APPROVAL OF MINUTES:**

**RECOMMENDED ACTION:**

Approve the Summary of Minutes of the regular meeting held on February 24, 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

No questions from attendees

**VII. PUBLIC COMMENTS: (none)**

**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

Questions

1. Muriel Ullman: Is there a time frame?

*Julia Bidwell: Time frame is longer for use of the funds. Recommendations is to put the funds into the County's Notice of Funding Availability*

**2. (OCHA) Draft 2022 Administrative Plan Update**

Marie Vu, Manager, Housing Assistance Division

**RECOMMENDED ACTION:**

1. Receive and File – (No Discussion)

**X. PUBLIC HEARINGS (NONE):**

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

**A. Application Review Committee (ARC):**

Craig Fee, Manager

Annual Action Plan update: Has been posted for public review on March 18, 2022, and will go to the Board on April 26, 2022.

**B. Project Advisory Committee (PAC):**

Michelle Zdeba, Housing Development Manager  
Julia Bidwell for Michelle Zdeba. No items to report

**C. Orange County Housing Authority Update**

Marie Vu, Manager, Housing Assistance Division

Discussed post pandemic vacancies

Funding: Congress approved funding mid-March for calendar years of January-December. HUD funding letter expected to arrive approximately 60 days after. OCHA is expecting to receive sufficient funding and has begun to pull 100-150 applicants per month from the waitlist.

**D. Executive Director/Secretary's Report:**

Julia Bidwell, Executive Director/Secretary

Discussed Homekey Round 1 applications and awards. Reported on Round 2 Homekey applications with Huntington Beach, Stanton and Costa Mesa and with co-applicants. Awarded two of the three; H.B Oasis & Riviera Motel.

Mentioned to members they will get invitations via-email on groundbreaking and/or grand openings from developers.

**XII. PUBLIC COMMENTS: (1)**

Denise Saber - Came to seek housing assistance and was assisted by Orange County Housing Authority staff

**XIII. MEMBER COMMENTS: (1)**

James Mai - What sort of outreach is being provided to the public about OCHA services?

Referrals come out from the Coordinated Entry System

Staff will coordinate with the Health Care Agency on a future presentation to the Commission regarding referrals for the special housing program vouchers such as Veterans Affairs Supportive Housing vouchers, homeless vouchers, etc.

**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**

June 15, 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 April 2022

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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><b>April 26, 2022</b></p>	<p><b>Approve Renewal of Memorandum of Agreement for Interjurisdictional Mobility</b>          Approval of the Memorandum of Agreement among Orange County, Anaheim, Garden Grove and Santa Ana Housing Authorities for inter-jurisdictional mobility supports maintaining Housing Choice Voucher Program assistance to eligible households that choose to relocate within the County of Orange.</p>
	<p><b>Orange County Housing Authority Administrative Plan</b>          Adopting the updated Orange County Housing Authority Administrative Plan will comply with federal requirements to describe statutory,</p>

	regulatory, and local discretionary policies used to administer the Housing Choice Voucher Program.
	<b>Approve FY 2022-23 Annual Action Plan and Contracts</b> Conducting a Public Hearing and approving the FY 2022-23 Annual Action Plan 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.



**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:** June 15, 2022

**TO:** Housing and Community Development Commission

**FROM:** Julia Bidwell, Housing and Community Development Director

**SUBJECT:** Approve Amendment To H&CD Commission Bylaws and Transmission of Same to the Board of Supervisors Acting as the Board of Commissioners for Final Approval

*Julia Bidwell*

On July 13, 2021, the Board of Supervisors (Board) approved a Boards, Committees, Commissions (BCCs) bylaws template, which was created to implement the Board's directive for consistency among BCC bylaws.

CEO and County Counsel have agreed to assist County Agencies in expediting the bylaw revision directive. To make use of this assistance, the H&CD Commission amended bylaws must:

1. Have been presented to and approved by the H&CD Commission governing board
2. Be submitted to County Counsel no later than Monday, June 20, 2022

CEO and County Counsel will seek Board approval of the amended bylaws through an Agenda Staff Report to be agendized for the July 26, 2022 Board meeting.

H&CD Commission bylaws were previously amended June 18, 2002, and July 24, 2012.

To comply with the requirements above, the amended H&CD Commission bylaws are being presented to the H&CD Commission for its approval before the amended bylaws are submitted to the Board of Supervisors acting as the Board of Commissioners for the Orange County Housing Authority for final approval.

**Recommended Action:**

Approve amended Housing and Community Development Commission Bylaws and transmission of same to Board of Supervisors acting as the Board of Commissioners for the Orange County Housing Authority for final approval.

- Attachment A - Housing & Community Development Commission Bylaws
- Attachment B - Housing & Community Development Commission Bylaws - Redline Conversion Document
- Attachment C - Housing & Community Development Commission Bylaws - Summary of Revisions



**HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS**

**ARTICLE I. Name of Organization**

- A. The name of this organization shall be Housing and Community Development Commission, hereinafter referred to as "H&CD Commission."
- B. The official location and mailing address of the H&CD Commission shall be:

1501 E St. Andrew Pl  
Santa Ana, Ca 92705

**ARTICLE II. Establishment of H&CD Commission**

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

The members of the H&CD Commission are appointed by the Board acting as the Board of Commissioners for Orange County pursuant to Section 1-2-302 of the Codified Ordinances of the County of Orange.

**ARTICLE III. Purpose and Functions**

- A. The purpose of the H&CD Commission is to work with the County to:
  - 1. Provide advice to the Board of Commissioners of the Orange County Housing Authority as required by law and to Orange County Community Resources Department ("Department"). The advice to the Department shall pertain to the housing related needs of the low to moderately low-income families, including households experiencing homelessness, residing in the unincorporated targeted areas, and in County Cities, except Anaheim, Garden Grove, and Santa Ana, participating in the housing programs of the County.
  - 2. Advise the Department on the funding priorities for rental assistance, housing development, and community development.

**ARTICLE IV: Appointment and Membership**

- A. Membership of the H&CD Commission is to be composed as follows:
  - 1. There shall be eleven (11) members that comprise the H&CD Commission that include the categories of stakeholders described in Section 1-2-302 of the Codified Ordinances of the County of Orange.
- B. Qualifications for H&CD Commission Membership
  - 1. The following criteria will be used for all membership appointments:

- a. The Commission's members shall be appointed as prescribed by Section 1-2-302 of the Codified Ordinances of the County of Orange.
- b. Residency and Voting Requirements: Except where the Board finds it is in the best interest of the County to waive voter and residency requirements, all members of the H&CD Commission shall be:
  - i. registered voters in the County; and,
  - ii. reside in the district of the nominating member of the Board of Supervisors, unless Supervisor representing the district where the nominee resides provides written consent for the nomination.

C. Length of H&CD Commission Membership

1. The length of H&CD membership and commencement dates for members' terms of office shall be as prescribed in Section 1-2-302 of the Codified Ordinances of the County of Orange.
2. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
3. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

**ARTICLE V. H&CD Commission Officers**

A. H&CD Commission officers shall consist of:

1. A Chairperson, Vice Chairperson, and an Executive Director/Secretary.
2. The Chairperson shall preside at all meetings of the H&CD Commission.
3. 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.
4. The Director of Orange County Housing and Community Development 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.

5. Terms for the Chairperson and Vice-Chairperson of the H&CD Commission shall be for one year.
6. No person, except a member of the Board, may serve as Chairperson of a Boards, Commissions, Committees for more than three consecutive terms.
7. No person, except a member of the Board, may serve simultaneously as Chairperson for two or more Boards, Commissions, Committees.
8. Election of officers shall be held annually during the last H&CD Commission meeting of each calendar year by majority vote, a quorum being present. Members of the H&CD Commission shall nominate and elect a Chairperson and a Vice-Chairperson from its membership.

**ARTICLE VI. Duties of Members**

- A. Members shall attend meetings of the H&CD Commission and of committees to which they are appointed.
- B. Members shall notify the Secretary of the H&CD Commission of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled H&CD Commission meeting, indicating good and sufficient reasons for the absence. The Secretary shall then notify the Chairperson of any expected absence.
- C. In the performance of its responsibilities, the H&CD Commission shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state, or federal laws.
- D. Members of the H&CD Commission shall comply with the County Equal Employment Opportunity and Anti- Harassment Policy and Procedures.
- E. Members of the H&CD Commission shall comply with County Code of Ethics.
- F. Members of the H&CD Commission shall operate strictly within designated purposes and functions of the H&CD Commission, as described more fully in Article III.

**ARTICLE VII. Committees and Subcommittees**

H&CD Commission does not have any Standing Committees.

**ARTICLE VIII. Meetings and Actions**

- A. The H&CD Commission shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writing to members, the Board, and the public at large.
- B. All H&CD Commission meetings shall be open, public and noticed in conformance with the provisions

of the Ralph M. Brown Act, California Government Code section 54950 et seq. ("Brown Act"), as amended and held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.

C. Special meetings of the H&CD Commission may be called either by the Chairperson or at the request of a majority of H&CD Commission members. Notice of special meetings shall:

1. Be delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
2. State the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Brown Act.

D. Quorum Requirements

1. Quorum requirements are as follows:

- a. General Meetings: Six (6) members of the H&CD Commission shall constitute a quorum.

E. Voting Majority: Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the H&CD Commission, except as otherwise provided by these Bylaws. Voting shall be taken by roll call on a request of any H&CD Commission Member or the Executive Director/Secretary with the votes entered upon the minutes of such meetings.

1. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a "non-vote" – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.

F. Voting by Proxy: Members of the Board and the County Executive Officer who serve as H&CD Commission members may designate a substitute to attend a H&CD Commission meeting on their behalf and vote on any action item by the submitting the member's signed proxy to the H&CD Commission Chairperson at the start of the meeting.

G. Minutes: The Executive Director/Secretary shall prepare and publish the minutes for each meeting of the H&CD Commission.

H. All regular and special H&CD Commission meetings shall be open to the public as prescribed in the Brown Act. To enable the H&CD Commission to accomplish its purpose in a reasonably efficient manner, for every regular and special meeting, each member of the public may address the H&CD Commission on up to three occasions, with three minutes allotted to the speaker per occasion. A speaker's time will be tolled if the speaker is questioned or interrupted by the Chairperson, or by members of the H&CD Commission, including the time for the speaker to respond

to such questioning. A member of the public utilizing the services of a translator shall be allotted twice the amount of time to speak as other individual public speakers to ensure that non-English speakers receive the same opportunity to address the H&CD Commission.

I. Order of Business: At the regular meeting of the H&CD Commission, the following shall be the Order of Business

1. Call to Order
2. Roll Call
3. Presentations/Introductions
4. Approval of Minutes
5. Public Comments
6. Reports of Staff, Committees, and/or Commission Member
7. Consent Calendar
8. Discussion Calendar
9. Public Hearing
10. Public Comments
11. Commission Member Comments
12. Adjournment
13. Next Meeting

The Chairman may vary the Order of Business as deemed necessary. The proposed Agenda for the Regular Meeting of the H&CD Commission will be sent to the H&CD Commission members prior to the meeting date.

**ARTICLE IX. Compensation and Reimbursement**

- A. Compensation: Each member of the H&CD Commission shall be eligible to receive a sum not to exceed fifty dollars (\$50.00) per day for attendance at no more than four (4) meetings per month of the H&CD Commission, subject to a maximum reimbursement as specified by applicable County limits. Attendance of less than one-half of a regular meeting shall be considered an absence and not subject to remuneration.
- B. Reimbursement: H&CD Commission members may be reimbursed for actual expenses incurred while performing within the scope of their duties to the extent permitted by applicable County policy, as more specifically described herein. All requests for reimbursement shall be submitted in accordance with the policies and procedures adopted by the County on a form approved by the County Auditor-Controller.
- C. Reimbursement: H&CD Commission members may receive compensation for required and pre-approved housing-related conferences, seminars, educational activities, and training activities.

**ARTICLE X. Removal and Resignation of Members**

- A. Removal: The Board may, at any time and without cause, remove any H&CD Commission member from office prior to the expiration of his/her term of office by majority vote of the Board.
- B. Resignation: Resignation of H&CD Commission members shall be affected by a written letter of

resignation submitted to the Chairperson of the H&CD Commission and to the Board.

- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within ten (10) days of learning the existence of any such vacancy.

**ARTICLE XI. Authority**

A. Parliamentary Authority: The Chairperson shall preside and manage H&CD Commission meetings using parliamentary procedure consistent with these bylaws, any special rules of order the H&CD Commission may adopt, and any applicable County, state, and federal law.

B. When circumstances demand that action be taken before the next scheduled H&CD Commission meeting the H&CD Commission may authorize and grant its full authority to any standing committee to act on its behalf to make specific, limited, independent recommendations to the County, a quorum of the H&CD Commission being present.

- 1. Such actions taken on behalf of the H&CD Commission by a committee will be presented as an information item at the next regular H&CD Commission meeting.
- 2. Such actions will not require further action by the H&CD Commission.

C. Standing and Ad Hoc Committees

- 1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the H&CD Commission.
- 2. No standing or ad hoc committee shall have independent authority to commit the H&CD Commission to any policy or action without the prior approval of the general membership of the H&CD Commission.

**ARTICLE XII. Conflict of Interest**

1. Members of the H&CD Commission and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws including, but not limited to, 24 CFR 982.161 and shall refrain from engaging in any behavior that conflicts with the best interest of the County.

2. Members of the H&CD Commission shall not vote nor attempt to influence any other H&CD Commission member on a matter under consideration by the H&CD Commission or any of its committees or subcommittees:

- a. Regarding the provision of services by such member (or by an entity that such member represents); or
- b. That would provide direct financial benefit to such member or the immediate family of such member; or
- c. Engage in any other activity constituting a conflict of interest under County, state, or federal law.

3. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
4. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the H&CD Commission shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the H&CD Commission.
5. H&CD Commission members shall timely file Statements of Economic Interests (Form 700) and other financial disclosures as required by law.
6. H&CD Commission members shall complete ethics training as required by County policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).
7. Neither H&CD Commission nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of H&CD Commission.
8. No assets or assistance provided by County to H&CD Commission shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

**ARTICLE XIII. Adoption and Amendment of Bylaws**

- A. Adoption: An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.
- B. Amendments:
  1. Any member of the H&CD Commission may propose amendments to these Bylaws.
  2. Proposed amendments shall be submitted in writing and made available to each member of the H&CD Commission no less than five days prior to consideration before a vote can be taken.
  3. An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval any amendments to the Bylaws become effective upon approval by the Board.

**ARTICLE XIV. Severability**

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

**ARTICLE XV. Staffing Support**

Staff support from Housing and Community Development shall be provided to support the H&CD Commission in conjunction with the work of the H&CD Commission.

Amended June 22, 1999, June 18, 2002, and July 24, 2012



**HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS - Redline Conversion Document**

**ARTICLE I. Name of Organization**

- A. The name of this organization shall be **Housing and Community Development Commission**, hereinafter referred to as **"H&CD Commission."**
- B. The official location and mailing address of the **H&CD Commission** shall be:

1501 E St. Andrew Pl  
Santa Ana, Ca 92805

**ARTICLE II. Establishment of H&CD Commission**

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

The members of the **H&CD Commission** are appointed by **the Board acting as the Board of Commissioners for Orange County** pursuant to Section 1-2-302 of the Codified Ordinances of the County of Orange.

**ARTICLE III. Purpose and Functions**

- A. The purpose of the **H&CD Commission** is to work with the County to:
  - 1. Provide advice to the Board of Commissioners of the Orange County Housing Authority as required by law and to Orange County Community Resources Department ("Department"). The advice to the Department shall pertain to the housing related needs of the low to moderately low-income families, including households experiencing homelessness, residing in the unincorporated targeted areas, and in County Cities, except Anaheim, Garden Grove, and Santa Ana, participating in the housing programs of the County.
  - 2. Advise the Department on the funding priorities for rental assistance, housing developments, residential rehabilitation, public works improvements, and economic development.

**ARTICLE IV: Appointment and Membership**

- A. Membership of the **H&CD Commission** is to be composed as follows:
  - 1. There shall be **eleven (11)** members that comprise the **H&CD Commission** that include the **categories of stakeholders described in Section 1-2-302 of the Codified Ordinances of the County of Orange.**
- B. Qualifications for **H&CD Commission** Membership

1. The following criteria will be used for all membership appointments:
  - a. **The Commission's members shall be appointed as prescribed by Section 1-2-302 of the Codified Ordinances of the County of Orange.**
  - b. **Residency and Voting Requirements: Except where the Board finds it is in the best interest of the County to waive voter and residency requirements, all members of the H&CD Commission shall be:**
    - i. registered voters in the County; and,
    - ii. reside in the district of the nominating member of the Board of Supervisors, unless Supervisor representing the district where the nominee resides provides written consent for the nomination.

C. Length of H&CD Commission Membership

1. **The length of H&CD membership and commencement dates for members' terms of office shall be as prescribed in Section 1-2-302 of the Codified Ordinances of the County of Orange.**
2. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
3. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

**ARTICLE V. H&CD Commission Officers**

- A. H&CD Commission officers shall consist of:
1. A Chairperson, Vice Chairperson, and an Executive Director/Secretary.
  2. The Chairperson shall preside at all meetings of the H&CD Commission.
  3. 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.
  4. The Director of Orange County Housing and Community Development 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.

5. Terms for the Chairperson and Vice-Chairperson of the H&CD Commission shall be for one year.
6. No person, except a member of the Board, may serve as Chairperson of a Boards, Commissions, Committees for more than three consecutive terms.
7. No person, except a member of the Board, may serve simultaneously as Chairperson for two or more Boards, Commissions, Committees.
8. Election of officers shall be held annually during the last H&CD Commission meeting of each calendar year by majority vote, a quorum being present. Members of the H&CD Commission shall nominate and elect a Chairperson and a Vice-Chairperson from its membership.

**ARTICLE VI. Duties of Members**

- A. Members shall attend meetings of the H&CD Commission and of committees to which they are appointed.
- B. Members shall notify the Secretary of the H&CD Commission of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled H&CD Commission meeting, indicating good and sufficient reasons for the absence. The Secretary shall then notify the Chairperson of any expected absence.
- C. In the performance of its responsibilities, the H&CD Commission shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state, or federal laws.
- D. Members of the H&CD Commission shall comply with the County Equal Employment Opportunity and Anti- Harassment Policy and Procedures.
- E. Members of the H&CD Commission shall comply with County Code of Ethics.
- F. Members of the H&CD Commission shall operate strictly within designated purposes and functions of the H&CD Commission, as described more fully in Article III.

**ARTICLE VII. Committees and Subcommittees**

H&CD Commission does not have any Standing Committees

~~A. Standing Committees: The H&CD Commission shall appoint members to participate in two (2) standing committees. The committees are as follows:~~

- ~~1. The Application Review Committee ("ARC") whose responsibility 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 Housing and Community Development Director, who will request the Board's approval.~~

- ~~2. The Project Advisory Committee ("PAC") whose responsibility is to review all major housing project proposals and recommend approval or denial to the Housing and Community Development Director. In addition, to recommending approval, PAC will identify the funding source or sources.~~

~~Terms of appointment to standing committees shall be for one year.~~

- B. Ad Hoc Committees: The Chairperson may establish ad hoc committees of less than a quorum of the H&CD Commission membership to accomplish time-limited tasks that support the goals of the H&CD Commission.

Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

#### **ARTICLE VIII. Meetings and Actions**

- A. The H&CD Commission shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writing to members, the Board, and the public at large.
- B. All H&CD Commission meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq. ("Brown Act"), as amended and held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.
- C. Special meetings of the H&CD Commission may be called either by the Chairperson or at the request of a majority of H&CD Commission members. Notice of special meetings shall:
1. Be delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
  2. State the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Brown Act.
- D. Quorum Requirements
1. Quorum requirements are as follows:
    - a. General Meetings: Six (6) members of the H&CD Commission shall constitute a quorum.
    - b. Standing Committees: Quorum shall be the members present, but no less than three (3).
- E. Voting Majority: Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the H&CD Commission, except as otherwise provided by these Bylaws. Voting shall be taken by roll call on a request of any H&CD Commission Member or the

**Executive Director/Secretary with the votes entered upon the minutes of such meetings.**

1. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote” – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.

- F. Voting by Proxy: Members of the Board and the County Executive Officer who serve as [H&CD Commission](#) members may designate a substitute to attend a [H&CD Commission](#) meeting on their behalf and vote on any action item by the submitting the member’s signed proxy to the [H&CD Commission](#) Chairperson at the start of the meeting.

- G. Minutes: The [Executive Director/Secretary](#) shall prepare and publish the minutes for each meeting of the [H&CD Commission](#).

~~H.~~

~~H.~~ H. All regular and special H&CD Commission meetings shall be open to the public as prescribed in the Brown Act. To enable the H&CD Commission to accomplish its purpose in a reasonably efficient manner, for every regular and special meeting, each member of the public may address the H&CD Commission on up to three occasions, with three minutes allotted to the speaker per occasion. A speaker’s time will be tolled if the speaker is questioned or interrupted by the Chairperson, or by members of the H&CD Commission, including the time for the speaker to respond to such questioning. A member of the public utilizing the services of a translator shall be allotted twice the amount of time to speak as other individual public speakers to ensure that non-English speakers receive the same opportunity to address the H&CD Commission.

~~I.~~

I. Order of Business: At the regular meeting of the H&CD Commission, the following shall be the Order of Business

1. Call to Order
2. Roll Call
3. Presentations/Introductions
4. Approval of Minutes
5. Public Comments
6. Reports of Staff, Committees, and/or Commission Member
7. Consent Calendar
8. Discussion Calendar
9. Public Hearing
10. Public Comments
11. Commission Member Comments
12. Adjournment
13. Next Meeting

The Chairman may vary the Order of Business as deemed necessary. The proposed Agenda for the Regular Meeting of the H&CD Commission will be sent to the H&CD Commission members prior to the meeting date.

~~K~~

**ARTICLE IX. Compensation and Reimbursement**

- A. Compensation: Each member of the H&CD Commission shall be eligible to receive a sum not to exceed fifty dollars (\$50.00) per day for attendance at no more than four (4) meetings per month of the H&CD Commission, subject to a maximum reimbursement as specified by applicable County limits. Attendance of less than one-half of a regular meeting shall be considered an absence and not subject to remuneration.
- B. Reimbursement: H&CD Commission members may be reimbursed for actual expenses incurred while performing within the scope of their duties to the extent permitted by applicable County policy, as more specifically described herein. All requests for reimbursement shall be submitted in accordance with the policies and procedures adopted by the County on a form approved by the County Auditor-Controller.
- C. Reimbursement: H&CD Commission members may receive compensation for required and pre-approved housing-related conferences, seminars, educational activities, and training activities.

**ARTICLE X. Removal and Resignation of Members**

- A. Removal: The Board may, at any time and without cause, remove any H&CD Commission member from office prior to the expiration of his/her term of office by majority vote of the Board.
- B. Resignation: Resignation of H&CD Commission members shall be affected by a written letter of resignation submitted to the Chairperson of the H&CD Commission and to the Board.
- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within ten (10) days of learning the existence of any such vacancy.

**ARTICLE XI. Authority**

- A. Parliamentary Authority: The Chairperson shall preside and manage H&CD Commission meetings using parliamentary procedure consistent with these bylaws, any special rules of order the H&CD Commission may adopt, and any applicable County, state, and federal law.
- B. When circumstances demand that action be taken before the next scheduled H&CD Commission meeting the H&CD Commission may authorize and grant its full authority to any standing committee to act on its behalf to make specific, limited, independent recommendations to the County, a quorum of the H&CD Commission being present.
  - 1. Such actions taken on behalf of the H&CD Commission by a committee will be presented as an information item at the next regular H&CD Commission meeting.
  - 2. Such actions will not require further action by the H&CD Commission.
- C. Standing and Ad Hoc Committees

1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the [H&CD Commission](#).
2. No standing or ad hoc committee shall have independent authority to commit the [H&CD Commission](#) to any policy or action without the prior approval of the general membership of the [H&CD Commission](#).

**ARTICLE XII. Conflict of Interest**

1. Members of the [H&CD Commission](#) and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws **including, but not limited to, 24 CFR 982.161** and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
2. Members of the [H&CD Commission](#) shall not vote nor attempt to influence any other [H&CD Commission](#) member on a matter under consideration by the [H&CD Commission](#) or any of its committees or subcommittees:
  - a. Regarding the provision of services by such member (or by an entity that such member represents); or
  - b. That would provide direct financial benefit to such member or the immediate family of such member; or
  - c. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
3. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
4. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the [H&CD Commission](#) shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the [H&CD Commission](#).
5. [H&CD Commission](#) members shall timely file Statements of Economic Interests (Form 700) and other financial disclosures as required by law.
6. [H&CD Commission](#) members shall complete ethics training as required by County policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).
7. Neither [H&CD Commission](#) nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of [H&CD Commission](#).
8. No assets or assistance provided by County to [H&CD Commission](#) shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

**ARTICLE XIII. Adoption and Amendment of Bylaws**

- A. Adoption: An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.
- B. Amendments:
  - 1. Any member of the [H&CD Commission](#) may propose amendments to these Bylaws.
  - 2. Proposed amendments shall be submitted in writing and made available to each member of the [H&CD Commission](#) no less than five days prior to consideration before a vote can be taken.
  - 3. An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval any amendments to the Bylaws become effective upon approval by the Board.

**ARTICLE XIV. Severability**

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

**ARTICLE XV. Staffing Support**

Staff support from [Housing and Community Development](#) shall be provided to support the [H&CD Commission](#) in conjunction with the work of the [H&CD Commission](#).

[Amended June 22, 1999, June 18, 2002, and July 24, 2012](#)



# Orange County Housing Authority

## H&CD Bylaws Summary of Revisions

### Summary of Substantial Revisions by Page

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1. Article II: Establishment of H&CD Commission

- New Article required in template, including:
  - Insert explanation of establishment of Commission and how members are selected

2. Article III: Purpose and Functions

- Sections 1-2, amended language to provide clarification on jurisdiction of the Commission and current activities/programs performed by HCD

3. Article IV: Appointment and Membership

- Section B, amended qualifications for membership to include residency and voter requirements
- Section C, amended to clarify vacancies and term expirations

4. Article V: H&CD Commission Officers

- Sections A.5-8, amended to comply with template, including:
  - Officer terms to be for one year
  - Persons may not serve as Chairperson for more than three (3) consecutive terms
  - No person may serve as Chairperson for two or more Boards, Commissions, Committees
  - Elections of officers to be held annually at the last meeting of each calendar year

5. Article VI: Duties of Members

- New Article required in template, including:
  - Section A, attendance required at meetings
  - Section B, absences to be reported to Secretary by 5:00 p.m. day before meeting
  - Section C, Commission not to engage in discriminatory practices
  - Section D-E, members to comply with County EEO, Anti-Harassment, Code of Ethics
  - Section F, members to operate within designated purposes and functions

6. Article VII: Committees and Subcommittees

- Amended to remove the Application Review Committee and the Project Advisory Committee

7. Article VIII: Meetings and Actions

- Sections A-C, amended to comply with Brown Act requirements, including when to adopt schedule of regular meetings and the procedure for calling special meetings
- Section E-F, amended voting procedures to comply with template
- Section H, inserted provision for public comments to be limited to three (3) minutes

8. Article IX: Compensation and Reimbursement

- Section A, compensation amount remained the same as current Bylaws, however, definition of attendance further defined to comply with template
- Section B-C, amended reimbursement to comply with template and clarify reimbursement activities

9. Article X: Removal and Resignation of Members

- New Article required in template, including:
  - Details process when a member is removed or resigns
  - How to notify the Board of a vacancy

10. Article XI: Authority

- New Article required in template, explains that parliamentary procedure shall be used by Chairperson when presiding over and managing Commission

11. Article XII: Conflict of Interest

- Sections 1-4, new sections as required in template, including:
  - The detailing of voting obligations relating to conflicts of interest
  - The engagement of behavior that conflicts with the best interest of the County
  - The disclosure of private economic interests that may be implicated by service on the Commission
- Sections 7-8, new sections as required in template, including:
  - The prohibition of promoting a political party, candidate, or activity
  - Cannot use assets or assistance for sectarian worship, instruction or proselytization

12. Article XIII: Adoption and Amendment of Bylaws

- Article amended to comply with template, including:
  - Procedure for adoption of Bylaws
  - Procedure for amending Bylaws

13. Article XIV: Severability

- New Article required in template defining process if any portion of Bylaws conflict with any law

14. Article XV: Staffing Support

- New Article required in template defining who will provide staff support to Commission

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:** June 15, 2022  
**TO:** H&CD Commission  
**FROM:** Marie Vu, Manager, Housing Assistance Division *MV*  
**SUBJECT:** OCHA Status Report for April 2022

**HOUSING CHOICE VOUCHER PROGRAM STATUS AND ACTIVITIES:**

The Lease-up rate for April 2022 is 89.1% with 10,102 households receiving Voucher program rental assistance. VASH veterans represent 750 of the assisted tenants, 27 are in the Non-Elderly Disabled (NED) program, and 146 are in the Mainstream Program. Detailed statistics for the Housing Choice Voucher Program are shown on the attached chart. Additional highlights of April activities are as follows:

**SPECIAL HOUSING PROGRAMS (SHP) SECTION:**

**Staffing**

SHP currently has a vacancy for one (1) Housing Specialist III and 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: 120  
 New Enrollees: 2

**Cumulative Status**

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

**Coordinated Entry (CE) Set-aside HCV Homeless Vouchers:**

From inception (March 2017) to date we have received a total of 280 referrals.

Currently, there are thirteen (13) 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, Wise Place, City of Costa Mesa and HIS-OC.

Vouchers searching: 11  
 UP to date Inactive: 79  
 Up to date Lease up: 185

### **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 354 referrals for the Mainstream Voucher Program. 145 families have successfully moved in to a unit and additional three (3) have successfully located a unit and are pending move-in. 19 referrals have been issued a voucher and are currently searching for a unit. 8 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. There are currently 275 active FUP participants.

### **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 EHV's. HUD announced EHV awards on May 10, 2021 and the Orange County Housing Authority (OCHA) was allocated 557 EHV's.

EHV's 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 OCHA has received 493 referrals, issued 374 vouchers, and leased 190 tenants.

**Project Based Voucher Program**

OCHA currently has 18 projects completed and leased. We have four (4) projects with an expected completion date in 2022, those include Altrudy Senior Apartments in Yorba Linda, Ascent in Buena Park, The Groves in San Juan Capistrano, and Casa Paloma in Midway City.

**OCCUPANCY SECTION:**

**Staffing**

The Occupancy Section is currently working on recruitment for seven vacant positions: six Housing Specialist I, one Office Technician. We continue to work with HR on the ongoing recruitments for these seven positions.

**Activity**

The Occupancy Section pulled approximately 200 applicants from the 2012 Waiting List. Currently working on finalizing eligibility on the initials to issue new vouchers. We continue to conduct virtual briefings video to issue vouchers and one to one briefing as requested by our clients. Occupancy continues to work on Hybrid schedule and staff continue to work closely with clients.

**Ongoing Occupancy Activities**

Occupancy pulled initials from the waiting list in the month of April 2022

Initial voucher issuance:	24
Initial vouchers expired:	6
Ongoing vouchers issued:	44
Ongoing vouchers expired:	9
Initial interviews scheduled:	200
Initial interviews conducted:	91
Total reexaminations completed:	680
Total interim decreases completed:	248
Total interim increases completed:	246
Number of repayments completed:	0

**LEASING SECTION:**

**Staffing**

Leasing currently has a vacancy for two (3) Housing Specialist I/II and one (1) Senior Housing Specialist.

**Leasing Ongoing Activities**

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

Annual Inspections Scheduled (OCHA):	687
Follow up re-inspections Scheduled (OCHA):	186
Physical Inspections (OCHA):	267
New Leases - Number of RTA's received (OCHA):	56
Annual Inspections Received (Mobility):	30
Annual Inspections Scheduled (Mobility):	149
Follow up Re-inspections (Mobility):	45
New Leases Received (Mobility):	68
New Leases Scheduled (Mobility):	51
QC Inspections:	16

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:	593
Rent Decreases received:	0
Rent Increase denied:	61

Total Abatement:	
Final notices mailed:	65
Were Abated:	0

Owners became inactive for the month of April:	1
Owners relisted their property:	0
Units added to our vacancy listings:	33
Owner Hotline callers assisted:	387

### **Outreach Efforts**

In April 2022, OCHA continued to operate successfully under the hybrid work schedule.

On Thursday, 4/7/2022, OCHA participated in a HUD Landlord Engagement conference 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 obtained for review and implementation here at OCHA.

387 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:**

#### **Operations**

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 April included the following:

Calls and inquiries addressed:	2,648
Mail Processed:	11,140
Public Records Act and Data Requests resolved:	6

#### **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 3/31/22**

	<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			
<b>Available Cash Balance as of 3/31/22</b>	<b>7,450,263</b>	<b>7,450,263</b>	<b>7,450,263</b>
<b><u>Additional Sources of Cash</u></b>			
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	31,141 (2)	41,521
Miscellaneous Revenue - El Modena Rental Property	8,520	4,970	8,520
Miscellaneous Revenue - TBRA reimbursement from Fund 15G HOME	100,000	10,794	25,000
Miscellaneous (Fund Balance Unassigned)	3,243,673	0	0
<b>TOTAL SOURCES OF CASH:</b>	<b>10,955,948</b>	<b>8,047,182</b>	<b>8,075,319</b>
<b><u>Uses of Cash</u></b>			
Accounting staffs support to OCHA Ops Reserve	35,000	20,083	26,777
HCD Staff Support to OCHA Ops Research (KG00117)	100,000	8,875	11,834
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	3,079	4,105
County-wide Cost Allocation Plan (CWCAP)	6,000	2,576	2,576
Family Self-Sufficiency Enhancement Payments	25,000	308	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	10,794	25,000
<b>TOTAL USES OF CASH:</b>	<b>3,505,685</b>	<b>178,438</b>	<b>400,660</b>
<b>TOTAL FY 21/22 UNCOMMITTED CASH:</b>		<b>7,868,744</b>	<b>7,674,659</b>
<b>LESS: Future Year's Non-discretionary Obligations</b>		<b>7,868,744</b>	
OCHA Monthly Rental Obligations (3)		0	<b>(4,757,807)</b>
<b>TOTAL FY 21/22 DISCRETIONARY CASH:</b>			<b>2,916,852</b>

(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**  
**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  
 DEPUTY DIRECTOR  
 OC PARKS

JULIE QUILLMAN  
 COUNTY LIBRARIAN  
 OC PUBLIC LIBRARIES

**DATE:** May 26, 2022  
**TO:** H&CD Commission  
**FROM:** Bill Malohn, Manager, OC Community Resources  
 Accounting *Bill Malohn*  
**SUBJECT:** ACCOUNTING STATUS REPORT - April 2022

**ORANGE COUNTY HOUSING ASSISTANCE**

1. **Section 8 Housing Assistance Payments**  
 We issued our April 4<sup>th</sup> checks and electronic fund transfers to landlords on time using the HAPPY software system.
2. **Landlord and Tenant Overpayments**
  - Active: There are 40 tenant repayment agreements with a total balance of \$60,226 as of April 30, 2022.
  - Inactive: There are 366 outstanding cases with a total amount of \$780,471 as of April 30, 2022. Of the 366 cases, 233 are for tenants (64%) and 133 are for landlords (36%).
  - Grand total of active and inactive for April 2022: \$840,697.
3. **Operating Reserves Loan**  
 All loan payments were made through April 30, 2022 in accordance with the amortization schedule.
4. We completed the Family Self-Sufficiency (FSS) reconciliation through April 2022. There were 0 payments to a program participant under the Enhancement Program for the month of April.

**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 March 2022 have been completed for all available funding.
  - The HUD Status Report, including reconciliation with IDIS for CDBG, HOME, and ESG for March 2022 has been completed.
  - General & Other Fund Projects report was updated through 3<sup>rd</sup> quarter, March 2022.
  - Program Income Status Report for March 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 March 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 April 2022. Balances are reconciled for Successor Notes Receivables every April and June.



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DIRECTOR  
OC COMMUNITY SERVICES

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DIRECTOR  
OC PARKS

JULIE QUILLMAN  
COUNTY LIBRARIAN  
OC PUBLIC LIBRARIES

**DATE:** June 15, 2022  
**TO:** H&CD Commission  
**FROM:** Julia Bidwell, Director  
Housing and Community Development  
*Julia Bidwell*  
**SUBJECT:** Housing and Community Development Division  
Status Report April 2022

**COMMUNITY DEVELOPMENT**

The FY 2022-23 Annual Action Plan was approved by the Board on April 26, 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.

**HOUSING DEVELOPMENT**

**Project Advisory Committee**

- The April 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 May 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. The construction completed in May 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. The construction was 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 July 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 July 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 April 2023.

### **Grand Openings/Groundbreakings/Events**

- The Groundbreaking Ceremony for Huntington Beach Senior will be held on Wednesday, June 1, 2022 at 9:00 a.m., located at 18431 Beach Boulevard in the City of Huntington Beach.
- The Grand Opening event for Altrudy Lane Seniors will be held on Thursday, June 2, 2022 at the project site located at 18549 Altrudy Lane in the City of Yorba Linda.
- The Prado Grand Opening event is forthcoming

### **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. Going to the Board for approval of 20-year HAP term and Real Estate items on 4/12/22. The Project is expected to close on construction financing and begin construction June 2022.
Jamboree Housing	Ascent (formerly Airport Inn Apartments)	\$0	45	0	0	58	Permanent Supportive Housing /SNHP/NPLH	Buena Park	Under Construction
<b>TOTALS</b>		<b>\$13,020,361</b>	<b>200</b>	<b>13</b>	<b>45</b>	<b>785</b>			

\* 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 17 applications listed below requesting \$22,357,393 in HOME/HSA/MHSA/Fund 15B/Fund 135 funds, 357 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 but could be delayed until September 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	Under Construction
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.
C&C Development	Lincoln Avenue	\$567,000	5	0	55	Families/ Permanent Supportive Housing	Buena Park	Application received in May 2022 and is under review.
Jamboree Housing Corp.	Stanton Inn and Suites	\$1,085,000	71	0	72	Homeless/At-risk/COVID-19/MHSA	Stanton	Under Construction
Jamboree Housing Corp.	Tahiti Motel	\$2,400,000	59	10	60	Homeless/At-risk/COVID-19	Stanton	Under Construction
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. Staff and co-applicant/developer submitted the Homekey

								application to the State in January 2022 and received a \$6M award. Targeting acquisition/construction loan closing in July 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. Staff and co-applicant/developer submitted the Homekey application to the State in January 2022 and received \$10.675M award. Targeting acquisition/construction loan closing in July 2022.
<b>TOTALS</b>		<b>\$22,357,393</b>	<b>357</b>	<b>60</b>	<b>1,043</b>			

## 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 9<sup>th</sup>, closed on June 25<sup>th</sup>, 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 31<sup>st</sup>. On December 14, 2021, the Board approved various actions necessary to move forward with three Homekey applications. All three applications were submitted to the state, prior to January 31, 2022 deadline for the geographic pool and all three received awards.

- \$6.07 million for a 20-unit motel conversion (Riviera Motel, Stanton)
- \$17 million for a 62-unit interim to permanent conversion (HB Oasis, Huntington Beach)
- \$10,675,000 for an 88-unit motel conversion (Motel 6, Costa Mesa)

## **Homeownership Activities**

The County of Orange homeownership program information can be found on the website at [www.occr.ocgov.com/hcd/housing](http://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](mailto: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 funding.