

## Lompoc City Council Presentation Item and Report Transmittal to Council

Date:

July 18, 2023

TO:

Mayor and City Council Persons

FROM:

Chanel Ovalle, Community Development Program Manager

c ovalle@ci.lompoc.ca.us

CC:

Christie Alarcon, Community Development Director

Dean Albro, City Manager

SUBJECT: Annual Compliance Report (7/1/2022-6/30/2023)

On April 15, 2014, City Council adopted the Sub-Recipient Financial, Programmatic, and Monitoring Reporting Requirement Policy.

The policy required an annual compliance report to be presented to the City Council at a public meeting at least annually by the Community Development Department staff at the second meeting in July each year or soon thereafter.

The Annual Compliance Report for the period July 1, 2022 through June 30, 2023 is as follows:

#### Audit & Compliance Findings Report

City's Management Services Department provided July 11, 2023, Compliance Committee draft meeting minutes to the Community Development Department, that reflected 3 agency requests for alternate reporting of financial information.

The committee voted to require the agencies (Lompoc Valley Chamber of Commerce, Lompoc Museum Association, Inc. and Central Coast Literacy Council) to submit independent financial statement reviews prepared by a Certified Public Account by January 2024 in order for the committee to comply with the city's monitoring policy for the Audit Compliance & Findings Report.

#### **Sub-recipient Compliance Status Report**

The annual monitoring includes the following components:

- Sub-recipient Agency & Activity Monitoring for those agencies and activities that were funded through the Human Services Program.
- Multi-Family Affordable Housing Monitoring
- Single-Family Affordable Housing Monitoring

Each listed above have various compliance requirements described in their corresponding regulatory agreements.

<u>Sub-recipient Agency & Activity Monitoring</u> consists of site visits to the locations where the activity is conducted. Listed below are the agencies visited. These monitoring site visits were conducted within the program fiscal year for agencies funded with fiscal year 2022-23 Community Development Block Grant and Human Services Funds. The site visit has two components, one is the agency's fiscal management, and the second is the program compliance with the Federal, State and local requirements as described in the Funding Agreement. There was one finding made during the monitoring review. The following program monitoring review site visits were conducted in June 2023.

Agency Name / Activity	Findings:
Catholic Charities – MERG ERG Program	0
Catholic Charities – Community Services and Food Pantry	0
City of Lompoc - City of Lompoc Recreation Community Program	0
Good Samaritan Shelters – Bridge House Shelter	0
Legal Aid Foundation of Santa Barbara County - Fair Housing Program	0
North County Rape Crisis & Child Protection Center	0
Transitions Mental Health Association – Helping Hands of Lompoc (Recovery Learning Community)	0
United Boys & Girls Club – Lompoc Youth Services	0
YMCA - Horizons Program	1

Multi-Family Affordable Housing Monitoring consists of Housing Quality Standards (HQS) inspections of a minimum of twenty-five percent of the occupied units and all of the vacant units of the nineteen multi-family properties with regulatory agreements as well as tenant file review of the same units to ensure income qualification and appropriate rental and utility allowances. Notices of upcoming inspections were sent to property management companies and property owners in May 2023, and site inspections began June 2023. A total of 84 units were inspected and tenant files reviewed for program compliance at the following properties:

Project Name:	Property Address:
Casa Con Tres	434-438 N. L St.
College Park Apartments	608-698 N. G St.
Courtyard Apartments	725, 729 & 733 N. E St.
Courtyard South Apartments	717-721 N. E St.
Cypress Court Apartments	125 S. 7th St.
Harvey House	704 West Walnut Avenue
Homebase on G Apartments	513 N. G St.
K Street Apartments	328-330 N. K St.
Mark's House	203 N. N St.
North B Street Apartments	503, 507 & 507 1/2 N. B St.
Portabello Apartments	305-309 N. K St.
Recovery Way Home	604 W. Ocean Ave.
Santa Rita Village	912-926 W. Apricot Ave.
Southern Court Apartments	709-713 N. E St.
Thompson Park Apartments	120 & 120 1/2 S. K St.
Thompson Park Apartments	401-405 W. Chestnut Ave.
Thompson Park Apartments	501-513 N. S St. & 508 N. T St.
Voelker Apartments	500-504 N. T St.
West College Apartments	521-537 N. T St.

Four properties on the Multi-Family Property Monitoring Report do not have the requirement for HQS inspections nor does the regulatory agreement recorded against such property allow for the inspections of the units. The "physical" inspections consist only of ensuring the property is free of debris. This was verified for the following properties:

Project Name:	Property Address:
Altavilla	521-523 W. Ocean Ave.
Arbor Square	800 N. G St.
Hope House	115 S. L St.
Seabreeze Apartments	2110, 2210, 2310 Briar Creek Way

Corrective action plans have been sent to the property owners and managers in regards to findings for the following properties:

		# of Units with
Project Name:	Property Address:	Findings:
Casa Con Tres	434-438 N. L St.	1

<b>Courtyard South Apartments</b>	717-721 N. E St.	1
Cypress Court Apartments	125 S. 7th St.	1
Harvey House	704 West Walnut Avenue	1
Homebase on G Apartments	513 N. G St.	1
K Street Apartments	328-330 N. K St.	3
Mark's House	203 N. N St.	1
	503, 507 & 507 1/2 N. B	1
North B Street Apartments	St.	
Portabello Apartments	305-309 N. K St.	2
Southern Court Apartments	709-713 N. E St.	2
West College Apartments	521-537 N. T St.	6

Property owners and managers are allowed a 60-day deadline to submit proof of corrective action and when necessary, staff will reinspect the unit for compliance. Outcomes will be reported in the Sub-recipient Compliance Status Report in January 2024.

<u>Single-Family Affordable Housing Monitoring</u> consists of annual verification of owner-occupancy of single-family homes that received city funding. This includes those homes that received assistance under the Single-Family Rehabilitation Loan Program. Sixty-three homes were monitored during the 2023 Affordable Housing Compliance Monitoring. The Single-Family Properties Monitoring Report is attached detailing the project name, property address, owner, type of regulatory agreement including the date of maturity, the date the owner-occupancy was confirmed and the date of expiration of the insurance policy for the property.

<u>Commercial Loan Monitoring</u> regulatory agreements have maintenance requirements. Typically, the regulatory agreement requires the borrower "Maintain the Property in a manner reasonably satisfactory to Agency."

The City currently has no commercial regulatory agreements to monitor at this time.

#### Fiscal Impact:

While there is no direct fiscal impact apparent through accepting this report, there is a fiscal component related to the cost of staff time to conduct such monitoring. During this program year the following staff time was associated with the effort:

Position	Activity	Hours	Billable	Total Cost
		Spent	Rate	
Community Development	File Review	42	79.85	3,353.70
Program Manager	Inspections – Units	14	79.85	1,117.90
	Contract Compliance Site Visits / Reviews	9	79.85	718.65

	Human Service Commission	2	79.85	159.70
	Preparation of Scheduling, Reports, Notices, Letters, Technical Support	56	79.85	4,471.60
Code Enforcement Officer	Inspections – Units	42	111.68	4,690.56
DSA II	Inspections – Units	42	117.01	4,914.42
<b>Community Development</b>	Review/ Approval of Report	3	136.20	4,08.60
Director	Compliance Committee	2	136.20	2,72.40
Building and Safety Manager/Building Official	Inspections - Units	2	210.63	421.26
City Manager	Compliance Committee	2	198.12	396.24
Accounting & Revenue Manager	Audit & Compliance Findings	16	105.72	1,691.52
	Compliance review	16	105.72	1,691.52
	Compliance Committee	8	105.72	845.76
Council Person	Compliance Committee	2	17.52	35.04
Human Service Commissioner	Compliance Committee	3	0.00	0.00
Human Service	Meeting to Appoint	1	0.00	0.00
Commission	Commissioner to Committee			
Management Service Director	Compliance Committee	2	163.90	327.80
Total Staff Cost:				\$25,516.67

### **Conclusion:**

The attached spreadsheets provide a detailed reporting of the monitoring compliance requirements as described in the Sub-recipient Financial, Programmatic and Monitoring Report Requirement Policy, Section B, Number 6.

Respectfully Submitted,

Chanel Ovalle, Community Development Program Manager

Attachments:

- 1) Sub-recipient Compliance Status Report
- 2) 2023 Monitoring Report Multi-Family Properties
- 3) 2023 Monitoring Report Single-Family Properties

**Sub-receipent Compliance Monitoring Report** 

Agency Name / Program	Date	Findings/Comments
Catholic Charities - Community Services	6/23/2023	No Findings.
Catholic Charities - MERG ERG Program	6/23/2023	No Findings.
City of Lompoc Community Recreation Program	6/23/2023	No Findings.
Good Samaritan Shelter - Bridgehouse	6/23/2023	No Findings.
Legal Aid - Fair Housing Program	6/21/2023	No Findings. City recommended agency discard outdated client intake forms printed and electronic to ensure information disbursed for completion reflects most current information such as income levels.
North County Rape Crisis and Child Protection Center	6/23/2023	No Findings.
Transitions Mental Health Association - Helping Hands	6/23/2023	No Findings.
United Boys & Girls Club - Lompoc Clubhouse	6/23/2023	No Findings.
YMCA - Lompoc Horizons Childcare Program		Agency currently shreds income documentation immediately after review for qualification for program. Agency was counciled and directed to retain income documentation securely for minimum of 3 years. City also recommended agency may want to include a section for staff to check income was "verified by" with a section for staff name and date on application for documentation and/or include a self certification section for clients.

**Multi-Family Property Monitoring Report** 

Loan/Grant Information			Regulatory Agreement Type / Maturity Date						Annual Monitoring					
Project Name	Property Address	Owner	CDBG	HOME	RDA	City	LAHTF	Inclusionary	Date	No. or Units Inspected	Exterior Only	Physical	Program	Fiscal
Altavilla	521-523 West Ocean	Joseph Altavilla	N/A	N/A	07/01/08	N/A	N/A	07/01/63	n/a	n/a	Passed	n/a	n/a	n/a
Arbor Square	800 North G Street	HCP Pacific Asset Management	N/A	N/A	12/15/31	N/A	N/A	12/15/31	n/a	n/a	Passed	n/a	n/a	n/a
Casa Con Tres	434-438 N. L St.	805 Property Management	N/A	11/23/29	06/16/58	N/A	N/A	N/A	6/20/23	3	n/a	CAP	-	·
College Park Apartments	608-698 N. G St.	Peoples Self-Help Housing	N/A	7/11/63	12/29/60	N/A	N/A	12/15/59	6/7/23	9	n/a	Passed		<u> </u>
Courtyard Apartments	725, 729 & 733 N. E St.	Santa Barbara Community Housing	N/A	2/26/29	06/16/37	N/A	N/A	N/A	6/20/23	5	n/a	Passed	-	·
Courtyard South Apartments	717-721 N. E St.	805 Property Management	12/14/29	12/14/29	N/A	N/A	N/A	N/A	6/20/23	2	n/a	CAP	-	-
Cypress Court Apartments	125 S. 7th St.	Housing Authority of SB Co.	N/A	N/A	01/30/67	N/A	N/A	N/A	6/15/23	15	n/a	CAP	Passed	Passed
Harvey House	704 West Walnut Avenue	Good Samaritan Shelter, Inc.	х	×	N/A	N/A	N/A	N/A	6/6/23	1	n/a	CAP	Passed	Passed
Homebase on G Apartments	513 N. G St.	Housing Authority of SB Co.	N/A	11/30/61	01/07/63	N/A	10/30/65	02/12/63	6/14/23	10	n/a	CAP	Passed	Passed
Hope House	115 South L Street	Good Samaritan Shelter, Inc.	N/A	N/A	05/15/02	N/A	N/A	05/15/32	n/a	n/a	Passsed	n/a	n/a	n/a
K Street Apartments	328-330 N. K St.	Dan & Helene Frainer	4/5/35	12/18/33	07/31/31	N/A	N/A	N/A	6/6/23	4	n/a	CAP	-	-
Mark's House	203 N. N St.	Good Samaritan Shelter	N/A	N/A	07/23/45	N/A	N/A	N/A	6/6/23	1	n/a	CAP	Passed	Passed
North B Street Apartments	503, 507 & 507 1/2 N. B St.	John Bohlman	11/24/34	8/31/41	N/A	N/A	N/A	N/A	6/8/23	4	n/a	CAP	-	-
Portabello Apartments	305-309 N. K St.	Glen Sutherland	N/A	10/24/30	11/14/30	N/A	N/A	N/A	6/8/23	4	n/a	CAP	-	•
Recovery Way Home	604 W. Ocean Ave.	Good Samaritan Shelter	N/A	5/4/40	N/A	N/A	N/A	N/A	6/6/23	4	n/a	CAP	Passed	Passed
Santa Rita Village	912-926 W. Apricot Ave.	Housing Authority of SB Co.	N/A	N/A	06/01/66	N/A	3/7/67	07/01/66	6/13/23	7	n/a	Passed	Passed	Passed
Seabreeze Apartments	2110,2210, 2310 Briar Creek Way	Briar Creek	N/A	N/A	N/A				n/a	n/a	Passed	n/a	n/a	n/a
Southern Court Apartments	709-713 N. E St.	Medio Investments, LLC	N/A	2/27/31	02/27/31	N/A	N/A	N/A	6/20/23	3	n/a	CAP	-	-
Thompson Park Apartments	120 & 120 1/2 S. K St.	Housing Authority of SB Co.	N/A	N/A	11/23/29	N/A	N/A	N/A	6/14/23	7	n/a	Passed	Passed	Passed
Thompson Park Apartments	401-405 W. Chestnut Ave.	Housing Authority of SB Co.	N/A	N/A	03/31/30	N/A	N/A	N/A	6/14/23	1	n/a	Passed	Passed	Passed
Thompson Park Apartments	501-513 N. S St. & 508 N. T St.	Housing Authroity of SB Co.	3/22/32	N/A	03/22/32	N/A	N/A	N/A	6/13/23	1	n/a	Passed	Passed	Passed
Voelker Apartments	500-504 N. T St.	Santa Barbara Community Housing	3/7/32	N/A	N/A	N/A	N/A	N/A	6/8/23	2	n/a	Passed	-	-
West College Apartments	521-537 N. T St.	805 Property Management	N/A	10/5/31	10/05/31	N/A	N/A	N/A	6/8/23	9	n/a	CAP	-	-
N/A = Regulatry Agreement does not require PASS = Passed Annual Monitoring for cata CAP= Corrective Action in Ptan □ = Waiting for Documents or missing doc	gory		funding		Regulatory Ag			column header DATE = Maturity	Date monitoring was conducted	Physical inspection of units.	Drive by only on 6/6/2023	Program review of interior of units and exterior property	tenant files	Fiscal review of project financials

# SINGLE FAMILY PROPERTY MONITORING REPORT

Loan/Grant Information		R	egulato	ry Agreemen	Annual Monitoring			
Project Name	Property Address	CDBG	HOME	RDA	LAHTF	inclusionary	Owner Occupancy	Insurance
Walnut Village	221 Quail Circle	N/A	N/A	N/A	N/A	5/20/2049	Verified	n/a
Walnut Village	257 Quail Circle	N/A	N/A	N/A	N/A	5/24/2049	Verified	n/a
Walnut Village	313 Dove Lane	N/A	N/A	NA	N/A	7/30/2049	Verified	n/a
Walnut Village	300 Dove Lane	N/A	N/A	N/A	N/A	8/13/2049	Verified	n/a
Walnut Village	313 Quail Circle	N/A	N/A	N/A	N/A	7/27/2049	Verified	n/a
Walnut Village	300 Quail Circle	N/A	N/A	N/A	N/A	8/11/2049	Verified	n/a
Laurel Ave	518 West Laurel Avenue	N/A	N/A	3/18/2049	N/A	N/A	Verified	12/31/2023
Laurel Ave	520 West Laurel Avenue	N/A	N/A	3/18/2049	N/A	N/A	Verified	2/25/2024
Single Family Rehabiliation	816 West Maple Avenue	TBD	N/A	N/A	N/A	N/A	Verified	5/12/2024
Single Family Rehabiliation	320 West Locust Avenue	TBD	N/A	N/A	N/A	N/A	Verified	5/9/2024
Single Family Rehabiliation	320 West Locust Avenue	TBD	N/A	N/A	N/A	N/A	Verified	5/9/2024
State HOME FTHB	421 North Second Street	N/A	N/A	N/A	N/A	N/A	Verified	6/5/2024
Single Family Rehabiliation	226 South B Street	TBD	N/A	N/A	N/A	N/A	Verified	
Single Family Rehabiliation	1001 West Maple Avenue	TBD	N/A	N/A	N/A	N/A	Verified	6/9/2024
Single Family Rehabiliation	109 North Y Street	TBD	N/A	N/A	N/A	N/A	Verified	3/2/2024
Single Family Rehabiliation	109 North Y Street	TBD	N/A	N/A	N/A	N/A	Verified	3/2/2024
Single Family Rehabiliation	711 North 3rd Street	TBD	N/A	N/A	N/A	N/A	Verified	5/20/2024
Single Family Rehabiliation	1311 West Cypress Ave #B7	TBD	N/A	N/A	N/A	N/A	Verified	3/31/2024
Single Family Rehabiliation	1212-C East Walnut	TBD	N/A	N/A	N/A	N/A	Verified	5/4/2024
Single Family Rehabiliation	508 North First Street	TBD	N/A	N/A	N/A	N/A		8/8/2023
Laurel Crossing	1433 Crown Circle	N/A	N/A	9/2/2059	N/A	5/18/2056	Verified	9/8/2023
Laurel Crossing	1359 Crown Circle	N/A	N/A	10/14/2059	N/A	5/18/2056	Verified	5/14/2024
Laurel Crossing	1328 Crown Circle	N/A	N/A	10/7/2059	N/A	5/18/2056	Verified	8/1/2023
Laurel Crossing	1301 Plum Avenue	N/A	N/A	10/20/2059	N/A	5/18/2056	Verified	9/23/2023

Laurel Crossing	1339 Crown Circle	N/A	N/A	11/12/2059	N/A	5/18/2056	Verified	9/6/2023
Laurel Crossing	1403 Plum Avenue	N/A	N/A	12/19/2059	N/A	5/18/2056	Verified	12/29/2023
Laurel Crossing	1312 Plum Avenue	N/A	N/A	7/9/2060	N/A	5/18/2056	Verified	6/25/2024
Laurel Crossing	1422 Plum Avenue	N/A	N/A	8/15/2060	N/A	5/18/2056	Vacant	7/29/2023
Laurel Crossing	1405 Crown Circle	N/A	N/A	12/14/2060	N/A	5/18/2056	Verified	3/31/2024
Laurel Crossing	1303 Crown Circle	N/A	N/A	1/8/2061	N/A	5/18/2056	Verified	1/20/2024
Laurel Crossing	1323 Crown Circle	N/A	N/A	12/3/2060	N/A	5/18/2056	Verified	12/5/2023
Single Family HAP	513 North 2nd Street	N/A	N/A	NA	12/9/2046	N/A	Verified	12/1/2023
Single Family HAP	1309 West College Avenue	N/A	N/A	N/A -	7/24/2047	N/A	Verified	7/14/2024
Single Family HAP	1517 West Cherry	N/A	N/A	ÑĀ	4/2/2048	N/A	Verified	3/29/2024
Single Family HAP	1520 West Pine Avenue	N/A	N/A	N/A	4/12/2048	N/A	Verified	4/8/2024
Single Family HAP	809 East Barton Ave	N/A	N/A	. N/A	8/24/2048	N/A	Verified	8/28/2023
Single Family HAP	529 North First Street	N/A	N/A	NA	9/13/2048	N/A	Verified	7/30/2023
Single Family HAP	1301 Orchid Street	N/A	N/A	N/A	8/31/2048	ŇÄ	Verified	8/27/2023
Single Family HAP	1105 West Cypress Avenue #F	N/A	N/A	N/A	9/12/2048	N/A	Verified	9/12/2023
Single Family HAP	515 North C Street	N/A	N/A	N/A	10/3/2048	N/A .	Verified	10/3/2023
Single Family HAP	221 Village Circle Drive	N/A	N/A	NA	10/5/2048	NA :	Verified	10/3/2023
Single Family HAP	1217 North Third Street	N/A	N/A	N/A	11/14/2048	NA	Verified	11/15/2023
Single Family HAP	529 North Seventh Street	N/A	N/A	NA	12/7/2048	NA -	Verified	2/16/2024
Single Family HAP	801 North L Street	N/A	N/A	N/A	12/6/2048	NA	Verified	12/12/2023
Single Family HAP	1105 West Cypress #H	N/A	N/A	N/A	12/12/2048	N/A		1/2/2024
Single Family HAP	60 Village Circle Drive	N/A	N/A	N/A	1/16/2050	ΝA	Verified	1/8/2024
Single Family HAP	421 South A Street	N/A	N/A	NA	1/31/2050	N/A i	Verified	1/30/2024
Single Family HAP	1132 Bellflower Lane	N/A	N/A	N/A	3/13/2050	N/A	Verified	3/3/2024
Single Family HAP	1317 West Apricot Avenue	N/A	N/A	NA	6/26/2050	ΝA	Verified	10/15/2023
Single Family HAP	1009 East Oak Avenue	N/A	N/A	N/A	7/31/2050	N/A	Verified	7/27/2023
Single Family HAP	2253 Meridian Way	N/A	N/A	N/A .	9/18/2050	N/A	Verified	9/11/2023
Single Family HAP	332 North Y St.	N/A	N/A	N/A	12/7/2050	NA ;	Verified	11/5/2023
Single Family HAP	413 N. Poppy St.	WA	N/A	ΝA	9/21/2051	N/A	Verified	9/22/2023
Single Family HAP	1317 East Lemon Avenue	N/A	N/A	N/A	10/8/2051	NA I	Verified	9/27/2023

Single Family HAP	425 North Daisy St.	N/A	N/A	N/A	10/8/2051	N/A	Verified	9/29/2023
Single Family HAP	1000 North Third Street	N/A	N/A	N/A	5/20/1952	N/A	Verified	5/12/2024
Single Family HAP	851 E Cypress Avenue	N/A	N/A	N/A	9/20/2052	N/A	Verified	9/23/2023
Single Family HAP	516 South T Street	N/A	N/A	N/A	11/29/2052	N/A	Verified	11/21/2023
Single Family HAP	530 North F Street	N/A	N/A	N/A	12/1/2052	N/A	Verified	12/1/2023
Single Family HAP	1120 West Barton	N/A	N/A	N/A	1/11/2053	N/A	Verified	1/11/2024
N/A = Project does not have Regulatory Agreement related to the								
Gr.								