

FISCAL YEAR 2021/2022 WORK PLANS

HOUSING DIVISION

On-Going Projects / Programs

XIV. Strategic Plan 2018-2023, Goal 4 – Enhance Housing and Homeless Services

- ◆ Continue investigation of short and long-term funding sources for the continuation of Housing Division administration, programs, and projects.

Status: Ongoing. Application submitted to HCD for \$29 million under Project Homekey Round 2 for a motel conversion project. (All due diligence, building conditions survey, Phase I and II surveys, operator MOU, purchase and sale agreement and funding in process)

- ◆ Continue the annual audit of Section 8 and the Low Mod Income Asset Fund with Finance Department.

Status: Annual audit commenced in October 2021.

- ◆ Continue file retention and destruction program.

Status: Ongoing

- ◆ Continue staffing the Committee on Homelessness (COH).

Status: Ongoing.

- ◆ Continue staffing the Landlord Tenant Mediation Board (LTMB).

Status: Ongoing

- ◆ Coordinate all request for mediation through the LTMB.

Status: Due to the pandemic and various Federal, State and local Eviction Moratoriums, there were no request for mediations from July 1, 2021 to present.

- ◆ Provide notice to all landlords of requirement for LTMB and mediation services under CCMC Chapter 15.09

Status: Ongoing.

- ◆ Continue joint administration of SB2 grant funding with Advance Planning.

Status: Two reimbursement requests were submitted to HCD for the Housing Element Update. The first reimbursement in the amount of \$14,800 was received. The second reimbursement request of \$15,100 is pending HCD approval.

◆ Implementation of the COVID ERAP Program

Status: To prevent homelessness among low-income Culver City renters impacted by the pandemic Council established the COVID-19 Emergency Rental Assistance Program (ERAP). The provide consisted of two components, A 3-month catch grant and 12-month rental subsidy. Five household were assisted under the 3-month component and 47 households were assisted under the 12-month program.

XV. Rent Control/ Tenant Protection Ordinance

◆ Continue implementation of statewide Eviction Moratorium (dispute resolution) until rescinded.

Status: All Federal, State and local Eviction Moratoriums were lifted.

◆ Continue implementation of Rent Control and Tenant Protection Ordinances including contract administration and monitoring, coordination of hearings and hearing officer, housing and tenant rights, rental adjustment analysis, rental registration/fees, program guidelines and procedures, community outreach, and monitoring and enforcement of program guidelines.

Status: Since July 1, 2021, the Housing Division has received and responded to 133 telephone calls and 4,952 emails related to various provisions of the Rent Control and Tenant Protection Ordinances. Two Rent Adjustment Applications were received. Both were analyzed by BAE Urban Economics and approved. Two Reduction in Rental Services Applications were received and are currently pending analysis by BAE Urban Economics. There are a total of registered units and the amount of \$ has been collected in rent registration fees. Housing staff has made 50 referrals to Bet Tzedek for legal services. Bet Tzedek has served 30 residents and opened 16 cases.

XVI. Homeless Services and Prevention

◆ Homeless Outreach Request

Status: Housing staff received and responded to 223 homeless activity requests via the Homeless Hotline and the City Website.

◆ Ongoing implementation of emergency shelter feasibility study and funding options.

Status: Staff has engaged United Dwelling to provide concept plans and site plans for the development of modular housing units at the Virginia and Venice parking lots. The concepts plans and site plans were provided to the Council Housing and Homeless Subcommittee for review on December 8, 2021.

- ◆ Research with City Manager's office, establishment of local Homeless Management Information System (HMIS) to identify, track and maintain a database on the unhoused community.

Status: On December 13, 2021, Council approved a Professional Service Agreement in an amount not to exceed \$85,200 with Akido Labs for the development of the Culver City Connect Application (App), for the development of a Homeless Management Information System (HMIS), the development of data governance policies, user licenses, and the creation and maintenance of data sharing platform for first responders and case managers.

- ◆ Research with City Manager's office, investigation, implementation and messaging campaign for public outreach about unhoused community.

Status: Council approved a professional service agreement in an amount not-to-exceed \$112,500 with RALLY to develop and implement a public communications and messaging program to education and engage the public about homelessness and the proposed HomeKey Motel Reuse Projects.

- ◆ Research internal alternative outreach, wellness and response measures for unhoused residents.

Status: The City Manager's Office selected Critical Responses in Supportive Integrated Services (CRISIS) consulting through an RFP process to develop the Mobile Crisis Intervention Program to conduct non-enforcement response to citizens experiencing a mental health crisis or domestic violence calls for service.

- ◆ Work with City Manager's office to implement Safe Parking Program.

Status: At its May 13, 2021, meeting, the Council Subcommittee on Housing and Homelessness discussed the implementation of a Safe Parking Program at a City-owned parking lot. Based upon that discussion, it was recommended to pursue an Request for Proposal (RFP) process to identify a qualified operator. On October 11, 2021 Council approved the release of a Safe Parking RFP. The Safe Parking RFP is projected to be released February 2022.

- ◆ Restart outreach for implementation of Cedars Sinai Homeless Awareness and Education Program.

Status: Ongoing.

- ◆ Continue Upward Bound House Homeless Outreach and Case Management Contract Implementation.

Status: From January 1, 2021, to September, 2021 the following individuals and families have been provided services and access to housing.

Families Served = 41

Persons Served = 98

Children Served = 51

Families Placed in Permanent Housing = 19

Persons Placed in Permanent Housing = 46

Children Placed in Permanent Housing = 27

- ◆ Explore funding options for Homeless Outreach contract services through contract service with the Saint Joseph Center (SJC).

Status: Research of funding options is ongoing. Since July 1, 2021, to January 27, 2022 the following have been served through the Saint Joseph Center (SJC) Outreach Team:

Number of Unhoused Enrolled=81

Number of Unhoused Engaged=34

Number of Unhoused Referred to Services=73

Number Permanently Housed =11

Emergency Motel Voucher Nights =106

- ◆ Continue administration of Rapid Re-Housing Program for six program participants as part of the Los Angeles County Homeless Initiative

Status: Ongoing.

- ◆ Investigate and implement strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance.

Status: Ongoing.

- ◆ Continue LA County Homeless Incentive Program (HIP) (including holding fee/signing bonus, vacancy loss, security deposit, and damage claims) to attract landlord participation.

Status: A total of two persons were served with \$1,604 in a Holding Fee, and \$1,604 Security Deposit.

- ◆ Continue work with Committee on Homelessness (COH) to coordinate the 2022 Homeless Count.

Status: Due to the pandemic, the 2022 Count is postponed to February 23, 2022. Culver City will continue to follow COVID protocol and utilize an internal group of enumerators from the City Manager's Office, members of the ACOHH, CCPD and CCFD and the SJC Outreach Teams.

- ◆ Continue implementation of Senior/Disabled Persons Mobile Home Replacement Program.
- Continue implementation of COVID-19 Emergency Rental Assistance Program (COVID-19 ERAP).
- Continue implementation of Internal Emergency Motel Voucher Program.

Status: One household was served and received their new mobile home. The City purchased a second mobile home and will seek qualified low-income applicants to purchase.

XVII. Low- and Moderate-Income Housing Asset Fund

- ◆ Continue administration of RAP Program serving 16 households.

Status: This program is ongoing. There are currently 13 households remaining on the program with a Housing Assistance Payments (HAP) of \$17,925 per month.

- ◆ Continue all affordable housing (400 units) covenant monitoring.

Status: This program is ongoing. Covenant monitoring commences in December 2021.

- ◆ Continue administration Mortgage Assistance Program (MAP) – 13 units; Loan Monitoring (\$2,000).

Status: This program is ongoing. There are currently 11 outstanding MAP loans totaling \$495,740.

- ◆ Continue monitoring Metropolitan Property Management contract for 9 units at Jackson Avenue Apartments.

Status: Ongoing.

- ◆ Continue rehabilitation of Jackson Avenue Apartments including installation of new roof and new kitchen and bathroom countertops and cabinets.

Status: This program is ongoing. Council approved a budget authority in October 2022. Housing is working with Econ Dev to approve a contract with KOA to serve as construction management.

- ◆ Continue Neighborhood Preservation Program Rehabilitation grant (minor code compliance rehabilitation) program.

Status: One \$5,000 grant was provided since July 1, 2021.

- ◆ Continue Section 8 Landlord Incentive Program administration

Status: Two incentives were provided.

- ◆ Continue implementation of Neighborhood Preservation Program Senior and Disabled grants for life safety repairs.

Status: Ongoing.

- ◆ Inclusionary Housing Mixed-Use Ordinance covenant monitoring.

Status: Ongoing.

- ◆ Oversee the implementation Inclusionary Housing Mixed Use and monitoring of all income and affordable rent restricted units.

Status: Ongoing.

- ◆ Oversee implementation of Linkage fee to fund affordable housing.

Status: Ongoing.

- ◆ Continue implementation of Affordable Housing Accessory Dwelling Unit (ADU) Incentive and Amnesty Program (\$300,000).

Status: Housing staff has developed outreach materials and will work with Code Enforcement to facilitate participation.

XVIII. Section 8

- ◆ Continue administration of the Section 8 Program serving 210 households.

Status: Ongoing.

- ◆ Conduct required Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations.

Status: Ongoing. Due to the pandemic HCD allowed Self-Certification/Virtual inspection of HQS Requirements. When necessary, in person inspections were conducted. A total of 22 in-person inspections were conducted.

- ◆ Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.

Status: Section 8 program participants enrolled in the FSS program. Three FSS participants have graduated.

- ◆ Apply for the HUD FSS Coordinator Grant

Status: The Authority was awarded \$67,000 in FSS Coordinator Grant funds from HCD.

- ◆ Prepare and Submit for HUD approval the Section 8 Annual Year Plan.

Status: Submission is April 2022.

- ◆ Conduct SEMAP review and submit to HA and HUD for approval.

Status: Due to the pandemic, HUD waived the SEMAP requirement.

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XIV. Strategic Plan 2018-2023, Goal 4 – Enhance Housing and Homeless Services

- ◆ Continue investigation of short and long-term funding sources for the continuation of Housing Division administration, programs, and projects.
- ◆ Continue the annual single audit with Finance Department.
- ◆ Continue file retention and destruction program.
- ◆ Continue staffing the Committee on Homelessness (COH).
- ◆ Continue staffing the Landlord Tenant Mediation Board (LTMB).
- ◆ Coordinate all request for mediation through the LTMB.
- ◆ Provide notice to all landlords of requirement for LTMB and mediation services under CCMC Chapter 15.09
- ◆ Development Community Outreach and Education Campaign to better inform public about mediation services including a Decision Tree to help guide when mediation is appropriate.
- ◆ Continue joint administration of SB2 grant funding with Advance Planning.

XV. Rent Control/ Tenant Protection Ordinance

- ◆ Continue implementation of Rent Control and Tenant Protection Ordinances including contract administration and monitoring, coordination of hearings and hearing officer, housing and tenant rights, rental adjustment analysis, rental registration/fees, program guidelines and procedures, community outreach, and monitoring and enforcement of program guidelines.
- ◆ Monitor rent registration including number of registered units and rent registration fees collected

XVI. Homeless Services and Prevention

- ◆ Implement the Homekey Interim and Permanent Supportive Housing Motel Conversion Project.
- ◆ Complete feasibility study, funding options and present findings to City Council for the production of up to 24 interim and/or permanent supportive housing units at the Virginia Lot and up to 12 at the Venice Lot.
- ◆ Implement the local Homeless Management Information System (HMIS) to identify, track and maintain a database on the unhoused community.
- ◆ Continue implementation and messaging campaign for public outreach about unhoused community.
- ◆ Work with City Manager's office to implement Safe Parking Program.
- ◆ Restart outreach for implementation of Cedars Sinai Homeless Awareness and Education Program.
- ◆ Continue Upward Bound House Homeless Outreach and Case Management Contract Implementation.
- ◆ Explore funding options for Homeless Outreach contract services through contract service with the Saint Joseph Center (SJC).
- ◆ Continue administration of Rapid Re-Housing Program for six program participants as part of the Los Angeles County Homeless Initiative
- ◆ Investigate and implement strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance.
- ◆ Continue LA County Homeless Incentive Program (HIP) (including holding fee/signing bonus, vacancy loss, security deposit, and damage claims) to attract landlord participation.
- ◆ Continue work with Committee on Homelessness (COH) to coordinate the 2023 Homeless Count.
- ◆ Continue implementation of Senior/Disabled Persons Mobile Home Replacement Program.

XVII. Low- and Moderate-Income Housing Fund

- ◆ Continue administration of RAP Program serving 13 households.

- ◆ Continue all affordable housing covenant monitoring (400 units).
- ◆ Continue administration Mortgage Assistance Program (MAP) – 13 units; Loan Monitoring (\$2,000).
- ◆ Continue monitoring Metropolitan Property Management contract for 9 units at Jackson Avenue Apartments.
- ◆ Finalize rehabilitation of Jackson Avenue Apartments including installation of new roof and new kitchen and bathroom countertops and cabinets.
- ◆ Finalize rehabilitation of Braddock/Lafayette Group to address termite damage.
- ◆ Continue Neighborhood Preservation Program Rehabilitation grant (minor code compliance rehabilitation) program (estimated 5 grants to be awarded).
- ◆ Continue Section 8 Landlord Incentive Program administration (lease/retainer fee and security deposit – up to \$2,500).
- ◆ Continue implementation of Neighborhood Preservation Program Senior and Disabled grants for life safety repairs.
- ◆ Inclusionary Housing Mixed-Use Ordinance covenant monitoring (new projects since 2020).

- ◆ Work with Current Planning to develop Property Management and Maintenance Plan for the Wende Affordable Housing Units.
- ◆ Oversee implementation of Linkage fee to fund affordable housing.
- ◆ Continue implementation of Affordable Housing Accessory Dwelling Unit (ADU) Incentive and Amnesty Program (\$300,000). Project delayed due to pandemic and requirement to accumulate linkage fee and in-lieu inclusionary fees.

XVIII. Section 8

- ◆ Continue administration of the Section 8 Program serving 210 households.
- ◆ Conduct required Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations.
- ◆ Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households
- ◆ Apply for the HUD FSS Coordinator Grant
- ◆ Prepare and Submit for HUD approval the Section 8 Annual Year Plan.
- ◆ Conduct SEMAP review and submit to HA and HUD for approval.
- ◆ Submit HUD required monthly PIC reports with a score of 98%-100%.
- ◆ Coordinate renter protection provision and capital pass-through appeals related to Soft Story implementation.
- ◆ Housing Ordinances and Programs: Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Inclusionary Housing Ordinance; interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit).