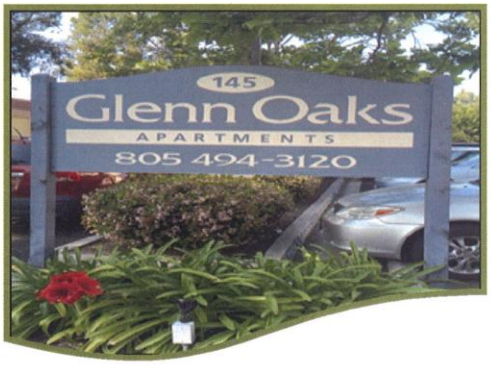
City of Thousand Oaks
COMMUNITY DEVELOPMENT

PY 2016-2017 CDBG Action Plan

Residential Rehabilitation



Community Development Block Grant (CDBG) Program from the U.S. Department of Housing and Urban Development (HUD)

Public Review – March 28 – April 26, 2016
City Council Review – April 26, 2016
HUD Submittal Date –May 12, 2016

For more Information, contact Senior Analyst Caroline Milton in the Community Development Department at (805) 449-2331 or by email to cmilton@toaks.org

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Thousand Oaks receives an annual entitlement grant of Community Development Block Grant (CDBG) funds. These Federal resources are dedicated to preservation of affordable housing units, community development and public/social services activities that benefit lower-income persons and households.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Executive Summary of this 2016-17 Action Plan includes the following components:

- 2016 Thousand Oaks CDBG Budget
- Action Plan 2016 Summary Table
- Thousand Oaks Low and Moderate Income Areas Map (Census Tracts and Block Groups).

This is the second year of the 2015-2019 Ventura County Consolidated Plan. In 2015, the City collaborated with the County of Ventura, and other county cities, to prepare a regional 2015-2019 Consolidated Plan. That document contains the following regional objectives and outcomes:

- Housing and Homeless Needs Assessment
- Housing Market Analysis
- Five-Year Strategic Plan

FY 2016-17 CDBG Budget (Federal Funds) – $532,784*

	Activity Name \ Project Number	Allocation
1.	**Multi-Family Residential Rehabilitation**	
•	**$135,072 – Glenn Oaks Senior Apartments (HS 9947)** Sub-recipient: Area Housing Authority of the County of Ventura Activity: Replace 39 HVAC, Refrigerators, Lighting for Energy Efficiency; cost includes compliance by the sub-recipient.	**$135,072**
2.	**Single-Family (Mobile Home) Residential Rehabilitation**	
•	**$189,055 – Ranch (HS 9949) and Thunderbird Oaks (HS 9950) Mobile Home Parks** Sub-Recipient: Senior Alliance for Empowerment $139,055 Compliance: Comprehensive Housing Services $50,000 Activity: Electrical, HVAC, Leveling, Plumbing, Roof repairs, Window & Door Replacement at up to 20-25, Very Low-Income Mobile Homes at Ranch (HS 9949) and Thunderbird Oaks (HS 9950) Mobile Home Parks.	**$189,055**
3.	**CDBG Program Administration**	
	The City can use up to 20% of its annual CDBG grant to recover a portion of its CDBG program costs, including staffing, public notices, printing, overhead and a Fair Housing Counseling program, a collaboration with the County of Ventura and the Housing Rights Center of Los Angeles.	$ 107,904 (staffing, M&O) 12,000 (Fair Housing) **$119,904**
4.	**CDBG-Funded Public/Social Services Grants**	
	The grants listed below are the recommended allocations for the CDBG-funded portion of the proposed FY 2016-17 and FY 2017-18 annual social services grant budget totaling $193,399 for 26 grants. The remaining 19 grants, funded from the City's Social Services Endowment Fund, are described in Attachment #1.	
•	Lutheran Social Services – Emergency Assistance Program	$ 19,907
•	Conejo Valley Senior Concerns – Meals on Wheels	19,846
•	Conejo Free Clinic – Medical Services Program	14,000
•	Westminster Free Clinic – Economic Response Program	14,000
•	Long Term Care Services – Senior Ombudsman Program	13,000
•	County of Ventura Human Services Agency – RAIN Program	8,000
		$88,753**

*The City's 2016 CDBG Formula Allocation totals $599,524. This Action Plan budget of $532,784 leaves uncommitted 2016 funds totaling $66,740. The City anticipates programming these uncommitted 2016 funds as part of 2016 Action Plan Amendment # 1 to be accomplished after July 1. In addition, as part of its Amendment # 1 activity, the City will reallocate prior year funds, representing CDBG balances previously budgeted but not expended.)

**$88,753 in CDBG funds will be matched with $100,646 from City's Social Services Endowment Fund (SSEF) for a total Public/Social Services budget of $189,399.

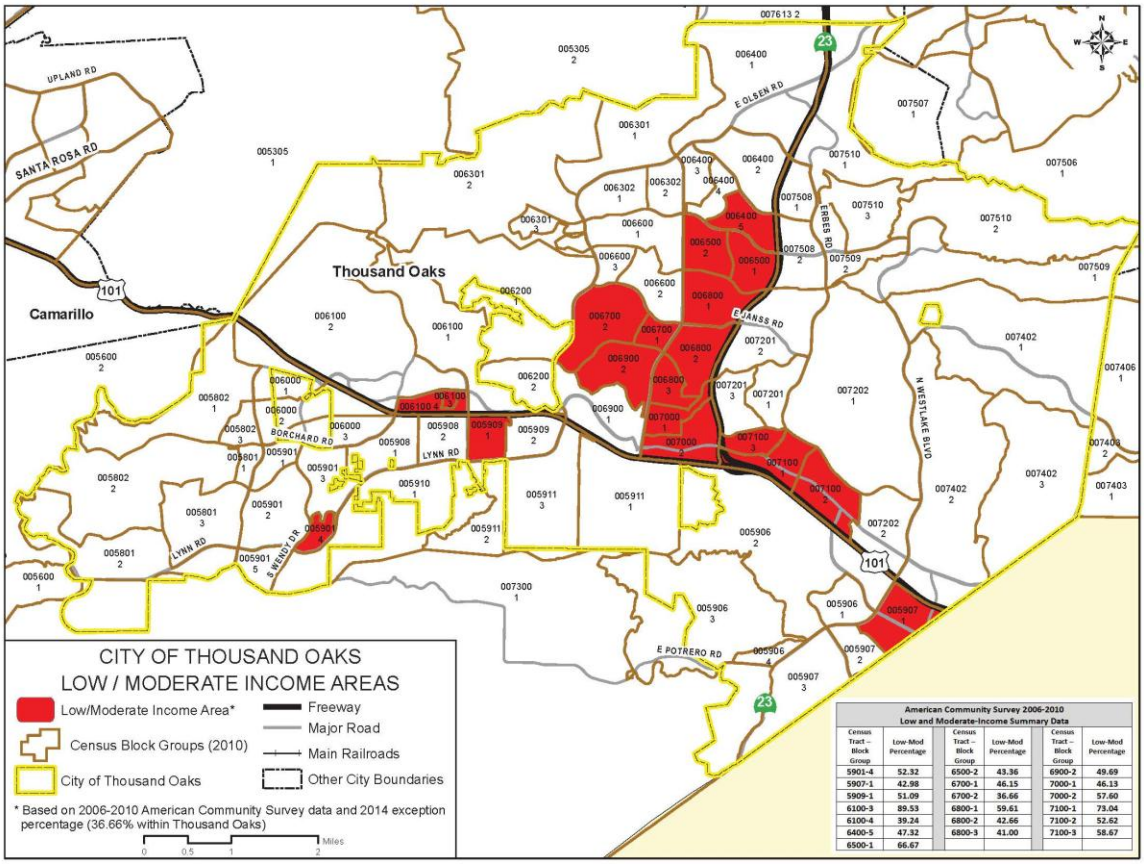
2016 Thousand Oaks CDBG Budget

OMB Control No: 2506-0117 (exp. 07/31/2015)

Action Plan 2016 Summary Table					
	Objective	**Start Year**	**End Year**	**Category**	**Goal Outcome & Indicator**
Priority # 1	Multi-Family Rehabilitation	2016	2017	Decent Housing	Energy Efficiency Replace HVAC, Lighting, Refrigerators
Priority #1	Single-Family Mobile Home Rehab	2016	2017	Decent Housing	Energy-Efficiency & Safety Repairs & Replacement: roof, electrical, plumbing, leveling of coaches, replace windows
Priority # 1	Public/Social Services Grants	2016	2017	Suitable Living Environment	Services for homeless and at-risk persons & households
Priority # 1	Administration	2016	2017	Administration	Recover a portion of City's costs to manage CDBG program and fund a Fair Housing counseling program in partnership with County of Ventura

Action Plan 2016 Summary Table

OMB Control No: 2506-0117 (exp. 07/31/2015)



American Community Survey 2006-2010
Low and Moderate-Income Summary Data

Census Tract – Block Group	Low-Mod Percentage	Census Tract – Block Group	Low-Mod Percentage	Census Tract – Block Group	Low-Mod Percentage
5901-4	52.32	6500-2	43.36	6900-2	49.69
5907-1	42.98	6700-1	46.15	7000-1	46.13
5909-1	51.09	6700-2	36.66	7000-2	57.60
6100-3	89.53	6800-1	59.61	7100-1	73.04
6100-4	39.24	6800-2	42.66	7100-2	52.62
6400-5	47.32	6800-3	41.00	7100-3	58.67
6500-1	66.67				

Thousand Oaks Low and Moderate Income Areas Map

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Prior to February 2012, the City of Thousand Oaks used Redevelopment Agency (RDA) tax increment funds to support the acquisition/rehabilitation, by non-profit agencies, of existing apartment complexes for conversion to affordable housing. The City's redevelopment income, totaling $4 million a year for housing activities, also helped finance the construction of new apartments by entities such as the Area Housing Authority of the County of Ventura and Many Mansions. Between 1973 and 2015, the City and RDA invested $62 million in 2,531 new affordable housing units, including 89 units of permanent supportive housing.

The State of California closed all Redevelopment agencies in 2012. Without the tax increment dollars that the former Thousand Oaks Redevelopment Agency generated, the City no longer has the resources

to invest in apartment acquisition or construction and the number one housing priority in Thousand Oaks has shifted to preservation of existing affordable owner and renter units.

During PY 2015, the first year of the 2015-19 Ventura County regional Consolidated Plan, the City of Thousand Oaks used $250,000 in CDBG funds for multi-unit rehabilitation at the 101-unit Shadow Hills Apartments and the 51-unit Esseff Village Apartments. In PY 2013 and PY 2014, the City also used $175,791.54 in CDBG funds to rehabilitate 13 single-family, owner-occupied units for very low-income households. PY 2015 projects are currently being reviewed and projects are expected to be completed by June 30, 2016.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Thousand Oaks held a 2016-17 community development Needs Assesssment on Monday, December 7, 2015. Six persons attended that Administrative Hearing. In January 2016, City staff contacted the stakeholders who attended the December 7 administrative hearing and invited them to submit their requests for CDBG funding.

As a result of this outreach, the City received 7 CDBG funding requests for the 2016-17 program year. Copies of all applications are included as Attachments to this Action Plan.

As shown in the Budget Table and Summary Table, the City is recommending funding for 2 of these requests:

- Multi-Unit Rehabilitation by Area Housing Authority of the County of Ventura (partial funding); and Single-Family Rehabilitation by Senior Alliance for Empowerment (full funding).

In addition, on November 16, 2015, the City offered a workshop and solicitation for 30 non-profit agencies providing public and/or social services to low-income Thousand Oaks residents. As a result of this outreach, the City received 29 applications for social services funding and 6 of these were approved by the City Council for CDBG grants.

Each year the City uses 15% of its CDBG grant plus approximately $100,000 from the City's own Social Services Endowment Fund (SSEF) to support operational grants to social services agencies. Each social services application also includes a needs assessment supporting the proposed public and/or social service to be funded.

The City's consultation process also includes collaboration with the Ventura County Continuum of Care Alliance.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The following tables summarize public comments:

- Needs Assessment Public Hearing, December 7, 2015
- 2016 CDBG Funding Applications
- Comments During Draft Action Plan Review Period
- Action Plan Approval, April 26, 2016

Needs Assessment Public Hearing, December 7, 2015

The following comments were received at the City's December 7, 2015 Needs Assessment Administrative Hearing.

Kathy Goodspeed Senior Alliance for Empowerment (SAFE) 234 Dinsmore Avenue Thousand Oaks, CA 91362	SAFE's mission is assisting seniors and the elderly poor in Thousand Oaks. SAFE is a 100% volunteer organization and is requesting CDBG funds to help income-eligible residents make modest (under $10,000) home improvements including roof repairs, new steps, water heaters. Many very low-income residents don't receive Section 8 subsidies and need help from the City.
Rick Schroeder, President Many Mansions 1459 E. Thousand Oaks Blvd. Suite D Thousand Oaks, CA 91362	Many Mansions currently owns and operates 8 affordable housing projects (400 rental units). Thanked City for past CDBG support for Esseff Village Apartments housing formerly homeless persons and at Shadow Hills family apartments. There is a great need for the City to help develop more affordable units for extremely low and very low income, homeless and disabled households, with rehabilitation of existing units a second priority.
George McGehee Area Housing Authority 1400 W. Hillcrest Drive Newbury Park, CA 91320	Thanked the City for past investments of CDBG funds which enabled affordable apartment improvements at several locations including energy-efficient upgrades, new lighting and water heaters. City's funds help to keep affordable units decent, safe, sanitary and affordable.

Needs Assessment Public Hearing

Comments During Draft Action Plan Review Period
The following summarizes the comments received during the City's 30-day public review period for the Draft 2016 Action Plan

Habitat of Humanity of Ventura County

Due to funding limitations and total funding requests that totaled nearly three times the City's CDBG funding, the staff did not select a Habitat project for funding in 2016-17. In an email exchange with Senior Analyst Caroline Milton, Habitat's Executive Director Steve Dwyer took issue with the City's decision. (Copies of these emails are included in the Attachments section of this Action Plan. In addition, on April 18, 2016, Mr. Dwyer wrote a letter to City's Community Development Director John Prescott asking that the City reconsider its Draft Action Plan to re-allocate $43,000 to Habitat for the Preserve-A-Home program. A copy of this letter and the Citys response are included in the Attachments section of this Action Plan report.

Area Housing Authority of County of Ventura (AHA)

This agency is being recommended for a 2016 CDBG-funded grant for energy-efficiency improvements at the 39-unit Glenn Oaks Senior Apartments. At the request of the City, AHA submitted comments and related documents describing the results expected from the proposed CDBG funding. Copies of these comments are included in the Attachments section of this Action Plan Report.

2016 CDBG Funding Applications

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Comments During Draft Action Plan Review Period

Action Plan Approval, April 26, 2016

The following comments were received during a public hearing at the April 26, 2016 City Council meeting.

Clyde Doheney Thousand Oaks Resident	Served as Chair of the 2016 Social Services Ad Hoc Committee and thanked City Council for its support of local social services providers and requested approval of the Committee's recommendations.
Will Garand Thousand Oaks Resident	Served as Vice Chair of the 2016 Social Services Ad Hoc Committee and said the Committee was able to recommend 26 grants, including one grant to a new organization. Thanked City Council for its support.
Trina Harris Thousand Oaks Resident	Said more resources should be allocated to the provision of affordable housing. Said she was on Many Mansions' wait list for 11 years without qualifying for an affordable unit.
Kathryn Goodspeed Thousand Oaks Resident	Requested City Council approve $189,055 in 2016 CDBG funds to rehab up to 24 very low-income senior owner/occupants at the Ranch and Thunderbird Oaks Mobile Home Parks.
George McGehee Thousand Oaks Resident	Manager of Housing Assets for Area Housing Authority of the County of Ventura, thanked City Council for the opportunity to apply for CDBG funds and requested approval for funding recommended for the Glenn Oaks Senior Apartments.
Steve Dwyer Thousand Oaks Resident	Executive Director of Habitat for Humanity of Ventura County, repeated request contained in his April 18, 2016 letter to City's Community Development Director that City Council revise the proposed 2016 Action Plan to allocate $43,000 for Habitat's Preserve-A-Home program.
Susan Murata Simi Valley Resident	Executive Director of Hospice of the Conejo; discussed mission of her organization and thanked City Council for its support.
Nick Quidwai Thousand Oaks Resident	A former member of the Social Services Ad Hoc Committee, presented his ideas for how the City's social services grant process could be improved.

Action Plan Approval, April 26, 2016

6. Summary of comments or views not accepted and the reasons for not accepting them

The City accepted all comments presented during the 2016-17 CDBG needs assessment and consultation processes.

7. Summary

See Appendices section for copies of comments received during the Needs Assessments.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	THOUSAND OAKS	
CDBG Administrator	THOUSAND OAKS	Community Development Department
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

2015-2019 Consolidated Plan

The City of Thousand Oaks collaborated with the County of Ventura, County Executive Office, and other Ventura County cities, on the development of a regional Consolidated Plan for the Ventura County geographical area. Implementation of Consolidated Plan policies and activities will be administered within the jurisdictional boundaries of the City of Thousand Oaks by the City's Community Development Department.

2016-2017 Action Plan (Amendment to the 2015-2019 Consolidated Plan)

The City of Thousand Oaks, Community Development Department prepares and implements the annual Action Plan updates and the annual CAPER reports. The City is a Community Development Block Grant (CDBG) entitlement community. During the 2015-2019 Con Plan period, the City may apply for HOME funding through the State of California Department of Housing and Community Development (HCD). Thousand Oaks does not currently receive ESG or HOPWA funds.

Consolidated Plan Public Contact Information

The primary persons responsible for administering Consolidated Plan policies and activities for the City of Thousand Oaks are the following:

- John Prescott, Community Development Director
- Mark Towne, City Planner and Deputy Community Development Director
- Caroline Milton, Senior Analyst
- Lynn Oshita, Housing Coordinator
- Elisa Magana, Senior Accountant
- Richard Burgess, Senior Planner (Environmental Review).

The primary CDBG Program contacts are Caroline Milton (805) 449-2331 or cmilton@toaks.org and Lynn Oshita (805) 449-2391 or loshita@toaks.org.

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Housing Collaborations for preservation of existing affordable housing units

- The Area Housing Authority of the County of Ventura (AHA); local Public Housing Authority (PHA)
- Many Mansions, a private, non-profit Community Housing Development Organization (CHDO)
- Senior Alliance for Empowerment (SAFE), a private, non-profit agency that advocates for seniors living in low-income, mobile home parks.

Public and Social Services Collaborations supporting the local safety net for at-risk households: Matching 15 percent of the annual CDBG grant with at least $100,000 from the Citys Social Services Endowment Fund (SSEF), a General Fund resource, the City partners with public and private social services providers to ensure that the most vulnerable City residents have access to essential services including health, nutrition and, as available, emergency shelter.

Continuum of Care, Fair Housing, Public Safety and Other Regional Collaborations: The City of Thousand Oaks collaborates with the County of Ventura for fire and police services and for regional coordination of the Ventura County Continuum of Care. The City partners with the County Executive Office, and with other Ventura County cities, on the preparation of regional elements comprising the 2015-2019 Consolidated Plan for the U.S. Department of Housing and Urban Development (HUD) including an update of the Analysis of Impediments (AI) to Fair Housing Choice in Ventura County. The City also collaborates with the County of Ventura and the Housing Rights Center of Los Angeles on a Fair Housing counseling program for Thousand Oaks residents.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The Citys Efforts to Promote Decent Housing: Prior to 2012, the City and the former Thousand Oaks Redevelopment Agency (RDA) invested $62 million to construct new, multi-family affordable rental housing units, including $9.2 million invested in public housing. In addition, the City of Thousand Oaks has invested several millions in CDBG funds for multi-family unit rehabilitation at Area Housing Authority (AHA) and Many Mansions-owned affordable housing complexes. In 2013, the City began using CDBG funds for a single-family, low-income, owner-occupied rehabilitation program and this activity will continue for the new CDBG program year beginning July 1, 2016.

The Citys Efforts to Support the Delivery of Public and Social Services:

Each year, the City of Thousand Oaks leverages 15 percent of the Citys CDBG entitlement grant with at least $100,000 from the Citys own Social Services Endowment Fund (SSEF). The City partners with the County of Ventura and the Housing Rights Center of Los Angeles on a Fair Housing counseling program and supports the Ventura County Continuum of Care Alliance, chaired by the County of Ventura, County Executive Office.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Thousand Oaks collaborates with the Ventura County Continuum of Care Alliance and partners with various public and social services providers participating in the local public and social services safety net to assist homeless households and those at-risk for homelessness. The City does not receive ESG funds. The City collaborates with the following entities on behalf of the regional Ventura County Continuum of Care and the 10-Year Plan to End Homelessness in Ventura County:

- The County of Ventura, County Executive Office
- The Conejo Valley Affordable Housing Workgroup
- The Area Housing Authority of the County of Ventura
- Many Mansions
- United Way of Ventura County
- The Ventura Council of Governments.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Thousand Oaks does not receive ESG funds. The City participates in the Ventura County Continuum of Care Alliance and collaborates with local public and social services agencies that administer HMIS for the local Continuum of Care region.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Area Housing Authority of the County of Ventura
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	See section AP-60 Public Housing - 91.220(h).
2	**Agency/Group/Organization**	Area Housing Authority
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Request for $179,871 for improvements at affordable, senior complex Glenn Oaks Apartments ($135,072), located at 145 E. Wilbur Road, and low-income, family complex Los Arboles Apartments ($44,799), located at 801-866 Calle Haya, Thousand Oaks, CA 91360. Includes: replacement of HVAC units, in-wall heater/coolers, lighting fixtures and refrigerators. Anticipated Outcome: Preservation of existing affordable housing facilities; energy efficiency, safe and sanitary housing.
3	**Agency/Group/Organization**	ASSISTANCE LEAGUE OF CONEJO VALLEY
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $10,000 (SSEF funds) for Operation School Bell, providing $50 clothing vouchers for school clothing for Title 1 elementary school children. Anticipated Outcome: 185 low-income elementary children will participate in the program.
4	**Agency/Group/Organization**	Big Brothers Big Sisters
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $10,000 (SSEF funds) Youth Mentoring of high-risk high school youth with volunteer mentors. Anticipated Outcome: Funds will support the participation of 6 youth/mentor matches.
5	**Agency/Group/Organization**	CAREGIVERS Volunteers Assisting the Elderly
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $17,500 to expand into Thousand Oaks. Agency currently serves remainder of Ventura County with volunteer services to help elderly and frail seniors stay in their homes and avoid institutionalization. An estimated 25 Thousand Oaks residents will be assisted in 2016-17.
6	**Agency/Group/Organization**	CONEJO FREE CLINIC
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $14,500 (CDBG funds) for Low-cost Medical Tests / Services for Non-Insured Households. Anticipated Outcome: 1,813 persons receiving services.
7	**Agency/Group/Organization**	CONEJO RECREATION AND PARK DISTRICT (CRPD)
	Agency/Group/Organization Type	Services-Children Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $8,000 (SSEF funds) Conejo Creek Condominiums Project: After-school tutoring and recreational activities for elementary school youth. Anticipated Outcome: 306 low-income youth will benefit from program activities.
8	**Agency/Group/Organization**	Conejo Valley Affordable Housing Workgroup
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City collaborates with this local group that is affiliated with the Ventura County Continuum of Care Alliance, an umbrella organization that represents local agencies working to end homelessness in the county.
9	**Agency/Group/Organization**	Conejo Valley Village
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $3,000 (SSEF funds) in start-up funds and scholarship support for this new non-profit that seeks to match volunteers with seniors who need assistance to remain independent and to age-in-place in their homes. Anticipated Outcome: Up to 125 City persons are anticipated to be assisted during the program year.
10	**Agency/Group/Organization**	Conejo Youth Employment Service (CYES)
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $3,000 for this employment support program. The non-profit agency provides job skills analysis, resume writing, interview guidance and job leads for at-risk and low-income youth.
11	**Agency/Group/Organization**	County of Ventura
	Agency/Group/Organization Type	Service-Fair Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City collaborates with the County of Ventura and the Housing Rights Center of Los Angeles on a CDBG-funded ($12,000/annum) Fair Housing Counseling Program. Approximately 115 persons are expected to receive services.
12	**Agency/Group/Organization**	Ventura County - Human Services Agency
	Agency/Group/Organization Type	Services-homeless Other government - County

OMB Control No: 2506-0117 (exp. 07/31/2015)

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides administrative support for activities to implement the 10-Year Plan to End Homelessness in Ventura County. Anticipated Outcome: Facilitation of activities to implement 10-Year Plan to End Homelessness in Ventura County.
13	**Agency/Group/Organization**	RAIN Transitional Living Center
	Agency/Group/Organization Type	Services-homeless Other government - County
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $15,473 in CDBG funds for operation of the RAIN Transitional Housing Facility, a regional facility located in Camarillo, CA. Up to 70 residents plus all necessary services for adults & children, includes meals, counseling, transportation, case management, referrals to other services. Anticipated Outcome: 4 Thousand Oaks residents are expected to be housed and maintained at the RAIN facility in 2016.
14	**Agency/Group/Organization**	Grey Law
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $4,500 (SSEF funds) to support Senior legal services focusing on issues relevant to aging at very low or no-cost to client. Anticipated Outcome: Some 80 seniors will be assisted through this program.
15	**Agency/Group/Organization**	Habitat for Humanity of Ventura County
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $100,000 for Habitats Preserve A Home Program that assists people to age in place in their homes by installing disabled access improvements. The program uses volunteer labor. In addition, Habitat requested $200,000 to acquire land for the construction of 1-4 low-income units. Anticipated Outcome: Potential future support but no funding in PY 2016. City is funding a 2016-17 rehabilitation program for very low-income owner-occupants of mobile homes.
16	**Agency/Group/Organization**	Hospice of the Conejo
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $20,000 for Grief Support Programs. Anticipated Outcome: Up to 58 City residents will be assisted through this provider.
17	**Agency/Group/Organization**	INTERFACE
	Agency/Group/Organization Type	Services - General

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	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $8,000 (SSEF funds) for 2-1-1 Helpline Telephone Referral Services to anyone who requests assistance. Anticipated Outcome: An estimated 500 persons will be assisted through this program.
18	**Agency/Group/Organization**	Livingston Memorial Visiting Nurse Assoc.
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $15,000 (SSEF funds) for at-home medical and hospice services for very low-income persons by a registered nurse or nursing aide. Anticipated Outcome: Up to 15 residents will be assisted through this program.
19	**Agency/Group/Organization**	Long Term Care Services Ventura County, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $20,000 (CDBG funds) for Senior Ombudsman Services (unannounced) to monitor levels of care at skilled nursing and other residential care homes. Anticipated Outcome: 380 persons receiving services.
20	**Agency/Group/Organization**	Lutheran Social Services of Southern California
	Agency/Group/Organization Type	Services-homeless

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	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $19,907 (CDBG funds) for Homeless Services (Rotating Winter Shelter and Year Round Meals). Anticipated Outcome: 42 persons receiving services.
21	**Agency/Group/Organization**	Manna Conejo Valley Food Bank
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $8,750 (SSEF funds) Supports operations of the local community food bank. Anticipated Outcome: An expected 66 persons will benefit from these public funds.Requested $200,000 toward purchase (acquisition) of 95 N. Oakview Drive, Thousand Oaks, CA 91362 as future location for Conejo Valley Food Bank.
22	**Agency/Group/Organization**	MANY MANSIONS
	Agency/Group/Organization Type	Housing

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Request for $429,000 for energy efficiency and safety repairs at the affordable, 70-unit Bella Vista Apartments located at 2013-2021 Los Feliz Drive and at Richmond Terrace Apartments, 760 Warwick Avenue, Thousand Oaks, CA 91360. Includes: replacement of windows and sliders and re-surfacing parking areas. Anticipated Outcome: Preservation of existing affordable housing facilities; rehabilitation of common areas and individual units.Requested $10,000 for its Case Management program to assist with Permanent Supportive Housing Services for formerly homeless persons and/or persons with disabilities and/or special needs.
23	**Agency/Group/Organization**	Our Community House of Hope
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $16,000 (SSEF funds) to support a residential hospice facility that provides end-of-life care in a home-like setting for terminally ill persons. Anticipated Outcome: Funding will provide end-of-life care for 3 terminally ill Thousand Oaks residents.
24	**Agency/Group/Organization**	Senior Alliance for Empowerment
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $139,055 in CDBG funding for Single-Family, Mobile Home unit Rehabilitation at Ranch Mobile home park, 2193 Los Feliz Drive and at Thunderbird Oaks Mobile home Park, 200 S. Conejo School Road in Thousand Oaks. Anticipated Outcome: Improved safety and security at 33 mobile homes, owned/occupied by very low-income seniors, predominately female household heads.
25	**Agency/Group/Organization**	Senior Concerns, Inc.
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $25,000 (CDBG) for the Senior Meals on Wheels Program. Anticipated Outcome: 19 disabled persons receiving services. In addition, this agency requested $15,000 (SSEF) for an Adult Day Care Program for seniors with dementia or a related condition. Funds would be used as scholarships for low-income families. Anticipated Outcome: A total of 65 persons will benefit from these public funds. Finally, this agency requested $6,000 (SSEF) to support the Senior Advocates Program offering comprehensive information and referral services in the local Goebel Senior Adult Center. Anticipated Outcome: The provider estimates that 54 seniors and their families will benefit from this program.
26	**Agency/Group/Organization**	Southeast Ventura County YMCA Conejo Branch
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $6,000 (SSEF funds) for Scholarships for low-income families on behalf swim lessons and water safety training. Anticipated Outcome: An estimated 34 youth will participate through this public investment.
27	**Agency/Group/Organization**	St Paschal Baylon Conference
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $10,000 (SSEF funds) to support the delivery of emergency assistance to poor and homeless persons by a group of volunteers - no paid staff. Anticipated Outcome: The provider estimates that 100 persons will receive services from these public funds.
28	**Agency/Group/Organization**	Temple Adat Elohim
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $3,000 (SSEF funds) for costs related to overnight shelter (one night weekly, December through March) and providing a hot evening meal for all comers. Anticipated Outcome: 150 persons receiving services.
29	**Agency/Group/Organization**	Rotary Club of Thousand Oaks
	Agency/Group/Organization Type	Services-Health

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	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $3,000 (SSEF funds) to partner with local free clinics to purchase vaccines and other needed medical supplies. City grant is eligible for matching funds from local and regional Rotary Clubs. Anticipated Outcome: Approximately 56 persons will benefit from this publicly funded activity.
30	**Agency/Group/Organization**	TURNING POINT FOUNDATION
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $17,947 (SSEF funds) to support Our Place Safe Haven, a 24-hour, 365-day residential and service delivery facility for mentally-ill and homeless persons. Anticipated Outcome: These funds will assist the housing and case management of 2 homeless, mentally ill City residents.
31	**Agency/Group/Organization**	UNITED CEREBRAL PALSY/SPASTIC CHILDREN'S FOUNDATION
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $4,500 (SSEF funds) to support the Transportation Program that offers visits to social and recreational activities to severely disabled persons confined to wheelchairs. Anticipated Outcome: 15 residents of the local Cerebral Palsy residences will benefit from this program.

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32	**Agency/Group/Organization**	United Way of Ventura County
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides coordination and leadership in collaboration with the Ventura County Continuum of Care Alliance for implementation of goals and objectives identified in the 10-Year Plan to End Homelessness in Ventura County. Anticipated Outcome: Facilitation of activities to implement 10-Year Plan to End Homelessness in Ventura County.
33	**Agency/Group/Organization**	Ventura Council of Governments
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Acts as the Interagency Council on Homelessness (IACH) and sets policy for implementation of the 10-Year Plan to End Homelessness in Ventura County. Anticipated Outcome: Facilitation of activities to implement 10-Year Plan to End Homelessness in Ventura County.
34	**Agency/Group/Organization**	VILLA ESPERANZA
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $3,300 (SSEF funds) for Employment training and services for persons with developmental disabilities. Anticipated Outcome: 15 disabled persons will benefit from these services.

35	**Agency/Group/Organization**	Westminster Free Clinic
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $15,000 (CDBG funds) for Low-cost Medical Tests / Services for Non-Insured Households. Anticipated Outcome: 59 persons receiving services.
36	**Agency/Group/Organization**	Women of Substance and Men of Honor
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $2,500 for Leadership Training for at-risk youth in foster care, probation or homeless. The program teaches basic life skills and helps participants gain housing, employment and survival skills. Anticipated Outcome: 5 youth better prepared to find and maintain housing and employment.

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	County of Ventura Interagency Task to Implement the 10-Year Plan to End Homelessness	The City collaborates with the County of Ventura and other designated organizations to help implement the 10-Year Plan to End Homelessness in Ventura County.

Table 3 – Other local / regional / federal planning efforts

Narrative

On March 19, 2013, the City Council approved the updated 2007-2016 10-Year Plan to End Homelessness in Ventura County. The updated Plan includes a Housing First concept and an emphasis on more assertive outreach for bringing services to homeless and chronically homeless persons.

AP-12 Participation - 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

In accordance with the City's Citizen Participation Plan (City Council Resolution 2015-023), the City's 2015-19 Consolidated Plan citizen participation process has 4 major components, as follows:

1. Consolidated Plan Needs Assessment – Administrative Hearing (9/29/14)

As part of a regional outreach for the 2015-19 Ventura County Consolidated Plan, which includes the County of Ventura, the City of Thousand Oaks and other county cities, on September 29, 2014, the City of Thousand Oaks held a 2015-19 Consolidated Plan Workshop (Community Workshop #5). Included in the workshop was an opportunity (Administrative Hearing) for stakeholders and members of the public to identify unmet needs that could be addressed by the City using CDBG funds. Details of the event are included in the Citizen Participation Outreach section of this Action Plan.

2. Action Plan Needs Assessment – E-Mail Outreach (12/7/15 to 1/30/16)

The City held a Needs Assessment Administrative Hearing on December 7, 2015 to accept public and stakeholder comments on the needs of the City's lower-income populations that could potentially be addressed with 2016-17 CDBG funds. In follow-up, the City sent an e-mails to the stakeholders participating in the December 7, 2015 administrative hearing, inviting them to propose CDBG-funded activities to address unmet needs. In response, the City received 7 funding proposals for the PY 2016-17 CDBG program, each requesting funds for rehabilitation of existing affordable housing units plus a request for funds to purchase land for the construction of up to 4 single-family affordable units. A summary of proposals received by the City is included in the Citizen Participation Outreach section of this Action Plan.

3. Public Review of Draft 2016-17 Action Plan

The City provided its draft PY 2016-17 CDBG Action Plan for 30-days of public review/comment from March 28 to April 26, 2016, followed by a City Council public hearing on April 26 at which time a final public comment opportunity was provided, prior to the City Council's consideration to approve the above-described draft PY 2016-17 CDBG Action Plan (amendment to the 2015-2019 Ventura County Consolidated Plan). The City

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posted electronic copies of the Action Plan to its website (www.toaks.org) and made paper copies available for review at City Hall. On request, the City provided the Action Plan for review at other public buildings and/or mailed a copy to requestors. Five years of the City's CDBG documents are currently posted online for public review.

4. City Council Public Hearing and Consideration to Approved Draft 2016-17 Action Plan

Following 30 days of public review (March 28 – April 26, 2016) for the draft PY 2016-17 CDBG Action Plan, the City Council held a final public hearing during the April 26 City Council meeting, after which the Council approved the Action Plan described in this document.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	On September 15, 2015, the City Council held a duly noticed Public Hearing prior to consideration of the City PY 2014 Comprehensive Annual Performance & Evaluation Report (CAPER).	There were no public speakers at this public hearing. After giving the public an opportunity to speak, the City Council approved the PY 2014 CAPER report by a unanimous (5-0) vote.	N/A	http://www.toaks.org

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Non-targeted/broad community	On October 20, 2015, following a duly noticed public recruitment, the City Council appointed 9 City residents to serve on the PY 2016 Social Services Committee. The Committee reviewed requests for CDBG and SSEF public & social services grant funding and prepared recommendations for consideration by the City Council on April 26, 2016.	No comments were received.	N/A	http://www.toaks.org

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	On November 17, 2015, 40 persons attended the workshop and received documents to apply for (1) PY 2016 CDBG funding; and (2) PY 2016 City of Thousand Oaks Social Services Endowment Funds (SSEF)	No comments were received.	N/A	http://www.toaks.org

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	6 persons attended the City December 7, 2015 Needs Assessment public meeting & administrative hearing in the Board Room. Three (3) persons provided written comments, as shown in the summary column herewith.	(1) Kathy Goodspeed, Senior Alliance for Empowerment (SAFE) requests CDBG funding to help very low-income seniors rehabilitate mobile homes. (2) Rick Schroeder, Many Mansions thanked City for multi-unit rehabilitation support and indicated there is an ongoing need for rehab and for construction of new affordable rental units. (3) George McGehee, Area Housing Authority, thanked City for CDBG funding for multi-unit rehab and said need continues in 2016.	All comments were accepted.	http://www.toaks.org

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/broad community	8 persons provided comments on the proposed Action Plan at the April 26, 2016 City Council Public Hearing and Review of Draft PY 2016 Action Plan (Amendment to 2015-2016 Ventura County Regional Consolidated Plan).	A summary of comments is provided under the (Citizen Participation) portion of this report.	All comments were accepted.	http://www.toaks.org

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Newspaper Ad	Non-targeted/broad community	The City provides at least 14 days prior notice to CDBG-related public hearings or public review periods, as follows: (1) a Legal Notice in the Ventura County Star; and (2) a Display Ad in the Thousand Oaks Acorn, a free newspaper widely read by Thousand Oaks residents. (In the most recent City survey, respondents named the Thousand Oaks Acorn as their number 1 source for City news.)		a) City recommending funding for Glenn Oaks Apartments. b) No funding for Los Arboles Apartments. c) No funding for Many Mansions projects. d) No funding for Preserve A Home program. e) Funding recommended for Ranch Mobile Home Park and Thunderbird Oaks Mobile Home Park rehabilitation. See Appendices to Action Plan for comments.	http://www.toaks.org

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Public Review Draft CDBG Documents	Non-targeted/broad community	Public Review of Draft 2015-2019 Con Plan; 2015-19 Updated Analysis of Impediments to Fair Housing Choice; 2015-16 Action Plan Amendment.Copies of draft documents posted to City website from April 1 through 30, 2015. A paper copy of the documents available for review at City Hall and, on request, at other public buildings. A limited number of paper copies will be available for mailing to those parties who cannot otherwise review them.	2 written responses were received as follows: a) Habitat for Humanity of Ventura County and b) Senior Alliance For Empowerment (SAFE).	All comments are accepted. See Appendices to Action Plan for comments.	http://www.toaks.org

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources - 91.220(c)(1,2)

Introduction

The City of Thousand Oaks receives an annual entitlement grant of Community Development Block Grant (CDBG) funds. These Federal resources are dedicated to preservation of affordable housing units, community development and public/social services activities that benefit lower-income persons and households.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	599,524	0	67,937	667,461	1,800,000	Multi-Unit and Single-Unit Housing Rehab, Public & Social Services Grants, Program Administration

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

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In PY 2016, 14.8% of the CDBG entitlement grant ($88,753) for public & social services will leverage $100,646 from the City's Social Services Endowment Fund (SSEF) to increase the budget for grants to local non-profit agencies providing essential services to low-income persons and households to $189,399.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

This item is not applicable to the City of Thousand Oaks.

Discussion

See Summary section for CDBG PY 2016 budget.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Quality of Housing	2015	2019	Affordable Housing		Improve Quality of Housing	CDBG: $324,127	Rental units rehabilitated: 39 Household Housing Unit Homeowner Housing Rehabilitated: 12 Household Housing Unit
2	Provide Non-Homeless Supportive Services	2015	2019	Non-Homeless Special Needs		Provide Non-Homeless Supportive Services	CDBG: $88,753	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
3	Planning and Administration	2015	2019	Administration		Planning and Administration	CDBG: $119,904	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

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1	**Goal Name**	Improve Quality of Housing
	Goal Description	Multi-Unit Rehabilitation: With the dissolution of California redevelopment agencies in 2012, the City lost $4 million a year to support the construction of affordable housing. With the City's limited CDBG funding, preservation of the City's existing affordable housing units is a priority objective. The City has good working relationships with the Area Housing Authority of the County of Ventura (AHA) and with private, non-profit housing provider, Many Mansions. During the PY 2016 Needs Assessment period (Dec. 7, 2015 – January 30, 3016) rehabilitation funding requests were received from Area Housing Authority, Many Mansions, Habitat for Humanity and Senior Alliance for Empowerment (SAFE). The draft Action Plan proposes to use **$324,127** in PY 2016 CDBG funds for Rehabilitation of affordable housing units, as follows: Multi-Unit Rehabilitation: **$135,072** for 39-unit Glenn Oaks Senior Apts. —Replacement of HVAC units, Lighting, and Refrigerators. Single-Family Rehabilitation: **$189,055** for rehabilitation at estimated 12-units at Ranch Mobile Home Park and at Thunderbird Oaks Mobile Home Park, including repairs and replacement of Doors, Electrical, HVAC, Leveling, Plumbing, Roof, Windows. Budget includes $139,055 for construction/rehabilitation and $50,000 for compliance oversight, construction management and federal prevailing wage review. **National Objective: Low/Mod Housing (LMH) and IDIS Objective/Outcome: Affordability/Sustainability (2-SL).**
2	**Goal Name**	Provide Non-Homeless Supportive Services
	Goal Description	**Public/Social Services Grants:** Increase the number of low-income persons to be assisted; increase the scope of services to be provided. (Shelter, Food, Medical Care, Basic Services). National Objective: Low Mod Clientele (LMC) and IDIS. **National Objective/Outcome: Create suitable living environment/Availability/accessibility (1-SL).**
3	**Goal Name**	Planning and Administration
	Goal Description	**Administration**: Recover a portion of City costs to manage CDBG program and fund a Fair Housing counseling program in partnership with County of Ventura.

Table 7 – Goal Descriptions

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AP-35 Projects - 91.220(d)

Introduction

As a result of needs identified during the City 2016-17 Needs Assessment public hearing (12/7/15) and during the 2016 Action Plan Needs Assessment funding application period (January 5, 2016 to January 30, 2016), the Citys draft Action Plan proposes PY 2016 CDBG funding for the following activities:

Multi-Unit Rehabilitation: **$135,072** for 39 unit Glenn Oaks Senior Apts. Replacement of HVAC units, Lighting, and Refrigerators.

Single-Family Mobile Home Rehabilitation: **$189,055** for rehabilitation at estimated 24 units at Ranch Mobile Home Park and at Thunderbird Oaks Mobile Home Park, including repairs and replacement of Doors, Electrical, HVAC, Leveling, Plumbing, Roof, Windows. Budget includes $139,055 for construction and rehabilitation and $50,000 for compliance, construction management and federal prevailing wage review.

Public/Social Services: **$88,753** in CDBG funds. The City has leveraged 15 percent of its annual CDBG entitlement grant with at least $100,000 a year from the City's own Social Services Endowment Fund (SSEF). The resulting budget provides operational support for 26 non-profit agencies. The City's support increases the scope of the services offered and enables more persons to access these services. Six non-profit agencies will receive CDBG grants.

Administration: **$119,904** in CDBG funds, including $107,904 for staffing and overhead and $12,000 for a Fair Housing Counseling program. The City uses up to 20 percent of its annual CDBG entitlement grant to recover a portion of its resources used to manage CDBG funded activities. As part of this administrative allocation, the City maintains partnerships with the County of Ventura and the Housing Rights Center of Los Angeles for a year round fair housing counseling program to assist all City residents with potential discrimination concerns as well as landlord/tenant issues.

#	Project Name
1	2016 Multi-Family Residential Rehabilitation
2	2016 Single-Family Residential Rehabilitation
3	2016 Public/Social Services
4	2016 Program Administration

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Following the dissolution of redevelopment agencies throughout California in 2012, the City lost millions of dollars annually in local, tax-increment funds to finance the construction of new affordable housing

units and to maintain/preserve existing units. The preservation of existing multi-family and single-family affordable housing units is one of the highest priority needs for the City. In addition, there is a need for the City to support the local delivery of essential public and social services to primarily very low-income persons and households. The number of persons seeking services increases yearly, particularly for seniors and disabled persons.

AP-38 Project Summary

Project Summary Information

Table 9 – Project Summary

1	**Project Name**	2016 Multi-Family Residential Rehabilitation
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: $135,072
	Description	Multi-Family Residential Rehabilitation (Replacement of HVAC units, lighting fixtures, refrigerators)
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	39 Low-Income, Senior Households
	Location Description	Glenn Oaks Apartments, 45 E. Wilbur Road, Thousand Oaks, CA 91360
	Planned Activities	Replacement of HVAC units, lighting fixtures, refrigerators. As required by HUD, the City is publishing the Affordable Rental Standards at Glenn Oaks Apartments operated by the Area Housing Authority of the County of Ventura which are 0-BR $1,093; 1-BR $1,317; 2-BR $1,762; 3-BR $2,490 as of 3/1/2016. The City concurs with these standards and will use them during monitoring of 2016 CDBG-funded rehabilitation activity.
2	**Project Name**	2016 Single-Family Residential Rehabilitation
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing

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	Funding	CDBG: $189,055
	Description	Rehabilitation of Single-Family Units owner/occupied by very low-income senior households at Ranch Mobile Home Park and Thunderbird Oaks Mobile Home Park.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	12 units at Ranch Mobile Home Park, Senior, predominately Female Household Heads and 12 units at Thunderbird Oaks Mobile Home Park, Senior, predominately Female Household Heads
	Location Description	Ranch Mobile Home Park, Thousand Oaks, CA 91362 Thunderbird Oaks Mobile Home Park, Thousand Oaks, CA 91362
	Planned Activities	Replacement windows & doors, roof repairs, electrical, HVAC, leveling and plumbing.
3	**Project Name**	2016 Public/Social Services
	Target Area	
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: $88,753
	Description	Operational grants to 7 non-profit providers of public and social services to Thousand Oaks residents.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	500 :Low-Income, Households including Homeless persons and those at-risk for homelessness
	Location Description	Citywide

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Planned Activities	Public/Social Services grants to non-profit agencies: • Lutheran Social Services (Emergency Services Program) $19,907 • Conejo Valley Senior Concerns (Meals on Wheels) $19,846 • Conejo Free Clinic (Medical Services) $14,000 • Westminster Free Clinic (Economic Response Program) $14,000 • Long Term Care Services (Senior Ombudsman Program) $13,000 • County of Ventura, Human Services Agency (RAIN Transitional Living Center) $8,000
4	**Project Name**	2016 Program Administration
	Target Area	
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: $119,904
	Description	The City uses up to 20% of its annual CDBG entitlement grant to reimburse the general fund for a portion of the City cost to administer program activities including staffing, public outreach, printing, wage compliance, maintenance and operations.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Planning and Administration.
	Location Description	Planning and Administration.
	Planned Activities	Recover a portion of City costs to manage CDBG program and fund a Fair Housing counseling program in partnership with County of Ventura.

OMB Control No: 2506-0117 (exp. 07/31/2015)

AP-50 Geographic Distribution - 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Multi-Unit Rehabilitation at Glenn Oaks Apts. = 45 E. Wilbur Road, Thousand Oaks 91360 (Census Tract 6800, Block Group 3)

Mobile Home Rehabilitation at Ranch Mobile Home Park in Thousand Oaks, CA 91362 (Census Tract 71, Block Group 1) and Thunderbird Oaks Mobile Home Park in Thousand Oaks, CA 91362 (Census Tract 71, Block Group 2).

The Westside Neighborhood Revitalization Strategy Area, as described in Geographic Distribution is not in located in Thousand Oaks and is not related to the 2016 Action Plan.

Geographic Distribution

Target Area	Percentage of Funds
Westside Neighborhood Revitalization Strategy Area	

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

According to the American Community Survey Data (2006-2010) and 2014 Exception Percentage of 36.66% for the City of Thousand Oaks, the above locations are inside CDBG-eligible areas.

Discussion

The sites selected for 2016 Multi-Family Rehabilitation and Mobile Home Rehabilitation are located within HUD-designated low-income block groups.

Affordable Housing

AP-55 Affordable Housing - 91.220(g)

Introduction

PY 2016 one year goal will be to serve non-homeless, low-income households, as follows: 39 units at Glenn Oaks Senior Apartments; estimated 24 units at Ranch and Thunderbird Oaks Mobile Home Park.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	39
Special-Needs	12
Total	51

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	51
Acquisition of Existing Units	0
Total	51

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

Glenn Oaks Senior Apartments = 39 non-homeless households

Ranch Mobile Home Park = 6 Special Needs Households

Thunderbird Oaks Mobile Home Park = 6 Special Needs Households

AP-60 Public Housing - 91.220(h)

Introduction

The Area Housing Authority (AHA) of the County of Ventura operates 3 public housing complexes in the City of Thousand Oaks.

- Fiore Gardens = 50 Family Units located at 370 Hillcrest Dr (Census Tract 70, Block Group 2)
- Florence Janss = 64 Senior Units located at 190-210 Brazil St (Census Tract 70, Block Group 1)
- Leggett Court = 49 Family Units located at 1824 Los Feliz Dr (Census Tract 71, Block Group 1)

Actions planned during the next year to address the needs to public housing

No PY 2016 CDBG funds will be used at Thousand Oaks public housing sites. However, during PY 2016, the City will use $135,072 in CDBG funds for multi-unit rehabilitation at the AHA-owned and managed property, Glenn Oaks Senior Apartments.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The AHA provides three opportunities for residents to participate in management: 1) attending Resident Council or Resident Advisory meetings, 2) being a member of the Resident Council or Resident Advisory Committee, and 3) becoming a Resident Commissioner on the AHA's Board of Commissioners. To assist residents to gain knowledge and move toward home ownership, the AHA offers a free monthly First-Time Home Buyers Workshop which includes a free credit score. A Home Ownership program is also available through the Housing Choice Voucher Program (Section 8).

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Area Housing Authority of the County of Ventura is a high-performing agency and is not identified as a troubled agency.

Discussion

In addition to the public housing units, AHA owns and operates several agency-owned affordable housing complexes in Thousand Oaks.

- Glenn Oaks = 39 Family Units located at 145 E Wilbur Rd (Census Tract 70, Block Group 1)
- Los Arboles = 44 Family Units located at 801-886 Calle Haya (Census Tract 65, Block Group 2)

- Royal Oaks = 5 Family Units located at 3210 Royal Oaks Dr (Census Tract 71, Block Group 2)
- Sunset Villas = 11 Family Units located at 90-110 Sunset Dr (Census Tract 71, Block Group 2)
- Oak Creek = 57 Family Units located at 367 Thousand Oaks Blvd (Census Tract 70, Block Group 2)
- Garden View Terrace Apartments, 1972-2026 Los Feliz Drive (Census Tract 71, Block Group 1)

AP-65 Homeless and Other Special Needs Activities - 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Thousand Oaks supports Lutheran Social Services (LSS), Thousand Oaks which operates a homeless, drop-in center at 80 East Hillcrest Dr #101, Thousand Oaks, CA 91360. Located in the Human Services Center, LSS and other local non-profits assist the homeless to find shelter, employment, medical care and other necessities.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Thousand Oaks ia a member of the Ventura County Continuum of Care Task Force which seeks to assist homeless persons through the following facilities and services in Thousand Oaks:

Rapid Re-Housing Expansion Project c/o Lutheran Social Services, 80 E. Hillcrest Dr #101, Thousand Oaks, CA 91360.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Homeless individuals can apply for assistance, emergency shelter and benefits at the following Thousand Oaks locations:

Lutheran Social Services, 80 East Hillcrest Dr #101, Thousand Oaks, CA 91360.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services,

employment, education, or youth needs.

Through its public and social services grant program, the City supports non-profit agencies that assist homeless persons and those at-risk of becoming homeless including:

- Lutheran Social Services, 80 East Hillcrest Dr #101, Thousand Oaks, CA 91360.
- Many Mansions, 1259 E. Thousand Oaks Blvd, Thousand Oaks, CA 91362.
- Conejo Free Clinic, 80 East Hillcrest Dr #102, Thousand Oaks, CA 91360.
- St. Paschal Baylon Church/St. Vincent de Paul Conference, 155 E. Janss Rd, Thousand Oaks, CA 91360.
- Manna Conejo Valley Food Bank, 3020 Crescent Way, Thousand Oaks, CA 91362.

Discussion

The City of Thousand Oaks is not a HOPWA program participating jurisdiction and not an ESG program participating jurisdiction.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Action Plan Barriers to Affordable Housing - 91.220(j)

Introduction

Prior to the adoption of the City's 2014-2021 Housing Element, several ordinances were adopted by the City Council that lessened the potential for City policies to act as barriers to the development of new affordable housing. As described below, Ordinances 1546-NS, 1555-NS and 1569-NS, amended the Municipal Code to facilitate the development of future affordable housing units.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Pursuant to the 2014-2021 Housing Element update, the City is implementing the terms of the following revised City policies, all of which facilitate the development of housing for special needs persons.

For example, Ordinance 1547-NS defines transitional and supportive housing such that they are permitted subject to the same standards as conventional residential uses of the same types in the same zones. This ordinance also removes constraints on housing for disabled persons by (a) establishing procedures for making reasonable accommodations; and (b) removing the limit on the number of unrelated persons that can live together as a family.

Ordinance 1555-NS revises the findings for approval of a residential planned development permit to avoid any developmental constraint; and Ordinance 1569-NS allows parking structures and reduced setbacks for buildings over 25 feet high to accommodate affordable housing.

In February 2015, the Conejo Recreation and Park District (CRPD) voted to reduce State-mandated Quimby fees for Thousand Oaks Boulevard, clearing a major financial hurdle for developers seeking to build multi-family housing on the Boulevard. The CRPD board voted to allow developers seeking to build within the Thousand Oaks Boulevard Specific Plan area, from Duesenberg Drive in the east to Moorpark Road to the west, to pay a set fee of $9,533 per unit beginning this year. The fee will increase 3 percent annually which roughly mirrors the increase in property value in the City.

Discussion

N/A

AP-85 Other Actions - 91.220(k)

Introduction

The City collaborated with the County of Ventura and local county cities on a regional 2015-2019 Ventura County Consolidated Plan. PY 2016 Action Plan is the second year of the 5-year Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

Housing Rehabilitation: With no resources to construct new affordable housing units, the City's # 1 priority is to preserve existing affordable multi-family and single-family units through residential rehabilitation programs.

Social Services Endowment Fund (SSEF): The City annually leverages 15% of its CDBG entitlement grant with at least $100,000 in local Social Services Endowment Funds (SSEF) to support the efforts to approximately 20 providers of public and social services to help address the underserved needs of low- and very low-income City residents.

Actions planned to foster and maintain affordable housing

During 2016-17, the City will use CDBG funds to rehabilitate 39 multi-family, affordable housing units at Glenn Oaks Senior Apartments; 6 single-family mobile home units at Ranch Mobile Home Park and 6 single-family mobile home units at Thunderbird Oaks Mobile Home Park.

Actions planned to reduce lead-based paint hazards

There is no lead-based paint in any public-owned or publicly assisted rental housing units in Thousand Oaks. The City's Community Development Department maintains brochures at its public counter to inform contractors, property owners and renters of the Renovation, Repair and Paint (RRP) lead regulations and City staff will discuss with renovators how to comply and reduce the adverse effects of lead paint and lead dust in privately-owned buildings.

Actions planned to reduce the number of poverty-level families

Public and Social Services Grants Through its non-profit partners that deliver public and social services to at-risk persons and households, the City supports numerous programs that assist working mothers to retain full-time employment through full-time or part-time pre-school programs, after-school tutoring, supplemental food, low- or no-cost medical care and other services. Examples are:

- Lutheran Social Services = Emergency Assistance to Homeless and At-Risk Persons (CDBG and SSEF Funds)

- Conejo and Westminster Free Clinics = Low-Cost Medical Services (CDBG Funds)
- Manna Conejo Valley = Food Bank (SSEF Funds)
- St. Paschal Baylon/St. Vincent de Paul = Poor and Homeless Assistance (SSEF Funds)
- Conejo Recreation and Park District = Conejo Creek Homework Tutoring (SSEF Funds).

Actions planned to develop institutional structure

To address the needs of lower-income residents and households, the City of Thousand Oaks collaborates with the County of Ventura, the Area Housing Authority of the County of Ventura, non-profit housing provider Many Mansions, the Ventura County Continuum of Care Alliance, the Conejo Valley Affordable Housing Workgroup, the Conejo Recreation and Park District, the Conejo Valley Unified School District, Lutheran Social Services, Conejo Free Clinic, Westminster Free Clinic, Senior Concerns, Long Term Care Services of Ventura County, United Cerebral Palsy and at least 12 other non-profit organizations.

Actions planned to enhance coordination between public and private housing and social service agencies

The City works closely with the Area Housing Authority of the County of Ventura (AHA) and with non-profit affordable housing provider Many Mansions, to preserve, repair and rehabilitate local affordable, multi-family, rental units. The City leverages 15% of the CDBG entitlement grant with at least $100,000 in local Social Services Endowment Funds (SSEF) to increase the number of low- and very low-income persons that can access these services.

Discussion

2016 Monitoring Activities For this Action Plan, the City will conduct monitoring on a minimum of 10 percent of the CDBG-funded sub-recipients. Items for review are based on the CDBG monitoring checklist (Exhibit 3-16, Guide for Review of Sub-recipient/Community-Based Development Organization Management). The City will monitor for program income.

Residential Rehabilitation Programs (Multi-Unit and Single-Family, Owner-Occupancy):The CDBG sub-recipients will be contractually required to administer Federal prevailing wage and Section 3 programs for activities that require implementation of those programs. The City will monitor Affordable Rent Standards, as published by the Area Housing Authority of the County of Ventura, which in general are: 0-BR $1,093; 1-BR $1,317; 2-BR $1,762; 3-BR $2,490 as of 3/1/2016.

Public and Social Services:The purpose of the City's monitoring activities is to help ensure that Federal CDBG funds are used in accordance with Federal regulations for program requirements and for determining project compliance. CDBG is governed by Final Rule, 24 CFR Park 85 and 24 CFR Part 570. The basic objective of the monitoring process is for the City to monitor the performance of the Subrecipient/Grantee against goals and performance standards, as stated in their contract.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.220(l)(1,2,4)

Introduction

The City plans to spend 80% of CDBG PY2016 funds for activies that benefit persons of low and moderate income. The City does not expect to receive program income in PY 2016. The City will monitor for progrom income in PY 2016.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

Discussion

The City of Thousand Oaks is not a HOME program participating jurisdiction and not an ESG program participating jurisdiction.

Attachments

Citizen Participation Comments

1. Needs Assessment Administrative Hearing, December 7, 2015:

Public Comments

City of Thousand Oaks
COMMUNITY DEVELOPMENT

2016-17 LOWER-INCOME NEEDS ASSESSMENT

Public Hearing

MEETING NOTES

Community Development Department
Monday, December 7, 2015, 6:00 p.m.
Board Room

1. **Call to Order:** 6:00 p.m., John Prescott, Community Development Director

2. **Opening Remarks:**

Mr. Prescott said the City of Thousand Oaks annually receives an entitlement grant from the Federal government known as the Community Development Block Grant (CDBG) grant. The funds are provided by the U.S. Department of Housing and Urban Development (HUD). These funds must be used to benefit lower-income persons or households. The July 1, 2016 CDBG grant is estimated to total approximately $574,000.

20 percent of these funds or approximately $114,800 will be used by the City to cover a portion of its administrative expenses to implement the CDBG program. An additional 15 percent or $86,100 will be combined with $103,471 in local funds to create a Social Services Grant budget totaling $189,571 for the 2016-17 program year. The remaining 65 percent of next year's CDBG grant totaling $373,100 will be available for such activities as multi-family and single-family housing rehabilitation. In addition, $67,900 in prior year funds, previously allocated but not expended, will be available for 2016-17 activities bringing the City's CDBG funding for housing rehabilitation, or other activities, to $441,000.

The City allocates CDBG funds on a fiscal year basis from July 1 through the following June 30 for activities that primarily benefit lower-income persons and households. In compliance with the City's "Citizen Participation Plan," this administrative hearing is being held to receive public comment on the needs of the City's lower-income persons. These needs may potentially be addressed by the City using CDBG funds or another funding resource.

Senior Analyst Caroline Milton discussed the City's 2016-17 CDBG funds proposal form, a copy of which was provided to each person in attendance. The submittal deadline for completed applications is January 28, 2016. The cover page of the application can be completed on line, then printed out, signed by the submitter, and mailed or delivered to the City together with additional activity information that each applicant is requested to provide.

After receiving all of the CDBG requests by January 28, 2016, staff will prepare a draft spending plan for the next CDBG Action Plan, effective July 1, 2016. The draft Action Plan will be available for 30 days of public review and comment beginning March 1, 2016 and on April 26, 2016, the City Council will hold a final public hearing on the proposed uses of CDBG funds beginning July 1, 2016. The City Council will then act to approve or revise the proposed Action Plan before the document is submitted to HUD.

3. Public Hearing:

Mr. Prescott opened the public hearing and recognized the speakers named below.

Needs Assessment Public Comments:

Under State Law, issues presented or introduced under "Public Comments" can have no action and may be referred to the Chair or City staff for administrative action or scheduled on a subsequent Agenda.

Kathy Goodspeed Senior Alliance for Empowerment (SAFE) 234 Dinsmore Avenue Thousand Oaks, CA 91362	SAFE's mission is assisting seniors and the elderly poor in Thousand Oaks. SAFE is a 100% volunteer organization and is requesting CDBG funds to help income-eligible residents make modest (under $10,000) home improvements including roof repairs, new steps, water heaters. Many very low-income residents don't receive Section 8 subsidies and need help from the City.
Rick Schroeder, President Many Mansions 1459 E. Thousand Oaks Blvd. Suite D Thousand Oaks, CA 91362	Many Mansions currently owns and operates 8 affordable housing projects (400 rental units). Thanked City for past CDBG support for Esseff Village Apartments housing formerly homeless persons and at Shadow Hills family apartments. There is a great need for the City to help develop more affordable units for extremely low and very low income, homeless and disabled households, with rehabilitation of existing units a second priority.
George McGehee Area Housing Authority 1400 W. Hillcrest Drive Newbury Park, CA 91320	Thanked the City for past investments of CDBG funds which enabled affordable apartment improvements at several locations including energy-efficient upgrades, new lighting and water heaters. City's funds help to keep affordable units decent, safe, sanitary and affordable.

4. Adjournment:

There being no further business, Mr. Prescott adjourned the meeting at 6:14 p.m.

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Citizen Participation Comments

2. 2016-17 Draft Action Plan Comments Received During 30-Day Review Period (March 28 – April 26, 2016)

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Thousand Oaks

Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

John C. Prescott
Community Development Director

March 17, 2016

Jennifer Schwabauer, Executive Director
Manna Conejo Valley Food Bank
P.O. Box 1114
Thousand Oaks, CA 91358

Re: 2016-17 CDBG Funding Application

Dear Ms. Schwabauer:

After a thoughtful analysis of the Manna project, staff has determined that it is inappropriate for us to recommend the allocation of 2016-17 CDBG funding to Manna's acquisition of 95 N. Oakview Drive. As the City prepares to publish its funding recommendations in the draft CDBG Action Plan, there is much uncertainty regarding key aspects of the project including when Manna would obtain site control and the process to apply for and obtain the necessary entitlements (timing uncertain but tentatively late summer or early fall).

The present lack of certainty over essential aspects of the project, unfortunately, renders it incompatible with the certainty and clarity that HUD mandates for prospective CDBG sub-recipients and makes it premature for the staff to recommend CDBG funding for Manna this year.

We encourage Manna to re-apply for CDBG funds next year and at that time staff would endeavor to explore with Manna the potential to use 2017-18 CDBG funds for site renovation.

Sincerely,

Caroline Milton

Caroline R. Milton
Senior Analyst

c: John Prescott

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Comments
Item # 1 – One Page

OMB Control No: 2506-0117 (exp. 07/31/2015)

Caroline Milton - 2016 CDBG Funds

From:	Caroline Milton
To:	Dwyer, Steve
Date:	4/7/2016 11:42 AM
Subject:	2016 CDBG Funds
Cc:	Oshita, Lynn
Bc:	Prescott, John
Attachments:	40716_CDBG_Budget.pdf

Good Morning, Steve.

After careful consideration of all 2016 funding requests received, staff has prepared a CDBG Action Plan for 2016-17 (copy attached) but is not able to recommend Habitat for funding this time. We very much appreciate you submitting two funding requests and the opportunity these documents provided us to learn more about Habitat's activities and goals.

We wish you and Habitat continuing success in realizing those goals.

Caroline R. Milton, Senior Analyst
City of Thousand Oaks
Community Development Dept.
2100 Thousand Oaks Boulevard
Thousand Oaks, CA 91362-2903
cmilton@toaks.org

805/449-2331 (Voice)
805/449-2390 (Fax)

Comments
Item # 2 – Page 1 of 6

Caroline Milton - RE: 2016 CDBG Funds

From: Steve Dwyer <steved@habitatventura.org>
To: 'Caroline Milton' <CMilton@toaks.org>
Date: 4/7/2016 12:12 PM
Subject: RE: 2016 CDBG Funds
Cc: Lynn Oshita <LOshita@toaks.org>

Caroline,
I see that you are funding VLI mobile home owners, which is very positive. I also see that TO continues to fund a considerable amount to rental non-profits who should be paying for upgrades to their units through their operating funds or other private grants which they can receive. Given the very limited amount of funds available, it is difficult to understand why TO continues to subsidize these operations year after year.

Thank you for considering Habitat again this year. It is disappointing that we were not brought in for a discussion of how our organization can support the needs of elderly and low income homeowners in Thousand Oaks. Outside of the Ranch and Thunderbird parks it appears there is no allocation for other homeowners in the City. Even a $50K allocation allows for some low income homeowners to receive critical but often low cost support such as a ramp, grab bars, paint and yard cleanup, etc. Compared to other cities in Ventura County, it is unusual to not allow for support across the general population.

When is this recommendation made to the City Council?

Thanks,
Steve

Steven J. Dwyer
Executive Director
Habitat for Humanity of Ventura County
Office: (805) 485-6065, ext. 105
Cell: (805) 906-1181

Comments
Item # 2 – Page 2 of 6

Caroline Milton - RE: 2016 CDBG Funds

From: Caroline Milton
To: Dwyer, Steve
Date: 4/7/2016 12:42 PM
Subject: RE: 2016 CDBG Funds
Cc: Oshita, Lynn
Bc: McGehee, George; Prescott, John; Schroeder, Rick

Hello, Steve. The City has partnered with Area Housing and Many Mansions for many years to help preserve the limited stock of affordable rental units. This is a high priority for us given that, with the demise of redevelopment agencies, there is no longer a source of revenue for the construction of new affordable rentals. Between 1975 and 2014, the Thousand Oaks Redevelopment Agency invested over $62 million in acquiring and constructing 2,530 affordable units in Thousand Oaks. It is prudent for the City to protect this investment with ongoing support for housing improvements.

As you know, for the past three years, the City's own Low-Income Residential Rehabilitation program has awarded grants to income-eligible homeowners throughout the City but this year that program is being suspended so that City can focus its single-family rehab funds on mobile homes.

The City Council will hold a public hearing at its April 26 meeting to review and consider the Staff's proposed Action Plan. A copy of the staff report will be posted to the City's website on Friday, April 22. A copy of the entire Action Plan is available for review now from the City's Community Development Department web page.

Your comments will become part of the City's Action Plan submitted to HUD. We thank you for your interest and your advocacy on behalf of low-income TO residents.

Caroline R. Milton, Senior Analyst
City of Thousand Oaks
Community Development Dept.
2100 Thousand Oaks Boulevard
Thousand Oaks, CA 91362-2903
cmilton@toaks.org

805/449-2331 (Voice)
805/449-2390 (Fax)

Comments
Item # 2 – Page 3 of 6

<steved@habitatventura.org> wrote:
Caroline,
I appreciate your feedback. I am aware of the long-standing affiliation with the rental housing providers. However, the issue is why the City feels it necessary to continue to re-invest in the same projects. The owner should be responsible for general upkeep and maintenance of the properties and not require continual subsidies.

I applaud your commitment to the mobile home parks. However, 26% of the funds to be allocated to compliance costs is very high.

I do believe a relatively small allocation to support low income homeowners throughout the city is warranted to deal with critical needs. The prior program was based on a lottery and provided up to $10,000 per recipient, I believe. What TO is missing the ability to support a low income homeowner with an urgent or safety related need.

Thanks for the dialogue.

Steve

Steven J. Dwyer
Executive Director
Habitat for Humanity of Ventura County
Office: (805) 485-6065, ext. 105
Cell: (805) 906-1181

Caroline Milton - RE: 2016 CDBG Funds

From: Caroline Milton
To: Dwyer, Steve
Date: 4/7/2016 12:57 PM
Subject: RE: 2016 CDBG Funds
Cc: Oshita, Lynn
Bc: McGehee, George; Prescott, John; Schroeder, Rick

Thank you !!

Caroline R. Milton, Senior Analyst
City of Thousand Oaks
Community Development Dept.
2100 Thousand Oaks Boulevard
Thousand Oaks, CA 91362-2903
cmilton@toaks.org

805/449-2331 (Voice)
805/449-2390 (Fax)

Comments
Item # 2 – Page 4 of 6

From: Rick Schroeder [mailto:rick@manymansions.org]
Sent: Thursday, April 07, 2016 3:21 PM
To: 'Caroline Milton'; Steve Dwyer
Cc: 'Lynn Oshita'
Subject: RE: 2016 CDBG Funds

For Steve---

If I may add, we do fund the upkeep and maintenance of the properties.

Please keep in mind that our properties are for very-low and extremely low income residents. We receive very little money in rents.

For example, the property that is contemplated for funding is Richmond Terrace. This property is for residents who are extremely low –income. One half of the units are further restricted to individuals who were homeless and who have a mental disability. The typical rent is $245 a month. The property barely breaks even. Any surplus goes to the City, HCD, and our other funding sources.

Out of this rent we pay all the maintenance and upkeep and put aside $11,750 a year into the Replacement Reserve. We use the funds in the Replacement Reserve throughout the year (e.g. major repairs, carpet replacement, handicap accessibility, etc.). Even if we never touched this fund, it would take 9.46 years to accumulate the $111,165 the City is recommended for needed energy efficiency improvements. The energy efficient work will assist our resident by lowering their costs, lowering our costs, and improving the quality of their life.

Rick A. Schroeder, Esq.
President
Many Mansions
1259 E. Thousand Oaks Blvd.
Thousand Oaks, CA 91362
Office: (805) 496-4948 x227
Cell: (805) 432-0862
www.manymansions.org
ἐν τῇ οἰκίᾳ τοῦ πατρός μου μοναὶ πολλαί εἰσιν

Comments
Item # 2 – Page 5 of 6

Caroline Milton - RE: 2016 CDBG Funds

From: Steve Dwyer <steved@habitatventura.org>
To: 'Rick Schroeder' <rick@manymansions.org>, 'Caroline Milton' <CMilton@toa...
Date: 4/8/2016 11:00 AM
Subject: RE: 2016 CDBG Funds
Cc: 'Lynn Oshita' <LOshita@toaks.org>

Rick,

Thanks for your note. I know we all have challenges meeting the needs of our programs.

I would like to see the City be more flexible in its CDBG program to allow for the needs of a wider scope of low income households. Right now, if a very low income resident calls needing support for a ramp or a walk-in shower for access and safety, there is no funding available in TO because it has all been very specifically designated by location or task. That is unfortunate and not what we see in other jurisdictions.

There are a variety of housing support needs, some of which will be more critical than general maintenance issues.

Steve

Steven J. Dwyer
Executive Director
Habitat for Humanity of Ventura County
Office: (805) 485-6065, ext. 105
Cell: (805) 906-1181

Comments
Item # 2 – Page 6 of 6

OMB Control No: 2506-0117 (exp. 07/31/2015)

Caroline Milton - CDBG Funds

From: Caroline Milton
To: McGehee, George
Date: 4/7/2016 11:26 AM
Subject: CDBG Funds
Cc: Oshita, Lynn
Attachments: 40716_CDBG_Budget.pdf

Good Morning, Bud.

In response to AHACV's request for CDBG funds, I'm pleased to advise you that staff is including $135,072 in 2016 Community Development Block Grant funds for energy-related rehabilitation at Glenn Oaks Apartments. A copy of the proposed Action Plan is attached. Staff will seek the City Council's approval following a public hearing at the April 26 City Council meeting.

Would appreciate if you could please arrange to attend and complete a Speaker's Card marked "For Questions Only". I'm hoping this public hearing will be the first item of business following the routine presentations and Consent Calendar.

In the meantime, can you provide me with a brief summary of the nature of the energy savings that AHA hopes to realize from making these CDBG-funded upgrades and improvements? As always, staff looks forward to working with you and AHA on this new rehab project !!

Caroline R. Milton, Senior Analyst
City of Thousand Oaks
Community Development Dept.
2100 Thousand Oaks Boulevard
Thousand Oaks, CA 91362-2903
cmilton@toaks.org

805/449-2331 (Voice)
805/449-2390 (Fax)

Comments
Item # 3 – Page 1 of 4

Savings Estimate for ENERGY STAR Qualified Appliances

LEARN MORE AT energystar.gov

Results Overview

Each year the ENERGY STAR models of your selected equipment will save approximately 36 kWh of electricity, for cost savings of $4. By choosing ENERGY STAR you will reduce emissions by approximately 50 pounds of carbon dioxide annually, which is equivalent to the emissions reduction of not driving your car for 2 days.

Results Detail

	Quantity	Annual													Life Cycle	
		Savings				Consumption by ENERGY STAR unit(s)			Emissions reduction (pounds of CO2)	% Savings with ENERGY STAR			Total additional purchase price	Simple payback period for additional initial cost (years)	Assumed equipment lifetime (years)	Total cost savings	Net cost savings
		Electricity (kWh)	Gas (therms)	Water (gallons)	Total cost savings	Electricity (kWh)	Gas (therms)	Water (gallons)		Electricity	Gas	Water					
[illegible]	0																
[illegible]	0																
[illegible]	0																
[illegible]	0																
[illegible]	0																
[illegible]	0																
Refrigerator																	
- Standard	1	36	-	-	$4	327	-	-	50	10%	-	-	$20	4.5	12	$41	$21
- [illegible]	0																
Total	1	36	0.0	0	$4	327	0.0	0	50	10%	[illegible]	-	$20	4.5	-	$41	$21

Notes: Life cycle costs are discounted over the product lifetime using a real discount rate of 4%. See General Assumptions tab to adjust the discount rate.
Net life cycle cost savings = life cycle cost savings - additional purchase price

If every appliance purchased in the United States this year earned the ENERGY STAR, we would save $350 million in annual energy costs, prevent greenhouse gas emissions equivalent to the emissions from 215,000 cars, and save more than 75 billion gallons of water per year.

This calculator was developed by U.S. EPA and DOE to estimate the energy consumption and operating costs of appliances and the savings with ENERGY STAR. New ENERGY STAR qualified products are compared to the average available non-qualified new products. Actual savings may vary based on use and other factors. See www.energystar.gov for information on other ENERGY STAR products, including commercial kitchen appliances.

Comments
Item # 3 – Page 2 of 4

Products that earn the ENERGY STAR prevent greenhouse gas emissions by meeting strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.
www.energystar.gov

CHANGE FOR THE BETTER WITH ENERGY STAR

Life Cycle Cost Estimate for 1 ENERGY STAR Qualified Room Air Conditioner(s)

This energy savings calculator was developed by the U.S. EPA and U.S. DOE and is provided for estimating purposes only. Actual energy savings may vary based on use and other factors.

NOTE: This calculator is in the process of being updated for the revised ENERGY STAR specification that went into effect on October 1, 2013. For more information on the new specification, visit http://www.energystar.gov/index.cfm?c=roomac.pr_crit_room_ac

Enter your own values in the gray boxes or use our default values.

Number of units	1
Electricity Rate ($/kWh)	$0.121
Choose your city from the menu at right	CA Los Angeles

	ENERGY STAR Qualified Unit	Conventional Unit
Initial Cost per Unit (estimated retail price)	$220	$170
Energy Efficiency Ratio (EER)	10.8	9.8
Cooling Capacity of Air Conditioner (Btu/hr)	10,000	10,000

Annual and Life Cycle Costs and Savings for 1 Room Air Conditioner(s)

	1 ENERGY STAR Qualified Unit(s)	1 Conventional Unit(s)	Savings with ENERGY STAR
Annual Operating Costs*			
Energy cost	$171	$189	$17
Energy consumption (kWh)	*1,417*	*1,561*	*145*
Maintenance cost	$0	$0	$0
Total	$171	$189	$17
Life Cycle Costs*			
Operating costs (energy and maintenance)	$1,275	$1,405	$130
Energy costs	$1,275	$1,405	$130
Energy consumption (kWh)	*12,750*	*14,051*	*1,301*
Maintenance costs	$0	$0	$0
Purchase price for 1 unit(s)	$220	$170	-$50
Total	$1,495	$1,575	$80
Simple payback of initial additional cost (years)†			2.9

10%

* *Annual costs exclude the initial purchase price. All costs, except initial cost, are discounted over the products' lifetime using a real discount rate of 4%. See "Assumptions" to change factors including the discount rate.*

† *A simple payback period of zero years means that the payback is immediate.*

Summary of Benefits for 1 Room Air Conditioner(s)

Initial cost difference	$50
Life cycle savings	$130
Net life cycle savings (life cycle savings - additional cost)	$80
Simple payback of additional cost (years)	2.9
Life cycle energy saved (kWh)	1,301
Life cycle air pollution reduction (lbs of CO_2)	2,004
Air pollution reduction equivalence (number of cars removed from the road for a year)	0
Savings as a percent of retail price	36%

Comments
Item # 3 – Page 3 of 4

OMB Control No: 2506-0117 (exp. 07/31/2015)

Savings Calculator for ENERGY STAR Qualified Light Fixtures & Ceiling Fans

This calculator was developed by U.S. EPA and DOE to estimate the energy consumption and operating costs of light fixtures and ceiling fans and the savings with ENERGY STAR. New ENERGY STAR qualified light fixtures and ceiling fans are compared to the average available new conventional models. Actual savings may vary based on use and other factors. See www.energystar.gov for information on other ENERGY STAR products.

Where will your lighting be used?

Commercial or residential use	Residential	
Location	California	*Average California residential electric rate is $0.165/kWh. If you know your own rate, enter it below.*
Electric Rate ($/kWh)	$0.165	

What light fixture(s) are you planning to purchase? Enter quantities below, then either fill in product information or use the defaults.

Light Fixture

	Quantity	Total wattage of bulbs in comparable conventional fixture (watts)	Total wattage of ENERGY STAR fixture (watts)	Average daily use (hours)	Additional cost per unit for ENERGY STAR fixture	Rated lifetime of ENERGY STAR bulb(s) (hours)	Optional: Labor cost per bulb replacement	Optional: Incentive or discount amount per fixture
Indoor								
Fixture 1	0							
Fixture 2	0							
Outdoor								
Fixture 1	58	75	13	8.0	$37.00	10,000	$0.00	$0.00
Fixture 2	0							

Ceiling Fan with Lighting

	Quantity	Total wattage of bulbs in comparable conventional fan (watts)	Total wattage of lighting in ENERGY STAR fan (watts)	Average daily lighting use (hours)	Average daily fan use (hours)	Additional cost per unit for ENERGY STAR fan	Rated lifetime of ENERGY STAR bulb(s) (hours)	Optional: Labor cost per bulb replacement
Fan 1	0							
Fan 2	0							

Click here to go to the RESULTS tab and see your savings.

See the ENERGY STAR website for more information:

- ENERGY STAR Lighting Page
- The difference between an ENERGY STAR fixture and a standard fixture with a CFL
- Bulb Purchasing Guide
- About the Energy Independence and Security Act of 2007 (EISA)
- Frequently Asked Questions about Light Bulbs
- List of incentive programs for consumers

To see detail on the formulas and values used in this calculator or to modify assumptions, click on the grey tabs at bottom of the page.

\# x WATT x HRS = COST

58 x 75 x 8 = 34,800 ÷ 1000 = 34.8 x .165 = 5.74 x 365 = $2,095.83

58 x 13 x 8 = 6,032 ÷ 1000 = 6.03 x .165 = .995 x 365 = 363.17

SAVINGS: 82.68 %

Comments

Item # 3 – Page 4 of 4

Caroline Milton - RE: 2016 CDBG Funds

From: Caroline Milton
To: Schroeder, Rick
Date: 4/11/2016 11:05 AM
Subject: RE: 2016 CDBG Funds

Thank you, Rick !!!

<rick@manymansions.org> wrote:
Caroline:

Thank you for the staff recommendation for funding. I will attend the City Council hearing. Carlos will give you some information about the 'energy savings' we can see from this work.....

Rick A. Schroeder, Esq.
President
Many Mansions
1259 E. Thousand Oaks Blvd.
Thousand Oaks, CA 91362
Office: (805) 496-4948 x227
Cell: (805) 432-0862
www.manymansions.org
ἐν τῇ οἰκίᾳ τοῦ πατρός μου μοναὶ πολλαί εἰσιν

From: Caroline Milton [CMilton@toaks.org]
Sent: Thursday, April 07, 2016 11:32 AM
To: Rick Schroeder
Cc: Carlos Ibarrola; Lynn Oshita
Subject: 2016 CDBG Funds

Good Morning, Rick.

In response to Many Mansion's request for CDBG funds, I'm pleased to advise you that staff is including $111,165 in 2016 Community Development Block Grant funds for replacement of 46 glass slider doors at Richmond Terrace Apartments. A copy of the proposed Action Plan is attached. Staff will seek the City Council's approval following a public hearing at the April 26 City Council meeting.

Comments
Item # 4 – Page 1 of 2

Caroline Milton - RE: RE: 2016 CDBG Funds

From: Carlos Ibarrola <carlos@manymansions.org>
To: 'Caroline Milton' <CMilton@toaks.org>
Date: 4/14/2016 4:27 PM
Subject: RE: RE: 2016 CDBG Funds
Cc: Rick Schroeder <rick@manymansions.org>

Hi Caroline,

The basic information I was able to gather is as follows:

The energy savings obtained with double pane vinyl windows will translate into electric and gas savings for all Richmond Terrace Apartments tenants. According to a vendor I spoke with, it is very difficult to determine the dollar savings that can be obtained. However savings are definitely accomplished because sun light coming through these sliding glass windows will only let about 12% to 25% of the sun's heat come through depending on the type of window we install. At the same time these doors will also provide a tight seal that will impede infiltration of the outside air, keeping the cool or warm air inside, making your HVAC equipment work less often thus providing energy savings. Another advantage of stopping this infiltration is that pollens and allergens cannot get inside as easily. Finally these windows block about 42% of the UV sunrays reducing the wear and tear on furniture, carpets and window covers.

Please let me know if this information is helpful, unfortunately it proved a little harder to get more from the couple of vendors I was able to talk to.

Thank you,

Carlos Ibarrola
Director of Asset Management
Many Mansions
A California Non Profit Affordable Housing
& Service Provider
1259 E Thousand Oaks Blvd.
Thousand Oaks, CA 91362
Ph (805) 496-4948 ext 228
Fax (805) 497-1305
www.manymansions.org
Providing Hope and Homes

From: Caroline Milton [CMilton@
Sent: Thursday, April 14, 2016

Comments
Item # 4 – Page 2 of 2

From: Caroline Milton
To: kaybgood@live.com; ;
CC: Loshita@toaks.org;
Date: 4/8/2016 10:58 AM
Subject: Re: CDBG Funds

Great, Kathy - Lynn & I look forward to our meeting as well. See you Tuesday at 11 at Planning Dept. Conference Room A - first floor - Regards !!

>>> Kathy <kaybgood@live.com> 04/07/16 23:01 PM >>>Hello Caroline,

So sorry I didn't get back to you sooner but have not been home today.
We are so excited for this opportunity and very much look forward to
meeting with you on Tuesday at 11:00. There will be myself, Jim Wolf
and a couple of other SAFE board members as well.

Thank you so much for your support !!
Kathy

On 4/7/2016 1:42 PM, Caroline Milton wrote:
>
> Good Morning, Kathy.I'm pleased to advise you that staff is supporting
> SAFE's proposal for $139,055 in 2016 Community Development Block Grant
> (CDBG) funds for single-family rehabilitation at Ranch and Thunderbird
> Oaks Mobile Home Parks.A copy of the proposed Action Plan is
> attached.Staff will seek the City Council's approval following a
> public hearing at the April 26 City Council meeting.In the meantime,
> we have a lot to discuss.
>
> For example, the number of locations proposed for this rehab project
> requires that federal prevailing wage rates be paid to project labor –
> regardless of whether the contractor can obtain workers who will work
> more cheaply.Because paying the higher federal wages generally adds 30
> percent to the cost of construction, SAFE will have to reduce the
> number of proposed sites/homes to stay within the budget.
>
> There are other issues as well.Are you and any of your Board
> colleagues available to meet with City's Housing Coordinator Lynn
> Oshita and me on Tuesday, April 12 at 11:00 a.m.?If that's not a good
> time for you, please suggest another date and time.
>
> Lynn and I look forward to working with SAFE on this CDBG-funded
> rehabilitation project !!
>
>
> Caroline R. Milton, Senior Analyst
> City of Thousand Oaks
> Community Development Dept.
> 2100 Thousand Oaks Boulevard
> Thousand Oaks, CA 91362-2903
> cmilton@toaks.org
>
> 805/449-2331 (Voice)
> 805/449-2390 (Fax)

Comments
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OMB Control No: 2506-0117 (exp. 07/31/2015)

Habitat for Humanity® of Ventura County

RECEIVED

APR 1 8 2016

CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT

April 11, 2016

John Prescott
Community Development Director
City of Thousand Oaks
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

Dear Mr. Prescott,

This letter is written to suggest an alternative to the current proposed Community Development Block Grant (CDBG) funding allocation for FY2016-17 as developed by the Thousand Oaks Community Development Department.

The proposed FY16-17 CDBG budget includes housing support for renovations and maintenance at two affordable apartment complexes as well as an allocation of funds designated to the Ranch and Thunderbird Oaks Mobile Home Parks. Habitat for Humanity applauds this allocation to mobile home parks where we have previously supported low income residents and are very aware of critical needs for safe and decent living conditions.

Missing from this budget proposal is the opportunity for all other low income homeowners in Thousand Oaks to receive support for critical housing needs. In the FY2015-16 budget $145,621 was provided for single-family dwelling repairs, distributed on a lottery basis. This year there is no funding for home owners (including mobile homes) outside of specifically designated areas. Unlike other cities and unincorporated areas of Ventura County where Habitat provides home repair support utilizing CDBG funds, if a low-income homeowner in Thousand Oaks is in need of a ramp, grab bars, a critical roof repair or other similar safety and critical lifestyle issue, there is no opportunity to apply for even a small grant of $2,000 - $5,000 to make necessary repairs to maintain a safe and decent housing condition.

Habitat for Humanity of Ventura County encourages the City of Thousand Oaks to revise the current CDBG proposal to allow for a minimum of 10% of its housing allocation ($43,000 out of $435,000) to assist low income homeowner needs throughout the year. These funds should be utilized on a "needs based" application basis and could assist up to 10 residents/families with critical housing issues. The bulk of these funds could come from a reduction in the amount budgeted for the apartment complexes, thus achieving a more equitable 50/50 split between

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Tel. (805) 485-6065 • Fax (805) 416-0247 • Oxnard ReStore (805) 981-2268 • Simi ReStore (805) 520-7717
E-mail: info@habitatventura.org • www.habitatventura.org

OMB Control No: 2506-0117 (exp. 07/31/2015)

support for low income rental and low income ownership units. In our experience, savings could also be achieved in the compliance cost currently allocated for the mobile home rehabilitation work. 26.5% of the total amount for compliance appears to be quite high.

Habitat for Humanity of Ventura County already works with the City of Camarillo, the City of Ventura and the County of Ventura as a CDBG program sub-recipient to provide home repairs for low income homeowners, including mobile home parks and single-family dwellings. In our work we partner with a wide variety of community volunteer groups, churches, the Home Depot Foundation and other sponsors to lower the costs and serve as many families as possible.

Our organization will be happy to meet again with your department to share with you how we work with the other cities and the county. Last fiscal year we supported 36 residents with a variety of home repairs and updates and we are on track for another 35 this fiscal year.

Most importantly, we believe some CDBG funds should be available for low income homeowners to receive support for critical needs throughout the year. By specifically designating 100% of CDBG housing funds to only 4 locations, all other low income residents are excluded from potential support, even though their needs may be more urgent. We urge you to reconsider the CDBG budget for FY 2016-17.

I have included our current "Preserve A Home" flyer which outlines the support we offer very-low income homeowners in many areas of Ventura County.

Best Regards,

Steven J. Dwyer
Executive Director

cc: Joel Price, Mayor
Claudia Bill-de la Pena, City Councilmember
Andrew Fox, City Councilmember
Al Adam, City Councilmember
Rob McCoy, City Councilmember

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OMB Control No: 2506-0117 (exp. 07/31/2015)

Habitat for Humanity® of Ventura County

Habitat for Humanity of Ventura County

Preserve a Home Program

Habitat for Humanity of Ventura County is offering a new level of support to low-income homeowners through its ***Preserve a Home Program.*** Qualified homeowners in need of a "hand up" can turn to Habitat for Humanity and its network of volunteers to perform needed home repair work at an affordable cost. Depending on the level of repair needed, the services will fall into one of three categories:

A Brush With Kindness: Simple home exterior repairs, landscaping and yard clean-up. All work is limited to the home's exterior.

Minor Repair: Exterior repairs and yard clean up, plus small repairs inside the home. Examples include: replacement of broken light bulbs and fixtures, insulation, weather stripping, energy efficient windows, smoke detector replacement, interior paint and caulking or re-sealing sinks and tubs.

Major Repair: This component includes repair services from A Brush with Kindness and Minor Repair, plus plumbing, electrical work, roof and flooring replacement, grab bar installation, ramps and door widening for improved wheelchair access.

Habitat for Humanity of Ventura County does not provide immediate service for repairs.

After an application has been received, Habitat for Humanity of Ventura County will conduct an initial interview and site visit at your home. If all eligibility requirements are met, Habitat for Humanity staff and key volunteers will assess the home repairs needed and complete additional site visits and inspections

Eligibility Requirements

Applicants who wish to apply must meet the following requirements before completing an application:

- **Low to very-low income:** The applicant homeowner income must be between 30% and 50% of Ventura County's median income for 2013 as recommended by HUD. (Review the Income Guidelines for more information.)
- **Owner-occupied:** The applicant homeowner ***must*** be living in the home that requires home preservation services.
- **Need:** The applicant homeowner must demonstrate a specific need for home repairs.

Habitat for Humanity of Ventura County * 1850 Eastman Ave., Oxnard, CA 93030 * 805-485-6065 * www.habitatventura.org

Habitat for Humanity® of Ventura County

Income Guidelines

Please use the chart below to determine if you meet the income guidelines to qualify for our Preserve a Home program.

2015 Eligibility Income Chart*

Family Size	Household Income	
	Minimum 30% of Ventura County Median family Income	Maximum 50% of Ventura County Median Family Income
1	$19,050	$31,750
2	$21,800	$36,250
3	$24,500	$40,800
4	$27,200	$45,300
5	$29,400	$48,950
6	$32,570	$52,550
7	$36,730	$56,200
8	$40,890	$59,800

*HUD 2015 Household Income Limits, Ventura County, CA

Payment for Repairs

The applicant homeowner and/or family must assist with repairs and may be required to pay back services rendered through low, affordable, payments or a one-time lump sum donation. If a homeowner cannot afford the services, business groups or individuals may provide funding with a donation to Habitat for Humanity of Ventura County.

How to Apply

We accept applications from homeowners who meet the income guidelines and are currently living in their home. We also reach out to neighborhood groups to identify low-income families who have homes in need of repair. For more information, contact Felipe Flores at felipef@habitatventura.org or 805-485-6065, x103.

Community Support

Together, Habitat for Humanity volunteers, neighborhood residents, and local businesses and cities are changing the face of neighborhoods and the lives of the families who live there.

Ways to help Habitat for Humanity

Donate funds and materials: Monetary gifts and in-kind donations make additional repairs possible; most donations are tax deductible.

Donate your time and talents:

Each and every volunteer can have a large impact. On A Brush with Kindness worksites, we welcome students as young as 14 years of age.

Sponsor home repairs: Businesses, faith groups, service organizations, and individuals can sponsor home repairs in full, or partner with others to share the sponsorship.

For more information, please contact:

Felipe Flores, Director – Preserve a Home
Phone: 805-485-6065, x103

Habitat for Humanity of Ventura County * 1850 Eastman Ave., Oxnard, CA 93030 * 805-485-6065 * www.habitatventura.org

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Thousand Oaks

Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

John C. Prescott
Community Development Director

May 4, 2016

Steven J. Dwyer, Executive Director
Habitat for Humanity of Ventura County
1850 Eastman Avenue
Oxnard, CA 93030

Dear Steve:

Thank you for your letter of April 18, and your comments at the April 26 City Council meeting. As I stated during the meeting, the City routinely receives requests for CDBG funding that exceed available funds. In 2016, these requests totaled nearly three times the amount ($435,292) budgeted for Community Development activities.

As the successor of the former Thousand Oaks Redevelopment Agency, the City has a responsibility to help preserve the $62.4 million invested in the City's 2,530 affordable units. Residential rehabilitation – both multi-family and single-family — is the number one priority for Thousand Oaks during the 2015-19 Consolidated Plan period.

Given this priority, and HUD's desire that grantees use funding in a timely manner, it is not productive for the City to hold highly competitive CDBG funds in abeyance, for an unknown period of time. The staff's recommended allocation focused on requests that had specific projects identified for quick implementation once grant funding is provided. The CDBG Action Plan presented to Council on April 26 was developed to benefit 90 low, very low and extremely low income units in multi-family and single-family units. The bundling of these units in four locations actually yields economies of scale and lower rehabilitation costs than if these units were scattered throughout the community.

Sincerely,

John Prescott
Community Development Director

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toaks.org

OMB Control No: 2506-0117 (exp. 07/31/2015)

Citizen Participation Comments

3. 2016-17 Draft Action Plan

Public Hearing Comments

April 26, 2016

OMB Control No: 2506-0117 (exp. 07/31/2015)

Public Comments at CDBG Action Plan Public Hearing April 26, 2016	
Clyde Doheney Thousand Oaks Resident	Served as Chair of the 2016 Social Services Ad Hoc Committee and thanked City Council for its support of local social services providers and requested approval of the Committee's recommendations.
Will Garand Thousand Oaks Resident	Served as Vice Chair of the 2016 Social Services Ad Hoc Committee and said the Committee was able to recommend 26 grants, including one grant to a new organization. Thanked City Council for its support.
Trina Harris Thousand Oaks Resident	Said more resources should be allocated to the provision of affordable housing. Said she was on Mary Mansions' wait list for 11 years without qualifying for an affordable unit.
Kathryn Goodspeed Thousand Oaks Resident	Requested City Council approve $189,055 in 2016 CDBG funds to rehab up to 24 very low-income senior owner/occupants at the Ranch and Thunderbird Oaks Mobile Home Parks.
George McGehee Thousand Oaks Resident	Manager of Housing Assets for Area Housing Authority of the County of Ventura, thanked City Council for the opportunity to apply for CDBG funds and requested approval for funding recommended for the Glenn Oaks Senior Apartments.
Steve Dwyer Thousand Oaks Resident	Executive Director of Habitat for Humanity of Ventura County, repeated request contained in his April 18, 2016 letter to City's Community Development Director that City Council revise the proposed 2016 Action Plan to allocate $43,000 for Habitat's Preserve-A-Home program.
Susan Murata Simi Valley Resident	Executive Director of Hospice of the Conejo; discussed mission of her organization and thanked City Council for its support.
Nick Quidwai Thousand Oaks Resident	A former member of the Social Services Ad Hoc Committee, presented his ideas for how the City's social services grant process could be improved.

City of Thousand Oaks

2016 Action Plan

Grantee's Unique Appendices

Section 1 Copies of 2016 CDBG Funding Requests Received during the Needs Assessment Process

Section 2 Maps of:

- CDBG-Eligible Census Block Groups
- 3 Proposed Activity Locations

2016 CDBG Funding Request

1

Submitter: Many Mansions

Proposed Activity: Multi-Family Rehabilitation

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Thousand Oaks FY 2016-17 CDBG Project Proposal

Name of Organization:	Many Mansions		
Project Name:	Bella Vista and Richmond Terrace Rehabilitation		
CDBG Funds Request:	$429,000	Unduplicated Program Goal and Type (ex. 300 people):	225 residents
Project Description Summary:	Energy efficiency and safety repairs		
Project Site Address:	760 Warwick Avenue (Richmond Terrace) and 2011 Los Feliz Dr. (Bella Vista)		

Attach the following information:

A. Project Description Detail: Provide as much information as you can about the proposed project

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

Organization Contact Information

Main Office Address:	1259 E. Thousand Oaks Blvd., Thousand Oaks CA 91362				
Project Manager & Title:	Rick Schroeder, President				
Phone Number:	805-496-4949	E-mail:	rick@manymansions.org	Organization's DUNS #: (Required)	168672236

City to complete shaded area below.

CDBG National Objective:	☐ *Low Mod Area Benefit (LMA)*	☐ *Low Mod Clientele (LMC)*	☐ *Low Mod Housing (LMH)*
Census Tract & Block Group:	*CT* _____	*BG* _____	
SAM Federal Disbarment:	☐ *Agency Not Listed on the Federal Disbarment*	*Date of Report* _____	
IDIS Objective: (check one box)	☐ *Availability-Accessibility (1)* ☐ *Affordability (2)* ☐ *Sustainability (3)*	*IDIS Outcome: (check one box)*	☐ *Decent Housing (DH)* ☐ *Suitable Living Environment (SL)* ☐ *Economic Opportunity (EO)*

Certification

I hereby authorize this application to be submitted for consideration by the City of Thousand Oaks. I, the undersigned certify that the information provided is complete and accurate to the best of my knowledge. I understand that knowingly providing false information constitutes fraud and is punishable under State of California law and under Federal law. Failure to provide accurate and truthful information may be grounds for disqualification from the Program.

Name:	Rick Schroeder	Title:	President
Signature:		Date:	January 28, 2016

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Thursday, January 28, 2016 and must be addressed to:

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Blvd. 1st Floor
Thousand Oaks, CA 91362
Attn: Caroline Milton

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JAN 28 2016
CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT DEPT.

OMB Control No: 2506-0117 (exp. 07/31/2015)

Attachment to CDBG Application

Project Proposal (FY 2016-17)

January 28, 2016

Many Mansions

i

OMB Control No: 2506-0117 (exp. 07/31/2015)

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A. Project Description

Many Mansions seeks CDBG funding for three separate projects:

No.	Property	Project	Amount	Objective	Outcome
1	Bella Vista	Remove and replace all windows (308) with energy efficient dual-pane windows	$140,000	Sustainability	--Decent Housing; and --Suitable Living Environment
2	Richmond Terrace	Remove and replace all (46) sliding glass doors with energy efficient glass doors	$100,000	Sustainability	--Decent Housing; and --Suitable Living Environment
3	Bella Vista	Resurface parking areas and driveways	$125,000	Sustainability	--Decent Housing; and --Suitable Living Environment
		Subtotal (hard costs)	**$365,000**		
4	All	Prevailing Wage Monitor	$10,000		
5	All	Contingency (5%)	$18,000		
6	All	Administrative (10%)	$36,000		
		Subtotal (soft costs)	**$64,000**		
		Grand Total	**$429,000**		

1. Replace Windows (Bella Vista)

The windows at Bella Vista are hopelessly outdated, in poor quality, and energy *inefficient*. The contemplated work would remove and replace all windows (308) at the 72 unit complex and replace them with Dual-Pane energy efficient windows.

The new windows will hold heat in and keep cold out. As a result, this will decrease the energy consumption of the complex and reduce the energy costs for this low-income population.

1

OMB Control No: 2506-0117 (exp. 07/31/2015)

2. Replace Sliding Glass Doors (Richmond Terrace)

Similar to the Bella Vista windows, the sliding glass doors at Richmond Terrace are outdated, in poor quality, and energy *inefficient*. Many do not close properly and are thus left partially open. The contemplated work would remove and replace all sliding glass doors (46) at the 27 unit complex and replace them with Dual-Pane energy efficient glass doors.

The new doors will hold heat in and keep cold out. They will open and close better, thus, also increasing security and reducing (frequent) maintenance calls.

3. Resurface Parking Areas (Bella Vista)

Bella Vista's parking areas (east and west side) are in poor quality. The surface is uneven, has numerous potholes, and represents an unsafe 'trip' hazard for the residents.

Many Mansions has owned the property for 10 ½ years and the parking area has never been resurfaced, other than a small area resurfaced in 2011 under prior CDBG funded work (See § B (2)).

The requested work would resurface and repair the driveway areas that were untouched during the 2011 work.

4. Prevailing Wage Monitor

An amount of $10,000 is reserved to pay a prevailing wage monitor for its services. All CDBG related work must comply with the Davis-Bacon Act requirements. The monitor would insure that all contractors and subcontractors adhere to federal prevailing wage laws (Davis-Bacon Act).

5. Contingency

A contingency reserve of $18,000 is set aside for potential cost-overruns. In rehabilitation work, cost increases are frequent since the contractors often face unknown and unanticipated problems and issues once the work begins.

6. Administrative

An administrative fee of $36,000 is reserved to pay for the labor and other costs incurred by Many Mansions in administering, coordinating, overseeing, and guaranteeing the proposed work. The fee represents 10% of the hard costs.

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B. Organization Description

1. General

Many Mansions is a nonprofit affordable housing and service provider.

Organized in 1979, Many Mansions has developed 14 affordable housing rental complexes (nine in the City of Thousand Oaks) for a total of 500 units of affordable housing (454 in the City of Thousand Oaks).

All of the residential units at Many Mansions are restricted to households who are low-income (80% AMI), usually very-low (50% AMI) and extremely -low income (30% AMI). Additionally, many of its residents have a disability and/or come from a period of being homeless.

Once developed, Many Mansions provides all property management, asset management, janitorial, and maintenance work for the properties. Many Mansions further provides 'life-enriching' services for its residents. These services include a variety of programs aimed at the resident children (e.g. Homework Tutoring Club, Camp Many Mansions, etc.) and the residents who have a disability and/or were formerly homeless.

2. Past CDBG funded Projects

Many Mansions has extensive experience managing CDBG-funded projects, both in the City of Thousand Oaks and in the City of Simi Valley.

The follow is a chart of the CDBG-funded projects managed by Many Mansions over the last five years:

No.	Year (of work)	Property(city)- Project	Amount	Status
1	2016	**Richmond Terrace (Thousand Oaks)**- Buildings' wood shingle siding replacement with plaster on north ends, garage doors and wood fences replacement, and toilet replacement (27) with low flow type	$70,000	In process
2	2016	**Casa de Paz, La Rahada, Peppertree (Simi Valley)** – Metal stairs and handrails replacement, entry doors replacement and security cameras	$79,525	In process

3

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No.	Year (of work)	Property(city)- Project	Amount	Status
		installation		
3	2015	**Shadow Hills (Thousand Oaks)** – New parallel sewer line and toilet replacement (55) with low flow type. Esseff Village (Thousand Oaks) – Install new interior sewer clean outs and toilet replacement (50) with low flow type	$250,000	Completed
4	2014	**Bella Vista (Thousand Oaks)** – Install exterior sewer clean outs and new storm drain line, repair and replace numerous concrete walkways and toilet replacement	$165,000	Completed
5	2012	**Richmond Terrace (Thousand Oaks)** – Asphalt and concrete replacement on driveway and parking areas, buildings' wood shingle siding replacement with plaster on south ends, exterior light fixtures replacement, wall HVAC unit replacement and exterior stairs waterproofing	$230,400	Completed
6	2011	**Bella Vista (Thousand Oaks)** – Roof replacement for three buildings, driveways' partial asphalt repairs and replacement, light fixtures installation and metal stairs, decks and stucco repairs	$295,000	Completed
7	2010	**Bella Vista (Thousand Oaks)** – Central HVAC equipment replacement on 72 units	$230,060	Completed
			$1,319,985	

As is widely known, Many Mansions also has extensive experience in rehabilitating newly acquired apartment complexes and in constructing new apartment complexes.

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C. Beneficiaries of Work

One hundred percent (100%) of the beneficiaries of the proposed CDBG funded work are low income.

All work will benefit the residents at two of Many Mansions affordable housing properties – Bella Vista and Richmond Terrace. As you can see from the chart below, the work will benefit around 225 low-income residents, many of whom are very low income (under 50% AMI), formerly homeless, and have a mental/behavioral disability (especially at Richmond Terrace).

A profile of these properties follows:

No.	Area	Bella Vista	Richmond Terrace	Combined
1	Number of Residents	185	40	225
2	Number of Residential Units	72	27	99
3	% Units – Low Income (at or under 80% AMI)	100%	100%	100%
4	% Units – Very Low Income (at or under 50% AMI)	60%	74%	63%
5	% Units – Supportive Housing (formerly homeless and disabled)	0%	48%	13%

D. Eligibility

All applicants to Many Mansions' housing, including housing at Bella Vista and Richmond Terrace, must qualify for the housing on the basis of household income. All housing is 'income restricted' at Bella Vista and Richmond Terrace. The particular income restrictions come from various regulatory agreements arising from the property development financing – Redevelopment Agency, HOME funds, MHP funds, etc.

The income restrictions are as follows:

Property	% Under 50% AMI*	% 50%-60% AMI*	% 60%-80% AMI*	Rental Rate – 1 Bedroom (typical)
Bella Vista	21%	32%	47%	$ 972**
Richmond	48%	15%	37%	$ 245***

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OMB Control No: 2506-0117 (exp. 07/31/2015)

Property	% Under 50% AMI*	% 50%-60% AMI*	% 60%-80% AMI*	Rental Rate – 1 Bedroom (typical)
Terrace				

*The income level of the residents actually living at the property tends to be lower than what is allowed.

**At the 50% AMI HOME restricted level

*** At the 20% SMI (MHP) restricted level

During the application phase, the applicants' income must be verified by third-party sources to ascertain whether the applicant, in fact, qualifies for the housing. As a general rule, the applicants' employer verifies, in writing, the applicants' annual (or monthly or weekly) income. Government agencies (e.g. Social Security, et.) also verify income. Where third-party sources are unavailable, Many Mansions verifies income through federal tax returns, bank statements, and other sources.

The applicant signed under penalty of perjury that the asserted income is in fact true and correct.

E. Conclusion

Many Mansions would like to thank the City of Thousand Oaks for its financial support and for its consideration of this funding application.

Respectfully Submitted,

January 28, 2016

Rick Schroeder, President
Many Mansions

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OMB Control No: 2506-0117 (exp. 07/31/2015)

2016 CDBG Funding Request

2

Submitter: Manna Community Food Bank

Proposed Activity:

Property Acquisition

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Thousand Oaks FY 2016-17 CDBG Project Proposal

Name of Organization:	Manna, Conejo Valley Food Distribution Center, Inc.		
Project Name:	New Facility Acquisition		
CDBG Funds Request:	$200,000	Unduplicated Program Goal and Type (ex. 100 people):	3,500 people; food assistance
Project Description Summary:	Facility purchase to be used as a Community Food Pantry, warehouse space, a classroom and administrative space		
Project Site Address:	95 Oakview Drive, Thousand Oaks, CA 91362		

Attach the following information:

A. Project Description Detail: Provide as much information as you can about the proposed project.

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

Organization Contact Information

Main Office Address:	3020 Crescent Way, Thousand Oaks, CA 91362				
Project Manager & Title:	Jennifer Schwabauer, Executive Director				
Phone Number:	805-497-4959	E-mail:	director@mannaconejo.org	Organization's DUNS #: (Required)	617749452

City to complete shaded area below.

CDBG National Objective:	☐ *Low Mod Area Benefit (LMA)*	☐ *Low Mod Clientele (LMC)*	☐ *Low Mod Housing (LMH)*
Census Tract & Block Group:	*CT* _____ *BG* _____		
SAM Federal Disbarment:	☐ *Agency Not Listed on the Federal Disbarment*	*Date of Report* _____	
IDIS Objective: (check one box)	☐ *Availability-Accessibility (1)* ☐ *Affordability (2)* ☐ *Sustainability (3)*	*IDIS Outcome: (check one box)*	☐ *Decent Housing (DH)* ☐ *Suitable Living Environment (SL)* ☐ *Economic Opportunity (EO)*

Certification

I hereby authorize this application to be submitted for consideration by the City of Thousand Oaks. I, the undersigned certify that the information provided is complete and accurate to the best of my knowledge. I understand that knowingly providing false information constitutes fraud and is punishable under State of California law and under Federal law. Failure to provide accurate and truthful information may be grounds for disqualification from the Program.

Name: Jennifer Schwabauer	Title: Executive Director
Signature: Jennifer Schwabauer	Date: 1/28/2016

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Thursday, January 28, 2016 and must be addressed to:

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Blvd. 1st Floor
Thousand Oaks, CA 91362
Attn: Caroline Milton

OMB Control No: 2506-0117 (exp. 07/31/2015)

Conejo Valley Food Bank

Manna

Established 1971

City of Thousand Oaks

2016-17 CDBG Project Proposals

A. **Project Description:** Manna is requesting $200,000 in CDBG project funds to use towards the acquisition of the property located at 95 Oakview Drive, Thousand Oaks; to be utilized as a Community Food Pantry, warehouse space, a classroom and administrative space.

Manna is currently in escrow to purchase the above church property. Terms of the escrow stipulate a six month escrow with an option for the church to "rent back" the property for another three months if they have not found a new location. Renovations and improvements will begin once Manna takes full possession of the property.

As the project proceeds Manna will provide updates to its CDBG grant.

B. **Organization Description:** Contact information: Jennifer Schwabauer, Executive Director; DUNS: 617749452.

Manna is a 45-year-old independent, single location food pantry whose main purpose is to "feed hungry people in the Conejo Valley" by providing food assistance to those who are food insecure. Our goal is to continually provide clients with a stable supply and wide variety of perishable and non-perishable foods.

Manna is managed by a non-profit professional with 15 years of experience in non-profit work. An 8-person Board of Directors, from throughout the local business community, sets the overall policies and direction of Manna, while a certified public accounting firm manages all of Manna's accounting and tax needs. Additionally, Manna has worked hard over the last decade to manage expenses, increase income and maintain a significant reserve account to weather financial fluctuations.

MANNA Conejo Valley Food Pantry is located at: 3020 Crescent Way ◆ Thousand Oaks, CA 91362 ◆ (805) 497-4059
Mailing address is: PO Box 1114 ◆ Thousand Oaks, CA 91358 ◆ EIN: 95-3413415

C. **Magnitude of Benefit to persons of low/moderate income:** 100% of Manna's client families are of low- to moderate-income. Each client family receives approximately 2-week's worth of food assistance during each pantry visit and benefit from the healthy variety of wholesome fruits and vegetables they receive. Clients also benefit when they can redirect financial resources to other important household expenses like rent, mortgage, utilities, insurance, etc., creating a more stable household and preventing a slide into homelessness.

D. **Documenting Beneficiary Eligibility:** Each client of the Pantry is required to fill out and sign a "Client In-Take" form, which provides contact information, family demographics and gross household income. Client information and each pantry visit is tracked in a client database.

MANNA CONEJO VALLEY FOOD BANK

"NEIGHBORS FEEDING NEIGHBORS"

JENNIFER SCHWABAUER
EXECUTIVE DIRECTOR
DIRECTOR@MANNACONEJO.ORG

3020 CRESCENT WAY
THOUSAND OAKS, CA 91362

(805) 497-4959
WWW.MANNACONEJO.ORG

MANNA Conejo Valley Food Pantry is located at: 3020 Crescent Way ◆ Thousand Oaks, CA 91362 ◆ (805) 497-4959
Mailing address is: PO Box 1114 ◆ Thousand Oaks, CA 91358 ◆ EIN: 95-3413415

2016 CDBG Funding Request

3

Submitter: Habitat for Humanity # 1

Proposed Activity: Property Acquisition

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Thousand Oaks FY 2016-17 CDBG Project Proposal

Name of Organization:	Habitat for Humanity of Ventura County		
Project Name:	New Home Construction for low or very low income families		
CDBG Funds Request:	$ 200,000	Unduplicated Program Goal and Type (ex. 100 people):	1-4 families/homeowners
Project Description Summary:	Funds to be used for purchase of land to build 1-4 housing units to be sold to low or very low income families with affordable mortgages.		
Project Site Address:	TBD based on vacant land or rehabilitation opportunities.		

Attach the following information:

A. Project Description Detail: Provide as much information as you can about the proposed project.

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

Organization Contact Information

Main Office Address:	1850 Eastman Ave., Oxnard, CA 93030				
Project Manager & Title:	Steve Dwyer, Executive Director				
Phone Number:	(805) 485-6065, ext105	E-mail:	steved@habitatventura.org	DUNS #: (Required)	123202264

CDBG National Objective:	☐ Low Mod Area Benefit (LMA)	☐ Low Mod Clientele (LMC)	☐ Low Mod Housing (LMH)
Census Tract & Block Group:	CT _____ BG _____		
SAM Federal Disbarment:	☐ Agency Not Listed on the Federal Disbarment	Date of Report _____	
IDIS Objective (check one box)	☐ Availability-Accessibility (1) ☐ Affordability (2) ☐ Sustainability (3)	IDIS Outcome (check one box)	☐ Decent Housing (DH) ☐ Suitable Living Environment (SL) ☐ Economic Opportunity (EO)

Certification

I hereby authorize this application to be submitted for consideration by the City of Thousand Oaks. I, the undersigned certify that the information provided is complete and accurate to the best of my knowledge. I understand that knowingly providing false information constitutes fraud and is punishable under State of California law and under Federal law. Failure to provide accurate and truthful information may be grounds for disqualification from the Program.

Name:	Steven J. Dwyer	Title:	Executive Director
Signature:		Date:	Jan. 27, 2016

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Thursday, January 28, 2016, and must be addressed to:

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Blvd. 1st Floor
Thousand Oaks, CA 91362
Attn: Caroline Milton

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JAN 28 2016
CITY OF THOUSAND OAK

A. Project Description Detail: Provide as much information as you can about the proposed project.

Habitat for Humanity of Ventura County has built 58 homes over the past 22 years in Ventura County for very low income families to achieve home ownership.

We propose to work with the City of Thousand Oaks to identify a property on which we would develop and build 1 to 4 single family homes. The CDBG funds requested are an estimate of the land purchase cost.

Upon selection and purchase of land Habitat will lead a community effort to fund and construct the homes, inclusive of a sweat equity requirement of the selected home owners. We employ a construction manager and work with sub-contractors and volunteers to construct homes. Currently we are able to lower construction costs by using volunteers for approximately 80% of the construction of a home.

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

Habitat for Humanity of Ventura County has been building and repairing homes for 32 years in Ventura County. We have successfully repaired hundreds of homes, and constructed over 58 new homes for low income families. We have a full-time general contractor and site supervisor on staff, and a wealth of skilled construction partners countywide. We have strong relationships with city and county officials, architects, engineers, real estate professionals and others who will work alongside our organization to ensure success. A large portion of work is completed by volunteers, keeping costs low and creating a strong community aspect to the program.

We are currently constructing the Trinity Lane Development of 8 single family homes in Santa Paula. This project includes support from the County of Ventura CDBG and HOME funds. (See attached flyer)

Steve Dwyer, Executive Director, is responsible for the overall administration and financial management of the program. Our organization has several years of experience managing CDBG contracts for new home infrastructure work as well as for our Preserve A Home program. Our finance and administration processes are fully capable of meeting all documentation requirements for contracting and fund reimbursements.

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

100% of all project beneficiaries will be low to extremely low income households. Beneficiaries/future homeowners will be identified through community advertising and through community partners.

Habitat for Humanity of Ventura County has a Family Selection Committee which leads the entire process of Homeowner Partner selection. This begins with community advertising and meetings, application processes and documentation of income, home visits to verify need and willingness to partner with Habitat. The final selection of partner families is reviewed and approved by the Board of Directors.

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

All potential homeowner partners complete an application including documentation of income using pay stubs and tax returns. The Family Selection committee reviews and documents all income.

OMB Control No: 2506-0117 (exp. 07/31/2015)

Habitat for Humanity® of Ventura County

Trinity Lane Development, Santa Paula

Providing homeownership opportunities for hardworking low-income families.

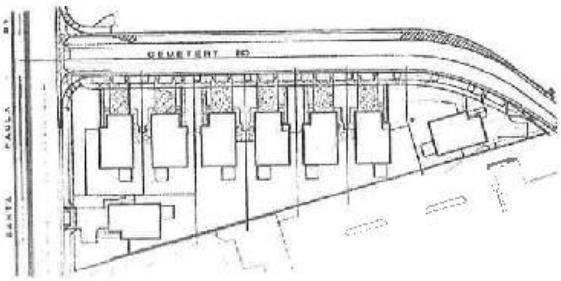
- Partner with Habitat for Humanity of Ventura County to build eight single-family homes for low-income families living in substandard housing conditions.
- The overwhelming need for affordable housing in Ventura County has provided Habitat for Humanity with a unique opportunity to offer a "hand up" and change lives in our neighborhoods.
- Families are selected based on need, ability to pay a monthly mortgage, and willingness to partner with Habitat staff and volunteers to build their homes.
- Homes in the Trinity Lane Development are designed to meet the immediate and long-term needs of low-income homeowners. These affordable single-family homes will provide a balance of adequate space for families, practical and functional layouts, with material selections that are cost effective and easily maintained.
- For more information, please contact Steve Dwyer, Habitat for Humanity's Executive Director at 805-485-6065, x201 or email steved@habitatventura.org.

Help us change the face of neighborhoods and the lives of the families who live there.

Donate funds and materials: Monetary gifts and in-kind donations of building materials are needed.

Donate your time and skills: Each and every volunteer can have a large impact.

Habitat for Humanity of Ventura County is a 501(c)(3), Federal Tax ID 77-0120376.



Habitat for Humanity of Ventura County ▪ 1850 Eastman Avenue, Oxnard, CA 93030 ▪ 805-485-6065 ▪ www.habitatventura.org

2016 CDBG Funding Request

4

Submitter: Habitat for Humanity # 2

Proposed Activity:

Single-Family Rehabilitation

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Thousand Oaks FY 2016-17 CDBG Project Proposal

Name of Organization:	Habitat for Humanity of Ventura County
Project Name:	Preserve A Home program
CDBG Funds Request:	$ 100,000 — Unduplicated Program Goal and Type (ex. 100 people): 10 families/homeowners
Project Description Summary:	The Preserve A Home Program offers home repair services to low income, live-in homeowners who can not afford critical home repairs or updates to provide for clean, safe and decent conditions.
Project Site Address:	Various

Attach the following information:

A. Project Description Detail: Provide as much information as you can about the proposed project.

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

Organization Contact Information

Main Office Address:	1850 Eastman Ave., Oxnard, CA 93030				
Project Manager & Title:	Felipe Flores, Director - Preserve A Home				
Phone Number:	(805) 485-6065, ext103	E-mail:	felipef@habitatventura.org	DUNS #: (Required)	123202264

CDBG National Objective:	☐ Low Mod Area Benefit (LMA)	☐ Low Mod Clientele (LMC)	☐ Low Mod Housing (LMH)
Census Tract & Block Group:	CT _____	BG _____	
SAM Federal Disbarment:	☐ Agency Not Listed on the Federal Dkbarment	Date of Report _____	
IDIS Objective: (check one box)	☐ Availability-Accessibility (1) ☐ Affordability (2) ☐ Sustainability (3)	IDIS Outcome: (check one box)	☐ Decent Housing (DH) ☐ Suitable Living Environment (SL) ☐ Economic Opportunity (EO)

Certification

I hereby authorize this application to be submitted for consideration by the City of Thousand Oaks. I, the undersigned certify that the information provided is complete and accurate to the best of my knowledge. I understand that knowingly providing false information constitutes fraud and is punishable under State of California law and under Federal law. Failure to provide accurate and truthful information may be grounds for disqualification from the Program.

Name:	Steven J. Dwyer	Title:	Executive Director
Signature:		Date:	Jan. 27, 2016

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Thursday, January 28, 2016 and must be addressed to:

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Blvd. 1st Floor
Thousand Oaks, CA 91362
Attn: Caroline Milton

RECEIVED
JAN 28 2016
CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT DEPT.

A. Project Description Detail: Provide as much information as you can about the proposed project.

Habitat for Humanity's Preserve a Home Program (PAH) encompasses two of the three HUD priorities; First, the Program is designed to specifically serve extremely low and very low income persons and their families. Second, we are meeting community development needs with a specific urgency by improving the quality of ownership housing of existing, live-in homeowners through basic home repairs, rehabilitation, and/or code enforcement (in cooperation with the County's Code Enforcement department).

Thanks to our network of service agency providers, referrals are forwarded to our office for processing. Then, a rigorous application and documentation process takes place to determine if the candidate family and home qualify for our Program. This process includes proving stated income and demonstrating a true need. Once approved for service, our Preserve a Home program provides much-needed rehabilitation and/or critical repairs for those who cannot otherwise afford it. Candidates must also be willing to partner with us to complete Sweat Equity hours, to the extent they are able, and meet minimum maintenance requirements.

According to our Program, home repair and rehabilitation work can generally include, but is not limited to, yard clearance and paint, wheelchair ramp and grab-bar installation, weatherization, placement of smoke/carbon monoxide/fire detectors, window replacement, door widening, roof repairs and many other needs in between. By providing these repairs or upgrades, we are helping preserve affordable housing stock and improve the quality of life through home repairs. Homeowner families, regardless of age, physical abilities, race, religion and creed are all welcome to apply for our Program, especially veterans and the elderly so that they may age in place safely and comfortably. Preserve A Home projects have been completed in other cities in Ventura County on both mobile homes and single family detached homes.

With the requested funds, we will be able to resourcefully provide housing rehabilitation and/or critical repairs for (at least) ten (10) low, very-low or extremely low income homeowners. Thanks to hundreds of dedicated, skilled construction volunteers, Habitat is able to minimize costs for labor and focus budgets on construction materials, environmental testing, permits and fees. In comparison to other non-profit and for-profit contractors, Habitat will more effectively leverage the dollars to have a greater impact due to our low labor costs and our strong relationships with construction industry vendors and professionals in Ventura County. The end results are happy families enjoying an improved quality of life in a clean, safe and decent home.

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

Habitat for Humanity of Ventura County has been building and repairing homes for 32 years in Ventura County. We have successfully repaired hundreds of homes, and constructed over 58 new homes for low income families. We have a full-time general contractor and site supervisor on staff, and a wealth of skilled construction partners countywide. We have strong relationships with city and county officials, architects, engineers, real estate professionals and others who will work alongside our organization to ensure success. A large portion of work is completed by volunteers, keeping costs low and creating a strong community aspect to the program.

With regards to experience and expertise, Felipe Flores, Director of Community Engagement and Family Services, with oversight from Steve Dwyer, Executive Director, will be responsible for the administration and financial management of the program. Felipe has over six years of experience with HUD funded projects and has managed the affiliate's CDBG work since its commencement five years ago. He currently manages CDBG work with other partners including the County of Ventura, the City of Camarillo and the City of Ventura.

OMB Control No: 2506-0117 (exp. 07/31/2015)

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

100% of all project beneficiaries will be low to extremely low income households. Potential beneficiaries are identified through other social service agencies, code enforcement, churches, neighbor referrals and/or by advertisements and flyers, especially in mobile home parks.

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

The steps to qualify for service are the following:

1. *A prequalification questionnaire is provided to the candidate applicant family*
2. *Upon meeting minimum preselection criteria, an initial assessment of the live-in homeowner's property is conducted*
3. *During the initial assessment, existing conditions and needs are documented via notes and photos*
4. *A full program application is provided to the candidate family*
    a. *This application includes a request for documentation (as back-up/proof) regarding income, debt, legal matters, personal information and resident status*
5. *Application is processed, reviewed and recommendations for approval or denial by the Director, Preserve A Home Program.*
6. *Review of applicants with the City Community Development department as desired/required.*

Copies of all program Application forms, documentation request lists and (internal) report formats are attached to this application.

Habitat for Humanity® of Ventura County

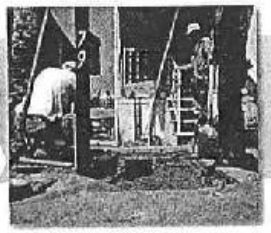
Steven J. Dwyer
Executive Director

1850 Eastman Avenue
Oxnard, CA 93030

Tel 805.485.6066 x105
Cell 805.906.1181
Fax 805.485.5795

stoved@habitatventura.org
www.habitatventura.org

OMB Control No: 2506-0117 (exp. 07/31/2015)



Habitat for Humanity® of Ventura County

Habitat for Humanity of Ventura County

Preserve a Home Program

Habitat for Humanity of Ventura County is offering a new level of support to low-income homeowners through its ***Preserve a Home Program.*** Qualified homeowners in need of a "hand up" can turn to Habitat for Humanity and its network of volunteers to perform needed home repair work at an affordable cost. Depending on the level of repair needed, the services will fall into one of three categories:

A Brush With Kindness: Simple home exterior repairs, landscaping and yard clean-up. All work is limited to the home's exterior.

Minor Repair: Exterior repairs and yard clean up, plus small repairs inside the home. Examples include: replacement of broken light bulbs and fixtures, insulation, weather stripping, energy efficient windows, smoke detector replacement, interior paint and caulking or re-sealing sinks and tubs.

Major Repair: This component includes repair services from A Brush with Kindness and Minor Repair, plus plumbing, electrical work, roof and flooring replacement, grab bar installation, ramps and door widening for improved wheelchair access.

Habitat for Humanity of Ventura County does not provide immediate service for repairs.

After an application has been received, Habitat for Humanity of Ventura County will conduct an initial interview and site visit at your home. If all eligibility requirements are met, Habitat for Humanity staff and key volunteers will assess the home repairs needed and complete additional site visits and inspections.

Eligibility Requirements

Applicants who wish to apply must meet the following requirements before completing an application:

- **Low to very-low income:** The applicant homeowner income must be between 30% and 50% of Ventura County's median income for 2013 as recommended by HUD. (Review the Income Guidelines for more information.)
- **Owner-occupied:** The applicant homeowner ***must*** be living in the home that requires home preservation services.
- **Need:** The applicant homeowner must demonstrate a specific need for home repairs.

Habitat for Humanity of Ventura County * 1850 Eastman Ave., Oxnard, CA 93030 * 805-485-6065 * www.habitatventura.org

2016 CDBG Funding Request

5

Submitter: Area Housing Authority of the County of Ventura

Proposed Activity: Multi-Family Rehabilitation (Glenn Oaks Senior Apartments)

OMB Control No: 2506-0117 (exp. 07/31/2015)

RECEIVED
2016
CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT DEPT.

City of Thousand Oaks FY 2016-17 CDBG Project Proposal

Name of Organization:	Area Housing Authority of the County of Ventura
Project Name:	Glenn Oaks Apartments Unit Improvements
CDBG Funds Request:	$ 135,072.00 — Unduplicated Program Goal and Type (ex. 100 people):
Project Description Summary:	This project will replace 39-thru-wall high efficiency heating/cooling units, 106 exterior light fixtures will be replaced with energy efficient LED lights. 39 refrigerators will be replaced with energy star efficiency units.
Project Site Address:	145 E. Wilbur Road, Thousand Oaks, CA 91360

Attach the following information:

A. Project Description Detail: Provide as much information as you can about the proposed project.

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

Organization Contact Information

Main Office Address:	1400 West Hillcrest Drive, Newbury Park, CA 91320				
Project Manager & Title:	George McGehee, Jr., Director of Housing Assets				
Phone Number:	805 480-9991 ext 520	E-mail:	gmcgehee@ahacv.org	DUNS #: (Required)	108880337

CDBG National Objective:	☐ *Low Mod Area Benefit (LMA)*	☐ *Low Mod Clientele (LMC)*	☐ *Low Mod Housing (LMH)*
Census Tract & Block Group:	CT _____	BG _____	
SAM Federal Disbarment:	☐ *Agency Not Listed on the Federal Disbarment*	*Date of Report* _____	
IDIS Objective: (check one box)	☐ *Availability Accessibility (1)* ☐ *Affordability (2)* ☐ *Sustainability (3)*	*IDIS Outcome: (check one box)*	☐ *Decent Housing (DH)* ☐ *Suitable Living Environment (SL)* ☐ *Economic Opportunity (EO)*

Certification

I hereby authorize this application to be submitted for consideration by the City of Thousand Oaks. I, the undersigned certify that the information provided is complete and accurate to the best of my knowledge. I understand that knowingly providing false information constitutes fraud and is punishable under State of California law and under Federal law. Failure to provide accurate and truthful information may be grounds for disqualification from the Program.

Name:	Michael Nigh	Title:	Executive Director
Signature:		Date:	1/26/16

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Thursday, January 28, 2016 and must be addressed to:

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Blvd. 1st Floor
Thousand Oaks, CA 91362
Attn: Caroline Milton

OMB Control No: 2506-0117 (exp. 07/31/2015)

GLENN OAKS APARTMENTS
145 WILBUR ROAD
Summary of Property Analysis

The Area Housing Authority built and completed the Sunset Villas Apartments in February 2003. The AHA's Director of Housing Assets, George McGehee, Jr., along with the Site Manager, Chrissy Martinez reviewed the existing exterior and interior site conditions of the development and made preliminary recommendations for needed repairs. A review of past capital improvements completed since the original acquisition aided the process, as did several interviews with residents regarding lengths of their tenancy, unit upgrades, and any concerns they had about the senior apartment community.

AHA's Director of Housing Assets consulted various contractors and together they reviewed existing on-site conditions and developed the estimated construction budget for the recommended rehabilitation work summary which is attached for your review.

Total number of buildings:	3
Number of units:	39 (one-bedroom, one bath)
Year project was built:	1990
Type of construction:	Type V, Elevator

Page 1 of 1

OMB Control No: 2506-0117 (exp. 07/31/2015)

PROJECT SITE: Glenn Oaks Senior Apartments

1. **Project Description Detail: Provide as much Information as you can about the proposed project.**

   This project will replace 39- thru-wall with high efficiency cooling units. 106 exterior light fixtures will be replaced with energy efficient LED lights. 39 refrigerators will be replaced with energy star efficiency units.

• Thru-walls	$65,084.00
• LED light fixtures	$28,000.00
• Refrigerators	$36,738.00
• Administration/Wage Compliance	$5,250.00
	$135,072.00

2. **Organization Description: Describe your organization and your experience and expertise to manage a CDBG – funded project.**

   The area housing authority of the County has Ventura (AHA) serves affordable housing needs of residence in six cities and the unincorporated areas of the County. In Thousand Oaks, the (AHA) provides 374 units of affordable housing through the Public Housing program, Agency Owned Housing program, and our participation in Tax Credit Housing program. In addition, there are over 590 Section 8 Housing Choice Voucher's in use in the city of Thousand Oaks.

   The AHA has both the experience and expertise to administer CDBG funds. AHA received CDBG funding for 2008/2009. All funds were spent in accordance with the rules and requirements of the CDBG program and our agreement with the City of Thousand Oaks. All reporting was accurate and completed in a timely manner. In addition, the AHA has a knowledgeable and experienced accounting department with the ability to oversee CDBG grant funds. In addition, the AHA has a knowledgeable and experienced accounting department with the ability to oversee CDBG grant funds.

3. **What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/ or selected?**

   100% of the residents (project beneficiaries) were income qualified at lease up to ensure that they were at 50% or 80% AMI.

OMB Control No: 2506-0117 (exp. 07/31/2015)

4. **Describe how beneficiary eligibility be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that they're gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rent for projects. Applicants must provide income documentation to ensure their income is within acceptable limits.**

AHA policy states:

Funding requirements necessitate that the factors of eligibility and Total Tenant Income be verified by the Area Housing Authority. Area Housing Authority staff will obtain written verification from independent sources whenever possible and will document tenant files whenever third-party verifications are not possible. Applicants must provide true and complete information to the Area Housing Authority whenever information is requested. The Area Housing Authority verification requirements are designed to maintain finding requirements. This section explains the Area Housing Authority's procedures and standards for verification of income, assets, family status, and changes in family composition. The Area Housing Authority will obtain proper authorization from the family before requesting information from independent sources. (Agency Owned Policies, page 6 Section I)

The Area housing Authority will not accept verifications delivered by the applicant as third-party documents, except computerized printouts from the following appropriate agencies:

1. Social Security Administration
2. Veterans Administration
3. Ventura County Human Services Agency
4. Unemployment Compensation Board
5. City or County Courts
6. W-2 8.IRS (Internal Revenue Service)

(Agency Owned Policies, page 7, Section H)

RENT SCHEDULE

The rents for Glenn Oaks Senior Apartments are as follows:

- 1- Bedroom units $880

OMB Control No: 2506-0117 (exp. 07/31/2015)

Area Housing Authority of the County of Ventura
Revised 03-01-2016

PAYMENTS STANDARDS

Effective 03-01-2016 ALL AREAS OF COUNTY

AHA

0-BR	$1,093
1-BR	$1,317
2-BR	$1,762
3-BR	$2,490
4-BR	$2,738
5-BR	$3,149

Manufactured Homes

MOB16	40% of 2BR	$705

Single Room Occupancy

SRO16	75% of 0BR	$820

Payment Standards are 110% of published 121115 FMR

INCOME LIMITS

Effective 03-06-2015

INCOME LIMITS: 85300

	%	1	2	3	4	5	6	7	8
30% OF MEDIAN	30	19050	21800	24500	27200	29400	32570	36730	40890
VERY LOW-INCOME	50	31750	36250	40800	45300	48950	52550	56200	59800
LOW-INCOME	80	50750	58000	65250	72500	78300	84100	89900	95700

REVISED 03-01-2016

2E 03 01 2016 FY2016 Final FMR w030915 Income Limits-2.doc

OMB Control No: 2506-0117 (exp. 07/31/2015)

2016 CDBG Funding Request

6

Submitter: Area Housing Authority of the County of Ventura

Proposed Activity: Multi-Family Rehabilitation (Los Arboles Family Apartments)

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Thousand Oaks FY 2016-17 CDBG Project Proposal

Name of Organization:	Area Housing Authority of the County of Ventura
Project Name:	Los Arboles Apartments Unit Improvements
CDBG Funds Request:	$ 44,799.00 Unduplicated Program Goal and Type (ex. 100 people): Y
Project Description Summary:	This project will replace 43-thru-walls with high efficiency cooling units.
Project Site Address:	801-866 Calle Haya, Thousand Oaks, CA 91360

THOUSAND OAKS DEVELOPMENT DEPT.

Attach the following information:

A. Project Description Detail: Provide as much information as you can about the proposed project.

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

Organization Contact Information

Main Office Address:	1400 West Hillcrest Drive, Newbury Park, CA 91320				
Project Manager & Title:	George McGehee, Jr., Director of Housing Assets				
Phone Number:	805-480-9991 ext. 520	E-mail:	gmcgehee@ahacv.org	DUNS #: (Required)	108880337

CDBG National Objective: ☐ Low Mod Area Benefit (LMA) ☐ Low Mod Clientele (LMC) ☐ Low Mod Housing (LMH)

Census Tract & Block Group: CT _____ BG _____

SAM Federal Disbarment: ☐ Agency Not Listed on the Federal Disbarment Date of Report _____

HUD Objective (check one box): ☐ Availability-Accessibility (1) ☐ Affordability (2) ☐ Sustainability (3)

HUD Outcome (check one box): ☐ Decent Housing (DH) ☐ Suitable Living Environment (SL) ☐ Economic Opportunity (EO)

Certification

I hereby authorize this application to be submitted for consideration by the City of Thousand Oaks. I, the undersigned certify that the information provided is complete and accurate to the best of my knowledge. I understand that knowingly providing false information constitutes fraud and is punishable under State of California law and under Federal law. Failure to provide accurate and truthful information may be grounds for disqualification from the Program.

Name:	Michael Nigh	Title:	Executive Director
Signature:	Michael Nigh	Date:	1/26/16

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Thursday, January 28, 2016 and must be addressed to:

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Blvd 1st Floor
Thousand Oaks, CA 91362
Attn: Caroline Milton

LOS ARBOLES APARTMENTS
801 CALLE HAYA
Summary of Property Analysis

The Area Housing Authority purchase the Los Arboles Apartments in December, 1998. The AHA's Director of Housing Assets, George McGehee, Jr., along with the Site Manager, Chrissy Martinez reviewed the existing exterior and interior site conditions of the development and made preliminary recommendations for needed repairs. A review of past capital improvements since the original acquisition aided the process, as did several interviews with residents regarding lengths of their tenancy, unit upgrades, and any concerns they had about the family apartment community.

AHA's Director of Housing Assets consulted various contractors and together they reviewed existing on-site conditions and developed the estimated construction budget for the recommended rehabilitation work summary which is attached for your review.

Total number of buildings:	11
Number of units:	43 (25 two-bedroom, one-bath; and 18 three-bedroom, one ½-bath)
Year project was built:	1974
Type of construction:	Type V, Walkup

Page 1 of 1

PROJECT SITE: Los Arboles Apartments

1. **Project Description Detail: Provide as much Information as you can about the proposed project.**

   This project will replace 43- thru-walls with high efficiency cooling units.

   - Thru-walls $43,049.00
   - Administrative/Wage Compliance $1,750.00

   $44,799.00

2. **Organization Description: Describe your organization and your experience and expertise to manage a CDBG – funded project.**

   The area housing authority of the County has Ventura (AHA) serves affordable housing needs of residence in six cities and the unincorporated areas of the County. In Thousand Oaks, the (AHA) provides 374 units of affordable housing through the Public Housing program, Agency Owned Housing program, and our participation in Tax Credit Housing program. In addition, there are over 590 Section 8 Housing Choice Voucher's in use in the city of Thousand Oaks.

   The AHA has both the experience and expertise to administer CDBG funds. AHA received CDBG funding for 2008/2009. All funds were spent in accordance with the rules and requirements of the CDBG program and our agreement with the City of Thousand Oaks. All reporting was accurate and completed in a timely manner. In addition, the AHA has a knowledgeable and experienced accounting department with the ability to oversee CDBG grant funds. In addition, the AHA has a knowledgeable and experienced accounting department with the ability to oversee CDBG grant funds.

3. **What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/ or selected?**

   100% of the residents (project beneficiaries) were income qualified at lease up to ensure that they were at 50% or 80% AMI.

OMB Control No: 2506-0117 (exp. 07/31/2015)

4. **Describe how beneficiary eligibility be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that they're gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rent for projects. Applicants must provide income documentation to ensure their income is within acceptable limits.**

AHA policy states:

Funding requirements necessitate that the factors of eligibility and Total Tenant Income be verified by the Area Housing Authority. Area Housing Authority staff will obtain written verification from independent sources whenever possible and will document tenant files whenever third-party verifications are not possible. Applicants must provide true and complete information to the Area Housing Authority whenever information is requested. The Area Housing Authority verification requirements are designed to maintain finding requirements. This section explains the Area Housing Authority's procedures and standards for verification of income, assets, family status, and changes in family composition. The Area Housing Authority will obtain proper authorization from the family before requesting information from independent sources. (Agency Owned Policies, page 6 Section I)

The Area housing Authority will not accept verifications delivered by the applicant as third-party documents, except computerized printouts from the following appropriate agencies:

1. Social Security Administration
2. Veterans Administration
3. Ventura County Human Services Agency
4. Unemployment Compensation Board
5. City or County Courts
6. Child Support
7. W-2 8.IRS (Internal Revenue Service)

(Agency Owned Policies, page 7, Section H)

RENT SCHEDULE

The rents for Los Arboles Apartments are as follows:

- 2- Bedroom units $1240
- 3- Bedroom units $1650

Area Housing Authority of the County of Ventura
Revised 03-01-2016

PAYMENTS STANDARDS

Effective 03-01-2016 ALL AREAS OF COUNTY

AHA

0-BR	$1,093
1-BR	$1,317
2-BR	$1,762
3-BR	$2,490
4-BR	$2,738
5-BR	$3,149

Manufactured Homes

MOB16	40% of 2BR	$705

Single Room Occupancy

SRO16	75% of 0BR	$820

Payment Standards are 110% of published 121115 FMR

INCOME LIMITS

Effective 03-06-2015

INCOME LIMITS: 85300

	%	1	2	3	4	5	6	7	8
30% OF MEDIAN	30	19050	21800	24500	27200	29400	32570	36730	40890
VERY LOW-INCOME	50	31750	36250	40800	45300	48950	52550	56200	59800
LOW-INCOME	80	50750	58000	65250	72500	78300	84100	89900	95700

REVISED 03-01-2016

Eff 03 01 2016 FY2016 Final FMR w030915 Income Limits-2.doc

OMB Control No: 2506-0117 (exp. 07/31/2015)

2016 CDBG Funding Request

7

Submitter: Senior Alliance for Empowerment (SAFE)

Proposed Activity:

Single-Family Rehabilitation at

(1) Ranch Mobile Home Park

(2) Thunderbird Oaks Mobile Home Park

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Thousand Oaks FY 2016-17 CDBG Project Proposal

Name of Organization: SENIOR ALLIANCE FOR EMPOWERMENT (aka SAFE)

Project Name: Energy Efficient/Safety for Elderly Low Income

CDBG Funds Request: $ 139,055 Unduplicated Program Goal and Type (ex. 100 people): 45 People

Project Description Summary: Provide energy savings, health and safety needs for self supporting very low income elderly

Project Site Address:

Attach the following Information:

A. Project Description Detail: Provide as much information as you can about the proposed project.

B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.

C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?

D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

Organization Contact Information

Main Office Address: 234 Dinsmore Avenue, Thousand Oaks, CA 91362

Project Manager & Title: Kathryn Goodspeed, President

Phone Number: 805/494-0087 E-mail: seniorallience4elderly@hotmail.com DUNS #: (Required) 041568438

CDBG National Objective:	☐ *Low Mod Area Benefit (LMA)*	☐ *Low Mod Clientele (LMC)*	☐ *Low Mod Housing (LMH)*
Census Tract & Block Group:	*CT* _____	*BG* _____	
SAM Federal Disbarment:	☐ *Agency Not Listed on the Federal Disbarment*	*Date of Report* _____	
IDIS Objective: (check one box)	☐ *Availability-Accessibility (1)* ☐ *Affordability (2)* ☐ *Sustainability (3)*	*IDIS Outcome: (check one box)*	☐ *Decent Housing (DH)* ☐ *Suitable Living Environment (SL)* ☐ *Economic Opportunity (EO)*

Certification

I hereby authorize this application to be submitted for consideration by the City of Thousand Oaks. I, the undersigned certify that the information provided is complete and accurate to the best of my knowledge. I understand that knowingly providing false information constitutes fraud and is punishable under State of California law and under Federal law. Failure to provide accurate and truthful information may be grounds for disqualification from the Program.

Name: Kathryn Goodspeed Title: President

Signature: Kathryn Goodspeed Date: 2/12/2016

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Thursday, January 28, 2016 and must be addressed to:

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Blvd. 2nd Floor
Thousand Oaks, CA 91362
Attn: Caroline Milton

OMB Control No: 2506-0117 (exp. 07/31/2015)

PROPOSED PROJECT BUDGET

PROJECT	REQUESTS	ESTIMATED COST
Windows	12	$67,500
Roof Repairs	8	$36850
Doors	8	$7,000
Plumbing	9	$10,325
Leveling	10	$7,500
Heating & A/C	3	$4,100
Electrical	6	$3,780
Administration	*	$2,000
TOTALS	**56**	**$139,055**

*** SAFE is a 100% volunteer nonprofit. Administrative costs are only for mandatory compliance, permits, paper and ink. Costs are not expected to exceed $2,000.00**

Asbestos inspection.

Asbestos has been outlawed in the manufacture of mobile homes prior to the build of homes within this project. This project involves only mobile homes. Nevertheless, mobile homes are inspected for environmental hazards before any work begins. If any required abatement is not within the scope of this budget, SAFE will apply to other sources for remedies.

LEVERAGING

Since no volunteer labor will be utilized, the value of leveraging is not included in the scope of this application. Therefore, cost estimates reflect market pricing.

CDBG 2016-2017

COST ESTIMATES

Location	Windows	Roof Repairs	Doors	Plumbing	Leveling	Heating A/C	Electrical
RMHP							
1		$ 4,200.00	$ 950.00		$ 500.00		
2	$ 5,000.00						
3			$ 750.00				$ 2,000.00
4	$ 5,000.00				$ 800.00		
5			$ 950.00				$ 250.00
6				$ 600.00	$ 600.00		
7	$ 500.00			$ 425.00			
8						$ 2,600.00	
9	$ 5,000.00						
10	$ 4,500.00			$ 5,000.00			
11			$ 950.00				
12					$ 500.00		
13					$ 500.00		
14		$ 3,700.00					
15	$ 4,500.00						
16	$ 5,500.00		$ 750.00				
17					$ 500.00		
18			$ 750.00				
19		$ 3,400.00		$ 800.00			
TBO							
20	$ 15,000.00						
21				$ 1,750.00	$ 700.00		
22	$ 6,000.00			$ 800.00			
23	$ 3,500.00	$ 6,200.00					
24							$ 330.00
25			$ 950.00				$ 400.00
26		$ 500.00	$ 950.00	$ 225.00	$ 700.00		
27	$ 6,500.00						
28				$ 225.00			
29					$ 700.00	$ 1,500.00	$ 400.00
30		$ 6,200.00					
31					$ 2,000.00		
32		$ 7,200.00					$ 400.00
33	$ 6,500.00	$ 5,450.00		$ 500.00			
	$ 67,500.00	$ 36,850.00	$ 7,000.00	$ 10,325.00	$ 7,500.00	$ 4,100.00	$ 3,780.00
					GRAND TOTAL	$ 137,055.00	

OMB Control No: 2506-0117 (exp. 07/31/2015)

NOTES TO COST ESTIMATE SPREAD SHEET

COST ESTIMATES

Electrical estimates by Ben Cohen, BC Electric, Licensed Contractor 2/3/2016

All other estimates by Tom Duffy, Duff's Mobile Home Service Licensed Contractor 2/2/2016

Estimates include permitting where applicable

LOCATION

RMHP = Ranch Mobile Home Park
2193 Los Feliz Ave., Thousand Oaks, CA 91362

TBO = Thunderbird Oaks Mobile Home Park
2501 Thunderbird Drive Thousand Oaks, CA 91362

DEMOGRAPHIC

AGE RANGE

RMHP	71-93	Average	81
TBO	65-85	Average	79
	Overall average age		80

85% of applicants are female

Project Description Detail

Senior Alliance For Empowerment, hereinafter SAFE, focuses on the needs of seniors, elderly and aged 62 years and older, with special emphasis on those of very low and extremely low income, who are struggling to remain self sufficient along with those who are disabled.

The demographic of this population consists mostly of elderly women (85%) from the "Greatest Generation" who were systematically shut out of employment which could provide for retirement and are left with meager Social Security payments as their primary or sole income source. The average age is 80 years.

This population is largely self supporting but lacks the resources to maintain their homes in an energy efficient, healthful and safe condition. A significant percentage of this demographic resides in Mobile Home Parks where housing costs are lower than within the general housing market. This project focuses on the needs of Mobile Home Park Residents. Specifically; SAFE created and distributed a "NEEDS" sheet to three Parks within the City. These were Thunderbird Oaks, Ranch Mobile Home Park and The Palms Mobile Home Park. The Palms being a family park did not have any qualifying individuals with needs. The other two parks are 55 years and older and submitted 13 and 19 needs forms respectively which meet the criteria of the grant. The potential beneficiaries submitted the following needs:

WINDOWS. 12 individuals requests windows. The need for new energy efficient windows in mobile homes is much needed, especially in older models. These windows are typically single pane and are quite porous when the wind blows. Energy usage in these mobiles is significantly higher than mobiles with properly insulated double pane windows.

ROOF REPAIRS. 8 residents require various amounts of roof repairs or new roofs. Older mobile homes with metal roofs experience leakage sooner or later. Leaking causes water damage as well as creating an environment for dangerous molds to thrive.

DOORS. There were 8 requests for new doors. Doors in poor condition cause much higher energy usage.

PLUMBING. 9 individuals requested repair of various plumbing problems. Fixing leaky faucets and toilets conserves water. Wasted water, mold potentials and water damage contribute to a poor environment.

LEVELING. 10 individuals need their mobile homes leveled. Leveling prevents structural damage which can lead to stress on gas and water lines in addition to the structure itself.

Page 2 of Project Description Detail

HEATING & A/C. 3 individuals require heating and air conditioning replacement. This is a cost well beyond the demographic in this application. Energy efficient heating and A/C saves energy and reduces costs for those struggling to maintain their independence.

ELECTRICAL. 6 individuals require electrical repair. Electrical problems can cause fires. In a Mobile Home Park, these fires can rapidly propagate engulfing many homes with explosive speed.

All items above are estimated, and are to be executed, by licensed contractors. The estimators for this application are listed in the notes of the "Cost Estimates" spreadsheet. While the bundles are with 2 contractors most capable of executing the projects, we understand that there will be a bidding process which may involve other qualified contractors.

OMB Control No: 2506-0117 (exp. 07/31/2015)

ORGANIZATIONAL DESCRIPTION

SAFE is a nonprofit corporation and is not organized for the private gain of any person. It is organized under provisions of the Nonprofit Public Benefit Corporation Law for public and charitable purposes. The purposes for which this corporation is formed are exclusively charitable within the meaning of section 501(c)(3) of the Internal Revenue Code and the regulations issued there under.

SAFE is a 100% volunteer nonprofit. All funding is passed through to the beneficiary beyond mandatory costs such as insurance, permits, licenses, postage and printer paper and ink. SAFE utilizes the Unified Chart of Accounts (UCOA) for nonprofits.

Federal identification number: 46-4243253

California corporate number: C 3466954

DUNS number: 041568438

Collectively, our Board's experience includes:

25 years experience in highest level of nonprofit management solely funded by grants and donations including CDBG grants.

Extensive experience in finance both domestic and international.

Highly qualified in complex project management including Logic Models, Ghantt charts, Time Lines and other management tools.

Extensive experience in real estate.

Retired Attorney on the Board.

Four retired executives on Board.

Fully capable of managing this relatively simple project.

In addition, our volunteers include a licensed general contractor.

Among SAFE's prior projects:

Partnered with Habitat for Humanity to identify needs of our older Veterans to implement a $20,000 grant from The Home Depot Foundation. Assisted with other volunteers from Habitat and Home Depot to provide, ranges, water heaters, furnaces,

ORGANIZATIONAL DESCRIPTION (page 2)

and landscaping for our very valued Vets. Thanks to Habitat volunteers, the total value of the grant was almost doubled.

Thanks to a grant from Many Mansions, SAFE provided and installed GFIC electrical outlet protection to unprotected older mobile homes after one mobile burned to the ground due to a suspected electrical problem. As a result, "File of Life" magnets with emergency and medical information have been distributed to park residents.

SAFE members provide volunteer service to a variety of community organizations and rides for those without automobiles.

Working with Habitat for Humanity, SAFE identified 5 mobile homes in need of painting by Habitat volunteers. This time with a direct Habitat grant.

SAFE continuously provides information about resources and services available to the elderly population from Federal, State and local government as well as various service organizations both for profit and nonprofit.

Current Board of Directors:

Kathryn Goodspeed, President
Gayle Heninger, Vice President
Barbara Brown, Secretary
James Wolf, Treasurer
Vic Abrunzo, Board Member
Margaret Riggs, Board Member

PERCENTAGE OF LOW/MODERATE INCOME

100% of beneficiaries are of low, very low or extremely low income. The average age of the potential beneficiaries is 79 years. A large percentage of the beneficiaries is disabled to various degrees. Almost all qualify as very low income with some qualifying as extremely low income.

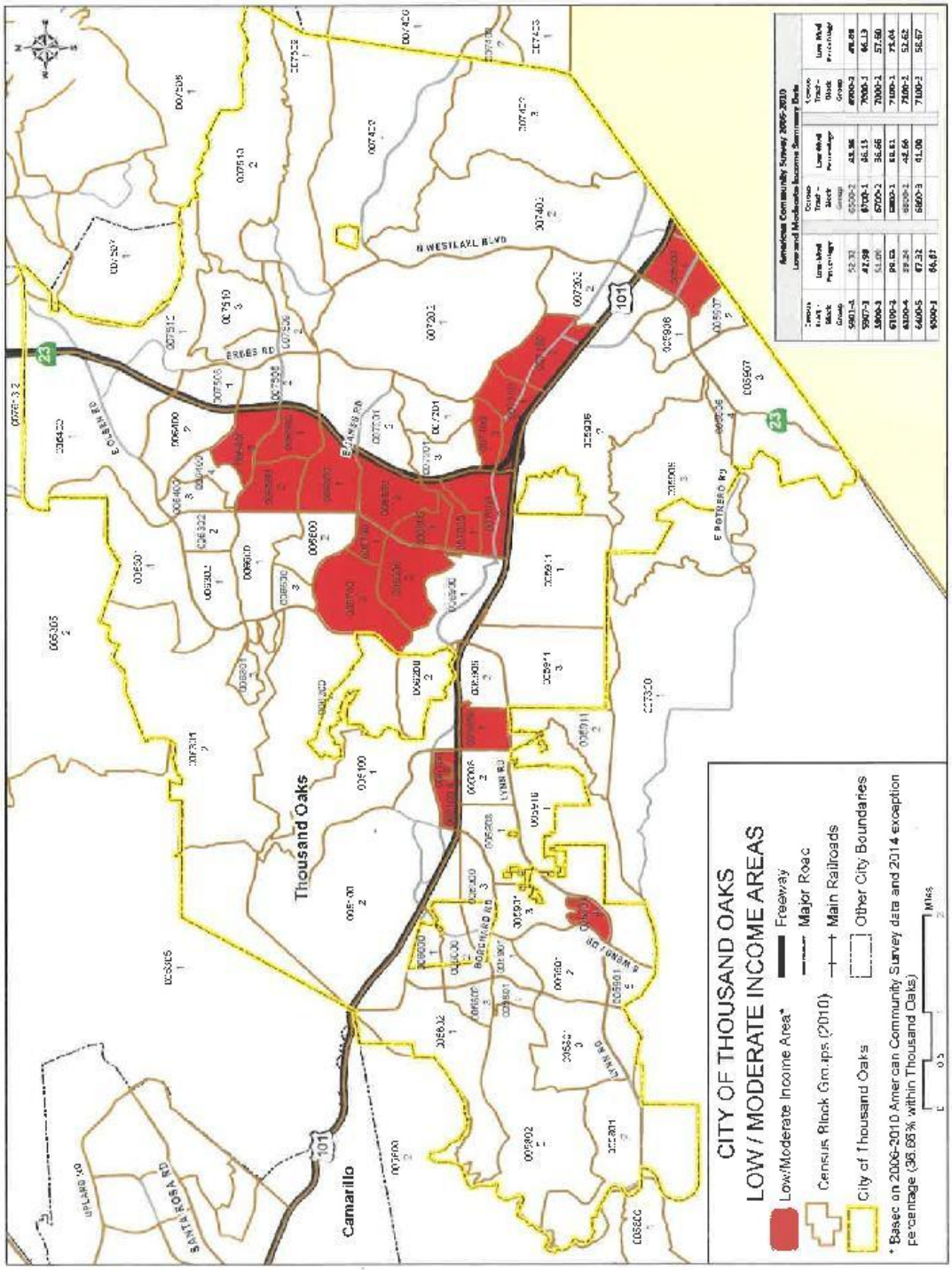
SAFE has already distributed and collected a "NEEDS" form from eligible residents who have participated. These records will be kept on file for reference or audit for the duration of the grant period. Once an award is granted, priorities will be established for each individual project. Maintaining the mission of SAFE, those critical to health and safety will have priority.

VERIFICATION

Complete records will be maintained for the duration of the grant and will include name, address, phone, email, age and income. SAFE will verify by individual the total income of the beneficiary with a signed intake form verifying total income. This will be required prior to any award.

BENEFITS TO COMMUNITY

The beneficiaries of this project are self supporting. They are not a cost to society, on the contrary they support the community through volunteering, supporting local businesses, paying sales taxes and indirect taxes and supporting local health service agencies.



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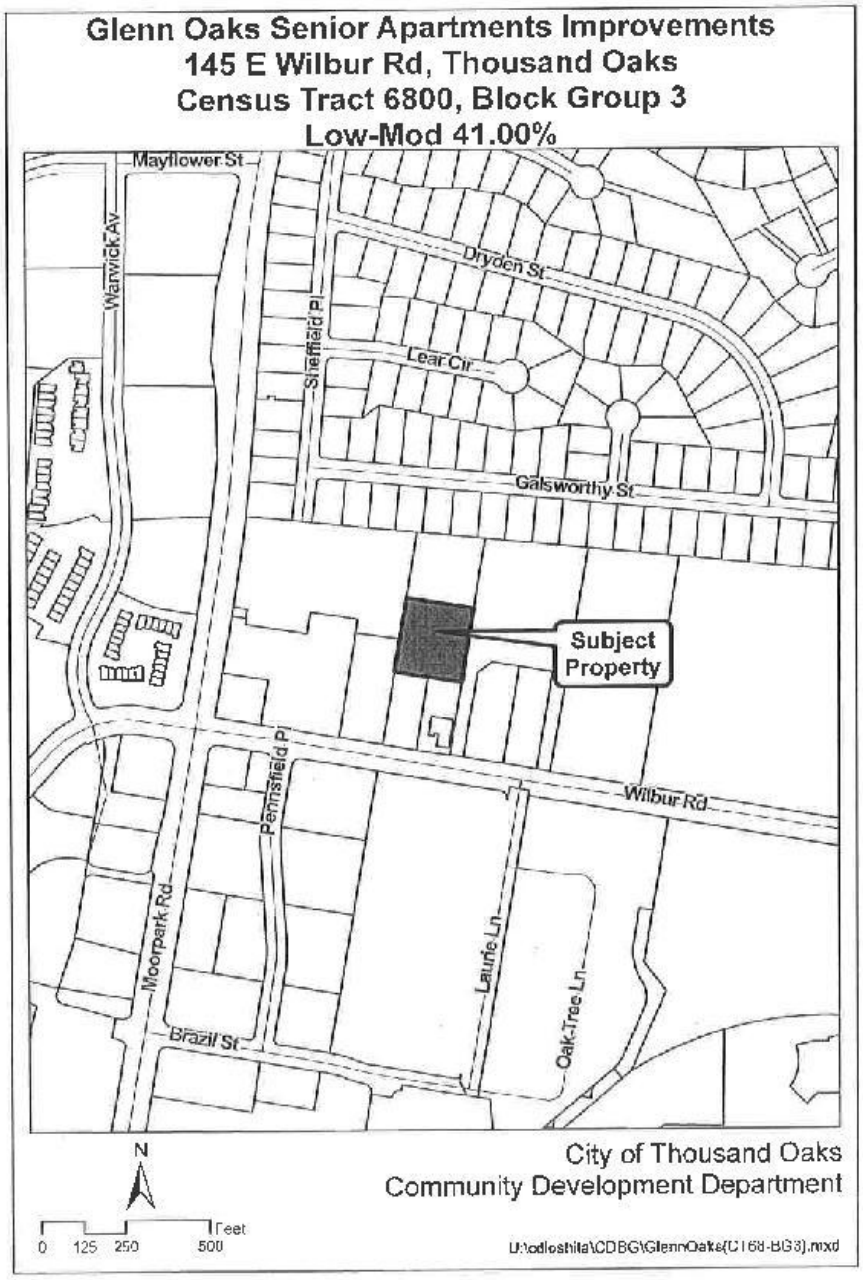

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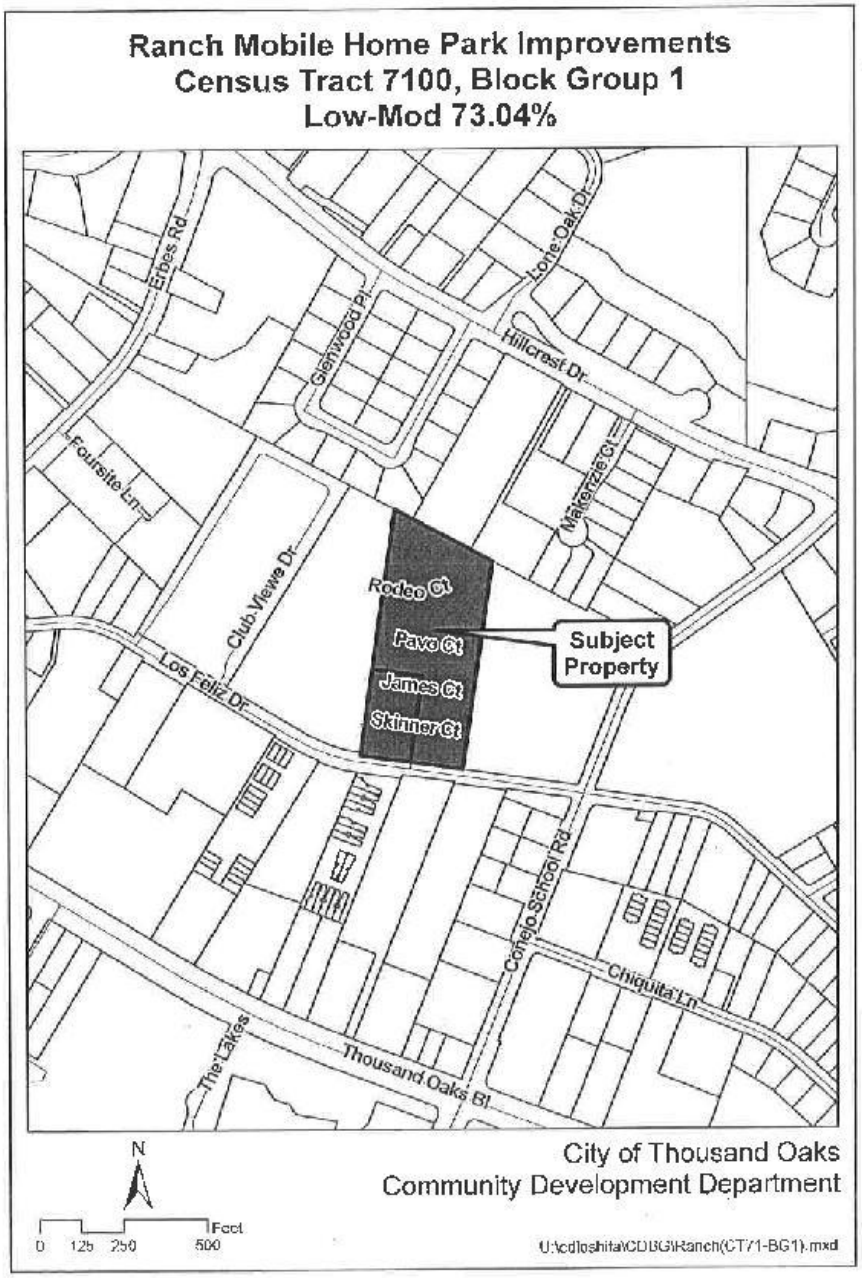

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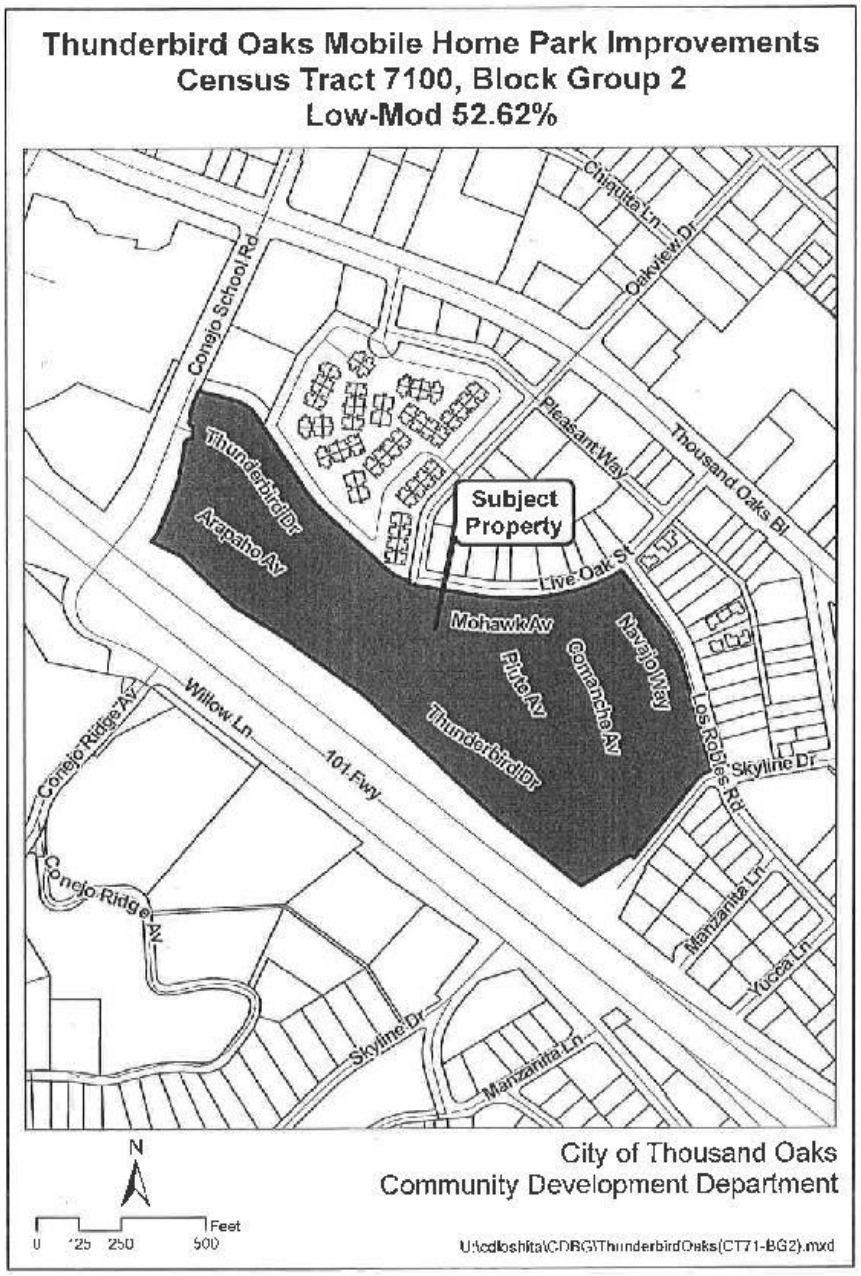

OMB Control No: 2506-0117 (exp. 07/31/2015)

Grantee SF-424's and Certification(s)

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

2. DATE SUBMITTED 5/12/2016	Applicant Identifier B-10-MC060549	
3. DATE RECEIVED BY STATE	State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	

1. TYPE OF SUBMISSION:

Application	Pre-application
☐ Construction	☐ Construction
☑ Non-Construction	☐ Non-Construction

5. APPLICANT INFORMATION

Legal Name: City of Thousand Oaks	Organizational Unit: Department: Community Development Department
Organizational DUNS: 05-575-1937	Division: Planning
Address: Street: 2100 Thousand Oaks Boulevard	Name and telephone number of person to be contacted on matters involving this application (give area code): Prefix: Ms. First Name: Caroline
City: Thousand Oaks	Middle Name: R.
County: Ventura	Last Name: Milton
State: CA / Zip Code: 91362-2903	Suffix:
Country: USA	Email: cmilton@toaks.org
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: 95-2367314	Phone Number (give area code): 805-449-2331 / Fax Number (give area code): 805-449-2350

8. TYPE OF APPLICATION:

☐ New ☑ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)

☐ ☐

Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)

C.

Other (specify)

9. NAME OF FEDERAL AGENCY: Department of Housing and Urban Development

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-218

TITLE (Name of Program): Community Development Block Grant (CDBG) Program

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: 2016-17 Action Plan for Thousand Oaks (Year Two of 2015-2019 Ventura County Regional Consolidated Plan)

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*: City of Thousand Oaks, CA

13. PROPOSED PROJECT

Start Date:	Ending Date:
7/01/2016	6/30/2017

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant	b. Project
24 CD	24 CD

15. ESTIMATED FUNDING:

a. Federal	$	599,524
b. Applicant	$	0
c. State	$	0
d. Local	$	0
e. Other	$	0
f. Program Income	$	0
g. TOTAL	$	599,524

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE:

b. No. ☑ PROGRAM IS NOT COVERED BY E. O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☑ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative		
Prefix: Mr.	First Name: John	Middle Name: C.
Last Name: Prescott		Suffix
b. Title: Community Development Director		c. Telephone Number (give area code): 805-449-2311
d. Signature of Authorized Representative		e. Date Signed: 5-4-16

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

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CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the Consolidated Plan regulations, the jurisdiction certifies that:

Affirmatively Furthering Fair Housing – The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan, required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug-Free Workplace – It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance that is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about –

   (a) The dangers of drug abuse in the workplace;
   (b) The grantee's policy of maintaining a drug-free workplace;
   (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1 above;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –

   (a) Abide by the terms of statement; and
   (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

5. Notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

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CERTIFICATIONS

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –

   (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,

   (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying To the best of the jurisdiction's knowledge and belief:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form – LLL, *Disclosure Form to Report Lobbying*, in accordance with its instructions; and

3. It will require that the language of paragraphs 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts; subgrants; and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction – The Consolidated Plan is authorized under state and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan – The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 – It will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

John C. Prescott, Community Development Director

5-4-16
Date

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Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority**. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year 2016 shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

   The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws - The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws - It will comply with applicable laws.

John C. Prescott
Community Development Director

5-4-16
Date

OMB Control No: 2506-0117 (exp. 07/31/2015)

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

B. **Drug-Free Workplace Certification**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

2. This certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification , or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies. (This is the information to which jurisdictions certify.)

4. For grantees who are individuals, Alternate II applies. (Not applicable jurisdictions.)

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identify of the workplace(s) on file in its office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio stations.)

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s) if it previously identified the workplaces in question (see paragraph 5.)

8. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules.

   "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

APPENDIX TO CERTIFICATIONS

"Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal drug statute" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including : *(i)* All "direct charge" employees; *(ii)* all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and *(iii)*temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of a grantee (*e.g.* volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces.)

John C. Prescott, Community Development Director

5-4-16
Date

OMB Control No: 2506-0117 (exp. 07/31/2015)