



PY 2014-2015 CDBG Action Plan



Shadow Hills Apartments Improvements



Esseff Village Apartments Improvements

In this Action Plan, the City describes the use of \$247,000 in Program Year 2014 CDBG funds to support priority rehabilitation at two Many Mansions' affordable rental housing projects. These improvements will help provide decent housing for 152 low-income households, including disabled and formerly homeless persons.

The City will also use \$115,000 to fund a single-family, low-income Residential Rehabilitation Program (LIRR) and will use \$83,500 to support the delivery of basic social services to 7 local, non-profit organizations.

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

Public Review, March 10 – April 22, 2014

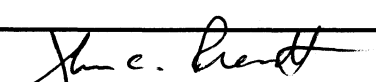
City Council Approval – May 27, 2014

HUD Submittal Date – June 12, 2014

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

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> <div> B. Decrease Award *Other (Specify) _____ </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>3. Date Received:</div> <div>4. Applicant Identifier: B-10-MC060549</div> </div>		
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: CITY OF THOUSAND OAKS		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-2367314		*c. Organizational DUNS: 05-575-1937
d. Address:		
<div style="display: flex;"> <div style="flex: 1;"> *Street 1: <u>2100 Thousand Oaks Boulevard</u> Street 2: _____ *City: <u>Thousand Oaks</u> County: <u>Ventura</u> *State: <u>CA</u> Province: _____ *Country: <u>USA</u> *Zip / Postal Code: <u>91362-2903</u> </div> </div>		
e. Organizational Unit:		
Department Name: Community Development Department		Division Name: Housing Division
f. Name and contact information of person to be contacted on matters involving this application:		
<div style="display: flex;"> <div style="flex: 1;"> Prefix: <u>Ms.</u> Middle Name: <u>R.</u> *Last Name: <u>Milton</u> Suffix: _____ </div> <div style="flex: 1;"> *First Name: <u>Caroline</u> </div> </div>		
Title: <u>Senior Analyst</u>		
Organizational Affiliation: City of Thousand Oaks		
*Telephone Number: 805-449-2331		Fax Number: 805-449-2350
*Email: <u>cmilton@toaks.org</u>		

Application for Federal Assistance SF-424	Version 02
*9. Type of Applicant 1: Select Applicant Type: C. City or Township Government Type of Applicant 2: Select Applicant Type: C. City or Township Government Type of Applicant 3: Select Applicant Type: C. City or Township Government *Other (Specify)	
*10 Name of Federal Agency: HUD	
11. Catalog of Federal Domestic Assistance Number: 14-218 CFDA Title: Community Development Block Grant (CDBG) Program	
*12 Funding Opportunity Number: *Title: 	
13. Competition Identification Number: Title: 	
14. Areas Affected by Project (Cities, Counties, States, etc.): City-wide	
*15. Descriptive Title of Applicant's Project: Community Development Activities (CDBG)	

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: 24 CD	*b. Program/Project: 24 CD	
17. Proposed Project:		
*a. Start Date: 07/01/2014	*b. End Date: 06/30/2015	
18. Estimated Funding (\$):		
*a. Federal	557,289	
*b. Applicant		
*c. State		
*d. Local		
*e. Other		
*f. Program Income		
*g. TOTAL	557,289	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on ____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: Mr.	*First Name: John	
Middle Name: C.		
*Last Name: Prescott		
Suffix:		
*Title: Director, Community Development Department		
*Telephone Number: 805-449-2311	Fax Number: 805-449-2350	
* Email: jprescott@toaks.org		
*Signature of Authorized Representative: 	*Date Signed: 6-11-14	

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further 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 Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement 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.

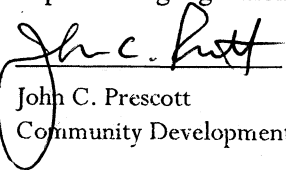
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

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, 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 paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards 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

Date 6-11-14

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 2014 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.

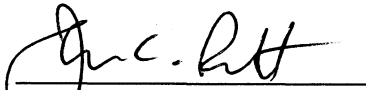
Excessive Force -- It has adopted and is enforcing:

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

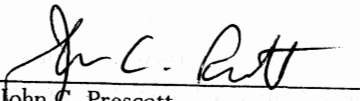
6-11-14
Date

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

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.



John C. Prescott
Community Development Director

6-11-14
Date

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**HUD — Community Development Block Grant (CDBG)
PY 2014 Draft Action Plan Budget (As of March 20, 2014)
Program Year 7/01/14 – 6/30/15**

		<i>Proposed Budget For Review by City Council (May 13, 2014)</i>	
1.	Multi-Unit Rehabilitation (Shadow Hills = \$197,000 Esseff Village = \$50,000)	\$ 247,000	Sub-Recipient: Many Mansions
2.	Low-Income Residential Rehabilitation (LIRR)	115,239	Selected Owner- Occupants
3.	Public / Social Services	83,593*	Sub-Recipients – see below.
4.	Program Administration BG ADMN	111,457	
TOTAL		\$ 557,289	
<p>*<u>Social Services Grants</u>: CDBG-funds totaling \$83,593 will be matched with \$103,287 from the City's Social Services Endowment Fund for a total 2014-15 social services grants budget of \$186,910.</p>			
4/14/2014			

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 affordable housing, community development and public/social services activities that benefit lower-income persons and households. The City uses 20% of the annual CDBG grant to recover a portion of the City's administrative costs to administer the CDBG program and uses an additional 15% to support local non-profit providers of public/social services. The remaining 65% of the City's CDBG entitlement is used to maintain/preserve affordable housing units and for community development activities in the City's CDBG-eligible, lower-income census tract block groups.

2. Needs Assessment Objectives and Outcomes

Overview

The City's highest priority activities are:

- A. **Multi-Unit Rehabilitation Activities** Many Mansions, a non-profit developer and manager of rental apartments affordable to low-income and very low-income households, is requesting CDBG funding to assist with the following priority health and safety-related rehabilitation:

Objective A: Shadow Hills Apartments (101 units): Electrical Repairs, Replace Toilets: \$197,000.

Outcome A: Repair faulty circuit breakers, a potential fire hazard to the property; replace existing toilets with low-water use type.

Objective B: Esseff Village Apartments (50 units): Sewer Repairs & Replace Toilets, \$50,000.

Outcome B: Repair garbage disposal units, and related infrastructure, to correct frequent back-ups and clogs of the sewage system; replace toilets with low water use type.

See attached exhibit.

MANY MANSIONS
City of Thousand Oaks 2014-2015 CDBG
List of Possible Rehab Projects
April 14, 2014

		Estimated Costs at Prevailing Wage	
Esseff Village (50 Units)			
Most Important Repair Needs			
No.	Work to be Performed		
1	Install Sewer Clean Outs, Remove Garbage Disposals and Rework Waste Assembly on All First Floor Units (21)	\$9,450	\$9,450
2	Drywall Repairs and Paint on All First Floor Units (21)	8,400	8,400
3	Remove Garbage Disposals and Rework Waste Assembly on All Second Floor Units (29)	11,890	11,890
4	Replace all toilettes (50) with water use efficient type	20,750	20,750
Total Estimate for Esseff Village Repairs		\$50,490	\$50,490
Shadow Hills (101 Units)		Option A	Option B
Most Important Repair Needs			No Electric Panels Needing Replacement
1	Test and Replacement of (101) Existing Load Centers (panels) and Pacific Stab-Lok Circuit Breakers with New 120/240V Single Phase aic Rating Residential Load Centers (panels)	Test & Full Replacement	Test Only
		\$102,020	\$5,540
2	Drywall Repairs and Paint Touch Up After Replacement of All Circuit Breaker Panels	25,250	
3	Replace Sliding Glass Doors only with Double Pane High Energy Efficient Ones (63 units out of 101)		\$83,128
5	Install Two HVAC Return Air Vents Servicing Common Areas	2,850	2,850
6	Replace toilettes with water use efficient type	(45) 18,675	(141) 58,515
Total Estimate for Shadow Hills Repairs		\$148,795	\$150,033
Total Estimated Repairs		\$199,285	\$200,523
Additional Related Costs Estimate			
Many Mansions' Administrative Fee		\$24,000	\$24,000
Prevailing Wage Monitoring (Not to exceed))		10,000	10,000
Construction Permits		2,000	2,000
Total Estimate for Additional Related Costs		\$36,000	\$36,000
* Contingency Funds		11,715	10,477
Grand Total		\$247,000	\$247,000

- B. **Single-Family, Low-Income Residential Rehabilitation (LIRR):** Using CDBG funds to support the rehabilitation of the City's affordable housing stock is one of the City's high priority objectives. Following the dissolution of the City's Redevelopment Agency, which formerly generated \$4 million annually to support the construction of new affordable rental housing, the use of CDBG funds to repair and preserve the existing supply of affordable housing becomes even more critical.

The LIRR program would address the rehabilitation needs of very low-income, owner-occupied single-family dwellings, including mobile homes, single-family attached dwellings (condominiums and townhomes) and single-family detached dwellings. Many very low-income homeowners are unable to fund needed improvements on their own.

Objective (a): Priority improvements (rehabilitation and/or repairs) at owner-occupied, very low-income single-family mobile homes, condominiums/townhomes and single-family detached dwellings located in various mobile home parks throughout the City.

Outcome (b): Decent housing (health and safety-related improvements) for very low-income owner-occupied mobile homes and single-family attached and detached dwellings..

- C. **Public Services:** The City will use 15 percent of its CDBG grant (\$83,593) for grants to non-profit providers of public and social services to the City's low- and very low-income persons and households. The City will also match these funds with \$103,287 in general funds (Social Services Endowment Fund) for a total 2014-15 social services budget totaling \$186,910. The proposed CDBG Public Services sub-recipients are listed below:

	Sub-Recipient Name	Program/Activity to be Funded	Location	Grant Amount
1.	Lutheran Social Services	Homeless Programs	80 E. Hillcrest Drive & Rotating Sites	\$19,907
2.	Senior Concerns Meals	Meals on Wheels	Beneficiary Homes	19,835
3.	Conejo Free Clinic	Medical Services	80 E. Hillcrest Drive	15,000
4.	Long Term Care	Senior Ombudsman Program	Long-Term Care Facilities	9,917
5.	County of Ventura	RAIN Program	RAIN Facilities	7,934
6.	Westminster Free Clinic	Medical Services	United Methodist Church 1000 East Janss Road & Westminster Presbyterian Church 32111 Watergate Road	8,000
7.	Many Mansions	Case Management	Many Mansions Facilities	3,000
Total 2014-15 CDBG Funds				\$ 83,593

D. Administration

In 2014-15, the City proposes to use 20 percent (\$111,457) of its CDBG entitlement for CDBG program administration, as shown below:

Staff Costs (Salaries, Benefits, etc.)	\$ 79,707
Fair Housing Counseling Contract	12,000
Ventura County Consolidated Plan Consortium	12,000
Advertising, Supplies, Training, Etc.	<u>7,750</u>
	\$ 111,457

2. **Evaluation of Past Performance**

During the first 4 years of the 2010-2015 Consolidated Plan, the City used CDBG funds for the following high priority activities.

Decent Housing: \$794,919 for improvements at Bella Vista, Richmond Terrace, Glenn Oaks and Los Feliz affordable, multi-family rental units.

Community Development: (a) \$1,170,404 for street and drainage improvements in Old Town West, one of the City's oldest neighborhoods; (b) \$379,540 for supplemental code enforcement activities at the City's Day Labor Site; (c) \$30,000 for Self-Employment Training to support the creation and expansion of micro-businesses by low- and moderate-income persons; and (d) \$15,426 to support the establishment of a year-round shelter for homeless persons.

Public Services: Grants to local non-profit providers to support basic social services for low- and very low-income residents and households, as shown below.

<i>Services Provider</i>	<i>CDBG-Assisted Program or Activity</i>	<i>CDBG Funds 2010-2013</i>
ARC Ventura County	After-School for Disabled Youth	7,659
Assistance League	Operation School Bell	14,169
Catholic Charities	Emergency Services Program	24,126
Community Action	Emergency Rent/Utilities Assist	7,145
Conejo Free Clinic	Medical Services	58,722
Long Term Care	Senior Ombudsman Corps	58,722
Lutheran Social Services	Emergency & Homeless Services	75,715
Senior Concerns	Meals on Wheels	80,019
United Cerebral Palsy	Disabled Transportation Project	31,489
Westminster Free Clinic	Medical Services	<u>31,489</u>
CDBG Public Services 2010 - 2014		367,407

4. Summary of Citizen Participation Process and Consultation Process

The City of Thousand Oaks implements its Citizen Participation Plan (Resolution 2010-085) adopted by the City Council on September 28, 2010. In accordance with this Plan, each January, the City holds an administrative hearing (Needs Assessment) to encourage the public and local stakeholders to identify the unmet needs of the City's lower-income populations. The 2014 outreach was held on January 13, 2014.

To notify the public, the City published a large display ad in the local free newspaper, the Thousand Oaks Acorn, on December 12, 2013, and on January 2 and 7, 2014. The City also published a legal notice on January 2, 2014 in the local newspaper of record, the Thousand Oaks Star.

The City also publicized the administrative hearing event on its website, www.toaks.org, and on social media sites Facebook, Google and Twitter.

The City also wrote letters to the directors of the local public housing authority and the City's largest private provider of affordable rental housing units, requesting they encourage their tenants to participate in the City's needs assessment.

5a. Needs Assessment Public Comments –Public Hearing, Jan. 13, 2014

Public Speaker: Rick Schroeder, President of Many Mansions

Mr. Schroeder stated his intention to formally request Program Year 2014 CDBG funds to assist with rehabilitation at one or more of Many Mansions' owned affordable, multi-family rental housing complexes in Thousand Oaks.

5b. 2014 Needs Assessment Process Written Comments

The following written comments were received by the City prior to February 13, 2014, which the City had identified as the formal end of the 2014 Needs Assessment public comment period.

- Many Mansions, a Thousand Oaks-based non-profit housing corporation, submitted a written proposal requesting \$473,398 for capital improvements projects at Shadow Hills (101 units) and Esseff Village (50 units) affordable, rental projects. (Submitted February 13, 2014 – see **Exhibit A.**)
- The Conejo Valley Affordable Housing Workgroup, a regional task force of the Ventura County Continuum of Care, submitted the following requests for the City to include and prioritize in the Action Plan. No funds are being requested by the organization. Specifically, the request is that the City of Thousand Oaks:
 1. Develop a year-round emergency shelter; and
 2. Create and support emergency assistance funds.

This letter dated February 12, 2014, is provided as **Exhibit B** to this Action Plan.

- The Senior Alliance for Empowerment (S A F E) submitted a CDBG funds request dated February 13, 2014 requesting \$97,460 to construct mobile home improvements at the Ranch Mobile Home Park, located on Conejo School Road in Thousand Oaks. A copy of the S A F E funds request is provided as **Exhibit C** to this Action Plan.

6. Summary of Comments or Views not Accepted and the Reasons for Non-Acceptance

All comments were accepted; however, not all identified needs are being proposed for funding in the City's PY 2014 Action Plan. For a list of proposed CDBG funding, see the budget on page 1 of this document.

7. Summary

The City's 2014-15 CDBG Needs Assessment process resulted in the identification of the following priorities:

1. Develop a Year-Round, Emergency Shelter with supportive services to move homeless persons off the streets.
2. Create and support emergency assistance funds for at-risk households.
3. Rehabilitation and repair of existing affordable housing units at Many Mansions' owned multi-family buildings.
4. Rehabilitation and repair of existing low-income owner mobile homes at Ranch Mobile Home Park.

In addition, the City of Thousand Oaks has identified the following high priority activities from prior years to be continued into the 2014-15 CDBG program year:

5. Using 15 percent of the 2014-15 CDBG fund for grants to non-profit social services providers for operational support of activities primarily serving very-low and no-income households.
6. Using 20 percent of the 2014-15 CDBG fund to help the City recover a portion of its staff and operational costs to administer CDBG-funded activities including public outreach and compliance with U.S. Department of Housing and Urban Development regulations.

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 – CDBG Administrator	City of Thousand Oaks	Community Development Department

Table 1 – Responsible Agencies

Narrative

The City's Community Development Department prepares the Consolidated Plan, annual Action Plan updates and annual CAPER reports. The City is a Community Development Block Grant (CDBG) entitlement community. From time to time, the City applies for HOME funding through the California Housing and Community Development Department. The City does not receive ESG or HOPWA funds.

Consolidated Plan Public Contact Information

The primary persons responsible for administering the CDBG program are

- John Prescott, Community Development Director;
- Mark Towne, City Planner and Deputy Director;
- Caroline Milton, Senior Analyst; and
- 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 City collaborates with:

- the Area Housing Authority of the County of Ventura (AHA; local Public Housing Authority or PHA)
- Many Mansions, a private, non-profit Community Housing Development Organization (CHDO)
- Senior Alliance for Empowerment (S A F E), a non-profit advocacy group that supports improvements at the Ranch Mobile Home Park.

Public and Social Services Collaborations: supporting the local safety need for at-risk households

Matching 15 percent of the annual CDBG grant with at least \$100,000 from the City's Social Services Endowment Fund (SSEF), a General Fund resource, the City partners with public and private social services providers to ensure ensure that the most vulnerable City residents have access to essential services including health, nutrition and emergency shelter.

Continuum of Care, Fair Housing, Public Safety and Other Regional Collaborations

The City collaborates with the County of Ventura for fire and police services and for regional coordination of the Ventura County Continuum of Care. The City collaborates with the County Executive Office and the cities of Camarillo, Oxnard, Simi Valley and Ventura on the preparation of regional elements comprising the 2015-2019 Consolidated Plan for the U.S. Department of Housing and Urban Development (HUD) including the Analysis of Impediments to Fair Housing Choice in Ventura County.

2. 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

Between 1973 and 2012, the City and the former Thousand Oaks Redevelopment Agency (RDA) invested \$62 million to construct new affordable units, including \$9.2 million in public housing. Each year, the City leverages 15 percent of the City's CDBG annual entitlement grant with at least \$100,000 from the City's own Social Services Endowment Fund (SSEF). The City also

collaborates with the County of Ventura on a Fair Housing Counseling program and supports the Ventura County regional Continuum of Care process.

3. Describe coordination 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 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:

- County of Ventura
- City of Ventura
- United Way
- Conejo Valley Affordable Housing Workgroup
- Ventura Council of Governments.

The City participates in periodic Continuum of Care meetings with the County of Ventura, United Way and numerous public and social services providers participating in the public safety net to assist homeless households and those at-risk.

4. Describe consultation with the Continuum(s) of Care that serves the State 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 participant in the Ventura County Continuum of Care and collaborates with local public service agencies that administer HMIS for the local Continuum of Care region.

5. Agencies, groups, organizations and others Participating in the City's Needs Assessment and Consultation Processes

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
Area Housing Authority of the County of Ventura	Housing	Public Housing Needs
Assistance League of Ventura County	Services – Youth	Low-Income Households
Big Brothers Big Sisters	Services – Youth	Single-Parent Households
Conejo Free Clinic	Services-Health	Non-Homeless Special Needs
Conejo Recreation and Park District	Services – Youth	Non-Homeless Special Needs
Conejo Valley Affordable Housing Workgroup	Services-homeless	Homelessness Strategy
Conejo Valley Furniture Bank	Services – Low-Income	Non-Homeless Special Needs
County Of Ventura Executive Office	Other government - County	Fair Housing
County of Ventura Human Services Agency	Services – Homeless	Homelessness / Housing
Cyrus Urban Inter-Church Sustainability Network (C U I S N)	Services – Day Laborers	Economic Development
Food Share	Services – Food	Homeless & Non-Homeless Special Needs
Grey Law	Services – Seniors	Non-Homeless Special Needs
Hospice Conejo	Services – Seniors & Disabled	Non-Homeless Special Needs
Interface Children Family Services	Services – General	Homeless & Non-Homeless Special Needs
Life After Brain Injury	Services – Disabled	Non-Homeless Special Needs
Livingston Memorial VNA	Services Seniors & Disabled	Services - Health
Long Term Care Services Ventura County, Inc.	Services-Persons with Disabilities	Non-Homeless Special Needs
Lutheran Social Services	Services-homeless	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
Manna – Conejo Valley Food Bank	Services – Food	Homeless & Non-Homeless Special Needs

Many Mansions, a California Nonprofit Corporation	Housing & Services	Housing Need Assessment
Miller Fellowship House	Services – Disabled	Non-Homeless Special Needs
Our Community House of Hope	Services – Disabled	Non-Homeless Special Needs
Senior Alliance for Empowerment	Services-Elderly Persons	Non-Homeless Special Needs
Senior Concerns, Inc.	Services-Persons with Disabilities	Non-Homeless Special Needs
St. Paschal Baylon – St. Vincent de Paul	Services – Poor & Homeless	Homeless & Non-Homeless Special Needs
Thousand Oaks Rotary Club	Services – Low-Income	Homeless & Non-Homeless Special Needs
Turning Point Foundation	Services – Disabled	Homeless Services
United Cerebral Palsy	Services-Persons with Disabilities	Non-Homeless Special Needs
United Way of Ventura County	Regional organization	Homelessness Strategy
Ventura Council of Governments	Other Government	Homeless Needs - Shelter
Ventura County Jewish Family Services	Services – Counseling	Non-Homeless Special Needs
Villa Esperanza Services	Services – Disabled	Non-Homeless Special Needs
Westminster Free Clinic	Services-Health	Non-Homeless Special Needs
YMCA Conejo Valley	Services – Youth	Non-Homeless Special Needs

Table 2 – Agencies, groups, organizations who participated

6. How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination

The following agencies, groups and organizations were consulted by the City as follows:

The following non-profit providers of social services submitted needs assessments in January 2014 for the period July 1, 2014 through June 30, 2016 (two years). The City's Social Services Ad hoc Committee reviewed funding requests from these providers and developed funding recommendations that were approved by the City Council on May 27, 2014.

As a result of consultations, the following non-profit housing provider will receive 2014 CDBG funding:

Many Mansions: \$247,000 in CDBG funds, as follows:

- **\$197,000 for Shadow Hills Apartments** (Electrical Repairs, Install Low-Flow Toilets
Anticipated Outcome: 101 units rehabilitated for decent housing.
- **\$50,000 for Esseff Village Apartments** (Sewer Repairs, Install Low-flow Toilets.
Anticipated Outcome: 50 units rehabilitated for decent housing.

10 Single-Family, Owner-Occupant, Low-Income Homeowners:

- **Grants of up to \$10,000 each** for structural repairs & Improvements (\$100,000 budget)
Anticipated Outcome: Up to 10 units rehabilitated for decent housing.

CDBG-Funded Social Services Grants totaling \$83,593

<u>Lutheran Social Services:</u> \$19,907 (CDBG funds)	Homeless Services (Rotating Winter Shelter and Year-Round Meals) <u>Anticipated Outcome:</u> 1,482 persons receiving services.
<u>Senior Concerns</u> \$19,835 (CDBG Funds)	Meals on Wheels Program <u>Anticipated Outcome:</u> 215 disabled persons receiving services.
<u>Conejo Free Clinic</u> \$15,000 (CDBG funds)	Low-cost Medical Tests / Services for Non-Insured Households <u>Anticipated Outcome:</u> 3,162 persons receiving services.
<u>Long Term Care Services</u> \$9,917 (CDBG funds)	Ombudsman Services (unannounced) to monitor levels of care <u>Anticipated Outcome:</u> 2,021 persons receiving services.
<u>County of Ventura, RAIN Transitional Housing Center</u> \$7,934 (CDBG funds)	Transitional Housing for up to 70 residents plus all necessary services for adults & children, includes meals, counseling, transportation, case management, referrals to other services. <u>Anticipated Outcome:</u> 3 persons housed and maintained at the RAIN facility.
<u>Westminster Free Clinic:</u> \$8,000 (CDBG funds)	Low-cost Medical Tests / Services for Non-Insured Households <u>Anticipated Outcome:</u> 2,400 persons receiving services.

Many Mansions

\$3,000 (CDBG funds)

Supportive services, including Case Management, Life Skills Development and Job Development for 85 low-income persons.

Anticipated Outcome: 51 persons receiving services.

As a result of consultation, the following agencies, groups and organizations will receive grants of City of Thousand Oaks funding from the Social Services Endowment Fund (SSEF):

SSEF-funded Social Services Grants totaling \$103,287

Assistance League of Ventura County \$7,934 (SSEF funds)	Operation School Bell, school clothing for Title 1 elementary school children. <u>Anticipated Outcome:</u> 892 low-income children will participate in the program.
Big Brothers Big Sisters \$3,000 (SSEF funds)	Youth Mentoring of high-risk high school youth with volunteer mentors. <u>Anticipated Outcome:</u> Funds will support the participation of 8 youth/mentor matches.
Conejo Recreation & Park District \$8,000 (SSEF funds)	Conejo Creek Condominiums Project: After-school tutoring and recreational activities for elementary school youth. <u>Anticipated Outcome:</u> 900 low-income youth will benefit from program activities.
Food Share \$7,500 (SSEF funds)	Senior Share program providing twice-monthly supplemental groceries for low-income seniors. <u>Anticipated Outcome:</u> An estimated 140 persons will be assisted through these funds.
Grey Law \$3,000 (SSEF funds)	Senior legal services in areas relevant to aging at very low or no-cost to client. <u>Anticipated Outcome:</u> Some 450 seniors will be assisted through these funds.
Hospice Conejo \$8,430 (SSEF funds)	Non-medical hospice support services for the terminally ill, their caregivers and their loved ones. <u>Anticipated Outcome:</u> Up to 84 residents will be assisted through this program.
Interface Children Family Services \$3,000 (SSEF funds)	2-1-1 Telephone Referral Services to anyone who requests assistance. <u>Anticipated Outcome:</u> An estimated 706 persons will be assisted through this program.

Life After Brain Injury \$3,000 (SSEF funds)	Survivor support and training for persons recovering from a brain-related injury. <u>Anticipated Outcome:</u> Up to 38 persons will be assisted through this program.
Livingston Memorial VNA \$4,958 (SSEF funds)	At-home medical and hospice services for very low-income persons by a registered nurse or nursing aide. <u>Anticipated Outcome:</u> Up to 19 residents will be assisted through this program.
Lutheran Social Services \$2,168 (SSEF funds)	Homeless Services (Rotating Winter Shelter and Year-Round hot meals program) <u>Anticipated Outcome:</u> Up to 161 persons will be assisted through this program.
Manna Community Food Bank \$7,934 (SSEF funds)	Supports operations of the community's local food bank. <u>Anticipated Outcome:</u> An expected 2,204 persons will benefit from these public funds.
Our Community House of Hope \$3,000 (SSEF funds)	Funds will be used to expand services by opening up a new bedroom unit for a person recovering from addiction. <u>Anticipated Outcome:</u> Funding will enable 2 additional persons to participate in this program.
Senior Concerns Adult Day Care \$8,925 (SSEF funds)	Scholarships for low-income families on behalf of a person with dementia or special needs. <u>Anticipated Outcome:</u> A total of 68 persons will benefit from these public funds.
Senior Concerns Advocates \$3,000 (SSEF funds)	Information and referral services on aging-related issues for seniors and their families. <u>Anticipated Outcome:</u> The provider estimates that 875 seniors and their families will benefit from this program.
St. Paschal Baylon, St. Vincent de Paul \$10,000 (SSEF funds)	Basic needs assistance to poor and homeless persons by a group of volunteers – no paid staff. <u>Anticipated Outcome:</u> The provider estimates that 815 persons will receive services from these public funds.
Thousand Oaks Rotary Club \$3,000 (SSEF funds)	Partners with local free clinics to purchase vaccines and matches every dollar of public funds. <u>Anticipated Outcome:</u> Approximately 160 persons will benefit from this publicly funded activity.

Turning Point Foundation \$3,000 (SSEF funds)	Funds support Appleton House, the only facility in East County that offers housing and long-term case management for homeless persons with a mental illness. <u>Anticipated Outcome:</u> These funds will assist the housing and case management of 2 homeless, mentally ill City residents.
United Cerebral Palsy \$3,967 (SSEF funds)	Funds support the Transportation Program that offers visits to social and recreational activities to severely disabled persons confined to wheelchairs. <u>Anticipated Outcome:</u> 15 residents of the local Cerebral Palsy residences will benefit from this program.
Ventury County Jewish Family Service \$3,471 (SSEF funding)	Low-cost or no-cost counseling services for adults and families. <u>Anticipated Outcome:</u> Up to 28 persons will benefit from these services.
Villa Esperanza Services \$3,000 (SSEF funds)	Employment training and services for persons with developmental disabilities. <u>Anticipated Outcome:</u> 30 disabled persons will benefit from these services.
YMCA Conejo Valley \$3,000 (SSEF funds)	Scholarships for low-income families on behalf of after-school recreational programs. <u>Anticipated Outcome:</u> An estimated 360 youth will participate through this public investment.

Other 2014 Collaborations and Outcomes

The following agencies, groups and organizations participated in the 2014 CDBG Needs Assessment process and/or engage in ongoing collaboration with the City.

Conejo Valley Affordable Housing Workgroup	Requested CDBG funding for (a) development of a Year-Round Emergency Shelter for homeless households; and (b) creation of an emergency assistance fund for at-risk households. <u>Anticipated Outcome:</u> (a) Potential future support but no funding in PY 2014; and (b) referrals from City to other organizations such as Community Action of Ventura County and County of Ventura.
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Senior Alliance for Empowerment (S.A.F.E.)	Requested CDBG funding for Single-Family, Mobile Home unit Rehabilitation at Ranch Mobile home park. <u>Anticipated Outcome:</u> Potential future support but no funding in PY 2014, as City is already funding a Citywide rehabilitation program for very low-income owner-occupants of single-family homes.
County of Ventura	Provides administrative support for activities to implement the "10-Year Plan to End Homelessness in Ventura County". <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".
United Way	Provides coordination and leadership in collaboration with the Ventura County Homeless and Housing Coalition for implementation of goals and objectives identified in the "10-Year Plan to End Homelessness in Ventura County". <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".
Ventura Council of Governments	Acts as the Interagency Council on Homelessness (IACH) and sets policy for implementation of the "10-Year Plan to End Homelessness in Ventura County". <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".
Cyrus Urban Inter-Church Sustainability Network (CUISN)	The City partners with this non-profit agency to provide coordination and supplemental code enforcement services at the designated Day Labor Site (3120 Royal Oaks Drive). <u>Anticipated Outcome:</u> As of July 2014, this activity will be supported through the City's general fund.

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

Not applicable.

8. 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 in Ventura County	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

Each January, the City invites public comments on the unmet needs of the City's lower-income persons and households. In accordance with the City's Citizen Participation Plan (Resolution 2010-085), the 2014 CDBG Needs Assessment administrative hearing was held on January 13, 2014. A copy of the meeting notes is attached as Exhibit F to this Action Plan.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Meeting # 1 Public Meeting / Administrative Hearing	Non-targeted / broad community	Five (5) persons attended the City's January 13, 2014 Needs Assessment public hearing in the Board Room. One person provided spoken comments. In addition, written comments were submitted by non-profit housing provider Many Mansions, by non-profit advocacy group Senior Alliance for Empowerment (S.A.F.E.), by The Conejo Valley Affordable Housing Workgroup, a non-profit advocacy group affiliated with the Ventura County Continuum of Care.	1. Need for a year-round emergency shelter for homeless persons. 2. Need for an emergency assistance fund for at-risk households. 3. Need for single-unit residential rehab at Ranch Mobile Home Park. 4. Need for multi-unit residential rehab at Many Mansions' Shadow Hills and Esseff Village affordable rental properties.	All comments were accepted.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Newspaper Ad	Non-targeted/broad community	A 1/4 page display ad publicizing the January 13, 2014 CDBG Needs Assessment public hearing (January 13, 2014) and comment period (through February 13, 2014) was printed in the local free newspaper The Thousand Oaks Acorn on December 12, 2014 and on January 2 and 9, 2014.	Some persons attending the January 13, 2014 Public hearing stated they had learned about the public hearing through the Acorn display ad.	All public comments (Verbal and written) were accepted by the City.
Internet Outreach	Non-targeted/broad community	The City posted a public hearing notice on the City's internet web site (www.toaks.org) and also publicized the hearing on Twitter and Facebook.	Some persons attending the January 13, 2014 public hearing stated they had learned of the event via the information posted on the City's website.	All comments were accepted.
Public Review Of Draft 2014 CDBG Action Plan	Non-targeted/broad community	The City posted the Draft 2014 CDBG Action Plan on the City's website for 30 days of public review and comment from March 10 to April 8, 2014.	Comments are pending.	All comments were accepted.

Newspaper Ad	Non-targeted/broad community	A public review notice was published in the Legal Section of the Ventura County Star on March 6, 2014. A Display Ad was published in the Thousand Oaks Acorn on March 6, 2014.	Copies of these public notices are provided in Exhibit D to this Action Plan report.	
Meeting # 2 City Council public hearing, May 27, 2014.	Non-targeted/broad community	A public hearing notice was published in the Legal Section of the Ventura County Star on April 8, 2014. A Display Ad was published in the Thousand Oaks Acorn on April 17, 2014.	Two persons submitted Statement Cards in support of the Action Plan. One person submitted a Speaker's Card but did not respond when called to come to the microphone.	All comments were accepted.
Newspaper Ad	Non-targeted /broad community	See above.	A copy of these public notice is provided in Exhibit D to this Action Plan report.	

Table 4 – Citizen Participation Outreach

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

Introduction

For this Action Plan, the City will receive a Program Year 2014 CDBG entitlement grant of \$557,289 (a one percent decrease from the 2013 grant total of \$563,128. The City made this draft (proposed) Action Plan available for public review beginning on March 6, 2014 through April 22, 2014, including a public hearing noticed for the April 22, 2014 City Council meeting. Subsequently, the public hearing was publicly continued to May 13 and finally to May 27, 2014, on which date the City Council will consider approving the document for submittal to the U.S. Department of Housing and Urban Development (HUD).

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	Public Federal	Admin and Planning Housing Public Services	\$557,289	\$0	\$0	\$557,289	\$557,289

Table 5 - Expected Resources – Priority Table

Narrative Description

Effective, July 1, 2014, and as shown in the table below, the City plans to use \$557,289 in PY 2014 CDBG funds for the following purposes:

1.	Multi-Unit Rehabilitation (Shadow Hills, Esseff Village)	247,000	Residential rehabilitation at Many Mansions' owned affordable rental complexes Shadow Hills and Esseff Village.	Sub-Recipient: Many Mansions
2.	Low-Income Residential Rehabilitation (LIRR)	115,239	Minor structure improvement grant to very low-income, single-family owner-occupied units, including mobile homes, condominiums, townhomes and single family detached dwellings.	Selected Owner-Occupants
3.	Public / Social Services	83,593*	Through local, non-profit providers of public and social services, this activity provides grants to support the provision of basic and essential services to low- and very low-income persons and households.	Sub-Recipients – see below.
1.	Lutheran Social Services	Homeless Programs	80 E. Hillcrest Drive & Rotating Sites	\$19,907
2.	Senior Concerns Meals	Meals on Wheels	Beneficiary Homes	19,835
3.	Conejo Free Clinic	Medical Services	80 E. Hillcrest Drive	15,000
4.	Long Term Care	Senior Ombudsman Program	Long-Term Care Facilities	9,917
5.	County of Ventura	RAIN Program	RAIN Facilities	7,934
6.	Westminster Free Clinic	Medical Services	United Methodist Church 1000 East Janss Road & Westminster Presbyterian Church 32111 Watergate Road	8,000
7.	Many Mansions	Case Management	Many Mansions Facilities	3,000
			Total 2014-15 CDBG Funds	\$ 83,593

Program Administration BG ADMN	111,457	This activity allows the City to recover a portion of its costs to implement CDBG-funded activities.	
	557,289		

Table 6: Proposed Uses of PY 2014 CDBG Funds

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

The City will leverage \$83,593 in CDBG funds for public and social services with \$103,287 in local Social Services Endowment Funds (SSEF).

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

N/A

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

#	Goal Name & Description	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1.	<u>Multi-Family Rehab:</u> Assistance for priority improvements at 2, multi-unit, low-income rental complexes.	2014	2015	Housing Rehab	Census Tract 58, Block Group 3 Census Tract 71, Block Group 1	Decent Housing	CDBG	<u>Shadow Hills:</u> Circuit panel improvements, install low-flow toilets – 101 units. Benefit: 276 persons (2.73 pps per unit) <u>Esseff Village:</u> Sewage system improvements, install low-flow toilets – 50 units. Benefit: 61 persons. (10 units x 2 pps & 41 units x 1 pp)
2.	<u>Single-Family Rehab:</u> Grants of up to \$10,000 each to 10 very low-income households for urgent improvements.	2014	2015	Housing Rehab	Eligible, low-income owner-occupants Citywide.	Decent Housing	CDBG	Priority interior and exterior <u>minor</u> structural improvements Benefit: Est. 10 persons (2.73 x 9)
4.	<u>Public Services:</u> Grants to 7 non-profits to support service delivery for basic needs including medical care, food and shelter.	2014	2015	Public Services	Citywide	Suitable Living Environment	CDBG, SSEF	Benefit: 7,000 Persons (Estimated)

Table 7 – Goals Summary

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b).

From 1973 to 2012, the City and the former Thousand Oaks Redevelopment Agency, invested more than \$62 million in the construction and acquisition of affordable housing units. The total of publicly supported affordable units in Thousand Oaks is 2,611.

For 2014, the City's Housing goals and objectives are:

Multi-Family Rehabilitation

50 very low-income units at Esseff Village Apartments; and

101 units (10 very low-income, 90 lower-income and one manager's unit) at Shadow Hills Apartments.

Single-Family Rehabilitation

10 very low-income units, City-wide.

AP-35 Projects – 91.220(d)

Introduction

As a result of the City's 2014 Needs Assessment process, and based on needs identified in prior program years, the City is proposing to use its 2014 CDBG entitlement funds totaling \$557,289) for the following priority activities.

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

Table 8 – Project Information

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

1. Need identified by Many Mansions during City's PY 2014 Needs Assessment public hearing.
2. Need identified by Senior Alliance for Empowerment and by owner-occupants submitting pre-applications to the City during the PY 2013-14 CDBG program year.
3. Need identified by Social Services Ad Hoc Committee and by public and social services providers in January – May 2014.
4. There is an ongoing need for Program Administration.

Projects

AP-38 Project Summary

Project Summary Information

#	Project Name	Target Area	Goals Supported	Needs Addressed	PY 2014 CDBG Funding
Description					
1.	Multi-Unit Residential Rehabilitation	Census Tract 58, Block Group 3 & Census Tract 71 Block Group 1	Affordable Housing Improvements	Affordable Housing	\$247,000
<p>Assistance to non-profit housing provider Many Mansions for priority improvements at Shadow Hills Apts. (101 Units), Circuit panel improvements; and Esseff Village Apartments (51 units), Sewage system improvements.</p> <p>As required by HUD, the City is publishing the "Affordable Rental Standards" used by Many Mansions at Shadow Hills and Esseff Village Apartments. The City concurs with these standards and will use them during monitoring of 2014 CDBG rehabilitation activity at Shadow Hills and Esseff Village. (See Exhibit A for copies of the "Affordable Rental Standards".)</p>					
2.	Single-Family Residential Rehabilitation	Citywide	Affordable Housing Improvements	Affordable Housing	\$115,239
<p>Minor structural improvement grants to very low-income, single-family owner-occupied units, including mobile homes, condominiums, townhomes and single-family detached dwellings, located Citywide, based on the owner-occupants annual gross households income. (Known locally as the "Low-Income Residential Rehab program (LIRR).</p>					
3.	Public/Social Services	Citywide	Suitable Living Environment	Public Services	\$83,593
<p>Grants to non-profit sub-recipients listed on page 19.</p>					
4.	Program Administration	Citywide	Program Administration	Program Admin	\$ 111,457
<p>The City uses up to 20% of its annual CDBG entitlement grant to reimburse the general fund for a portion of the City's costs to administer program activities including staffing, public outreach, printing, wage compliance, maintenance and operations.</p>					

Table 9 – Project Summary

See (attached) HUD Table 3-C – Exhibit G.

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

The City's PY 2014 CDBG investments are expected to be concentrated in:

- Census Tract 70, Block Group 1 (2000 Census Low/Mod penetration of 49.9%)
- Census Tract 71, Block Group 1 (2000 Census Low/Mod penetration of 67.5% and Block Group 2 (2000 Low/Mod penetration of 63.3%),
- Census Tract 68, Block Group 3 (2000 Census Low/Mod penetration of 49.2%,
- Citywide, at low-income, owner-occupied residences selected for rehabilitation grants of CDBG funds.

Geographic Distribution

Target Area	Percentage of Funds
Census Tract 71, Block Group 1 <ul style="list-style-type: none">• Esseff Village Multi-Unit Rehabilitation (\$50,000)	9.0 %
Census Tract 58, Block Group 3 <ul style="list-style-type: none">• Shadow Hills Multi-Unit Rehabilitation (\$102,000)	35.0 %
Site specific low/mod addresses of very low-income, single-family households selected for Low-Income Residential Rehab program.	20.5 %
Total of Geographic Distribution	64.5 %

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

1. Census Tracts 70 and 71 contain the majority of the City's affordable housing units, including multi-family rental units and mobile home parks. The preservation, rehabilitation and repair of these units are the City's highest priority for the use of PY 2014 CDBG funds.
2. Income-eligible, low-income, owner-occupants may qualify for the City's "Low-Income Residential Rehabilitation" program in any area of the City.

Discussion

Maps of proposed FY 2014 CDBG-funded activities are provided in **Exhibit H** to this Action Plan report. The percentage of funds to be allocated geographically is as follows:

- Affordable Housing Rehabilitation in Census Tract 58, Block Group 3 and Census Tract 71 Block Group 1 = 44 %
- Funds not to be allocated geographically, but based on property owner's income = 20.5%.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Multi-Unit Affordable Rental Units

Using PY 2014 CDBG funds totaling \$247,000, the City plans to rehabilitate 151 multi-family, affordable rental units owned by non-profit, affordable housing owner Many Mansions at the lower-income Shadow Hills Apartments (\$197,000) and Esseff Village Apartments (\$50,000).

Single-Family, Owner-Occupied, Very Low-Income Units

In addition, using PY 2014 CDBG funds totaling \$115,239, the City proposes to rehabilitate up to 10 very low-income, owner-occupied mobile homes and single-family attached and detached dwelling units in dire need of health and safety improvements.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	161
Special-Needs	0
Total	161

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
Production of New Units	0
Rehab of Existing Units	161
Acquisition of Existing Units	0
Total	161

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

AP-60 Public Housing – 91.220(h)

Introduction

The City of Thousand Oaks collaborates closely with the Area Housing Authority of the County of Ventura (AHA), the City's public housing authority. AHA has been designated by HUD as a "High Performer" for the past 12 consecutive years. AHA manages 3 HUD-owned rental housing complexes in Thousand Oaks (Fiore Gardens, Florence Janss and Leggett Court), serving 428 lower-income residents. In addition, AHA owns and manages 5 other rental complexes in Thousand Oaks (Glenn Oaks Senior Apartments, Los Arboles, Oak Creek Senior Villas, Royal Oaks and Sunset Villas), serving an additional 304 lower-income residents. AHA has an active Resident Services Program including community activities, recreation and tutoring, crime prevention, transportation, wellness programs, and other activities.

Actions planned during the next year to address public housing needs

According to AHA, the following improvements are planned to be made during 2014-15:

<u>Fiore Gardens</u>	Upgrade recreation space	\$ 16,898
	Repair/repaint iron fencing	17,972
	Appliance Replacement	49,925
	Total	\$ 84,795
<u>Florence Janss</u>	Replace locks, add ADA levers	\$ 21,000
	Sidewalk Repair/replacement	23,400
	Total	\$ 44,400
<u>Leggett Court</u>	Replace mailboxes, install parcel box	\$ 5,700
	Replace slider doors w/dual glaze	49,000
	Total	\$ 54,700

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

All non-exempt Public Housing adult residents contribute 8 hours of community service per month, or participate in 8 hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence.

AHA provides a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills.

The AHA collaborates with local community organizations and non-profits to provide these community service opportunities for public housing residents. Residents are also provided with opportunities to serve on the Resident Advisory Board.

AHA offers First-Time Homebuyer workshops that educates and informs residents on how to prepare for, and participate in, homeownership.

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

Not applicable.

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

Introduction

Through collaborations with local government and non-profit agencies, the City seeks to reduce the number of homeless persons by transitioning them into shelters, transitional and permanent supportive housing. The City leverages 15% of the CDBG grant with at least \$100,000 in local Social Services Endowment Funds to support the efforts of local non-profits to provide public and social services to low- and very low-income persons and households including services to the homeless, transitional housing, supplemental meals and groceries, low- or no-cost health care and other services for youth, families and the elderly.

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

In collaboration with the County of Ventura and the Conejo Valley Affordable Housing Workforce, the City supports an annual count of homeless persons. The most recent count occurred on January 29, 2014. In addition to counting unsheltered persons and those in overnight shelters, some of the homeless participate in a survey that assists local agencies to assess the needs of this population and develop appropriate responses.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City is collaborating with the local non-profit Conejo Valley Affordable Housing Workgroup to establish a year-round shelter for homeless persons and families in Thousand Oaks in approximately 2016.

The shelter would function as an interim solution to move homeless persons off the streets and into transitional and/or permanent, supportive housing as soon as such resources are available.

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

The City of Thousand Oaks, and the former Thousand Oaks Redevelopment Agency, provided financial support to local non-profit Community Housing Development Organization (CHDO) Many Mansions for the construction of the Hillcrest Apartments, including 15 permanent, supportive units for homeless persons or households.

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.

The City uses CDBG funding to provide annual operational funding grants to local non-profits that help very low-income persons and households, particularly those with special needs. For example, Lutheran Social Services coordinates a cold-weather shelter at rotating houses of faith, a 365-day hot-meal program and services for homeless persons.

Conejo Free Clinic and Westminster Free Clinic offer low-cost or no-cost medical care for persons with no other access to care.

Senior Concerns offers a meals-on-wheels program that is free of cost for persons unable to pay.

Long Term Care Services trains volunteers to make unannounced visits to nursing homes to verify that disabled seniors in care are receiving quality care.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Prior to the update 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 1547-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.

AP-85 Other Actions – 91.220(k)

Actions planned to address obstacles to meeting underserved needs

Year-Round Shelter

The City has identified the lack of a local year-round shelter as a primary underserved need. The City is collaborating with the Conejo Valley Affordable Housing Workgroup in an effort to establish such a shelter in 2016 or at some other time. No CDBG funds will be used for this activity in 2014-15.

Social Services Endowment Fund

The City also leverages 15% of its CDBG entitlement grant with at least \$100,000 in local Social Services Endowment Funds (SSEF) to support the efforts of approximately 24 providers of public and social services to help meet the underserved needs of low- and very low-income City residents.

Actions planned to foster and maintain affordable housing

Since 1973, the City and the former Thousand Oaks Redevelopment Agency invested more than \$62 million in the construction and acquisition of affordable rental housing units.

During the PY 2014 CDBG program year, the City plans to allocate \$247,000 for the rehabilitation of affordable, multi-family units and \$115,239 for the rehabilitation of single-family, owner-occupied lower-income households.

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 Community Development Department maintains brochures at the public counter advises contractors and property owners of the "Renovation, Repair and Painting (RRP)" lead regulation and discusses with renovators how to comply and to reduce the adverse effects of lead paint and lead dust.

Actions planned to reduce the number of poverty-level families

Public and Social Services

Through its non-profit partners that provide public and social services, 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 Program	CDBG Funds
Manna Conejo Valley	Food Bank	City SSEF Funds
St. Paschal Baylon/ St. Vincent de Paul	Poor & Homeless Assistance	City SSEF Funds
Conejo and Westminster Free Clinics	Low-Cost Medical Services	CDBG Funds
Conejo Recreation & Park District	Conejo Creek Homework Tutoring	City SSEF Funds

Actions planned to develop institutional structure

To address the needs of low- and moderate-income residents and households, the City has collaborative relationships with the County of Ventura, the Area Housing Authority, CHDO Many Mansions, the Ventura County Homeless and Housing Coalition, the Conejo Valley Affordable Housing Workgroup, the Conejo Valley Unified School District, Cyrus Urban Inter-Church Sustainability Network, Women's Economic Ventures, 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 and with private CHDO Many Mansions to increase, preserve, repair and rehabilitate local affordable, multi-family, rental units. The City leverages 15% of the City's CDBG entitlement grant with at least \$100,000 in local Social Services Endowment Funds (SSEF) to increase the number of public and social services that can receive public support and increase the number of low- and very low-income persons that can access these services.

2014 Monitoring Activities

- **Residential Rehabilitation Programs (Multi-Unit and Single-Family, Owner-Occupancy)**

The City's CDBG sub-recipients will be contractually required to administer Federal prevailing wage and Section 3 programs for these activities and to submit written reports on these activities to the City monthly, or as required. City will monitor Affordable Rent Standards, as identified in Exhibit A.

- **Public and Social Services**

The purpose of the City's monitoring 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 Part 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. In this Action Plan, the City will conduct site monitoring on a minimum of 10 percent of the agencies and desktop monitoring on all the agencies not receiving an on-site monitoring. Items for review are based on the CDBG monitoring checklist, "Exhibit 3-16 "Guide for Review of Subrecipient/Community-Based Development Organization Management".

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

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

Program Income

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	1,400.81
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:	1,400.81
The above Program Income represents a reimbursement from a City contractor for the purchase of a computer and software bought with CDBG funds. The City requested this reimbursement in lieu of having to track the items as City assets.	

Other CDBG Requirements

Urgent Needs Activities

1. The amount of urgent need activities	0
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Low / Moderate Income Benefit

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.	80%
Specify the years covered that include this Annual Action Plan.	PY 2014

End of PY 2014 CDBG Action Plan Narrative

Annual Action Plan
2014

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Exhibit A

City of Thousand Oaks

CDBG Program (2014)

**Many Mansions' Request for Funding
(\$473,398)**

Capital Improvement Projects

February 13, 2014



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I. Request for Funding

Many Mansions, a nonprofit 501(c)(3) corporation, respectfully requests \$ 473,378 in CDBG funding to be used for capital improvement projects at two low-income affordable housing properties (Esseff Village Apartments and Shadow Hills) located in the City of Thousand Oaks.

The proposed Scope of Work (Appendix "1"--§ VI) is summarized as follows:

No.	Area	Amount
A	Esseff Village Improvements	\$ 29,740
B	Shadow Hills Improvements	\$373,020
C	Administrative	\$ 50,500
D	Contingency	\$ 20,138
Grand Total		\$473,398

The Esseff Village improvements are directed at the sewer system (§ III (B)). The Shadow Hills improvements include the replacement of the unit circuit panels, new HVACs, and new windows and sliding glass doors (§ III (C)).

The remainder of the funds would be spent upon 'soft costs', including a prevailing wage monitor, City permits, and an administrative fee (§ III (D)). There would be a 5% hard cost contingency for potential cost over-runs (§ III(E)).

As explained in this Request, the proposed Scope of Work relates to the 'health and safety' of the residents at the properties and are designed to preserve and to enhance their physical condition.

II. Background

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 500 units of affordable housing.

All of the residential units at Many Mansions are restricted to households who are low-income (80% AMI), often 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.

III. Proposed Scope of Work & Budget

A. Scope of Work & Budget

No.	Area	Amount
A	Esseff Village Improvements	\$ 29,740
B	Shadow Hills Improvements	\$373,020
C	Administrative	\$ 50,500
D	Contingency	\$ 20,138
Grand Total		\$473,398

B. Esseff Village Improvements

Esseff Village is a 51 unit affordable housing complex in Thousand Oaks acquired and developed by Many Mansions in 2001. Converting the Village Inn motel located on Thousand Oaks Boulevard, Many Mansions turned the complex into supportive affordable housing – housing restricted to those individuals who are extremely low-income and may be coming from homelessness and/or have a permanent disability.

Esseff Village is in relatively good physical shape. Substantial rehabilitation was done in 2001 to convert these motel rooms into SRO housing and to convert some rooms into office and community space. Currently, Many Mansions is soliciting bids to perform some exterior repairs to the wood trim and stucco and then to re-paint the complex.

However, the conversion to SRO permanent supportive housing has caused a strain to the sewer system. In the conversion, garbage disposals were added. The disposed garbage flows into the existing sewer pipes. More importantly, the permanent housing nature – residents occupying the units all day all the time – has put even more strain upon the sewer system.

Unfortunately, at the time of the rehabilitation the overall sewer system, including the pipes, was not upgraded nor enlarged to meet the increased demand. As a result, over time, the sewer system has proven to be inadequate and has resulted in frequent back-ups and clogs. This has caused Many Mansions to expend funds on their maintenance and repair.

The proposed scope of work seeks to address these problems by doing the following:

No.	Scope of Work	Units	Estimated Cost (at Prevailing Wages)
A-1	Install Sewer Clean Outs, Remove Garbage Disposals and Rework Waste Assembly on All First Floor Units	21	\$ 9,450
A-2	Drywall Repairs and Paint on All First Floor Units	21	\$ 8,400
A-3	Remove Garbage Disposals and Rework Waste Assembly on All Second Floor Units	29	\$ 11,890
Total			\$ 29,740

While it would be cost prohibitive to replace the sewer system, we can make some modifications to address the problem. The first item (A-1) is to install 'clean out' valves on all the ground floor units. The clean out valves assist us in correcting any sewer backups (e.g. easier access to the problem, hydro flushing, etc.). Because we would be cutting into the walls, we would have to repair the walls (A-2). Additionally, we would also remove all garbage disposals from all units (A-1 & A-3). Much of the problem emanates from the garbage from these disposals.

Improving the overall sewage system at Esseff Village will save the property money and will allow rents to remain very low. Many Mansions spent \$102,288 on repairs at the property in 2013¹ on total revenue of \$349,057 (29%). Expenditures on maintenance repairs amounted to -\$20,311 over budget and contributed to the property's overall -\$29,951 net operating loss.

C. Shadow Hills Improvements

Shadow Hills is a 101 unit housing complex in Thousand Oaks acquired and developed by Many Mansions in 1992. Shadow Hills is affordable housing mainly targeted to low-income families. While set out in seven residential buildings (plus a community building), 57 units are located in just one three-story building (the '241 Building'). This 241 Building has interior hallways and an elevator.

Shadow Hills has been one of Many Mansions' great successes. Considered a haven for 'drug dealing' and 'gang banging,' Many Mansions' active property

¹ This figure includes all property repairs and unit preparation costs, not just those relating to the sewer system. Still, those repairs figures attributed to the sewer system are a large percentage of this overall figure.

management and residential service programs have transformed this property into very nice and very supportive family-oriented housing.

However, the property has not aged well. While the property underwent significant rehabilitation in 2005-07 from proceeds of a bond refinancing, the rehabilitation was large confined to exterior items: the replacement of patio decks (deteriorating), roof repair and replacement, repair of car ports, resurfacing the parking lot, etc.

The property desperately needs rehabilitation in the interior. The proposed rehabilitation is directed at interior (unit) improvements and focuses upon health and safety concerns or potential energy saving improvements.

The proposed scope of work is as follows –

No.	Scope of Work	Units	Estimated Cost (at Prevailing Wages)
B-1	Test and Replacement of Existing Load Centers (panels) and Pacific Stab-Lok Circuit Breakers with New 120/240V Single Phase AIC Rating Residential Load Centers (panels)	101	\$102,020
B-2	Drywall Repairs and Paint Touch Up After Replacement of All Circuit Breaker Panels	101	\$ 25,250
B-3	Replace Windows and Sliding Glass Doors with Double Pane High Energy Efficient Ones in Building 243	57	\$154,900
B-4	Partial Replacement of Existing HVAC Equipment	25	\$ 88,000
B-5	Install Two HVAC Return Air Vents Servicing Common Areas		\$ 2,850
Total			\$373,020

The first item addresses a potentially serious health and safety concern: the condition of the circuit panels (B-1). Under the proposal all circuit panels containing the circuit breakers would be replaced in all 101 units. Based upon prior testing, there is a concern that a significant number of existing circuit breakers are not functioning properly – that is, are remaining ‘hot’ (current still running through it) even where the circuit is tripped.

Faulty circuit breaker may pose a fire hazard to the property. In 2001 Shadow Hills suffered a major fire resulting in over \$1 million in damage (no loss of life). In

2013 Bella Vista suffered a major fire resulting in \$260,000 in damage and one loss of life.

In item B-1 Many Mansions would engage an electrician to perform major testing of the system (\$8,000). If the circuit breakers are in good condition, then no replacements would be performed (See Alt-A, *infra*). However, if they are not in good condition, then all circuit panels would be replaced (\$102,200) and additional 'patching work' (B-2) would be performed (\$25,250).

The other two major items (B-3 & B-4) are directed toward energy efficiency ('green technology').

The windows and sliding glass doors at Shadow Hills, especially in Building 241, are hopelessly old, of poor quality, and are energy inefficient. Item B-3 is to replace all such windows and doors in Building 241. Better technology in windows and glass doors will lead to tremendous energy savings.

Similarly, the current HVAC (heating, ventilation, and air conditioning) system is old, of poor quality, and energy inefficient. Item B-4 is to replace as many of the HVAC systems as possible.

Item B-5 is to two return air vents from common area HVACs (that seem to be missing).

D. Administrative

The administrative category includes the administrative fee, prevailing wage monitor, and permits.

Overall, the administrative portion would be as follows:

No.	Scope of Work	Units	Estimated Cost (at Prevailing Wages)
C-1	Many Mansions' Administrative Fee		\$ 40,000
C-2	Prevailing Wage Monitoring Services (Not to exceed))		\$ 8,500
C-3	Construction Permits		\$ 2,000
Total			\$ 50,500

The administrative fee (C-1) is to cover Many Mansions' personnel rated costs (salary, benefits, taxes, insurance, etc.) for the staff that would oversee this extensive project. The fee is limited to 10% of the hard costs.

The prevailing wage monitor (C-2) would cover the third-party prevailing wage monitor who would insure all contractors and subcontractors are adhering to federal prevailing wage laws (Davis-Bacon Act).

The construction permits (C-3) would cover any City permits required for the work.

E. Contingency

The contingency item (E-1) of \$20,138 represents a small (5%) cushion and is based upon the hard costs.

IV. Alternative Scope of Work & Budget

Appendix '2' (§ VII) explores alternative scopes of work. Three alternatives were analyzed:

Alternative	Change (Same as original budget except....)	Change (\$)	New Budget
A	No Circuit panel Replacement	-\$136,885	\$336,514
B	No HVAC replacement	-\$100,924	\$372,474
C	No HVAC or Window/Door replacement	-\$279,059	\$194,339

Other alternatives exist. The Esseff Village work (sewer) and circuit panel work at Shadow Hills have the priority.

V. Argument

- A. The Proposed 'Scope Of Work' Qualifies For CDBG Funding Since The Funds Will Be Used For Reconstruction Of Buildings That Are In Affordable Housing That Benefits Low-Income Households And The Applicant Is A Nonprofit Organization.

The proposed scope of work fit squarely within the qualifications for CDBG funding. See 24 CFR 570.

- B. Many Mansions Has Few Resources Available For Such Rehabilitation Work.

Many Mansions has few available financial resources to pay for such rehabilitation work.

While each property has an established 'replacement reserve' account to pay for major property repairs, the existing 'replacement reserve' account at Esseff Village and Shadow Hills are inadequate to pay for the planned Scope of Work—

Property	Account Balance (12/31/13) – Replacement Reserve
Esseff Village	\$114,334 (but \$50,000 committed to repainting, etc.)
Shadow Hills	\$136,614

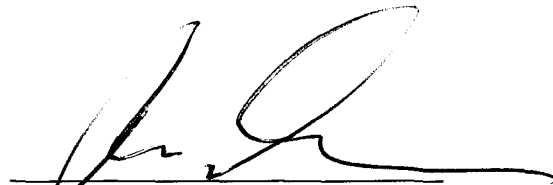
C. The Proposed Scope of Work Advances the City's Interests

Well maintained and well-functioning affordable housing is in the City's interests.

The work at Shadow Hills and Esseff Village represents an opportunity to (1) address potential health and safety issues, (2) reduce energy consumption, and (3) improve the lives of many low-income residents.

Respectfully Submitted,

February 13, 2014



Rick Schroeder, President
Many Mansions

**Many Mansions 2014-15
FINAL PROPOSAL
Based on City's CDBG Budget**

April 14, 2014

		Estimated Costs at Prevailing Wage	
Esseff Village (50 Units) Most Important Repair Needs			
No.	Work to be Performed		
1	Install Sewer Clean Outs, Remove Garbage Disposals and Rework Waste Assembly on All First Floor Units (21)	\$9,450	\$9,450
2	Drywall Repairs and Paint on All First Floor Units (21)	8,400	8,400
3	Remove Garbage Disposals and Rework Waste Assembly on All Second Floor Units (29)	11,890	11,890
4	Replace all toilettes (50) with water use efficient type	20,750	20,750
Total Estimate for Esseff Village Repairs		\$50,490	\$50,490
Shadow Hills (101 Units) Most Important Repair Needs		Option A	Option B No Electric Panels Needing Replacement
1	Test and Replacement of (101) Existing Load Centers (panels) and Pacific Stab-Lok Circuit Breakers with New 120/240V Single Phase aic Rating Residential Load Centers (panels)	Test & Full Replacement \$102,020	Test Only \$5,540
2	Drywall Repairs and Paint Touch Up After Replacement of All Circuit Breaker Panels	25,250	
3	Replace Sliding Glass Doors only with Double Pane High Energy Efficient Ones (63 units out of 101)		\$83,128
5	Install Two HVAC Return Air Vents Servicing Common Areas	2,850	2,850
6	Replace toilettes with water use efficient type	(45) 18,675	(141) 58,515
Total Estimate for Shadow Hills Repairs		\$148,795	\$150,033
Total Estimated Repairs		\$199,285	\$200,523
Additional Related Costs Estimate			
Many Mansions' Administrative Fee		\$24,000	\$24,000
Prevailing Wage Monitoring (Not to exceed))		10,000	10,000
Construction Permits		2,000	2,000
Total Estimate for Additional Related Costs		\$36,000	\$36,000
* Contingency Funds		11,715	10,477
Grand Total		<u>\$247,000</u>	<u>\$247,000</u>

Many Mansions
Shadow Hills Apartments
Affordable Rental Standards
2014-15 CDBG Activity

	41 City/Bond Units	101 City Units	Notes / Conditions
BR Size Requirements?	None	None	N/A
Unit Type Distribution 01	10 units @ 50% AMI	Defer to Bond	CTCAC governs on Tenant Rent (trumps Bond per 3/18/2013 HD email)
Unit Type Distribution 02	30 units @ 60% AMI	Defer to Bond	CTCAC governs on Tenant Rent (trumps Bond per 3/18/2013 HD email)
Unit Type Distribution 03	60 units @ 80% AMI	100 units @ 80% AMI	Max Tenant Rent at AHA Paym Standard
Unit Type Distribution 04	1 Manager unit	1 Manager unit	N/A
			Section 8 at AHA Paym Standard All Units
			CTCAC Income Limits Govern All Units

Many Mansions
Esseff Village Apartments
Affordable Rental Standards
2014-15 CDBG Activity

	50 HOME Units	50 CTCAC Units	Notes / Conditions	
BR Size Requirements?	See below	See below	See below	See below
Unit Type Distribution 01	48 Studios units @ Low HOME	24 Studios units @ 30%	CTCAC governs on Tenant Rent	HOME governs on Income Limit & S8 Contract Rent
Unit Type Distribution 01	48 Studios units @ Low HOME	24 Studios @ 35%	CTCAC governs on Tenant Rent	CTCAC governs on Income Limit (No HOME 35% level), HOME governs on S8 Contract Rent
Unit Type Distribution 02	2 One-BR units @ Low HOME	2 One-BR's @ 45%	CTCAC governs on Tenant Rent	CTCAC governs on Income Limit (No HOME 45% level), HOME governs on Income Limit & S8 Contract Rent

BR'S	TCAC DESIG	HOME DESIG	MAX S8 GROSS RENTS (HOME)	UTILITY ALLOWANCE	MAX S8 NET RENTS (HOME)
STUDIO	N/A	LOW	\$ 782.00	\$ -	\$ 782.00
STUDIO	N/A	HIGH	\$ 934.00	\$ -	\$ 934.00
1	N/A	LOW	\$ 838.00	\$ -	\$ 838.00
1	N/A	HIGH	\$ 1,069.00	\$ -	\$ 1,069.00

GENERAL GOVERNANCE (Most Restrictive)

Income:	HOME
Tenant Rent:	CTCAC
Section 8 Rent:	HOME

PROJECT-BASED S8

HOME Limitation does not apply.
Affected units may have contract rents at AHA Payment Standard.

Exhibit B



1459 E. Thousand Oaks Blvd., Ste. D • Thousand Oaks, CA 91362

February 12, 2014

Caroline Milton
Senior Analyst
City of Thousand Oaks
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

Dear Ms. Milton:

I am writing on behalf of the Conejo Valley Affordable Housing Workgroup to provide comments regarding the needs that should be addressed by CDBG Program funding in the City of Thousand Oaks. The Conejo Valley Affordable Housing Workgroup is one of seven regional task forces created in 2008 by the Ventura County Homeless and Housing Coalition with the intent of implementing strategies from *Ventura County's 10-Year Strategy to End Homelessness*. In implementing the 10-Year Strategy in the Conejo Valley, the Workgroup has identified two priorities based on the specific needs of the region we serve:

1. Develop a year-round emergency shelter; and
2. Create and support emergency assistance funds.

We strongly support the City's 2013-2014 priority of Developing a Year-Round Emergency Shelter and request that it remain a top priority this year. It is necessary to provide the individuals and families of Thousand Oaks experiencing homelessness a safe place to temporarily live and the assistance to obtain permanent housing as quickly as possible.

Furthermore, we request the addition of emergency assistance funding as a top priority this year. Emergency Assistance Funding directly aligns with tenets of *Ventura County's 10-Year Strategy to End Homelessness*, *Recalibrating for Results*, and the United States Interagency Council on Homelessness' *Opening Doors*. Emergency assistance is provided to prevent an at-risk family from becoming homeless and to prevent a formerly homeless person from losing their newly obtained housing by covering expenses associated with re-housing (e.g. security deposit, utilities deposit and first month's rent). Preventing homelessness is more compassionate and significantly more cost effective than assisting a family once they have become homeless. Additionally, the stability of the home provides the most effective environment for families to address additional issues placing them at risk of homelessness.

We believe these needs should be addressed by the CDBG Program 2014-2015 as they are essential to reducing and ending homelessness in Thousand Oaks. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Schroeder", is written over the word "Sincerely,".

Rick Schroeder
President

Exhibit C



SAFE

Senior Alliance For Empowerment

Thursday, February 13, 2014

*Kathryn Goodspeed, President
Margaret Riggs, Vice President
Barbara Brown, Secretary
James Wolf, Treasurer
Victor Alvarado, Jr., Board Member
Gayle Heninger, Board Member*

City of Thousand Oaks
Community Development Department

Attn: Caroline R. Milton, Senior Analyst

Ref: Federal Community Development Block Grant (CDBG) Funds

Dear Ms. Milton,

This grant application is submitted by the Senior Alliance For Empowerment, hereinafter referred to as SAFE.

SAFE is a California 501 (c)(3) nonprofit corporation in good standing.

The mission of SAFE is to provide information and assistance to the aged and extremely low income population which is trying to maintain self-sufficiency. More detail is provided with this application.

SAFE has identified extremely low income individuals, many who are disabled, and in need of financial help to insure their homes meet the guidelines and standards set forth by the State. SAFE's Board is highly experienced and qualified to professionally manage and administer a grant program which will assure a safe and healthy environment for this population. Demographically, the population consists mostly of elderly widows who were shut out of higher income employment in the generations in which they worked. They now struggle to maintain independence on a Social Security income which seriously lags behind inflation. Many of the residents are also victims of medical conditions which have reduced their savings and severely limited their ability to provide life's necessities.

This application is short and factual for your convenience. We will be happy to supply any additional information or answer any questions which you may have.

With kind regards,

Kathryn Goodspeed, President
Senior Alliance For Empowerment

BUDGET

REVENUES:

Grant	\$	88,600.00
Add: 10% Contingencies	\$	<u>8,860.00</u>
TOTAL REVENUES:	\$	97,460.00

EXPENSES AND DISBURSEMENTS:

Salaries and Wages		\$0.00
Travel		\$0.00
Postage and Petties		\$0.00
Miscellaneous		\$0.00
Supplies for Reporting	\$	100.00
Contracting	\$	<u>97,360.00</u>

TOTAL EXPENSES: \$ 97,460.00

FUNDS BALANCE \$0.00

NEEDS CHART

Candidate	Age	M/F	Monthly Gross Income	Annual Gross Income	Cost Estimate	Need Description	Urgency	Health Condition
#1	77	F	\$ 900.90	\$ 10,810.80	\$ 8,500.00	Home has aluminum wiring mixed with copper wiring. Plumbing, water heater.	Extreme/Dangerous	Fair
#2		M&F		\$ -	\$ 9,000.00	Home has only 40 amp service. Half of wiring is non-functional	Extreme/Dangerous	Very poor. F=Kidney Dialysis. M=Heart disease & by-pass
#3		F	\$ 1,064.90	\$ 12,778.80	\$ 6,500.00	Furnace. No heat or A/C in home.	Severe	
#4	88	F	\$ 2,750.00	\$ 33,000.00	\$ 1,400.00	Water Heater, some mechanical work	Moderate	Very poor. Housebound with COPD and 24/7 oxygen
#5	70	F	\$ 1,144.90	\$ 13,738.80	\$ 8,000.00	Electrical wiring, water heater. A/C conditioning.	Severe	Very poor. A form of MS, Osteoarthritis, allergies
#6		M&F	\$ 1,723.00	\$ 20,676.00	\$ 2,200.00	Outside Porch Steps and ramp. Electrical circuit. Water heater.	Moderate	Aged. F= Macular degeneration. M=Heart disease
#7	87/82	M&F	\$ 1,952.90	\$ 23,434.80	\$ 1,100.00	Water Heater.	Very	M = Heart disease F = Disability
#8	79	M&F	\$ 1,500.00	\$ 18,000.00	\$ 6,500.00	Furnace. No heat or A/C in home. Roof and Electrical repair.	Very	Aged
#9	70	F	\$ 2,500.00	\$ 30,000.00	\$ 1,000.00	Mobile home leveled.	Very low	Good
#10	77	F	\$ 1,230.00	\$ 14,760.00	\$ 1,400.00	Water Heater, some mechanical work	Moderate	Very poor. Stroke victim
#11	70	F	\$ 1,084.00	\$ 13,008.00	\$ 2,500.00	Furnace. Carbon monoxide emissions. Windows.	Extreme/Dangerous	Lupus
#12	87	F	\$ 1,302.00	\$ 15,624.00	\$ 200.00	Air conditioner. Window unit.	Low	Fair. Diabetic
#13	77	M&F	\$ 1,802.90	\$ 21,634.80	\$ 1,100.00	Water Heater.	Moderate	Heart Disease. COPD. Aneurysm. Arthritis
#14	99	M&F	\$ 1,484.83	\$ 17,817.96	\$ 2,500.00	Furnace and A/C, leveling	Moderate	Very aged
#15	85/86	M&F	\$ 1,537.00	\$ 18,444.00	\$ 400.00	Range burners clogged.	Moderate	M = Heart disease, disability F - Alzheimers
#16	77	F	\$ 917.00	\$ 11,004.00	\$ 1,100.00	Water Heater	Moderate	Poor. Diabetes, hypertension.
#17	83	F	\$ 1,580.00	\$ 18,960.00	\$ 2,500.00	Furnace	Moderate	Fair
#18	80/78	M/F	\$ 1,100.00	\$ 13,200.00	\$ 1,000.00	Electrical repair.	Severe	F = Very poor. Heart disease M = Heart disease
#19	89	F	\$ 1,416.00	\$ 16,992.00	\$ 1,500.00	Water Heater. Plumbing repair.	Moderate	Poor
#20	76	F	\$ 1,083.00	\$ 12,996.00	\$ 6,500.00	Water Heater. Furnace & A/C. Roof.		Poor. Lupus, cancer
#21	72	F	\$ 1,268.00	\$ 15,216.00	\$ 1,300.00	Water Heater. Roof repair.	Moderate	Poor. Heart disease.
#22	78	F	\$ 799.00	\$ 9,588.00	\$ 300.00	Air conditioner, Window unit.		Very poor. COPD. A/oxygen 24/7
#23	82	F	\$ 1,349.10	\$ 16,189.20	\$ 3,000.00	Earthquake bracing. Termite removal.	Moderate	Poor. Intestinal bleeding
#24	82	F	\$ 890.40	\$ 10,684.80	\$ 1,500.00	Mold abatement, sink	Moderate	Fair
#25	73	F	\$ 2,000.00	\$ 24,000.00	\$ 500.00	Roof repair. Window repair. A/C Window unit.	Moderate	Fair
#26	87	F	\$ 832.00	\$ 9,984.00	\$ 8,000.00	Furnace and A/C, Water heater, mold abatement	Severe	Poor. Stroke. Heart disease
#27	80	F	\$ 1,535.90	\$ 18,430.80	\$ 8,000.00	Furnace and A/C, water heater, roof repair	Severe	Poor. Degenerative discs, Chronic pain, asthmatic
#29	78	F	\$ 1,653.90	\$ 19,846.80	\$ 1,100.00	Water heater	Low	
				Total	\$ 88,600.00			

MISSION STATEMENT

The purpose of **Senior Alliance For Empowerment** includes, but is not limited to, the following:

- (a) address the needs of the seniors sixty (60) years of age and older,
- (b) provide resources for seniors and elders who qualify under the
Federal and State guidelines of low income with emphasis placed on
those with the following attributes:
 - 1. Very low income
 - 2. Below poverty level as defined by Federal and State guidelines
 - 3. Disabled and within the guidelines above
- (c) assist seniors in understanding community regulations,
- (d) provide information on elder abuse issues,
- (e) inform and educate seniors in finding available services,
- (f) sponsor seminars and other educational events where community and senior leaders, governmental and organizational representatives, and other concerned members of the public and government may meet to exchange ideas, suggest solutions, and implement strategies to benefit seniors,
- (g) assist seniors in obtaining information from the internet,
- (h) publish a newsletter focusing on information related to low-income senior issues.

This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes

Board Members

Kathryn Goodspeed, President

Retired executive with over 25 years experience operating the Blind Children's Learning Center nonprofit corporation. Author and lecturer on learning techniques for pre-school blind children. Experienced in writing and facilitating CDBG and other funding grants for nonprofit agencies.

Margret Riggs, Vice President

Retired. Thirty years experience in customer service. Homemaker and mother of four children. Brings considerable experience to the Board.

Barbara Brown, Secretary

Retired executive with substantial expertise in money markets and financial management.

James Wolf, Treasurer

Retired CEO with training and over 30 years experience in international business, author and lecturer, strategic planner with particular expertise in finance and business management.

Victor Abrunzo, Board Member

Retired Attorney at Law with considerable experience and expertise in Civil law. In addition:

Active as Treasurer and CFO for *Life Support Alliance*.

Treasurer and Financial Planner for *Crossroads*.

Chairperson, VSPW, *Inmate Family council - California Dept. of Correction and rehabilitation*.

State court receiver for Los Angeles County regularly reporting financial reports to the Courts.

Member, *Friends of the Thousand Oaks Library*.

Gayle Heninger, Board Member

Retired Real Estate executive with experience and expertise in residential and commercial real estate.

LOGIC MODEL



SAFE

SENIOR ALLIANCE FOR EMPOWERMENT

A nonprofit corporation dedicated to informing and assisting the extremely low income aged population to make the end of life years safe and healthy.



Exhibit D



2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Phone 805/449.2121 • Fax 805/449.2125 • www.toaks.org

Fiscal Year 2014-15 Community Development Block Grant (CDBG) Needs Assessment

The City of Thousand invites interested persons to attend an Administrative Hearing and provide public comments on the community development needs of the City's lower-income populations including housing, social services and improvements to public facilities. Comments received will assist the City to prepare its spending plan for approximately \$563,000 in federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) from July 1, 2014 to June 30, 2015.

This administrative hearing will be held at 6 pm, Monday, January 13, 2014 at the City Hall Board Room (Level 3), 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362. Any person is welcome to attend and be heard on these matters.


Comments on the community development needs of the City's lower-income populations may also be submitted in writing, by no later than 5 pm, January 31, 2014, to: City of Thousand Oaks, Attention: Caroline Milton, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362. Please mark submittals: "FY 2014-15 CDBG Needs Assessment".

If anyone challenges the City on CDBG Needs Assessment matters in court, the person making such challenge may be limited to the issues raised at the administrative hearing described above, or in written correspondence delivered to the City by no later than 5 pm, January 31, 2014.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to attend this hearing, please contact Caroline Milton at (805) 449-2331 or send an e-mail to cmilton@toaks.org.

Thousand Oaks Acorn:

Please publish: December 26, 2013 and January 2 and 9, 2014


Linda D. Lawrence, City Clerk
City of Thousand Oaks, California

Date:

001-5001

PUBLIC NOTICE

THE PUBLIC IS INVITED to review and comment on a Draft Action Plan for the U.S. Department of Housing and Urban Development (HUD). The document is the "Program Year 2014-2015 Community Development Block Grant (CDBG) Action Plan" and it describes the planned expenditure of an estimated \$563,128 in Federal CDBG funds from July 1, 2014 through June 30, 2015 for activities that primarily benefit lower-income households.

Effective March 10 through April 8, 2014, the City is making the draft CDBG Action Plan available for 30 days of public review and comment. The document will be posted to the City's Community Development Department's CDBG webpage at www.toaks.org and a paper copy will be available for review beginning March 10 at the City Hall Community Development Department at 2100 Thousand Oaks Boulevard, First Floor, Thousand Oaks, CA 91362. On request, paper copies will also be made available at other City buildings and a limited number of copies are available to be mailed to interested parties.

The City Council will hold a public hearing at its April 22, 2014 meeting to consider and approve the draft CDBG Action Plan. A final public comment opportunity will occur during the public hearing. Effective March 10 and ending April 8, 2014, the public and any Interested persons are requested to submit written comments on this draft Action Plan to Senior Analyst Caroline Milton at cmilton@toaks.org.

In accordance with the Americans with Disabilities Act (ADA), if you need assistance to review the draft CDBG Action Plan, please contact Caroline Milton at (805) 449-2331.

DATED THIS 6th Day of March, 2014.



Linda D. Lawrence, City Clerk
City of Thousand Oaks, California

Ventura County Star: Publish March 6, 2014

NOTICE OF PUBLIC HEARING

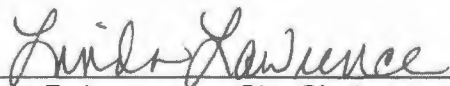
NOTICE IS HEREBY GIVEN that a Public Hearing, as provided by law, will be held by the City Council of the City of Thousand Oaks, to consider and decide the following matter:

Review and consideration to approve City's draft FY 2014-15 Action Plan update to the City's FY 2010-2015 Consolidated Plan for the U.S. Department of Housing and Urban Development (HUD). The City is proposing to spend \$557,289 in federal Community Development Block Grant (CDBG) funds for community development, program administration and social services activities that primarily benefit lower-income persons, from July 1, 2014 through June 30, 2015.

Also included in this matter is a proposed expenditure of \$103,287 from the City's Social Services Endowment Fund (SSEF). These funds would be used to leverage 15 percent (\$83,593) of the City's federal CDBG entitlement for grants to social services providers from July 1, 2014 through June 30, 2015 (total budget \$186,910).

This Public Hearing is scheduled to be heard by City Council on Tuesday, April 22, 2014 at 6:00 p.m., in the City Council Chambers/Scherr Forum Theatre, City Hall, 2100 Thousand Oaks Boulevard, Thousand Oaks, California 91362. Any person is privileged to attend and be heard on this matter. If you challenge the decision of the City Council on this matter in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, this public hearing. Inquiries concerning this Public Hearing may be directed to: Community Development Department, (805) 449-2331. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to attend this hearing, please call (805) 449-2331 at least 48 hours in advance to make your request.

DATED THIS 8th day of April, 2014



Linda D. Lawrence, City Clerk
City of Thousand Oaks, California

PUBLISH: April 8, 2014

Note: 2014-15 City Council CDBG Action Plan Public Hearing was continued from April 22 to May 13 and then to May 27, 2014, on which date it was heard and considered.

Exhibit E

MINUTES OF THE CITY COUNCIL

Thousand Oaks, California

4

May 27, 2014

9. PUBLIC HEARING:

- A. Hearing, advertised as required by law, opened to consider: Proposed FY 2014-15 Community Development Block Grant (CDBG) Action Plan (\$557,289 in Federal Funds) and Transfer of Day Labor Site Coordination to General Fund for Six Months (July 1, 2014 through December 31, 2014) (continued from 4/22/14 and 5/13/14). Report presented by Senior Analyst Milton; City Manager responded to questions; Community Development Director Prescott available for questions.

Speakers: Jim Gilmer, Oxnard (questions only); Rick Schroeder, Thousand Oaks, (questions only); Nick Quidwai, failed to appear.

Written Statements: None.

Public Hearing closed.

Motion by Councilmember Bill-de la Peña to approve proposed FY 2014-15 CDBG Action Plan totaling \$557,289 in federal funds for submittal to U.S. Department of Housing and Urban Development (HUD); authorize City Manager to proportionately adjust proposed allocations should HUD adjust City's FY 2014-15 CDBG entitlement grant; approve allocation of \$103,287 from City's Social Services Endowment Fund (SSEF) to match 15 percent of FY 2014-15 CDBG allocation (\$83,593) for Social Services Grant Budget of \$186,880; authorize staff to transfer Day Labor Site Coordination activity totaling \$36,000 (July – December 2014) from CDBG Fund to General Fund; authorize City Manager to approve and execute Agreement with Cyrus Urban Inter-Church Sustainability Network (CUISN) of Oxnard, a faith-based, non-profit organization, to monitor activities at Day Labor Site for period of July 1, 2014 through December 31, 2014 in amount to-not-exceed \$36,000; approve budget appropriation and expenditure in amount of \$36,000 from A/C 001-0000-311-1000 (General Fund – Fund Balance) to A/C 001-1010-644-5640 (Contracted Services, Management Fees), direct staff to explore reducing dollar amount of funding for each award so as to include more applicants in the process, expending all funds in same fiscal year instead of rolling over to next fiscal year, and to look for alternative funding source for day laborer site monitoring, carried 4-0 by the following vote: Ayes - Bill-de la Peña, Irwin, Price, and Mayor Pro Tem Adam; Noes - None; Absent - Mayor Fox.

Exhibit F

CDBG Needs Assessment Administrative Hearing Monday, January 13, 2014, 6:00 p.m. Board Room

Meeting Notes

1. **Call to Order:** 6:00 p.m.
2. **Welcome** John Prescott, Community Development Director
3. **Introduction** Caroline Milton, Senior Analyst
Mrs. Milton entered into the record the attached remarks.
4. **Public Comments:**
Mr. Prescott opened the public hearing and requested that speakers stand and address the meeting from the podium. One speaker came forward.
Rick Schroeder, President, Many Mansions
Mr. Schroeder stated his intention to formally request Program Year 2014 CDBG funds to assist with rehabilitation at one or more of Many Mansions' owned affordable multi-family rental housing complexes in Thousand Oaks.
5. **Adjournment:**
There being no other speakers, Mr. Prescott closed the public hearing. He then advised those present that the City will accept written comments on the unmet needs of the City's lower-income persons/households until February 13, 2014.

Mr. Prescott then adjourned the hearing at 6:15 p.m.

Attachment

2014-2015 CDBG Needs Assessment Administrative Hearing

Caroline:

The City of Thousand Oaks annually receives an entitlement grant from the Federal government known as the Community Development Block Grant or CDBG grant. The funds are provided by the U.S. Department of Housing and Urban Development or HUD. These funds must be used to benefit lower-income persons or households.

- The July 1, 2014 CDBG grant is estimated to total approximately \$563,128. This estimate is based on the current fiscal year's CDBG grant that became effective on July 1, 2013.
- 20 percent of each year's CDBG grant is used by the City to recover some of its administrative costs to implement the CDBG program, including salaries, printing costs, advertising, and related charges. The estimated administrative charge for the 2014 CDBG grant year will not exceed \$112,625.
- Another 15 percent or \$84,469 of the estimated CDBG funding for 2014 is committed to providing grants to non-profit providers of public and social services – these grants are awarded every two years by the City Council, based on recommendations from the Ad Hoc Social Services Committee. In addition to these CDBG funds, the City will provide \$103,287 in local Social Services Endowment Funds to support grants to local social services providers for the period July 1, 2014 through June 30, 2015.
- The remaining CDBG funds totaling 65 percent of the grant, or an estimated \$368,633, will be used by the City for housing and community development activities and this amount represents the CDBG resources that the City will allocate resulting from:
 - Public comments received at tonight's hearing,
 - as well as needs identified in prior years,
 - plus any additional needs that the City may identify by February 13, 2014, one month from today.

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.

In addition to tonight's public hearing, interested parties have until February 13, 2014 to submit written comments to the Community Development Department on the unmet

2014-2015 CDBG Needs Assessment Administrative Hearing

needs of lower-income persons and households in Thousand Oaks. Comments can be e-mailed to Caroline Milton at the following address: cmilton@toaks.org.

Also, the City and the City Council's Social Services Ad Hoc Committee solicited and received 30 applications for social services funding for the fiscal years 2014-15 and 2015-16. The needs identified by these social services providers will be included in the City's Needs Assessment report to the U.S. Department of Housing and Urban Development, and the City Council's Social Services Ad Hoc Committee will be making recommendations to the City Council on April 22 to provide CDBG and local Social Services Endowment Fund grants to some of these social services grant applicants.

In summary, after taking public comments at tonight's hearing, the City will consider all of the information provided, as well as any additional information received by the City through February 13, 2014, and any priorities identified in prior years.

Staff will then prepare a draft spending plan for the next CDBG Action Plan, effective July 1, 2014. This draft Action Plan will be available for 30 days of public review and comment beginning March 3, 2014 and on April 22, 2014, the City Council will hold a final public hearing on the proposed uses of CDBG funds beginning July 1, following which the City Council will act to approve or revise the proposed Action Plan before the document is submitted to HUD.

The staff is available to respond to any questions at this time. Thank you.

Exhibit G

**Table 3A
Summary of Specific Annual Objectives**

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	Rental Housing Objectives					
1	Rehab; Multi-Unit Residential	CDBG	No. of Units	152		DH-3
	Owner Housing Objectives					
2	Rehab; Single-Unit Residential	CDBG	No. of Units	9		DH-3
	Homeless Objectives					
	Special Needs Objectives					
	Infrastructure Objectives					
	Public Facilities Objectives					
	Public Services Objectives					
3	Public / Social Services Grants	CDBG	No. of People	7,000		SL-1
	Economic Development Objectives					
	Other Objectives					

***Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Table 3B
ANNUAL AFFORDABLE HOUSING COMPLETION GOALS

Grantee Name: Program Year:	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
BENEFICIARY GOALS (Sec. 215 Only)						
Homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Sec. 215 Beneficiaries*	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	152 (Shadow Hills & Esseff)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Rental	152		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	9 (SF Rehab Program)		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Owner	9		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	161		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Combined Total Sec. 215 Goals*	161		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
Annual Rental Housing Goal	152		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	9		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Overall Housing Goal	161		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* The total amounts for "Combined Total Sec. 215 Goals" and "Total Sec. 215 Beneficiary Goals" should be the same number.

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Thousand Oaks

Priority Need

High (Housing Improvements)

Project Title

Rehab; Multi-Unit Residential

Description

Assistance to non-profit housing provider Many Mansions for priority improvements at Shadow Hills Apts. (101 Units), \$197,000 for Electrical circuit panel improvements, install low-flow toilets; and Esseff Village Apartments (51 units), \$50,000 Sewage system improvements; install low-flow toilets.

Objective category: ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category: ☐ Availability/Accessibility ☐ Affordability ☒ Sustainability

Location/Target Area

Census Tract 58, Block Group 3 & Census Tract 71 Block Group 1

Street Address City, State, Zip Code:

Shadow Hills Apartment, 227 E. Wilbur Road, Thousand Oaks, CA 91360

Esseff Village Apartments, 1425 E. Thousand Oaks Boulevard, Thousand Oaks, CA 91362.

Objective No. 1	Project ID 2014-1
HUD Matrix Code 14-B	CDBG Citation 570.202
Type of Recipient CHDO	CDBG National Objective LM Housing
Start Date (mm/dd/yyyy) 07/01/2014	Completion Date (mm/dd/yyyy) 06/30/2015
Performance Indicator Number of Units	Annual Units 101 + 51 = 152
Local ID HS9941 & HS9942	Units Upon Completion 152

Funding Sources:

CDBG	247,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	247,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Thousand Oaks

Priority Need

High (Housing Improvements)

Project Title

Rehab; Single-Unit Residential

Description

Minor structural improvement grants to very low-income, single-family owner-occupied units, including mobile homes, condominiums, townhomes and single-family detached dwellings, located Citywide, based on the owner-occupants annual gross households income. (Known locally as the "Low-Income Residential Rehab program (LIRR).)

Objective category: ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category: ☐ Availability/Accessibility ☐ Affordability ☒ Sustainability

Location/Target Area

Citywide

Street Address City, State, Zip Code:

Citywide

Objective No. 2	Project ID 2014-2
HUD Matrix Code 14-A & 14-H	CDBG Citation 570.202
Type of Recipient Contactor	CDBG National Objective LM Housing
Start Date (mm/dd/yyyy) 07/01/2014	Completion Date (mm/dd/yyyy) 06/30/2015
Performance Indicator Number of Units	Annual Units 9
Local ID HS9940	Units Upon Completion 9

Funding Sources:

CDBG	115,239
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	115,239

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Thousand Oaks

Priority Need High (Public Services)

Project Title Public / Social Services Grants

Description

Grants to non-profit sub-receipients listed below

	Sub-Recipient Name	Program/Activity to be Funded	Location	Grant Amount
1.	Lutheran Social Services	Homeless Programs	80 E. Hillcrest Drive & Rotating Sites	\$ 19,907
2.	Senior Concerns Meals	Meals on Wheels	Beneficiary Homes	19,835
3.	Conejo Free Clinic	Medical Services	80 E. Hillcrest Drive	15,000
4.	Long Term Care	Senior Ombudsman Program	Long-Term Care Facilities	9,917
5.	County of Ventura	RAIN Program	RAIN Facilities	7,934
6.	Westminster Free Clinic	Medical Services	United Methodist Church 1000 East Janss Road & Westminster Presbyterian Church 32111 Watergate Road	8,000
7.	Many Mansions	Case Management Program	Many Mansions 'Supportive Housing Units	3,000

Objective category: ☒ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity
Outcome category: ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Objective No. 3	Project ID 2014-3	Funding Sources:	
HUD Matrix Code	CDBG Citation	CDBG	83,593
05 Public Service	570.201(e)	ESG	
Type of Recipient 501-c-3	CDBG National Objective Low/Mod Clientele	HOME	
Start Date (mm/dd/yyyy) 07/1/2014	Completion Date (mm/dd/yyyy) 06/30/2015	HOPWA	
Performance Indicator Number of Persons Served	Annual Units 7,000	Total Formula	
Local ID BG2015	Units Upon Completion N/A	Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	83,593

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Thousand Oaks

Priority Need
High

Project Title
Program Administration

Description
The City uses up to 20% of its annual CDBG entitlement grant to reimburse the general fund for a portion of the City's costs to administer program activities including staffing, public outreach, printing, wage compliance, maintenance and operations.

Objective category: ☐ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity
Outcome category: ☐ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location/Target Area

City Hall

Street Address, City, State, Zip code: 2100 Thousand Oaks Bl, Thousand Oaks, CA 91362

Objective No. 5	Project ID 2014-5
HUD Matrix Code 21-A	CDBG Citation 570.206
Type of Recipient N/A	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/2014	Completion Date (mm/dd/yyyy) 06/30/2015
Performance Indicator N/A	Annual Units N/A
Local ID N/A	Units Upon Completion N/A

Funding Sources:

CDBG	111,457*
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	111,457*

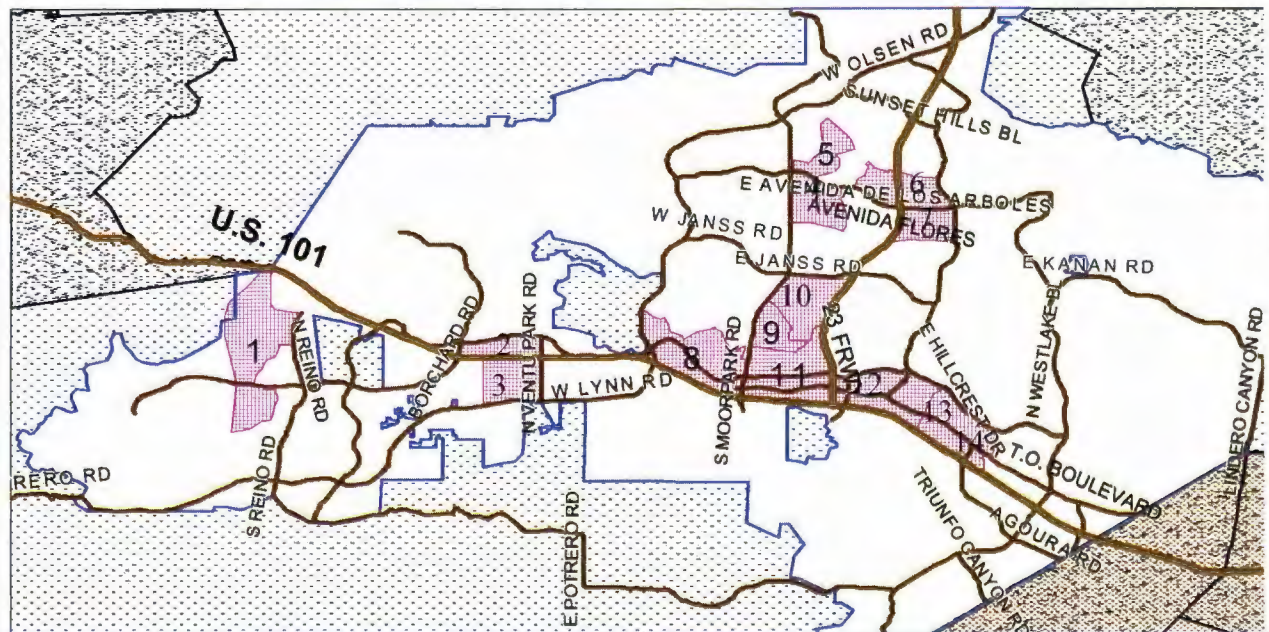
The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

*This activity includes the following sub-categories:

Staff Costs (Salaries, Benefits, etc.)	\$ 79,707
Fair Housing Counseling Contract	12,000
Ventura County Consolidated Plan Consortium	12,000
Advertising, Supplies, Training, Etc.	7,750
	\$ 111,457

Exhibit H

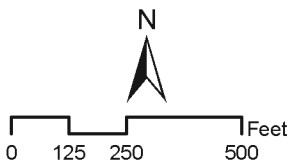
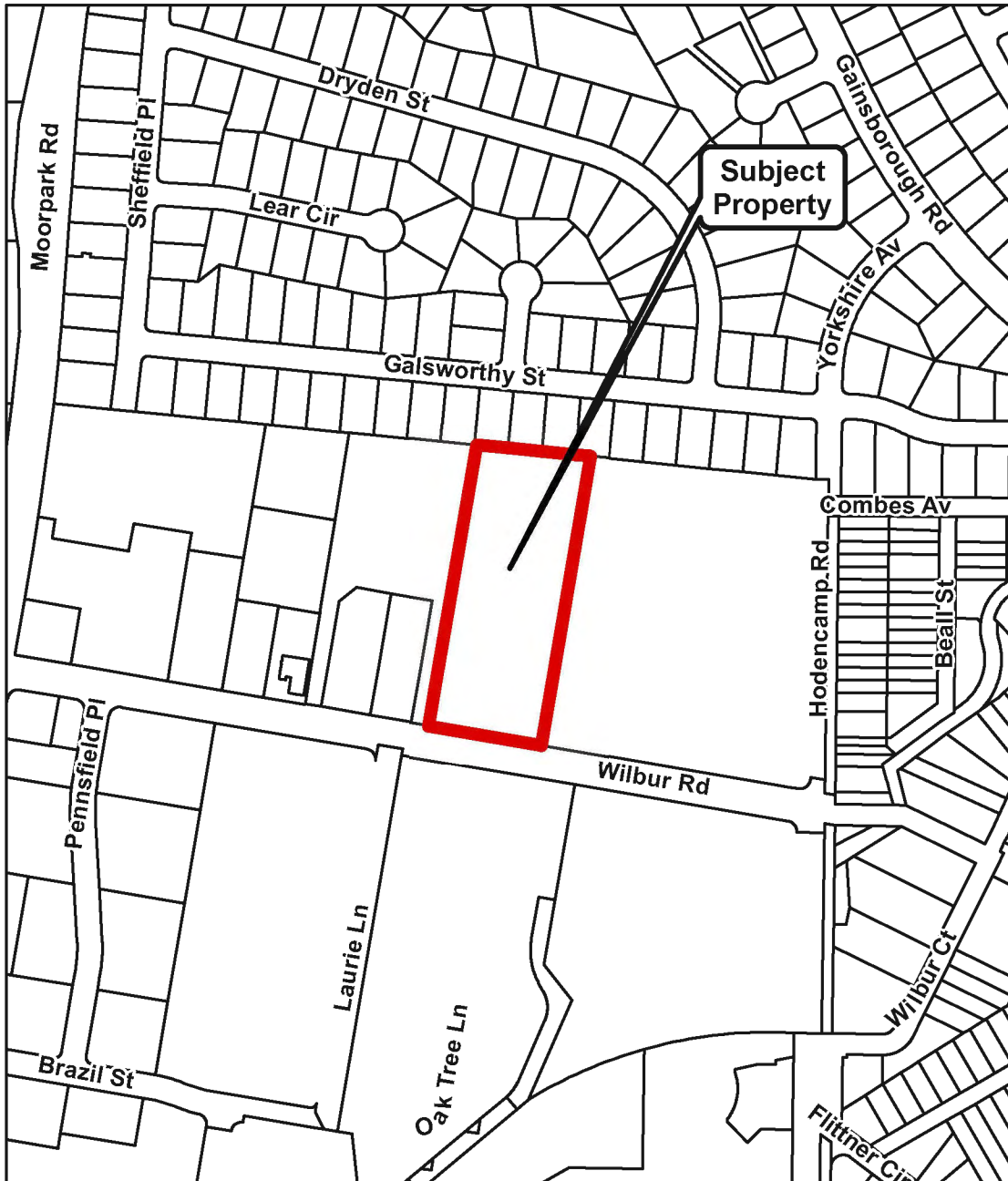
**City of Thousand Oaks Census 2000 Low and Moderate-Income
Census Tract Block Groups for CDBG Program**



City's Census 2000 Block Groups with at Least 29.4% Low/Mod Households

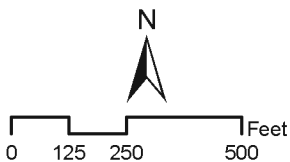
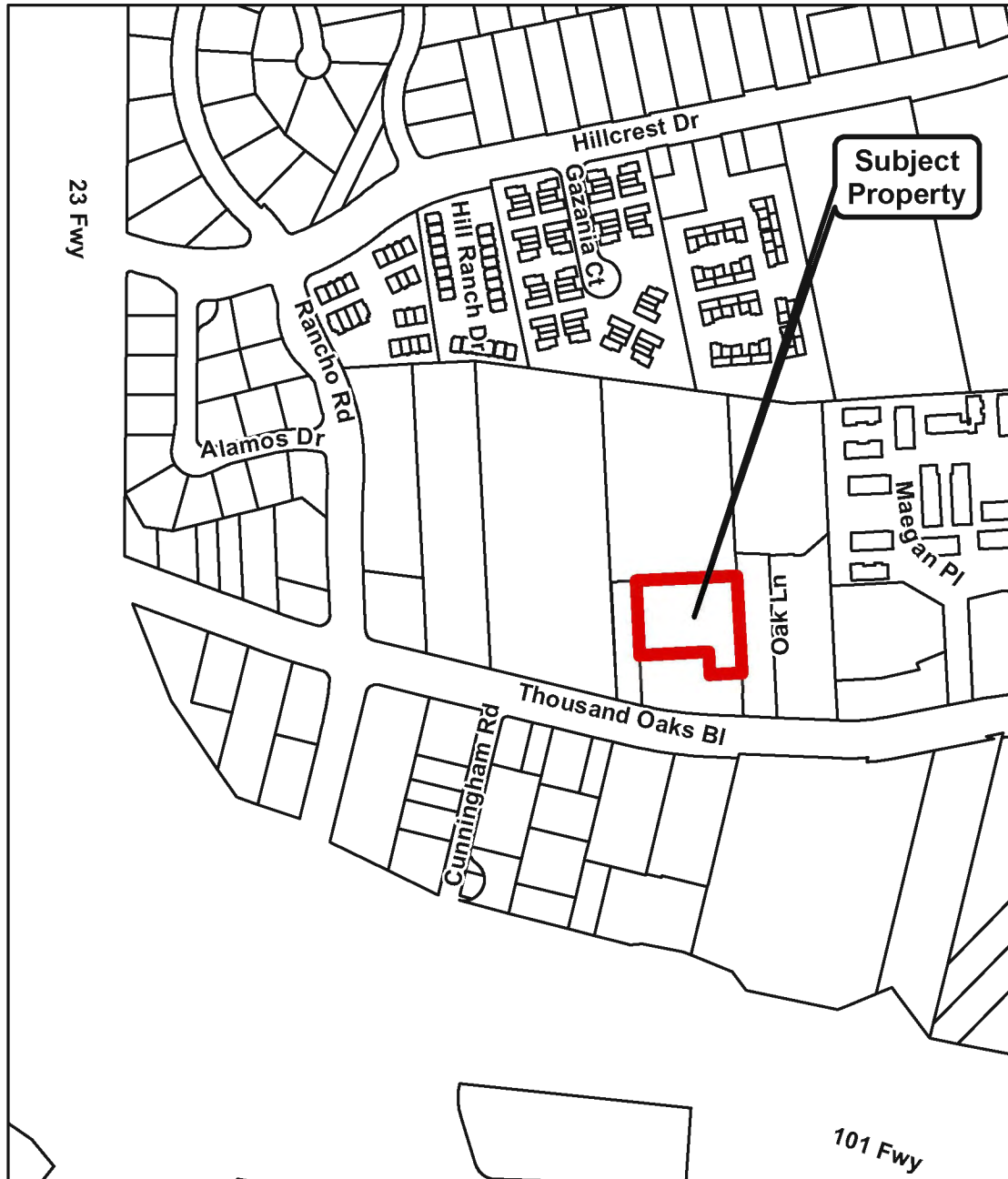
	Census Tract	Block Group	Low/Mod %		Census Tract	Block Group	Low/Mod %
1	58.00	1	30.0	8	75.08	2	35.4
2	58.00	3	32.8	9	69.00	3	57.0
3	61.00	2	65.0	10	68.00	3	49.2
4	59.09	1	40.7	11	68.00	2	30.1
5	65.00	2	48.7	12	70.00	1	49.9
6	64.00	4	34.5	13	71.00	1	67.5
7	64.00	6	53.6	14	71.00	2	63.3

**Shadow Hills Apartments
227 E. Wilbur Rd
Census Tract 58 Block Group 3
HS 9941**



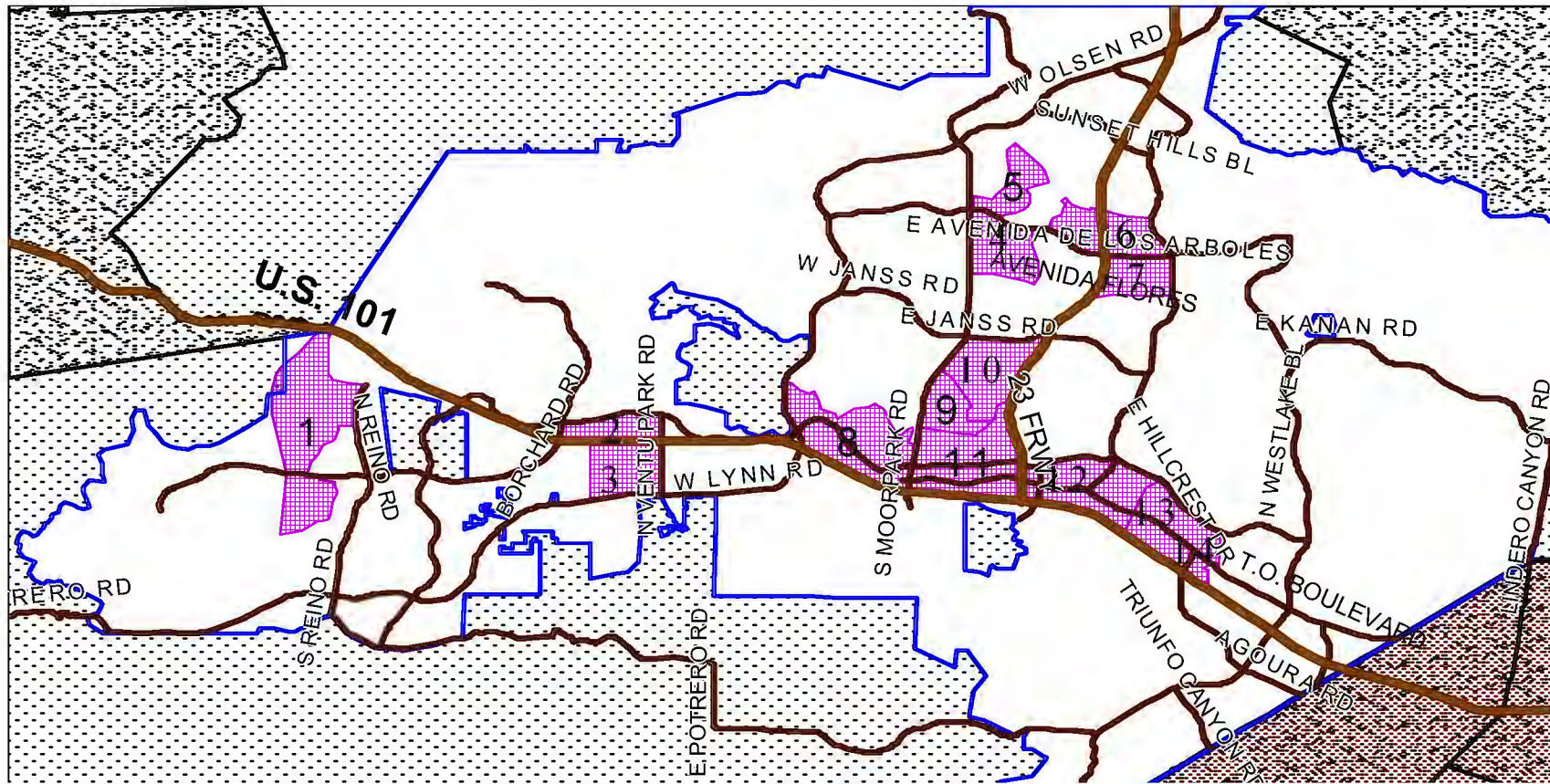
City of Thousand Oaks
Community Development Department

**Esseff Village Apartments
1423 E. Thousand Oaks Blvd
Census Tract 71 Block Group 1
HS 9942**



City of Thousand Oaks
Community Development Department

City of Thousand Oaks Census 2000 Low and Moderate-Income Census Tract Block Groups for CDBG Program



City's Census 2000 Block Groups with at Least 29.4% Low/Mod Households

	Census Tract	Block Group	Low/Mod %		Census Tract	Block Group	Low/Mod %
1	58.00	1	30.0	8	75.08	2	35.4
2	58.00	3	32.8	9	69.00	3	57.0
3	61.00	2	65.0	10	68.00	3	49.2
4	59.09	1	40.7	11	68.00	2	30.1
5	65.00	2	48.7	12	70.00	1	49.9
6	64.00	4	34.5	13	71.00	1	67.5
7	64.00	6	53.6	14	71.00	2	63.3