



30-DAY PUBLIC COMMENT DRAFT

**Fiscal Year 2008-2009 FUNDING ALLOCATION
POLICY AND PROCESS
&
CITIZEN PARTICIPATION PLAN**

For the distribution of Federal and Local Funding

For:

**Public Facilities & Improvements
Housing Rehabilitation
Public Services**

**Prepared by Housing and Community Services Department
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**Housing & Community
Services Department
COUNTY OF ORANGE**

Public Comment Period August 4, 2007 – September 4, 2007

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Introduction

Under Title I of the Housing and Community Development Act of 1974, as amended the County of Orange meets the qualifications of an Urban County. Under federal regulations, Urban Counties are eligible to receive and allocate Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Emergency Shelter Grant (ESG), and American Dream Downpayment Initiative (ADDI) funds. In addition, the Housing & Community Services Department acts as the lead agency for administering each program, under the direction of the U.S. Department of Housing and Urban Development.

The FY 2008-2009 Funding Allocation Policy and Process and Citizen Participation Plan (FAPP & CPP) is a planning document consisting of three sections: Funding Allocation Policy, Funding Allocation Process, and a Citizen Participation Plan. The primary purpose of the FAPP & CPP is to utilize the priorities listed in the FY 2005-2010 Consolidated Plan (ConPlan) to address local housing and community development needs with federal and local resources. Specifically, the FAPP & CPP includes estimated funding goals for eligible housing, community development, and/or economic development activities; the process for distributing funding; funding priorities; funding exceptions; and overall requirements to be met when using federal and local funds.

In order to qualify for funding under the CDBG or HOME program HUD uses 80% of the area's median income (AMI) to determine eligibility. Therefore, projects and activities must ensure that 51% or more of the persons being served have incomes at or below 80 percent of the area's median income.

In compliance with HUD regulations (CFR 91.105), HCS provides a 30-day public review and comment period for the following documents: the FAPP & CPP, Annual Action Plan (AAP), and any substantial amendments to the plan.

I. Funding Allocation Policy

A. Urban County Program

The Urban County program receives yearly allocations from HUD based on the need of its unincorporated areas and participating cities. Table 1 (below) identifies all unincorporated areas and the 13 participating cities that currently make up the Urban County program. Additionally, the Urban County program is extended to the Metropolitan City of Yorba Linda. Since the City of Yorba Linda has a population that exceeds 50,000 it qualifies as an independent Entitlement City (Metropolitan City). Metropolitan Cities can apply for funding directly to HUD, however, in the case of Yorba Linda, the City has elected to continue participating in the Urban County program.

TABLE 1		
Urban County Unincorporated Areas and Participating Cities		
UNINCORPORATED AREAS		
Anaheim Island	Mac Island	Sherwood Forest
Anaheim "Colonia"	Midway City	Southwest Anaheim
Independencia	Northeast El Modena	West Anaheim
El Modena	Olive Island	West Garden Grove*
Inter-Canyons	Rustic Lane	Cypress Island*
PARTICIPATING SMALL CITIES		
Aliso Viejo	Laguna Beach	Seal Beach
Brea	Laguna Hills	Stanton
Cypress	Laguna Woods	Villa Park
Dana Point	Los Alamitos	
La Palma	Placentia	
PARTICIPATING METROPOLITAN "METRO" CITY		
Yorba Linda		

Source: Orange County Housing and Community Services Department

* Unincorporated areas located within the NDAPP areas.

B. Types of Funding Available

The Urban County program annually receives federal and local funds to allocate to projects and activities that meet identified needs as stated in the Fiscal Year 2005-2010 Consolidated Plan. The following types of funding are anticipated to be available during FY 2008-2009:

Federal Funds

Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), Home Investment Partnership Program (HOME), American Dream Downpayment Initiative (ADDI) and program income generated from repayments or other funding accrued and collected from previously funded CDBG and Home projects.

Local Funds

Orange County Development Agency (OCDA) and Orange County Housing Authority Operating Reserves/Housing Support Services (HSS) Program, if available.

In 1988, the OCDA formed the Neighborhood Development and Preservation Project (NDAPP), a redevelopment project area that supplies funds for projects through the use of property tax increment financing including the sale of Bonds. NDAPP funds may be allocated to projects, which may compete in this competitive review process, providing the project is

located in the NDAPP area boundaries. However, allocation of these local funds is made through OCDA's budget process.

C. Use of Funds

The Urban County program allocates federal and local funds to a variety of projects and activities including the development of housing (both permanent and rental), improvements to public facilities, acquisition of land, and public services. Table 2 (below) identifies those federal and local funds allocated in the first 3 Years of the 2005-2010 Consolidated Plan.

TABLE 2						
Fiscal Years 2005-2010 Funding Allocations						
Federal Funds	FY 2005-2006 Year 1	FY 2006-2007 Year 2	FY 2007-2008 Year 3	FY 2008-2009 Year 4	FY 2009-2010 Year 5	Funding Totals
CDBG*	\$5,152,927	\$4,206,264	\$4,180,642			\$13,540,133
CDBG PI	\$550,000	\$ 400,800	\$280,596			\$1,231,396
Home	\$1,748,165	\$1,644,844	\$1,636,933			\$5,029,942
ADDI	\$60,789	\$29,919	\$29,826			\$120,534
Home PI	\$479,230	\$138,000	\$163,013			\$780,243
ESG	\$169,412	\$168,864	\$169,309			\$507,585
Subtotal Federal Funds	\$8,160,523	\$ 6,588,691	\$6,460,319			\$21,209,833
Reprogrammed Federal Funds						
CDBG	\$1,112,500	\$777,110**	\$1,151,028			\$3,040,638
ESG	\$3,286	\$787	\$0			\$ 4,073
Subtotal Reprogrammed Funds	\$1,115,786	\$777,897	\$151,028			\$3,044,711
Local Funds						
NDAPP	\$19,552,000	\$6,583,015	\$7,230,000			33,365,015
HSS	\$480,000	\$500,000	\$550,000			\$1,530,000
Reprogrammed General Funds	\$0	\$79,531	\$0			\$79,531
Subtotal Local Funds	\$20,032,000	\$7,162,546	\$7,780,000			\$34,974,546
Total Federal, Reprogrammed, and Local Funds	\$29,308,309	\$14,529,134	\$15,391,347			\$59,229,090

Source: Orange County Housing and Community Services Department

* Includes the Metro City of Yorba Linda.

** Includes Reprogrammed Federal Funds from prior years Housing Development, and Projects Funded in prior years.

D. Percentage of Allocation

Based on the identified need in the 2005-2010 Consolidated Plan, the County of Orange is estimating the percentage of funds to allocate toward each proposed activity for the Fiscal Year 2007-2008 Annual Action Plan. The percentages identified in Table 3 (below) were derived from the 5-year Needs Assessment identified in the Consolidated Plan in Table 2.1- "The Five Year Housing Needs and Priorities," Table 2.2- "Five-Year Community Development Needs and Priorities," and Table 2.3- "Summary of Five-Year Objectives for Special Needs Populations for the Urban County".

TABLE 3	
Estimated Funding Allocations proposed for FY 2008-2009	
	Percentage Range
Affordable Housing * (Assumes all Home funds including 15% Home CHDO mandate and funding for both affordable rental and homeownership)	22% - 29%
Housing Rehabilitation (CDBG)	15% - 23%
Public Facilities and Improvement (CDBG)	22% - 26%
Public Services (Includes Maximum CDBG limit of 15%, plus ESG, and local HSS funding)	18% - 22%
Economic Development ** (Only technical assistance is considered a high priority)	0%
Percentage of Total Funding	100%

Source: Orange County Housing and Community Services Department

* Affordable Housing funding is distributed through a separate Notice of Funding of Availability

** The high priority identified in the ConPlan for Economic Development is Technical Assistance, which is a Public Service

Because the FAPP & CPP is a forward planning document, the allocation percentages listed in Table 3 may differ from actual dollars expended based on the number of applications received. If demand for one activity is under subscribed and funds are available to allocate to another eligible activity, which is oversubscribed, then HCS with the concurrence of the Application Review Committee (ARC) may recommend to the Board of Supervisors that funding percentages change to meet local needs.

Due to reduced funding, not all projects that scored the minimum 70 points required for consideration will be recommended for preliminary funding. Those projects placed on the Wait List will be considered for possible funding in the future should additional recaptured or reprogrammed dollars become available. However, due to limited resources HCS has adopted an internal policy to fund projects that received a decreased in funding, prior to funding any projects on the Wait List.

E. Urban County Priorities

Priorities for the Urban County program were established during the development of the Fiscal Year 2005-2010 Consolidated Plan. The Consolidated Plan identifies, within a five-year reporting period, the County's overall community development needs (i.e. Affordable Housing, Special Population Needs, etc.) for extremely low, low and moderate-income persons and households. Additionally, a major component of the Consolidated Plan is the Strategic Plan that outlines the County's long term goals and prioritizes its housing and non-housing needs. The Strategic Plan also presents a comprehensive approach to addressing homelessness through a Continuum of Care System.

To better understand local needs a comprehensive Housing and Community Needs Survey was distributed to residents living in participating jurisdictions in the Urban County Program by the following means:

- Made available and collected at community centers and public counters;
- Mailed to social service providers, unincorporated areas and city residents;
- Distributed at community meetings for input;
- Made available on the World Wide Web for general public input

In addition to resident surveys, interviews were also conducted with City and County staff as well as non-profit Service providers to further understand local needs.

Priority Ranking:

Based on the comprehensive Housing and Community Needs Survey, priority ranking was assigned to each category of need as follows:

- **High Priority:** Activities to address this need are expected to be funded with Community Planning and Development (CPD) funds during the five-year period.
- **Medium Priority:** If CPD funds are available, activities to address this need may be funded during the five-year period.
- **Low Priority:** The Urban County will not directly fund activities using CPD funds to address this need during the five-year period. However, the Urban County and participating cities may support applications for public assistance by other entities if such assistance is found to be consistent with this Plan.

For the purposes of allocating federal and local resources overall priority will be given to projects that meet a "High" priority need.

Additional Priorities:

The following are examples of project and activity types that will be considered for funding although they did not appear on the Housing and Community Needs Assessment.

- Public Services projects filling the gap in the Homeless Continuum of Care which were not filled by SuperNOFA Homeless Assistance funding;
- Public Facilities & Improvement projects which have been previously funded for design.

Projects considered Non-Priority projects:

The following is a list of project and activity types that will not be given consideration for funding, as they are not a priority need.

- Projects that contain eligible activities not identified on the priority charts;
- Projects seeking funding for planning costs;
- Projects seeking funds for lead-based paint activity costs. These costs may be paid either through available rehabilitation funds or through funds received from other funding sources such as the Healthy-Homes, Lead-Based Paint Hazard Control Program.
- Improvements to streets/alleyways located outside of income-qualified census tracts.
- Projects involving the construction and installation of street signs.
- Improvements to buildings or portions thereof, which are used for the general conduct of government.

Exemptions from the Funding Allocation Process:

In addition to priority and non-priority ranked projects, the County will also under take certain activities that are exempt from the competitive process:

- Administration – The County and the Metropolitan City of Yorba Linda utilize a percentage of their allocations to administer the CDBG, HOME, ESG, and HSS funded programs

- County's obligations to specific community centers within unincorporated areas
- County of Orange Cold Weather Shelter Program
- Fair Housing and Equal Opportunity related activities mandated by HUD
- Funding associated with unincorporated areas which are anticipated to annex within the program year

Priority Activities

To better illustrate the County's Community Development needs, portions of the FY 2005-2010 Consolidated Plan have been included in this document. Listed below are brief descriptions of and copies of the applicable tables as stated in the County's Consolidated Plan.

Table 4 (Five Year Housing Needs and Priorities – Urban County) identifies the five-year housing needs and priorities for renters and owners within the Urban County.

Table 5 ("Five-Year Community Development Needs and Priority) provides a summary of the Urban County's five-year community development needs and priorities for the following types of activities: Public Facilities and Improvements, Infrastructure, Public Services, Economic Development, and Planning and Administration.

Table 6 (Summary of Five-Year Objectives for Special Needs Population for the Urban County) summarizes the Five-Year objectives for the Special Needs Population in the Urban County.

TABLE 4					
Five-Year Housing Needs and Priorities – Urban County					
Priority Housing Needs		Income	Priority Need Level	Unmet Need (1)	Goals (4)
Renter	Small Related (2)	0-30%	High	2,308	25
		31-50%	High	2,966	40
		51-80%	High	3,801	15
	Large Related (3)	0-30%	High	1,381	25
		31-50%	High	1,516	40
		51-80%	High	1,859	15
	Elderly/ Disabled	0-30%	High	2,192	25
		31-50%	High	1,702	40
		51-80%	High	1,149	15
	All Other	0-30%	Medium	1,657	20
		31-50%	Medium	1,906	15
		51-80%	Medium	2,749	---
Owner	Small Related	0-30%	High	1,453	30
		31-50%	High	1,948	47
		51-80%	High	4,015	78
	Large Related	0-30%	High	473	30
		31-50%	High	608	47
		51-80%	High	1,860	78
	Elderly/ Disabled	0-30%	High	3,361	30
		31-50%	High	4,148	30
		51-80%	High	2,064	60
	All Other	0-30%	Medium	824	30
		31-50%	Medium	709	30
		51-80%	Medium	1,539	58
Special Populations (7)		0-80%	High	N/A	
Total Goals					823
Section 215 Renter Goals (5)					275
Section 215 Owner Goals (6)					548

Source: County of Orange 2005-2010 Consolidated Plan

Notes:

1. Unmet needs are based on 2003 HUD Comprehensive Housing Affordability Strategy (CHAS) data based on 2000 Census for households with housing problems by household income and type.
2. A small related household is defined by HUD as a household of 2 to 4 persons, which includes at least one person related to the householder by birth, marriage, or adoption.
3. A large related household is a household of 5 or more persons, which includes at least one person, related to the householder by blood, marriage or adoption.
4. Housing goals include anticipated accomplishments under the following programs: homeownership assistance programs; housing rehabilitation programs; and rental housing development.
5. Section 215 Goals are affordable housing that fulfill the criteria of Section 215 of the National Affordable Housing Act. (For rental housing, a Section 215 unit is one that is occupied by a low income household and bears a rent that is less than the Fair Market Rent or 30 percent of the adjusted gross income of a household whose income does not exceed 65 percent of the AMI.)
6. For section 215 owner goals an owner unit assisted with homebuyer assistance, the purchase value cannot exceed HUD limit. For an ownership unit assisted with rehabilitation, the mortgage amount cannot exceed HUD limit.
7. Housing goals for special needs groups are included under elderly and other households.

TABLE 5					
Five-Year Community Development Needs and Priorities – Urban County					
Priority Community Development Needs	Priority Needs Level	Goals	Estimated CPD Dollars to Address		
Public Facility Needs					
ADA/Architectural Barrier Removal	High	Pursue an estimated 90 public facility and infrastructure improvement projects	\$8,640,000		
Senior Centers	Medium				
Handicapped Centers	Medium				
Homeless Facilities	High				
Youth Centers	High				
Child Care Centers	Medium				
Health Facilities	Medium				
Neighborhood Facilities/Libraries	Medium				
Parks and/or Recreation Facilities	High				
Parking Facilities	Medium				
Non-Residential Historic Preservation	Low				
Other Public Facility Needs	Medium				
Infrastructure Needs					
Water/Sewer Improvements	High				
Street Improvements	High				
Sidewalks	High				
Solid Waste Disposals Improvements	Medium				
Flood Drain Improvements	High				
Other Infrastructure Needs	Medium				
Public Service Needs					
Senior Services	High	Assist 1,000 victims of domestic violence, 1,000 seniors, 1,200 persons with disabilities, and 1,200 persons with substance abuse problems	\$4,198,500		
Handicapped Services	High				
Youth Services	High				
Child Care Services	Medium				
Transportation Services	Medium				
Substance Abuse Services	High				
Employment Training	High				
Health Services	Medium				
Lead-Hazard Screening	High				
Crime Awareness	Medium				
Other Public Service Needs	Medium				
Economic Development					
ED Assistance to For Profit	Medium	Goals for Technical Assistance and Employment Training included under the Public Services category	Funding included under the Public Services category		
ED Technical Assistance	High				
Micro-Enterprise Assistance	Medium				
Rehab; Public/Private - Commercial/Industrial	Medium				
CI Infrastructure Development	Medium				
Other Commercial/Industrial Improvements	Medium				
Planning and Administration					
Program Delivery	High	N/A	\$3,973,000		
	High	N/A	\$983,000		

Source: County of Orange 2005-2010 Consolidated Plan

TABLE 6				
Summary of 5-Year Objectives for Special Needs Populations–Urban County				
Special Needs Category	Priority	Unmet Need¹	Estimated Dollars	Five-Year Quantified Objectives
Elderly/Frail Elderly ²	High	27,270 elderly households	\$500,000	Assist 1,000 elderly and frail elderly persons through a variety of senior programs and services
Physically Disabled	High	66,595 persons	\$600,000	Assist 1,200 persons with disabilities (The Regional Center of Orange County is the primary agency for providing assistance to persons with disabilities. Physically disabled persons also receive assistance from the California Department of Rehabilitation through various housing programs.)
Severe Mental Illness	High			
Developmentally Disabled	High			
Persons with Alcohol/ Other Drug Addictions ³	High	44,000 persons	\$600,000	Assist 1,200 persons with substance abuse problems through various supportive services and programs
Homeless/At-Risk Homeless	High	35,000 persons countywide	\$500,000	Assist 1,000 victims of domestic violence
			\$760,000	Assist 1,520 persons with emergency services
			\$1,400,000	Assist 2,800 persons with transitional, preventive, and supportive services
Persons w/HIV/AIDS	High	3,100 persons countywide	Addressed as part of the Countywide HOPWA Strategy to be coordinated by the City of Santa Ana	

Source: County of Orange 2005-2010 Consolidated Plan

Notes:

1. Unmet needs based on Census and other estimates of the special needs populations.

2. Elderly persons with special needs based on CHAS estimates of lower and moderate-income elderly households.

3. National estimates indicate 14-16 percent of adult males and 6 percent adult females have drug and alcohol problems.

Unmet Needs

At the conclusion of each fiscal year, the Urban County moves closer to addressing its Community Development Needs. Table 7 (below) provides a status on the Urban County's financial allocations used to address those needs. Included in Table 7 are the funds needed (5 Year Plan), funds expended (Years 1 – 5), and funds still needed to address the Urban County's Community Development Needs as stated in the Fiscal Year 2005-2010 Consolidated Plan.

The estimated figures in the "5 Year Plan" column are based on data obtain in 2004, and have not been adjusted to reflect current building or service costs. Additionally, during Fiscal Years 1-3, the Urban County reprogrammed an additional \$6,241,533 from previous fiscal years in addition to new dollars allocated by HUD during the same fiscal years. The additional funds received by the Urban County program include program income generated from previously funded CDBG and HOME projects and recaptured dollars from previously funded CDBG and ESG projects. Unanticipated reprogrammed and recaptured funding were not included in the estimate of funds available to allocate towards the high priority needs listed in the FY 2005-2010 Consolidated Plan.

Table 7 figures also represented dollars allocated to the Urban County on behalf of its participating Metropolitan Cities Yorba Linda and San Clemente*.

Table 7							
FY 2005-2010 Federal Funds Allocation for High Priority Needs							
Activities Needs and Priorities	5 Year Plan	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2005-2010
		Year 1	Year 2	Year 3	Year 4	Year 5	Funds Needed
HOUSING (Rental/Owner)	\$12,974,039	\$4,337,735	\$3,498,140	\$3,348,187			\$1,789,977
Infrastructure	\$8,639,864	\$2,939,463	\$1,887,102	\$2,311,225			\$1,502,074
Public Services	\$4,198,454	\$1,413,594	\$1,368,047	\$1,278,540			\$138,273
Total	\$25,812,357	\$8,690,792	\$6,753,289	\$ 6,937,952			\$3,430,324

Source: County of Orange 2005-2010 Consolidated Plan
 * The Metropolitan City of San Clement left the Urban County Program on July 1, 2006.

II. Funding Allocation Process

A. Competitive Funding Process

The Urban County program utilizes a competitive Request for Proposal Process (RFP) to distribute both federal and local funds. The following activities are funded through this competitive process:

- Public Services
- Public Facilities and Improvement
- Housing Rehabilitation

B. Application Review Committee (ARC)

The Application Review Committee (ARC) is the evaluating body for all applications submitted in response to the Urban County's competitive RFP funding process. The ARC is comprised of two separate evaluation committees (one for Public Services and one for Public Facilities and Improvements and Housing Rehabilitation). Each Committee is comprised of H&CD Housing Commission members, community representatives, and other individuals knowledgeable about community development, community services, and housing activities.

C. Rental Housing Development and Homeownership

New housing construction/acquisition project proposals will be accepted in response to a separate Notice of Funding Availability (NOFA) process. The Project Advisory Committee (PAC), a subcommittee of the H&CD Commission, analyzes the main points of this program before recommended action is presented to the Board of Supervisors.

Continuing in fiscal year 2007-2008 the County in partnership with participating jurisdictions, currently operating eligible first time homebuyer programs, will look to further explore the use of American Dream Downpayment Initiative (ADDI) funding.

D. Multi-Year Funding

On September 20, 2005, the County Board of Supervisors adopted the Fiscal Year 2006-2007 FAPP & CPP that included a policy to fund Public Services and Housing Rehabilitation projects on a 3-year basis. Projects that competed and were awarded funding in Year 1 (2006-2007) may receive funds in Year 2 (2007-2008) and/or Year 3 (2008-2009), provided the organization successfully meets the following criteria:

- Project remains in compliance with contractual milestones:
 - All Public Services projects must expend 50% of their contractual funds and complete 50% of their proposed accomplishments by December 31, 2007; 70% by January 31, 2008; and 80% by March 31, 2008.
 - Housing Rehabilitation projects must expend 50% of their contractual funds and complete 50% of their proposed accomplishments by December 31, 2007.
 - Exceptions to these requirements include: contracts that spend their funding later in the fiscal year (i.e. cold weather shelters), recommendation of ARC, exemption from HCS's Director, and delays due to HUD or HCS administration of contracts.
- Project continues to meet the priority status for which it was funded in Year 1
- Project continues to leverage funds with other sources

- All project accomplishments must be correctly reported on the Grantee Performance Reports (GPRs) and/or other documentation as described in current year contract
- Project must receive a successful assessment of performance and progress from HCS staff. Successful assessment from HCS staff includes, but is not limited to, successful completion of the Self-Evaluation Survey.
- Project performance will be reviewed and evaluated by the ARC using the above criteria.

Projects meeting the December 31, 2007, milestone will be included in the current year draft Annual Action Plan; however, projects that fail to meet this deadline may be removed from the draft Annual Action Plan prior to its presentation to the County Board of Supervisors at the second public hearing.

E. Single Year Funding

Public Facilities and Improvements (PF&I) activities will require the submission of applications on an annual basis. The ARC will evaluate applications for PF&I based on the following criteria:

- Project must meet priority status;
- Project application must pass the initial threshold review and technical eligibility as determined by HCS staff;
- Project must undergo a quality review and evaluation conducted by ARC.

ARC will score all applications exclusively on the written application(s) submitted.

F. Proposal Review Process and Key Policies

In order to ensure integrity and reliability, the proposal review process is applied to each application on a consistent basis. In addition, maximum flexibility has been built into the proposal review process in order to ensure that federal and local resources are available to assist the County in meeting its Community Development needs. Although HCS staff are not participants in ARC's proposal review process, staff are available to provide any needed technical support.

1. Proposal Review Process

The proposal review process involves the following six (6) steps:

- HCS Staff conducts an initial threshold review of all proposals submitted based on eligibility requirements established by HUD.
- Applications not passing the initial threshold review are eliminated without the opportunity to appeal. Proposals that successfully pass the initial threshold review are forwarded to ARC for review, scoring, and ranking.
- Applicants deemed as unsuccessful by ARC are afforded the opportunity to appeal.
- After addressing any appeals ARC provides a list of proposals recommended for funding.
- Projects recommended for funding are compiled and presented to the public for comment in the draft Annual Action Plan and later to the Board of Supervisors for approval.
- Projects are preliminarily awarded until final approval from HUD.

2. Key Policies

Renewal Applicants- Those applicants having been under contract with HCS within the past 3 years.

- HCS staff will review project performance for the previous 3 years.
- Renewal proposal evaluation will focus on, but is not limited to, subrecipient compliance with contractual obligations and meeting scheduled accomplishments as reported on the current year's Grantee Performance Reports (GPR's).
- Applicants that previously received funds for design will receive priority.

New Applicants- Those applicants having **not** been under contract with HCS within the past 3 years.

- Applicants must pass a site visit conducted by HCS staff.
- Applicants must provide copies of any performance reports required by other funding organizations as a condition of funding.
- Applicant must have been in operation and been performing the activity proposed in their proposal for a minimum of one year.
- Applicants that have not received funding from the Urban County Program in the previous 3 years may receive priority over all applicants.

Activity Specific Policies- The following requirements apply to all Public Services and Public Facilities and Improvements projects and activities.

- Public Services
 - All projects and activities providing services to homeless individuals and/or families are required to be an active participant in the Homeless Management Information System (HMIS).
- Public Facilities and Improvements (PF&I)
 - Applicants cannot request funds in an amount that exceeds 50% of HCS's total funding available for PF&I activities.
 - Applicants have a one-year limit to expend funding for a single project that exceeds 35% of HCS' total PF&I funds available.

During the 30-day public comment period the above referenced policies will be under review and may change prior to the publication of the final FY 2008-2009 FAPP & CPP.

Minimum Application Requirements

- A minimum grant amount will be established at \$15,000 per year for all projects.
- Only one application from any Public Service organization serving the same population with the same service, or providing the same program or product, will be accepted.
- If funded with CDBG funds, the project must meet a national objective as identified by HUD Regulations (24 CFR 570.208).
- Depending on funding source, the proposed activity must be eligible as defined by HUD Regulations.
- The population to be served or to benefit from the project must principally be low to moderate-income as defined by HUD.
- If the applicant is a current or past recipient of assistance under a HUD McKinney Act program (i.e. SuperNOFA) or the HUD Single Family Property Disposition Program, there must be no project or construction delay, HUD finding, outstanding Annual Progress Report (APR), or outstanding audit that HUD deems serious

regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Program.

- The applicant must be in compliance with applicable civil rights laws and Executive Orders. There must be no pending civil rights suits, outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, unresolved Secretary (Secretary of the U.S. Department of Housing and Urban Development) charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of applications from the applicant imposed by HUD.
- Applicant must submit a copy of the organization's most recent audit (within the last two years) by a independent certified CPA and a description of corrective action taken for any findings identified by the auditor, both of which will be reviewed by the HCS Accounting Manager or designated staff.

G. Substantial and Non-Substantial Amendments to Projects

1. Substantial Amendment

The County will consider a change a "substantial amendment" under the following circumstances:

- County or applicant decides not to carry out an activity previously described in the Annual Action Plan;
- County or applicant carries out an activity not previously described in the Annual Action Plan;
- County or applicant changes the purpose, scope, location, or beneficiaries of an activity;
- County or applicant changes the use of CDBG funds from one eligible activity to another;
- County or applicant changes 25% or more in one program activity.

Citizens will be informed of any proposed substantial amendment through a public notice in a local newspaper of general circulation. The public will be given 30 days to review and comment on the proposed amendment. Such comments must be received in writing prior to the deadline date as specified in the Public Notice. All comments will be presented to a review committee for further consideration and will be presented to the County Board of Supervisors at the Public Hearing. A summary of the comments or views shall be included in the consolidated plan or consolidated plan updates.

2. Non-Substantial Amendments

The County will consider a change as a "non-substantial amendment" under the following circumstances:

- Applicant makes a minor change in project location as long as the purpose, scope, and intended beneficiaries remain essentially the same.
- Applicant chooses to transfer funds within a project from one approved budget line item to another approved budget line item.
- Funds are reprogrammed that may become available to projects approved in an Annual Action Plan adopted by the Board of Supervisors.
- The allocation of unanticipated or additional Program Income funds up to \$100,000 generated by a subrecipient to support projects/programs approved by the Board of Supervisors to be carried out by that subrecipient.

- Provided that all projects involved have been approved by Board Action, the transfer and/or reprogramming of additional funds up to \$100,000 for a subrecipient from one project/activity to the same project/activity administered by the same subrecipient.

These actions will continue to allow HCS to execute contracts in a timely manner and to continue its efforts to expedite and simplify housing projects and services while meeting annual federal expenditure requirements.

Should a proposed amendment be “substantial” in nature as set forth herein, HCS will present such amendments to the Board of Supervisors for approval.

H. Performance Measurements

Consistent with Federal Guidelines as referenced in Federal Register Notice, Vol. 70, No. 111, dated June 10, 2005 HCS developed a performance measurement system that identifies standardized objectives and outcomes, for proposed activities, that can be reported at a national level.

The following chart provides a brief outline of HCS’ performance measurement system as recommended by HUD.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

Step 1: Assess Needs and Select Goals

Step 2: Select Objectives with Outcomes

Availability/Accessibility

Affordability

Sustainability

<p>Enhance Suitable Living Environment Through New/Improved Accessibility</p> <p>Create Decent Housing with New/Improved Availability</p> <p>Promote Economic Opportunity Through New/Improved Sustainability</p>	<p>Enhance Suitable Living Environment Through New/Improved Affordability</p> <p>Create Decent Housing with New/Improved Affordability</p> <p>Promote Economic Opportunity Through New/Improved Affordability</p>	<p>Enhance Suitable Living Environment Through New/Improved Sustainability</p> <p>Create Decent Housing with New/Improved Sustainability</p> <p>Promote Economic Opportunity Through New/Improved Sustainability</p>
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Step 3: Design Programs and Choose Activities

<p>Housing Rehabilitation</p> <p>Rental Housing Production</p> <p>Community Facilities</p> <p>Public Safety</p> <p>Infrastructure</p> <p>Lead-based Paint Activities</p>	<p>HIV/AIDS</p> <p>Tenant-based Rental Assistance</p> <p>Economic Development</p> <p>Housing for Homeless</p> <p>Special Needs Housing</p> <p>Homeownership Assistance</p>	<p>Housing Counseling</p> <p>Public Services</p> <p>Code Enforcement</p> <p>Water/Sewer Utilities</p> <p>Transportation</p>
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Step 4: Complete the Consolidated Plan/Action Plan

Step 5: Develop the Outcome Statement

Output (quantified) + Outcome + Activity (description) + Objective

<p>Number of households assisted</p> <p>Number of new businesses assisted</p> <p>Number of jobs created/retained</p> <p>Number of units made 504-accessible</p> <p>Number of years of affordability guaranteed</p> <p>Number of jobs with health care benefits</p> <p>Number of units meeting Energy Star standards</p>	<p>Number of persons stabilized</p> <p>Acres of brownfields remediated</p> <p>Amount of money leveraged</p> <p>Number of affordable units</p> <p>Number of housing units for HIV/AIDS</p> <p>Number of units for chronically homeless</p> <p>Number of units made lead safe</p>
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Step 6: Report (IDIS, CAPER, PER)

<p>For all projects report <u>program</u> requirements plus:</p>	
<p>Income levels of persons, or households (30%, 50%, 60%, or 80% of area median income)</p>	
<p>Leverage</p>	<p>Number of persons, households, units</p>
<p>Number of communities/neighborhoods assisted categories</p>	<p>Current racial/ethnic and disability categories</p>

Performance Objectives

No. 1-Suitable Living Environment: In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

No. 2-Decent Affordable Housing: The activities that typically would be found under this objective are designed to cover the wide range of housing possible under Home, CDBG, HOPWA or ESG. This objective focuses on housing programs where the purpose for the project is to meet the individual family or community needs and not programs where the housing is an element of a larger effort.

No. 3-Creating Economic Opportunities: This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Performance Outcomes

No. 1-Availability/Accessibility: This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people.

No. 2-Affordability: This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

No. 3-Sustainability (Promoting Livable or Viable Communities): This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

The outcomes and performance monitoring process will be carried out in a transparent way, so that those whom monitor performance outcomes can make informed judgments.

As stated above, applicants are required to identify their planned performance in their budget documentation and to report on their actual performance in their Grantee Performance Report (GPR's). Guidance on performance and outcome accountability documents is available by contacting:

County of Orange Housing and Community Services Department
Orlando Calleros, Section Chief
1770 North Broadway
Santa Ana, CA 92706-2680
Telephone No. (714) 480-2731
E-MAIL: orlando.calleros@hcs.ocgov.com

I. Program Income

Beginning July 1, 2007 HCS will implement a new policy regarding the reporting and submittal of Program Income funds. Please note that this change in policy is in response to federal regulations that require grantees (i.e. County of Orange) to monitor and track all Program Income funds. Per federal regulations (24 CFR 570.500 (a)) program income is defined as gross income received by the recipient or subrecipient directly generated from the use of CDBG, Home, ADDI, and ESG funds.

Reporting of program income will comply with rules as set forth in the Federal Regulations (24 CFR 570.504), as well as any applicable State or County regulations concerning reporting and payment procedures for program income.

Projects and activities that generate Program Income through the repayment of home improvement loans or the leasing of community center facilities improved with federal funds will now be required to process Program Income information and funds on a quarterly basis. This change is in response to federal regulations requiring grantees to monitor and track all Program Income accrued by the program. The following schedule will be used during to report all Program Income related information:

- 1st Quarter (July 1, 2007 – September 30, 2007) Due October 15, 2007
- 2nd Quarter (October 1, 2007 – December 31, 2007) Due January 15, 2008
- 3rd Quarter (January 1, 2008 – March 31, 2008) Due April 15, 2008
- 4th Quarter (April 1, 2008 – June 30, 2008) Due July 15, 2008

When reporting Program Income information to HCS, subrecipients will be required to complete and submit two separate reporting forms. The first form will require Program Income information generated from Community Development Block Grants (CDBG) funded projects and activities. The second form will require information on Program Income generated from Home Investment Partnership (HOME) funds. Subrecipients are required to complete both reporting forms regardless if Program Income was generated or not.

In addition, beginning July 1, 2007, should a subrecipient have a public service project that is designated to be funded with Program Income dollars, 15% of the total Program Income amount submitted to HCS will be deducted. Furthermore, consistent with federal program regulations, the County will be deducting a 20% administrative set-aside from the total Program Income submitted.

III. Citizen Participation Plan

Consistent with Title 24, Section 91.105, the County of Orange Housing and Community Services Department will continue to encourage the involvement of persons affected by the implementation of locally and federally funded programs administered under the Urban County Program. Community involvement will continue to be encouraged from the initial assessment of priority needs as described in the Consolidated Plan and subsequent Action Plans that identify strategy development and funding allocation, and ultimately through Consolidated Annual Performance Evaluation Report (CAPER) that describes progress and accomplishments.

The County will continue its citizen participation efforts to encourage involvement of persons whose income is 80 percent or below area median income and lower-income individuals residing within designated unincorporated areas (particular effort will be made for residents of predominately lower-income neighborhoods including homeless, minorities, non-English speaking persons, the elderly, and the disabled). Appropriate bilingual staff will be available at community meetings anticipating attendance of primarily non-English speaking residents. Newsletters and notices will be printed in appropriate languages and bilingual staff will be available at the public hearings.

Meetings/hearings will be held at times and locations reasonably convenient to actual or potential beneficiaries. In addition, all location sites for meetings and hearings will be accessible to persons with disabilities. In an effort to ensure that extremely low, very low, and lower-income households are informed, notices of meetings and hearings will be provided through one or more of the following methods: local publications, flyers, established resident mailing lists, civic group gatherings, and unincorporated area community development committees.

The County shall, at least 30 days in advance of a Public Hearing, publish a notice in easily readable format in one or more newspapers of general circulation. These notices will provide the date, time, location, and format of hearings and topics to be discussed which will be translated upon request. To encourage public participation, affected residents shall be notified of other related meetings through the various means described above.

The participation of community residents is encouraged through the Citizen Participation Plan. Residents are encouraged to communicate with County staff through various mediums. Residents are provided many opportunities to communicate, offer opinions, and submit their views throughout the year. Methods for increasing public access for comment are continually explored. Typically, community residents can participate through the following forums:

- HCS Neighborhood Committee meetings.
- Development of the Consolidated Plan.
- Substantial Amendments to the Consolidated Plan.
- Reporting of Accomplishments.
- Newsletters sent to unincorporated areas.
- Access to HCS community liaison staff via phone, e-mail, and in person.
- Community Center meetings.
- Local area non-profit meetings.
- Public meetings for cities, organizations, and interested persons at application workshops.
- City Council meetings.
- County Board of Supervisors draft Action Plan Hearing (Public Hearing).
- County Board of Supervisors final Action Plan Hearing (Public Hearing).
- Via the Internet at <http://www.ochousing.org>.

A. Neighborhood Committee and Community Meetings

Informal meetings may be held in both participating cities and in the unincorporated areas to obtain community input on the use of funds for the respective jurisdiction, disseminate information regarding on-going or proposed projects and discuss items of concern by residents. These meetings may be publicized through several methods, including community-wide mailers, postcards, flyers, and postings at community centers, Internet postings, and community newspapers, among other means. Informational mailings may be sent out to each community up to four times a year, but no less than two times, detailing project information, HUD news about local programs, uses of funds, and dates of community meetings.

In the unincorporated communities, each community may form a Neighborhood Committee and elect officers on an annual basis. Officers shall be residents of the unincorporated areas, elected by their peers, and shall represent their respective community. The Neighborhood Committee Officers will take the lead in interacting with County officials by discussing the needs of the community and will serve as conduits for information regarding on-going activities. The Neighborhood Committees should meet at least once a year for elections, once for assessing community needs, and are otherwise encouraged to meet on a quarterly basis. If the chair of a Neighborhood Committee does not schedule a quarterly meeting, HCS staff may instead send information to each household through the use of a mailer on issues affecting the residents.

The purpose of these meetings will be to present the CDBG, ESG, Home, ADDI, OCDA, and HSS programs and regulations to these communities; discuss community needs; solicit ideas and receive citizen proposals for projects; discuss implementation of previously funded projects; comment on overall program performance; and distribute information on County and other programs of benefit. Neighborhood Committee meetings may be held in each of the unincorporated areas or at a reasonably located facility.

B. City Council or Other Public Meetings

Each City and Metropolitan City participating in the Urban County Program shall hold meetings to discuss the aforementioned issues as well as information pertinent to the city's programs and projects.

Participating cities shall be responsible for conducting public meetings within their respective jurisdictions to receive citizen input on community needs and project priorities for submittal of project proposals to the County of Orange HCS. Every participating city will hold at least one public hearing to provide their respective communities with general grant funding information and allow for citizen input for establishment of proposed city program activities for the upcoming program year. Cities are also encouraged to communicate with residents on project information through the Internet and regular city communications.

Public notices shall be published 15 days prior to all public meetings in which action will be taken with regard to submitting project proposals to the County of Orange HCS. Public notices must be in easily readable type in newspapers of general circulation announcing the date, time, place, and procedures for the meeting and topics to be considered. Each city shall make reasonable efforts to provide notices in neighborhood newspapers or flyers serving extremely low, very low, and lower-income neighborhoods and non-English speaking residents.

Participating cities will also be responsible for maintaining records of public meetings, hearings, and notices or any survey information conducted to determine eligibility and needs of a potential or newly established service area. Survey methodology and forms are

available from HCS and HUD. Files and records maintained by a city must be made available to HCS and HUD upon request.

C. Meetings for the Development of the Annual Action Plan

HCS will conduct public meetings to provide information and consider citizen input on the development of the Annual Action Plan. These meetings also function as workshop sessions providing technical assistance to cities, non-profit organizations, and other agencies in applying for funding under the Urban County Program.

D. Public Hearings on the Annual Action Plan

Two Board of Supervisors' hearings shall be conducted regarding the Urban County's Annual Action Plan for consideration of related funding allocations and proposals. This allows an opportunity to obtain citizen views concerning Housing and Community Services (HCS) needs and the proposed allocation of funding from CDBG, ESG, ADDI, Home, OCDA, and HSS programs.

Notices will be sent to all persons, organizations, and applicants participating in the application process to inform them of the hearings. In addition, a community-wide notice in one or more local newspapers of general circulation shall announce these public hearings at least 30 days before the hearings.

Notices shall be published announcing the purpose, date, time, and location of the hearings as well as a telephone number to contact with any inquiries. Board agendas are posted in public places and are easily accessible to the public at least 72 hours before the public hearings. Efforts will also be made to post meeting information on the HCS website www.ochousing.org.

The Board shall consider all comments received at public hearings on the Annual Action Plan, and funding proposals contained in the plan may be amended. Anyone may address comments concerning other aspects of this document during these public hearings. Once adopted by the County Board of Supervisors, the approved Annual Action Plan shall be submitted to HUD for consideration. Additional opportunities for public comment on the needs and use of funding will be available as needed.

E. Strategic Plan Development

Public meetings and hearings sponsored by HCS for development of the Consolidated Plan shall be held with representatives of participating cities, agencies and organizations, as well as interested public citizens. During the preparation of the Annual Action Plan, meetings are held to consider the Urban County Program's regional strategy for the use of these federal and local funds. These meetings shall confirm the development planning process and will be held to obtain citizen views and proposals on needs and priorities for a consistent HCS strategy.

After the preparation of a draft strategy, the following program information is provided to the public in the draft Annual Action Plan:

- The estimated amount of funds available to the Urban County Program, if available, for community development and housing activities (including planning and administrative activities);
- The eligible program activities that may be undertaken with these funds;
- The unincorporated areas and locations proposed for utilizing the available funding;

- The proposed allocation of federal funds to participating non-profit organizations, Cities, and unincorporated areas, and basic eligible program categories and proposed funding allocations for local funding programs.

F. Information/Document Accessibility

The following documents shall be made accessible for public review and comment throughout the preparation process to provide open and on-going communication for interested persons:

- Consolidated and Annual Action Plan (draft, final, and amended versions);
- Consolidated Annual Performance and Evaluation Report (CAPER);
- Funding Allocation Policy and Process and Citizen Participation Plan (FAPP & CPP)
- Records of public hearings;
- Regulations and eligibility requirements governing programs;
- Contracting procedures, environmental policies, Fair Housing and Equal Opportunity requirements;
- Letters of approval, grant agreements, monitoring/evaluation reports, and other reports required by HUD;
- Mailings or other notices to community groups/organizations.

Copies of the first three documents listed, the Consolidated Plan, Annual Action Plan, and the FAPP & CPP will be available at HCS, all participating cities, County libraries, and specific unincorporated area community centers. Additional copies will be made available to any interested party upon request. Copies of the remaining documents listed will be available to the public at HCS offices and via the Internet. Comments, questions, or suggested amendments should be directed to contact person in public notices or to the Director of HCS.

G. Citizen Comments and Concerns

The public is encouraged to submit comments, concerns, complaints, or suggestions either in person or in writing at any time during the year. Such communications can be submitted to HCS staff designated as a contact person in public notices or to the Director of HCS. Opportunities to express comments and concerns will be at scheduled unincorporated area/neighborhood community meetings, city council meetings, and Board of Supervisors Public Hearings. Additionally, a 30-day review period before approval of the FAPP & CPP, Consolidated Plan, and any substantial amendments will allow the public an opportunity to submit comments. All written comments regarding the FAPP & CPP, Consolidated Plan, and any substantial amendments shall be reviewed by staff and responded to in writing. Staff will respond in writing within 15 working days of receipt of such communications.

Send general comments to:

County of Orange Housing and Community Services Department
Paula Burrier-Lund, Director
1770 North Broadway,
Santa Ana, CA 92706-2680

H. Final Annual Action Plan and Funding Allocations

Following the 30-day review and comment period, a final version of the Annual Action Plan will be submitted to the Board of Supervisors for approval and authorization for submittal to HUD. All modifications and changes resulting from public comments or hearings will be reflected in this final Annual Action Plan. Upon approval by the Board, the Annual Action Plan shall be transmitted to HUD along with the approved funding applications and certifications. The final version of the plan will be posted on the HCS website <http://www.ochousing.org> and copies will be distributed to participating cities and community centers. Copies of the plan will also be made available to any interested party within 15 days of request.

I. Amendments/Changes to Annual Action Plan

During each program year, the County will monitor the progress and viability of activities funded in order to optimize resources for the community. The County may amend its approved Annual Action Plan for the following reasons:

1. Lack of scheduled accomplishments.
2. A substantial change in grant allocation.
3. An action results in the creation of a new activity.
4. A new project is created or an existing project is deleted.

In the event that additional funding becomes available, HCS may pursue various options to reallocate funds including augmenting the funding awards of higher ranked proposals or awarding funds to alternate ranked projects that were not previously awarded funds. If funding issues arise, efforts will be made to utilize the ARC members who participated in the selection of proposals for the Annual Action Plan to provide continuity. Annual Action Plan amendments will be submitted periodically to the Board of Supervisors as needed (See Section III part G "Substantial and Non-Substantial Amendments"). Amendments to the Annual Action Plan will be submitted to HUD once approved.

J. Consolidated Annual Performance and Evaluation Report

HCS shall prepare a Consolidated Annual Performance and Evaluation Report (CAPER) as prescribed by HUD. The information compiled in this document is necessary to assess the progress on funding received by the County, participating cities, non-profits, and other agencies or organizations. Data gathered in the compilation of the annual report will be used to supply information to HUD and the public on the accomplishments and services provided. The information will include the number of people served, ethnicity, income category, and type of service received, as well as current status on housing, public facilities and improvements, and other projects. The information also will be used to determine future funding considerations.

Information contained in the CAPER will be made available to the public. A 15-day public notice will be published in one or more newspapers of general circulation and the public will be advised of the opportunity to review the document and present comments. Copies of the document will be available at participating cities, County libraries, and at HCS. Additionally, a narrative copy of the CAPER may be located on the County website at www.ochousing.org. The report shall be submitted to HUD within ninety days (90) after the end of the program year and before September 30 of each year. Copies of reporting documents will also be made available to any interested party within 15 days of request.

K. Environmental Review and Certification

As the lead agency responsible for the disbursement and monitoring of federal U.S. Department of Housing and Urban Development funds, HCS shall ensure compliance with the requirements of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). For both CEQA and NEPA, HCS shall be responsible for conducting and/or coordinating environmental reviews and maintaining environmental records.

CEQA: HCS will recommend a CEQA finding for all HCS funded projects. Said finding shall be produced either by HCS staff analysis of the project or by concurrence with a previous CEQA finding of another public agency (i.e. non-county lead). HCS will consult with PDSO Environment Planning Division as needed for CEQA analysis and review, and will refer projects with potential significant impacts to the Orange County Resources and Development Management Department (RDMD) for further analysis.

NEPA: HCS is the responsible entity for NEPA review of HUD federally funded HCS projects as set forth in 24 CFR Part 58. HCS staff will perform a NEPA analysis, submit NEPA determinations to the HCS Director or designee as Certifying Officer, complete all publishing requirements, and request Release of Funds from HUD based on that determination, regardless of any previous environmental review by another public agency.

Occasionally, HCS will participate in the initial CEQA review process by receiving a report on a proposed project and having the option of commenting to the lead agency, or the County of Orange Resources and Development Management Department (RDMD), before any initial CEQA determinations are made. As a non-county lead, a city or other agency would forward project information directly to RDMD. The preliminary analysis may be routed to HCS as part of the non-county project review process. Designated HCS staff may then be responsible for routing the information for comment within HCS as appropriate and for compiling HCS comments for submittal to the reviewing agency.

Applications for HCS project funding from potential subrecipients, whether through the annual Application Review Committee or in response to an HCS/Housing Development NOFA, shall require submittal of an Environmental Information Form (EIF). Cities are required to submit the EIF along with a copy of the complete CEQA documentation as part of the Request For Proposal (RFP) process.

At the time the RFP is submitted, **all** projects must demonstrate compliance with CEQA by providing certified CEQA documentation. Certification demonstrating NEPA compliance is required only for those actions funded in part with federal funds.

L. Policies and Procedures for Displacement of Individuals or Families

It is the policy of the County of Orange that all individuals, families, and businesses displaced from their homes or locations as a result of HCS acquisition or rehabilitation activities for public purposes will receive fair, uniform, and equitable treatment. Displaced individuals or families shall not suffer disproportionate consequences as a result of projects designed for the benefit of the public as a whole.

In the event that displacement or relocation is anticipated, a relocation plan consistent with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (49 CFR Part 24) must be submitted to the County for review and approval prior to any action to relocate or displace.

M. Lead Safe Housing Regulation

The County of Orange is addressing the problem of Lead-Based Paint through its implementation of the Lead-Safe Housing Regulation, which is to target housing constructed before 1978, and where children under six are most at risk of being affected by the hazards of lead-based paint. The County has recently adopted a new set of agreements and guidelines that provide grant funding for lead hazard control to property owners participating in HCS housing rehabilitation programs. The Lead-Safe Housing Regulation was published in the Federal Register on September 15, 1999 and became effective in Orange County after a series of extensions on January 10, 2002. All questions or additional information regarding the County of Orange Lead-Based / Lead-Safe Housing Regulation program should be addressed to the contact identified below.

County of Orange Housing and Community Services Department
Larry Stansifer, Interim Manager, Community Development Services
1770 North Broadway
Santa Ana, CA 92706-2680
Telephone No. (714) 480-2727
E-MAIL: <mailto:Larry.Stansifer@hcs.ocgov.com>

N. Signage at Project Construction Site

The U.S. Department of Housing and Urban Development, Community Planning and Development (HUD-CPD) has requested that the County ensure that the U.S. Department of Housing and Urban Development (HUD) is identified on all project signage. Erect signage at construction sites for projects funded in whole or in part with HUD-CPD funds.

O. Americans with Disabilities Act

HCS's funding allocation policy provides for priority funding opportunities to be extended towards projects dedicated to helping the disabled. HCS is also committed to meeting the rules and regulations required in the Federal Regulations of the Americans with Disabilities Act (ADA). HCS will continue to participate in the countywide program to correct deficiencies at all County facilities used by the public. To request this document for hearing impaired contact (714) 480-2926 or obtain this document via HCS website at www.ochousing.org.

P. Additional Questions or Comments

All questions or additional information regarding the Funding Allocation Policy & Process and Citizen Participation Plan should be addressed to the contact identified below.

County of Orange Housing and Community Services Department
Orlando Calleros, Section Chief, Grant Management
1770 North Broadway
Santa Ana, CA 92706-2680
Telephone No. (714) 480-2731
E-MAIL: orlando.calleros@hcs.ocgov.com

**PROPOSED FY 2008-2009
FUNDING ALLOCATION POLICY PROCESS (FAPP)
AND
CITIZEN PARTICIPATION PLAN (CPP) SCHEDULE**

August 4, 2007 - September 4, 2007	Public Notice for 30-Day Public Review Period of FAPP & CPP
September 18, 2007	OC Board of Supervisors Public Hearing for FAPP & CPP
October 3, 2007	Release Public Facilities & Improvements (PF&I) RFP
October 10, 2007	PF&I Technical Assistance Workshop and application distribution to applicants (AM)
October 24, 2007	PF&I FY 2008-2009 Applications due
January 16-23, 2008	Appeal Process
February 20, 2008 - April 29, 2008	30-day Public Review and Comment Period of Draft Annual Action Plan (AAP) for 1st and 2nd Public Hearing
April 15, 2008	OC Board of Supervisors First Public Hearing to receive public comment(s) on the draft AAP
April 29, 2008	OC Board of Supervisors Second Public Hearing for Adoption of Final AAP
May 16, 2008	Submit Annual Action Plan for FY 2008-2009 to HUD

Dates are subject to change.