

## H&CD COMMISSION - REGULAR MEETING AGENDA

Thursday, June 22, 2023 – 10:00 a.m.

**County Administration South**  
**601 North Ross, First Floor, Room 103/105**  
**Santa Ana, California 92701**

**An Nguyen, 1st District**  
**Muriel Ullman, 2nd District**  
**Mike Alvarez, 3rd District**  
**Vacant, 4th District**  
**Stephanie Oddo, 5th District**

**James Mai, At-Large**  
**Wayne Carvalho, At-Large**  
**Carla Wilkerson, Tenant Representative**  
**Helen Smith-Gardner, Tenant Representative**  
**Mike Frost, City Selection Representative**  
**Cecilia Hupp, 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.

**In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Orange County Housing & Community Development Commission Clerk 72 hours prior to the meeting at (714) 480-2920 or via email at: [ochcdcommission@occr.ocgov.com](mailto:ochcdcommission@occr.ocgov.com)**

Members of the public may address the H&CD Commission regarding any item in the following ways:

**1. Written Comment** – You may submit comments to the H&CD Commission by emailing them to [ochcdcommission@occr.ocgov.com](mailto:ochcdcommission@occr.ocgov.com). The comments will be made available to the H&CD Commission members. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the general public comment item on the agenda. In order to ensure that staff has the ability to provide comments to the Commission members in a timely manner, please submit your comments by 9a.m. the Tuesday prior to the meeting.

*\* Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the H&CD Commission, please state your name (or pseudonym) for the record prior to providing your comments.*

**2. In-Person** - If you wish to comment on a specific agenda item in-person, please complete a Speaker Request Form(s) identifying the item(s) number, your name, and deposit the completed form(s) in the box located next to the clerk. To speak on a matter not appearing in the agenda, but under the jurisdiction of the H&CD Commission, you may do so during Public Comments item at the end of the meeting. Speaker Request Forms must be deposited prior to the beginning of the consent calendar, the reading of the individual agenda items, the opening of the public hearing and/or the beginning of Public Comments item. Members of the public desiring to speak should address all remarks and questions to the Commission. Speakers may address the Commission on up to three occasions, with three minutes allotted to the speaker per occasion.

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All supporting documentation is available for public review in the Orange County Housing Authority office located at 1501 E. St. Andrew Pl., Santa Ana, CA 92705 during regular building hours, 8:00 a.m. – 5:00 p.m., Monday through Thursday.

**I. CALL TO ORDER:** Chair or Vice-Chair

**II. PLEDGE OF ALLEGIANCE:** Chair or Vice-Chair

**III. ROLL CALL:** Commission Clerk

**IV. STAFF IN ATTENDANCE:**

Julia Bidwell, Director, Housing Community Development/Executive Director of OCHA  
Juana Munoz, Assistant Housing Manager, Housing Assistance Division  
Craig Fee, Manager, Community Development  
Michelle Zdeba, Manager, Housing Development  
Jessica Villa, Commission Clerk

**V. APPROVAL OF MINUTES:**

**RECOMMENDED ACTION:**

Approve the Summary of Minutes of the meeting held on April 27, 2023

**VI. PRESENTATIONS/INTRODUCTIONS: (0)**

**VII. PUBLIC COMMENTS: *At this time, members of the public may address the H&CD Commission regarding any items within the subject matter 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: (2)**

**1. EXTEND TERM OF CURRENT CHAIR and VICE-CHAIR THROUGH DECEMBER 2023**

Julia Bidwell, Executive Director/Secretary

**RECOMMENDED ACTION:**

Extend term of Current Chair and Vice-Chair through December 2023 to be consistent with adopted H&CD Commission Bylaws to elect Chair and Vice-Chair annually during the last H&CD Commission meeting of each calendar year

**2. REVISIONS TO HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS**

Julia Bidwell, Executive Director

**RECOMMENDED ACTION:**

Approve revisions to H&CD Commission Bylaws as outlined in attached revised Bylaws document and direct staff to forward changes to the Board of Supervisors for final approval and adoption.

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

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

**A. Community Development:**

Craig Fee, Manager

**B. Housing Development:**

Michelle Zdeba, Housing Development Manager

**C. Orange County Housing Authority Update:**

Juana Munoz, Assistant 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:**

July 27, 2023

County Conference Center

425 West Santa Ana Blvd., Rooms 104/106

Santa Ana, CA 92701

## H&CD COMMISSION - REGULAR MEETING AGENDA DRAFT MINUTES

Thursday, April 27, 2023 – 10:00 a.m.

**County Administration South**  
**601 North Ross, First Floor, Room 103/105**  
**Santa Ana, California 92701**

**An Nguyen, 1st District**  
**Muriel Ullman, 2nd District**  
**Mike Alvarez, 3rd District**  
**Vacant, 4th District**  
**Stephanie Oddo, 5th District**

**James Mai, At-Large**  
**Wayne Carvalho, At-Large**  
**Carla Wilkerson, Tenant Representative**  
**Helen Smith-Gardner, Tenant Representative**  
**Mike Frost, City Selection Representative**  
**Cecilia Hupp, Chair, City Selection Representative**

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- I. CALL TO ORDER:** Cecilia Hupp, Chair  
**Meeting called to order at 10:07 a.m.**
- II. PLEDGE OF ALLEGIANCE:** Cecilia Hupp, Chair
- III. ROLL CALL:** Jessica Villa  
**Present:** C. Hupp, M. Alvarez, S. Oddo, J. Mai, W. Carvalho, H. Smith-Gardner, M. Ullman  
**Absent:** M. Frost, C. Wilkerson, A. Nguyen

**IV. STAFF IN ATTENDANCE:**

Julia Bidwell, Director, Housing Community Development/Executive Director of OCHA  
January Johnson, Manager, Housing Assistance Division  
Craig Fee, Manager, Community Development  
Jessica Villa, Commission Clerk

**V. APPROVAL OF MINUTES:**

**RECOMMENDED ACTION:**

**Approve the Summary of Minutes of the meeting held on March 23, 2023**

**Motion to approve minutes: M. Alvarez**

**Motion was seconded: S. Oddo**

**All in favor: Vote was unanimous**

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

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

**VIII. CONSENT CALENDAR: (None)**

**IX. DISCUSSION CALENDAR: (2)**

**1. (OCHA) AD HOC SELECTION COMMITTEE RECOMMENDATIONS FOR AT-LARGE MEMBER;  
RECEIVE AD HOC REPORT AND VOTE TO RECOMMEND APPOINTMENTS**

Julia Bidwell, Executive Director/Secretary

**RECOMMENDED ACTIONS:**

1. Receive report from Ad Hoc Selection Committee for At-Large Members regarding interviews of applicants for At-Large Member position on H&CD Commission and/or review of applicants' written submissions provided by applicants.

Background: As a result of the interviews and/or written submissions provided by the applicants, the Ad Hoc Selection Committee recommends the following candidates for appointment as the two "At-Large" H&CD Commission Members, pending approval by the Board of Supervisors acting as the Board of Commissioners of the Orange County Housing Authority, for the remaining two-year term ending June 30, 2024:

- Wayne Carvalho
- Suzy Betz

2. Approve recommendations of Ad Hoc Selection Committee for At-Large Members and recommend to the Board of Supervisors acting as the Board of Commissioners of the Orange County Housing Authority and to the Chair of the Board of Supervisors the following candidates for appointment as the two "At-Large" H&CD Commission Members:

- Wayne Carvalho
- Suzy Betz

**Chair – Provided an oral report from the Ad Hoc Selection Committee for At-Large Members. The Ad Hoc Selection Committee conducted interviews and reviewed applications of interested individuals wanting to be on the H&CD Commission. There were quite a few strong and experienced candidates, and we are thankful to everyone who applied. The recommendations of the Ad Hoc Committee are included on this agenda. And we recommended Wayne Carvalho and Suzy Betz. Concluded with thanking the Ad Hoc for their service.**

**Commission member J. Mai requested and granted opportunity to discuss and read prepared statement. Substitute Motion was made by J. Mai for all applications to be sent to the Board of Supervisors, include details of circumstances, and allow applicants opportunity present and add a note stating their interest.**

**Chair: We have a motion; do we have a second?  
Hearing no second the substitute motion fails**

**Chair – we will go back to the original motion and asked the clerk for a voice vote**

**Motion to approve: S. Oddo  
Motion was seconded: H. Smith-Gardner**

**Unanimous**

**(1) An Nguyen: X (2) Muriel Ullman: Y (3) Mike Alvarez: Y (4) Stephanie Oddo: Y (5) James Mai: N  
(6) Wayne Carvalho: Y (7) Carla Wilkerson: X (8) Helen Smith-Gardner: N (9) Mike Frost: X (10) Cecilia Hupp: Y**

**Vote Key: Y = Yes; N = No; A = Abstain; X= Excused**

**2. (OCHA) AD HOC SELECTION COMMITTEE RECOMMENDATIONS FOR TENANT MEMBER;  
RECEIVE AD HOC REPORT AND VOTE TO RECOMMEND APPOINTMENTS**

Julia Bidwell, Executive Director/Secretary

**RECOMMENDED ACTIONS:**

1. Receive report from Ad Hoc Selection Committee for Tenant Member regarding interviews of applicants for At-Tenant Member positions on H&CD Commission and/or review of applicants' written submissions provided by applicants.

Background: As a result of the interviews and/or written submissions provided by the applicants, the Ad Hoc Selection Committee recommends the following candidates for appointment as the two "Tenant" H&CD Commission Members pending approval by the Board of Supervisors acting as the Board of Commissioners of the Orange County Housing Authority, for the remaining two-year term ending June 30, 2024:

- Carla Wilkerson
- Helen Smith-Gardner

**Wayne – Oral re: two incumbents who were applicants and both are being recommended**

2. Approve recommendations of Ad Hoc Selection Committee for Tenant Member and recommend to the Board of Supervisors acting as the Board of Commissioners of the Orange County Housing Authority and to the Chair of the Board of Supervisors the following candidates for appointment as the two "Tenant" H&CD Commission Members:

- Carla Wilkerson
- Helen Smith-Gardner

**Motion to approve: S. Oddo  
Motion was seconded: M. Ullman**

**All in favor: Vote was unanimous**

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

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

**A. Community Development:**

Craig Fee, Manager

- **Discussed Cooperation Agreements and process**
- **Discussed Annual Action Plan being brought to the Board of Supervisors Meeting May 9<sup>th</sup>**

**M. Alvarez – Asked a question about cities cooperating in projects that they instigate  
*Craig – Responded and explained the process for cities proposing a project***

**B. Housing Development: (None)**  
Michelle Zdeba, Housing Development Manager

**C. Orange County Housing Authority Update:**  
January Johnson, Manager, Housing Assistance Division

- Discussed HUD VASH Voucher application interest and process
- OCHA continues to pull from the waitlist and plans to open the waitlist fall 2023

**S. Oddo – Asked what VASH Vouchers are**  
*January - Explained VASH Vouchers help us assist homeless combined with services from the VA*

**H. Smith-Gardner - Asked if VASH Vouchers can be awarded through the VA only**  
*January – Responded that VASH is combined with case management and are referred through both Coordinated entry and through the community*

**M. Ullman – Asked how will the general public be notified of the waitlist opening in fall 2023**  
*January – explained the process*

*There was much discussion.*

**D. Executive Director/Secretary's Report:**  
Julia Bidwell, Executive Director/Secretary

- Discussed annual Apartment Association tradeshow that OCHA attended and utilizes as form of community and landlord engagement
- Discussed Homekey round 3 opening up April 24<sup>th</sup> and the process

There was discussion on the Apartment Association Tradeshow and attendance of Commission members in the future. The Commission members requested to show the powerpoint on the Tradeshow at the next meeting.

**XII. PUBLIC COMMENTS: (None)**

**XIII. MEMBER COMMENTS:**

- **J. Mai – Oral re: *As this may be his last meeting, he mentioned it was a pleasure to serve on the Commission and explained he feels it is helpful and important and urges Commission Members to show up to events like Grand Openings and Groundbreakings. Explained he felt bad for Commissioners that had to endure this for over a year and when elected to office he would propose future legislation to protect elected officials. Gave input on not kneeling to extremism***
- **H. Smith-Gardner – Oral re: *Expressed personal input regarding not seeing anything like this last year and it never seemed like a political or housing issue but a legal issue. Hopes that it serves as a learning experience***
- **C. Hupp – Oral re: *Discussed her visit to Impact Housing in Yorba Linda that manufactures pre-fabricated housing for various uses including low-income housing.***

*There was much discussion.*

**XIV. ADJOURNMENT**  
Meeting adjourned at 10:48 a.m.

**XV. NEXT SCHEDULED MEETING:**  
May 25, 2023  
County Administration South  
601 North Ross, First Floor, Room 103/105  
Santa Ana, California 92701

June 22, 2023

**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 June 2023

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

- I. HOUSING ASSISTANCE DIVISION**  
**January Johnson, 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**

May 9, 2023	Approve FY 2023-24 Annual Action Plan and Contracts
May 23, 2023	Professional and Technical Assistance Housing Development Contract Amendment





# OC Community Resources

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## 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

MONICA SCHMIDT  
INTERIM DIRECTOR  
OC ANIMAL CARE

JULIA BIDWELL  
DIRECTOR  
OC HOUSING &  
COMMUNITY DEVELOPMENT

RENEE RAMIREZ  
DIRECTOR  
OC COMMUNITY SERVICES

PAMELA PASSOW  
INTERIM DIRECTOR  
OC PARKS

JULIE QUILLMAN  
COUNTY LIBRARIAN  
OC PUBLIC LIBRARIES

### Discussion Item #2

**DATE:** June 22, 2023

**TO:** Housing & Community Development Commission

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

**SUBJECT:** Housing & Community Development Commission Bylaws

At the Direction of the H&CD Commission, staff reviewed the current Bylaws to include language regarding absenteeism. Staff is recommending revisions to the H&CD Commission Bylaws as summarized below.

#### Summary of Substantial Revisions

**Revision:** Under Article VI, Duties of Members the following item was added:

- G. Any member of the H&CD Commission who fails to attend three consecutive regular meetings, or half of the regular meetings in a calendar year shall automatically vacate the position of Commission member.

**Background:** This revision will add language to address absenteeism for any member that fails to attend meetings as outlined.

**Revision:** Under Article VIII, Meetings and Actions section I, the following item was deleted:

- 5. Public Comments

**Background:** This revision will delete an additional Public Comments section in the Order of Business on the Agenda. The original Bylaws include two places for general Public Comments in the Order of Business. As the public may make comments on any item and under general Public Comments, two sets of Public Comments in the Order of Business are not required.

**Revision:** Under Article XI, Authority section C, the following items were added:

- 3. - 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.
- 4. - Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

**Background:** This revision will clarify the Chairperson's ability to establish ad hoc committees and the time limited nature of such committees.

**Recommended Action:** Approve revisions to H&CD Commission Bylaws as outlined in attached revised Bylaws document and direct staff to forward changes to the Board of Supervisors for final approval and adoption.

**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.
- G. Any member of the H&CD Commission who fails to attend three consecutive regular meetings, or half of the regular meetings in a calendar year shall automatically vacate the position of Commission member.

#### **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~~
5. Reports of Staff, Committees, and/or Commission Member
6. Consent Calendar
7. Discussion Calendar
8. Public Hearing
9. Public Comments
10. Commission Member Comments
11. Adjournment
12. 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.
  3. 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.
  4. Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

## 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, **July 26, 2022.**



**DATE:** June 22, 2023  
**TO:** H&CD Commission  
**FROM:** January Johnson, Manager, Housing Assistance Division *JJ*  
**SUBJECT:** OCHA Status Report for May 2023

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

The Lease-up rate for May 2023 was 87.6% with 10,080 households receiving Voucher program rental assistance. VASH veterans represent 768 of the assisted tenants, 31 were in the Non-Elderly Disabled (NED) program, and 154 are in the Mainstream Program. Detailed statistics for the Housing Choice Voucher Program are shown on the attached chart. Additional highlights of May activities are as follows:

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

**Staffing**

SHP currently has vacancies for four (4) Housing Specialist III, two (2) Housing Specialist I/II, and three (3) Office Technicians.

**Family Self-Sufficiency (FSS):**

**Monthly activity:**

Current number of active clients with FSS contracts:	160
Clients currently earning escrow credits:	118
New Enrollees:	1

**Cumulative Status**

HUD-mandated Initial Contracts:	465
Cumulative FSS Graduates:	357
HUD-mandated remaining Contracts:	108
Clients graduating in May:	0

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

From inception (March 2017) to date we have received a total of 330 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:	41
UP to date Inactive:	85
Up to date Lease up:	204

### **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 Vouchers 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.

On December 19, 2022 HUD awarded OCHA an additional 50 Mainstream Vouchers in a non-competitive process. Referrals for these vouchers will begin shortly.

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 214 referrals for the Mainstream Voucher Program. 152 families have successfully moved into a unit and 16 referrals have been issued a voucher and are currently searching for a unit. 2 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, and all 58 have successfully moved into a unit. In total, we have 325 FUP vouchers available to use, 285 of those have successfully moved into a unit.

### **Emergency Housing Voucher Program**

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

EHVs are to assist individuals and families who are experiencing homelessness; at risk of homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault,

stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

On July 16, 2021, OCHA executed an MOU with the Orange County Continuum of Care. We began receiving referrals on July 26, 2021. To date we have received 763 referrals, issued 528 vouchers, and leased 433 tenants.

### **Project Based Voucher Program**

OCHA currently has 21 projects completed and leased. We have 9 projects with an expected completion date in 2023: Ascent in Buena Park, Mountain View in Lake Forest, Santa Angelina in Placentia, The Salvation Army City of Hope in Anaheim, Villa St. Joseph in Orange, Stanton Inn and Suites in Stanton, Tahiti Motel in Stanton, Riviera Motel in Stanton, and Motel 6 in Costa Mesa. Ascent and Stanton Inn are currently in the tenant selection process.

### **OCCUPANCY SECTION:**

#### **Staffing**

We are currently working on recruitments for sixteen vacant positions: one (1) Senior Housing Specialist, thirteen (13) Housing Specialist I, and two (2) Office Technician. We continue to work with HR on the existing vacancies.

#### **Activity**

Occupancy Section is currently working on finalizing eligibility on the initials to issue new vouchers. We continue conducting a virtual briefing video to issue vouchers and one to one briefings, as requested by our clients. Occupancy continues to work closely with all our clients.

#### **Occupancy Activities**

Occupancy pulled initials from the waiting list in the month of May 2023

Initial voucher issuance:	25
Initial vouchers expired:	2
Ongoing vouchers issued:	58
Ongoing vouchers expired:	1
Initial interviews scheduled:	200
Initial interviews conducted:	150
Total reexaminations completed:	490
Total interim decreases completed:	139
Total interim increases completed:	130
Number of repayments completed:	0

### **LEASING SECTION:**

#### **Staffing**

Leasing currently has a vacancy for three (3) Housing Specialist I/II positions and one (1) Housing Supervisor. Active recruitment is going on.

#### **Leasing Ongoing Activities**

Production in the Leasing Section for May 2023:

Annual Inspections Scheduled (OCHA):	765
Follow up re-inspections Scheduled (OCHA):	213
Physical Inspections (OCHA):	65
New Leases - Number of RTA's received (OCHA):	123
Annual Inspections Received (Mobility):	44

Annual Inspections Scheduled (Mobility):	125
Follow up Re-inspections (Mobility):	32
New Leases Received (Mobility):	60
New Leases Scheduled (Mobility):	60
QC Inspections:	16
QC Inspections (Mobility):	0
Rent Increases received:	415
Rent Decreases received:	0
Rent Increase denied:	4

<u>Total Abatement:</u>	
Final notices mailed:	36
Were Abated:	0

<u>Owners:</u>	
Owners became inactive for the month of May	3
Owners relisted their property:	0
Units added to our vacancy listings:	42
Owner Hotline callers assisted:	321

### **Outreach Efforts**

In May 2023, the Orange County Housing Authority continued to provide excellent customer service assisting 321 callers through the Owner Hotline and 25 callers through the rent increase line to meet the specific needs of OC's landlords and property managers.

### **ADMINISTRATION SECTION:**

#### **Staffing**

Administration currently has one (1) Senior Housing Specialist and one (1) Office Technician position vacant.

#### **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 May included the following:

Calls and inquiries addressed:	1,799
Mail Processed:	7,400
Public Records Act and Data Requests resolved:	3



**FY 22/23 OCHA OPERATING RESERVES  
SOURCES AND USES OF CASH, FUND 117  
AS OF 4/30/23**

	<u>FY 22-23 Budget</u>	<u>YTD Exp/Rev Actual - Cash</u>	<u>FY 22-23 Y/E Cash</u>
Beginning Cash Balance as of 07/01/22	7,716,985	7,716,985	7,716,985
Less: Other Miscellaneous Obligations			
<b>Available Cash Balance as of 4/30/23</b>	<b>7,716,985</b>	<b>7,716,985</b>	<b>7,716,985</b>

**Additional Sources of Cash**

Principal Received from Ops Reserve Loans	0	0	0
Interest Received from Ops Reserve Loans	14,155	0 (1)	14,155
Residual Receipts Payment - Laguna Canyon Housing & Tustin Heritage Place	0	5,686	5,686
County Investment Pool Interest Income	36,000	130,677 (2)	156,812
Capital Asset Sales - Non-Taxable Resale (Surplus)	0	2,781	2,781
Miscellaneous Revenue - El Modena Rental Property	8,520	7,100	8,520
Miscellaneous Revenue - TBRA reimbursement from Fund 15G HOME	100,000	9,150	13,000
Miscellaneous Revenue - OC ARPA Landlord Incentives (4)	6,000,000	6,000,000	6,000,000
Miscellaneous (Fund Balance Unassigned)	3,659,094	0	0
<b>TOTAL SOURCES OF CASH:</b>	<b>17,534,754</b>	<b>13,872,378</b>	<b>13,917,938</b>

**Uses of Cash**

Accounting staffs support to OCHA Ops Reserve	38,735	24,415	29,298
HCD Staff Support to OCHA Ops Research (KG00117)	100,000	29,583	35,499
Affordable Housing/OCHA Rental Obligation	3,290,397	0	0
Building & Improvements Maintenance - El Modena/Esplanade Property	2,500	0	2,500
County Investment Pool Admin Cost (Treasurer)	5,000	3,668	4,401
County-wide Cost Allocation Plan (CWCAP)	6,000	1,713	6,000
Family Self-Sufficiency Enhancement Payments	25,000	3,383	10,000
HCA Emergency Shelter - FY 21/22	0	11,260	11,260
OC ARPA Landlord Incentive	6,000,000	23,950	1,000,000
OCHA District Attorneys MOU - FY 22/23	250,000	0	134,651
Professional Services - Monique Miner / PRC.012.AX2212160021 (5)	0	0	0
Single All Funds Audit	137	0	68
Tenant Based Rental Assistance Program (Fund 15G HOME)	100,000	9,150	13,000
<b>TOTAL USES OF CASH:</b>	<b>9,817,769</b>	<b>107,121</b>	<b>1,246,678</b>

<b>TOTAL FY 22/23 UNCOMMITTED CASH:</b>	<b>13,765,257</b>	<b>12,671,261</b>
<b>LESS: Future Year's Non-discretionary Obligations</b>		
OCHA Monthly Rental Obligations (3)		(4,757,807)
<b>TOTAL FY 22/23 DISCRETIONARY CASH:</b>		<b>7,913,454</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.

(4) The \$6 million received is for the OC ARPA Landlord Incentive Program.

(5) Expenditure based upon PRC.012.AX2212160021/ DO.012.23015411. This is to be reflected on January report to Unit 15U / JN KG0015U.

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

MONICA SCIMIDT  
 INTERIM DIRECTOR  
 OC ANIMAL CARE

JULIA BIDWELL  
 DIRECTOR  
 OC HOUSING &  
 COMMUNITY DEVELOPMENT

RENEE RAMIREZ  
 DIRECTOR  
 OC COMMUNITY SERVICES

PAMELA PASSOW  
 INTERIM DIRECTOR  
 OC PARKS

JULIE QUILLMAN  
 COUNTY LIBRARIAN  
 OC PUBLIC LIBRARIES

**DATE:** June 22, 2023

**TO:** H&CD Commission

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

**SUBJECT:** ACCOUNTING STATUS REPORT - May 2023

**ORANGE COUNTY HOUSING ASSISTANCE**

1. **Section 8 Housing Assistance Payments**  
 We issued our May 2<sup>nd</sup> checks and electronic fund transfers to landlords on time using the HAPPY software system.
2. **Landlord and Tenant Overpayments**
  - Active: There are 27 tenant repayment agreements with a total balance of \$37,759 as of May 31, 2023.
  - Inactive: There are 350 outstanding cases with a total amount of \$744,543 as of May 31, 2023. Of the 350 cases, 231 are for tenants (66%) and 119 are for landlords (34%).
  - Grand total of active and inactive for May 2023: \$782,302.
3. **Operating Reserves Loan**  
 All loan payments were made through May 31, 2023, in accordance with the amortization schedule.
4. We completed the Family Self-Sufficiency (FSS) reconciliation through April 2023. There was 1 payment to program participants under the Enhancement Program for the month of May.

**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 April 2023 have been completed for all available funding.
  - The HUD Status Report, including reconciliation with IDIS for CDBG, HOME, and ESG for April 2023 has been completed.
  - General & Other Fund Projects report was updated through 3<sup>rd</sup> quarter, April 2023.
  - Program Income Status Report for April 2023 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 April 2023 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 June 2023. Balances are reconciled for Successor Notes Receivables every April and June.





# 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  
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COMMUNITY DEVELOPMENT

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DIRECTOR  
OC COMMUNITY SERVICES

PAMELA PASSOW  
INTERIM DIRECTOR  
OC PARKS

JULIE QUILMAN  
COUNTY LIBRARIAN  
OC PUBLIC LIBRARIES

**DATE:** June 22, 2023  
**TO:** H&CD Commission  
**FROM:** Julia Bidwell, Director  
Housing and Community Development  
*Julia Bidwell*  
**SUBJECT:** Housing and Community Development Division  
Status Report May 2023

### COMMUNITY DEVELOPMENT

The Cooperation agreements which invite participating cities and entitlement cities to participate in the FY 2024-27 Urban County Program are scheduled to go to the Board on July 25, 2023. No new cities have elected to participate and there is no change to the participating cities which include:

#### Small Cities

City of Brea  
City of Cypress  
City of Dana Point  
City of La Palma  
City of Laguna Beach  
City of Laguna Hills

City of Laguna Woods  
City of Los Alamitos  
City of San Juan Capistrano  
City of Seal Beach  
City of Stanton  
City of Villa Park

#### Metro Cities

City of Placentia  
City of Yorba Linda

The FY 2023-24 Annual Action Plan was approved by the Board on May 9, 2024.

### HOUSING DEVELOPMENT

#### **Project Review Advisory Panel (PRAP)**

The May 11, 2023 meeting was canceled. PRAP met on June 8, 2023 where staff presented HB Oasis Threshold review financial slide for consideration. The next scheduled PRAP meeting is July 13, 2023.

## Affordable Rental Housing Programs

### Projects Under Development

**Legacy Square (Completed)** – 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 was completed in March 2023. A Grand Opening was held on June 21, 2023 at 2:00 p.m.

**Casa Paloma (formerly 15162 Jackson Street) (Completed)** – 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 was completed in September 2022 and permanent conversion anticipated to be completed in July 2023.

**The Groves (Completed)** – 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 was completed in September 2022.

**Ascent (formerly Airport Inn) (Completed)** – 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 was completed in November 2022. A Grand Opening was held on May 24, 2023 from 9:30 a.m.

**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 September 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 February 2024.

**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 August 2023.

**Valencia Gardens (formerly Orange Corporate Yard)** – The Board approved a \$479,520 loan (Fund 135) and eight (8) Project-Based Vouchers for individuals experiencing homelessness earning at or below 30% AMI. Valencia Gardens is new construction of 61 units (60 rental units and one manager's units) of affordable housing for low to extremely-low income households. The developers, Orange Housing Development Corporation and C&C Development, secured 4% low income housing tax credits and closed on the construction loan in March 2022. Construction is anticipated to be completed in March 2024.

**Santa Angelina Senior Community** – The Board approved a \$500,000 loan (Fund 15B) and twenty one (21) Project-Based Vouchers for Santa Angelina Senior, the new construction of 65 units (64 rental units and one manager's units) of affordable housing extremely-low income homeless households with 21 units set-aside for households who meet the MHSA eligibility criteria. The developer, National CORE, secured 4% low income housing tax credits and closed on the construction loan in June 2022. Construction is anticipated to be completed in December 2023.

**The Crossroads at Washington** – The Board approved a \$2,650,701 HOME loan and forty-three (43) Project-Based Vouchers for individuals experiencing homelessness earning at or below 30% AMI. The Crossroads at Washington is new construction of 86 units (85 rental units and one manager's units) of affordable housing for extremely-low income households with 43 units set-aside for formerly homeless households. The developer, The Related Companies of California, secured 9% low income housing tax credits and closed on the construction loan in July 2022. Construction is anticipated to be completed in December 2023.

**Villa St. Joseph** – The Board approved a \$1,020,600 HOME loan, \$1,400,000 MHSA loan and eighteen (18) Project-Based Vouchers for Villa St. Joseph, a rehabilitation of 50 units (49 rental units and one manager's units) of affordable housing for very low and extremely-low income households with 18 units set-aside for individuals experiencing homelessness earning at or below 20% AMI. The developer, Mercy Housing California, secured 4% tax-exempt bond and a 4% supplemental bond allocation from CDLAC. The project closed on construction loan financing and started construction in December 2022. Construction is anticipated to be completed in May 2024.

**Paseo Adelanto** – The Board approved a \$2,384,630 loan (MHSA) and thirty (30) Housing Choice and ten (10) Veterans Affairs Supportive Housing (VASH) Project-Based Vouchers for individuals experiencing homelessness earning at or below 30% AMI. Paseo Adelanto is a mixed-use development of 50 units (49 rental units and one manager's units) of affordable housing for extremely-low income households with up to 24 units set-aside for individuals

experiencing homelessness who meet the MHSA eligibility criteria. The developer, Jamboree Housing Corporation, secured 9% low income housing tax credits and closed on the construction loan in December 2022. The project closed on construction loan financing and started construction in December 2022. Construction is anticipated to be completed in April 2024.

**Westview House** – The Board approved a \$4,258,280 loan (MHSA) for 26 units for individuals experiencing homelessness who meet the MHSA eligibility criteria and earning at or below 30% AMI. Westview House is new construction of 85 units (84 rental units and one manager's units) of affordable housing for individuals experiencing homelessness. The developer, Mercy House CHDO Inc. and Community Development Partners, secured 4% low income housing tax credits. The project closed on construction loan financing and started construction in June 2022. Construction is anticipated to be completed in February 2024.

**The Meadows Senior Apartments** – The Board approved a \$1,540,000 ARPA-SLFRF loan for 7 units for households experiencing homelessness that meet the MHSA eligibility criteria earning 30% of the AMI or below. The Meadows Senior Apartments is new construction of 65 units (64 rental units and one manager's units) of affordable housing for seniors (62 years or older) earning between 30% to 60% AMI. The developer, C&C Development, secured 4% low income housing tax credits. The project closed on construction loan financing and started construction in December 2022. Construction is anticipated to be completed in June 2024.

**Stanton Inn and Suites** – The Board approved a \$1,085,000 MHSA loan and seventy-one (71 Project-Based Vouchers for individuals experiencing homelessness. Stanton Inn and Suite is a rehabilitation of 72 units (71 rental units and one manager's units). The developer, Jamboree Housing, secured 9% low income housing tax credits and closed on the construction loan in April 2022. Construction on permanent phase is anticipated to be completed in June 2023.

**Tahiti Motel** – The Board approved a \$2,400,000 HSA loan, forty-nine (49) Housing Choice and ten (10) VASH Project-Based Vouchers for individuals experiencing homelessness. Tahiti Motel is a rehabilitation of 60 units (59 rental units and one manager's units). The developer, Jamboree Housing, secured 9% low income housing tax credits and closed on the construction loan in April 2022. Construction is anticipated to be completed in October 2023.

**Riviera Motel** – The Board approved a \$1,532,983 MHSA loan, \$500,000 HOME loan, \$1,000,000 ARPA loan and ten (10) Housing Choice and ten (10) VASH Project-Based Vouchers for individuals experiencing homelessness. Riviera Motel is a rehabilitation of 21 units (20 rental units and one manager's units). The developer, Jamboree Housing, secured 9% low income housing tax credits and closed on the construction loan in April 2022. Construction is anticipated to be completed in July 2024.

**Motel 6** – The Board approved a \$4,500,000 MHSA loan, \$850,000 ARPA loan and thirty (30) VASH Project-Based Vouchers for individuals experiencing homelessness. The developer, Jamboree Housing, secured 9% low income housing tax credits and closed on the construction loan in December 2022. Construction is anticipated to be completed in October 2023.

**Cartwright Family Apartments** – The Board approved a \$1,574,810 MHSA loan, \$2,067,000 ARPA-SLFRF loan and eight (8) Project-Based Vouchers for individuals experiencing homelessness earning at or below 30% AMI. Cartwright Family Apartments is new construction of 60 units (59 rental units and one manager's units) of affordable housing for

low to extremely-low income households. The developers, a partnership between Waterford Group, the Riverside Charitable Corporation and C&C Development, secured 4% low income housing tax credits and closed on the construction loan in May 2023. Construction is anticipated to be completed in February 2025.

**WISEPlace PSH** – District 2 committed \$1,500,000 ARPA loan and will be restricted to 30% AMI. WISEPlace PSH has 48 units (47 rental units and one manager’s units) of affordable housing developed by Jamboree Housing Corporation. The project closed on the construction loan in March 2023. Construction is anticipated to be completed in November 2025.

**Grand Openings/Groundbreakings/Events –**

- I. The Groundbreaking event for WISEPlace was held on Thursday, June 15, 2023, from 9:30 a.m. to 11:00 a.m. at the project site location, 1411 N. Broadway in the City of Santa Ana.
- II. The Grand Opening event for Legacy Square was held on Wednesday, June 21, 2023, at the project site location, 301 E. Santa Ana Boulevard in the City of Santa Ana.

**2016 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 Review Advisory Panel (PRAP) concurred with staff’s 2016 PSH NOFA policy recommendations at the December 10, 2015 PRAP 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 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. Only one project remains under construction at this time.

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	Project Completed
C&C Development	The Groves	\$0**	8	0	0	75	Seniors/ SNHP	San Juan Capistrano	Project Completed
The Related Companies of California, LLC	The Crossroads at Washington	\$2,280,701	43	0	0	86	Families/ Permanent Supportive Housing	Santa Ana	Under Construction
Jamboree Housing	Ascent (formerly Airport Inn Apartments)	\$0	45	0	0	58	Permanent Supportive Housing /SNHP/NPLH	Buena Park	Project Completed
<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 Notice of Affordability

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 MHSA 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.

On June 28, 2022, the Board approved to increase the 2020 NOFA by \$500,000 and approved commitment of the funds as a construction to permanent loan to the Riviera Motel.

On September 13, 2022, the Board approved of an Amended and Restated Memorandum of Understanding between OC Community Resources (OCCR) and OC Health Care Agency (HCA) for transfer of up to an additional \$30,000,000 in MHSA funding and increase to the 2020 NOFA (or subsequent NOFA as approved by the Board) by up to \$30,000,000 in MHSA funding.

On September 27, 2022, the Board authorized to utilize previously appropriated American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds (ARPA-SLFRF) to add up to \$21 million to the 2020 NOFA (or subsequent NOFA as approved by the Board) for the development of permanent supportive housing.

On October 18, 2022, the Board approved to increase the 2020 NOFA by up to \$3.5 million in MHSA, ARPA-SLFRF and Southern California Home Financing Authority (SCHFA) funding and commitment of the funds for loan financing to Homekey approved projects.

On December 6, 2022, the Board considered approval to increase the 2020 NOFA by up to \$850,000 in ARPA-SLFRF funding and commitment of the funds as a construction to permanent loan to the Motel 6 Homekey Project for a total amount not to exceed \$5,350,000 in County funding.

Staff received 19 applications listed below requesting \$31,053,493 in HOME/HSA/MHSA/Fund 15B/Fund 135/ARPA-SLFRF/SCHFA funds, 292 Housing Choice Project-Based Vouchers and 60 Project-Based VASH Vouchers. 1 project was withdrawn.

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	Under Construction
National CORE	Orchard View Gardens	\$453,600	8	0	66	Seniors / MHSA	Buena Park	Under Construction
Jamboree Housing Corp.	Ascent (formerly Airport Inn Apartments)	\$0	12	0	58	Homeless Individuals / MHSA	Buena Park	Project Completed
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	Under Construction
Mercy Housing California	Villa St. Joseph	\$2,420,600	18	0	50	Senior Individuals / MHSA	Orange	Under Construction
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	Under Construction
Community Development Partners	Westview House	\$4,258,280	0	0	85	Large Families / MHSA	Santa Ana	Under Construction
C&C Development	The Meadows Senior Apartments	\$1,540,000	0	0	65	Seniors / MHSA	Lake Forest	Under Construction
C&C Development	Lincoln Avenue	\$0	0	0	0	Families/ Permanent Supportive Housing	Buena Park	Project Withdrawn
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	49	10	60	Homeless/At-risk/COVID-19	Stanton	Under Construction
Jamboree Housing Corp.	Riviera Motel	\$3,032,983	10	10	21	Homeless/At-risk/COVID-19/MHSA	Stanton	Under Construction
Community Development Partners	Motel 6	\$5,350,000	0	30	88	Homeless/At-risk/COVID-19/MHSA	Costa Mesa	Under Construction
The Related Companies of California, LLC	The Crossroads at Washington	\$370,000	0	0	86	Families/ Permanent Supportive Housing	Santa Ana	Under Construction
Jamboree Housing Corp.	WISEPlace Supportive Housing	\$1,500,000	0	0	48	Families/ Permanent Supportive Housing	Santa Ana	Under Construction
<b>TOTALS</b>		<b>\$31,053,493</b>	<b>292</b>	<b>60</b>	<b>1,122</b>			

### **2023 Supportive Housing Notice of Affordability**

On February 7, 2023, the Orange County Board of Supervisors authorized the OC Community Resources Director, or designee, to issue a 2023 Supportive Housing Notice of Funding Availability (2023 NOFA) with an emphasis on developing extremely low-income housing for a combination of up total of \$67.1 million in Federal HOME Investment Partnerships Program (HOME) funds, Federal HOME American Rescue Plan Act funds, State Mental Health Services Act (MHSA) funds and American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds and utilize up to 210 Housing Choice and/or Veterans Affairs Project-Based Vouchers and return to the Board for funding commitments to individual projects. The 2023 NOFA was released on March 20, 2023.

Staff received 1 application listed below requesting \$5,121,130 in HOME/HSA/MHSA/Fund 15B/Fund 135/ARPA-SLFRF/SCHFA funds, 62 Housing Choice Project-Based Vouchers and 0 Project-Based VASH Vouchers.



Developer	Project Name	Funding Request	Project-Based HCV Request	Project-Based VASH Request	Total Units	Type	City	Status
National CORE & AFH	HB Oasis	\$5,121,130	62	0	63	Homeless Individuals	Huntington Beach	Application received in May 2023. PRAP concurred with passing project on Threshold on June 8, 2022 and is under underwriting review.
<b>TOTALS</b>		<b>\$5,121,130</b>	<b>292</b>	<b>0</b>	<b>63</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: 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)
- \$10,550,000 for an 88-unit motel conversion (Motel 6, Costa Mesa)

Round 3: On March 29, 2023, the State announced the availability of \$736 Million in Round 3 Homekey Funds for applications to be submitted on a continuous, over-the-counter basis starting April 24, 2023, through July 28, 2023, or until the available funds are exhausted, whichever occurs first. The County is in the Southern California geographic pool with Imperial, Riverside, San Bernardino and Ventura with a \$68,783,638 allocation. Staff released a Request for Information (RFI) on March 13, 2023 seeking developers that have experience with the acquisition, rehabilitation and use of property for permanent supportive housing and may have identified sites or are willing to work with the County on potential sites and qualified six developers through the process. The list of qualified developers are posted on HCD's [website](http://www.ochcd.org/housing-development) at [www.ochcd.org/housing-development](http://www.ochcd.org/housing-development).

Staff is working with qualified developers on potential Homekey Round 3 sites.

## Homeownership Activities

The County of Orange homeownership program information can be found on the website at [www.ochcd.org/housing-development/homeowner-program](http://www.ochcd.org/housing-development/homeowner-program).

## **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 Sherluna Vien of Housing & Community Development at 714-480-2936 or [Sherluna Vien@occr.ocgov.com](mailto:Sherluna.Vien@occr.ocgov.com).

Since the update to the MAP program in August 2020, H&CD has 81 applications processed for eligibility of which 7 have closed escrow, and 12 have received a funding commitment pre-approved and are actively searching for a home.

Applications are accepted on a first-come first-serve basis. Due to the number of pre-approved households actively searching and the limited funding available for this program, the MAP program is currently on hold and no additional applications are being accepted. Staff intends on applying for funding under a future CalHOME NOFA to continue providing down payment assistance to low-income FTHB through the MAP program.