
Program Year 2012-13
Community Development Block Grant (CDBG)
ACTION PLAN
FOR THE U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT



Old Town West Master Plan -- Streetscape & Drainage Improvements

Approved by the City Council – April 10, 2012
Update to the PY 2010-15 Consolidated Plan

On the Cover:

From July 1, 2012 through June 30, 2013, the City of Thousand Oaks expects to spend up to \$1.3 million in Federal Community Development Block Grant (CDBG) funds to construct street and drainage improvements in the Old Town West neighborhood, west of Hampshire Road, north of U.S. Highway 101, east of Live Oak Street and south of Thousand Oaks Boulevard.

The improvements will be located on Los Robles Road between Live Oak Street and Fairview Road, and on Fairview between Crescent Way and Royal Oaks Drive.

For more information, please see Exhibit H-7 (Map) to this Action Plan report.



City of Thousand Oaks

Community Development Block Grant (CDBG)

PY 2012 Action Plan

Updating the City's PY 2010-2015 Consolidated Plan

***Approved by the City Council
April 10, 2012***

Thousand Oaks City Council

**Jacqui Irwin, Mayor
Claudia Bill-de la Peña, Mayor Pro Tem
Andrew P. Fox, Councilmember
Thomas P. Glancy, Councilmember
Joel Price, Councilmember**

Scott Mitnick, City Manager

CDBG Program Administration

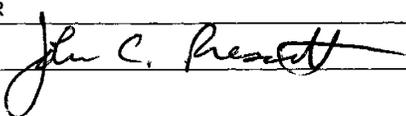
**John C. Prescott, Community Development Director
Russ Watson, Housing and Redevelopment Manager
Caroline R. Milton, Senior Analyst (Project Manager)
Lynn Oshita, Assistant Analyst**

For Information Contact: Caroline R. Milton at (805) 449-2331, Fax: (805) 449-2390, E-mail: cmilton@toaks.org

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED May 10, 2012	Applicant Identifier B-10-MC060549	
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	
5. APPLICANT INFORMATION				
Legal Name: CITY OF THOUSAND OAKS, CALIFORNIA		Organizational Unit: Department: COMMUNITY DEVELOPMENT		
Organizational DUNS: 05-575-1937		Division: HOUSING DIVISION		
Address: Street: 2100 THOUSAND OAKS BOULEVARD		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: MS. First Name: CAROLINE		
City: THOUSAND OAKS		Middle Name R.		
County: VENTURA		Last Name MILTON		
State: CA	Zip Code 91362	Suffix:		
Country: USA		Email: cmilton@toaks.org		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 95-236731		Phone Number (give area code) (805) 449-2331	Fax Number (give area code) (805) 449-2390	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) C. MUNICIPAL Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM		9. NAME OF FEDERAL AGENCY: HOUSING AND COMMUNITY DEVELOPMENT (HUD)		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): CITY OF THOUSAND OAKS, CALIFORNIA		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: PY 2012 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN		
13. PROPOSED PROJECT Start Date: 07/01/2012 Ending Date: 6/30/2013		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 24 C.D. b. Project 24 C.D.		
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$ 567,950 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:		
b. Applicant	\$ ⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
c. State	\$ ⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
d. Local	\$ ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
e. Other	\$ ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
f. Program Income	\$ ⁰⁰			
g. TOTAL	\$ 567,950 ⁰⁰			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix MR.	First Name JOHN	Middle Name C.		
Last Name PRESCOTT	Suffix		c. Telephone Number (give area code) (805) 449-2311	
b. Title COMMUNITY DEVELOPMENT DIRECTOR	d. Signature of Authorized Representative 		e. Date Signed May 4, 2012	

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.

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

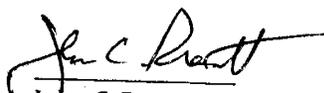
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

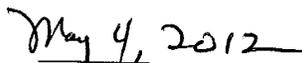
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the 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

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 2012 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;

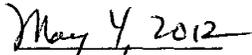
Compliance With Anti-discrimination laws - The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

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



Date

OPTIONAL CERTIFICATION

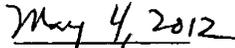
CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which 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 to meet such needs.



John C. Prescott
Community Development Director



Date

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

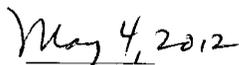
Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;


John C. Prescott
Community Development Director


Date

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

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

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

2100 Thousand Oaks Boulevard, Thousand Oaks, Ventura County, CA 91362

Check if there are workplaces on file that are not identified here.

This information with regard to the drug-free workplace is required by 24 CFR part 21.

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

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

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

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

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



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Section 1: Executive Summary [91.220(b)]

As required by the U. S. Department of Housing and Urban Development (HUD), this document updates the City's PY 2010-2015 Consolidated Plan and describes the City of Thousand Oaks' proposed use of its Program Year 2012 (July 1, 2012 through June 30, 2013) Community Development Block Grant (CDBG) entitlement funding for activities that predominately benefit lower-income block groups, households and/or persons.

Action Plan Preparation

Based on HUD's published estimate for the City of Thousand Oaks' PY 2012 entitlement of Community Development Block Grant (CDBG) funds, the City proposes to expend \$1,471,150 in Federal funds, as follows. (Also see **Exhibit A**, HUD Table 3-C (required)).

Table 1-A: Proposed PY 2012-13 CDBG Budget

Activity Name \ Project Number	Column A PY 2012-13 CDBG Funds	Column B Prior Year CDBG Funds	Column C Total PY 2012-13 CDBG Budget
1. Community Development Neighborhood Improvements Program, (CI4298)	\$ 264,988	\$ 870,633 [^]	\$ 1,135,621
2. Program Administration (BGADMN)	113,590*	-0-	113,590
3. Public/Social Services Grants	85,192**	-0-	85,192
4. Code Enforcement Day Labor Site, (BG2025)	94,180	-0-	94,180
5. Pre-Construction Costs for Future Year-Round Emergency Shelter (HS 9937)	-0-	15,426.00	15,426.00
6. Women's Economic Ventures Microenterprise Assistance, (BG2022)	10,000	-0-	10,000
TOTALS	\$ 567,950	\$ 886,059	\$1,454,009
*Program Administration includes the following items:			
Staff Costs (Salaries, Benefits, Etc.)	\$ 83,540		
Fair Housing Counseling	12,300		
Ventura County Homeless and Housing Coalition	10,000		
Advertising, Printing, Supplies, Training, Etc.	<u>7,750</u>		
	\$ 113,590		
**The proposed CDBG allocation for Public/Social Services Grants would be combined with \$110,618 in Social Services Endowment Funds, for a total budget of \$195,810.			
[^] Amount shown is based on a transfer of \$308,000 from CI 4298 budget in February 2012.			



Progress on Achieving PY 2010 – 2015 Consolidated Plan Goals

Decent Housing

- In PY 2010 and PY 2011, the City and the Thousand Oaks Redevelopment Agency collaborated with the Area Housing Authority of the County of Ventura (AHA) on the pre-development of 60 new, family rental units on Los Feliz Drive in Census Tract 71, Block Group 2 for low, very low and extremely low-income households.
- In PY 2010 and PY 2011, the City and the Thousand Oaks Redevelopment Agency collaborated with non-profit Community Housing Development Corporation (CHDO) Many Mansions on the pre-development of an additional 60 new, family rental units for low, very low and extremely low-income households, including 15 permanent for formerly homeless persons and extremely low-income persons, and an additional 15 permanent supportive housing units for formerly homeless persons with special needs. Location is on Hillcrest Drive in Census Tract 71, Block Group 2. The units are under construction and are expected to be ready for occupancy in January 2013.
- In PY 2010 and PY 2011, the City used \$295,000 in CDBG funds for priority rehabilitation activities at the 72-unit, Many Mansions' owned affordable rental housing complex Bella Vista Apartments.
- In PY 2011, the City used \$308,000 in CDBG funds for priority rehabilitation activities at the lower-income, 29-unit Richmond Terrace apartments (\$230,400) and at the 38-unit Glenn Oaks Senior Apartments (\$77,600).

Suitable Living Environment

- As of PY 2011, the City had accumulated \$870,633 in current and prior year CDBG funds to construct drainage, street and sidewalk improvements in one of the City's oldest neighborhoods. In 2005 through 2009, in collaboration with neighborhood residents and property owners, the City prepared an Old Town West Master Plan including construction/engineering specifications and a long-term vision for revitalizing public infrastructure in one of the City's oldest neighborhoods. The competitive bid process began in January 2011 and construction of the Old Town West improvements is expected to begin in April 2012.
- In PY 2010-2011, the City used an additional \$94,180 in CDBG funds inside the Old Town West neighborhood (see above) to provide contract Code Enforcement services at the City's Day Labor Site. The coordinators maintain order at the site, discourage loitering, jaywalking and flagging down of motorists and prevent the recurrence of undesirable behaviors such as public drinking and urination. The bilingual coordinators work closely with the Ventura County Sheriff's Department and have developed a good rapport with the day laborers who are grateful for the opportunity to obtain temporary work.

- In PY 2010-2011 and 2011-2012, the City used approximately \$200,000 annually, including 15 percent of the annual CDBG entitlement funds and at least \$100,000 in matching funds from the City's Social Services Endowment Fund. The resulting budget (\$196,799 in PY 2011) was used to support 29 public and social services activities addressing the needs of low-, and very low-income seniors, youth, the disabled and other special needs populations. In PY 2012-2013 the City will continue matching 15 percent of its CDBG entitlement with at least \$100,000 from the City's own Social Services Endowment Fund. **(See Exhibit B.)**
- In PY 2011, the City allocated \$15,426 in CDBG funds to assist a local non-profit group, Conejo Affordable Housing Workgroup, in its efforts to locate a suitable site for the community's first year-round emergency shelter. The funds are expected to be utilized in the PY 2012-2013 program year.

Economic Opportunity

- In PY 2010 and PY 2011, the City used \$10,000 annually in CDBG funds to support micro-enterprise assistance grants to lower-income persons through Women's Economic Ventures, a non-profit organization offering self-employment training and small business loans to start or expand a micro-business.
- From 1998 through 2006, the City used \$940,000 in CDBG funds for revitalization grants to 24 owners of aging commercial properties in the Thousand Oaks Boulevard corridor. In 2007-2009, the City used an additional \$500,000 in Thousand Oaks Redevelopment Agency funds to assist another 12 commercial property owners to revitalize their properties. The Commercial Revitalization Program supported local businesses and helped preserve local employment opportunities for low- and moderate-income City residents. With the cessation of Redevelopment Agency revenues effective January 31, 2012, the Commercial Revitalization Program is being deactivated due to lack of funding resources. (See **Exhibit C** for a list of Commercial Revitalization activities completed from 1998 through 2009.)

Section 2: Citizen Participation [91.200 and 91.220 (b)]

In accordance with the City's adopted Citizen Participation Plan (Resolution 2010-085, see **Exhibit D**), the City provides opportunities for the public to participate in the annual CDBG and Consolidated Plan update process.

The City uses newspapers, the City's website (www.toaks.org) and its 24-hour government access cable TV channel, TOTV-10, to disseminate information about the City's CDBG process and advise the public concerning public comment and participation opportunities as a means for public notices. Public hearings are noticed at least 14 days in advance of the date of the hearing, and FY 2012-2013

HUD-related public documents will be provided for 30 days of review, prior to applicable public hearings. The City uses the following publications for its notices:

Thousand Oaks Star - legal notices: A legal notice format is used.

Thousand Oaks Acorn newspaper: A display-type ad is used.

Public Hearings and Public Review

The Citizen Participation Plan provides for public hearings at each stage of the Consolidated Plan and Action Plan process. As part of the PY 2012 CDBG Needs Assessment process, the City scheduled the following public hearings:

**Table 2-A: PY 2012 CDBG Needs Assessment / Action Plan
Public Hearing & Review Schedules**

Jan. 17, 2012	Community Needs Assessment Public Hearing
Mar. 12–April 10, 2012	Public Review of Draft PY 2012 Action Plan
April 10, 2012	City Council Review of Draft PY 2012 Action Plan
Aug. 1- 31, 2012	Public Review of Draft PY 2011 CAPER Report
Sept. 11, 2012	PY 2011 CAPER Report Public Hearing

All CDBG-related reports and documents are / will be made available for public review 30 days prior to City Council action.

PY 2012 CDBG Needs Assessment (Public Hearing # 1)

On Tuesday, January 17, 2012, the City held a publicly noticed administrative hearing to receive public comments on the needs of the City’s low- and moderate-income populations that could potentially be addressed by the City using CDBG funds or another revenue source. The hearing officer was Housing Division Manager Russ Watson.

As required by the City’s Citizen Participation Plan (see **Exhibit D** attached) and HUD Consolidated Plan requirements, this hearing was held to assist the City to determine how to appropriately allocate its PY 2012 CDBG funds. This public hearing opportunity was noticed to the public via a display ad published in the Thousand Oaks Acorn newspaper on Thursday, December 17, 2011. In addition, a public notice in legal notice format was published in the Ventura County Star on Friday, December 18, 2011. In addition, a notice was posted on the City’s Internet home page (www.toaks.org) and another notice was posted to the City’s 24-hour government access cable TV channel, TOTV-10.

Additional notices were posted to the bulletin boards of the City’s public and private affordable housing and social services providers (the Area Housing Authority of the County of Ventura and Many Mansions). First-class mail letters inviting and encouraging public participation in the City’s Needs Assessment public hearing were



mailed to local public and private housing officials, the executive directors of local social services providers, and to organizations known to represent lower-income persons.

All of the City's notices invited the public to submit comments on the needs of the City's lower-income populations that could potentially be addressed by the expenditure of the City's PY 2012 CDBG funds or other public resources. (See attached **Exhibit E** for copies of the City's Action Plan-related public notices.)

Public Comments Received on Needs of Lower-Income Populations

January 17, 2012 CDBG Needs Assessment Public Hearing

One person (Rick Schroeder, President of local non-profit affordable housing provider Many Mansions) attended the January 17 administrative hearing. Housing Division Manager Russ Watson presided as Hearing Officer. An oral presentation summarizing the City's CDBG process was provided by Senior Analyst Caroline Milton who also distributed an exhibit showing how the City's FY 2012-2013 CDBG allocation could potentially be used, based on information received prior to the public hearing and reflecting City Council action to date.

Mr. Watson invited Mr. Schroeder to make public comments but he declined, having previously submitted written comments in response to the City's request that the public help identify the unmet needs of local low-income populations. A list of parties submitting written needs statements is provided below. Mr. Schroeder was advised that City staff will prepare a draft FY 2012-2013 CDBG Action Plan that will be available for 30 days of public review and comment in March 2012, and City Council review and consideration on April 10, 2012.

Table 2-B: Speaker Comments at City's Needs Assessment Public Hearing (Jan. 17, 2012)

There were no public comments at this hearing.

In addition to the above-described January 17, 2012 public hearing, the City received written comments on the City's future need for CDBG funds, as detailed in **Exhibit F** to this report.

Written Comments Received by the City During the Needs Assessment Process

The following persons submitted comments for consideration by the City in advance of drafting the PY 2012 CDBG Action Plan.

Table 2 - C Written Comments Received by City

1.	Cathy Brudnicki, Executive Director Ventura County Homeless & Housing Coalition 1317 Del Norte Road Camarillo, CA 93010	City should use CDBG funds to focus primarily on the basic needs of low-income households: food, shelter/housing assistance and access to medical care.
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2.	Rick Schroeder, President Many Mansions 1459 E. Thousand Oaks Boulevard, #D Thousand Oaks, CA 91362	Requested \$300,000 in CDBG funds for rehabilitation at low-income, affordable housing rental projects, Schillo Gardens and Richmond Terrace.
3.	George McGehee, Property Manager Area Housing Authority 1400 W. Hillcrest Drive Newbury Park, CA 91320	Requested \$75,000 in CDBG funds for windows replacement at the low-income senior apartment complex Glenn Oaks Apartments.
4.	Marsha Bailey, Executive Director Women's Economic Ventures 333 S. Salinas Street Santa Barbara, CA 93103	Requested \$10,000 in CDBG funds for support of the Self-Employment Training (SET) Program to serve up to 15 Thousand Oaks residents.
5.	Jessica Nimoy, Consultant to Conejo Valley Neighborhood for Learning (CVNfL) and Adopt-A-Future 2522 Pleasant Way Thousand Oaks, CA 91362	Requested \$66,000 in CDBG funds for support of an additional classroom for infant / toddler care by Conejo Valley Neighborhood for Learning pre-school.
6.	Mary Harris, Thousand Oaks Resident	Requested City use CDBG funds for repairs at low-income housing sites in the City.

Responses to Written Comments for the 2012 Needs Assessment

Table 2 – D City's Responses to Written Comments

1.	Cathy Brudnicki, Executive Director Ventura County Homeless and Housing Coalition	The VCHHC's position was shared with the City's 2012 Social Services Ad Hoc Committee.
2.	Rick Schroeder, President Many Mansions	City amended its PY 2011 Action Plan to provide funding, as requested, for this activity.
3.	George McGehee, Property Manager Area Housing Authority	City amended its PY 2011 Action Plan to provide funding, as requested, for this activity.
4.	Marsha Bailey, Executive Director Women's Economic Ventures	City's PY 2012 Action Plan provides funding, as requested, for this activity.
5.	Jessica Nimoy, Consultant to Conejo Valley Neighborhood for Learning (CVNfL)	City lacks the resources to fund this activity. Please see written response to Ms. Nimoy.
6.	Mary Harris, Thousand Oaks Resident	City advised resident that during FY 2011 Action Plan year, City used \$308,000 for repairs at (1) Richmond Terrace and (2) Glenn Oaks Senior Apartments.

See **Exhibit F** for copies of the City's responses to persons submitting written comments during the City's PY 2012 Needs Assessment period.

Public Review of Draft PY 2012 Action Plan

The City will make this PY 2012 CDBG Action Plan available for 30 days of public review (March 12 through April 10, 2012.) Prior to review by the City Council on April 10, 2012, staff will review the requests received for CDBG funding and assess whether the draft Action Plan can be used to address any of the new identified needs, while being used to continue or complete any previously approved CDBG-funded activities.

Following the public hearing on April 10, 2012, the City Council will consider approving the draft PY 2012 CDBG Action Plan totaling \$567,950 (see Table 1 on page 1) and/or authorizing the City Manager to make budget adjustments. Thereafter, the City will implement Council's direction and submit a proposed PY 2012 CDBG Action Plan to HUD's Los Angeles office by no later than Thursday, May 17, 2012.

Written Comments on Draft PY 2012 Action Plan

Following 30 days of public review for the Draft Action Plan, the City will gather and include in its report to the City Council prior to a duly noticed Public Hearing, all comments received from the public. A list of said comments will be provided in this section of the report and/or copies as exhibits to this Action Plan.

PY 2012 Action Plan Approval; City Council Meeting, Public Hearing # 2 (April 10, 2012)

On April 10, 2012, the City Council held a public hearing to review the City's draft PY 2012 CDBG Action Plan. Following the public hearing, the City Council approved the draft Action Plan for submittal to HUD's Los Angeles office by no later than Thursday, May 17, 2012.

Public Comments (Public Hearing # 2)

The following public comments were made at Public Hearing # 2. **Exhibit F** lists public comments received during the PY 2012 Needs Assessment process (Public Hearing # 1).

Table 2 – E Public Hearing # 2 Comments (April 10, 2012)

1.	Lea Gonzalez, Program Manager Women's Economic Ventures (WEV)	Requested that Council support staff's recommended CDBG grant of \$10,000 for the Self-Employment Program (SET), business counseling and business loans.
2.	Eric Sternad, Executive Director Interface Children & Family Services	Requested that Council support staff's recommended City's Social Services Endowment Fund (SSEF) grant of \$3,000 for the 2-1-1 Ventura County telephone referral service.
3.	Rick Schroeder, President Many Mansions	Requested Council override the recommendation of the City's Social Services Ad Hoc Committee and provide a \$5,000 grant for the Hillcrest Apartments' Children's Services Program.
4.	Nick Quidwai, Executive Director Concerned Citizens of Thousand Oaks	Requested Council reorganize the existing Social Services grant process from biennial (every other year) to annual.

City's Responses to Public Hearing # 2 (April 10, 2012) Comments

The City's responses to the above Public Hearing # 2 comments are described below.



Table 2 – F City’s Responses to Public Hearing # 2 Comments (April 10, 2012)

1.	Lea Gonzalez, Program Manager Women’s Economic Ventures (WEV)	The City Council approved a \$10,000 CDBG grant to support the Self-Employment Program (SET), and related services, that primarily assist lower-income persons (from July 1, 2012 through June 30, 2013.)
2.	Eric Sternad, Executive Director Interface Children & Family Services	The City Council approved a \$3,000 grant from the City’s Social Services Endowment Fund (SSEF) for the 2-1-1 Ventura County telephone referral service from July 1, 2012 through June 30, 2013.
3.	Rick Schroeder, President Many Mansions	Staff commented that the Committee found that Many Mansions had other options, apart from the requested social services grant, to fund the proposed program beginning in 2013. The City Council agreed and did not revise the Committee’s recommendation.
4.	Nick Quidwai, Executive Director Concerned Citizens of Thousand Oaks	Staff commented that, in prior years, an annual social services grant review process generated complaints from non-profits that the yearly process was administratively burdensome to these organizations. Staff recommended that the current biennial process be retained and Council agreed (no change at this time.)

City Council Approval of PY 2012 Action Plan

Following Public Hearing # 2, the City Council approved the draft PY 2012 Action Plan for submittal to HUD’s Los Angeles office by no later than Thursday, May 17, 2012. In addition, the City Council approved the City’s Social Services grant process including \$85,192 in CDBG funds and \$110,618 in City Social Services Endowment Funds (SSEF). The total PY 2012-2013 social services budget totals \$195,810.

***Section 3: Resources [91.220 (c)(1) and (c)(2)]
and CDBG Specific Requirements [91.220 (l)(1)]***

As described below, the City will use CDBG entitlement funds, and other public resources, for projects and activities that will take place in PY 2012. This section also describes specific CDBG requirements.

Proposed PY 2012 CDBG-funded Activities

After evaluating the above-noted public comments received during the City’s PY 2012-2013 Needs Assessment process, as well as reviewing the pending CDBG-funded activities previously approved by the City Council and described in the City’s PY 2010-2015 Consolidated Plan, the City’s Community Development Department prepared a draft budget for the City’s proposed PY 2012-2013 activities from July 1, 2012 through June 30, 2013.



As shown in Table 1 (page 1), in addition to \$567,950 in PY 2012 CDBG funds, the City's CDBG budget includes \$870,633 in prior year CDBG funds held in reserve for the CI 4298 Old Town West street and drainage improvements project in one of the City's oldest neighborhoods and in the block group with one of the highest penetrations of CDBG-eligible lower-income households.

Sources of Funds – CDBG Resources and Specific Requirements

The following HUD-required table summarizes the new CDBG resources to be used by the City of Thousand Oaks to fund proposed PY 2012 activities. In addition, \$870,633 is available from prior year funds for the Neighborhood Improvements project (CI 4298).

Table 3-A: Sources of Funds – PY 2012 CDBG Resources

PY 2012 CDBG Entitlement Grant (100%)	\$567,950.00
1. Program Income expected to be received:	\$ 0.00
(a) Amount expected to be generated by and deposited to Revolving Loan Funds	\$ 0.00
(b) Amount expected to be received from each new float-funded activity	\$ 0.00
(c) Amount expected to be received from a float-funded activity described in a prior statement or plan	\$ 0.00
2. Program Income received in preceding year and not yet included in a statement or plan	\$ 0.00
3. Proceeds from Section 108 loan guarantees to be used during the year to address priority needs and specific strategic plan objective	\$ 0.00
4. Surplus funds from any urban renewal settlement for community development and housing activities	\$ 0.00
5. Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$ 0.00
TOTAL \$ 567,950.00	

Other CDBG Submittal Requirements

Float-Funded Activities

Thousand Oaks will not conduct any float-funded activities in PY 2012.

Contingency

The City is allocating 100 percent of its PY 2012 CDBG entitlement totaling \$567,950 and is not withholding any amount for contingency funding.

Urgent Needs

The City is not proposing any "Urgent Need" activities in PY 2012.

Overview and Synopsis of City's PY 2012 Leveraged Resources

In FY 2012-2013 the City and its public and private agency partners will use HUD/CDBG funding and other resources to address the following priorities for lower-income persons and households. The following funding sources are used in the table below: Community Development Block Grant (CDBG) and Social Services Endowment Funds (SSEF).

Neighborhood Improvements Program (CDBG)	Implementation of Old Town West Master Plan street, sidewalk, lighting and drainage improvements in CDBG-eligible Census Tract 71, Block Group 2.
Technical Assistance (CDBG)	Identifying a Site for a Future Year-Round Homeless Shelter.
Code Enforcement – Day Labor Site (CDBG Funds)	Site coordination and supplemental code enforcement activities at 3120 Royal Oaks Drive helps very low-income laborers find employment.
Emergency Assistance for Homeless and At-Risk People (CDBG, SSEF)	County of Ventura RAIN Program Lutheran Social Services Manna Conejo Valley Food Bank St. Vincent de Paul
Educational/Recreational Programs for Low-Income Youth (CDBG, SSEF)	ARC Ventura County After-School Program for Disabled Youth Big Brothers, Big Sisters Conejo Recreation & Park District Conejo Creek Programs YMCA Conejo Valley Scholarships Program
Youth Services (CDBG, SSEF)	Assistance League Clothing Program
Employment Services and Training (SSEF, CDBG)	Villa Esperanza Women's Economic Ventures Self-Employment Program
Medical Services, Lab Tests (CDBG, SSEF)	Conejo Free Clinic Rotary of Thousand Oaks Community Immunization Program Westminster Free Clinic
Programs for Disabled People (SSEF)	ARC Ventura County After School Program at Newbury Park High School Hospice of the Conejo Livingston Memorial VNA Subsidized Care United Cerebral Palsy Disabled Recreation Programs Turning Point Appleton House



Senior Services (CDBG, SSEF)	Conejo Valley Senior Advocates and Meals-on-Wheels Food Share - Brown Bag Program Grey Law, Long Term Care Ombudsman
Services for Frail and Disabled Seniors (SSEF)	Conejo Valley Respite for Caregivers
Other Services (SSEF)	Interface 2-1-1- Ventura County Referral Service Ventura County Jewish Family Services Counseling Program

The table below outlines a summary of leveraged resources that may be available during PY 2012:

City of Thousand Oaks Housing Trust Fund	\$ 2,015,000
2012 CDBG Entitlement Grant	567,950
Prior Year CDBG Funds	870,633
Section 8 Certificates	5,800,000
Low-Income Tax Credits (Many Mansions)	14,457,829
MHSA (Many Mansions)	1,318,719
Supportive Housing Program	153,545
Social Services Endowment Funds	110,618
2012-2013 Resources Total	\$ 25,294,294

Section 4: Annual Objectives [91.220(c)(3)] and Description of Activities [91.220(d) and (e)]

As described below, and in HUD’s required Table 3C format (see **Exhibit A**), the City is proposing to use CDBG funds for the following activities and objectives in PY 2012. Following is a summary of the eligible programs, objectives and activities to be funded with \$567,950 in CDBG funds. HUD performance measuring system profiles for proposed PY 2012 CDBG activities is provided in **Exhibit G**.

Goals and Objectives

In the table below, the selected goals and objectives are expected to proceed in PY 2012 using CDBG funds.

Objective Category: Decent Housing

Table 4-A: City's PY 2012 Objectives for Decent Housing

HUD Priorities	Proposed Activity
✓ Assisting homeless persons obtain affordable housing	The City and Many Mansions are collaborating on the construction of the Hillcrest Project, 60 new housing units for low-income persons, including 30 units of supportive housing for homeless and/or disabled persons. (former RDA funds)
✓ Assisting persons at risk of becoming homeless	Homeless prevention activities include CDBG-funded Lutheran Social Services and SSEF-funded St. Vincent de Paul emergency services. The City will also support the Ventura County Homeless and Housing Coalition with a \$10,000 CDBG grant. This organization coordinates the regional (Ventura County) Continuum of Care process.
✓ Retaining the affordable housing stock	The City will monitor the status of subsidized housing units and projects and has taken/will take action, as needed, to preserve the supply of affordable housing and to prevent these units from converting to market rate housing.
✓ Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	The City is collaborating with (1) the Area Housing Authority of the County of Ventura; and (2) Many Mansions; on the creation of 120 new affordable family rental units including 30 units with permanent supportive services. All of these units will be available to all income-eligible persons regardless of race, color, religion, etc. etc.
✓ Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/ADOS) to live in dignity and independence	As noted above, the pending Los Feliz Drive and Hillcrest projects will include 30 permanent housing units with supportive services for formerly homeless persons and persons with disabilities.
✓ Providing affordable housing that is accessible to job opportunities	Target location is Census Tract 71, Block Group 2.

Objective Category: Suitable Living Environment

Table 4-B: City's PY 2012 Objectives for Suitable Living Environment

HUD Priorities	Proposed Activity
✓ Improving the safety and livability of neighborhoods	Old Town West Streetscape Improvements (CI 4298, CDBG Funds)
✓ Eliminating blighting influences and the deterioration of property and facilities	Code Enforcement at Day Labor Site (BG 2025, CDBG Funds)



✓	Increasing the access to quality public and private facilities	Old Town West Streetscape Improve-ments (CI 4298)
✓	Reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	<u>Los Feliz Project</u> : 60 units of new. Family rental units for low- and very low-income persons. (HS 9930, CDBG, RDA and Private Funds) <u>Hillcrest Project</u> : 60 units of new family rental units for low- and very low-income persons (HS 9930, CDBG, former RDA and Private Funds)
✓	Restoring and preserving properties of special historic, architectural, or aesthetic value	Rehabilitation of selected affordable housing projects.
✓	Conserving energy resources and use of renewable energy sources	Upgrading the infrastructure of selected affordable housing projects.

Objective Category: Expanded Economic Opportunities

Table 4-C: City's PY 2012 Objectives for Expanded Economic Opportunity

	HUD Priorities	Proposed Activity
✓	Job creation and retention	Micro-Enterprise Assistance (CDBG): Self-Employment Training (Women's Economic Ventures, BG 2022)
✓	Establishment, stabilization and expansion of small business (including micro-businesses)	Micro-Enterprise Assistance (CDBG): Self-Employment Training (Women's Economic Ventures, BG 2022)
✓	The provision of public services concerned with employment	Day Labor Site coordination (BG 2025) Villa Esperanza Employment Services for Disabled (SS 2013)
✓	The provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan	Day Labor Site coordination (BG 2025)
✓	Availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices	The City of Thousand Oaks does not collaborate with lenders that discriminate in their lending practices. The City affirmatively supports fair housing and fair lending practices.
✓	Access to capital and credit for development activities that promote the long-term economic social viability of the community	The City has long-term collaborations with the Area Housing Authority and non-profit Many Mansions to assist in the financing of rehabilitation and revitalization projects for existing housing units and the construction of new affordable units.



In addition to PY 2012 activities proposed to be funded with CDBG funds, the City of Thousand Oaks plans to use other funds to accomplish the following objectives/projects.

Proposed PY 2012 Other Funded Activities and Locations

The following table summarizes other anticipated PY 2012 activities to be funded from other resources (not CDBG funds).

Table 4-D: Proposed PY 2012 Other Funded Activities, Locations, Objectives

<p>Hillcrest Project</p> <p>Location: south side of Los Feliz Drive, west of Conejo School Road (Census Tract 71, Block Group 2)</p> <p>Objective: Decent Housing Outcome: Availability / Accessibility Goal: 60 New Rental Units</p> <p>Resource Fund: Former RDA</p>	<p>Many Mansions has received funding approvals required for the development of a 60-unit affordable rental housing project on 2.96 acres on the south side of Hillcrest Drive, west of Skyline Drive. The Hillcrest Apartments project is a \$26 million new construction project consisting of 5 residential buildings, a community building, picnic areas, a community garden and a playground. The complex will be a mixture of 1, 2 and 3-bedroom units. All units are restricted to low-income households and 30 units will be restricted for extremely low-income households (homeless persons). The Thousand Oaks Redevelopment Agency has assisted the project with \$6.27 million in housing set-aside funds to acquire the land and assist Many Mansions with pre-development costs.</p>
<p>Los Feliz Project</p> <p>Location: south side of Hillcrest Dr, west of Skyline Dr (Census Tract 71, Block Group 2)</p> <p>Objective: Decent Housing Outcome: Availability / Accessibility Goal: 60 New Rental Units</p> <p>Resource Fund: Former RDA</p>	<p>The Area Housing Authority of the County of Ventura has filed applications to develop a 60-unit affordable housing project on the. The proposal involves re-zoning the 2.2-acre site from RPD-15U and RPD-20U to RPD-30U (Residential Planned Development – up to 30 dwellings per net acre). Redevelopment Agency housing set-aside funds and CDBG funds were expended to acquire the land for this project. The Thousand Oaks Redevelopment Agency has assisted the project with \$6.6 million in housing set-aside funds.</p>
<p>Social Services Endowment Fund</p> <p>Objective: Suitable Living Environment Outcome: Availability / Accessibility Goal: 3,000+ persons</p> <p>Resource Fund: SSEF \$110,618 matching fund with CDBG</p>	<p>In 2011, the City Council-appointed the Social Services Ad Hoc Committee, consisting of 9 City residents. This body reviews all public and social services funding requests for 2012-13 and 2013-14 and prepares the funding recommendations, subsequently approved by the Council, that are reflected in this Action Plan. A detailed description of approved grants will be included in Exhibit B.</p>



Program Administration and Planning

City Staff

A Senior Analyst (Caroline Milton) and an Assistant Analyst (Lynn Oshita), both located in the City's Community Development Department, Housing Division, implement the City's CDBG-funded projects under the direction of the Community Development Director (John C. Prescott) and the Housing Division Manager (Russ Watson). Other support personnel include Accounting Manager Fay Menkin in the Finance Department and Senior Planner Richard Burgess who prepares environmental reviews for CDBG-funded projects. Every effort is made to ensure that program activities are implemented in compliance with federal law, HUD regulations and the City's adopted Citizen Participation Plan. The program managers use IDIS, other HUD websites and various Internet links to generate reports, keep current with HUD activities, receive training and program-related information, and communicate with HUD's Los Angeles area office, other Ventura County jurisdictions and sub-grantees. City staff conducts financial management, evaluate timeliness and completes grantee performance report (CAPER).

Monitoring

City has implemented monitoring procedures and works closely with HUD's Community Development and Planning Department to ensure that monitoring policies are sufficient to document compliance with all applicable requirements to meet national objectives of providing benefits to low and moderate-income persons and by evaluate area benefits and limited clientele activities.

The City uses a contractor, Comprehensive Housing Services (CHS) to proactively monitor compliance with Federal prevailing wage compliance regulations by City's sub-recipients, construction and sub-contractors which includes Section 3 requirements.

City requires all sub-recipients to provide written quarterly performance reports and to comply with all applicable Federal requirements. The City also conducts in-person monitoring on a selective basis for sub-recipient contracts.

A HUD administrative monitoring visit occurred in July 2010. Complete details are provided in the PY 2011 Action Plan.

Fair Housing

Since July 2004, the City has provided Fair Housing Counseling services to Thousand Oaks residents from the Housing Rights Center of Los Angeles through collaboration with the County of Ventura. Residents may call a toll-free number (800) 477-5977 or use the Internet (www.hrc-la.org) to access these services. Contact information is also located on the City website and in the Community development lobby area of City Hall.



The City's Fair Housing provider explains to property owners, landlords and tenants their basic rights and responsibilities, as well as enforcement and remedies under Fair Housing law as well as conduct outreach, training and workshops. The provider also counsels landlords and tenants in many areas of Fair Housing law. The City's Fair Housing provider will conduct complaint driven testing and random audit testing.

Residential Anti-Displacement and Relocation Plan

In accordance with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the "Act"), as amended, and the implementing regulations of the U.S. Department of Housing and Urban Development (HUD) at 49 CFR 24, and as required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, the City of Thousand Oaks certifies that City prior to, and in connection with, any activity, assisted with CDBG or HOME funds, that will result in the displacement and/or relocation of lower-income City residents.

Section 5: Geographic Distribution/Allocation Priorities [91.220(d) and (f)]

As described below and in **Exhibit H**, the City will target its PY 2012 CDBG-funded activities to those areas and populations that are most in need.

Low-Income Residents

The City targets its CDBG funding to benefit residents whose gross annual household income does not exceed 50 percent of the Median Family Income, calculated by HUD for the Section 8 program, for the Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA).

The 2012 Median Family Income (MFI) for the Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA) is \$89,300. For a family of 4 persons, a gross annual household income of \$44,650 (50% of the area median income) would qualify the household to be designated "Very Low Income", and an annual gross household income of \$26,800 (30 percent of the area median income) would qualify the household to be designated "Extremely Low-Income" in terms of eligibility for HUD-funded benefits.

City's "Exception Criteria"

The City of Thousand Oaks qualifies to use CDBG funds under HUD's "Exception Criteria". A grantee qualifies for this exception when less than one-quarter of its populated block groups contain 51 percent of more low/moderate income persons. According to Census 2000, five of the City's 84 block groups (6 percent) have low/mod concentrations of 51 percent or more.



Therefore, the City qualifies to use HUD funds under the exception criteria formula which, as calculated by HUD, is currently 29.43 percent. Based on these published Low/Mod Income Summary Data, projects in 14 of the City’s 84 block groups (17 percent) may qualify for the use of HUD funds (see **Exhibit H-1.**)

Census 2000 Low and Moderate-Income Summary Data (LMISD)

The below table describes City of Thousand Oaks Block Groups with at least 29.4% Income-Eligible Households in low and moderate-income areas.

**Table 5-A: Census 2000 Low and Moderate-Income Summary Data (LMISD)
CDBG-Eligible Census Tracts / Block Groups**

Map ID	Census Tract Block Group	Low/Mod %	Map ID	Census Tract Block Group	Low/Mod %
1	58.1	30.0	8	65.2	48.7
2	58.3	32.8	9	68.2	30.1
3	61.2	65.0	10	68.3	49.2
4	59.09.01	40.7	11	69.1	57.0
5	64.4	34.5	12	70.1	49.9
6	64.6	53.6	13	71.1	67.5
7	75.08.2	35.4	14	71.2	63.3

The City will update its Census 2000 low- and moderate-income summary data as soon as Census 2010 information is available detailing low- and moderate-income penetration at the block group level.

Low and Moderate-Income Ethnic Populations

According to Census 2000, 15,328 persons (13.1 %) of the City’s population have Hispanic ethnicity. Forty-six percent of this population is concentrated in Census Tracts 61, 65, 70 and 71, each of which have 40 percent of households earning less than 50 percent of the Median Family Income, including census tract block groups 61.2, 71.1 and 71.2, with concentrations of low and moderate-income households exceeding 60 percent. The City will update this information as soon as the relevant Census 2010 information is made available by HUD.

The table below lists the locations of recent and current CDBG-funded activities to primarily benefit lower-income persons/households.

Table 5-B: Geographic Distribution of CDBG-Funded Investments in Low-Mod Census Tracts with Minority Concentrations

61	<ul style="list-style-type: none"> • Conejo Creek Neighborhood Center - Social Services Delivery • Conejo Creek Traffic Median and Community Gateway • Public Services grants to Conejo Creek providers
68	<ul style="list-style-type: none"> • Glenn Oaks Senior Apartments • Westminster Free Clinic at United Methodist Church (1000 E. Janss Road)
69	<ul style="list-style-type: none"> • Richmond Terrace Apartments, Property Improvements
70	<ul style="list-style-type: none"> • Under One Roof – Human Services Center, 80 East Hillcrest Drive • Lutheran Social Services – Emergency Services Program, 80 E. Hillcrest Drive • Conejo Free Clinic – 80 East Hillcrest Drive • Senior Concerns – Adult Day Care, 401 Hodencamp Road
71	<ul style="list-style-type: none"> • Esseff Village Affordable Housing, Public Safety Resource Center • Commercial Revitalization Program, Micro-Enterprise Assistance • Bella Vista Apartments Improvements (CDBG and CDBG-R funds) • Old Town West Neighborhood Street & Drainage Improvements • Day Labor Site, Old Town West Master Plan Improvements

Many Mansions’ Resident Population

396 low-income units reside in the 8 Thousand Oaks affordable housing projects owned and/or managed by Many Mansions including an estimated 883 adults and 200 children. 53 percent (approximately 470 persons) of Many Mansions’ tenant population are Hispanic. An additional 7 percent (70 persons) are African-American and 1 percent (29 persons) are of Asian descent. These families receive supportive services, supplemental food, Internet access, job training, monthly newsletter, referrals, summer camp, recreation activities and other services.

Table 5-C: Many Mansion’s Affordable Housing Developments in Thousand Oaks

Development Name	Census Tract Block Group	Type of Housing	Units	Residents	Year First Occupied
Schillo Gardens 2849 Los Robles Road	71.2	Family	29	68	1988
Shadow Hills 227 E. Wilbur Road	68.3	Family	101	246	1992
Stoll Community House Transitional Housing	71.2	Trans. Housing	11	26	1998
Villa Garcia 1379 T.O. Boulevard	71.1	Family	80	185	2000
Esseff Village 1425 T.O. Boulevard	71.1	Very Low Income	51	53	2001

Richmond Terrace 760 Warwick Avenue	69.1	Family	27	40	2003
Bella Vista Apartments 2011-2025 Los Feliz Drive	71.1	Family	72	182	2005
Hacienda de Feliz 1920 Los Feliz Drive	70.1	Family	25	83	2005
Total Units/Residents			396	883*	

*Plus an estimated 200 children.

Area Housing Authority (AHA) Resident Populations

An additional 317 low-income units are available in the 8 affordable housing projects owned and/or managed by the Area Housing Authority (AHA) of the County of Ventura (public housing authority (PHA) for Thousand Oaks.) AHA also provides its residents with supportive services including Homework tutoring, health clinic, supplemental food, recreational and social activities and other activities. The following affordable housing facilities located in Thousand Oaks are owned by the U.S. Department of Housing and Urban Development (HUD) and managed by the Area Housing Authority of the County of Ventura (AHA).

Table 5-D: HUD Public Housing in Thousand Oaks

Development Name	Census Tract	Type of Housing	Units	Residents	Year First Occupied
Fiore Gardens 220-480 Hillcrest Drive	70	Family	50	216	1996
Florence Janss 190-210 Brazil Street	70	Senior	64	70	1983
Leggett Court 1824-84 Los Feliz Drive	71	Family	49	142	1986
Total Units/Residents			163	428	

Current ethnic information for Thousand Oaks residents residing in the above public housing facilities is shown in the following table:

Ethnicity	Count	Percentage
White	89	55 %
Hispanic	57	35 %
Asian	10	6 %
Black	6	4 %
Am. Indian	1	---
Total	163	100 %

The following affordable housing facilities located in Thousand Oaks are owned and managed by the Area Housing Authority of the County of Ventura (AHA).

Development Name	Census Tract	Type of Housing	Units	Residents	Year First Occupied
Glenn Oaks 145 E. Wilbur Road	68	Senior & Disabled	38	47	1990
Los Arboles 801-886 Calle Haya	65	Family	43	133	1998
Royal Oaks 3210-14 Royal Oaks Drive	71	Family	5	19	1998
Oak Creek Senior Villas 367 T.O. Boulevard	70	Senior	57	57	2003
Sunset Villas 90-110 Sunset Avenue	71	Family	11	48	2003
Total Units/Residents			154	304	

The ethnic profile for City residents living in AHA-owned housing units is shown in the following table:

White	101	66%
Hispanic	37	24%
Asian	6	4%
Black	9	6%
Am. Indian	1	-
Total	154	100%

Delivery of Social Services to Minority Populations

With assistance from the City of Thousand Oaks, in FY 1997/98, the Human Services Center was acquired by Community Conscience, a local 501-c-3 organization, with assistance from the City of Thousand Oaks, including \$615,000 in CDBG funds. The building, known as "Under One Roof" and located at 80 East Hillcrest Drive houses a dozen social services providers. The location of these service providers "Under One Roof" facilitates the creation of a safety net for clients who, according to their needs, can be referred from one agency to another to implement the Continuum of Care concept.

Located near the conjunction of Census Tracts 68, 69 and 70, "Under One Roof" houses the following federal and locally funded social services providers: Conejo Free Clinic, Conejo Youth Employment, Hospice of the Conejo, Interface Children & Family Services, Lutheran Social Services, Villa Esperanza Services.

Other primary social service delivery points in the community are:

- Fitzgerald Center, 401 Hodencamp Rd. (Conejo Valley Senior Concerns)
- Goebel Senior Adult Center, 1375 Janss Rd. (Conejo Recreation & Park District)
- Shadow Hills Community Room, 227 E. Wilbur Road (Many Mansions)
- Hacienda de Feliz Community Room, 2084-2096 Los Feliz Drive (Many Mansions)
- Conejo Creek Community Center, 1707 Calle Diamonte

Other CDBG Activities in Census Tract 71, Block Group 2

Neighborhood Improvements Program

The project area is located north of U.S. 101, east of Live Oak Street, south of Thousand Oaks Boulevard and west of Hampshire Road. The project area is known as Old Town West and is part of a CDBG-eligible neighborhood identified as Census Tract 71, Block Group 2. The project area has a Low/Mod penetration of 63.3 percent according to HUD's 2003 Low/Moderate Income Summary Data (LMISD).

Day Labor Site Coordination

Location of City contractor to provide daily, part-time site coordination at the designated site (3120 Royal Oaks Drive) for day laborers to meet prospective employers. Location is west of Hampshire Road in the Old Town West Master Plan neighborhood (CDBG-eligible Census Tract 71, Block Group 2, Low/Mod penetration 63.3 percent.)

Section 6: Annual Affordable Housing Goals [91.220(g)]

Required HUD Table 3-B, "Annual Housing Completion Goals", (see **Exhibit J**) provides a summary of the eligible programs and activities that will take place in PY 2011. Homeless, non-homeless, and special-needs activities are described in a separate section below. The City does not receive HOPWA funds; therefore HIV/AIDS housing goals (91.220(l)(3)) do not apply to the City. Housing activities in the City are described above in Section 4: Annual Objectives and Description of Activities.

Section 7: Public Housing [91.220(h)]

The Area Housing Authority of the County of Ventura

The City's public housing authority (PHA # CA092) is the Area Housing Authority of the County of Ventura (AHA). The AHA's vision is to afford shelter, stability and self-sufficiency to lower-income families to ensure a sustainable quality of life. The AHA's mission is to be a catalyst to provide opportunities and assistance to people in need of affordable housing through partnerships with the communities served.



Certification of PHA Plan Consistency with City's Consolidated Plan

The City reviewed the AHA's proposed 2013 Public Housing Authority Annual Plan update and found it to be consistent with the City's PY 2010/2015 Consolidated Plan prepared pursuant to 24 CFR Part 91. Reflecting the current crisis in the availability of affordable housing in Thousand Oaks (and elsewhere in Ventura County and neighboring Los Angeles County), the AHA has found that 6,854 low-income and elderly renter families have severe housing needs.

Strategy for Improving Public Housing Management and Resident Living Environments

AHA is dedicated to providing affordable housing and supportive services to low-income persons, both independently and in collaboration with other agencies.

Most residents who live in the communities surrounding AHA developments are surprised to learn that the buildings are public housing units. It is nearly impossible to detect these public housing units from other housing in the area. The developments blend into the neighborhoods and are well maintained to promote a sense of pride within the community, the neighbors, and the residents.

The AHA promotes strategies to improve its management capabilities for all programs, including public housing, while fostering a safe, secure, and improved living environment for residents.

Resident Services Programs

AHA is committed to helping public Housing residents' move toward self-sufficiency by providing service-enriched programs. In conjunction with social services agencies throughout Ventura County and the community at large, the Resident Services Department has established partnerships to provide programs for our residents. The majority of programs are self-supporting or funded through grants.

AHA strives to help families build self-confidence and self-sufficiency through a programs and services that empower households to build a strong financial and educational foundation. AHA partners with a number of community agencies and organizations to provide a full-range of services to families.

AHA's Senior Programs are designed to maintain the two most cherished life-style elements, a senior's health and their independence. Health and independence are treasured by most seniors and are the measurement of their quality of life. AHA's knowledgeable and caring staff provides a variety of informational programs and social opportunities.

Board of Commissioners

The AHA is governed by a 15-member Board of Commissioners. Each jurisdiction appoints two Commissioners to serve a 4-year term. In addition, one "resident"



commissioner is appointed "at large". The Commissioners representing the City of Thousand Oaks and appointed by the City Council are Charles Lech and Mark Lunn with term to expire March 2015.

Resident Advisory Board

In conjunction with the development of its Five-Year and Annual Agency Plans, the AHA established a Resident Advisory Board. The board, whose membership varies from month to month, includes both Public Housing and Section 8 Program participants to adequately reflect and represent the residents assisted by the AHA. The board collaborates with the AHA and makes recommendations regarding the development of the Annual Plan.

Section 8: Homeless and Special Needs [91.220(i)]

As described below, in PY 2012, the City is dedicating resources toward the goal of eliminating chronic homelessness and preventing the homelessness of individuals and families.

Housing Assistance for Homeless Persons

Ventura County Homeless and Housing Coalition (VCHHC)

The City supports VCHHC with an annual grant (\$10,000 for PY 2012) in CDBG funds. Through its VCHHC membership, the City works to alleviate the plight of homeless persons throughout Ventura County. This non-profit organization coordinates the annual regional Continuum of Care application and, together with the Interagency Council on Homelessness, VCHHC is the lead agency for implementation of the 10-Year Plan to End Homelessness in Ventura County. VCHHC plans, coordinates and facilitates the collaboration of local government and non-profit human service agencies and housing development organizations to function as the lead planning entity for homeless assistance in the County of Ventura. The following paragraphs highlight current VCHHC activities.

Annual Homeless Count

For the past several years, the VCHHC has conducted an annual count of homeless persons sheltered in homeless shelters and transitional housing. Beginning in January 2007, VCHHC expanded its scope to include, for the first time, homeless persons living on streets and sidewalks, in parked cars, in vacant lots, parks, abandoned buildings and other locations that are not designated for habitation, as well as those counted in shelters and transitional housing units.

The total number of homeless persons counted in Thousand Oaks in January 2011 was 87 (4.6 percent of the total homeless persons counted in Ventura County).



The Conejo Workforce Housing Group is a Thousand Oaks-based grass roots organization seeking to identify a site for a year-round emergency shelter in the City. In PY 2011, the City granted \$15,426 in CDBG funds to the Conejo Workforce Housing Group and Many Mansions for pre-development costs for the proposed future year-round shelter. In the meantime, Lutheran Social Services coordinates a 365-day meals program and a rotating winter shelter program for the City's homeless population.

10-Year Regional Plan to End Homelessness in Ventura County

To address issues of homelessness, Ventura County, local cities and agencies, non-profit services providers, the business and faith communities and residents, prepared a 10-Year (2008 – 2017) Plan to End Homelessness in Ventura County. In compliance with HUD's Continuum of Care objectives, this Plan includes a series of recommended action steps to reduce homelessness by 50 percent during the first 5 years of implementation (2008 - 2012). Further reductions in homelessness for the following 5 years (2013 – 2017) would be determined by the Interagency Council on Homelessness for Ventura County based upon the reduction outcomes achieved during the first 5 years of implementation.

Public meetings in each jurisdiction, including Thousand Oaks, were held to develop local blueprints for Plan implementation. The Thousand Oaks City Council reviewed and accepted the Plan on May 15, 2009. Future implementation of Plan strategies by the City and other local agencies will depend on resources available and will be the subject of future efforts.

Local Implementation of 10-Year Plan to End Homelessness

The City of Thousand Oaks is collaborating with the Conejo Affordable Housing Workgroup, an association of local affordable housing and shelter support organizations, that meets monthly at City Hall to address two key strategies identified in the 10-Year Plan to End Homelessness in Ventura County: (1) Transitional Housing/Shelter Beds and (2) Homeless Prevention. Local affordable housing developer and provider of supportive services Many Mansions is the coordinating entity of the Conejo Affordable Housing Workgroup.

Discharge Policy

The City does not receive direct assistance from either the McKinney- Vento Homeless Assistance Act, the Emergency Shelter Grant (ESG) program, Supportive Housing, Shelter Plus Care, or Section 8 SRO Program funds. Discharge Coordination Policy (91.225(c)(10)) does not apply to the City. VCHHC and the County of Ventura Behavioral Health Agency collaborate with affordable housing and transitional housing providers throughout the County to help ensure that persons being discharged from treatment in Ventura County have a safe haven.

Continuum of Care

Through the VCHHC, non-profit housing providers in Thousand Oaks and throughout Ventura County seek funding through HUD's Continuum of Care/SuperNofa process to support local shelter, transitional housing and supportive services. The 2011 application for the San Buenaventura/Ventura County Continuum of Care included the following requests for Thousand Oaks providers:

<i>Applicant Name</i>	<i>Project Name</i>	<i>Project Request</i>
Many Mansions	Esseff Village	\$39,998
Many Mansions	Richmond Terrace	\$61,600
Many Mansions	Stoll House	\$59,911
Total		\$161,509

The requests totaling \$161,509 were approved, together with \$1,209,603 for other projects throughout Ventura County (total request for competitive projects \$1,371,112.)

Emergency Housing Assistance Program (EHAP)

The City is a member of the VCHHC Ventura County Designated Local Board (DLB) and supported the preparation of the Local Emergency Shelter Strategy (LESS) prepared on October 5, 2007 for EHAP Round 15 (the most recent EHAP funding round.) The State cancelled the 2008 process, and has not funded EHAP since. In January 2011, VCHHC received a notice that there would be an EHAP NOFA released shortly. Acting as the Designated Local Board, on March 10, 2011, VCHHC issued a Notice of Funding Availability (NOFA) for \$88,000 to local non-profit agencies.

Homeless Assistance - Transitional Housing

RAIN Transitional Living Center

In PY 2012, the City will provide a grant of \$8,000 in Social Services Endowment Funds (SSEF) for this facility, operated by the County of Ventura, that offers transitional housing and assistance for homeless families and single adults. Residents receive assistance with meals, transportation, parenting, self-sufficiency workshops, employment, financial skills development, mandatory savings program and referrals to permanent housing.

Appleton House, Simi Valley

In FY 2012-2013, the City will provide Turning Point Foundation with a \$4,000 grant in local Social Services Endowment Fund (SSEF) dollars to support a 6-bed transitional living center for homeless and mentally ill persons at Appleton House in



Simi Valley. This facility serves the mentally ill, homeless populations of the cities of Simi Valley and Thousand Oaks.

Esseff Village, 1425 Thousand Oaks Boulevard

Esseff Village is a 51-unit apartment complex serving formerly homeless, physically and mentally disabled, extremely low-income individuals. An on-site case manager provides counseling, resources and referrals. In addition, on-site service coordination is provided.

Stoll House - Transitional Housing for Single-Parent Families

In FY 1997/98, the City provided \$187,000 to Many Mansions for development of the Stoll Community House Apartments. The facility opened in February 1998 and provides transitional housing and support services including case management, parenting skills, job training and job search assistance for 10 single-parent families.

Housing Assistance for At-risk Families

In FY 2012-2013, the City's Social Services Budget of \$195,810 [including \$85,192 in CDBG funds and \$110,618 from the local Social Services Endowment Fund (SSEF)], the City will support the following programs that primarily assist families at risk of becoming homeless.

Lutheran Social Services - Homeless Programs

In PY 2012, the City will provide a grant of \$25,000 in CDBG and SSEF funds to support Lutheran Social Services (LSS) in coordination of an Emergency Services Program for low- and no-income persons including food, clothing, referrals, eviction prevention funds and transportation assistance (gas vouchers). In addition, LSS coordinates a year-round meals program for the homeless and needy and a rotating winter shelter program that operates from December 1 through March 31. The LSS facility at 80 East Hillcrest Drive (Under One Roof building) provides a shower room, laundry facilities and mailing address for homeless persons plus LSS attempts to provide for all the needs of the homeless including prescriptions, eyeglasses, identification, etc.

St. Vincent de Paul Society

In PY 2012, the City will provide a grant of \$8,000 in Social Services Endowment Funds (SSEF) to the St. Vincent de Paul Society for their homeless outreach. Located at Saint Paschal Baylon Church at Janss and Moorpark Roads, this all-volunteer organization helps individuals and families in crisis with donations of food, clothing, gas and bus vouchers and assists them to pay their utility bills and rent. The Society also puts the homeless in motels/hotels on a temporary basis, especially single mothers with children. Assistance is also given for emergency car repair, prescriptions, diapers, toiletries and other miscellaneous items.



Services for At-Risk People

Conejo Free Clinic

In PY 2012, the City will provide a grant of \$15,000 in CDBG Funds for this program to provide low-cost, routine/diagnostic lab tests for an estimated 3,100 low and very-low income persons who might otherwise be undiagnosed or untreated. Staffed by volunteers, a donation of \$10 is requested for the doctor's visit and lab tests are done at cost. Medical clinics are held weekly by appointment and are supplemented by semi-monthly immunization clinics and monthly legal classes covering such topics as bankruptcy, divorce and custody/alimony.

Hospice of the Conejo

In PY 2012, the City will provide a grant of \$8,500 in Social Services Endowment Funds (SSEF) for services that offers terminally ill persons and their families at-home emotional, social, spiritual and physical support including respite care, friendly visits, transportation and practical help. Also assists survivors through the grief process.

Livingston Memorial Visiting Nurse Association

In PY 2012, the City will provide a grant of \$7,310 in Social Services Endowment Funds (SSEF) to subsidize critical at-home health care including physical therapy and hospice services.

Westminster Free Clinic

In PY 2012, the City will provide a grant of \$10,000 in CDBG Funds to this clinic that serves 100 percent very low-income households. Ninety percent of the clients are Spanish-speakers who work in service professions and who have no other access to medical care. A special focus is on diabetes management and education. Eye exams, free eyeglasses, x-ray tests and referrals to specialists are offered at no charge to beneficiaries.

Section 9: Barriers to Affordable Housing [91.220 (j)]

As described below, in PY 2012, the City will make efforts to remove barriers to increasing the supply of affordable housing for lower-income persons.

Housing Element

Pursuant to the City's 2006-2014 Housing Element update, in May 2010 the City Council approved the following actions to increase the City's capacity to

accommodate the future development of 370 additional lower-income housing units:

- General Plan and Specific Plan amendments (LU 2008-70620 and SPA 2008-70619) that will increase the City's capacity for lower-income housing by 297 units.
- Zone change Z 2008-70571 that will increase the City's capacity for lower-income housing by 53 units.
- Zone change Z 2008-70618 that will increase the City's capacity for lower-income housing by 20 units.

In addition, the City's land inventory also includes 2 pending projects proposed by the City and its affordable housing partners Many Mansions and the Area Housing Authority of the County of Ventura.

In PY 2012, the City will continue to collaborate with the County of Ventura and the Conejo Affordable Housing Workgroup on homeless prevention strategies.

Regulatory Options to Increase the Supply of Affordable Housing

The following are a variety of regulatory programs the City may consider to help facilitate the development of needed affordable housing in PY 2012.

Fee Subsidies/Deferrals: To encourage the development of lower-cost housing, the City could subsidize or defer selected fees in exchange for the provision of affordable housing units.

Inclusionary Zoning/In Lieu Fees: The City adopted an Inclusionary Housing Ordinance requiring a stated percentage of units, typically between 10 to 25 percent, within new market-rate developments, to be price-restricted for low and moderate-income households. The ordinance offers developers the option of fulfilling the inclusionary housing requirement through the provision of affordable units off-site or via payment of an in-lieu fee. Fees collected are placed in a housing trust fund to support affordable housing activities in other locations.

Commercial and Industrial Impact Fees: To address the imbalance between lower paying jobs in the City and housing affordable to these occupations, the City established a Commercial/Industrial Impact Fee program that would help mitigate the impact of new commercial/industrial development on the need for affordable housing. New commercial or industrial projects requires developers to provide housing affordable to its employees or to pay an in-lieu impact fee.

Housing Trust Fund: Housing trust funds are distinct funds established by cities, counties and states that dedicate a permanent source of public revenue to support the production and preservation of affordable housing. In July 2008, the Thousand Oaks City Council adopted guidelines to implement the Program. Staff is reviewing



forming a partnership with other Ventura County jurisdictions to establish a housing trust fund as a resource to support affordable housing activities. In July 2010 the City applied for and was awarded \$1,000,000 by the State of California Housing and Community Development in the Local Housing Trust Fund.

Development Partners – Non-Profit Housing Developer: The City has established successful working relationships with non-profit housing developers Many Mansions and the Area Housing Authority of the County of Ventura. These partnerships have resulted in the development of hundreds of new affordable housing units in the City. Both of these non-profit agencies provide rental subsidies and public housing units for all segments of the low and moderate-income housing population. Continuing these partnerships, and developing new ones, can expand affordable housing opportunities in Thousand Oaks.

Cessation of California Redevelopment Agencies

On February 1, 2012, by legislative act (AB 1x 26) all redevelopment agencies in the State of California were dissolved. This includes the Thousand Oaks Redevelopment Agency. This was the City's primary source to fund affordable housing activities, stimulate the economy to create jobs and revitalize blighted areas in Thousand Oaks. The City will continue its efforts to seek other funding resources.

Section 10: Other Actions [91.220(k)]

Described below are other objectives and activities the City of Thousand Oaks will undertake in PY 2012.

Obstacles to Meeting Underserved Needs

Year-Round Emergency Shelter: In PY 2011, the City approved a \$15,426 CDBG grant to the Conejo Valley Workforce Housing Group and Many Mansions, to assist with pre-development costs that are expected to be incurred in the search to locate a site for the City's first year-round emergency shelter. **Exhibit H-8** shows the area (Specific Plan No. 15, Rancho Conejo Industrial Park) within which a year-round emergency shelter can be established by right (not subject to a development permit) and **Exhibit I** is a copy of the funding request for these funds. A challenge for this effort will be funding and identifying a location to over-come potential community opposition to the project.

Transitional Housing: The City has a significant need to develop additional transitional housing, particularly units with supportive services, as an interim resource to transition homeless persons through the continuum of care to permanent housing and independence. The 10-Year Strategy to End Homelessness in Thousand Oaks has identified a need for at least 7 new transitional, supportive units to be developed in the City. The City will seek to



partner with a developer, such as Many Mansions to establish these additional transitional, supportive housing units.

Foster and Maintain Affordable Housing

The City is currently partnering with the Area Housing Authority (AHA) and Many Mansions (CHDO) on the construction of 120 new affordable rental units by 2013, including 30 with supportive services (Los Feliz Drive and Hillcrest Drive projects).

Evaluate and Reduce the Number of Housing Units Containing Lead-based Paint Hazards

The City will collaborate with AHA, and other Ventura County jurisdictions, to develop the capacity required to address the reduction and/or abatement of any lead hazards identified in pre-1978 City residences. As required by HUD and Title X of the Housing and Community Development Act of 1992 (Lead-Based Paint Hazard Reduction Act), the City completed a Transition Implementation Plan in December 2000 outlining the City's actions to address lead-based hazards in Thousand Oaks residences. The City's updated Implementation Plan includes a Housing Condition Survey and training of Housing Quality Standards inspectors to recognize lead hazards in Section 8 housing units. In collaboration with the City, and as staffing permits, AHA will inspect Section 8-assisted housing units for lead-based paint hazards. If a lead-based hazard is present, the AHA will advise the property owner to perform proper abatement. If the owner is unwilling to abate any identified lead hazards, the Section 8 recipient will be advised to re-locate to another property

The City's Building Division provides building owners and contractors with information on appropriate methods to identify, contain and/or eliminate lead-based paint hazards when they apply for permits to demolish or reconstruct pre-1970 structures.

Reduce the Number of Poverty-Level Families

The City supports numerous programs that assist working mothers to retain full-time employment through full-day or part-time pre-school programs, after-school tutoring, supplemental food, free medical care and other services.

Institutional Structure

The City will continue to work with the following Institutions and Agencies in PY 2012: The Area Housing Authority of the County of Ventura, Many Mansions, The County of Ventura (Chief Executive Office), The Ventura County Homeless and Housing Coalition, California Department of Housing and Community Development, California Department of Education, Conejo Valley Unified School District, Conejo Recreation and Park District, Cyrus Urban Inter-Church Sustainability Network, and Women's Economic Ventures (WEV).



Enhance Coordination between Public and Private Agencies

The City of Thousand Oaks collaborates with the Thousand Oaks Westlake Agoura Chamber of Commerce, the Thousand Oaks Boulevard Association, the Ventura County Economic Development Association (VCEDA) and other community and civic groups to promote the "Buy Local" campaign to encourage residents and persons employed in Thousand Oaks to shop, dine and purchase services here. Buying local helps preserve the employment base and increases sales tax revenue that is the primary source of general fund dollars to support the delivery of City services.

The City works closely with the County of Ventura, other local cities, local community and civic groups and local public and social services agencies delivering basic services to meet the needs of lower-income populations. The City was instrumental in establishing and maintaining the Human Services Center which houses 12 local social services providers "Under One Roof" at a cost of \$1 per year in rent.

Regional Transportation Planning Strategies

The City of Thousand Oaks and its primary housing partners, (1) the local Public Housing Authority, the Area Housing Authority of the County of Ventura (AHA), and (2) Community Housing Development Organization (CHDO) Many Mansions, recognize the need to locate affordable housing near the City's bus routes as well as to provide resident parking and ample bicycle racks. Primary locations for affordable housing such as Los Feliz Drive and Hillcrest Drive are close to the Thousand Oaks Transit (TOT) bus routes on Thousand Oaks Boulevard. All City buses connect to the Thousand Oaks Boulevard cross-town route which serves the Thousand Oaks Transportation Center. From that location, residents can access inter-city bus lines, Los Angeles County bus lines and buses to Amtrak and Metrolink train stations.

✿ END OF ACTION PLAN NARRATIVE ✿

**Table 3-C
PY 2012 Consolidated Plan Listing of Projects**

Applicant's Name	City of Thousand Oaks		
Priority Need	High (Infrastructure)		
Project Title	Old Town West Street and Sidewalk Improvements (formerly known as Neighborhood Improvements Program)		
Project Description	Implementation of Old Town West Master Plan public infrastructure improvements in CDBG-eligible neighborhood west of Hampshire Road, south of Thousand Oaks Boulevard.		
Location	Old Town West (west of Hampshire Road, north of U.S. 101, south of Thousand Oaks Boulevard, east of Live Oak Street.)		
Objective Number 2012 - 1	Project ID CI 4298	Funding Sources:	
HUD Matrix Code 03 Public Facilities	CDBG Citation 570.201(c)	CDBG	\$ 264,988
Type of Recipient Local Government	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013	HOME	-0-
Performance Indicator No. of Improvements	Annual Units 1	HOPWA	-0-
Local ID CI 4298	Units Upon Completion	Total Formula	
		Prior Year Funds	\$ 870,633
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$1,135,621
The primary purpose of the project is to help: <input type="checkbox"/> the Homeless <input type="checkbox"/> Persons with HIV/AIDS <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Public Housing Needs			

Exhibit A - 3

Table 3-C FY 2012 Consolidated Plan Listing of Projects			
Applicant's Name	City of Thousand Oaks		
Priority Need	High		
Project Title	Program Administration		
Project 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.		
Location	Citywide		
Objective Number 2012-2	Project ID BGADMN	Funding Sources:	
HUD Matrix Code 21-D	CDBG Citation 570.206	CDBG	\$ 113,590*
Type of Recipient Non-profit Subrecipient	CDBG National Objective CDBG Program Administration	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013	HOME	-0-
Performance Indicator No. of Persons Served	Annual Units 25,000	HOPWA	-0-
Local ID BGADMN	Units Upon Completion	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$ 113,590*
The primary purpose of the project is to help: <input type="checkbox"/> the Homeless <input type="checkbox"/> Persons with HIV/AIDS <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Public Housing Needs			

*This activity includes the following sub-categories:

Staff Costs (Salaries, Benefits, etc.)	\$ 83,540
Fair Housing Counseling Contract	12,300
Ventura County Homeless & Housing Coalition	10,000
Advertising, Supplies, Training, Etc.	<u>7,750</u>
	\$ 113,590

Exhibit A - 3

**Table 3-C
FY 2012 Consolidated Plan Listing of Projects**

Applicant's Name	City of Thousand Oaks
Priority Need	High (Public Services)
Project Title	Public/Social Services Grants
Project Description	Grants to non-profit sub-recipients 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	\$20,192
2.	Senior Concerns Meals	Meals on Wheels	Beneficiary Homes	20,000
3.	Conejo Free Clinic	Medical Services	80 E. Hillcrest Drive	15,000
4.	Long Term Care	Senior Ombudsman Program	Long-Term Care Facilities	15,000
5.	Westminster Free Clinic	Medical Services	3199 Monte Carlo Dr. (Westminster Church)	10,000
6.	United Cerebral Palsy	Disabled Transportation	Local UCP Group Homes	5,000
				\$ 85,192

Objective Number 2012-3	Project ID	Funding Sources: CDBG	\$ 85,192
HUD Matrix Code 05 Public Services	CDBG Citation 570.201(e)	ESG	
Type of Recipient 501-c-3 Subrecipient	CDBG National Objective Low/Mod Income Benefit	HOME	\$ 85,192
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013	HOPWA	
Performance Indicator No. of Persons Served	Annual Units 6,387	Total Formula	-0-
Local ID BG 2011	Units Upon Completion	Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$ 85,192

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

Exhibit A - 3

**Table 3-C
FY 2011 Consolidated Plan Listing of Projects**

Applicant's Name	City of Thousand Oaks
Priority Need	High
Project Title	Day Labor Site Coordination
Project Description	Code enforcement activity at the designated day laborer gathering site at 3120 Royal Oaks Drive

Location	3120 Royal Oaks Drive (Census Tract 71, Block Group 2)		
Objective Number 2012-4	Project ID BG 2025	Funding Sources:	
HUD Matrix Code	CDBG Citation	CDBG	\$ 94,180
Type of Recipient 501-c-3 Subrecipient	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013	HOME	-0-
Performance Indicator No. Persons Assisted	Annual Units 250 Persons	HOPWA	-0-
Local ID BG 2025	Units Upon Completion	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$ 94,180

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

Exhibit A - 3

**Table 3-C
2011 Consolidated Plan Listing of Projects**

Applicant's Name	City of Thousand Oaks
Priority Need	High (Economic Development)
Project Title	Womens Economic Ventures: Self-Employment Training
Project Description	Technical assistance to primarily lower-income women to assist them to start or expand their own micro-businesses.

Location	City-Wide		
Objective Number 2012-5	Project ID BG 2022	Funding Sources:	
HUD Matrix Code 18-C	CDBG Citation 570.203(b)	CDBG	\$ 10,000
Type of Recipient 501-c-3 Subrecipient	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013	HOME	-0-
Performance Indicator No. Persons Assisted	Annual Units 12 Persons	HOPWA	-0-
Local ID BG 2022	Units Upon Completion	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$ 10,000

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

Exhibit A – 3

**Table 3-C
PY 2011 Consolidated Plan Listing of Projects**

Applicant's Name	City of Thousand Oaks		
Priority Need	High (Technical Assistance)		
Project Title	Future Year-Round Emergency Shelter (HS 9937)		
Project Description	Assistance to Many Mansions and Conejo Valley Affordable Housing Workgroup for activities to develop a year-round emergency shelter inside Specific Plan 15 (Rancho Conejo Industrial Park), or another location, including appraisals, environmental studies, physical needs assessment, architectural and engineering work; financing filing fees and other pre-development "hard" costs.		
Location	Specific Plan 15, Rancho Conejo Industrial Park (Census Tract 61, Block Group 1)		
Objective Number 2011-2	Project ID HS 9937	Funding Sources:	
HUD Matrix Code 19-C NPO Cap Bldg*	CDBG Citation 570.201(p)	CDBG	\$ 15,426
Type of Recipient Subrecipient	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013	HOME	-0-
Performance Indicator No. of Improvements	Annual Units 1	HOPWA	-0-
Local ID HS 9937	Units Upon Completion	Total Formula	
		Prior Year Funds	-0-
		Assisted Housing	
		PHA	
		Other Funding	\$ 15,426
		Total	
The primary purpose of the project is to help: <input checked="" type="checkbox"/> the Homeless <input type="checkbox"/> Persons with HIV/AIDS <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Public Housing Needs			
*Note: 19-C is "Non-Profit Organizations, Capacity Building"			

**THIS IS A CARRY-OVER PROJECT FROM PY 2011 –
NO PY 2012 FUNDS WILL BE USED.**

Exhibit A – 3

MINUTES OF THE CITY COUNCIL

Thousand Oaks, California

3

April 10, 2012

8. PUBLIC HEARINGS: (Continued)

- B. Hearing, advertised as required by law, opened to consider: Amendment to Required Parking Standards for Private Commercial Sub-area of Civic Arts Plaza Specific Plan (SPA 2011-70570); Applicant: T.O. Lakes LLC; Located: 2200 E. Thousand Oaks Boulevard; report presented by Senior Planner Alawami; Community Development Director Prescott responded to questions.

ORDINANCE ADOPTING AMENDMENT NO. 4 TO SPECIFIC PLAN NO. 11 TO CHANGE REQUIRED PARKING RATIOS FOR RESTAURANT AND RETAIL USES SPECIFIED BY MUNICIPAL CODE TO BE CONSISTENT WITH PARKING RATIOS ESTABLISHED BY RECENTLY ADOPTED THOUSAND OAKS BOULEVARD SPECIFIC PLAN FOR SUB-AREA A (PRIVATE COMMERCIAL) (SPA 2011-70570) ORD.NO.1stReading

Councilmember Price recused himself due to his participation in hearing item while serving as Planning Commissioner.

City Attorney Noonan indicated it was permissible for Councilmember Price to remain at dais.

Speakers: Applicant representative Rick Lemmo, Newbury Park, pro, rebuttal; Nick Quidwaj, Newbury Park, position not marked on card.

Written Statements: None

Mayor Irwin closed Public Hearing.

Motion by Councilmember Fox that ordinance be read in title only, further reading be waived, and if no objection, introduced, carried 3-0, Councilmember Price abstaining, Councilmember Bill-de la Peña absent.

9. COMMITTEE/COMMISSION/BOARD REPORTS:

- A. FY 2012-13 and FY 2013-14 Social Services Grant recommendations presented by Social Services Ad Hoc Committee Chair Lisa Powell; Senior Analyst Milton responded to questions; Deputy Community Development Director Towne and Assistant Analyst Oshita available for questions. Additional information supplemental packet.

Speakers: Erik Sternad, Simi Valley (submitted document); Rick Schroeder, Many Mansions; Nick Quidwaj, Newbury Park.

Mayor Irwin indicated she and Councilmember Glancy are members of Thousand Oaks Rotary, recipient of funding for Immunization Program; City Attorney Noonan advised because they do not serve on organization's Board of Directors, they may vote on item.



MINUTES OF THE CITY COUNCIL

Thousand Oaks, California

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April 10, 2012

9. COMMITTEE/COMMISSION/BOARD REPORTS: (Continued)

Motion by Councilmember Price to approve FY 2012-13 grants totaling \$195,810 (Exhibit B) (\$85,192 CDBG funds; \$100,000 City's FY 2012-13 Social Services Endowment Fund (SSEF); \$10,618 prior year unexpended SSEF funds); FY 2013-14 grant year authorize City Manager to implement second year of grants based on Committee's recommendations with adjustments to each grant as necessary should FY 2012-14 budget differ from current year's total of \$195,810; authorize FY 2012-13 expenditures as follow: \$85,192 A/C 120-1010-644-5920 (CDBG – Grants & Donations) \$110,618 A/C 001-1120-611-5920 (Grants & Donations – SS2013), carried 4-0, Councilmember Bill-de la Peña absent.



M E M O R A N D U M

City of Thousand Oaks • Thousand Oaks, California

Meeting Date: 4-10-12 File # 115-01, 480-70

Office of Record: CDD(Hsg) | CCO KC

Res./Ord. No. —

Action: Approved as recommended

4-0. Add'l Info. suppl. packet

TO: City Council
FROM: Social Services Ad Hoc Committee
DATE: April 10, 2012

SUBJECT: ~~FY 2012-2013 & FY 2013-2014 Social Services Grant Recommendations:~~
\$195,810 (\$85,192 in Federal CDBG funds & \$110,618 in City's SSEF funds)

RECOMMENDATION:

1. Approve FY 2012-2013 grants totaling \$195,810, including \$85,192 in Federal Community Development Block Grant (CDBG) funds, \$100,000 from City's FY 2012-2013 Social Services Endowment Fund (SSEF) and \$10,618 in prior year unexpended SSEF funds.
2. For the FY 2013-2014 grant year, authorize the City Manager to implement a second year of grants, based on the Committee's recommendations, with adjustments to each grant, as necessary, should the FY 2013-2014 budget differ from the current year's total of \$195,810.
3. Authorize FY 2012-2013 expenditures from the following accounts: \$85,192 from A/C 120-1010-644.59-20 (CDBG – Grants & Donations) and \$110,618 from A/C 001-1120-611.59-20 (Grants & Donations - SS2013).

FINANCIAL IMPACT:

No Additional Funding Requested. Up to 15 percent of the City's annual CDBG entitlement grant can be used for public and social services. The actual amount of the City's FY 2012-2013 CDBG grant is \$567,950 (100 percent) including \$85,192 (15 percent) for social services. The proposed FY 2012-2013 Social Services Endowment Fund budget of \$110,618, includes \$100,000 from FY 2012-2013 funds, and \$10,618 in prior year SSEF funding, previously granted but not expended.

BACKGROUND:

On September 13, 2011, the City Council appointed the Social Services Ad Hoc Committee to review grant applications and funding requests and to prepare recommendations for the City Council on the allocation of the FY 2012-2013 and FY 2013-2014 social services grants budgets. This report summarizes the Committee's findings and funding recommendations. In general, the Committee found that all of the programs requesting funding are important and each applicant represented a non-profit agency capable of providing quality and beneficial social services to the community.

Budget constraints preclude the Committee from recommending funding for **all** 35 programs seeking funds. Instead the Committee analyzed and prioritized community needs to arrive at its 25 funding recommendations. Attachment #1 lists **all** the Committee's recommendations totaling \$195,810.

DISCUSSION & ANALYSIS:

During its evaluation process, the Committee relied on the following "Recommended Criteria for Social/Public Service Applicants" from Committee Resolution 2007-098 (see Attachment #2.) The Committee noted that the two highest priorities on this list are reserved for programs whose missions are to primarily assist lower-income persons.

1 - Highest Priority

Organizations that provide *unduplicated, essential services* meeting identified and priority community needs of *lower income families*. These would be existing services by agencies that have proven financial controls and management skills. The objective is that the funding should not be reduced from a recommended amount, if at all possible. *(CDBG regulations mandate that at least 51 percent of beneficiaries reside in low-income households.)*

2 - High Priority

Funding for the maintenance of an existing program providing *much-needed services* to predominantly *lower-income families*.

3 - Medium Priority

Funding for enhancements to existing programs for all income groups.

4 - Low Priority

Established programs by existing agencies that would address recognized needs in Thousand Oaks.

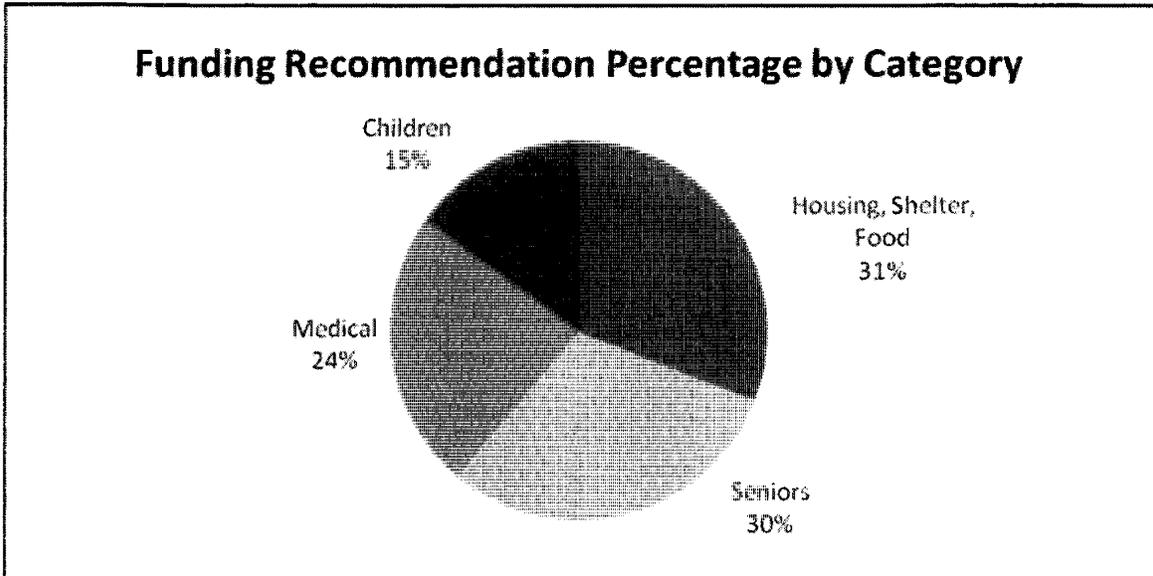
5 - Lowest Priority

Programs without a track record. Only in exceptional circumstances would such programs be funded.

Because of national economic difficulties and widespread budget cuts, the Committee anticipates that FY 2012-2013 and FY 2013-2014 will continue to be particularly difficult for Thousand Oaks citizens in the lower economic strata.

During this austere time the Committee has emphasized funding to meet the **basic** needs of as many local families as possible. *As such, non-profits providing basic food, shelter and medical services were recognized as having a higher priority than those programs providing for secondary needs.* Because of reduced funding the Committee was unable to recommend much support for new activities, and recommends limiting

funding for many existing programs. In addition, in order to make the application financially feasible for both the Agencies and the City, the Committee maintained the \$3,000 floor for grant recommendations instituted by the prior committee. The following chart and tables show the populations to be assisted through the Committee's recommended FY 2012-2013 and FY 2013-2014 social services grant funding.



HOMELESS, HOUSING, FOOD FOR ALL

Agency	Program	Recommendation
Lutheran Social Services	Homeless & Needy Meals & Shelter	\$ 25,000
County of Ventura	RAIN Transitional Living Center	8,000
Manna	Conejo Valley Food Bank	8,000
St. Vincent de Paul	Poor and Homeless Program	8,000
Food Share, Inc.	Brown Bag for Seniors Program	7,500
Turning Point Foundation	Appleton House for Homeless, Mentally Ill	4,000
TOTAL GRANTS		\$60,500

SPECIAL NEEDS, MEDICAL FOR ALL

Agency	Program	Recommendation
Conejo Free Clinic	Medical Services Program	\$15,000
Westminster Free Clinic	Economic Response Program	10,000
Livingston Visiting Nurses	Subsidized Care Program	7,310
United Cerebral Palsy of LA	Disabled Transportation Project	5,000
The Arc of Ventura County	After School Program for Disabled	3,500
Thousand Oaks Rotary	Community Immunization Project	3,000
Villa Esperanza Services	Employment Services Program	3,000
TOTAL GRANTS		\$46,810

FY 2012-2013 & FY 2013-2014 Social Services Grant Recommendations

April 10, 2012

Page 4

SERVICES FOR SENIORS		
Agency	Program	Recommendation
Senior Concerns # 3	Meals on Wheels	\$ 20,000
Long Term Care Services	Senior Ombudsman Program	15,000
Senior Concerns # 1	Senior Adult Day Care Scholarships	9,000
Hospice of the Conejo	Bereavement Support Groups	8,500
Grey Law	Senior Legal Services	3,000
Senior Concerns # 2	Advocates Program	3,000
TOTAL GRANTS		\$ 58,500

SERVICES FOR YOUTH & OTHER		
Agency	Program	Recommendation
Assistance League	Operation School Bell	\$ 8,000
Conejo Rec & Park District	Conejo Creek Program	8,000
Big Brothers Big Sisters	School-Based Mentoring	4,000
VC Jewish Family Services	Counseling Program	3,500
YMCA Conejo Valley	Financial Assistance Program	3,500
Interface Child & Fam Serv	2-1-1 Ventura County	3,000
TOTAL GRANTS		\$ 30,000

FUNDING NOT RECOMMENDED (See Attachment 3 for More Information)		
Agency	Program	Recommendation
Community Action of V.C.	Lease Assistance	-0-
Girls' Empowerment Center	Girls' Groups	-0-
Kids & Families Together	Kinship Navigation Services	-0-
Life After Brain Injury	Expanded Services & Outreach	-0-
Many Mansions	Hillcrest Children's Services	-0-
Rebuilding Together V.C.	Thousand Oaks Rebuild Days	-0-
Safety Harbor Kids # 1	Artistic Development Program	-0-
Safety Harbor Kids # 2	Career Development Program	-0-
Safety Harbor Kids # 3	College Development Program	-0-
Safety Harbor Kids # 4	Music Development Program	-0-
TOTAL GRANTS		\$ -0-

The Attachment #3 table provides a case-by-case rationale and explanation for the Committee's recommended funding of 25 programs, and the reasons for not recommending funding for 10 other programs.

The Social Services Ad Hoc Committee wishes to thank the City Council for the opportunity to serve in an advisory role on the important issues of support for the community's delivery of social services to vulnerable populations.

CITY COUNCIL GOAL COMPLIANCE:

Meets City Council Goal "B": Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

By leveraging federal funds with \$110,618 in local funds, the City helps to secure the local social services safety net and prevent homelessness; provide emergency shelter, food and medical care to those in need; assist working parents with after-school tutoring and other youth-oriented programs; enhance the quality of life for the disabled, for frail seniors and for those with terminal illnesses; and support other important programs.

Submitted by:

SOCIAL SERVICES AD HOC COMMITTEE



Lisa Powell, Chair



Carol Burgess, Vice Chair

Alison Amagusu
Margaret Ambrose
Roger Benson
Frank Bianchino

Clyde Doheney
Dennis Hatland
John Reid

Reviewed by:

Prepared by:



Mark A. Towne, AICP
Deputy Community Development Director



Caroline R. Milton
Senior Analyst

Attachments:

- # 1: Table of FY 2012-2013 Grant Recommendations
- # 2: Resolution 2007-098
- # 3: Committee's Funding Rationale

RESOLUTION NO. 2007-098

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS RESTRUCTURING THE SOCIAL SERVICES AD HOC COMMITTEE (RESCINDING RESOLUTION NO. 2003-098)

WHEREAS, the City Council allocates Community Development Block Grant (CDBG) and Social Services Endowment funds (SSEF) for the purpose of funding public and social services to assist the citizens of the community; and

WHEREAS, the City Council supports public comment as both necessary and desirable for the fair, equitable and efficient distribution of such funds and desires that such comment be coordinated via a citizens committee; and

WHEREAS, the City Council desires to restructure the existing eleven (11) member committee to nine (9) members;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Thousand Oaks as follows:

Section 1.

Council Resolution 2003-098 is hereby rescinded and superseded by this Resolution.

Section 2. Establishment and Name.

There is hereby formally established a Social Services Ad Hoc Committee to serve as an advisory committee to the City Council.

Section 3. Function and Duties.

The purpose of the Social Services Ad Hoc Committee is to act in an advisory capacity to the City Council relative to matters concerning the funding of social and public services issues. The function and duties of the Social Services Ad Hoc Committee are as follows:

- a. To review and analyze funding requests from all agencies/organizations applying for funding.
- b. To conduct public meetings, including a pre-application workshop, and to hear oral presentations from those agencies/organizations applying for funding.

- c. To evaluate funding requests according to the procedures and guidelines established by the City Council (See Attachment A).
- d. The Social Services Ad Hoc Committee shall submit a report to the City Council upon completion of the applicant evaluation process, providing recommendations for the following two fiscal years of funding to support the delivery of social and public services.

Section 4. Composition and Organization.

The Social Services Ad Hoc Committee shall consist of nine (9) members, appointed by Councilmembers as assigned by the Mayor, and ratified at a City Council meeting by a majority of City Council pursuant to Maddy Act procedures.

Members shall be residents of the City but shall not be officials or employees of the City.

The terms of the Social Services Ad Hoc Committee members shall be for a period of up to one year and will terminate when scope of work is completed (pursuant to City Council direction). Beginning with the 2007/2008 fiscal year (July 1, 2007 through June 30, 2008), appointments shall be made biennially (every other year). To provide time for a pre-application workshop, prior to the funding application and review periods, Committee appointments will be made in odd-numbered years (2007, 2009, 2011, etc.).

Section 5. Officers, Meetings and Rules.

The Social Services Ad Hoc Committee shall elect a chair and vice-chair for each Committee term. Regular meetings of the Social Services Ad Hoc Committee shall be scheduled at City Hall facilities and be open to the public with agendas posted pursuant to the Brown Act. A biennial pre-application workshop will be scheduled prior to each application review cycle.

Records of all meetings shall be public information.

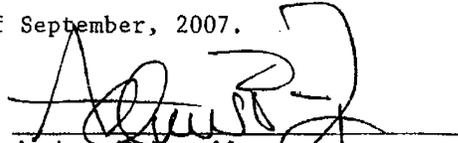
Except as limited herein, the Social Services Ad Hoc Committee shall have the power to prescribe its own manner of conducting meetings and to prescribe its own rules of order and procedures. However, five members of the Social Services Ad Hoc Committee shall constitute a quorum (quorum shall be determined to be majority of members regardless of vacancies). In the absence of specific rules of order and procedure, the conduct of such meetings shall be governed by Mason's Manual of Legislative Procedure, as adopted by the City Council.

Section 6. Funding, Expenditures and Assistance.

The individual members of the Social Services Ad Hoc Committee shall receive no compensation for their services. Members, however, shall be entitled to reimbursement for reasonable and necessary expenditures incurred from activities performed within the course and scope of the duties of the Ad Hoc Committee.

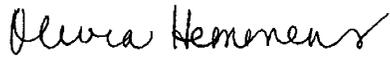
The Social Services Ad Hoc Committee may request and receive reasonable assistance from City staff in terms of clerical, reprographic services, meeting space, and professional assistance. Any requests for financial assistance shall be submitted by City staff on behalf of the Social Service Ad Hoc Committee and processed through the normal City budgeting process.

PASSED and ADOPTED this 11th day of September, 2007.



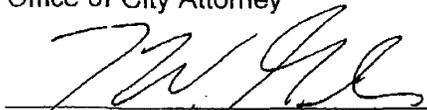
Andrew P. Fox, Mayor
City of Thousand Oaks, California

ATTEST:



for Linda D. Lawrence, City Clerk

APPROVED AS TO FORM:
Office of City Attorney



By: Tim W. Giles, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:



Scott Mitnick, City Manager

ATTACHMENT A

CRITERIA AND GUIDELINES FOR THE CONSIDERATION OF FUNDING PROPOSALS FOR PUBLIC AND SOCIAL SERVICES

As with other citizen committees, the Social Services Ad Hoc Committee (SSAHC) is an advisory committee designed to review the City's biennial social and public services funding programs and to make grant recommendations to the City Council. While the SSAHC is an integral component of the social services funding process, the City Council continues to maintain direction over funding prioritization and allocation.

The criteria established by the City Council provide for both the formal disclosure of objectives for the funding of social and public service programs and a policy framework for the Ad Hoc Committee's work.

Criteria and guidelines for applicants and ad hoc committee members have been designed with the following considerations in mind:

1. To provide the specific criteria necessary to guide the SSAHC in its consideration of applications for funding and preparation of recommendations to Council.
2. To ensure that new organizations/programs are given fair and adequate consideration, and that agencies having traditionally been awarded funds are scrutinized sufficiently to justify continued funding.
3. To strive for cost-effective and unduplicated services to meet identified community needs, and for services that provide benefits to predominantly lower income families within Thousand Oaks.
4. To ensure that the Committee operates within the federal eligibility and funding regulations pertaining to the CDBG program.

Recommended Criteria For Social/Public Services Applicants:

Funding recommendations for specific agencies should be placed in ranking order for funding consideration within five categories (in priority order):

1. Organizations that provide unduplicated, essential services meeting identified and priority community needs of lower-income families. These would be existing services by agencies that have proven financial controls and management skills. The objective is that funding should not be reduced from a recommended amount, if at all possible.

2. Funding for the maintenance of an existing program providing much-needed services to predominantly lower-income families.
3. Funding for enhancements to existing programs for all income groups.
4. Established programs by existing agencies that would address recognized needs in Thousand Oaks.
5. New programs without a track record. Only in exceptional circumstances would such programs be funded.

Recommended Guidelines for SSAHC Members:

- a. Care should be taken to carefully evaluate each application and not to automatically recommend programs funded in the past.
- b. An awareness that some agencies may request a large sum of money based on the assumption that the award will be reduced. The request for funding may therefore be inflated.
- c. Programs funded in prior years should be carefully reviewed to determine efficiencies, whether or not any duplication of services exists, and whether the program is designed to address a community priority.
- d. Some basic questions should also be asked:
 - i. Has the service sufficient community support (e.g., as identified by volunteer support and broad funding)?
 - ii. Does the agency/organization have a broad constituency, as reflected by its Board?
 - iii. Is the agency/organization's operating budget supported by additional sources other than the City's funding?
 - iv. Is the agency/organization well run with strict financial controls and management capabilities?

If the answer to the above questions is predominantly NO, then funding should not be recommended.

One additional note: These criteria are designed to provide consistency, continuity and efficiency to the social/public services funding evaluatory process; however, they are in no way designed to circumscribe the review process or to limit other potential avenues of inquiry. Criteria are provided for Ad Hoc Committee members to bear in mind while hearing applicant presentations, during applicant questioning, and while formulating funding recommendations.

Attachment # 3

SECTION I. COMMITTEE'S "FULL FUNDING" RECOMMENDATIONS & RATIONALES					
ID #	Agency (Service)	Annual Grant Request	Committee's Annual Recommendation	% of Total Budget	Funding Rationale
5	Conejo Free Clinic <i>Medical Services Program</i>	\$15,000	\$15,000	7.7%	Conejo Free Clinic is a priority 1 program providing important health services to a vulnerable, uninsured working class population.
6	Conejo Rec & Park District <i>Conejo Creek Program</i>	\$8,000	\$8,000	4.1%	A Priority 2 program serving low-income, Hispanic children and youth, the Conejo Creek Program continues to provide vital needed services to the Conejo Creek neighborhood.
8	Food Share, Inc. <i>Brown Bag for Seniors</i>	\$7,500	\$7,500	3.8%	A Priority 1 program serving nutrition services to low-income seniors, Food Share's Brown Bag program is an essential service. It is Ventura County's only brown bag program.
10	Grey Law <i>Senior Legal Services</i>	\$3,000	\$3,000	1.5%	Grey Law's Senior Legal Services is a Priority 3 legal assistance program helping lower-income seniors via the Goebel Center. While these services are non-essential, they are much needed and warrant full funding of a very small grant request.
16	Long Term Care Services <i>Senior Ombudsman Program</i>	\$15,000	\$15,000	7.7%	The Senior Ombudsman Program is a Priority 1 program serving thousands of disabled seniors in Ventura County long-term care homes. This agency continues to increase its number of facility visits, has strong volunteer support, and protects the basic well-being of the most vulnerable of the senior population in Thousand Oaks.
18	Manna <i>Conejo Valley Food Bank</i>	\$8,000	\$8,000	4.1%	This is a Priority 1 program providing essential nutrition services to low-income Thousand Oaks residents. Manna collaborates with other agencies and has broad community support.
21	Rotary Club of Thousand Oaks <i>Community Immunization Project</i>	\$3,000	\$3,000	1.5%	A Priority 1 program that uses 100% of grant funds, plus an additional 100% match, to purchase vaccines for local free clinics. This program has no overhead and provides for an overall healthier community.
25	St. Vincent de Paul Society <i>Poor & Homeless Program</i>	\$8,000	\$8,000	4.1%	St. Vincent de Paul is a Priority 1, all-volunteer program that uses 100% of grant funds for client assistance. Assistance to low-income clients includes food, and emergency hotel and utilities support.
29	Villa Esperanza <i>Employment Services for Developmentally Disabled</i>	\$3,000	\$3,000	1.5%	This Priority 2 program helps low-income developmentally disabled persons gain valuable employment skills and experience. Long supported by the City in this grant process, Villa Esperanza made a grant request much lower than prior years and the Committee felt it was appropriate to fully fund this small request.
30	Westminster Free Clinic <i>Economic Response Program</i>	\$10,000	\$10,000	5.1%	A Priority 1 program serving predominantly low-income Hispanics. The Westminster Free Clinic provides critical health services to a vulnerable uninsured working class population. WFC is well-organized and provides a proven internship program for teens.

Attachment # 3

SECTION II. COMMITTEE'S "PARTIAL FUNDING" RECOMMENDATIONS & RATIONALES					
ID #	Agency (Service)	Annual Grant Request	Committee's Annual Recommendation	% of Total Budget	Funding Rationale
1	ARC Ventura County <i>After-School/Disabled</i>	\$ 5,000	\$ 3,500	1.8%	A Priority 2 program for unduplicated services to disabled youth. ARC continues to provide needed programming for disabled teens but has continued to struggle to get clients.
2	Assistance League of Conejo Valley <i>Clothing Program</i>	\$10,000	\$ 8,000	4.1%	This is a Priority 1 all-volunteer program using 100% of grant funds for client services. Assistance League purchases school appropriate clothing/shoes for low-income children in Thousand Oaks.
3	Big Brothers Big Sisters of Ventura County, Inc. <i>Mentoring for Success</i>	\$10,000	\$4,000	2.0%	A Priority 3 program matching at-risk children with adult mentors. BBBS's prior grant amount was \$4,000. Because the program doesn't address essential basic needs, the Committee was not able to award full funding.
7	County of Ventura <i>RAIN Program</i>	\$19,568	\$8,000	4.1%	A Priority 1 transitional housing program for homeless families, providing intensive case management. Program costs are high and few Thousand Oaks residents are served. The prior grant to RAIN was \$7,000.
11	Hospice of the Conejo <i>Bereavement Support Groups</i>	\$12,000	\$8,500	4.3%	A Priority 3 non-medical program providing non-essential but much needed and cost effective services. Hospice of the Conejo has an impressive track record and utilizes a large volunteer base.
12	Interface <i>2-1-1 Ventura County</i>	\$9,000	\$3,000	1.5%	This Priority 4 program is a referral service and serves all income levels. The 2-1-1 program was denied funding in the last funding cycle. Given the range of financial support by other Ventura County cities as well as the increased usage of 2-1-1 by Thousand Oaks residents, the Committee recommends partial funding for this county-wide referral service.
15	Livingston Memorial VNA <i>Subsidized Care Program</i>	\$9,000	\$7,310	3.7%	A Priority 1 program serving very low-income persons including the terminally ill. Livingston Memorial VNA provides essential hospice services, both medical and more.
17	Lutheran Social Services <i>Emergency Services</i>	\$30,000	\$25,000	12.8%	A Priority 1 program, LSS is the lead agency for coordinating services to homeless persons in the East County. Thousands of homeless and at-risk persons are served through daily meals & a winter shelter. While limited funds did not allow the committee to fully fund this program this time, this grant is greater than the prior grant (\$20,000).
22	Senior Concerns <i>Adult Day Program Scholarships</i>	\$15,000	\$9,000	4.6%	This Priority 2 program subsidizes adult day care costs for low-income, disabled elderly clients. Although program costs per recipient are high, this is an unduplicated essential service providing for frail and vulnerable seniors.

SECTION II. COMMITTEE'S "PARTIAL FUNDING" RECOMMENDATIONS & RATIONALES					
ID #	Agency (Service)	Annual Grant Request	Committee's Annual Recommendation	% of Total Budget	Funding Rationale
23	Senior Concerns <i>Senior Advocacy Services</i>	\$6,000	\$3,000	1.5%	This Priority 4 program serves all income groups with referrals and counseling. Senior Concerns Senior Advocacy is an unduplicated program and works well with other organizations in the community.
24	Senior Concerns <i>Meals on Wheels</i>	\$25,000	\$20,000	10.2%	This Priority 1 program provides essential nutrition services to frail seniors in Thousand Oaks. Meals on Wheels collaborates well with other agencies and has broad community support.
26	Turning Point Foundation <i>Appleton House</i>	\$5,000	\$4,000	2.0%	This Priority 1 program is the only transitional housing facility for mentally ill homeless persons in the East County. While this grant will likely only support 1 or 2 Thousand Oaks residents, the Committee recognizes the importance of this program and voted to provide near-full funding.
27	United Cerebral Palsy LA <i>Disabled Transportation Project</i>	\$7,000	\$5,000	2.6%	This Priority 2 program serves low-income disabled persons living with spastic quadriplegia. The UCP program provides transportation to events in the community for its residents.
28	Ventura Co. Jewish Family Services <i>Counseling Program</i>	\$5,000	\$3,500	1.8%	Jewish Family Services provides a high-quality counseling program that is both clinic-based and school-based. Most of the clientele of this Priority 3 program are low-income.
31	YMCA Conejo Valley <i>Financial Assistance Program</i>	\$5,000	\$3,500	1.8%	This Priority 3 program will enable low-income families to utilize the YMCA's summer camp, afterschool camp, and other programming.
<i>Recommendations Continue on Next Page</i>					

Attachment # 3

SECTION III. COMMITTEE'S "NO FUNDING" RECOMMENDATIONS & RATIONALES					
ID #	Agency (Service)	Annual Grant Request	Committee's Annual Recommendation	% of Total Budget	Funding Rationale
9	Girls Empowerment Center <i>Girls' Groups</i>	\$5,000	No Funding	N/A	A Priority 3 program that provides counseling to adolescent girls and their families in T.O. and Westlake Village. The Girls Groups do not specifically target low-income girls; also, support groups, while important, are not essential, and thus the Committee was unable to recommend funding for this program.
13	Kids and Families Together <i>Kinship Navigation Services</i>	\$4,860	No Funding	N/A	A Priority 3 program serving foster and adoptive families. Kids and Families Together has struggled with its provision of services in the Thousand Oaks area and did not spend down the \$5,260 grant received in the prior funding cycle. Therefore, at this time the Committee is not able to recommend funding for this program.
14	Life After Brain Injury	\$12,000	No Funding	N/A	This Priority 5 program serves a high percentage of non-city residents. Life After Brain Injury is a newer program with limited community support. At this time, given the heavy demand on funding, the Committee is not able to recommend funding for this program.
19	Many Mansions <i>Hillcrest Children's Services</i>	\$5,000	No Funding	N/A	While Many Mansions has an impressive track record providing housing and other services for low-income Thousand Oaks residents, the requested grant is for a Priority 3 program to be located at a future housing site that will not be occupied until 2013.
4	Community Action of V.C. <i>Lease Assistance Program</i>	\$10,000	No Funding	N/A	This organization withdrew its application for consideration.
20	Rebuilding Together V.C. <i>T.O. Rebuild Days</i>	\$10,000	No Funding	N/A	This organization withdrew its application for consideration.
32	Safety Harbor Kids # 1 <i>Artistic Development Prog.</i>	\$21,000	No Funding	N/A	This program is a Priority 5 (new, unproven) program hoping to expand all over Ventura County. Safety Harbor Kids did not attend the mandatory Applicant Workshop in November 2011 and chose to submit 4 requests for funding, yet knew the Committee might not consider this program for funding. Ultimately, the Committee reviewed Safety Harbor Kids' applications and decided not to include them in the overall process.
33	Safety Harbor Kids # 2 <i>Career Development Prog.</i>	\$21,000	No Funding	N/A	See above.
34	Safety Harbor Kids # 3 <i>College Development Prog.</i>	\$21,000	No Funding	N/A	See above.
35	Safety Harbor Kids # 4 <i>Music Development Prog.</i>	\$21,000	No Funding	N/A	See above.
End of Committee's Funding Recommendations					

Commercial Revitalization Grants (1998 – 2009)

Federal CDBG-Funded Grants (1998 – 2005)		
1998 — 1999		
1. Enrique's Restaurant Enrique & Henry Valdez, Owners	159 Thousand Oaks Boulevard	\$60,000 Title 24/ADA Restroom and Parking Lot Improvements – Completed
2. Palm Plaza Kenneth Brown, Owner	2681-2715 Thousand Oaks Blvd.	\$31,600 Title 24/ADA Parking Lot Improvements – Completed
3. Phantom Electronics Howard Kruger, Owner	2567 Thousand Oaks Blvd.	\$60,000 Title 24/ADA Restroom and Façade Improvements – Completed
4. Siesta Plaza Nasser Moradian, Owner	1380 Thousand Oaks Blvd.	\$18,500 Title 24/ADA Restroom and path-of-travel improvements – Completed
5. Skyline Commercial Center Sam Manfredi, Owner	2884-2890 Thousand Oaks Boulevard	\$60,000 Title 24/ADA Restrooms (4) improvements, path-of- travel and trash enclosure – Completed
Sub-Total 1998-1999 Grants		\$230,100
2000		
6. Hope II Thrift Shop A.M. Stelle, Owner	2410-2418 Thousand Oaks Blvd.	\$32,000 Title 24/ADA Restroom and Install new HVAC – Completed
7. Four Seasons Market John C. Bell, Owner	672-740 Moorpark Road at Wilbur Road	\$11,000 Title 24/ADA Parking Lot Improvements – Completed
8. Corrigan's Restaurant Tom Corrigan, Owner	556 E. Thousand Oaks Blvd.	\$44,000 Title 24/ADA Parking Lot, path-of-travel and restroom improvements – Completed
9. Office Building Steve Steinberg, Owner	911 Greenwich Drive	\$42,900 Title 24/ADA parking lot, hardscape and trash enclosure –Completed
Sub-Total 2000 Grants		\$129,900
2001		
10. Service Station Michael Ply, Owner	3102 Thousand Oaks Boulevard	\$60,000 Title 24/ADA Improvements (Parking lot, path-of- travel, entrance and restroom) – Completed
11. Sunset Plaza V. LaCagnina & S. Manfredi, Owner	3300-3330 Thousand Oaks Blvd. at Sunset Drive	\$60,000 Title 24/ADA Improvements (4 Restrooms and 7 Store Entrances) – Completed
Sub-Total 2001 Grants		\$120,000

Commercial Revitalization Grants (1998 – 2009)

Federal CDBG-Funded Grants (1998 – 2005)		
2002		
12. Conejo Players Theatre Conejo Players, Owner	351 So. Moorpark Road	\$60,000 Title 24/ADA auditorium Improvements – Completed
13. Select Conejo Plaza Lynn Beliak for Frantin Properties, Owner	2302-2354 Thousand Oaks Boulevard	\$40,000 Title 24/ADA Parking Lot Improvements in connection with major renovation of commercial center at Thousand Oaks Boulevard and Conejo School Road – Completed
14. Midtown Trading Center R. Meyer & K. Kritzberger for R & K Properties, Owner	2951-63 Thousand Oaks Boulevard	\$20,000 Title 24/ADA Sidewalk and Parking Lot Improvements in conjunction with driveway relocation and construction of new patio at east side of parking lot – Completed
Sub-Total 2002 Grants		\$120,000
2003 — 2004		
15. Lassen's/Skyline Center Howard Stone, Owner	2835-2897 East Thousand Oaks Boulevard	\$46,000 Parking Lot Improvements including Title 24/ADA curb cuts, paving, repair and re-striping; as part of a total \$149,000 Center renovation – Project Completed
16. 101 Moody Court Office Building John W. Miller, Owner	101 Moody Court	\$44,000 Install Elevator & Concrete Path at building housing a workers' compensation law firm; as part of a \$500,000 property renovation – Completed
17. Independent Repair of Audi, BMW, Volvo Swagon George Winkler, Owner	851 E. Thousand Oaks Boulevard	\$26,000 Replace mansard roof tiles and garage tilt-up doors; Title 24/ADA parking lot & restroom improvements, add security fence/gate & build trash enclosure – Completed
18. Village Plaza Center Chris Chigaridas	1625 E. Thousand Oaks Boulevard	\$4,000 Remodel existing Title 24/ADA parking space; in conjunction with Parking Lot improvements – Completed
Sub-Total 2003-2004 Grants		\$120,000
2005 – 2006		
19. Shopping Plaza Viola M. Baptiste Trust, Owner	1165 Thousand Oaks Boulevard (NW corner of Rancho Road)	\$75,000 Building Façade (\$24,000), 2 ADA Restrooms (\$22,000), Trash Enclosure (\$16,000), Paint Building Exterior (\$6,000), Install Planter (\$7,000) - Completed

Commercial Revitalization Grants (1998 – 2009)

20. El Cid Plaza Pradeep Kumar, Owner	171 Thousand Oaks Boulevard	\$53,000 Parking Lot and ADA Path-of-Travel improvements – Completed
21. Denny’s Restaurant Alex Lovi, Owner	50 Thousand Oaks Boulevard	\$25,500 Parking Lot Repairs (No ADA improvements required) – Completed
22. Conejo Auto Detail Joseph Ben Ami, Yionis Hernandez, Owner	3177 Thousand Oaks Boulevard	\$25,000 ADA Restroom (\$10,000), Façade Improvements (\$10,000), Relocate Front Door for Access to new ADA Parking Space (\$5,000) – Completed
23. Blue Ribbon Chem-Dry Jim & Cecilia Salsbury, Owners	2760 Thousand Oaks Boulevard	\$21,000 2 ADA Restrooms (\$10,000) – Completed ADA Parking Lot (\$11,000) -- Completed
24. Office Building Randy & Kathy Denning, Owners	One Boardwalk	\$20,500 ADA Parking Lot (\$18,000) -- Completed Fascia Repairs (\$2,500) – Completed
Sub-Total 2005-2006 Grants		\$220,000
1998 - 2006	Total Federal CDBG-Funded Grants	\$940,000
2007 - 2008	New RDA-Funded Grants	
25. Lakestone Office Bldg. Lakestone Properties LLC Owner	2219 T.O. Boulevard (opposite The Lakes)	\$63,000 Exterior painting, replacing windows and doors – Completed
26. Duesenberg Office Bldg. Duesenberg Owners Assn. Owner	141 Duesenberg Drive	\$50,000 \$35,000 for ADA remodeling of 2 multi-stall restrooms and \$15,000 for ADA parking lot and path-of-travel improvements - Completed
27. Enrique’s Restaurant Valdez Family, Owner	159 T.O. Boulevard	\$50,000 Kitchen improvements including new plumbing -- Completed
28. Palm Plaza Center “A” Palm Plaza Shopping Center LLC, Owner	2681-2715 T.O. Boulevard	\$50,000 \$42,000 for roof repairs and \$8,000 for ADA parking lot improvements – Completed
29. Dream House Interiors Mani Degani, Owner	2728 T.O. Boulevard	\$32,000 ADA parking lot and path-of-travel improvements plus new gate – Completed.
30. Palm Plaza Center “B” Nejat Kohan, Owner	2655-2677 T.O. Boulevard	\$15,000 Roof repairs, ADA parking lot improvements and exterior building improvements – Completed
2007— 2008	Sub-Total State RDA- Funded Grants	\$260,000

Commercial Revitalization Grants (1998 – 2009)

2009-2010*	2nd Round of RDA-Funded Grants	
31. KS-617 LLC Keith Sinclair	322 Thousand Oaks Boulevard	\$100,000 Renovation of a former telephone services building to new retail and/or medical uses – Completed.
32. Muntean Dental Blvd. Sorin Muntean, DDS	104-110 Thousand Oaks Boulevard	\$50,000 Exterior renovation of dental suite and tenant space – Completed
33. Palm Plaza 2 Nejat Kohan	2655-2677 Thousand Oaks Boulevard	\$30,000 Installation of new HVAC units combined with roof, electrical and gutter improvements – Completed.
34. Conejo Auto Upholstery Robert Alan Wray	2600 Thousand Oaks Boulevard	\$20,000 Building exterior and fascia improvements – Completed
35. Retail Plaza (Balloon Emporium & TO Trophies)	2626 Thousand Oaks Boulevard	\$20,000 Parking Lot Improvements – Completed
*. Retail Plaza (Inner Space Interiors & Others)	2510-2598 Thousand Oaks Boulevard	\$20,000 Building façade improvements and energy-efficient lighting -- Cancelled
	Sub-Total 2009-2010 RDA Grants	\$220,000
	All Grants to Date	
1998/99 – 2005/06	Total CDBG Grants	\$940,000
2007/08 & 2009/10	Total RDA Grants	\$480,000
All Commercial Revitalization Grants		\$1.42 Million

RESOLUTION NO. 2010-085

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS ADOPTING A REVISED CITIZEN PARTICIPATION PLAN FOR LOCAL IMPLEMENTATION OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) CONSOLIDATED PLAN PROCESS AND RESCINDING RESOLUTION NO. 2010-031

WHEREAS, the CITY of Thousand Oaks (CITY), a Community Development Block Grant (CDBG) entitlement community, is required by law to have a Citizen Participation Plan (PLAN) containing policies and procedures for public involvement in the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan process for use of CDBG and/or other HUD funds; and

WHEREAS, preparation of CITY's 2010-2015 Consolidated Plan (5-year Strategic Plan) for expenditure of CDBG funds between July 1, 2010 and June 30, 2015 provides an opportunity for revising and/or updating the CITY's existing PLAN, and, pursuant to a HUD on-site monitoring review occurring in July 2010, revisions to the CITY's current plan are necessary to bring the document into full compliance with Federal regulations;

NOW, THEREFORE, the Thousand Oaks City Council rescinds Resolution No. 2010-031 and, in accordance with 24 CFR 91.105 (a) (1), adopts the following revised procedures for public participation during CITY's 2010-2015 Consolidated Plan process.

1. Applicability and Purpose of the Citizen Participation Plan (PLAN)
 - a. The CITY is required by HUD regulations (24 CFR § 91.105) to adopt a Citizen Participation Plan (PLAN) that sets forth the jurisdiction's policies and procedures for citizen participation in the Consolidated Plan process.
 - b. The PLAN's purpose is to provide for and encourage citizens to participate in development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the annual Consolidated Annual Performance and Evaluation Report (CAPER).
2. Participation of Low- and Moderate-Income Persons
 - a. The herein requirements of the PLAN are especially designed to encourage participation in the Consolidated Plan process by Low- and Moderate-Income persons, particularly those living in slum and blighted areas and/or in areas where CDBG funds are proposed to be used; as well as by residents of predominantly Low- and Moderate-Income neighborhoods.

- b. For definitional purposes, the term "Low-Income Person" means a member of a household whose gross income is equal to, or less than, the published Section 8 "Very Low-Income" limit established by HUD. Unrelated persons living together shall each be considered as a one-person household for determining gross collective household income.
- c. For definitional purposes, the term "Moderate-Income Person" shall mean a member of a household whose gross income is equal to, or less than, the published Section 8 "Low-Income Limit", and greater than the Section 8 "Very Low-Income" limit established by HUD. Unrelated persons living together shall each be considered as a one-person household for determining gross collective household income.

3. Participation of Other Interested Persons and Organizations

- a. CITY will take appropriate actions to encourage participation in Consolidated Plan development by all residents, including minorities, non-English speaking persons, and persons with disabilities. CITY will also encourage participation by local and regional institutions and other organizations (including businesses, developers, and community and faith-based organizations) in the process of developing and implementing the Consolidated Plan.
- b. CITY will explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance, e.g. the use of focus groups, and use of the Internet.
- c. CITY will encourage participation in the development and implementation of the Consolidated Plan by public housing agencies, the residents of public and assisted housing developments, and by other Low-Income residents of targeted revitalization areas.
- d. CITY will provide Consolidated Plan information to the local public housing agency, related to proposed and existing HUD-funded investments in the neighborhood and in surrounding communities. CITY will provide said information for dissemination to public housing residents at the annual public hearing required for the Public Housing Authority (PHA) Plan.

4. Public Comment on the Citizen Participation Plan (PLAN) and Amendments

- a. CITY will provide citizens and all interested persons and groups with a reasonable opportunity to comment on the original PLAN and on proposed Substantial Amendments to the PLAN. CITY will make a copy of the PLAN available to the public at all times and, on request, will make the PLAN available in an alternative format accessible to persons with disabilities.

- b. CITY will provide a period of not less than 30 days to receive comments from citizens on the proposed Consolidated Plan.
- c. During Consolidated Plan preparation, CITY will consider any comments or views of citizens received in writing, or orally at the public hearing(s). A summary of these comments or views, and a summary of any comments or views not accepted, and the reasons therefore, will be attached to the final Consolidated Plan.
- d. CITY will provide for at least three (3) public hearings during different stages of the Consolidated Plan process, as described in Section 8 below.

5. Development of the Consolidated Plan

CITY will develop its Consolidated Plan in accordance with the following minimum requirements.

a. Consolidated Plan Information

- (i) Prior to adopting a Consolidated Plan, CITY will make available to citizens, public agencies, and other interested parties, information that includes the amount of assistance CITY expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit Low- and Moderate-Income persons.
- (ii) CITY will publish the proposed Consolidated Plan in a manner that affords citizens, public agencies and other interested parties, a reasonable opportunity to examine the proposed contents. This publishing requirement may be met by publishing a summary of the proposed Consolidated Plan in one or more newspapers of general circulation, and by making copies of the proposed Consolidated Plan available at libraries, government offices and public places. The summary must describe the contents and purpose of the Consolidated Plan, and must include a list of the locations where copies of the entire proposed Consolidated Plan may be examined. In addition, CITY will provide a reasonable number of free document copies to citizens and groups that request it.

b. Displacement and Relocation Policies

In accordance with the Uniform Relocation and Real Property Acquisition Policies Act (URA) of 1970, as amended, CITY will take measures to minimize displacement of persons, and to assist any persons displaced, by

any HUD-funded activity. As summarized in Exhibit A to this PLAN, the CITY will specify the types and levels of assistance to be made to persons displaced, even if CITY expects no displacement to occur.

6. Amendments to the Consolidated Plan

a. Criteria for Amending the Consolidated Plan

CITY will use the following criteria and procedures to amend the Consolidated Plan. CITY will amend the Consolidated Plan when:

- (1) A previously approved Activity is cancelled;
- (2) An Activity, not previously approved, is added;
- (3) A change would affect the Activity's purpose, scope, location or beneficiaries; or
- (4) For Section 108 loans, a change would affect the Activity's purpose, scope, location, beneficiaries or funding.

b. Substantial Amendments

Any of the following actions will require City Council approval to process a Substantial Amendment to the previously approved Action Plan. A Substantial Amendment will occur when:

- (1) A new Activity is being funded for the first time. If an Activity was funded in a previous program year, and there is no significant change in the project (purpose, scope, location or beneficiaries), it is not considered a Substantial Amendment.
- (2) A funding change in a current Activity represents:
 - (a) More than 10 percent of the jurisdiction's CDBG funds for the current fiscal year; or
 - (b) More than 50 percent of the Activity's total HOME funding.
- (3) A change in the use of CDBG funds from one eligible Activity to another.
- (4) Each Substantial Amendment shall be noticed by the CITY in a local newspaper of general circulation a minimum of 30 days prior to action by the City Council. Depending upon the amendment and/or the project area, the notice may appear in both an English-language and a Spanish-language newspaper that targets the area of interest.

- (5) A summary of public comments or views, and a summary of any comments or views not accepted, and the reasons therefore, will be included in the description of the Amendment forwarded to HUD and published in either the Action Plan or CAPER report.

c. Minor Amendments

Less significant Action Plan amendments do not require 30 days of public notice or City Council approval when they meet any of the following criteria:

- (1) Total proposed amendment involves less than 10 percent of program year CDBG funding; or
- (2) Total proposed amendment involves less than 50 percent of total HOME funding.

Minor Action Plan amendments may be approved administratively by the City Manager. Each such amendment will be incorporated into the Consolidated Plan through publishing in the next Action Plan and/or Consolidated Annual Performance and Evaluation Report (CAPER).

7. Performance Reports

- a. CITY will provide citizens with reasonable notice and an opportunity to comment on performance reports. Specifically, CITY will provide notice to the public, at least 30 days before any City Council consideration, of the opportunity to comment on a proposed Consolidated Plan, annual Action Plan, annual Consolidated Performance and Evaluation Report (CAPER), and for each proposed Substantial Amendment to an Action Plan.
- b. In preparing the Performance Report, the CITY will consider the comments or views of citizens received in writing, or orally at public hearings. A summary of these comments and views shall be attached to the final Performance Report.

8. Public Hearings

- a. As listed below, during each program year, CITY will hold a minimum of three (3) Consolidated Plan-related public hearings, scheduled at different stages of the program year. Public hearings will address CITY's housing and community development needs, development of proposed activities, and review of program performance.

(1) Annual Needs Assessment Public Hearing

Each January, prior to the preparation of an annual Action Plan and/or Consolidated Plan, CITY will hold a Needs Assessment public hearing to provide the public with an opportunity to comment on how CDBG funds, and or other public resources, could be used to address the needs of predominantly Low- and Moderate-Income households.

(2) Annual Action Plan (or Consolidated Plan) Public Hearing

Each April, the CITY will hold a public hearing, prior to City Council consideration of a proposed Action Plan and/or Consolidated Plan, to receive public comment on how the proposed CDBG or other publicly funded activities will address the needs of CITY's predominantly Lower-Income households. A Consolidated Plan public hearing will be scheduled prior to City Council consideration of a Consolidated Plan that currently occurs every five (5) years.

(3) Annual Performance Report Public Hearing

Each September, CITY will hold a public hearing, prior to City Council consideration of a proposed Consolidated Annual Performance and Evaluation Report (CAPER), to receive public comment on how the CDBG, or other publicly funded activities implemented during the program year, addressed the needs of CITY's predominantly Lower-Income households.

b. Public Notices

The CITY will provide citizens and other interested parties with at least 14 calendar days notice of:

- (1) the start of a 30-day public review and comment period for a HUD document (proposed Action Plan or Consolidated Plan, proposed Substantial Amendment or proposed Performance Report); and/or
- (2) the scheduling of a HUD-required public hearing.
- (3) Public notices shall be provided, as shown below. Public hearing notices shall include sufficient information to permit informed consent including, but not limited to, the date, time and location of the public hearing and a full description of the Activity that is the subject of the hearing.

- (i) A legal notice published in the local newspaper of record, currently the Ventura County Star newspaper;
- (ii) A display-type ad in the non-legal section of a local newspaper, such as the Thousand Oaks Acorn newspaper.

c. Public Hearing Notices

- (1) In accordance with paragraph 8 (b) of this PLAN, the public shall be notified at least 14 days in advance of the date of a HUD-related public hearing.
- (2) Each of the CITY's public hearings shall be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. All CDBG-related public hearings will be scheduled at 6 pm, or shortly thereafter, to accommodate persons who work full-time. Hearing locations shall be within CDBG-eligible census tract block groups, including CITY Hall located at 2100 Thousand Oaks Boulevard.
- (3) If a significant number of non-English speaking residents are reasonably expected to participate in one of the CITY's HUD-related public hearings, the CITY will provide an interpreter to assist in translating public hearing testimony.

d. Public Document Notices

- (1) In accordance with paragraph 8 (b) of this document, the public shall be notified at least 14 days in advance of the start of a 30-day review period for a HUD-related public document including, but not limited to, a proposed Consolidated Plan, Action Plan, Substantial Amendment, and/or Performance Report.
- (2) All CDBG-related public documents shall be made available for 30 days of public review prior to City Council consideration at a duly noticed public hearing. Documents will be posted electronically to CITY's Internet web site (www.toaks.org) and hard copies will be made available for review at City Hall, at the Thousand Oaks and Newbury Park library buildings, and at the Goebel Senior Adult Center. Upon request, CITY will make the subject document available in a format accessible to persons with disabilities.

e. Substantial Amendment Notices

- (1) In accordance with paragraph 8 (b) of this document, the public shall be notified at least 14 days in advance of the start of a 30-day review period for a proposed Action Plan Substantial Amendment, as such amendment is described in Section 6 of this document.
- (2) All CDBG-related public documents shall be made available for 30 days of public review prior to City Council consideration at a duly noticed public hearing. Documents will be posted electronically to CITY's Internet web site (www.toaks.org) and hard copies will be made available for review at City Hall, at the Thousand Oaks and Newbury Park library buildings, and at the Goebel Senior Adult Center. Upon request, CITY will make the subject document available in a format accessible to persons with disabilities.

9. Access to Records

CITY will provide citizens, public agencies, and other interested parties, with reasonable and timely access to information and records related to the Consolidated Plan and the use of CDBG and/or HOME funds during the previous five (5) years.

10. Technical Assistance

CITY will provide technical assistance to groups representative of Low- and Moderate-Income persons requesting such assistance to develop proposals for HUD funding through CITY's CDBG and/or HOME programs. The nature of the assistance to be provided shall be determined by the City Council and need not include the provision of funds to the groups.

11. Complaints

CITY will provide timely and substantive responses to every written citizen complaint, including an initial response within 15 working days, and a follow-up response, if required, within 30 working days.

12. Use of the Citizen Participation Plan

By its adoption of this Resolution, CITY agrees to follow its Citizen Participation Plan during the implementation of all HUD-related and HUD-funded activities.

13. Responsibility for Citizen Participation Plan

The requirements for citizen participation under this Plan shall not restrict CITY's responsibility or authority for the development and implementation of the Consolidated Plan and/or any HUD-required or HUD-funded activities.

14. Changing the Citizen Participation Plan (PLAN)

This PLAN can be revised only after the public has been notified of intent to modify it and only after the public has had a reasonable opportunity to review and comment on proposed changes.

PASSED AND ADOPTED this 28th day of September, 2010.

CITY OF THOUSAND OAKS


Dennis Gillette, Mayor

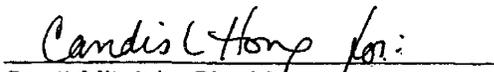
ATTEST:


Linda D. Lawrence, City Clerk

APPROVED AS TO FORM:


Patrick Mehiri, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:


Scott Mitnick, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, LINDA D. LAWRENCE, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2010-085, which was duly and regularly passed and adopted by said City Council at a regular meeting held September 28, 2010, by the following vote:

AYES: Councilmembers Glancy, Irwin, Bill-de la Peña, Fox and Mayor Gillette

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.



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

Exhibit A

Residential Anti-Displacement and Relocation Plan

In accordance with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the "Act"), as amended, and the implementing regulations of the U.S. Department of Housing and Urban Development (HUD) at 49 CFR 24, and as required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, the City of Thousand Oaks certifies that the following provisions are in effect and will be undertaken by the City prior to, and in connection with, any activity, assisted with CDBG or HOME funds, that will result in the displacement and/or relocation of lower-income City residents.

1. The City will replace all occupied and vacant habitable lower-income ("low/moderate-income") housing units demolished, or converted to a use other than as lower-income housing, in connection with a project assisted with CDBG or HOME funds.
2. All replacement housing will be provided within three (3) years after the commencement of the demolition or conversion. Before entering into a contract committing the City to provide funds for a project that will directly result in demolition or conversion, the City will make public by publication in a newspaper of general circulation and submit to HUD the following information in writing.
 - (a) A description of the proposed assisted project.
 - (b) The address, number of bedrooms, and location on a map of lower-income housing that will be demolished, or converted to a use other than as lower-income housing, as a result of an assisted project.
 - (c) A time schedule for the commencement and completion of the demolition or conversion.
 - (d) To the extent known, the address, number of bedrooms and location on a map of the replacement housing that has been, or will be, provided.
 - (e) The source of funding and a time schedule for the provision of the replacement housing.
 - (f) The basis for concluding that the replacement housing will remain lower-income housing for at least 10 years from the date of initial occupancy.
3. To the extent that the specific location of the replacement housing and other data in items (a) through (f) above are not available at the time of the general submission described in paragraph 2 above, the City will identify the general

location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data are available.

4. The City's Housing Division (805-449-2393) will be responsible for the following:
 - (a) Provide relocation assistance to lower-income ("low/moderate income") families and individuals displaced as a result of the conversion or demolition of any lower-income ("low/moderate income") dwelling unit assisted with CDBG or HOME funds.
 - (b) Maintain records to track the replacement of lower-income housing ensuring that it is provided within the required period.
 - (c) Make or provide for relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any housing or the conversion of lower-income housing to another use.

5. Consistent with the goals and objectives of activities assisted under the Act, the City will take the following steps to minimize the direct and/or indirect displacement of persons from their homes. The City will:
 - (a) Coordinate code compliance activities with its residential rehabilitation and housing assistance programs.
 - (b) Adopt policies to identify and mitigate the displacement of lower-income persons resulting from the construction of new, multi-family housing.
 - (c) Adopt policies that provide reasonable protections for lower-income tenants faced with conversion of their rental unit or mobile home unit to a condominium or cooperative unit, or to a non-residential use.
 - (d) Evaluate housing codes and rehabilitation standards for lower-income housing to prevent undue financial burden on established owners and tenants.
 - (e) Encourage the rehabilitation of lower-income rental units to allow tenants to remain in the building/complex during and after the rehabilitation, working with unoccupied units first.
 - (f) Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
 - (g) Identify and/or establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.



City of Thousand Oaks

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 of FY 2012-2013 Action Plan (Update to FY 2010-2015 Consolidated Plan) for proposed expenditure of \$567,950 in Federal Community Development Block Grant (CDBG) Funds from the U.S. Department of Housing and Urban Development (HUD). Funds are proposed to be expended from July 1, 2012 through June 30, 2013 for community development, program administration and social services activities, all to benefit primarily lower-income persons, from July 1, 2012 through June 30, 2013.

This Public Hearing is scheduled to be heard by City Council on Tuesday, April 10, 2012, 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: (805) 449-2331.

DATED THIS 20th day of March, 2012

A handwritten signature in cursive script, reading "Linda D. Lawrence", is written over a horizontal line.

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

PUBLISH: March 27, 2012



The Acorn
Newspapers

AD PROOF

Issue Dated _____

TEL (818) 706-0266 • FAX (818) 706-8468

To: _____
From: _____
Fax#: _____
Pgs: _____



City of Thousand Oaks

Public Review of
Community Development Block Grant (CDBG) Program
FY 2012-2013 Draft Action Plan
(Update to FY 2010-2015 Consolidated Plan)

Effective 8:00 a.m. March 12 through 5:00 p.m. on April 10, 2012, the City of Thousand Oaks is providing 30 days for public review of the draft Fiscal Year 2012-2013 Action Plan for the U.S. Department of Housing and Urban Development (HUD).

The Plan describes the City's proposed use of an estimated \$567,950 in federal Community Development Block Grant (CDBG) funds to address the needs of lower-income households from July 1, 2012 through June 30, 2013. A final public comment opportunity will be held at the April 10, 2012 City Council meeting, at which time Council will hold a public hearing on the above-noted document, prior to consideration and/or approval.

Effective March 12, 2012 the draft Action Plan document will be available for review at the City's website, www.toaks.org and at the Community Development Department, 2100 Thousand Oaks Boulevard (City Hall Level 1), Thousand Oaks, CA 91362. Written comments on this draft document may be submitted to Senior Analyst Caroline Milton who can also respond to questions at (805) 449-2331 or via e-mail to cmilton@toaks.org.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to review or respond to this document, please call (805) 449-2331.

442201

Please Proof Your Ad Carefully! Final Deadline for Corrections is Tues. 5pm

I have proofread for spelling and grammar errors, correct color specifications, correct dimensions, etc. I do hereby release The Acorn Newspapers from any further responsibility or liability for the correctness or completeness of this artwork and agree to accept the charges for the print of same.

OK AS IS

OK To Run w/corrections

Signed: _____

Caroline R. Milton

Date: _____

3/5/12

File: City of Thousand Oaks - Caroline
10T23W
Ad Rep: Diane



City of Thousand Oaks

NOTICE
Public Review of
Community Development Block Grant (CDBG) Program
FY 2012-2013 Draft Action Plan
(Update to FY 2010-2015 Consolidated Plan)

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The Plan describes the City's proposed use of an estimated \$567,950 in federal Community Development Block Grant (CDBG) funds to address the needs of lower-income households from July 1, 2012 through June 30, 2013. A final public comment opportunity will be held at the April 10, 2012 City Council meeting, at which time City Council will hold a public hearing on the above-noted document, prior to consideration and/or approval.

Effective March 12, 2012 the draft Action Plan document will be available for review at the City's website, www.toaks.org and at the Community Development Department, 2100 Thousand Oaks Boulevard (City Hall Level 1), Thousand Oaks, CA 91362. Written comments on this draft document may be submitted to Senior Analyst Caroline Milton who can also respond to questions at (805) 449-2331 or via e-mail to cmilton@toaks.org.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to review or respond to this document, please call (805) 449-2331.

DATED THIS 9th day of March, 2012



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

Publish: March 9, 2012



City of Thousand Oaks

COMMUNITY DEVELOPMENT DEPARTMENT
JOHN C. PRESCOTT, DIRECTOR

BUILDING DIVISION (805) 449-2500
PLANNING DIVISION (805) 449-2323
HOUSING/REDEVELOPMENT
DIVISION (805) 449-2393

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 two amendments to the City's 2011 – 2012 Community Development Block Grant (CDBG) Action Plan:

1. Transfer \$305,400 (estimated) in CDBG funds from Old Town West street improvements (CI 4298) to 2012 Housing Improvements (HS 9938) for priority repairs at low-income rental housing units. (Funds to be replaced, as needed, to CI 4298 after July 1, 2012.)
2. Convert \$254,600 in prior year CDBG funding for Esseff Village (Many Mansions) low-income rental housing from grants to loans.

This Public Hearing is scheduled to be heard by City Council on Tuesday, February 21, 2012 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 Caroline Milton, (805) 449-2331 or cmilton@toaks.org. In compliance with the Americans with Disabilities Act (ADA), if you need assistance to read this notice or attend this public hearing, please contact Caroline Milton, (805) 449-2331 or cmilton@toaks.org at least 48 hours prior to the public hearing.

DATED THIS 31st day of January, 2012.


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

PUBLISH: Tuesday, February 7, 2012



City of Thousand Oaks

COMMUNITY DEVELOPMENT DEPARTMENT
JOHN C. PRESCOTT, DIRECTOR

BUILDING DIVISION (805) 449-2500
PLANNING DIVISION (805) 449-2323
HOUSING/REDEVELOPMENT
DIVISION (805) 449-2393

City of Thousand Oaks FY 2012-2013 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 \$600,000 in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) from July 1, 2012 to June 30, 2013.

This administrative hearing will be held at 6 pm, Tuesday, January 17, 2012 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, February 1, 2012, to: City of Thousand Oaks, Attention: Caroline Milton, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362. Please mark submittals: "FY 2012-2013 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 no later than 5 pm, February 1, 2012.

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 cmilton@toaks.org.

DATED THIS 12th day of December, 2011

A handwritten signature in cursive script that reads "Linda D. Lawrence".

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

Publish: Friday, December 16, 2011



City of Thousand Oaks



**FY 2012-2013
Community Development
Block Grant (CDBG)
Program (Federal Funds)**

The City is providing 30 days notice of an Administrative Hearing to help identify the future needs of the City's low-income households and neighborhoods and how the City's Community Development Block Grant (CDBG) funds from the U.S. Dept. of Housing & Urban Development (HUD) could help address those needs.

The City's Administrative Hearing will be held at 6:00 pm, Tuesday, Jan. 17, 2012 in the City Hall Board Room (2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362.) The public is invited to comment prior to or at the public hearing described in this notice.

For more information visit the City's website (www.toaks.org) or contact Caroline Milton in the Community Development Dept. at (805) 449-2331 (or e-mail cmilton@toaks.org.)

Thousand Oaks Acorn: Publish

Thursday, December 15, 2011



City of Thousand Oaks

Notice - Document for Public Review

Draft PY 2010-11 Annual CDBG Grantee Performance Report for the U.S. Dept. of Housing and Urban Development (HUD)

The City of Thousand Oaks is providing 30 days (August 1 – 30, 2011) for the public to review and comment on the following draft document:

Program Year (PY) 2010 Consolidated Annual Performance and Evaluation Report (CAPER), summarizes the City's Community Development Block Grant (CDBG) expenditures from July 1, 2010 through June 30, 2011 for activities, such as community development projects, grants to social services providers and program administration, that primarily benefit lower-income persons. In PY 2010, the City received \$729,330 in HUD/CDBG funds.

This draft document will be posted to the City's website (www.toaks.org) on Monday, August 1 through Tuesday, August 30, 2011. Public comments can be made via e-mail to cmilton@toaks.org or by phone to (805) 449-2331. During the 30-day period, a paper copy of the document will be available for review at the City's Community Development Department at 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362, weekdays from 8 am to 5 pm (except August 5 and August 19 when City Hall is closed). Upon request, the City will mail a copy of this draft document to persons who otherwise would not be able to access it.

Comments or questions may be directed to Senior Analyst Caroline Milton at (805) 449-2331 or via e-mail to cmilton@toaks.org. In compliance with the Americans with Disabilities Act (ADA), please notify staff if you need special assistance to review and/or comment on the document described in this notice.


Linda D. Lawrence, City Clerk

Publish: August 1, 2011

Bud

On 2/1/2012 1:41 PM, Lynn Oshita wrote:

Hi Bud:

Thank you for show us AHA properties. We are interested in obtaining additional information on the Glenn Oaks Windows. Please provide an itemize cost for Glenn Oaks window replacement project. Please include cost for items like prevailing wage monitoring and project administration construction cost.

We request information by this week if possible. Thanks.

Lynn Oshita
City of Thousand Oaks
805/449-2391

Exhibit F – 1

Glenn Oaks has a total of 39 units we will be:

Replacing 110 single pane windows with dual glaze energy efficient windows

Kitchen cabinets in all units consisting of replacing all drawers (6) and doors (12) including new hinges as well as painting.

Los Arboles is a 43 unit complex and we are scheduling to replace all drawers (6) and doors (10) as well as painting.

Priority would:

Windows Glenn Oaks

Kitchen cabinets Los Arboles and

Kitchen cabinets Glenn Oaks.

Any other information you need please let me know.

Thanks Bud

On 12/14/2011 11:24 AM, Caroline Milton wrote:

Hello, Bud. Thank you for this list. Can you itemize these proposed activities in terms of how many items and how the amounts were calculated? Also, if City cannot fund these 3 activities now, which has the higher priority? Thanks for the additional information !!!!

>>> Bud McGehee <gmcgehee@ahacv.org> 12/13/2011 4:34 PM >>>

Caroline,

Following is a breakdown of rehab items to be funded with CDBG funds:

Glenn Oaks kitchen cabinet replacement/repair:	\$92,335.96
Glenn Oaks window replacement:	75,000.00
Los Arboles kitchen cabinet replacement/repair:	100,951.63

Projects are based on Davis Bacon Wages and can be completed prior to May 1, 2012. Any other question please give me a call.

Bud

Caroline Milton - Re: Glenn Oak Windows

From: Bud McGehee <gmcgehee@ahacv.org>
To: Lynn Oshita <LOshita@toaks.org>, Caroline Milton <cmilton@toaks.org>
Date: 2/6/2012 1:14 PM
Subject: Re: Glenn Oak Windows

Lynn,

The budget for the windows is as follows:

Windows purchased and installed: \$70,400.00
Administration: 7,000.00

The project was budgeted using the current prevailing wage rate established by HUD. The Administration cost is a standard 10% which will cover putting together a spec book for bidding, monitoring prevailing wage, contractor payments, site visits, notifying of residents, close out and any other cost needed to complete the project.

The windows meet the requirements of the American Architectural Manufacturers Associations (AAMA), ASTM International (ASTM) and the National Fenestration Rating Council (NFRC). The U-value is 0.28 and the Solar Heat Gain Coefficient is 0.23 both exceeding the minimum requirement. any other question please let me know.

Bud

On 2/6/2012 11:33 AM, Lynn Oshita wrote:

Hi Bud:

Just follow-up to see when we might obtain the itemization. We have a meeting this afternoon with our director to go over staff report which is due tomorrow morning. Please include cost for project management and prevailing wage. Would you know what the Energy Efficiency rating for the windows are?

Thanks,
Lynn

>>> On Wednesday, February 01, 2012 at 2:54 PM, Bud McGehee <gmcgehee@ahacv.org> wrote:

Lynn,

It will take the contractor a couple of days to review the original quote to see if any cost have increased. I should be able to get numbers back to you beginning of next week.



M E M O R A N D U M

City of Thousand Oaks • Thousand Oaks, California
Community Development Department

TO: Scott Mitnick, City Manager

FROM: John C. Prescott, Community Development Director

DATE: February 21, 2012

SUBJECT: **Amendments to 2011-2012 Community Development Block Grant (CDBG) Action Plan**

RECOMMENDATION:

1. Approve transfer of \$308,000 in Federal Community Development Block Grant (CDBG) funds from A/C # 120-1010-642-8300 (Old Town West Street Improvements, CI 4298) to A/C # 120-1010-644-5920 (2012 Affordable Housing Improvements, HS 9938).
 - a. Approve agreement with Many Mansions for 2012 Housing Improvements (HS 9938); not-to-exceed \$230,400 for Richmond Terrace Apartments; and
 - b. Approve agreement with Area Housing Authority of the County of Ventura for 2012 Housing Improvements (HS 9938), not-to-exceed \$77,600 for Glenn Oaks Senior Apartments.
2. Approve completing the conversion of \$254,600 in prior year CDBG funds for Esseff Village (Many Mansions) from grants to loans.
 - a. Approve second amendment to agreement with Many Mansions dba Esseff Village Associates, L.P, (Contract 4708-2000; not-to-exceed \$54,600 loan of CDBG funds); and
 - b. Approve first amendment to agreement with Many Mansions dba Esseff Village Associates, L.P. (Contract 5363-2002; not-to-exceed \$200,000 loan of CDBG funds).

FINANCIAL IMPACT:

No Additional Funding Requested. \$308,000 in CDBG funds for new Housing Improvements activity (HS 9938) would be transferred out of the Old Town West budget (CI 4298) and replaced, as needed, after July 1, 2012 from future CDBG funds. The re-classification or conversion from "grants" to "loans" of \$254,600 in prior year CDBG funding for Esseff Village completes a process begun in 2000. No payments of interest or repayment of principal from the two loans will occur until 2040.

BACKGROUND:

1. Transfer of \$308,000 from CI 4298 to HS 9938

The City receives an annual CDBG entitlement grant from the U.S. Department of Housing and Urban Development (HUD). Each year the City must spend a certain percentage of its Federal cash on hand by April 30 or risk losing the funds. This year, 77 percent of the City's CDBG funds are committed to the Old Town West street and drainage improvements project (CI 4298). The competitive bid process to select a contractor to construct the improvements is underway; however, the timing of construction activity, anticipated to begin in April 2012, will not result in sufficient expenditures by April 30, 2012, as are needed to satisfy HUD's requirements for the CDBG program. However, the proposed transfer of \$308,000 from the Old Town West (CI 4298) budget to a new, faster-moving Housing Improvements (HS 9938) activity will enable the City to meet its 2012 CDBG spending requirement. As needed, the full \$308,000, or a portion thereof, will be restored to the CI 4298 budget after July 1, 2012 using future CDBG funds.

2. Conversion of \$254,600 in Prior Year Funding for Esseff Village

In July 2000, the City Council approved Contract 4708-2000 to provide \$54,600 in CDBG funds to Many Mansions (dba Esseff Village Associates, L.P.) to establish a public facility (public safety resource center) at an affordable housing project for senior, disabled and formerly homeless persons. In September 2000, the Contract was amended to afford the City discretion to provide the funds as a grant or a loan. Thereafter, the City accepted Many Mansions' Promissory Note, backed by a Deed of Trust, thereby structuring the \$54,600 transaction as a 40-year loan, with repayment of principal and interest in 2040.

In January 2002, the City Council approved Contract 5363-2002 to provide an additional \$200,000 to Many Mansions (dba Esseff Village Associates, L.P.) to assist with the property acquisition of the former Village Inn Motel, prior to its conversion to 50 studio apartments for very low-income persons with disabilities. The contract provided the City with the discretion to structure the transaction as a grant or a loan. In December 2000, the City accepted Many Mansions' Promissory Note, backed by a Deed of Trust, thereby structuring the \$200,000 transaction as a 40-year loan, with repayment of principal and interest in 2040.

DISCUSSION/ANALYSIS:

1. Transfer of \$308,000 from CI 4298 to HS 9938

In order to accelerate the current rate of CDBG spending to satisfy HUD's April 30 expenditure requirement, as well as to facilitate the construction of priority improvements at local affordable rental housing projects, the City proposes to fund the following three CDBG-funded activities:

Proposed 2012 Housing Improvements (HS 9938) = \$308,000 (CDBG Funds)

Proposed Grant to Many Mansions for Richmond Terrace Apts. = \$ 230,400

(a)	Replace Wood Shingle Siding on 3 Exterior Walls	\$ 60,000
(b)	Repair/Replace/Re-Stripe Asphalt Driveways (Front and Rear)	35,700
(c)	Repair Roofs and Replace Gutters	8,900
(d)	Install interior Emergency Lights; Replace Other Light Fixtures	33,680
(e)	Replace Wall Heater Units	35,100
(f)	Architectural and Permits (soft cost)	5,000
(g)	Contingency – 10 Percent (hard cost)	17,338
(h)	Administrative Fee – 10 Percent	17,344
(i)	Prevailing Wage Monitoring – 10 Percent	17,338
	Sub -Total	\$ 230,400

Proposed Grant to Area Housing Authority for Glenn Oaks Apts. = \$ 77,600

(a)	Purchase and Install 110, double-pane, energy-efficient windows	\$ 70,400
(b)	Administrative Fee – 10 Percent	7,200
	Sub-Total	\$ 77,600

The proposed replacement windows meet the requirements of the American Architectural Manufacturers Association (AAMA), the American Society for Testing and Materials International (ASTM) and the National Fenestration Rating Council (NFRC). The U-value is 0.28 and the Solar Heat Gain Coefficient is 0.23, both exceeding the minimum requirements.

To facilitate the transfer of \$308,000 in CDBG funds to be expended by April 30, staff is recommending that the City Council approve the CDBG contract agreements provided as Attachments # 1 and # 2 to this staff report.

2. Conversion of \$254,600 in Prior Year CDBG Funds for Esseff Village

The attached contract amendments (Attachments # 3 and # 4) have been prepared to document that \$254,600 in prior year CDBG funding for Many Mansions' subsidiary Esseff Village Associates, L.P., was provided as two loans of \$54,600 and \$200,000, respectively, in order to facilitate the project's eligibility for low-income tax credits to project investors.

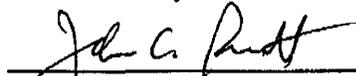
The original contracts provided the City with discretion to structure the funding as grants or loans. The proposed contract amendments confirm that the City's funding was provided as loans, with principal and interest payable to the City in 2040. The approval of these contract amendments clarifies the status of these loans for City and Many Mansions' auditors, the public and HUD officials. HUD and Many Mansions are aware of these proposed transactions and have concurred with staff's recommendation # 2.

COUNCIL GOAL COMPLIANCE:

Meets Council Goal B:

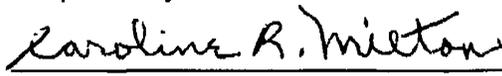
"Operate City government in a fiscally and managerially responsive and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family."

Submitted by:



John C. Prescott
Community Development Director

Prepared by:



Caroline R. Milton
Senior Analyst

Attachments:

- # 1 – Agreement with Many Mansions for \$230,400 Grant of CDBG Funds
- # 2 – Agreement with The Area Housing Authority of the County of Ventura for \$77,600 Grant of CDBG Funds
- # 3 – Amendment # 2 to Agreement with Many Mansions dba Esseff Village Associates, L.P., (Contract 4708-2000); \$54,600 Loan of CDBG Funds
- # 4 - Amendment # 1 to Agreement with Many Mansions dba Esseff Village Associates, L.P., (Contract 5363-2002); \$200,000 Loan of CDBG Funds

Grant Letter of Inquiry for Conejo Valley Neighborhood for Learning

Along with much research and agreement that Early Education improves the likelihood of success for Americans, Dr. Heckman's research at Harvard, on the rates of return to human capital investment at different ages that clearly shows that the earlier the intervention occurs, the greater its payoff. Investments made from birth to age five yield the highest return. The later the investments are made, the lower the return on investment.

Investment in high-quality, early learning programs, for children from birth to age five yields high returns. **Research shows that for every dollar invested today, savings range from \$2.50 - \$17 in the years ahead.** Arthur J. Rolnick, then-Senior Vice President of the Federal Reserve Bank of Minneapolis, and Robert Grunewald, associate economist, calculated an annual, inflation-adjusted rate of return of 16% for high-quality prekindergarten for disadvantaged three- and four- year olds. These returns are based on long-term educational, social, and economic benefits, including increased earnings and tax revenues and decreased use of welfare and other social services, resulting in lower expenses for states and communities.

Conejo Valley Neighborhood for Learning serves 126 children in our State Preschool program at Neighborhood City Center for Young Children. We run programs that are child-centered and focus on kindergarten readiness that cover the health and well-being of the whole child as well as providing intentional play experiences in which build their own knowledge of the world. Through play children learn math, science, pre-reading and pre-writing skills as well as how to navigate through the "school day" in a group setting. They have the opportunity to become team members and learn to be compassionate and inclusive of the differences of the children with whom they go to school.

Now in its 10th year, Conejo Valley Neighborhood for Learning provides 5 safe centers in Thousand Oaks, California where prenatal to 5 year old children prepare for school and experience a physically and emotionally healthy start to life. Early educational and enriching programs supported by a partnership between families, schools, foundations, social services, civic leaders, local businesses and the community at large empower young children to achieve their highest potential.

Conejo Valley Neighborhood for Learning currently has an **Empty Classroom with a Waiting List of infants.** To care for the infants will require Food, Shelter and Care for Toddlers. Specifically, **we are seeking grant funding in the amount of \$66,000** to afford the following budget:

Description	Cost	Total
Lead Teacher	\$25,000	25 ,000
Associate Teacher's Aid(s)	\$10,000	10,000
Baby Safe Furniture	\$10,000	10,000
Infant Non Reusable Supplies	\$5,000	5,000
Infant Food	\$5,000	5,000
Teacher Training	\$5,000	5,000
Communication Materials	\$5,000	5,000
Infant Toys (Reusable)	\$1,000	1,000
		\$66,000

Conejo Valley Neighborhood for Learning is supported by the following
Board & Staff Participation

15 Community Leaders with goal of 20 by 2013.

50 Staff

First Five Association of California

Proposition 10, California Children & Families Act

With the goal to enhance the health and early growth experiences of children, enabling them to be more successful in school and to give them a better opportunity to succeed in life.

CVUSD and CRPD Support

Partnerships with City/State/Community

Fees for Programs

Scholarships are ALWAYS available for families in need.

Fundraising with Adopt-a-Future (a partner NonProfit with the sole duty of fundraising for Conejo Valley Neighborhood for Learning).

Adopt-a-Future fundraises with:

Grants

Event and Program Sponsorships

School Fundraisers

Events

Social Networking / Viral Campaigning

Participation with Conejo Valley Neighborhood for Learning will be recognized in all marketing materials, at events, within the school centers, and through all work of the Board of Governors.

Grant Funding by the City of Thousand Oaks will: Actively Love the Community, Grow programs that support parents who must work to support their families, promote Association with education minded quality professionals, parents, and community members, Educate and Protect local infants, and make a difference in the Conejo Valley for the future!

Thank you for your consideration for funding this project.

Sincerely,

Jessica Nimoy,

Consultant on behalf of Conejo Valley Neighborhood for Learning and Adopt-a-Future

Nimoy Consulting Services

(818)590-1816

Caroline Milton - Re: Community Block Development Grants

From: Caroline Milton
To: jessnimoy@roadrunner.com
Date: 3/1/2012 12:51 PM
Subject: Re: Community Block Development Grants

Hello, Jessica. My apologies for the delay in providing you with this response to CVNfL's request for CDBG funds totaling \$66,000 for the Adopt-A-Future project to fund an additional pre-school classroom for income-eligible children from birth to age 5.

Over the past month, the City has carefully considered the requests received for funding from the City's Federal 2012 (July 1, 2012 through June 30, 2013) Community Development Block Grant (CDBG) entitlement. Unfortunately, due to decreasing Federal resources and prior City commitments, at this time the City is unable to offer any financial support from our CDBG resource for the Adopt-A-Future program. I am also unaware of any other City resources that could potentially support your program.

However, we do thank CVNfL for informing us about the Adopt-A-Future program and identifying it as an unmet community need. Hopefully, at some future time, the CDBG budget and/or other municipal assets will be more able to consider funding for such important activities as Adopt-A-Future.

Again, thank you for contacting us.

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

805/449-2331 (Voice)
805/449-2390 (Fax)>>> <jessnimoy@roadrunner.com> 2/29/2012 5:02 PM >>>
Hi Caroline,

Just following up regarding the Community Block Grant L.O.I. that I submitted on behalf of CVNfL.

By the way, are you aware of any other grants through the City of T.O. that would support our "Empty Classroom with a Waiting List of Infants" plea and the 5 preschool locations supporting 200 families with children ages 0 - 5?

Thanks for your help with this request.

Sincerely,
Jessica Nimoy, M.B.A.

Director of Development for Adopt-a-Future
---- Caroline Milton <CMilton@toaks.org> wrote:

> Jessica, thank you for submitting a CDBG-funding Letter of Interest on behalf of CVNfL and Adopt A Future. Staff will review the proposal and provide a response within the next two weeks.

>

> >>> <jessnimoy@roadrunner.com>

> Hi Caroline,

City's F – 2 Response

>
> Attached please find a LOI regarding the grant funding that Conejo Valley Neighborhood for Learning is seeking this year.
>
> Thank you for your help with this project.
.
> I hope that there is a fit with the grant requirements.
>
> Please feel free to contact me with any challenges and or recommended changes.
>
> I can be reached at this email or by cell phone: (818)590-1816.
>
> Sincerely,
>
> Jessica Nimoy
> Consultant on behalf of Conejo Valley Neighborhood for Learning and Adopt-a-Future
>
> ----- Caroline Milton <CMilton@toaks.org> wrote:
> > Hello, Jessica. Would be happy to receive an e-mail concerning how your non-profit would use CDBG funds. I'm running to a meeting - will try phoning you in a little while. Thank you !!!
> >
> > >>> <jessnimoy@roadrunner.com> 1/27/2012 7:14 AM >>>
> > Dear Ms. Milton,
> >
> > I am working with a nonprofit organization, Conejo Valley Neighborhood for Learning (CV/NFL) in Thousand Oaks that may qualify for a Community Block Development Grant. I am interested in the criteria for application.
> >
> > Also, I see on the T.O. website that the January discussion has passed but that the final deadline is not until Feb. 1, 2012 to make a request.
> >
> > Would you please contact me at your earliest convenience:
> >
> > Jessica Nimoy - (818)590-1816 or jessnimoy@roadrunner.com
> >
> > Sincerely,
> > Jessica Nimoy

City of Thousand Oaks

CDBG Program (2012)

Many Mansions' Request for Funding (\$300,000)

**Capital Improvement Projects
Schillo Gardens & Richmond Terrace**

January 30, 2012

Exhibit F – 3

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I. Request for Funding

Many Mansions, a nonprofit 501(c)(3) corporation, respectfully requests \$ 300,000 in CDBG funding to be used for capital improvement projects at two low-income affordable housing properties located in the City of Thousand Oaks: Schillo Gardens and Richmond Terrace.

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 the physical condition of these properties.

II. Background

A. Many Mansions

Many Mansions is a nonprofit affordable housing and service provider. Organized in 1979, Many Mansions has developed twelve affordable housing rental complexes-- nine in the City of Thousand Oaks--for 468 units of affordable housing. All of the residential units at Many Mansions are restricted to households who are low-income, often very-low and extremely -low income.

Once developed, Many Mansions provides all property management, asset management, and janitorial/maintenance 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, summer camp, etc.) and the residents who have a disability and/or were formerly homeless.

B. Schillo Gardens

Schillo Gardens is a 29 unit affordable rental housing complex that opened in 1988. The property was constructed in 1986-87. All units, other than the manager's unit, are restricted to households who are at or below 60% of the Area Median Income.

The property was developed by Many Mansions as a 'tax credit' property. For most of its existence, the property was owned in a limited partnership that included Many Mansions and the Thousand Oaks Redevelopment Agency. Later it became owned solely by Thousand Oaks Redevelopment Agency. As of February 1, 2012 it will be owned by the City of Thousand Oaks, as the 'successor agency' of the Redevelopment Agency.

The property is generally in 'good' physical condition. However, in its 24 year history it has not had a major rehabilitation. In late 2011 there was repair work to three of the roofs (there are five roofs in the complex).

The property is also in generally 'good' financial shape. However, after the recent roof repair work, the balance in the Replacement Reserve has dipped to \$ 88,194.

C. Richmond Terrace

Richmond Terrace is a 27 unit affordable rental housing complex that opened in 2003. The property was constructed in 1971.

This is a mixed supportive housing property. The majority of the units are restricted to households that are very low income (under 50% of the area median income) and whereby the head of the household must also have a mental disability and be (formerly) homeless. All other units, other than the manager's unit, are restricted to households that are very-low income (50% AMI) and low income (80% AMI).

The property is solely owned and managed by Many Mansions.

The property is in generally 'poor' condition. As described *infra*, the buildings are old (40+ years) and in need of numerous repairs, especially in the exterior.

Unfortunately, the property is also in generally 'poor' financial condition. The Replacement Reserve stands at a just over \$47,000. More troubling, the property is barely break-even. For the first six months of FY 11-12, the cumulative Net Operating Income for the property stood at \$1,335.

One reason for the poor Net Operating Income is the high monthly debt service. Richmond Terrace has a loan with First California Bank (1st lien) in the amount of \$1.234 million. This loan, however, has an interest rate of 7.50% with a monthly debt service of \$9,508 (\$114,096 annual).

Many Mansions is working with a lender and with HUD to refinance this debt under a special HUD program to lower this interest rate to around 4.83%. This would substantially lower the debt service and return the property to profitability (See discussion in Appendix "3").

III. Proposed Use of the CDBG Funds

A. Scope of Work

Many Mansions requests the CDBG funds to perform needed rehabilitation work at Richmond Terrace and Schillo Gardens. The work would be split between the two properties.

A complete breakdown of the proposed scope of work is contained in Appendix "1" (§ V). A summary is as follows:

No.	Category	Amount
A	Prevailing Wage Monitor	\$ 10,000
B	Richmond Terrace – Rehabilitation	\$ 104,600
C	Schillo Gardens – Rehabilitation	\$ 124,400
D	Architectural and permits	\$ 12,000
E	Hard Cost Contingency (7.31%)	\$ 19,000
F	Administrative Fee (10%)	\$ 30,000
Grand Total		\$300,000

As more fully described in Appendix “1” the proposed work at Richmond Terrace would concentrate upon three areas:

1. Replacing the wood shingles on three exterior walls (\$60,000);
2. Repairing and replacing the asphalt and brick driveway in the front driveway, repairing and resurfacing the driveway in the back, and re-striping the entire driveway (\$35,700); and
3. Repairing (patching) the roof to the back building and replacing the missing/ defective gutters (\$8,900).

Many Mansions must either repair or replace the wood shingles upon these exterior walls based upon a request by the City. While repairing the shingles would be less costly in the short-term, an out-right replacement (remove the shingles and replace the siding with stucco or something equivalent) may be less costly in the long-run.

The driveway is a trip-hazard. The State of California (HCD), HUD, and the property’s insurance carrier have all requested this problem be addressed. Similarly, the roof and the gutters are in need of minor repair to stop water intrusion.

For Schillo Gardens Many Mansions proposes to do the following three items:

1. Repair and replace 20 balcony (wood) railings (\$82,500);
2. Replace and enhance property lighting and illumination throughout the property (\$28,940); and
3. Trim certain oak trees that are currently endangering the structures and residents (\$13,000).

Again, health and safety concerns are the guiding factors in selecting this work. The balcony railings are in poor condition because of wood rot, termites, and/or age. For safety considerations these railings should be sturdy. We would replace them with materials that would be longer lasting and more durable than wood.

Similarly, the overall lighting at Schillo Gardens is poor: many light fixtures are non-functional and the ones that are functional give out poor illumination. Residents

often complain of the poor illumination. Better, more comprehensive, lighting will increase safety. The numerous oak trees at the site also pose safety concerns. Some of the tree branches hang over the roofs and even some of the resident balconies. These branches need to be trimmed as soon as possible.

The CDBG funds would be used for additional purposes. Because federal funding requires compliance with the Davis-Bacon Act, a 'prevailing wage' monitor must be retained (\$10,000) to certify all labor payments to the workers. An architect (\$10,000) must be retained to design some of the work, including the wood shingle replacement (Richmond) and balcony replacements (Schillo). Payment of the permits (\$2,000) and an administrative fee to the grantee (\$30,000) for costs associated in the design and overseeing the work (staff labor costs, insurance, etc.) would also come out of the funds.

A contingency (\$19,000) representing 7.31% of the anticipated hard costs would be set aside for possible additional costs from the proposed scope of work.

B. Additional Work at Schillo Gardens and Richmond Terrace Not Included in the Proposed Scope of Work

Both properties need additional rehabilitation work beyond the proposed scope of work.

Appendix "2" (§ VI) sets forth around \$246,000 in *additional* work for Schillo Gardens and Richmond Terrace.

In selecting the work that appears in the proposed scope of work (§ III (A)) Many Mansions selected work that—

- Was necessary and related to health, safety, and other concerns;
- Could be finished by April 30, 2012; and
- Involved the fewest number of trades (contractors) as possible.

The work appearing in Appendix "2" is also necessary work but did not rate as high as the work listed in the Scope of Work (Appendix "1") in terms of health and safety. Additionally, the work was relatively small and would involve many different trades, thus complicating the work of the prevailing wage monitor.

Nevertheless, if requested by the City, some of this listed work could be substituted in for the items listed in the official Scope of Work.

This work, ultimately, will have to be done. It is contemplated that the work would be done through (1) work by Many Mansions' maintenance personnel, (2) out of available funds (over time) from the Replacement Reserve, and (3) future grants. As discussed below, some of the work for Richmond Terrace may have to be done for the contemplated HUD refinancing.

IV. 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 Where The Applicant Is A Nonprofit Organization.

The proposed scope of work fit squarely within the qualifications for CDBG funding. See 24 CFR 570. Costs for rehabilitation for affordable housing – whether owned by private nonprofits or the government – are eligible uses of CDBG funds. 24 CFR § 570.202.

B. The Proposed Scope Of Work Advances The City's Interests In Several Ways: The Proposed Work (1) Addresses 'Health And Safety' Concerns, (2) Lessens The Need For Additional City Funding, And (3) May Result In Residual Receipt Payments.

1. *The proposed Scope of Work addresses health and safety concerns of the residents at Schillo Gardens and Richmond Terrace.*

Most of the items contained in the proposed Scope of Work address real and important health and safety concerns.

All items at Schillo Gardens are safety concerns. The deteriorated balcony railings may result in serious injury if the railings collapse. The poor illumination may result in crime and tripping. An untrimmed oak tree branch may suddenly fall.¹

Other than the shingle replacement, the proposed work at Richmond Terrace also is health and safety related. The driveway represents a trip hazard. The leaking from the roofs (and poor gutters) may damage the units and may even result in dangerous mold.

2. *The proposed Scope of Work lessens the need for additional funding from the City for this needed work.*

Schillo Gardens is owned by the City and therefore it is the City's responsibility to provide adequate resources for its upkeep and repair. Currently, there is only \$88,194 in the Schillo Gardens Repair & Replacement Reserve Account. This amount is not enough to address all of the items in the proposed Scope of Work.

In any regard, it is not wise to drain the Repair & Replacement Reserve Account since this account may be needed for more immediate emergency needs (e.g. nonfunctional water heaters, sewage backups, sudden roof leaking, etc.).

¹ Indeed, that occurred at Schillo Gardens about eight years ago. No property or person was hurt but the branch that fell weighed over 1,000 pounds.

Similarly, there is only \$47,000 in the Repair & Replacement Reserve Account for Richmond Terrace. While this property is owned by Many Mansions and not the City, Many Mansions has no additional financial resources to address these repair issues and concerns.

Many Mansions' only ready source of additional funding would be the City Housing Trust Fund. Funding for rehabilitation for affordable housing complexes is an eligible use of funds (See Section V, Affordable Housing Program Ordinance Guidelines and amendments). However, Many Mansions and (presumably) the City would rather use these funds for the development of new affordable housing.

3. *The proposed Scope of Work assists Many Mansions in refinancing Richmond Terrace and may result in increased residual receipt payments to the City.*

The City has a stake in the financial success of Richmond Terrace.

As discussed in Section II (C) and Appendix "3", Many Mansions is seeking to refinance the \$1.23 million debt with First California Bank for Richmond Terrace. Under a special HUD program, the annual debt service may drop from the current \$114,096 to \$80,708.

However, the loan is predicated upon receiving a HUD guaranty and HUD has already indicated that certain rehabilitation of Richmond Terrace will be required. HUD has already cited² the roof leaking and the driveway repair as probable items of repair. Since the shingle repair has now become an official concern of the City, this work, too, will probably be on the HUD rehabilitation list.

If the refinancing goes through, the City may receive increased 'residual receipts' from the operations of Richmond Terrace. Under the various regulatory agreements, the City is to receive 15% of all residual receipts. The savings in debt service under the refinancing will be considerable. As set out in Appendix "3" the potential savings in from decreased debt service would range between \$274,000- \$333,000 over a ten year period. This amount depends upon the amount of the new debt—how much in additional debt Many Mansions needs to take to cover required rehabilitation.

Thus, the City could receive an additional \$40,000-\$50,000 over a ten year period in residual receipts just from a successful refinancing.

The more CDBG funds that could be devoted to the necessary rehabilitation, the lower the required new debt and the higher the residual receipts.

² This was orally. An official HUD inspector has not as of yet done the official inspection and prepared the required 'rehabilitation' work. This would not occur until late spring or early summer, 2012.

V. Appendix "1" – Proposed Scope of Work (Detailed)

All cost figures are estimates only. All assume the applicability of 'prevailing wage' under the Davis-Bacon Act.

No	Category	No.	Item	Cost (estimated)	Category Total
A	Prevailing Wage Monitor	1.	Hiring of a 'prevailing wage monitor' to determine and certify compliance under the Davis-Bacon Act	\$10,000	\$10,000
B	Richmond Terrace – Rehabilitation	2.	Replace wood shingle siding on three exterior walls	\$60,000	
		3.	Repair and replace asphalt driveway (front and back), new striping	\$35,700	
		4.	Repair roofs and replace gutter	\$8,900	
			Subtotal	\$104,600	
C	Schillo Gardens – Rehabilitation	5.	Repair and replacement of 20 balcony wood railing	\$82,500	
		6.	Replace and enhance property lighting and illumination	\$28,940	
		7.	Trim oak trees (trees endangering structure and residents)	\$13,000	
			Subtotal	\$124,400	
D	Architectural	8.	Architectural work on the balcony	\$12,000	\$12,000

No	Category	No.	Item	Cost (estimated)	Category Total
			repairs (Schillo), wood shingle replacements (Richmond), and other work as needed. Costs of permits		
E	Hard Cost Contingency	9.	This represents 7.31% of the proposed rehabilitation costs for Richmond Terrace and Schillo Gardens	\$19,000	\$19,000
F	Administrative Fee	10.	Fee for staff, office, and other general administration costs. Limited to 10% of the grant total.	\$30,000	\$30,000
Grand Total					\$300,000

VI. Appendix "2" – Additional Scope of Work Not Contained in Proposal

The following are *some* of the rehabilitation items at Schillo Gardens and Richmond Terrace that are necessary, but are not included in the proposed Scope of Work.

Area	No.	Item	Cost (estimated)
Richmond Terrace	1	Interior emergency light installation and other light fixture replacements	\$33,680
	2	Wall heating units replacement	\$35,100
	3	Handicap entry door installation	\$5,000
	4	Laundry room glass door installation	\$1,800
	5	Exterior Stair repair	\$5,000
	6	Surveillance cameras – purchase and installation	\$20,000
	7	Tree trimming	\$15,000
	8	Concrete walkway repairs	\$4,000
		Subtotal	\$119,700
Schillo Gardens	9	Roof replacement (additional roofs)	\$83,960
	10	Gutter repair	\$4,700
	11	Exterior wood repairs (trim/siding)	\$5,000
	12	Upper deck repairs	\$4,500
	13	Stair steps (treads) replacement	\$1,750
	14	Asphalt repairs to driveway and parking stalls, etc.	\$26,700
			Subtotal
		Grand Total	\$246,310

VII. Appendix "3" - Savings to Many Mansions and City of Thousand Oaks from Refinancing of Richmond Terrace

Refinancing the debt with First California at Richmond Terrace would save Many Mansions considerable money in reduced debt service costs at Richmond Terrace and would potentially increase the amount of 'residual receipts' flowing back to the City on its outstanding loan on Richmond Terrace.

The details of the refinancing are as follows:

Category	Information	Category	Information
Existing Lender	First California Bank (1 st lien position)	New Lender	Sun West Mortgage (with guaranty by HUD)
Outstanding Balance	\$1,234,658	New Interest Rate (effective)*	4.83%
Interest Rate	7.50%	New Term	420 months (35 years)
Monthly Debt Service Payments	\$9,508	New Loan Amount (payoff + financing costs)	\$1,337,000
Annual Debt Service	\$114,096	Possible Loan Amount (payoff +financing costs + rehabilitation)	\$1,435,000
Remaining Term	274 months	Maximum Rehabilitation Amount	\$93,432

*The effective interest rate would be the base rate (4.375%) plus HUD MIP rate (0.45%)

The proposed refinancing would be under HUD's 223(f) loan guaranty program. Under this program a private lender (Sun West Mortgage) would give the loan and HUD would guaranty its payment. The borrower (Many Mansions) would pay base interest rate (4.375%) and mortgage insurance (0.45% of the outstanding balance).

The refinancing, however, is costly. There are considerable fees and costs associated with this loan. Depending upon the amount borrowed the costs range from \$88,816 to \$106,890. Thus, loan balance (the loan would be increased to cover these costs) would be at least \$1,337,000. Nevertheless, as set out below, this would yield considerable savings.

The possible loan amount, however, could be larger. Based upon maintaining a debt coverage ratio (DCR) of 1.20, the maximum total debt could be as high as \$1,435,000. This would allow up to \$93,432 in other costs being paid, including necessary rehabilitation to the property.

Indeed, rehabilitation to the property will be required for this loan to be approved. HUD has already indicated that certain items need to be repaired. An inspector will also be commissioned to determine what additional items need to be repaired.

Nevertheless, if approved, there would be considerable savings to Many Mansions. Since the City of Thousand Oaks (formerly the Redevelopment Agency) shares in 15% of all 'residual receipts' from Richmond Terrace, this savings could yield a financial return to the City:

New Loan Amount (payoff + financing costs)		Possible Loan Amount (payoff + financing costs + rehabilitation)	
Category	Information	Category	Information
Amount	\$ 1,337,000	Amount	\$1,435,000
Monthly Debt Service	\$ 6,726	Monthly Debt Service	\$ 7,291
Annual Debt Service	\$ 80,708	Annual Debt Service	\$86,624
Annual 'Savings' in Debt Service	\$33,387	Annual 'Savings' in Debt Service	\$27,471
Savings over 10 Years	\$ 333,870	Savings over 10 Years	\$274,710
Possible Return to City of Thousand Oaks over 10 Years (15% residual receipts) from refinancing	\$50,081	Possible Return to City of Thousand Oaks over 10 Years (15% residual receipts) from refinancing	\$41,207



M E M O R A N D U M

City of Thousand Oaks • Thousand Oaks, California
Community Development Department

TO: Scott Mitnick, City Manager
FROM: John C. Prescott, Community Development Director
DATE: February 21, 2012
SUBJECT: **Amendments to 2011-2012 Community Development Block Grant (CDBG) Action Plan**

RECOMMENDATION:

1. Approve transfer of \$308,000 in Federal Community Development Block Grant (CDBG) funds from A/C # 120-1010-642-8300 (Old Town West Street Improvements, CI 4298) to A/C # 120-1010-644-5920 (2012 Affordable Housing Improvements, HS 9938).
 - a. Approve agreement with Many Mansions for 2012 Housing Improvements (HS 9938); not-to-exceed \$230,400 for Richmond Terrace Apartments; and
 - b. Approve agreement with Area Housing Authority of the County of Ventura for 2012 Housing Improvements (HS 9938), not-to-exceed \$77,600 for Glenn Oaks Senior Apartments.
2. Approve completing the conversion of \$254,600 in prior year CDBG funds for Esseff Village (Many Mansions) from grants to loans.
 - a. Approve second amendment to agreement with Many Mansions dba Esseff Village Associates, L.P, (Contract 4708-2000; not-to-exceed \$54,600 loan of CDBG funds); and
 - b. Approve first amendment to agreement with Many Mansions dba Esseff Village Associates, L.P. (Contract 5363-2002; not-to-exceed \$200,000 loan of CDBG funds).

FINANCIAL IMPACT:

No Additional Funding Requested. \$308,000 in CDBG funds for new Housing Improvements activity (HS 9938) would be transferred out of the Old Town West budget (CI 4298) and replaced, as needed, after July 1, 2012 from future CDBG funds. The re-classification or conversion from "grants" to "loans" of \$254,600 in prior year CDBG funding for Esseff Village completes a process begun in 2000. No payments of interest or repayment of principal from the two loans will occur until 2040.

BACKGROUND:

1. Transfer of \$308,000 from CI 4298 to HS 9938

The City receives an annual CDBG entitlement grant from the U.S. Department of Housing and Urban Development (HUD). Each year the City must spend a certain percentage of its Federal cash on hand by April 30 or risk losing the funds. This year, 77 percent of the City's CDBG funds are committed to the Old Town West street and drainage improvements project (CI 4298). The competitive bid process to select a contractor to construct the improvements is underway; however, the timing of construction activity, anticipated to begin in April 2012, will not result in sufficient expenditures by April 30, 2012, as are needed to satisfy HUD's requirements for the CDBG program. However, the proposed transfer of \$308,000 from the Old Town West (CI 4298) budget to a new, faster-moving Housing Improvements (HS 9938) activity will enable the City to meet its 2012 CDBG spending requirement. As needed, the full \$308,000, or a portion thereof, will be restored to the CI 4298 budget after July 1, 2012 using future CDBG funds.

2. Conversion of \$254,600 in Prior Year Funding for Esseff Village

In July 2000, the City Council approved Contract 4708-2000 to provide \$54,600 in CDBG funds to Many Mansions (dba Esseff Village Associates, L.P.) to establish a public facility (public safety resource center) at an affordable housing project for senior, disabled and formerly homeless persons. In September 2000, the Contract was amended to afford the City discretion to provide the funds as a grant or a loan. Thereafter, the City accepted Many Mansions' Promissory Note, backed by a Deed of Trust, thereby structuring the \$54,600 transaction as a 40-year loan, with repayment of principal and interest in 2040.

In January 2002, the City Council approved Contract 5363-2002 to provide an additional \$200,000 to Many Mansions (dba Esseff Village Associates, L.P.) to assist with the property acquisition of the former Village Inn Motel, prior to its conversion to 50 studio apartments for very low-income persons with disabilities. The contract provided the City with the discretion to structure the transaction as a grant or a loan. In December 2000, the City accepted Many Mansions' Promissory Note, backed by a Deed of Trust, thereby structuring the \$200,000 transaction as a 40-year loan, with repayment of principal and interest in 2040.

DISCUSSION/ANALYSIS:

1. Transfer of \$308,000 from CI 4298 to HS 9938

In order to accelerate the current rate of CDBG spending to satisfy HUD's April 30 expenditure requirement, as well as to facilitate the construction of priority improvements at local affordable rental housing projects, the City proposes to fund the following three CDBG-funded activities:

Proposed 2012 Housing Improvements (HS 9938) = \$308,000 (CDBG Funds)

Proposed Grant to Many Mansions for Richmond Terrace Apts. = \$ 230,400

(a)	Replace Wood Shingle Siding on 3 Exterior Walls	\$ 60,000
(b)	Repair/Replace/Re-Stripe Asphalt Driveways (Front and Rear)	35,700
(c)	Repair Roofs and Replace Gutters	8,900
(d)	Install interior Emergency Lights; Replace Other Light Fixtures	33,680
(e)	Replace Wall Heater Units	35,100
(f)	Architectural and Permits (soft cost)	5,000
(g)	Contingency – 10 Percent (hard cost)	17,338
(h)	Administrative Fee – 10 Percent	17,344
(i)	Prevailing Wage Monitoring – 10 Percent	17,338
	Sub -Total	\$ 230,400

Proposed Grant to Area Housing Authority for Glenn Oaks Apts. = \$ 77,600

(a)	Purchase and Install 110, double-pane, energy-efficient windows	\$ 70,400
(b)	Administrative Fee – 10 Percent	7,200
	Sub-Total	\$ 77,600

The proposed replacement windows meet the requirements of the American Architectural Manufacturers Association (AAMA), the American Society for Testing and Materials International (ASTM) and the National Fenestration Rating Council (NFRC). The U-value is 0.28 and the Solar Heat Gain Coefficient is 0.23, both exceeding the minimum requirements.

To facilitate the transfer of \$308,000 in CDBG funds to be expended by April 30, staff is recommending that the City Council approve the CDBG contract agreements provided as Attachments # 1 and # 2 to this staff report.

2. Conversion of \$254,600 in Prior Year CDBG Funds for Esseff Village

The attached contract amendments (Attachments # 3 and # 4) have been prepared to document that \$254,600 in prior year CDBG funding for Many Mansions' subsidiary Esseff Village Associates, L.P., was provided as two loans of \$54,600 and \$200,000, respectively, in order to facilitate the project's eligibility for low-income tax credits to project investors.

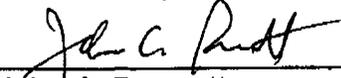
The original contracts provided the City with discretion to structure the funding as grants or loans. The proposed contract amendments confirm that the City's funding was provided as loans, with principal and interest payable to the City in 2040. The approval of these contract amendments clarifies the status of these loans for City and Many Mansions' auditors, the public and HUD officials. HUD and Many Mansions are aware of these proposed transactions and have concurred with staff's recommendation # 2.

COUNCIL GOAL COMPLIANCE:

Meets Council Goal B:

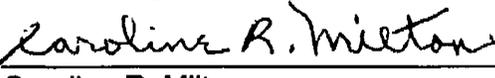
"Operate City government in a fiscally and managerially responsive and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family."

Submitted by:



John C. Prescott
Community Development Director

Prepared by:



Caroline R. Milton
Senior Analyst

Attachments:

- # 1 – Agreement with Many Mansions for \$230,400 Grant of CDBG Funds
- # 2 – Agreement with The Area Housing Authority of the County of Ventura for \$77,600 Grant of CDBG Funds
- # 3 – Amendment # 2 to Agreement with Many Mansions dba Esseff Village Associates, L.P., (Contract 4708-2000); \$54,600 Loan of CDBG Funds
- # 4 - Amendment # 1 to Agreement with Many Mansions dba Esseff Village Associates, L.P., (Contract 5363-2002); \$200,000 Loan of CDBG Funds

January 17, 2012

Mr. Russ Watson
Housing Division Manager
City of Thousand Oaks
2100 Thousand Oaks Boulevard
Thousand Oaks, CA 91362

Re: CDBG PY 2012 Needs Assessment Period: Unmet Needs of Low-Income City Residents

Dear Russ:

I am doing training for next week's homeless count in Ventura tonight and will not be at your meeting.

I would like to state my request: that CDBG funds focus primarily on basic needs of low income households: food, shelter/housing assistance and access to medical care.

We have documented a tremendous increase in the number of households seeking food and free medical care since 2008. As for housing, HPRP funds are now depleted. In the 2009-2011 period we had \$2 million at our disposal in Ventura County to assist families and individuals with housing subsidies, security deposits, moving expenses, etc. The "replacement" funds are an increase of 20% in Emergency Solutions Grants, but that totals less than 200k annually for the entire County, so we will not be able to provide the level of support that we had in the past. I fear we will have an increase in homelessness.

I understand that there is a long history of providing other services with these funds in our community. However, this is a new era of need, unlike any we have lived through in the past. While I appreciate the desire to support quality of life programs, we need to first attend to the basics- we need to know that our residents are fed, housed, and can get medical care – before we attend to other programs.

Thank you for the opportunity to comment, and know that I appreciate the work you do.

Cathy Brudnicki
Executive Director
Ventura County Homeless and Housing Coalition
1317 Del Norte Road
Camarillo, CA 93010

Exhibit F – 4



City of Thousand Oaks

March 26, 2012

Cathy Brudnicki
Executive Director
Ventura County Homeless and Housing Coalition
1317 Del Norte Road
Camarillo, CA 93010

Re: CDBG PY 2012 Needs Assessment Period: Unmet Needs of Low-Income City Residents

Dear Ms. Brudnicki:

Thank you for your January 17 letter identifying food, shelter/housing assistance and access to medical care as the community's primary unmet needs for lower-income persons. We are writing to share with you that the 2011-2012 Social Services Ad Hoc Committee will present its two-year recommendations for grants to non-profit social service providers to the City Council on April 10, 2012.

As in the past, the City is matching CDBG funds for social services with local Social Services Endowment Funds (SSEF). For FY 2012-2013 the City will leverage \$85,192 in Federal CDBG funds with \$110,618 in local SSEF funds for a total social services grants budget of \$195,810 for the period beginning July 1, 2012 through June 30, 2013.

The Social Services Endowment Fund is proposing to allocate these funds as follows:

Housing, Shelter, Food	\$ 60,500	31 %
Senior Services	58,500	30 %
Special Needs and Medical	46,810	24 %
Children and Youth Services	30,000	15 %
	\$ 195,810	100 %

The City also allocated an additional \$15,426 in FY 2011 CDBG funds to assist the Conejo Affordable Housing Workgroup with pre-construction costs related to locating a suitable site for a future year-round emergency shelter. The City appreciates its collaborative relationship with the Ventura County Homeless and Housing Coalition and we value your participation in the CDBG needs assessment process.

Sincerely

Caroline R. Milton
Senior Analyst

CDD\RDA:115-65\H:Common\H&R\2012 CDBG\2012_Action_Plan\VCHHC_Letter.doc



**LETTER OF REQUEST FOR
CDBG FUNDS FROM CITY OF THOUSAND OAKS
2012-13 PROGRAM YEAR**

Project Title	Self Employment Training (SET) Program
Brief Summary of the Project (one sentence)	The SET program trains primarily low- and moderate-income women to start or expand a small business as a strategy for creating long-term financial self sufficiency.
Project Address	374 Poli Street, Suite 207 Ventura, CA 93001
Service Area of Proposed Project (i.e., specific city, countywide, etc.)	Countywide, including outreach to Thousand Oaks (i.e., Newbury Park, Thousand Oaks and parts of Westlake Village)
Funds being requested in this proposal. Complete all that apply.	CDBG \$ <u>10,000</u> ESG \$ _____ HOME \$ _____ ADDI \$ _____
Plan objective	To create family self sufficiency for city residents, expand and diversify the local economy and create new jobs.

General Applicant Information

Full Name of Applicant Organization	Women's Economic Ventures
Street Address, City and Zip Code (Also note mailing address if different)	333 S. Salinas Street, Santa Barbara, CA 93103
Person to Contact Regarding this Application	Name: Marsha Bailey Address: 333 S. Salinas St., Santa Barbara, CA 93103 Phone Number: 805.965.6073 FAX Number: 805.962-9622 Email: mbailey@wevonline.org
Organization's Federal Identification Number (Tax ID #)	95-3674624

Exhibit F – 5

Organizational Description & Mission: *Women's Economic Ventures is dedicated to creating an equitable and just society through the economic empowerment of women.* Our goal is to provide our clients, primarily women, with training and support to start or expand a small business as a strategy for creating long-term financial self sufficiency. We began in 1991 with a peer lending program based on the Grameen Bank model and shortly thereafter developed our core 14-week Self Employment Training (SET) course. In 1995, we established the Small Business Loan Fund which provides up to \$50,000 in capital to local, pre-bankable businesses. Since inception, we have served over 10,000 clients and made over \$2.8 million in loans. While we target our services toward women, we serve men as well.

In 2011, WEV provided training and support to 36 entrepreneurs in and around the city of Thousand Oaks and assisted 15 businesses, including 8 startups. ***Since inception, WEV has served over 260 city residents through our programs, and has helped start or expand 83 businesses, with an estimated 124.5 jobs created or retained.***

Programs & Activities: WEV provides three training programs – **Business Ready**, a 10-hour workshop to help clients refine a business idea, **Self Employment Training (SET)** a 14-week comprehensive course to help clients develop a business idea and complete a written business plan, and **Business Plan Intensive (BPI)**, an accelerated, 6-week course to enable capable clients to update an existing business plan or complete a new one and to access capital more quickly. WEV's **Small Business Loan Fund (SBLF)** provides startup loans of up to \$25k and expansion loans of up to \$50k to pre-bankable businesses, as well as seasonal inventory and professional development loans. In 2010, WEV launched **Thrive in Five®**, an innovative approach to entrepreneurial development which is based on a case management model and helps clients grow and stabilize their businesses over a period of two to five years. Working with a WEV Business Development Specialist and a cadre of expert consultants, business owners create an individualized service plan which includes consulting, coaching training and capital in order to achieve their business goals. WEV also offers ongoing support through networking events and our newly-launched Business Roundtables.

Constituency Served: WEV serves clients in three regions: Santa Barbara County, Ventura County, and the mountain communities of southern Kern County. 84% of our clients are women, and 68% are low income. 54% are Caucasian, 33% Latino, 1% African-American, 2% Native American, and 4% Asian, (6% unknown). 4% are disabled and 20% are 50+ years old. Our clients often remain connected to WEV post-service and serve on our Board, participate in alumni fundraising campaigns, mentor other clients, and speak on behalf of WEV at donor cultivation events. This request pertains to our clients in Thousand Oaks, including areas of Westlake Village and Newbury Park.

Relationships with other organizations: WEV is the only organization in our region that provides comprehensive microenterprise training, technical assistance and capital under one umbrella and specifically targets women. The local Small Business Development Center (SBDC) and SCORE (Service Core of Retired Executives) specialize in one-on-one business consulting, and WEV recently began a partnership with both organizations to provide consulting to our SET and Thrive in Five® clients. Several local banks and businesses provide subject matter experts as volunteer guest speakers in our classes and also participate on WEV's Loan Review Committee. In addition, WEV partners with the Federal Technology Center which provides quarterly training on government procurement at WEV's facilities, the Santa Barbara Housing Authority to teach credit literacy to low-income residents, the Hudson Institute to provide executive coaching and the IRS Volunteer Income Tax Assistance (VITA) program to help sole proprietors prepare their tax returns. WEV continues to partner with local banks, including Montecito Bank & Trust, who participates on our Loan Review Committee.

Project Description / Request: WEV requests support for our Self Employment Training (SET) Program. City funds will be used to provide scholarships to low- and moderate-income residents, as well as cover program-related expenses such as facility rentals, program staff wages and marketing costs.

SET is a 14-week, 56-hour course that is offered bi-annually in multiple locations, with one class held in Thousand Oaks each season. Each weekly 3-hour session covers a single topic like self-assessment,

business feasibility, marketing, finance, operational and personnel management. SET is taught by a contract instructor using WEV's custom curriculum, "*From Vision to Venture: Planning for Business Success*". Local business experts are engaged each week as guest speakers and consultants who provide one-on-one business plan assistance. Two full-time staff members, a Program Manager and Program Coordinator, oversee the day to day operations of the program.

Because SET is targeted toward low-income women, over 95% of clients receive scholarship assistance to attend the course. It costs WEV \$2,500 per client to provide the 14-week training, however the average client's tuition is just \$400.

SET does more than simply teach clients how to write a business plan and successfully run a business. It lays a foundation of knowledge and confidence that enables them to excel in all areas of life. Many clients who have chosen not to start a business after taking SET say that the skills they learned in the class helped them secure a better wage job. And the majority of our clients report feeling more in control of their financial future as a result of the class. 71% agree that WEV has helped them to set personal goals.

Community Need: The economy is slowly recovering, but unemployment is still a huge problem. More than 4 million Americans report being out of work for more than 12 months, and unemployment is still above average in Ventura County (9.4%). The Southern California Leadership Council reports that since January 2007, more than 2,500 employers have left the state, taking with them over 100,000 jobs. California lost over 250,000 jobs in 2008 alone.

Small businesses create jobs. According to AEO (Association of Enterprise Opportunity), if just one of every three small businesses hired one employee, the nation would be at full employment. A December 2010 report published by the local Small Business Development Center reported that between 2005 and 2009, over 2,000 small businesses (fewer than 5 employees) started in Ventura County, adding 1,000+ jobs to the economy, while larger firms closed and lost thousands of jobs.

There is no other organization like WEV in our region that provides the targeted, comprehensive support to help start and stabilize small businesses. Each year, hundreds of our clients create a job for themselves with WEV's help. Many will go on to create jobs for others and help re-build the local economy.

Project Goals: In program year 2012-2013, WEV's goal is to serve 5 residents through our SET program and an additional 10 clients through our other small business development programs.

Evaluation and Outcomes: WEV's goal is simple – to help start and sustain small businesses and create jobs. However, the success of the program is defined by several key indicators, including client satisfaction, the number of clients/businesses served, business performance (sales, jobs created or retained), and client financial impact (household income, owner's draw). To measure these indicators, WEV collects pertinent baseline demographic and income data from each client at intake. Evaluations are collected after SET and advanced training workshops. Client outcomes surveys are conducted annually to measure the longer-term impact of WEV's services, as well as to maintain and improve program quality.

Since 2003, WEV has participated in the Aspen Institute's Microtest Client Outcomes data collection project, conducting in-depth interviews with a random sample of clients 12-18 months after receiving services. Nearly ten years of follow up survey data prove that our programs better our clients' lives both tangibly and intangibly through increased financial security, business knowledge and improvements in self-efficacy and confidence. On average, 63% of our clients start or expand a business within 12-18 months of receiving services. Over 57% report higher household incomes. Our clients' businesses create an average of 2.1 jobs each and pay an average of \$14.20/hr. **In the last five years, our clients' businesses have created 787 new jobs, retained 1,470 existing jobs and generated an estimated \$7.3 million in tax revenues.**

Nothing affirms the impact of our programs more than our client's successes. After working for years as a ballroom dance instructor for another company, Maria D. took WEV's SET class to pursue her dream of running her own dance studio. Shortly after completing the course, she opened the studio in Westlake Village and in six months, increased her sales by 50% and doubled her owner's draw. She now has a job that both pays her bills and fulfills her passion – and she has created 8 jobs for others in the community. She is currently a participant in our Thrive in Five® Program with goals to grow her business even further.

Current Program Funding for FY 2011-12 (Current Year)

Name of Current Funding Sources	Check if CDBG Funds	Amount
City Funding	X	\$ 60,000
County Funding		\$ 0
Federal Funding		\$ 47,952
Foundations and Corporations		\$ 159,000
Donations		\$ 50,000
Client Fees, Loan Fund Interest, Investments		\$ 144,293
Total FY 2011-12 Program Budget (may be a subset of Agency's budget)		\$ 461,245

Funding Sources FY 2012-13 (Application Year)

Sources of revenue to be utilized on the project	Amount
CDBG funds requested in this application	\$ 10,000*
CDBG funds requested from other jurisdictions	\$ 0
State and local funds (list) City of Ventura	\$ 50,000
Federal Funds (Small Business Administration)	\$ 59,347
Private funds (list) (includes donations and private/corporate foundation grants)	\$224,000
Other funds (explain) Client Fees, Loan Fund Interest, Investments	\$70,580
Total FY 2012-13 Program Budget (may be a subset of Agency's budget)	\$416,927

* City of Thousand Oaks CDBG funds will be used to provide scholarship assistance to low- and moderate-income residents participating in SET and pay for other program-related expenses such as staff salaries, facility rentals, mileage and marketing costs.

Caroline Milton - Proposed CDBG Grant for WEV

From: Caroline Milton
To: Fletcher, Amy
Date: 3/27/2012 12:06 PM
Subject: Proposed CDBG Grant for WEV
Attachments: 41012_Staff_Report.doc

Hello, Amy. This message is to confirm that the City of Thousand Oaks is proposing to use \$10,000 of its Program Year 2012-2013 CDBG entitlement for a grant to WEV in support of the Self-Employment Training (SET) Program. Attached FYI is a draft copy of a staff report to be presented to the City Council at its 6 pm, April 10, 2012 meeting. The City looks forward to continuing its collaborative relationship with WEV in the coming year.

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

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

City's F – 5 Response

March 15, 2012

Caroline Milton

I'm writing to put
my input in as far
as the amount of
money you will be
spending on C4 B6
for low income
housing, and what
you keep will you do
for citizens in the
city complexes? In
hoping it will be
the best it can
be. Low income
people deserve to



have repairs kept
up.

Mary Harris
P.O. Box 1413
Thousand Oaks, CA 91358



City of Thousand Oaks

COMMUNITY DEVELOPMENT DEPARTMENT
JOHN C. PRESCOTT, DIRECTOR

BUILDING DIVISION (805) 449-2500
PLANNING DIVISION (805) 449-2323
HOUSING/REDEVELOPMENT DIV. (805) 449-2393

March 21, 2012

Mrs. Mary Harris
P.O. Box 1413
Thousand Oaks, CA 91358-1413

Re: Comments on Draft FY 2013 CDBG Action Plan

Dear Mrs. Harris:

Thank you for submitting your comments on the City's draft FY 2012 Community Development Block Grant (CDBG) Action Plan for the U.S. Department of Housing and Urban Development (HUD). In your letter you request that the City use its funds to assist low-income housing and low-income residents with necessary repairs.

You will be pleased to know that in the current FY 2011 Action Plan, the City granted \$240,300 to Many Mansions for exterior repairs at the lower-income, 27-unit Richmond Terrace Apartments on Wilbur Road. These funds will be used to replace wood shingle siding on 3 exterior walls, repairing and replacing roofs and gutters, installing interior emergency lights and repairing, replacing and re-striping asphalt driveways.

The City also granted \$77,600 to the Area Housing Authority of the County of Ventura for the installation of energy-efficient windows at the 37-unit, lower-income Glenn Oaks Senior Apartments also on Wilbur Road.

In addition, over the past several years, the City has used other CDBG funds for repairs at the Bella Vista Apartments on Los Feliz Drive. Although the City is not specifically identifying any other housing improvements projects for its FY 2012-2013 CDBG funding, the City will continue to work collaboratively with non-profit housing providers to maintain and preserve the City's supply of affordable rental units.

Again, thank you for participating in the City's Consolidated Plan update process and providing your comments on the FY 2012-2013 draft CDBG Action Plan.

Sincerely,

A handwritten signature in cursive script that reads "Caroline R. Milton".

Caroline R. Milton, Senior Analyst
Community Development Department

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PERFORMANCE MEASUREMENT SYSTEM (OCT. 1, 2006)			
OUTCOME STATEMENTS for		<i>Old Town West Improvements (CI 4298)</i>	
Objective for this Low/Mod Area Benefit Activity		Suitable Living Environment	
Outcome for this Low/Mod Area Benefit Activity		Sustainability	
	Outcome # 1 Availability/Accessibility	Outcome # 2 Decent Housing	Outcome # 3 Sustainability
OBJECTIVE # 1 <i>Suitable Living Environment</i>	Availability/Accessibility for the purpose of creating Suitable Living Environment	Affordability for the purpose of creating Suitable Living Environments	<i>Sustainability for the purpose of creating Suitable Living Environments</i>
OBJECTIVE # 2 <i>Decent Housing</i>	Availability/Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
OBJECTIVE # 3 <i>Economic Opportunity</i>	Availability/Accessibility for the purpose of creating Economic Opportunity	Affordability for the purpose of creating Economic Opportunity	Sustainability for the purpose of creating Economic Opportunity
COMMON INDICATORS			
1. Amount of Money Leveraged	\$429,205 (Citywide Miscellaneous Streets Developer Fees)		
2. Number of Persons Assisted	# Persons Assisted	3,644	
3. Income Levels of Persons Assisted	# Low-Income Persons	2,736	
	# Very Low-Income Persons	908	
4. Race, Ethnicity and Disability Data	Not available at this time		
SPECIFIC INDICATORS: LOW/MOD AREA ACTIVITIES			
5. # Persons Assisted with New (or Continued) Access to a Facility or Infrastructure Benefit	-0-		
6. # Persons Assisted with Improved Access to a Facility Or Infrastructure Benefit	3,644		
7. # Persons No longer having (or continuing to have) access To a Substandard Facility of Infrastructure	-0-		

Exhibit G – 1

PERFORMANCE MEASUREMENT SYSTEM (OCT. 1, 2006)			
OUTCOME STATEMENTS for		Day Labor Site (BG 2025)	
Objective for this Low/Mod Area Benefit Activity		Suitable Living Environment	
Outcome for this Low/Mod Area Benefit Activity		Sustainability	
	Outcome # 1 Availability/Accessibility	Outcome # 2 Decent Housing	Outcome # 3 Sustainability
<i>OBJECTIVE # 1 Suitable Living Environment</i>	Availability/Accessibility for the purpose of creating Suitable Living Environment	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
<i>OBJECTIVE # 2 Decent Housing</i>	Availability/Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
OBJECTIVE # 3 Economic Opportunity	Availability/Accessibility for the purpose of creating Economic Opportunity	Affordability for the purpose of creating Economic Opportunity	Sustainability for the purpose of creating Economic Opportunity
COMMON INDICATORS			
1. Amount of Money Leveraged		None at this time	
2. Number of Persons Assisted		# Persons Assisted	250
3. Income Levels of Persons Assisted		# Low-Income Persons	-0-
		# Very Low-Income Persons	250
4. Race, Ethnicity and Disability Data		Not available at this time	
SPECIFIC INDICATORS: LOW/MOD AREA ACTIVITIES			
5. # Persons Assisted with New (or Continued) Access to a Facility or Infrastructure Benefit		-0-	
6. # Persons Assisted with Improved Access to a Facility Or Infrastructure Benefit		250	
7. # Persons No longer having (or continuing to have) access To a Substandard Facility of Infrastructure		-0-	

Exhibit G – 2

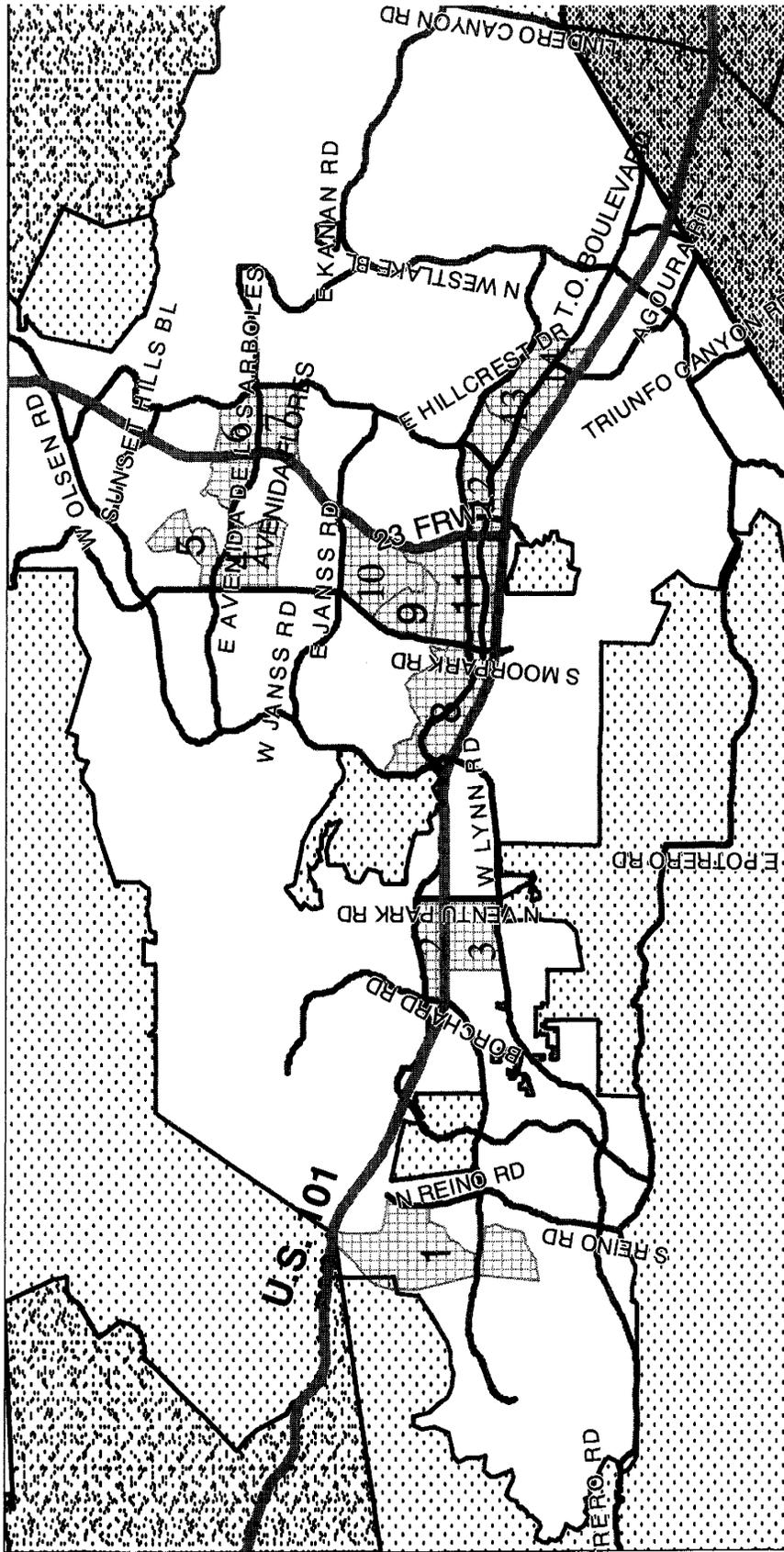
PERFORMANCE MEASUREMENT SYSTEM (OCT. 1, 2006)			
OUTCOME STATEMENTS for		<i>Women's Economic Ventures (BG 2022)</i>	
Objective for this Low/Mod Area Benefit Activity		Economic Opportunity	
Outcome for this Low/Mod Area Benefit Activity		Availability/Accessibility	
	<i>Outcome # 1 Availability/Accessibility</i>	Outcome # 2 Decent Housing	Outcome # 3 Sustainability
<i>OBJECTIVE # 1 Suitable Living Environment</i>	Availability/Accessibility for the purpose of creating Suitable Living Environment	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
<i>OBJECTIVE # 2 Decent Housing</i>	Availability/Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
<i>OBJECTIVE # 3 Economic Opportunity</i>	<i>Availability/Accessibility for the purpose of creating Economic Opportunity</i>	Affordability for the purpose of creating Economic Opportunity	Sustainability for the purpose of creating Economic Opportunity
COMMON INDICATORS			
1. Amount of Money Leveraged		\$ 451,245	
2. Number of Persons Assisted		# Persons Assisted	12
3. Income Levels of Persons Assisted		# Low-Income Persons	5
		# Very Low-Income Persons	5
4. Race, Ethnicity and Disability Data		Not available at this time	
SPECIFIC INDICATORS: LOW/MOD AREA ACTIVITIES			
5. # Persons Assisted with New (or Continued) Access to a Facility or Infrastructure Benefit		12	
6. # Persons Assisted with Improved Access to a Facility Or Infrastructure Benefit		-0-	
7. # Persons No longer having (or continuing to have) access To a Substandard Facility of Infrastructure		-0-	

Exhibit G – 3

PERFORMANCE MEASUREMENT SYSTEM (OCT. 1, 2006)			
OUTCOME STATEMENTS for		Public and Social Services Grants	
Objective for this Low/Mod Area Benefit Activity		Suitable Living Environment	
Outcome for this Low/Mod Area Benefit Activity		Availability/Accessibility	
	Outcome # 1 Availability/Accessibility	Outcome # 2 Decent Housing	Outcome # 3 Sustainability
OBJECTIVE # 1 Suitable Living Environment	Availability/Accessibility for the purpose of creating Suitable Living Environment	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
OBJECTIVE # 2 Decent Housing	Availability/Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
OBJECTIVE # 3 Economic Opportunity	Availability/Accessibility for the purpose of creating Economic Opportunity	Affordability for the purpose of creating Economic Opportunity	Sustainability for the purpose of creating Economic Opportunity
COMMON INDICATORS			
1. Amount of Money Leveraged		None at this time	
2. Number of Persons Assisted		# Persons Assisted	13,000 (Est.)
3. Income Levels of Persons Assisted		# Low-Income Persons	11,700 (Est.)
		# Very Low-Income Persons	1,300 (Est.)
4. Race, Ethnicity and Disability Data		Not available at this time	
SPECIFIC INDICATORS: LOW/MOD AREA ACTIVITIES			
5. # Persons Assisted with New (or Continued) Access to a Facility or Infrastructure Benefit			6,500 (Est.)
6. # Persons Assisted with Improved Access to a Facility Or Infrastructure Benefit			6,500 (Est.)
7. # Persons No longer having (or continuing to have) access To a Substandard Facility of Infrastructure			-0-

Exhibit G – 4

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

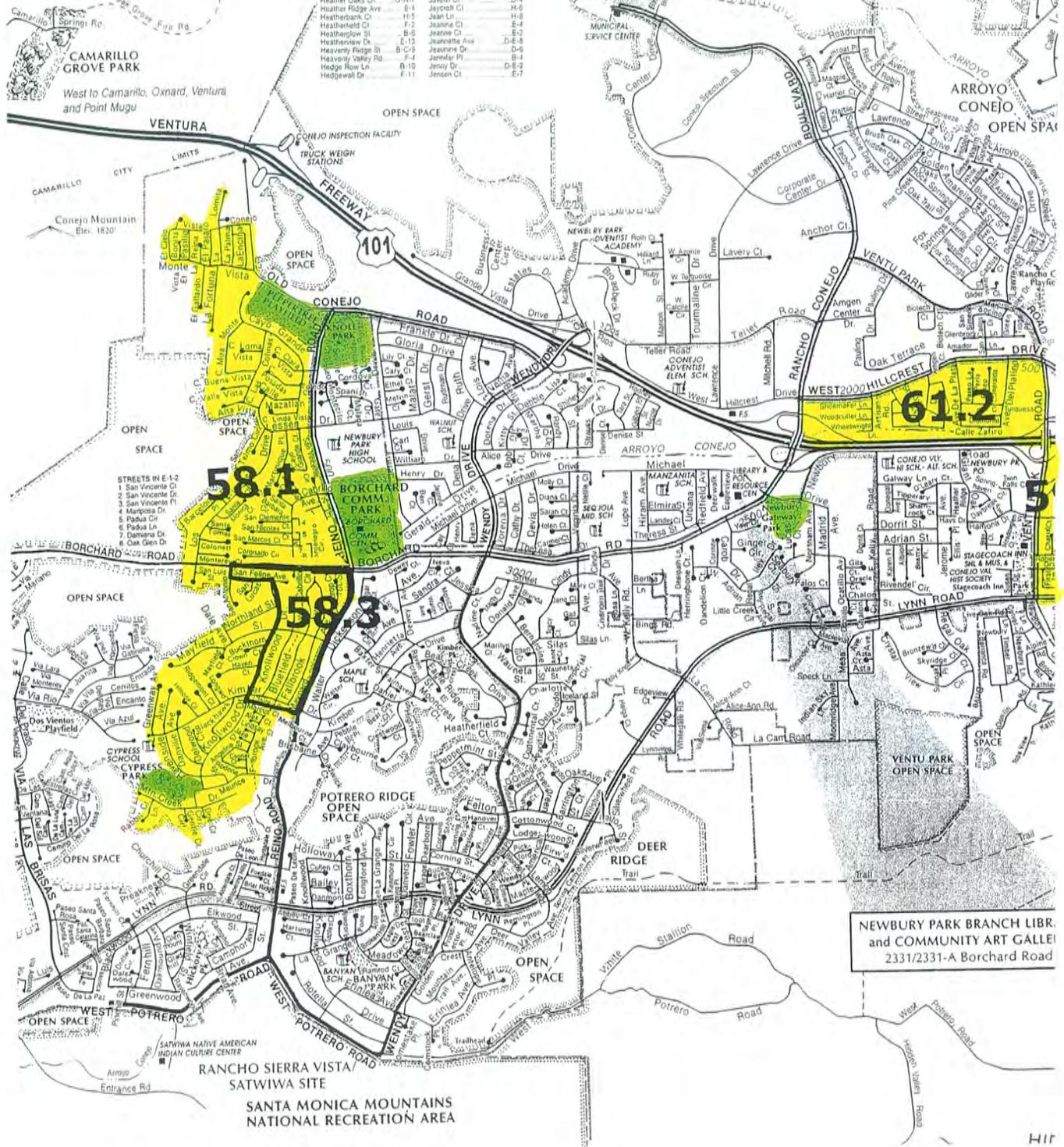


City's Census 2000 Block Groups with at Least 29.4% Low/Mod Households

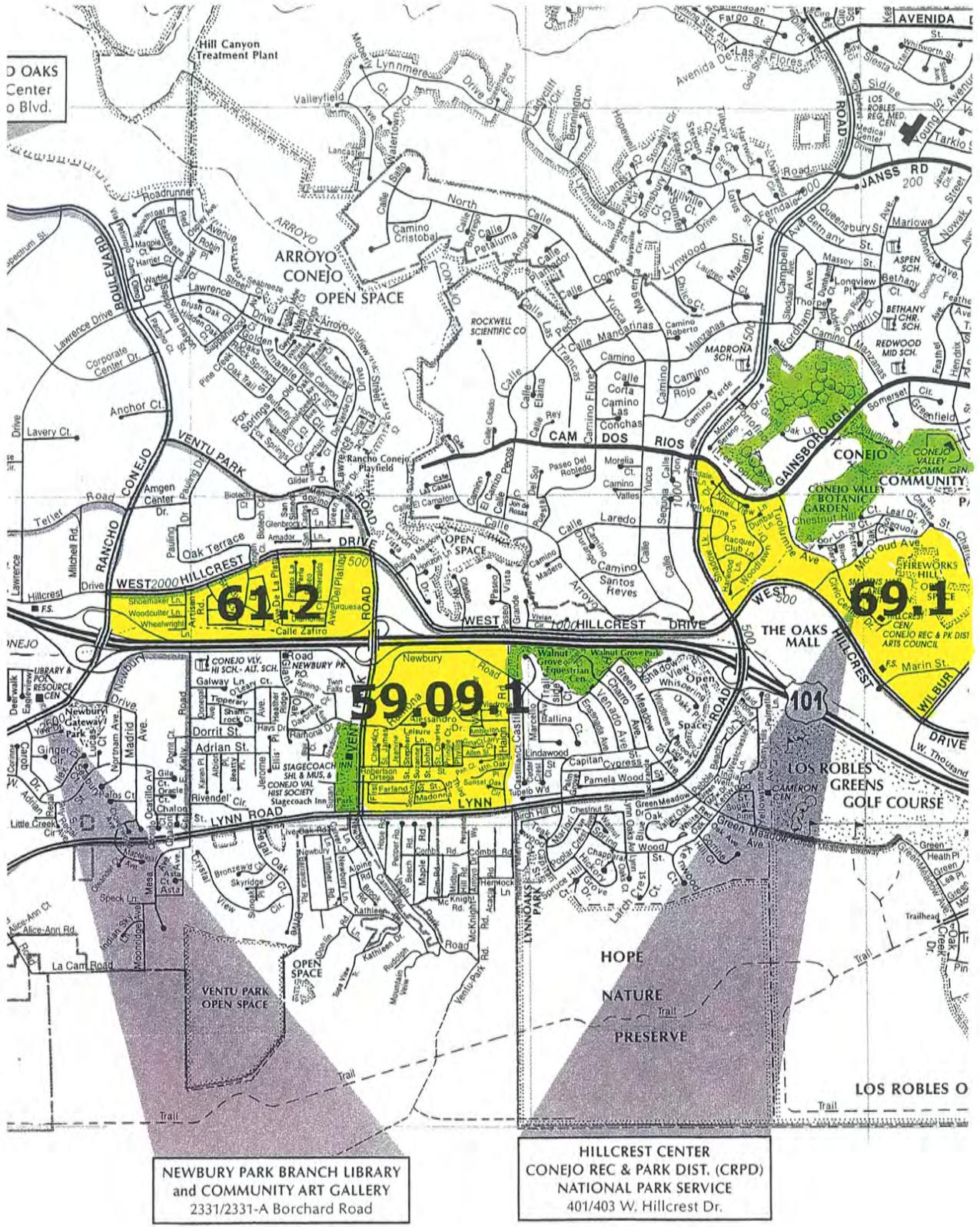
Census Tract	Block Group	Low/Mod %	Census Tract	Block Group	Low/Mod %
1	1	30.0	8	2	35.4
2	3	32.8	9	3	57.0
3	2	65.0	10	3	49.2
4	1	40.7	11	2	30.1
5	2	48.7	12	1	49.9
6	4	34.5	13	1	67.5
7	6	53.6	14	2	63.3

omni Ln	F-4	Evergreen Ave	F-2	Gard Ln	E-4	Highway 101	E-8
erick Ave	D-6	Evergreen Ct	B-11	Geyer Ct	D-4	Hausler Cr	E-8
erick Ct	A-10	Evergreen Ave	C-8	Giant Oak Dr	E-3	Havenwood Dr	E-7
erick Ct	D-6	Faculty Ct	C-6	Giblet St	E-3	Hawkeye Pl	E-3
erick Ct	C-9, E-13	Faculty Ct	C-6	Giles Rd	H-6	Hawkside Ave	F-7
erick Ct	E-10	Faculty St	C-6	Gillingham Cr	C-8	Hawkeye Ct	A-8, B-10
erick St	D-7	Farbreeze Cr	H-5	Gira Ct	E-4	Hawthorne Dr	E-11, E-12
erick St	E-2	Farbreeze Rd	A-10	Ginger Ct	E-3	Haystack St	C-8, 9
						Hays Dr	E-4
						Hazlet Cr	F-11
						Hazletwood Wy	A-10
						Health Meadow Pl	A-10
						Health Meadow Pl	A-10
						Heather Ct	F-12
						Heather Oaks Ln	G-10, 7
						Heather Ridge Ave	E-4
						Heatherbank Ct	F-2
						Heatherfield Ct	F-2
						Heatherwood St	B-8
						Heatherwood Dr	A-10
						Heavenly Ridge St	B-5, 6
						Heavenly Valley Rd	F-7
						Hedge Row Ln	B-10
						Hedgwall Cr	F-11

CITY OF THOUSAND OAKS
Municipal Service Center
*993 Rancho Conejo Blvd.



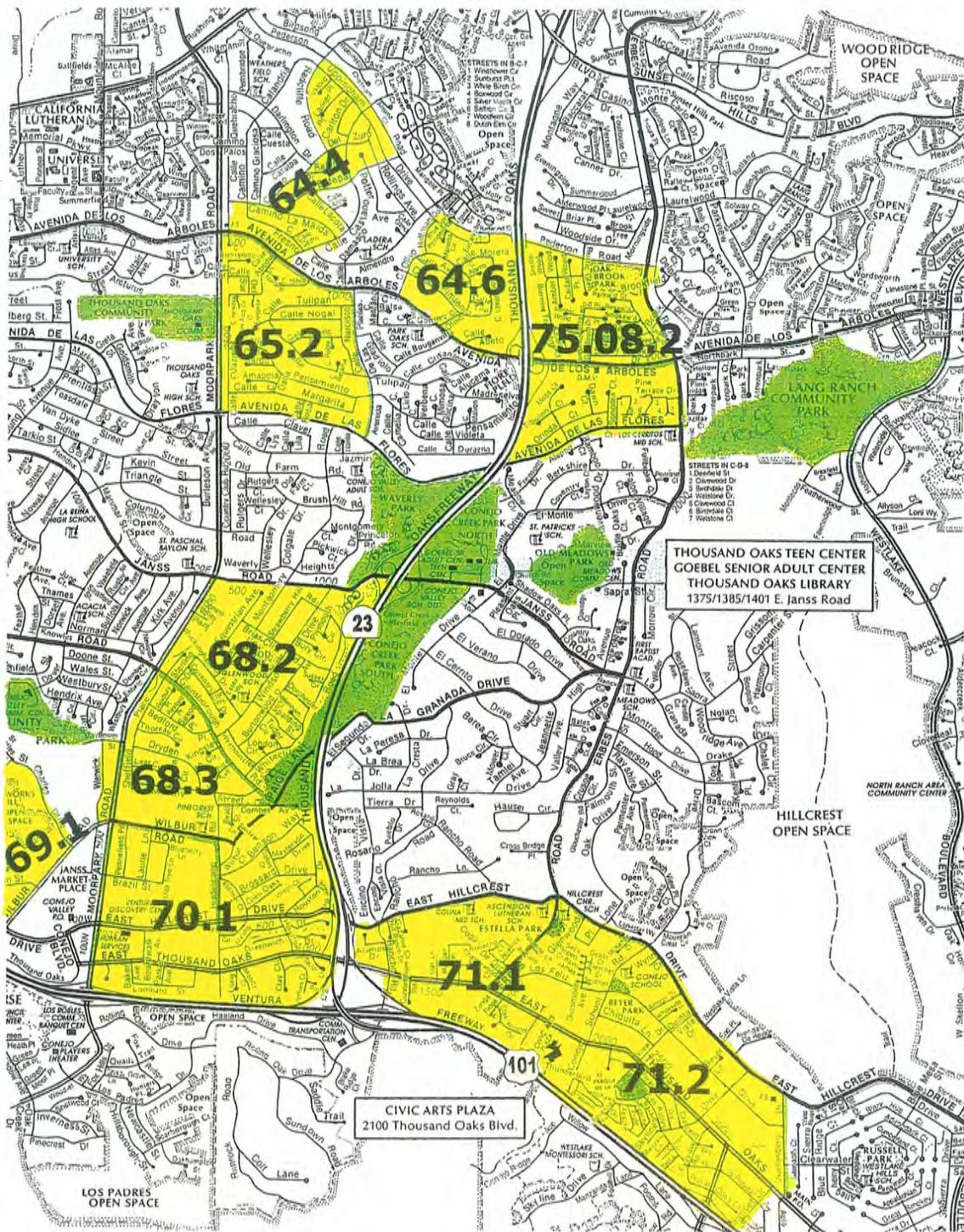
Map H - 2



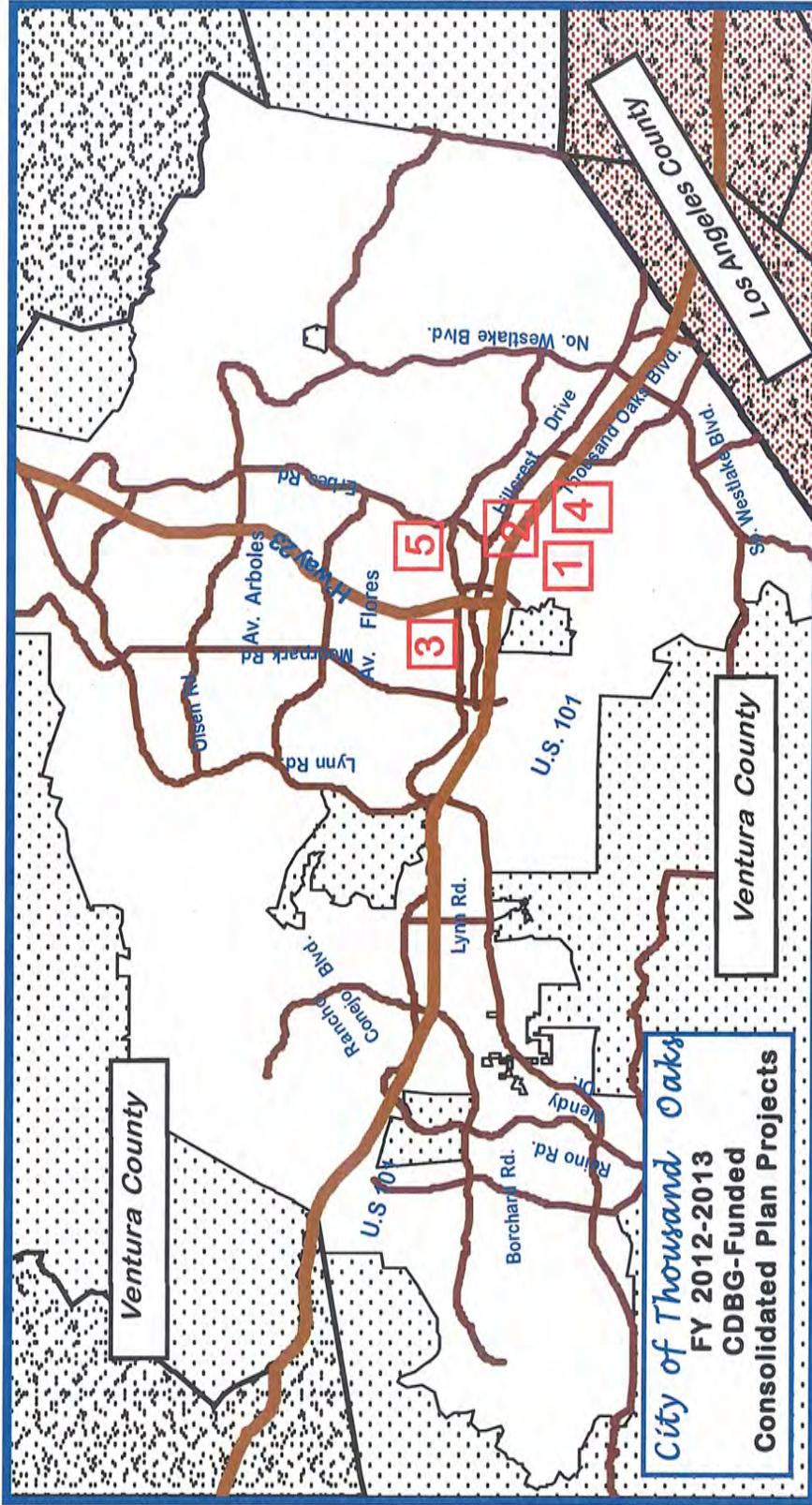
NEWBURY PARK BRANCH LIBRARY
and COMMUNITY ART GALLERY
2331/2331-A Borchard Road

HILLCREST CENTER
CONEJO REC & PARK DIST. (CRPD)
NATIONAL PARK SERVICE
401/403 W. Hillcrest Dr.

Map H - 3



Map H - 4

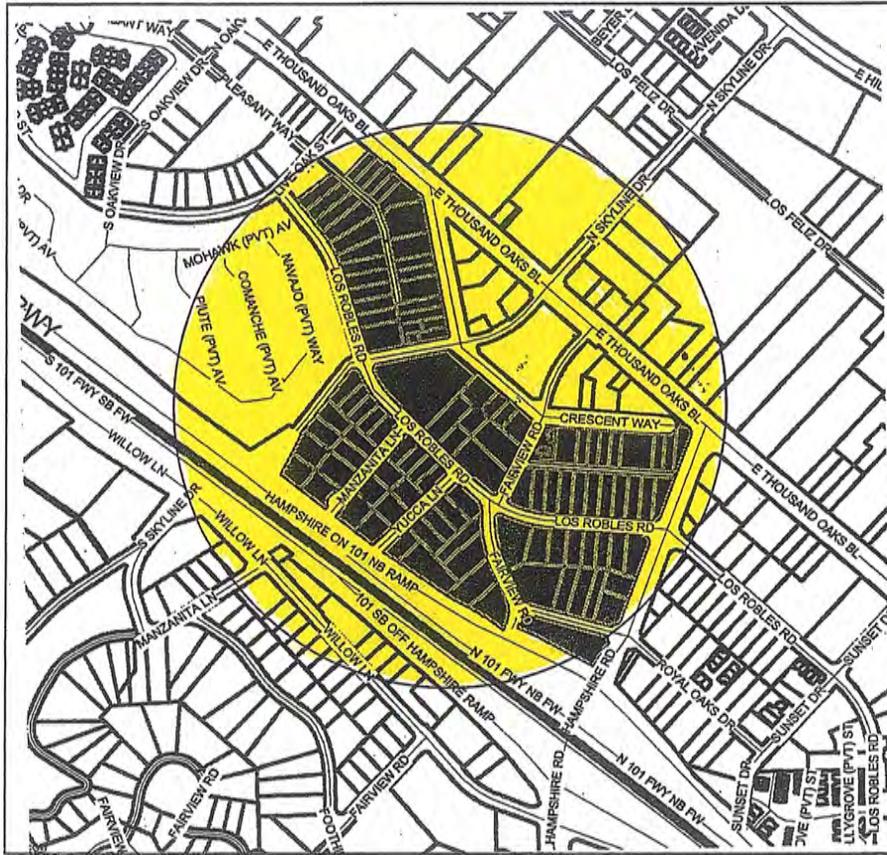


Map H - 5

PY 2012 – 2013 CDBG Action Plan Project

Title: **Old Town West Neighborhood Improvements**

Eligibility: **Low/Mod Area Benefit**



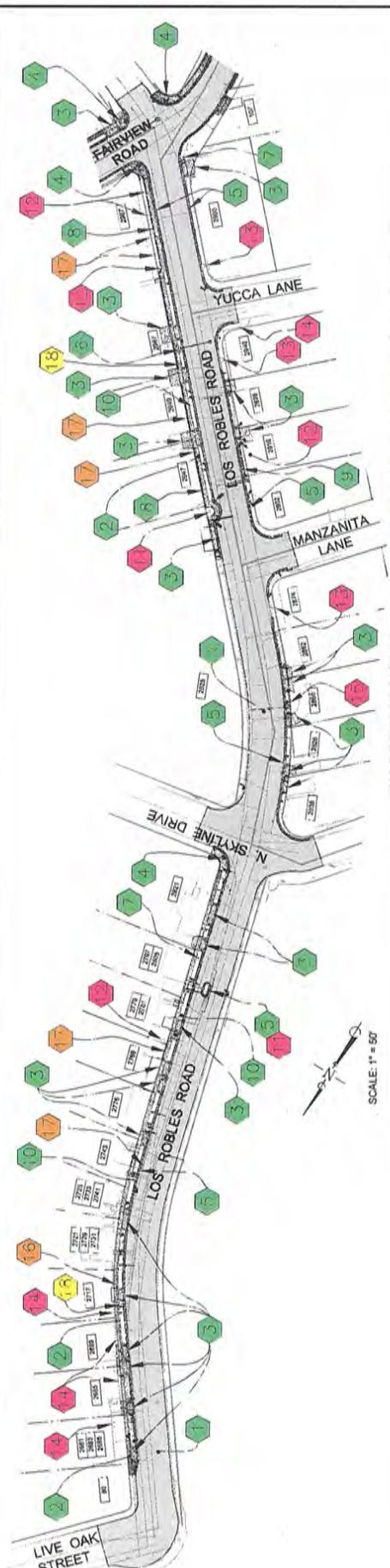
Location: **North of U.S. Highway 101
East of Live Oak Street
South of Thousand Oaks Boulevard
West of Hampshire Road**

Census Tract: **71**

Block Group: **2**

Low/Mod Percentage: **63.30**

Map H - 7



LOS ROBLES ROAD
SCALE: 1" = 50'

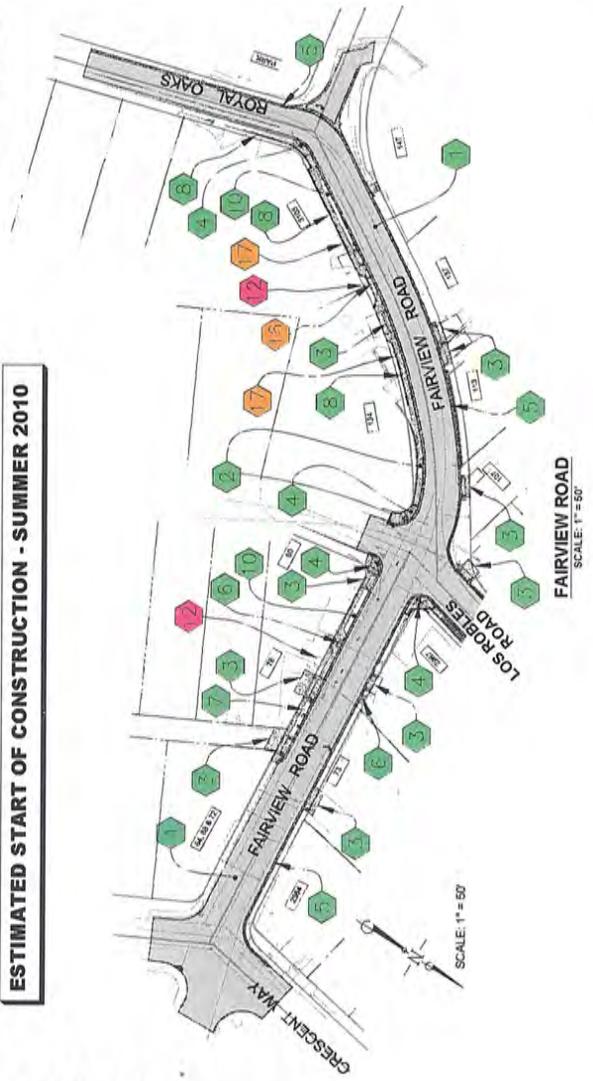
PROPOSED IMPROVEMENTS:
(NUMBERED ITEM BELOW CORRESPONDS TO NUMBER WITHIN HEXAGON ON DRAWING)

- 1 PROPOSED PAVEMENT IMPROVEMENTS AND ROAD SLURRY SEAL.
- 2 PROPOSED SIDEWALK.
- 3 PROPOSED DRIVEWAYS AT VARIOUS LOCATIONS.
- 4 PROPOSED ACCESS RAMPS.
- 5 PROPOSED CONCRETE CURB AND GUTTER IMPROVEMENTS.
- 6 PROPOSED DROP INLET / DRAINAGE IMPROVEMENT.
- 7 PROPOSED PEDESTRIAN LIGHT.
- 8 PROPOSED RETAINING CURB WITH FENCE.
- 9 PROPOSED RETAINING WALL.
- 10 PROPOSED PARKWAY AT VARIOUS LOCATIONS.
- 11 EXISTING OAK TREE TO REMAIN.
- 12 EXISTING TREE TO REMAIN.
- 13 EXISTING DRAINAGE FACILITY TO REMAIN.
- 14 EXISTING FENCE TO REMAIN.
- 15 EXISTING WALL TO REMAIN.
- 16 EXISTING POLE TO BE RELOCATED.
- 17 EXISTING FENCE TO BE RELOCATED.
- 18 EXISTING TREE TO BE REMOVED.

LEGEND:

- PROPOSED IMPROVEMENTS.
- EXISTING ITEMS TO REMAIN.
- EXISTING ITEMS TO BE RELOCATED.
- EXISTING ITEMS TO BE REMOVED.

ESTIMATED START OF CONSTRUCTION - SUMMER 2010



FAIRVIEW ROAD
SCALE: 1" = 50'



REVISIONS	
NO.	DESCRIPTION

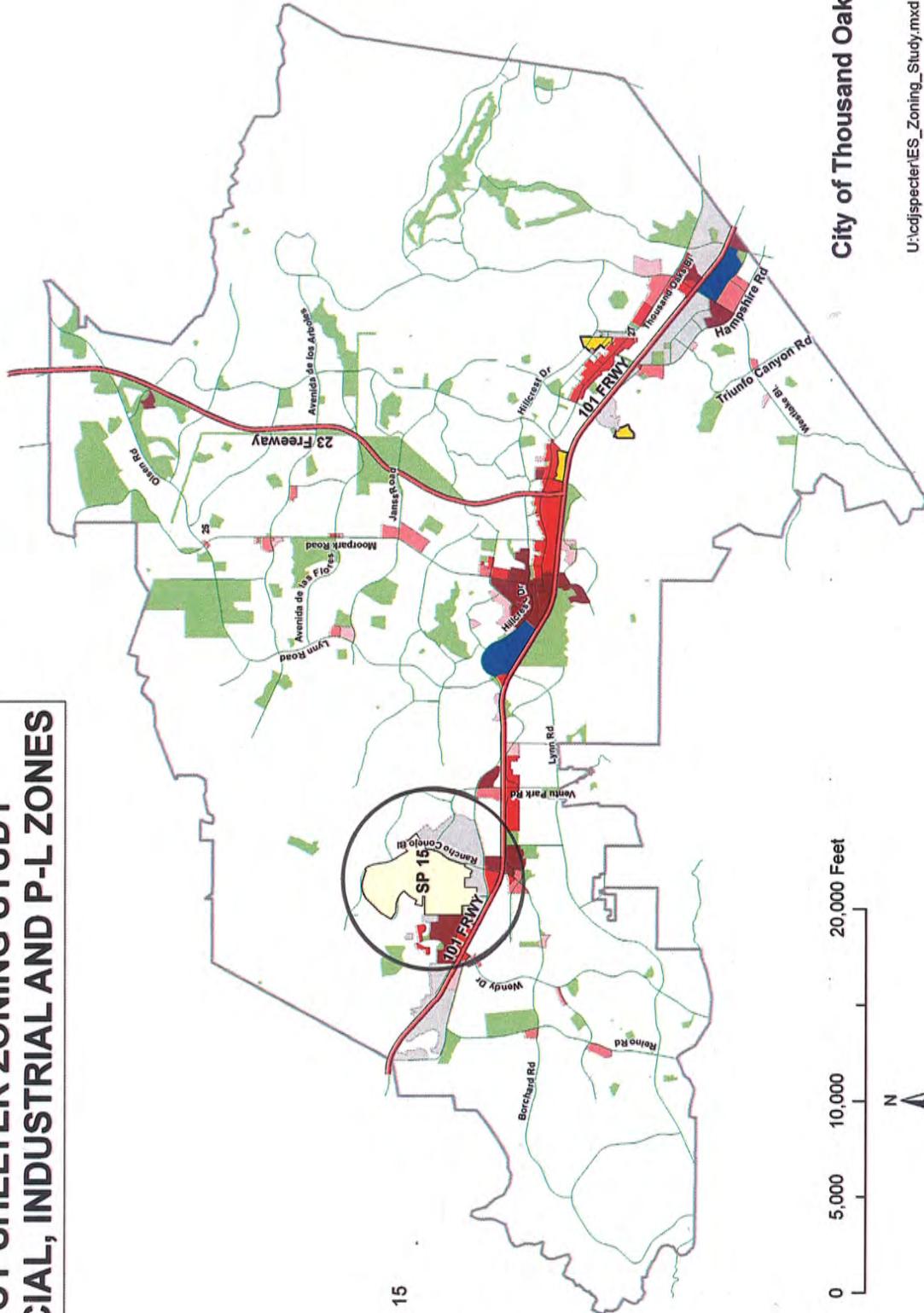


CITY OF THOUSAND OAKS
PUBLIC WORKS DEPARTMENT
OLD TOWN WEST IMPROVEMENTS

FLOWERS & ASSOCIATES, INC.
201 N. Calle Cesar Chavez, Suite 100
Santa Barbara, CA 93103
Telephone (805) 966-2224

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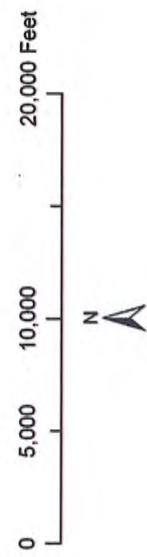
**EMERGENCY SHELTER ZONING STUDY
COMMERCIAL, INDUSTRIAL AND P-L ZONES**



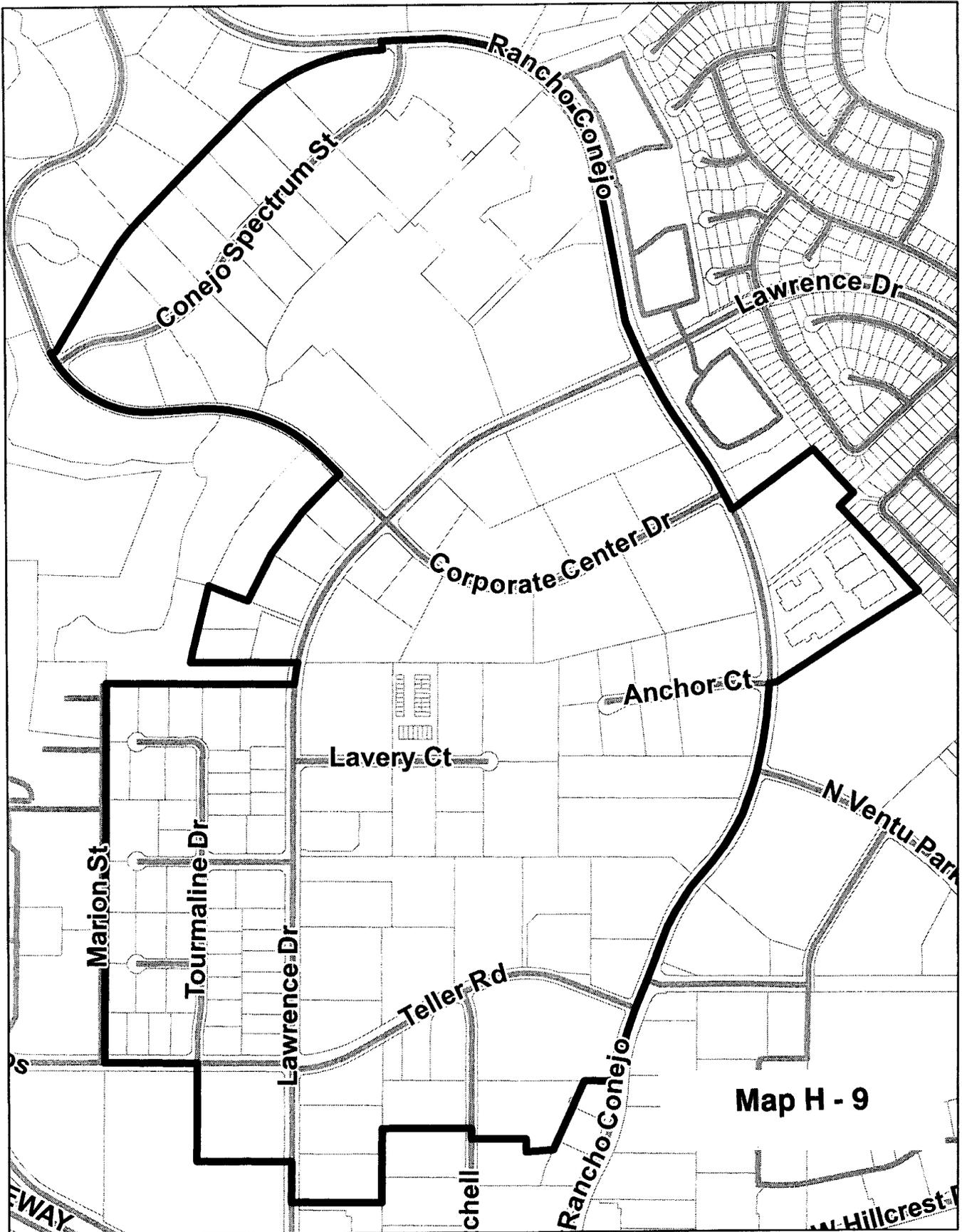
City of Thousand Oaks

U:\cdjspecter\ES_Zoning_Study.mxd

- Legend**
- Specific_Plan 15
 - freeway
 - City_border
 - roadway
 - C-O
 - C-1
 - C-2
 - C-3
 - C-4
 - M-1
 - M-2
 - P-L



Specific Plan 15

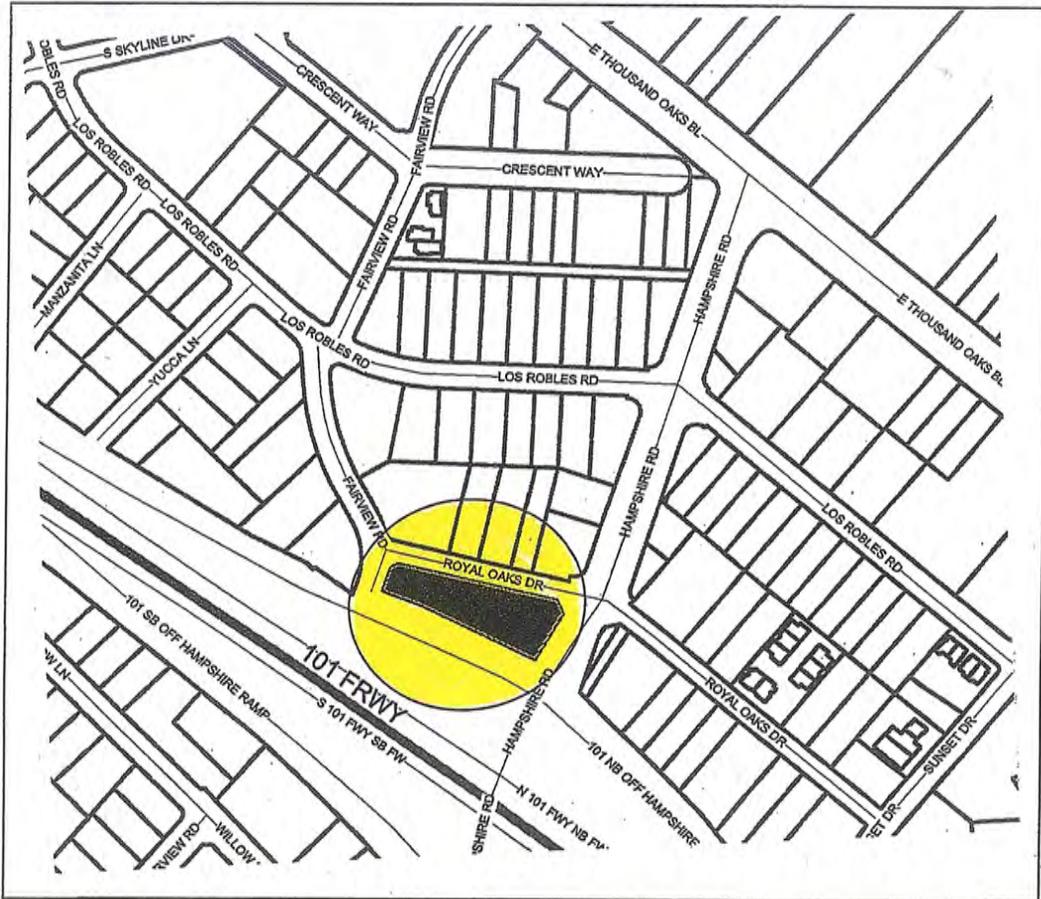


Map H - 9

PY 2012 – 2013 CDBG Action Plan Project

Title: **Code Enforcement at Day Labor Site**

Eligibility: **Low/Mod Area Benefit**



Location: **3120 Royal Oaks Drive**

Census Tract: **71**

Block Group: **2**

Low.Mod Percentage: **63.30**

Proposal for CDBG Funds

'Development of an Emergency Shelter'

Many Mansions & Conejo Valley Affordable Housing Workgroup

February 16, 2011

Exhibit I

Table of Contents

I.	Request.....	1
II.	Background.....	1
A.	10 Year Strategy to End Homelessness	1
B.	Conejo Affordable Housing Workgroup; Goals for Thousand Oaks	1
C.	Development of a Year-Round Emergency Shelter	2
III.	Proposed Use of Funds	3
IV.	Eligible Activities – CDBG Laws & Regulations	4

I. Request

Many Mansions and the Conejo Valley Affordable Housing Workgroup respectfully requests the sum of \$15,426 in CDBG funds for pre-development costs associated in developing a year-round emergency shelter in the City of Thousand Oaks.

II. Background

A. 10 Year Strategy to End Homelessness

In 2007 the County of Ventura and other local jurisdictions adopted the *10 Year Strategy to End Homelessness* ('10 Year Strategy'). The 10 Year Strategy was developed by the Ventura County Homeless & Housing Coalition and others to set certain goals and objectives with the purpose of ending homelessness in Ventura County within the next ten years. Over 20 goals and objectives were identified, including increased affordable housing, the development of more emergency shelters, and greater homeless prevention strategies.

B. Conejo Affordable Housing Workgroup; Goals for Thousand Oaks

As part of this 10 Year Strategy, each local jurisdiction in Ventura County formed a citizen committee or working group to implement the various delineated strategies and goals on a local level.

In 2007 Many Mansions, other nonprofit social service groups (LSS, Catholic Charities, etc.), and concerned residents formed the Conejo Affordable Housing Workgroup ('Workgroup') to implement these strategies and goals in the city of Thousand Oaks.

The Workgroup set two major goals:

1. The establishment and funding of an 'emergency assistance fund', and
2. The development and continued operations of a year-round emergency shelter.

Since this time, the Workgroup has been working diligently on both goals. The Workgroup established an emergency assistance fund and has assisted low-income households in need of emergency funds to prevent homelessness. The Workgroup continues to work on ways to replenish the fund. As discussed in the next section, the Workgroup has also sought to develop the year-round emergency shelter.

C. Development of a Year-Round Emergency Shelter

Many Mansions is uniquely qualified to develop an emergency shelter in the city of Thousand Oaks. As a nonprofit affordable housing developer, Many Mansions has successfully developed eight affordable housing rental complexes in the city of Thousand Oaks, including new construction projects and acquisition/rehabilitation projects.

The development of any real property site (e.g. apartments, shelters, etc.), however, requires substantial time, effort, and expenditures of 'pre-development' funds. Development typically involves:

1. *Visiting the site* – Visiting potential sites for the development;
2. *Investigating the site* – Investigating potential sites for the suitability and feasibility of the intended use;
3. *Engaging an architect for preliminary work* – Having architectural drawings rendered of the intended use and identify potential issues (e.g. environmental, construction, infrastructure, etc.);
4. *Negotiating with the owner* – Discussing and negotiating with the owner of the site the terms of sale or lease;
5. *Appraising the site* – Engaging a certified third-party appraiser to value the site;
6. *Conducting a physical needs assessment* – Engaging a qualified third-party to assess the current physical condition of the site (e.g. environmental issues, general physical condition, suitability, etc.);
7. *Preparing preliminary budgets* – Preparing the development budget (e.g. acquisition, relocation, rehabilitation, etc.) and preparing preliminary operating budgets;
8. *Preparing financing applications* – Preparing various applications for funding for the development and/or operations; and
9. *Obtaining 'site control' of the property.* Generally, before one can apply for financing, the developer must obtain 'site control' of the property by entering into a contract or option to purchase the property.

Since 2007 Many Mansions and the Workgroup have visited between 10-15 potential sites in Thousand Oaks for the emergency shelter. Several sites seemed promising and were investigated, discussed, and had some preliminary architectural work done.

However, as of today, the Workgroup has no property 'under site control'.

III. Proposed Use of Funds

Many Mansions and the Workgroup would propose that CDBG funds be available to pay for the 'hard costs' associated with the predevelopment of any emergency site.

If a suitable site were found, Many Mansions and the Workgroup would seek funding for the development of this site, including funding to pay for the acquisition, rehabilitation and/or construction, architectural work, and other costs associated with the development. Such sources of funding could come from the City of Thousand Oaks Redevelopment Agency, the Affordable Housing Trust Fund, the State's Emergency Housing Assistance Program (EHAP), the State's Federal Emergency Shelter Grant (FESG) program, private grantors and donors, and other sources for the development of emergency shelters.

Unfortunately, considerable costs would have to be incurred *prior* to the receipt of any such funding. Generally, the funding applications require that considerable work in the development already be conducted before an application be considered. This includes an appraisal of the property, certain architectural work, a physical needs assessment, environmental studies (e.g. hazardous waste, lead, mold, etc.), etc.

Many Mansions and the Workgroup proposes that CDBG funds be available on a drawn down basis (or held by Many Mansions) to pay for such hard pre-development costs, including the costs of—

1. Appraisals;
2. Environmental studies;
3. Physical Needs Assessment;
4. Architectural and Engineering work;
5. Financing filing fees; and
6. Other predevelopment 'hard' costs.

Without these funds, the Workgroup has no other means of paying for these costs, other than to have Many Mansions (or others) 'front' such costs. While Many Mansions and others will continue to donate their time to this endeavor, it would be a financial strain to incur and to front these predevelopment costs.

IV. Eligible Activities – CDBG Laws & Regulations

The proposed use of funds fits squarely within the intended purpose and eligible use sections of the CDBG laws and regulations.

The overall purpose of CDBG funds is for –

- The “support of activities that benefit persons of low and moderate income”; and
- ‘Community activities’ aimed at, *inter alia*,
 - “[T]he elimination of conditions which are detrimental to health, safety, and public welfare;”
 - “[T]he expansion and improvement of the quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development and for the development of viable urban communities;” and
 - “[T]he reduction of the isolation of income groups within communities and geographical areas” [42 USC §5301(C)]

Without question, the homeless population is low income and is living in conditions detrimental to their ‘health, safety and public welfare.’ The establishment of a year-round shelter would represent an improvement in our community services for this homeless population. The ideal is that the shelter would stabilize the population, get them hooked up with social services, and allow them to transition to more permanent housing, thus ending their isolation within the community.

The actual proposed activities also fit within the enumerated ‘eligible activities’ listed in 42 USC § 5305, including payment of acquisition, rehabilitation, construction, design, site improvement, etc. 42 USC § 5305(a) (1) & (2). To the extent that funds were to be used for homeless services (e.g. operating the shelter, etc.), that too would be allowed under 42 USC § 5305(a)(8).

Date: February 16, 2011



Rick Schroeder, President of Many Mansions and Chairperson of the Conejo Valley Affordable Housing Workgroup

Other PY 2010 - 2015 Required Consolidated Plan Tables

Updated for PY 2012

Table 1A	Homeless and Special Needs Populations Continuum of Care: Housing Gap Analysis Chart
Table 1B	Special Needs (Non-Homeless) Populations
Table 1C	Summary of Specific Housing/Community Development Objectives (Table 1A / 1B Continuation Sheet)
Table 2A	Priority Housing Needs/Investment Plan Table
Table 2B	Priority Community Development Activities
Table 2C	Summary of Specific Housing/Community Development Objectives (Table 2A / 2B Continuation Sheet)
Table 3A	Summary of Specific Annual Objectives
Table 3B	Annual Affordable Housing Completion Goals
Table 3C	<i>Please see Exhibit A to this Action Plan</i>
Table 4	Priority Public Housing Needs – Local Jurisdiction

Table 1A
Homeless and Special Needs Populations

Continuum of Care: Housing Gap Analysis Chart

		Current Inventory	Under Development	Unmet Need/ Gap
Individuals				
Example	Emergency Shelter	100	40	26
Beds	Emergency Shelter	15 (Dec-Mar)	15 (Year Round)	15 (Year Round)
	Transitional Housing	0	0	7
	Permanent Supportive Housing	31	7	3
	Total	46	22	24
Persons in Families With Children				
Beds	Emergency Shelter	15 (Dec-Mar)	15 (Year Round)	15 Year Round)
	Transitional Housing	10	0	0
	Permanent Supportive Housing	32	8	3
	Total	42	23	18

Continuum of Care: Homeless Population and Subpopulations Chart

<i>Numbers below from 2009 Thousand Oaks Homeless Count</i>				
Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Families with Children (Family Households):	0	10	17	27
1. Number of Persons in Families with Children	0	31	34	65
2. Number of Single Individuals and Persons in Households without children	29	0	53	82
(Add Lines Numbered 1 & 2 Total Persons)	29	31	87	147
Part 2: Homeless Subpopulations				
	Sheltered		Unsheltered	Total
	Emergency	Transitional		
a. Chronically Homeless	0	0	29	29
b. Seriously Mentally Ill	9	0		
c. Chronic Substance Abuse	16	0		
d. Veterans	3	0		
e. Persons with HIV/AIDS	-0-	0		
f. Victims of Domestic Violence	6	0		
g. Unaccompanied Youth (Under 18)	-0-	0		

Notes on Housing Gap Analysis Chart

Individuals: **Emergency Shelter**
30 winter warming shelter beds are currently available from Dec. through March. The City is collaborating with Many Mansions to develop a 30-bed, year-round emergency shelter. For the purposes of this chart, these shelter beds are shown as 15 for individuals and 15 for families. 30 beds is the need estimated by the Ventura County Homeless and Housing Coalition (VCHHC) the coordinator of the Ventura County Continuum of Care.

Individuals:	<p>Transitional Housing There are currently no transitional housing beds for individuals in Thousand Oaks. The Ventura County 10-Year Strategy to End Homelessness (10-YS) has established the need for 7 such beds.</p>
	<p>Permanent Supportive Housing There are currently 25 permanent supportive housing units at Esseff Village and 6 at Richmond Terrace (total 31). The 10-YS has established the need for 21 new permanent supportive units. For purposes of this chart, this need is shown as 10 for individuals and 11 for families. The Many Mansions Hillcrest Drive new affordable rental housing project will provide 7 new permanent supportive units for homeless individuals in 2012. That leaves a gap of 3 units.</p>
Families:	<p>Emergency Shelter 30 winter warming shelter beds are currently available from Dec. through March. The City is collaborating with Many Mansions to develop a 30-bed, year-round emergency shelter. For the purposes of this chart, these shelter beds are shown as 15 for individuals and 15 for families. 30 beds is the need estimated by the Ventura County Homeless and Housing Coalition (VCHHC) the coordinator of the Ventura County Continuum of Care.</p>
	<p>Transitional Housing There are currently 10 transitional supportive housing units for homeless families in Thousand Oaks. The Ventura County 10-Year Strategy to End Homelessness (10-YS) has established the need for 7 additional housing beds in Thousand Oaks which, for purposes of this table, are shown in the Individuals section above, as there are currently no transitional beds for the single population.</p>
	<p>Permanent Supportive Housing There are currently 25 permanent supportive housing units at Esseff Village and 7 at Richmond Terrace (total 32). The 10-YS has established the need for 21 new permanent supportive units. For purposes of this chart, this need is shown as 10 for individuals and 11 for families. The Many Mansions Hillcrest Drive new affordable rental housing project will provide 8 new permanent supportive units for homeless families in 2012. That leaves a gap of 3 units.</p>

Notes on Homeless Sub-populations	
a. Chronically Homeless	20% of the population counted in 2009 are estimated in this group.
b. Seriously Mentally Ill	9 persons = 15.47% of the homeless population Countywide.
c. Chronic Substance Abuse	16 persons = 15.47% of the homeless population Countywide
d. Veterans	3 persons = 15.47% of the homeless population Countywide
e. Persons with HIV/AIDS	0 persons in this group were counted.
f. Victims of Domestic Violence	6 persons = 15.47% of the homeless population Countywide
g. Unaccompanied Youth (Under 18)	0 persons in this group were counted.

HUD Table 1B (PY 2012 Update) Special Needs (Non-Homeless) Populations

SPECIAL NEEDS SUBPOPULATIONS	Priority Need Level High, Medium, Low, No Such Need	Unmet Need	2012-13 Dollars to Address Unmet Need	Multi- Year Goals	Annual Goals
Elderly	H		\$ 25,375		
Frail Elderly	H		44,000		
Severe Mental Illness	H		4,000		
Developmentally Disabled	H		6,500		
Physically Disabled	H		12,310		
Persons w/ Alcohol/Other Drug Addictions	H		5,437		
Persons w/HIV/AIDS	H		5,438		
Victims of Domestic Violence	H		5,437		
Other: At-Risk Households	H		52,938		
Low-Income Youth	H		34,375		
TOTAL	H		\$195,810		

2012-2013 – Thousand Oaks Investment to Address Special Needs

Elderly	Grey Law	3,000
	Senior Advocates	3,000
	Hospice Bereavement Services	8,500
	Free Clinics (1/4)	7,000
	Food Banks (1/4)	<u>3,875</u>
	Total	25,375
Frail Elderly	Meals on Wheels	20,000
	Long Term Care	15,000
	Adult Day Care & Respite Care	<u>9,000</u>
	Total	44,000
Seriously Mentally Ill	Turning Point	<u>4,000</u>
	Total	4,000
Developmentally Disabled	Arc Ventura County	3,500
	Villa Esperanza	<u>3,000</u>
	Total	6,500

Table Continued on Next Page

HUD Table 1B (PY 2012 Update) Special Needs (Non-Homeless) Populations

Physically Disabled	Livingston Visiting Nurses	7,310
	United Cerebral Palsy	<u>5,000</u>
	Total	12,310
Alcohol/Drug Addictions	Free Clinics (1/8)	3,500
	Food Banks (1/8)	<u>1,937</u>
	Total	5,437
HIV/AIDS	Free Clinics (1/8)	3,500
	Food Banks (1/8)	<u>1,938</u>
	Total	5,438
Domestic Violence Victims	Free Clinics (1/8)	3,500
	Food Banks (1/8)	<u>1,937</u>
	Total	5,437
At-Risk Households	Lutheran Social Services	25,000
	County of Ventura RAIN	8,000
	St. Vincent de Paul	8,000
	Jewish Family Service	3,500
	Interface 2-1-1 Program	3,000
	Free Clinics (1/8)	3,500
	Food Banks (1/8)	<u>1,938</u>
	Total	52,938
Low-Income Youth	Assistance League	8,000
	CRPD Conejo Creek	8,000
	Big Brothers Big Sisters	4,000
	YMCA	3,500
	Free Clinics (1/4)	7,000
	Food Banks (1/4)	<u>3,875</u>
	Total	34,375
2012-2013 – Thousand Oaks Investment to Address Special Needs		
15 Percent of Community Development Block Grant (CDBG)	85,192	
Matching Funds from City’s Social Services Endowment Fund (SSEF)	110,618	
Total	195,810	

Transition Table 1C
Summary of Specific Housing/Community Development Objectives
 (Table 1A/1B Continuation Sheet)

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective *
Homeless Objectives						
1.	Assist Many Mansions to acquire an existing building for conversion and rehabilitation to a year-round emergency shelter, primarily to benefit single-parent homeless families and the chronically homeless.	RDA, CDBG, other Federal Funds (if available)	Year-Round Shelter Beds	30 Beds		DH-1
2.	Assist Many Mansions or another non-profit housing developer to acquire land or existing units for conversion and rehabilitation to new transitional housing units with supportive services.	RDA, CDBG, other Federal Funds (if available)	Additional Transitional Housing Units	7 Units		DH-1
Special Needs Objectives						
1.	Address Special Needs through the allocation of 15 percent of the CDBG grant and at least \$100,000 in local matching funds.	CDBG, SSEF	Grants to 30 non-profits	5,000+ low-income persons to benefit		SL-1
2.	Assist lower-income seniors to pay housing costs through the Housing Assistance Program for Seniors (HAPS)	RDA	Grants to low-income senior & disabled households	600+ households		DH-3
Other Objectives						
1.	Old Town West Streetscape Improvements	CDBG	Public Improvements	Sidewalks, etc.		SL-3
2.	Code Enforcement at Day Labor Site	CDBG	Access to low-income jobs	Low-income jobs		EO-1
3.	Micro-Enterprise Assistance to Women's Economic Ventures for Self-Employment Training Program	CDBG	Scholarships for low-income persons			EO-1

***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

**HUD Table 2-A (PY 2012 Update)
Priority Housing Needs/Investment Plan Table**

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
Renters (Local Wait Lists)		2010	2011	2012	2013	2014
0 - 30 of MFI	412	-0-	-0-	15	-0-	-0-
31 - 50% of MFI	85	-0-	-0-	67	-0-	-0-
51 - 80% of MFI	29	-0-	-0-	23	-0-	-0-
Notes re Renters:						
In 2012, the following new units will be available:						
• 15 units for Extremely Low-Income Renters at Many Mansions' Hillcrest Drive project						
• 46 units for Very Low-Income Renters at Area Housing Authority's Los Feliz Drive project						
• 21 units for Very Low-Income Renters at Many Mansions' Hillcrest Drive project						
• 14 units for Low-Income Renters at Area Housing Authority's Los Feliz Drive project						
• 9 units for Low-Income Renters at Many Mansions' Hillcrest Drive project.						
Owners (CHAS Table 1)						
0 - 30 of MFI	886	-0-	-0-	-0-	-0-	-0-
31 - 50 of MFI	798	-0-	-0-	-0-	-0-	-0-
51 - 80% of MFI	679	-0-	-0-	-0-	-0-	-0-
Homeless* (2009 Count)						
Individuals	79	-0-	-0-	-0-	-0-	-0-
Families	27	-0-	-0-	15	-0-	-0-
Notes re Homeless:						
• In 2012, 15 units for Extremely Low-Income homeless families will be available at the Hillcrest Drive project.						
Non-Homeless Special Needs						
Elderly	211/yr	211	211	211	211	211
Frail elderly	108/yr	108	108	108	108	108
Severe Mental Illness	73/yr	73	73	73	73	73
Physical Disability	29/yr	29	29	29	29	29
Developmental Disability	53/yr	53	53	53	53	53
Alcohol or Drug Addiction	57/yr	57	57	57	57	57
HIV/AIDS	217/yr	217	217	217	217	217
Victims of Domestic Violence	67/yr	67	67	67	67	67
Total	815/yr	815	815	815	815	815
Total Section 215						
215 Renter	526	-0-	-0-	120	-0-	-0-
215 Owner	2,363	-0-	-0-	-0-	-0-	-0-

* Homeless individuals and families assisted with transitional and permanent housing

Renters (Local Wait List)

Of 41,795 City households, 31,493 (75%) are owners and 10,302 (25%) are renters. The Area Housing Authority (PHA) and Many Mansions (CHDO) have wait lists for public and assisted housing, as follows:

	Area Housing Auth.	Many Mansions	Total
Extremely Low Income	254 (79%)	158 (83%)	412
Very Low Income	54 (16%)	31 (16%)	85
	Area Housing Auth.	Many Mansions	Total
Low Income	13 (4%)	16 (1%)	29
Moderate Income	1 (1%)	-0-	1
TOTAL			527

Owners (CHAS Table 1) 75 percent of City households are owner households. The households in the table above reported a severe cost burden meaning that spend more than 50 percent of gross monthly income on housing costs (mortgage, utilities, insurance).

Homeless Individuals & Families The January 27, 2009 Ventura County Homeless Count identified 79 individuals and 27 families in need of transitional and permanent housing.

Non-Homeless Special Needs		
	Elderly	The number represents annual clients served by Meals on Wheels.
	Frail Elderly	The number represents annual clients served at Senior Adult Day Care.
	Severe Mental Illness	The number represents persons counted during the January 2009 homeless count. 470 persons with severe mental illness were counted in Ventura County and 73 is a proportional estimate for Thousand Oaks which as 15.47 percent of the County's population. Many lower-income, severely mentally ill persons are homeless; therefore this extrapolation is reasonable.
	Physical Disability	United Cerebral Palsy operates two supportive residences in Thousand Oaks for persons with severe physical disabilities.
	Development Disability	The ARC of Ventura County operates an after-school program serving for 30 developmentally disabled youth and Villa Esperanza operates a work training program for 23 developmentally disabled adults.
	Alcohol/Drug Abuse	The number represents persons counted during the January 2009 homeless count. 369 persons with chronic substance abuse were counted in Ventura County and 57 is a proportional estimate for Thousand Oaks which as 15.47 percent of the County's population. Many lower-income persons with chronic substance abuse are homeless; therefore this extrapolation is reasonable.
	HIV / AIDS	According to the California Department of Public Health, there are 1,400 confirmed HIV/AIDS cases in the county. With 15.47 percent of the County's population, Thousand Oaks could have up to 217 persons needing services for this condition.
	Victims of Domestic Violence	The number represents persons counted during the January 2009 homeless count. 432 persons fleeing from domestic violence were counted in Ventura County and 67 is a proportional estimate for Thousand Oaks which as 15.47 percent of the County's population. Many lower-income victims of domestic violence are homeless; therefore this extrapolation is reasonable.

**HUD Table 2-A (PY 2012 Update)
Priority Housing Activities**

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
CDBG		2010	2011	2012	2013	2014
Acquisition of existing rental units						
Production of new rental units						
Rehabilitation of existing rental units**	900,000			300,000	300,000	300,000
Rental assistance						
Acquisition of existing owner units						
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance						
HOME						
Acquisition of existing rental units	N/A	N/A	N/A	N/A	N/A	N/A
Production of new rental units	N/A	N/A	N/A	N/A	N/A	N/A
Rehabilitation of existing rental units	N/A	N/A	N/A	N/A	N/A	N/A
Rental assistance***	2 million	400,000	400,000	~400,000	~400,000	~400,000
Acquisition of existing owner units	N/A	N/A	N/A	N/A	N/A	N/A
Production of new owner units	N/A	N/A	N/A	N/A	N/A	N/A
Rehabilitation of existing owner units	N/A	N/A	N/A	N/A	N/A	N/A
Homeownership assistance	N/A	N/A	N/A	N/A	N/A	N/A
HOPWA						
Rental assistance	N/A	N/A	N/A	N/A	N/A	N/A
Short term rent/mortgage utility payments	N/A	N/A	N/A	N/A	N/A	N/A
Facility based housing development	N/A	N/A	N/A	N/A	N/A	N/A
Facility based housing operations	N/A	N/A	N/A	N/A	N/A	N/A
Supportive services	N/A	N/A	N/A	N/A	N/A	N/A
Other: RDA Housing Funds						
First-Time Homebuyer #	2 million	400,000	400,000	-0-	-0-	-0-
Rental Assistance						
Residential Rehabilitation #	2 million	400,000	400,000	-0-	-0-	-0-
Hsg Assist Prgm Seniors (HAPS) #	1 million	200,000	200,000	200,000	-0-	-0-

**CDBG: Rehabilitation of Existing Units: \$900,000 to assist with rehab needs at Many Mansions' Richmond Terrace Apartments and Area Housing Authority properties.

***HOME: City of Thousand Oaks received 2009 HOME grant from the State of California for TBRA. City plans to apply annually to HOME to continue program in future years.

RDA: With the cessation of the Thousand Oaks Redevelopment Agency, First-Time Homebuyer, Residential Rehabilitation and Housing Assistance Programs are being deactivated due to lack of funding resources.

HUD Table 2B (PY 2012 Update)
Priority Community Development Activities

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
	2010-2015	2011	2011	2012	2013	2014
Acquisition of Real Property						
Disposition						
Clearance and Demolition						
Clearance of Contaminated Sites						
Code Enforcement (Day Labor Site)	\$470,540	\$94,180	\$94,180	\$94,180	\$94,180	\$94,180
Public Facility (General)						
Senior Centers						
Handicapped Centers						
Homeless Facilities						
Youth Centers						
Neighborhood Facilities						
Child Care Centers						
Health Facilities						
Mental Health Facilities						
Parks and/or Recreation Facilities						
Parking Facilities						
Tree Planting						
Fire Stations/Equipment						
Abused/Neglected Children Facilities						
Asbestos Removal						
Non-Residential Historic Preservation						
Other Public Facility Needs						
Infrastructure (General)						
Water/Sewer Improvements						
Street Improvements	\$1.2 million	\$1.2 million	N/A	N/A	N/A	N/A
Sidewalks						
Solid Waste Disposal Improvements						
Flood Drainage Improvements						
Other Infrastructure						
Public Services (General)						
Senior Services	\$1.3 million	\$265,640	\$265,640	\$ 67,375		
Handicapped Services	36,000	7,200	7,200	39,122		
At-Risk Services	38,825	7,765	7,765	52,938		
Youth Services	1.9 million	385,989	385,989	34,375		
Child Care Services	3.07 million	615,000	615,000	514,066		
Transportation Services						
Substance Abuse Services						
Employment/Training Services	16,000	3,200	3,200	3,000		
Health Services	146,500	29,300	29,300	28,000		
Lead Hazard Screening						
Crime Awareness						
Fair Housing Activities	36,250	7,250	7,250	6,150		
Tenant Landlord Counseling	36,250	7,250	7,250	6,150		
Other: Continuum of Care Coord.	75,000	15,000	15,000	10,000		
Economic Development (General)						
C/I Land Acquisition/Disposition						
C/I Infrastructure Development						
C/I Building Acq/Const/Rehab						
Other C/I						
ED Assistance to For-Profit						
ED Technical Assistance						
Micro-enterprise Assistance	\$50,000	10,000	10,000	10,000		

HUD Transition Table 2C (PY 2012 Update)
Summary of Specific Housing/Community Development Objectives
 (Table 2A/2B Continuation Sheet)

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	Rental Housing					
1.	Los Feliz Drive (Area Hsg Authority)	RDA	New Units	60		DH-1
2.	Hillcrest Project (Many Mansions)	RDA	New Units	60		DH-1
3.	Tenant-Based Rental Housing	State Home	Grants to Low-Income Households	30 households annually		DH-3
	Owner Housing					
1.	First-Time Homebuyer Assistance	RDA	Down-payment loans to Low/Mod-persons	10 to 15-households annually	-0-	DH-2
2.	Residential Rehabilitation	RDA	Loans to low-income owners	15 Households annually	-0-	DH-3
	Homeless Objectives					
1.	Year-Round Emergency Shelter	**	Year-round beds	30		SL-1
2.	Transitional Housing	**	New Units	7		SL-1
	Special Needs Objectives					
1.	Housing Assistance Program (HAPS)	RDA	Utility Subsidies	600+		DH-3
	Community Development					
1.	Code Enforcement at Day Labor Site	CDBG	Access to low-mod jobs	50 low-income jobs		SL-3
	Infrastructure					
1.	Old Town West Master Plan Improvements	CDBG	Sidewalks, drainage imps, etc.	2 Streets		SL-3
	Public Facilities					
1.	Multi-Family Rehab – Many Mansions	**	Affordable Hsg	27		DH-3
2.	Multi-Family Rehab - AHA	**	Affordable Hsg	35		DH-3
	Public Services					
1.	Federally funded grants to address special needs	CDBG	Services to benefit lower-income persons, households	3,000+ low-income persons		SL-1
2.	Locally funded grants to address special needs	SSEF	Services to benefit lower-income persons, households	3,000+ low-income persons		SL-1
	Economic Development					
1.	Self-Employment Training Program	CDBG	Scholarships for low-income persons	5-10 residents/year		EO-1
	Neighborhood Revitalization/Other					
	See Infrastructure above.					

**Tentative 5-year plan activity; funding source to be determined.

***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 3-A (PY 2012 Update)
Summary of Specific Annual Objectives
 City of Thousand Oaks — Summary of Specific Annual Objectives

Decent Housing with Purpose of Availability/Accessibility (DH-1)						
Specific Annual Objective	Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
DH 1.1	Los Feliz Project (Area Housing Authority)	2010	New Units	60	-0-	0 %
DH 1.2	Hilcrest Project (Many Mansions)	2011	New Units	60	-0-	30 %
		2012				
		2013				
		2014				
MULTI-YEAR GOAL						
Decent Housing with Purpose of Affordability (DH-2)						
DH 2.1	Housing Assistance Program (HAP)	2010	Utility Subsidies	600 +	562	100 %
DH 2.2	Housing Assistance Program (HAP)	2011	Utility Subsidies	600 +	N / A	50 %
		2012				
		2013				
		2014				
MULTI-YEAR GOAL						
Decent Housing with Purpose of Sustainability (DH-3)						
DH 3.1	Bella Vista Apartments Improvements	2010	New A/C Units	72	72	100 %
DH 3.2	Bella Vista Apartments Improvements	2011	New Roofs	72	72	100 %
DH 3.3	Richmond Terrace Apartments	2012	Exterior Improvements	27	27	0 %
DH 3.4	Glenn Oaks Senior Apartments	2012	New Windows	39	39	0 %
		2013				
		2014				
MULTI-YEAR GOAL						
Suitable Living Environment with Purpose of Availability/Accessibility (SL-1)						
SL 1.1	Public/Social Services Grants	2010	Increase in Services	12,000	12,000	100%
SL 1.2	Year-Round Emergency Shelter	2011	Transitional Beds	30	-0-	0 %
SL 1.3	Public/Social Services Grants	2012	Increase in Services	9,000	N / A	75%
		2013				
		2014				
MULTI-YEAR GOAL						
Suitable Living Environment with Purpose of Sustainability (SL-3)						
SL 3.1	Old Town West Street & Drainage Imps.	2010	Sidewalks, Etc.	N / A	N / A	0 %
SL 3.2	Old Town West Street & Drainage Imps.	2010	Sidewalks, Etc.	N / A	N / A	0 %
SL 3.3	Old Town West Street & Drainage Imps.	2010	Sidewalks, Etc.	N / A	N / A	0 %
		2013				
		2014				
MULTI-YEAR GOAL						

**Table 3-A (PY 2012 Update)
Summary of Specific Annual Objectives**

Specific Annual Objective	Source of Funds	Year	Economic Opportunity with Purpose of Availability/Accessibility (EO-1)			Actual Number	Percent Completed	Specific Annual Objective
			Performance Indicators	Expected Number	Actual Number			
EO-1.1	Day Labor Site Coordination	CDBG	2010	Temporary Work	250	250	100%	
EO-1.2	Day Labor Site Coordination	CDBG	2011	Temporary Work	250	250	100%	
EO-1.3	Day Labor Site Coordination	CDBG	2012	Temporary Work	250			
			2013					
			2014					
MULTI-YEAR GOAL								
Economic Opportunity with Purpose of Sustainability (EO-3)								
EO 3.1	Self-Employment Training (SET)	CDBG	2010	Business Training	12	12	100%	
EO 3.2	Self-Employment Training (SET)	CDBG	2011	Business Training	12	12	100%	
EO 3.3	Self-Employment Training (SET)	CDBG	2012	Business Training	12	12	100%	
			2013					
			2014					
MULTI-YEAR GOAL								

Table 3B (PY 2012 Update)
ANNUAL AFFORDABLE HOUSING COMPLETION GOALS

Grantee Name: Thousand Oaks Program Year: 2012	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	RDA	OTHER
BENEFICIARY GOALS (Sec. 215 Only)						
Homeless households	15 Supportive	Hillcrest Project	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Non-homeless households	65	Multi-Unit Rehab	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	15 Supportive	Hillcrest Project	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Total Sec. 215 Beneficiaries*	95		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL GOALS (Sec. 215 Only)						
Acquisition of existing units	N / A		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	N / A		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	N / A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	N / A		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Rental			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units	N / A		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	N / A		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	N / A		<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	N / A		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Owner			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units	N / A		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	N / A		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	N / A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	N / A		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance	N / A		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Combined Total Sec. 215 Goals*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
Annual Rental Housing Goal	N / A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	N / A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Overall Housing Goal			<input 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 4 (PY 2012 Update)
Priority Public Housing Needs (Thousand Oaks, CA)
Local Jurisdiction: Area Housing Authority of the County of Ventura (AHA)

Public Housing Need Category	PHA Priority Need Level High/Medium/Low/NoSuchNeed	Estimated Dollars to Address
Restoration & Revitalization		
Capital Improvements	H	896,638
Modernization	H	149,398
Rehabilitation	H	551,349
Other (Specify)		
Management Options		
Improved Living Environment		
Neighborhood Revitalization (non0capital)		
Capital Improvements	H	108,400
Safety/Crime Prevention	H	65,400
Drug Elimination		
Other (specify)		
Economic Opportunity		
Resident Services/Family Self-Sufficiency		
Other (Specify)		
Total	H	1,771,185
Chart Continued on Following Pages		

Table 4 (PY 2012 Update)
Priority Public Housing Needs (Thousand Oaks, CA)
Local Jurisdiction: Area Housing Authority of the County of Ventura (AHA)

	LEGGETT COURT	FLORENCE JANSS	FIGO GARDENS
	RESTORATION/REVITALIZATION	RESTORATION/REVITALIZATION	RESTORATION/REVITALIZATION
CAPITAL			
	Replace Water Heater	Replace Garbage Disposers	Replace Water Heaters
	70,952	64,000	78,000
	Replace Maintenance Shop	Upgrade Elevator Hydraulic Jack Controller	Appliance Replacement
	150,000	64,000	49,925
	Solar Power Common Areas, Laundry	Solar Power Common Areas,	
	75,000	500,000	
	Replace garbage disposal		
	49,000		
	Replace Ovens, Refrigerators		
	98,000		
SUB-TOTALS	442,952	325,761	127,925
REHAB			
	Replace Mailboxes, Install Parcel Box	Remove/Replace Closet Sliding Doors	Remove/Replace Closet Sliding Doors
	5,700	22,287	43,257
	Rehab Recreation Space	Repair/Resurface Balconies	Replace Door Locks, Add ADA Levers
	45,000	68,294	26,000
	Re-surface tubs, showers	Install Shower Rods	Rehab Laundry Rooms
	14,708	5,510	16,600
	Replace Community Room Furniture	Re-surface Tub, Showers	Paint Exterior Buildings & Trim
	10,001	17,400	95,337
	Replace Closet Doors	Repair Replace Service Doors	Repair/Replace Common Area Benches
	32,547	20,000	15,246
	Remove Shower Doors Install Shower Rods	Replace Common Area Flooring	Install Curved Shower Rods
	10,725	45,300	4,465
		Replace Door Locks, Add ADA Levers	Resurface Tubs, Showers
		21,000	14,000
			Repair/Repaint Iron Fencing
			17,972
SUB-TOTALS	118,681	199,791	232,877
MODERNIZATION			
	Install Parcel Boxes		Upgrade Recreation Space
	2,500		56,898
	Upgrade/Remodel Maintenance Room		Solar Power Laundry Rooms
	30,000		60,000
SUB-TOTALS	32,500	0	116,898
CAPITAL			
SAFETY/CRIME PREVENTION			
	IMPROVED LIVING ENVIRONMENT	IMPROVED LIVING ENVIRONMENT	IMPROVED LIVING ENVIRONMENT
	Upgrade Entry Intercom System	Sidewalk Repair/Replace	Site Lighting
	60,000	23,400	85,000
	Upgrade Surveillance Equip.		
	5,400		
SUB-TOTALS	65,400	23,400	85,000
TOTALS	659,533	548,952	562,700

Table 4 (PY 2012 Update)
Priority Public Housing Needs (Thousand Oaks, CA)
Local Jurisdiction: Area Housing Authority of the County of Ventura (AHA)

	GLENN OAKS SENIOR APARTMENTS	
	RESTORATION/REVITALIZATION	
CAPITAL	N / A	
SUB-TOTALS		-0-
REHAB	N / A	
SUB-TOTALS		-0-
MODERNIZATION	Replace/Install Energy-Efficient Windows	
SUB-TOTALS		77,600
	IMPROVED LIVING ENVIRONMENT	
CAPITAL	N / A	
SAFETY/CRIME PREVENTION	N / A	
SUB-TOTALS		-0-
TOTALS		77,600

MINUTES OF THE CITY COUNCIL

Thousand Oaks, California

2

April 10, 2012

5. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS: (Continued)

D. Cabrillo Music Theatre's Artistic Director Lewis Wilkenfeld introduced cast member to perform song from upcoming production "Once Upon a Mattress."

6. PUBLIC COMMENTS:

Clara Knopfler, Thousand Oaks; Richard Elsley, Thousand Oaks (submitted document); Howard Bierman, Thousand Oaks; Mark Walters, Thousand Oaks; Elaine Herzog, Thousand Oaks; Kate Perl, Newbury Park; Doug Johannes, Ventura; Glenn Kimball, Thousand Oaks; Raul Gutierrez, Thousand Oaks; Nick Quidwai, Newbury Park; Steve Giboney, Newbury Park; Lucas Thayer, Ojai.

Written Statements: Barry/Judy Blades, Thousand Oaks; Burnet Brown, Thousand Oaks; David Clark, Thousand Oaks; Marilyn Myall, Thousand Oaks; Nancy Tamarin, Thousand Oaks

Mayor Irwin requested report back to City Council regarding what other cities are doing related to the end corporate personhood issue.

7. CONSENT CALENDAR:

(See Exhibit A for Consent Calendar Listing)

8. PUBLIC HEARINGS:

A. Hearing, advertised as required by law, opened to consider: FY 2012-13 Community Development Block Grant (CDBG) Action Plan report presented by Senior Analyst Milton; Community Development Director Prescott available for questions.

Speaker: Leah Gonzales, Women's Economic Ventures, pro.

Written Statements: None.

Mayor Irwin closed Public Hearing.

Motion by Councilmember Glancy to approve FY 2012-13 CDBG Action Plan; \$567,950 in Federal funds for submittal to U.S. Department of Housing and Urban Development (HUD); total includes \$85,192 for grants to non-profit social service providers; approve allocation of \$110,618 from City's Social Services Endowment Fund (SSEF) including \$100,000 FY 2012-13 funding and \$10,618 prior year funds allocated but not spent (A/C 001-1120-611-5920); total social services grant budget FY 2012-13 \$195,810 (\$110,618 City's SSEF; \$85,192 Federal CDBG grant), carried 4-0, Councilmember Bill-de la Peña absent.





M E M O R A N D U M

City of Thousand Oaks • Thousand Oaks, California
Community Development Department

TO: Scott Mitnick, City Manager

FROM: John C. Prescott, Community Development Director

DATE: April 10, 2012

SUBJECT: **FY 2012-2013 Community Development Block Grant (CDBG)
Action Plan**

Meeting Date: 4-10-12 File # 480-70

Office of Record: CDD (Hsg.) / FIN

Director No. _____

Action: Approved as recommended,
4-0, BDLP absent

RECOMMENDATION

1. Approve FY 2012-2013 (July 1, 2012 through June 30, 2013) Community Development Block Grant (CDBG) Action Plan; \$567,950 in Federal funds for submittal to U.S. Department of Housing and Urban Development (HUD). Included in the total is \$85,192 for grants to non-profit social services providers.
2. Approve allocation of \$110,618 from the City's Social Services Endowment Fund (SSEF) including \$100,000 in FY 2012-2013 funding and \$10,618 in prior year funds previously allocated but not spent (A/C # 001-1120-611-5920, SS 2013). Total social services grant budget for July 1, 2012 through June 30, 2013 is \$195,810 (\$110,618 from the City's SSEF and \$85,192 from the Federal CDBG grant).

FINANCIAL IMPACT

No Additional Funding Requested. Of the \$567,950 CDBG Grant amount, only 20% (approximately \$113,950) may be used by the City for staffing and overhead (i.e. advertising, grant and contract administration, project management, committee support, environmental review, fair housing, financial reporting, labor compliance, public participation, printing, etc.). The actual estimated staffing and overhead cost the FY 2012-2013 CDBG program is \$163,547. The difference of \$49,957 is absorbed by the General Fund. The recommended allocation of \$110,618 from the Social Services Endowment Fund and \$85,192 from the FY 2012-2013 CDBG program reflect amounts currently available for allocation from those sources.

BACKGROUND

HUD requires an annual update of the City's 5-year (FY 2010-2015) Consolidated Plan (approved by the City Council on April 27, 2010) for the expenditure of Federal CDBG funds in consultation with the public, local non-profit organizations and other stakeholders, staff prepared a draft FY 2012-2013 Action Plan for City Council

FY 2012-2013 CDBG Action Plan

April 10, 2012

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consideration. The proposed Action Plan is provided under separate cover; public review copies are available at the City Clerk Department and a copy is also posted on the City's website. Approval of the Action Plan by City Council and by HUD will qualify the City to receive \$567,950 in FY 2012-2013 CDBG funding.

In addition, staff is requesting City Council approval to allocate FY 2012-2013 social services grants including \$85,192 in CDBG funds (15 percent of the entitlement grant is the maximum that may be used for public or social services) plus \$110,618 in local matching funds from the City's Social Services Endowment Fund (SSEF). The SSEF budget includes \$100,000 in current year funds plus \$10,618 in local funds budgeted but not spent in prior years.) Using this combination of Federal and local funds, the City's FY 2012-2013 social services grant budget will total \$195,810.

DISCUSSION / ANALYSIS

As a HUD/CDBG entitlement grantee, the City must annually update its 5-year (2010-2015) strategic plan (Consolidated Plan). Therefore, staff is requesting City Council approval of the following proposed FY 2012-2013 CDBG Action Plan (July 1, 2012 to June 30, 2013) for activities that primarily benefit lower-income persons.

Table 1: Proposed FY 2012-13 CDBG Budget

Activity Name \ Project Number	FY 2012-13 CDBG Funds	Prior Year CDBG Funds	Total FY 2012-13 CDBG Budget
1. Community Development			
Neighborhood Improvements Program, (CI4298)	\$ 264,988	\$ 870,633^	\$ 1,135,621
2. Program Administration (BGADMN)	113,590	-0-	113,590
3. Public/Social Services Grants	85,192*	-0-	85,192
4. Code Enforcement			
Day Labor Site, (BG2025)	94,180	-0-	94,180
5. Pre-Construction Costs for Future Year-Round Emergency Shelter (HS 9937)	-0-	15,426.00	15,426.00
6. Women's Economic Ventures			
Microenterprise Assistance, (BG2022)	10,000	-0-	10,000
TOTALS	\$ 567,950	\$ 886,059	\$1,454,009

*The proposed CDBG allocation for Public/Social Services Grants would be combined with \$110,618 in Social Services Endowment Funds, for a total budget of \$195,810.

^Amount shown is based on a transfer of \$308,000 from CI 4298 budget in February 2012.

FY 2012-2013 CDBG Action Plan

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The following activities will be funded from the City's FY 2012-2013 CDBG grant.

1. Old Town West Street and Drainage Improvements (CI 4298)

Description: A contractor selected by the Public Works Department will construct street and drainage improvements on/in Los Robles Road (from Live Oak Street to Fairview Drive) and Fairview Drive (from Crescent Way to Royal Oaks Drive) in the Old Town West neighborhood.

<i>FY 2012 Funds</i>	\$ 264,988
<i>Prior Year Funds</i>	870,633
TOTAL BUDGET	\$ 1,135,621

2. Program Administration (BG ADMN)

Description: Funds used to recover some of City's costs to administer the CDBG program including staffing, supplies and maintenance, advertising, public outreach, meeting support, a Fair Housing counseling program and related costs. Project budget of \$113,590 is equal to 20 percent of the CDBG entitlement grant and includes the following allocations.

<i>FY 2012 Funds</i>	\$ 113,590
<i>Prior Year Funds</i>	-0-
TOTAL BUDGET	\$ 113,590*

*Budget estimate of \$113,590 is based on following costs:

Staff costs for project management & contract administration	\$ 83,540
Collaboration with County of Ventura on FY 2012-2013 Fair Housing counseling program (Required by HUD for CDBG grantees)	12,300
Collaboration with Ventura County Homeless & Housing Coalition on 2012 Continuum of Care process and regional coordination of the 10-Year Plan to End Homelessness in Ventura County	10,000
<u>Maintenance & Operations (Public Advertising, Office Supplies, Meetings, Training, Etc.)</u>	<u>7,750</u>
Total	\$113,590

3. Public/Social Services Grants

Description: Funds equaling 15 percent of the CDBG entitlement grant would be combined with \$110,618 in local Social Services Endowment Funds (SSEF) for a total PY 2012-2013 social services grants budget of \$195,810.

<i>FY 2012 Funds</i>	\$ 85,192
<i>Prior Year Funds</i>	-0-
TOTAL BUDGET	\$ 85,192

4. Day Labor Site Coordination (BG 2025)

Description: This funding is used to hire a contractor to provide supplemental code enforcement activities and site coordination at the designated site in a public greenbelt (3120 Royal Oaks Drive).

<i>FY 2012 Funds</i>	\$ 94,180
<i>Prior Year Funds</i>	-0-
TOTAL BUDGET	\$ 94,180

5. *Micro-Enterprise Assistance Women's Economic Ventures (BG 2022)*

Description: Funds will support the Self-Employment Training (SET) and Small Business Loan programs, offered by non-profit organization Women's Economic Ventures (WEV). This activity assists lower-income men and women to start or expand a micro-business (one employing from 1 to 5 persons).

<i>FY 2012 Funds</i>	\$ 10,000
<i>Prior Year Funds</i>	-0-
TOTAL BUDGET	\$ 10,000

As required by the U.S. Department of Housing and Urban Development (HUD), this draft Action Plan was made available for 30 days of public review (March 12 to April 10, 2012). In addition to the proposed FY 2012-2013 budget described herein, the Action Plan updates demographic and housing information submitted to HUD as part of the City's 2010-2015 Consolidated Plan.

CITY COUNCIL GOAL COMPLIANCE

Meets Council Goals B and E:

- B. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate and raise a family.

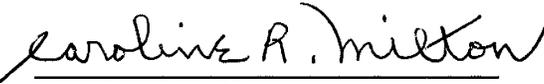
- E. Provide and enhance essential infrastructure as City transforms from a "growth" to a "maintenance" community to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

Submitted by:



John C. Prescott
Community Development Director

Prepared by:

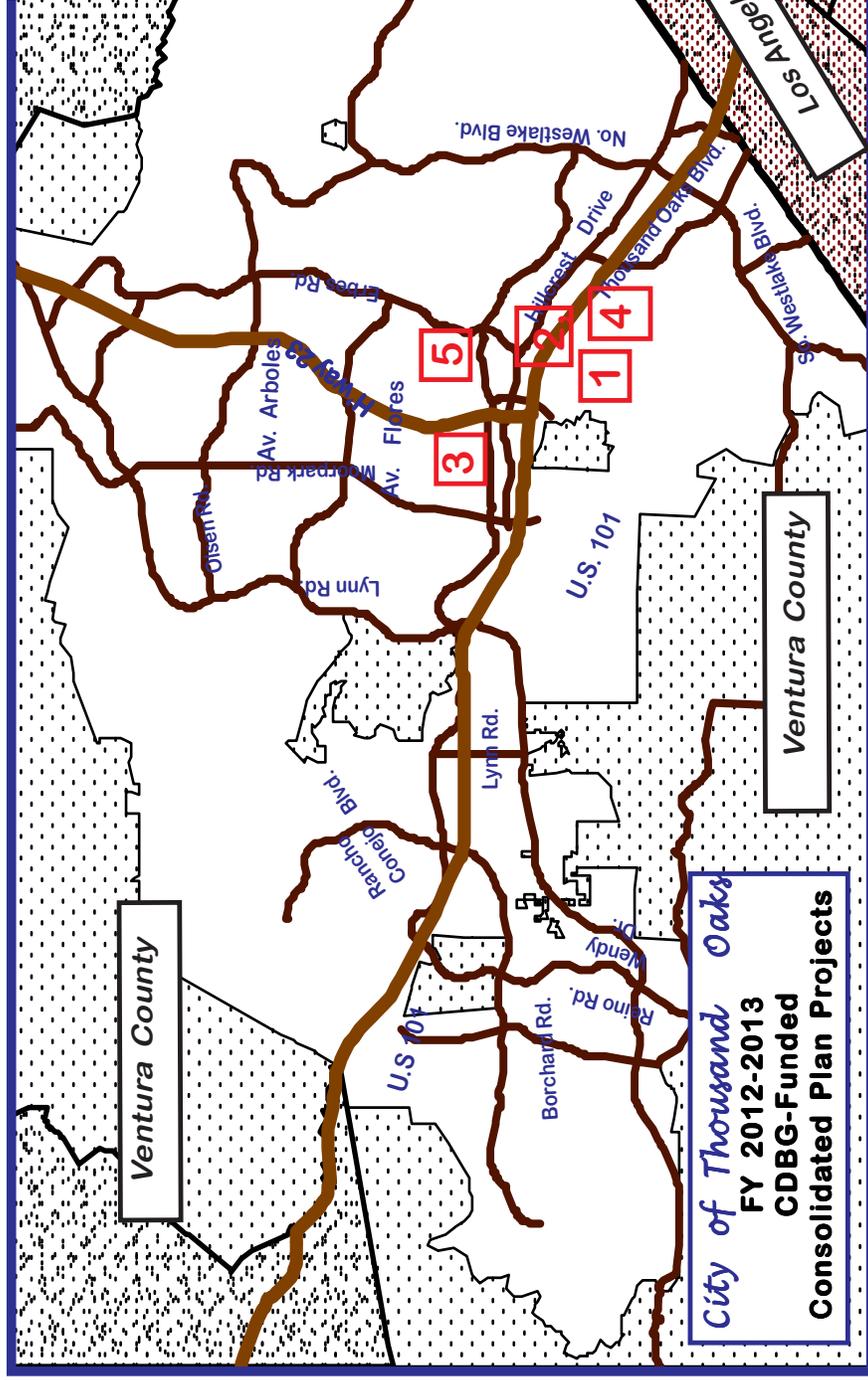


Caroline R. Milton
Senior Analyst

Documents Provided Under Separate Cover

1 — Draft FY 2012-2013 CDBG Action Plan

FY 2010-2015 City of Thousand Oaks Consolidated Plan -- Year One Action Plan (I)



- 1. Neighborhood Improvements Program
- 2. Program Administration
- 3. Public Social Services (Human Services Center)
- 4. Day Labor Site Coordination
- 5. WEV Self-Employment Training Program