

PY 2013-2014 CDBG Action Plan



Many Mansions' Hillcrest Villas Apartments (April 2013) will provide 60 rental units for very low-income households, including 30 units with supportive services for persons with special needs

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

***Public Review, March 7 – April 5, 2013
City Council Approval – April 23, 2013***

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

C. City or Township Government

Type of Applicant 3: Select Applicant Type:

C. City or Township Government

*Other (Specify)

***10 Name of Federal Agency:**

HUD

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant (CDBG) Program

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City-wide

***15. Descriptive Title of Applicant's Project:**

Community Development Activities (CDBG)

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: 24 CD

*b. Program/Project: 24 CD

17. Proposed Project:

*a. Start Date: 07/01/2013

*b. End Date: 06/30/2014

18. Estimated Funding (\$):

*a. Federal	567,950
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	567,950

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: John

Middle Name: C.

*Last Name: Prescott

Suffix: _____

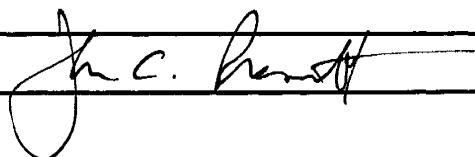
*Title: Director, Community Development Department

*Telephone Number: 805-449-2311

Fax Number: 805-449-2350

* Email: jprescott@toaks.org

*Signature of Authorized Representative:



*Date Signed: 5-9-13

CERTIFICATIONS

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

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

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

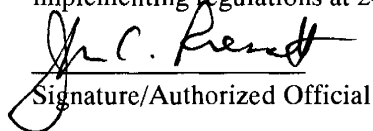
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

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


Signature/Authorized Official

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 2013 shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

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

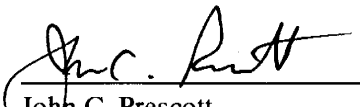
Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

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

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

Compliance with Laws - It will comply with applicable laws.



John C. Prescott
Community Development Director

5-9-13
Date



Community Development Block Grant (CDBG)

PY 2013 Action Plan

**Updating the City's PY 2010-2015 Consolidated Plan for the
U.S. Department of Housing and Urban Development**

***Approved by the City Council
April 23, 2013***

Thousand Oaks City Council

**Claudia Bill-de la Peña, Mayor
Andrew P. Fox, Mayor Pro Tem
Jacqui V. Irwin, Councilmember
Joel R. Price, Councilmember
Al Adam, Councilmember**

Scott Mitnick, City Manager

CDBG Program Administration

**John C. Prescott, Community Development Director
Mark Towne, Deputy Director, City Planner
Caroline R. Milton, Senior Analyst
Lynn Oshita, Community Development Technician**

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

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<p>On the Cover: Photo of Hillcrest Villas Apartments, Many Mansions' newest affordable rental housing complex at 2736 East Hillcrest Drive. The former Thousand Oaks Redevelopment Agency invested \$7.2 million in the construction of this 60-unit complex that includes 30 units with access to supportive services, for persons with special needs. Fifteen of these permanent, supportive units are reserved for formerly homeless persons/households. Hillcrest Villas' grand opening is on Thursday, April 25, 2013.</p> <p>PART I: NARRATIVE</p> <p>PY 2013 (Estimated) Action Plan Budget 7/01/13 – 6/30/14</p> <p>ES-05 EXECUTIVE SUMMARY</p> <p>1. Introduction</p> <p>2. Summary of the objectives and outcomes identified in the Plan Needs Assessment - Overview</p> <ul style="list-style-type: none"> Development of a Year-Round Shelter Affordable Housing Rehabilitation Day Labor Site Coordination <p>3. Evaluation of past performance</p> <ul style="list-style-type: none"> Decent Housing Community Development <p>4. Summary of citizen participation process and consultation process</p> <p>5. Summary of public comments</p> <p>6. Summary of comments or views not accepted and the reasons for not accepting them</p> <p>7. Summary</p>	<p>Cover</p> <p>1</p> <p>2</p> <p>2</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>4</p> <p>4</p> <p>5</p> <p>5</p>

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PY 2013 - ACTION PLAN EXHIBITS

Exhibit 1

PY 2013 Consolidated Plan Listing of Projects (HUD Table 3-C)

Exhibit 2

Map of Proposed PY 2013 CDBG-funded Activities

**Map
Locations**

Activity Description

- | | |
|----|---|
| 1. | Future Year-Round Emergency Shelter |
| 2. | Residential Rehabilitation at Bella Vista Apartments |
| 3. | Residential Rehabilitation at Villa Garcia Apartments |
| 4. | Residential Rehabilitation at Ranch Mobile Home Park |
| 5. | Day Labor Site Coordination |
| 6. | Public and Social Services |
| 7. | CDBG Program Administration |

Exhibit 3

Minutes of PY 2013 Needs Assessment Public Hearing (January 28, 2013)

Exhibit 4

Needs Assessment Written Comments Received by City

- | | |
|----|--|
| a. | Many Mansions' Request for Pre-Development Funding for a Proposed Year-Round Emergency Shelter (February 6, 2013) |
| b. | Many Mansions' Request for Residential Rehabilitation Funding at Bella Vista and Villa Garcia Multi-Unit Affordable Rental Housing Complexes (Jan. 28, 2013) |

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c.	Senior Alliance for Empowerment (S.A.F.E.) Request for Residential Rehabilitation Funding for Ranch Mobile Home Park
d.	Women's Economic Ventures (WEV) Request for Continued Funding of a Self-Employment Training (SET) Program and Related Activities (January 22, 2013)
e.	Resident Mary Harris wrote to City in favor of Residential Rehabilitation funding at multi-family affordable rental units (January 28, 2013)
f.	Sylvia Sullivan of Access America provided a drawing of a model 3-bedroom unit featuring fully accessible features and improvements
Exhibit 5	
City's PY 2013 CDBG Funding Priorities from Prior Years	
a.	Day Labor Site Coordination
b.	Public and Social Services Grants
Exhibit 6	
Public Comments on Draft 2013 CDBG Action Plan (provided to City Council for Public Hearing (April 23, 2013, Approval of 2013 CDBG Action Plan)	
a.	March 7, 2013 comments from Thousand Oaks resident Emily Gonzales (re use of CDBG funds for low-income housing)
b.	March 18, 2013 comments from Thousand Oaks resident Cathy Brudnicki (re use of CDBG funds for proposed Year-Round Homeless Shelter)
c.	April 8, 2013 comments from Many Mansions president Rick Schroeder (response to Cathy Brudnicki's comments – see above)
d.	April 23, 2013 response from Rick Schroeder to City Council concerning proposed use of \$60,000 in PY 2013 CDBG funds in pre-development costs for future Year-Round Emergency Shelter.
Exhibit 7	
Copies of Public Notices – PY 2013 CDBG Needs Assessment, Action Plan Public Review and City Council Approval Process	
a.	Display Ad Notice published in Thousand Oaks Acorn re Jan. 23, 2013 Needs Assessment public hearing (Dec. 27, 2012 and Jan. 10, 17 and 24, 2013)
b.	Display Ad Notice published in Thousand Oaks Acorn re 30-day public review opportunity for PY 2013 draft Action Plan (March 7, 2013)
c.	Display Ad Notice published April 9, 2013 in Thousand Oaks Acorn re April 23, 2013 City Council public hearing and review of PY 2013 draft Action Plan
Exhibit 8	
Copy of Staff Report and Council Approval of 2013 CDBG Action Plan	

PY 2013 (Estimated) Action Plan Budget

7/01/13 – 6/30/14

1.	Year-Round Emergency Shelter Pre-Development Costs HS 9937	\$ 60,000	Sub-Recipient: Many Mansions for Conejo Valley Affordable Housing Workgroup Location: Fire Station # 35
2.	2013 Housing Improvements HS 9939		
a.	Multi-Unit Rehabilitation (Bella Vista, Villa Garcia)	154,668	Sub-Recipient: Many Mansions
b.	Low-Income Owner-Occupied Rehabilitation	57,500	Grant Program to be Administered by City through a third-party Administrator (Contractor)
3.	Day Labor Site BG 2025	97,000	Contractor: CUISN
4.	Public / Social Services	85,192	6 Sub-Recipients
5.	Program Administration BG ADMN	113,590	
TOTAL		\$ 567,950	(Estimated 2013-14 CDBG Grant)
4/23/13			

Executive Summary

ES-05 Executive Summary

1. Introduction

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

2. Summary of the Objectives and Outcomes identified in the Plan Needs Assessment Overview

The City's highest priority activities are;

1. **Development of a Year-Round, Emergency Shelter:** Currently there is only a cold-weather shelter that moves from location to location each night from December to March. The regional "10-Year Plan to End Homelessness in Ventura County" has identified the establishment of a year-round shelter in the eastern portion of Ventura County as a high priority and the local non-profit "Conejo Valley Affordable Housing Workgroup" is working with the County of Ventura on the potential to convert Fire Station # 35 on Hillcrest Drive at Lawrence Drive as a year-round shelter beginning in 2014-2015. Currently, the City of Thousand Oaks is using CDBG funds to assist with the funding of pre-construction costs (architectural services and related costs.)

Objective # 1: Establish year-round emergency shelter (conversion of Fire Station # 35).

Outcome # 1: Facility to temporarily shelter estimated 100 households annually pending availability of permanent, supportive housing units.

2. **Affordable Housing Rehabilitation:** Using CDBG funds to support the rehabilitation of the City's affordable housing stock is one of the City's high priority objectives. Following the dissolution of the City's Redevelopment Agency, which formerly generated \$4 million annually to support the construction of new affordable rental housing, the use of CDBG funds to repair and preserve the existing supply of affordable housing becomes even more critical.

During the City's 2013 CDBG needs assessment process, Many Mansions, a local Community Housing Development Organization (CHDO), identified high-priority improvement needs at Bella Vista and Villa Garcia Apartments.

In addition, the City plans to address the rehabilitation needs of very low-income households for owner-occupied mobile homes, single-family attached dwellings (condominiums and townhomes) and single-family detached dwellings. Many very low-income homeowners are unable to fund needed improvements on their own.

Objective # 2: Priority improvements (rehabilitation and/or repairs) at (a) affordable multi-family units at Bella Vista and Villa Garcia Apartments; and (b) at owner-occupied, very low-income single-family mobile homes, condominiums/townhomes and single-family detached dwellings located in various mobile home parks throughout the City.

Outcome # 2: Decent housing (health and safety-related improvements) for very low-income apartment renters and owner-occupied mobile homes and single-family attached and detached dwellings..

3. **Day Labor Site Coordination:** The City plans to continue to use CDBG funds for supplemental code enforcement activity at the City's Day Labor Site (3120 Royal Oaks Drive).

Objective # 3: Safe, supportive environment for day laborers to meet with prospective employers with minimal impact on nearby roadways and commercial and residential uses.

Outcome # 3: Temporary employment opportunities for extremely low-income workers.

3. Evaluation of Past Performance

During the first 3 years of the 2010-2015 Consolidated Plan, the City used CDBG funds for the following high priority activities.

Decent Housing: \$626,934 for improvements at Bella Vista, Richmond Terrace, Glenn Oaks and Los Feliz affordable, multi-family rental units.

Community Development: (a) \$1,170,404 for street and drainage improvements in Old Town West, one of the City's oldest neighborhoods; (b) \$282,540 for supplemental code enforcement activities at the City's Day Labor Site; (c) \$30,000 for Self-Employment Training to support the creation and expansion of micro-businesses by low- and moderate-income persons; and (d) \$15,426 to support the establishment of a year-round shelter for homeless persons.

4. Summary of Citizen Participation Process and Consultation Process

Each January, the City holds an administrative hearing (Needs Assessment) to encourage the public and local stakeholders to identify the unmet needs of the City's lower-income populations. The 2013 outreach was held on January 28, 2013.

To notify the public, the City published a large display ad in the local free newspaper, the Thousand Oaks Acorn, on December 27, 2012, and on January 3, 10, 17 and 24, 2013.

The City also published a legal notice on January 7, 2013 in the local newspaper of record, the Thousand Oaks Star.

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

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

5. Summary of Public Comments – Needs Assessment Public Hearing, Jan. 28, 2013

1. **Rick Schroeder, President of Many Mansions**, identified 3 potential uses of CDBG funds:

- a) Develop more Affordable Housing units, particularly for seniors and persons with disabilities.
- b) Support the development of a Year-Round, Emergency Shelter with supportive services. **(See Exhibit 4-a)**
- c) Preserve the stock of Affordable Housing units by providing funds for repair and rehabilitation. **(See Exhibit 4-b)**

2. **Kathy Goodspeed, representing the Senior Alliance for Empowerment (SAFE)**, advocated for the City to fund a residential rehab program for very low-income households, including those residing in mobile homes that need structural improvements. **(See Exhibit 4-c)**

3. Sylvia Sullivan, an architect, expressed her support for the development and/or conversion of accessible housing units for seniors and disabled persons and more disabled parking spaces. (See Exhibit 4-f)
4. Women's Economic Ventures wrote to the City requesting CDBG funds to continue support of the Self-Employment Training (SET) program that provides assistance to low and moderate-income men and women to start or expand a micro-business. (See Exhibit 4-d)
5. Mary Harris, City resident, wrote to the City in support of using CDBG funds to rehabilitate multi-family rental units for low-income seniors. (See Exhibit 4-e)

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

All comments were accepted; however, not all identified needs are being proposed for funding in the City's PY 2013 Action Plan. For a list of proposed CDBG funding, see the budget on page 1 of this document.

7. Summary

The City's 2013-2014 CDBG Needs Assessment process resulted in the identification of the following priorities:

1. Development of a Year-Round, Emergency Shelter with supportive services to move homeless persons off the streets.
2. Rehabilitation and repair of existing affordable housing units.
3. Coordination at the City's designated Day Labor Site.

PR-05 Lead & Responsible Agencies

1. Agency/Entity Responsible for Preparing/Administering the Consolidated Plan

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

Agency Role	Name	Department/Agency
Lead Agency	City of Thousand Oaks	Community Development Dept.

Table 1 – Responsible Agencies

Narrative

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

Consolidated Plan Public Contact Information

The primary persons responsible for implementing the CDBG program are John Prescott, Community Development Director; Mark Towne, City Planner and Deputy Director; Caroline Milton, Senior Analyst; and Lynn Oshita, Community Development Technician. The primary contact is Caroline Milton at (805) 449-2331 or cmilton@toaks.org.

AP-10 Consultation

1. Introduction

The City collaborates with the Area Housing Authority of the County of Ventura (AHA; local Public Housing Authority or PHA) and with Many Mansions, a private, non-profit Community Housing Development Organization (CHDO), on the creation of new multi-family affordable rental units, and the preservation of existing units. The City also collaborates with the Ventura County Homeless and Housing Coalition (VCHHC) on implementation of the regional 10-Year Plan to End Homelessness in Ventura County. The City collaborates with local non-profit providers of public and social services to ensure that the most vulnerable City residents have access to essential services including health, nutrition and emergency shelter.

2. Summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

Since 1973, the City and the former Thousand Oaks Redevelopment Agency (RDA) have invested \$57 million to construct new affordable units, including \$9.2 million in public housing. Each year, the City leverages 15 percent of the City's CDBG annual entitlement grant with at least \$100,000 from the City's own Social Services Endowment Fund (SSEF). The City also collaborates with the County of Ventura on a Fair Housing Counseling program and supports the Ventura County Homeless and Housing Coalition's regional Continuum of Care process.

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

The City collaborates with the following entities on behalf of the regional Continuum of Care and the 10-Year Plan to End Homelessness: County of Ventura, City of Ventura, United Way, Conejo Valley Affordable Housing Workgroup, Ventura Council of Governments. The City participates in monthly meetings on the process of developing the local Continuum of Care governance structure.

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

The City of Thousand Oaks does not receive ESG funds. But the City is an active participant in the Ventura County Continuum of Care and collaborates with local public service agencies that administer HMIS for the local Continuum of Care region.

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

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
Many Mansions, a California Nonprofit Corporation	Housing	Housing Need Assessment
Area Housing Authority of the County of Ventura	Housing	Public Housing Needs
Lutheran Social Services	Services-homeless	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
Senior Concerns, Inc.	Services-Persons with Disabilities	Non-Homeless Special Needs
Conejo Free Clinic	Services-Health	Non-Homeless Special Needs
Long Term Care Services Ventura County, Inc.	Services-Persons with Disabilities	Non-Homeless Special Needs
Westminster Free Clinic	Services-Health	Non-Homeless Special Needs
United Cerebral Palsy	Services-Persons with Disabilities	Non-Homeless Special Needs
County Of Ventura	Other government - County	Fair Housing

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
Conejo Valley Affordable Housing Workgroup	Services-homeless	Homelessness Strategy
United Way of Ventura County	Regional organization	Homelessness Strategy
Women's Economic Ventures (Wev)	Services-Employment	Economic Development
Senior Alliance for Empowerment	Services-Elderly Persons	Non-Homeless Special Needs

Table 2 – Agencies, groups, organizations who participated

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

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

The following non-profit providers of social services submitted needs assessments in January 2012 for the period July 1, 2012 through June 30, 2014 (two years). These providers were granted CDBG funds for the two-year period:

Lutheran Social Services	Homeless Services (Rotating Winter Shelter and Year-Round Meals) <u>Anticipated Outcome:</u> CDBG sub-recipient in PY 2013
Senior Concerns	Meals on Wheels Program <u>Anticipated Outcome:</u> CDBG sub-recipient in PY 2013
Conejo Free Clinic	Low-cost Medical Tests / Services for Non-Insured Households <u>Anticipated Outcome:</u> CDBG sub-recipient in PY 2013
Long Term Care Services	Ombudsman Services (unannounced) to monitor levels of care <u>Anticipated Outcome:</u> CDBG sub-recipient in PY 2013
Westminster Free Clinic	Low-cost Medical Tests / Services for Non-Insured Households <u>Anticipated Outcome:</u> CDBG sub-recipient in PY 2013
United Cerebral Palsy	Transportation to community events for disabled residents of two local Cerebral Palsy residences <u>Anticipated Outcome:</u> CDBG sub-recipient in PY 2013

The following agencies, groups and organizations participated in the PY 2013 Needs Assessment public hearing (January 28, 2013) and public outreach (December 17, 2012 – February 15, 2013):

Many Mansions	Requested CDBG funding for Multi-Family Housing rehabilitation at Bella Vista and Villa Garcia apartments. <u>Anticipated Outcome:</u> Potential CDBG sub-recipient in PY 2013
Conejo Valley Affordable Housing Workgroup	Requested CDBG funding for pre-development costs associated with the planned conversion of Fire Station # 35 to a Year-Round Homeless Shelter. <u>Anticipated Outcome:</u> Potential CDBG sub-recipient in PY 2013
Senior Alliance for Empowerment	Requested CDBG funding for Single-Family, Mobile Home unit Rehabilitation at Ranch Mobile home park. <u>Anticipated Outcome:</u> Potential CDBG sub-recipient in PY 2013
Women's Economic Ventures	Requested CDBG funding for continued support of the Self-Employment Training Program (Micro-Enterprise Assistance). <u>Anticipated Outcome:</u> This agency received CDBG funding from PY 2005 through PY 2013.
Sylvia Sullivan, Resident	Requested City support the installation of accessible improvements at housing units occupied by senior and disabled households and volunteered her services as an architectural consultant. <u>Anticipated Outcome:</u> Comments accepted by City.
Mary Harris, Resident	Requested City support multi-unit rehabilitation at lower-income, subsidized housing units for seniors. <u>Anticipated Outcome:</u> Comments accepted by City.

The City consults on an ongoing basis with the following agencies, groups and organizations in the Continuum of Care process:

County of Ventura	Provides administrative support for activities to implement the "10-Year Plan to End Homelessness in Ventura County". <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".
United Way	Provides coordination and leadership in collaboration with the Ventura County Homeless and Housing Coalition for implementation of goals and objectives identified in the "10-Year Plan to End Homelessness in Ventura County". <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".

Ventura County Homeless and Housing Coalition	Provides coordination and leadership in collaboration with United Way for implementation of goals and objectives identified in the "10-Year Plan to End Homelessness in Ventura County". <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".
Ventura Council of Governments	Acts as the Interagency Council on Homelessness (IACH) and sets policy for implementation of the "10-Year Plan to End Homelessness in Ventura County". <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".
Many Mansions	As designated by the Conejo Valley Affordable Housing Workgroup, this non-profit organization is the lead agency to implement planned conversion of Fire Station # 35 to a Year-Round Emergency Shelter. <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".
Conejo Valley Affordable Housing Workgroup	Local grass-roots organization representing the Ventura County Homeless and Housing Coalition. <u>Anticipated Outcome:</u> Facilitation of activities to implement "10-Year Plan to End Homelessness in Ventura County".

The following organization has collaborated with the City over the past several years and is the current recipient of CDBG funds.

Cyrus Urban Inter-Church Sustainability Network (CUISN)	The City partners with this non-profit agency to provide coordination and supplemental code enforcement services at the designated Day Labor Site (3120 Royal Oaks Drive). <u>Anticipated Outcome:</u> Potential CDBG Sub-recipient for PY 2013.
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7. Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable.

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

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

Table 3 – Other local / regional / federal planning efforts

Narrative

On March 19, 2013, the City Council approved the updated 2007-2017 10-Year Plan to End Homelessness in Ventura County. The updated Plan includes a Housing First concept and an emphasis on more assertive outreach for bringing services to homeless and chronically homeless persons.

AP-12 Participation

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

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Meeting # 1 Public Meeting / Administrative Hearing	Non-targeted/broad community	10 persons attended the City's January 28, 2013 Needs Assessment public hearing in the Board Room. Three persons provided spoken comments. In addition, written comments were submitted by non-profit housing provider Many Mansions (2 submittals), by non-profit advocacy group Senior Alliance for Empowerment (S.A.F.E.), by non-profit services provider Women's Economic Ventures (WEV) and by City resident Mary Harris.	<p>1. Need for Pre-Development funding to support the City's first year-round emergency shelter for homeless persons (Conversion of fire station # 35.</p> <p>2. Need for single-unit residential rehab at mobile home parks.</p> <p>3. Need for multi-unit residential rehab at Many Mansions's Bella Vista and Villa Garcia affordable rental properties.</p> <p>4. City identified a continuing need for coordination at the designated Day Labor Site.</p>	All comments were accepted.

Annual Action Plan
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Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Newspaper Ad	Non-targeted/broad community	A 1/4 page display ad publicizing the January 28, 2013 CDBG Needs Assessment public hearing (January 28, 2013) and comment period (through February 15, 2013) was printed in the local free newspaper The Thousand Oaks Acorn on December 17, 2012 and on January 3, 10, 17 and 24, 2013.	Several persons attending the January 28, 2013 Public hearing stated they had learned about the public hearing through the Acorn display ad.	All public comments (Verbal and written) were accepted by the City.
Internet Outreach	Non-targeted/broad community	The City posted a public hearing notice on the City's internet web site (www.toaks.org) and also publicized the hearing on Twitter and Facebook.	Several persons attending the January 28, 2013 public hearing stated they had learned of the event via the information posted on the City's website.	All comments were accepted.
Public Review Of Draft 2014 CDBG Action Plan	Non-targeted/broad community	The City posted the Draft 2014 CDBG Action Plan on the City's website for 30 days of public review and comment from March 7 to April 5, 2013.	The City received comments from three stakeholders. These comments are included in Exhibit 6 to this Action Plan Report.	All comments were accepted.

Newspaper Ad	Non-targeted/broad community	A public review notice was published in the Legal Section of the Thousand Oaks Star on March 7, 2013. A Display Ad was published in the Thousand Oaks Acorn on March 7, 2013.	Copies of these public notices are provided in Exhibit 7 to this Action Plan report.	
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Meeting # 2 City Council public hearing, April 23, 2013.	Non-targeted/broad community	A City Council public hearing was noticed and scheduled for April 23, 2013. Although no speaker or comment cards were submitted, stakeholder Rick Schroeder, President of Many Mansions, responded to a question from a City Councilmember regarding the proposed use of CDBG funds for a future, year-round homeless shelter. Following public discussion, the City Council approved the proposed 2014 Action Plan by unanimous vote.	A copy of April 23, 2013 CDBG public hearing comments is included in Exhibit 7 to this Action Plan.	All comments were accepted.
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Newspaper Ad	Non-targeted /broad community	A public hearing notice was published in the Legal Section of the Thousand Oaks Star on April 7, 2013. A Display Ad was published in the Thousand Oaks Acorn on March 18, 2013.	Copies of these public notices are provided in Exhibit 7 to this Action Plan report.	
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Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources

Introduction

For this Action Plan, the City anticipates a CDBG entitlement grant of \$567,950 (the same amount as in PY 2012).

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Reminder of ConPlan \$
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$
CDBG	Public Federal	Admin and Planning Housing Public Improvements Public Services	\$567,950 (Estimated)	\$0	\$0	\$567,950 (Estimated for PY 2014)

Table 1 - Expected Resources – Priority Table

Narrative Description

Effective, July 1, 2013, the City plans to use an estimated \$567,590 in CDBG funds for the following purposes:

1. Year-Round Emergency Shelter \$ 60,000 Sub-Recipient: Many Mansions for
HS 9937 Conejo Valley Affordable Housing
Workgroup
Location: Fire Station # 35

2.	2013 Housing Improvements HS 9939			
	a. Multi-Unit Rehabilitation (Bella Vista, Villa Garcia)	154,668		Sub-Recipient: Many Mansions
	b. Very Low-Income Owner-Occupied Rehabilitation (Citywide)	57,500		
3.	Day Labor Site BG 2025	97,000		Contractor: CUISN
4.	Public / Social Services	85,192		6 Sub-Recipients
5.	Program Administration BG ADMN	113,590		
	TOTAL	\$ 567,950		

Table 2: Proposed Uses of PY 2013 CDBG Funds

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

The City will leverage an estimated \$85,192 in CDBG funds for public and social services with \$110,000 in local Social Services Endowment Funds (SSEF).

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

The City of Thousand Oaks is discussing with the County of Ventura and the Ventura County Fire Department the potential to acquire Fire Station # 35, located on the south side of Hillcrest Drive at the terminus of Lawrence Drive in the Newbury Park section of the City for conversion to the City's first year-round emergency shelter for homeless persons.

The current facility is too small for the County's needs and efforts are underway to acquire a new piece of land that would accommodate construction of a larger fire station. If these plans progress, the current Fire Station # 35 could become available for acquisition by the City of Thousand Oaks to be used as a year-round emergency shelter beginning in 2015 (tentative date).

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Emergency Shelter Pre-Development	2013	2014	Public Facility	Newbury Park	Continuum of Care	CDBG:	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
Multi-Family Rehab	2013	2014	Resident Rehab	Census Tract 71	Decent Housing	CDBG	Benefit: 72 Households Assisted
Single-Family Rehab	2013	2014	Resident Rehab	City-Wide	Decent Housing	CDBG	Benefit: 5 Low-Income Households
Day Labor Site	2013	2014	Public Facility	Census Tract 71	Economic Development	CDBG	Benefit: 350 Persons
Public Services	2013	2014	Public Services	Citywide	Suitable Living Environment	CDBG, SSEF	Benefit: 7,000 Persons

Table 2 – Goals Summary

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

In April 2013, Many Mansions will open its new, 60-unit affordable housing rental complex, Hillcrest Villas. Over the past several years, the former Thousand Oaks Redevelopment Agency invested \$7.2 million in this project. Included are 30 permanent units with supportive services for households with special needs, including 15 units for formerly homeless persons.

Projects

AP-38 Project Summary

Project Summary Information

Project Name	Target Area	Goals Supported	Needs Addressed	PY 2013 CDBG Funding
Year-Round Emergency Shelter Pre-Development	Newbury Park Fire Station # 35	Continuum of Care; Ending Homelessness	Homelessness	\$60,000
Multi-Unit Residential Rehabilitation	Bella Vista and Villa Garcia Apts.	Affordable Housing Improvements	Affordable Housing	\$154,668
Single-Family Residential Rehabilitation	Low-Income, Owner-Occupied Single-Family Dwellings	Affordable Housing Improvements	Affordable Housing	\$ 57,500
Day Labor Site Coordination	Census Tract 71	Suitable Living Environment	Economic Opportunity	\$97,000
Program Administration	Citywide	Program Administration	Program Admin	\$ 113,590
Public/Social Services	Citywide	Suitable Living Environment	Public Services	\$85,192

Table 3 – Project Summary

AP-35 Projects

Introduction

As a result of the City's 2013 Needs Assessment process, and based on needs identified in prior program years, the City is proposing to use its 2013 CDBG entitlement funds (estimated at \$567,950) for the following priority activities.

#	Project Name
1	Emergency Shelter Pre-Development
2	Multi-Family Residential Rehabilitation
3	Single-Family Residential Rehabilitation
4	Day Labor Site Coordination
5	Program Administration
6	Public Services

Table 4 – Project Information

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

1. The “10-Year Plan to End Homelessness in Ventura County” identifies the need for a year-round emergency homeless shelter in the East County as a high priority. The City is collaborating with the Conejo Valley Affordable Housing Workgroup on a plan for future conversion of Fire Station # 35 into such a facility. An obstacle is that the property is not yet available pending the County’s purchase of another site to construct a larger fire station.
2. Need identified by Many Mansions during City’s PY 2013 Needs Assessment public hearing.
3. Need identified by Senior Alliance for Empowerment at City’s PY 2013 Needs Assessment public hearing.
4. Need identified by the City in prior years.
5. Need for Program Administration.
6. Need identified for 2012-13 and 2013-14 by City Council in April 2012.

AP-50 Geographic Distribution

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

The City's PY 2013 CDBG investments are expected to be concentrated in Census Tract 70, Block Group 1 (2000 Census Low/Mod penetration of 49.9%) and Census Tract 71, Block Group 1 (2000 Census Low/Mod penetration of 67.5% and Block Group 2 (2000 Low/Mod penetration of 63.3%).

Geographic Distribution

Target Area	Percentage of Funds
Census Tract 71, Block Group 2	36
Census Tract 71, Block Group 1	20

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

1. Fire Station #35 at the southern terminus of Lawrence Drive at Hillcrest Drive is expected to assist up to 100 persons annually to move from the streets into temporary shelter pending the availability of permanent, supportive housing.
2. Census Tracts 70 and 71 contain the majority of the City's affordable housing units, including multi-family rental units and mobile home parks. The preservation, rehabilitation and repair of these units is the City's second highest priority for the use of PY 2013 CDBG funds.

Discussion

The percentage of funds to be allocated geographically is as follows:

Year-Round Emergency Shelter, Fire Station # 35 = 10 %

Affordable Housing Rehabilitation in Census Tract 71 = 40 %

Day Labor Site Coordination in Census Tract 71, Block Group 2 = 15 %

Affordable Housing

AP-55 Affordable Housing

Introduction

Using PY 2013 CDBG funds totaling \$154,668, the City plans to rehabilitate multi-family rental units at the lower-income Bella Vista apartments (or the Villa Garcia apartments), owned by Many Mansions.

Using PY 2013 CDBG funds totaling \$57,500, the City proposes to rehabilitate several low-income, owner-occupied mobile homes and single-family attached and detached dwelling units and in dire need of health and safety improvements.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	72
Special-Needs	5
Total	77

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
Production of New Units	0
Rehab of Existing Units	77
Acquisition of Existing Units	0
Total	77

Table 7 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing

Introduction

The City of Thousand Oaks collaborates closely with the Area Housing Authority of the County of Ventura (AHA), the City's public housing authority. AHA has been designated by HUD as a "High Performer" for the past 11 consecutive years. AHA manages 3 HUD-owned rental housing complexes in Thousand Oaks (Fiore Gardens, Florence Janss and Leggett Court), serving 428 lower-income residents. In addition, AHA owns and manages 5 other rental complexes in Thousand Oaks (Glenn Oaks Senior Apartments, Los Arboles, Oak Creek Senior Villas, Royal Oaks and Sunset Villas), serving an additional 304 lower-income residents. AHA has an active Resident Services Program including community activities, recreation and tutoring, crime prevention, transportation, wellness programs, and other activities.

Actions planned during the next year to address public housing needs

According to AHA, the following improvements are planned to be made during 2013-2014: Fiore Gardens: Reseal driveway, \$30,000; Replace vinyl flooring, \$15,000; Landscape Upgrades, \$10,000; New Window Hardware, \$5,000; Carbon Monoxide Detectors, \$3,200. Florence Janss: Plumbing Clean-Outs, \$30,000; Reline Solar Tanks, \$10,000; Carbon Monoxide Detectors, \$3,500. Leggett Court: Repair/Replace Iron Fencing, \$10,000; Reseal Driveway, \$10,000; Landscape Upgrades, \$10,000 and Carbon Monoxide Detectors, \$3,000.

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

All non-exempt Public Housing adult residents contribute 8 hours of community service per month, or participate in 8 hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. AHA provides a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. The AHA collaborates with local community organizations and non-profits to provide these community service opportunities for public housing residents. Residents are also provided with opportunities to serve on the Resident Advisory Board. AHA does not currently have any programs that encourage residents to

participate in homeownership.

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

Not applicable.

AP-65 Homeless and Other Special Needs Activities

Introduction

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

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

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

In collaboration with the Ventura County Homeless and Housing Coalition (VCHHC), the City participated in a count of homeless persons on January 29, 2013. In addition to counting unsheltered persons and those in overnight shelters, some of the homeless participated in a survey that assists local agencies to assess the needs of this population and develop appropriate responses.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City is collaborating with local non-profit Conejo Valley Affordable Housing Workgroup to establish a year-round shelter for homeless persons and families in Thousand Oaks. The shelter would function as an interim solution to move homeless persons off the streets and into transitional and/or permanent, supportive housing as soon as such resources are available.

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

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

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

The City uses CDBG funding to provide annual operational funding grants to local non-profits that help very low-income persons and households, particularly those with special needs. For example, Lutheran Social Services coordinates a 365 hot-meal program and offers services for homeless persons. Conejo Free Clinic and Westminster Free Clinic offer low-cost or no-cost medical care for persons with no other access to care. Senior Concerns offers a meals-on-wheels program that is free of cost for persons unable to pay. Long Term Care Services trains volunteers to make unannounced visits to nursing homes to verify that disabled seniors in care are receiving quality care.

AP-75 Barriers to affordable housing

Introduction

In conjunction with the updating of the City's 2006-2014 Housing Element, several ordinances were adopted by the City Council that lessened the potential for City policies to act as barriers to the development of new affordable housing. As described below, Ordinances 1547-NS, 1555-NS and 1569-NS, amended the Municipal Code to facilitate the development of future affordable housing units.

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

In PY 2013, the City will implement the terms of the following revised City policies all of which facilitate the development of housing for special needs persons. For example, Ordinance 1547-NS, defines transitional and supportive housing such that they are permitted subject to the same standards as conventional residential uses of the same types in the same zones. This ordinance also removes constraints on housing for disabled persons by (a) establishing procedures for making reasonable accommodations; and (b) removing the limit on the number of unrelated persons that can live together as a "family". Ordinance 1555-NS, revises the findings for approval of a residential planned development permit to avoid any developmental constraint; and Ordinance 1569-NS allows parking structures and reduced setbacks for buildings over 25 feet high to accommodate affordable housing.

AP-85 Other Actions

Actions planned to address obstacles to meeting underserved needs

The City has identified the lack of a local year-round shelter as a primary underserved need. The City is collaborating with the Conejo Valley Affordable Housing Workgroup in an effort to establish such a shelter as soon as possible. The City also leverages 15% of its CDBG entitlement grant with at least \$100,000 in local Social Services Endowment Funds (SSEF) to support the efforts of approximately 24 providers of public and social services to help meet the underserved needs of low- and very low-income City residents.

Actions planned to foster and maintain affordable housing

Since the 1970s, the City and the former Thousand Oaks Redevelopment Agency have invested millions of dollars in the construction and rehabilitation of affordable rental housing units. During the PY 2013 CDBG program year, the City plans to allocate \$212,168 for the rehabilitation of additional housing units.

Actions planned to reduce lead-based paint hazards

There is no lead-based paint in any public-owned or publicly assisted rental housing units in Thousand Oaks. The Community Development Department maintains brochures at the public counter advises contractors and property owners of the "Renovation, Repair and Painting (RRP)" lead regulation and discusses with renovators how to comply and to reduce the adverse effects of lead paint and lead dust.

Actions planned to reduce the number of poverty-level families

Through its non-profit partners that provide public and social services, the City supports numerous programs that assist working mothers to retain full-time employment through full-time or part-time pre-school programs, after-school tutoring, supplemental food, low- or no-cost medical care and other services.

Actions planned to develop institutional structure

To address the needs of low- and moderate-income residents and households, the City has collaborative relationships with the County of Ventura, the Area Housing Authority, CHDO Many Mansions, the Ventura County Homeless and Housing Coalition, the Conejo Valley Affordable Housing Workgroup, the Conejo Valley Unified School District, Cyrus Urban Inter-Church Sustainability Network, Women's Economic Ventures, Lutheran Social Services, Conejo Free Clinic, Westminster Free Clinic, Senior Concerns, Long Term Care Services of Ventura County, United Cerebral Palsy and at least 12 other non-profit organizations.

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

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

Program Specific Requirements

AP-90 Program Specific Requirements

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

Program Income

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

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

Table 1: Program Income

Other CDBG Requirements

Urgent Needs Activities

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

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.	80%
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Specify the years covered that include this Annual Action Plan. PY 2013

End of PY 2013 CDBG Action Plan Narrative

2013 – 2014 Action Plan Exhibits

Exhibit

- 1. PY 2013 Consolidated Plan Listing of Projects (HUD Table 3-C)**
- 2. Map of Proposed PY 2013 CDBG-funded Activities**

Location # 1

Pre-Development Costs at Future Year-Round Emergency Shelter

Location: South side of Hillcrest Drive at Southern Terminus of Lawrence Drive,
Newbury Park (Thousand Oaks), CA 91320

Location # 2

Residential Rehabilitation at Bella Vista Apartments

Location: 2013-2025 Los Feliz Drive, Thousand Oaks, CA 91362

Location # 3

Residential Rehabilitation at Villa Garcia Apartments

Location: 1419 E. Thousand Oaks Boulevard, Thousand Oaks, CA 91362

Location # 4

Residential Rehabilitation at Very Low-Income Single-Family Units Citywide;
For Ranch Mobile Home Park (Potential Location)

Location: 2193 Los Feliz Drive, Thousand Oaks, CA 91362

Location # 5

Day Labor Site Coordination

Location: 3120 Royal Oaks Drive, Thousand Oaks, CA 91362

Location # 6

Public and Social Services

Location: 80 East Hillcrest Drive, Thousand Oaks, CA 91360 & Citywide

Location # 7

CDBG Program Administration

Location: 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362

- 3. Minutes of PY 2013 Needs Assessment Public Hearing (January 28, 2013)**
- 4. Needs Assessment Written Comments Received by City**
 - a. Many Mansions' Request for Pre-Development Funding for a Proposed Year-Round Emergency Shelter (February 6, 2013)
 - b. Many Mansions' Request for Residential Rehabilitation Funding at Bella Vista and Villa Garcia Multi-Unit Affordable Rental Housing Complexes (January 28, 2013)
 - c. Senior Alliance for Empowerment (S.A.F.E.) Request for Residential Rehabilitation Funding for Ranch Mobile Home Park (February 10, 2013)

2013 – 2014 Action Plan Exhibits

Exhibit

- d. Women's Economic Ventures (WEV) Request for Continued Funding of a Self-Employment Training (SET) Program and Related Activities (January 22, 2013)
- e. Resident Mary Harris wrote to City in favor of Residential Rehabilitation funding at multi-family affordable rental units (January 28, 2013)
- f. Sylvia Sullivan of Access America provided a drawing of a model 3-bedroom unit featuring fully accessible features and improvements.

5. City's PY 2013 CDBG Funding Priorities from Prior Years

- a. Day Labor Site Coordination
- b. Public and Social Services Grants

6. Public Comments on Draft 2013 CDBG Action Plan (provided to City Council for Public Hearing (April 23, 2013, Approval of 2013 CDBG Action Plan.

- a. March 7, 2013 comments from Thousand Oaks resident Emily Gonzales (re use of CDBG funds for low-income housing)
- b. March 18, 2013 comments from Thousand Oaks resident Cathy Brudnicki (re use of CDBG funds for proposed year-round homeless shelter)
- c. April 8, 2013 comments from Many Mansions' president Rick Schroeder (response to Cathy Brudnicki's comments; see above)
- d. April 23, 2013 response from Rick Schroeder to City Council concerning proposed use of \$60,000 in PY 2013 CDBG funds in pre-development costs for future Year-Round Emergency Shelter.

7. Copies of Public Notices – 2013 CDBG Needs Assessment, Action Plan Review and City Council Approval Process

- a. Display Ad notice, Thousand Oaks Acorn, re Jan. 23, 2013 Needs Assessment Public Hearing (published Dec. 27, 2012 and Jan. 10, 17 and 24, 2013)
- b. Display Ad notice, Thousand Oaks Acorn, re 30-day public review opportunity for PY 2013 draft Action Plan (March 7, 2013)
- c. Display Ad notice, Thousand Oaks Acorn, April 9, 2013 re City Council public hearing, April 23, 2013, review and consideration to approve PY 2013 CDBG Action Plan.

8. Copy of Staff Report and Council Approval of PY 2013 CDBG Action Plan.

End List of Exhibits

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

1. PY 2013 Consolidated Plan Listing of Projects (HUD Table 3-C)

Table 3-C
PY 2013 Consolidated Plan Listing of Projects

Applicant's Name	City of Thousand Oaks		
Priority Need	High (Infrastructure)		
Project Title	Year-Round Emergency Shelter		
Project Description	Assistance to Many Mansions (for Conejo Valley Affordable Housing Workgroup) to fund pre-development costs associated with the proposed conversion of Fire Station # 35 into a year-round emergency shelter, with supportive services, for homeless persons and households. Pre-development costs may include appraisals, environmental studies, physical needs assessment, architectural and engineering work; financing filing fees and other pre-development "hard" costs.		
Location	South side of Hillcrest Drive at southerly terminus of Lawrence Drive (Newbury Park section of Thousand Oaks)		
Objective Number 1	Project ID 2013-1	Funding Sources:	
HUD Matrix Code 03 -C	CDBG Citation 570.201(c)	CDBG	\$ 60,000
Type of Recipient 501-c-3	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2013	Completion Date (mm/dd/yyyy) 06/30/2014	HOME	-0-
Performance Indicator No. of Improvements	Annual Units 100	HOPWA	-0-
Local ID HS 9937	Units Upon Completion	Total Formula	
		Prior Year Funds	\$ -0-
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$ 60,000
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 1

Table 3-C
FY 2013 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 2	Project ID 2013-2	Funding Sources:	
		CDBG	\$ 113,590*
HUD Matrix Code 21-D	CDBG Citation 570.206	ESG	-0-
		HOME	-0-
Type of Recipient Local Government	CDBG National Objective CDBG Program Administration	HOPWA	-0-
Start Date (mm/dd/yyyy) 07/01/2013	Completion Date (mm/dd/yyyy) 06/30/2014	Total Formula	
		Prior Year Funds	
Performance Indicator No. of Persons Served	Annual Units 25,000	Assisted Housing	
		PHA	
Local ID BGADMN	Units Upon Completion	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.	7,750
	<u>\$ 113,590</u>

Exhibit 1

Table 3-C
FY 2013 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	United Methodist Church 1000 East Janss Road) & Westminster Presbyterian Church 32111 Watergate Road	10,000
6.	United Cerebral Palsy	Disabled Transportation	Local UCP Group Homes	5,000
				\$ 85,192

Objective Number 3	Project ID 2013-3	Funding Sources:	
		CDBG	\$ 85,192
		ESG	
HUD Matrix Code 05 Public Services	CDBG Citation 570.201(e)	HOME	
		HOPWA	
Type of Recipient 501-c-3	CDBG National Objective Low/Mod Income Benefit	Total Formula	\$ 85,192
Start Date (mm/dd/yyyy) 07/01/2013	Completion Date (mm/dd/yyyy) 06/30/2014	Prior Year Funds	-0-
		Assisted Housing	
Performance Indicator No. of Persons Served	Annual Units 7,000	PHA	
Local ID BG 2014	Units Upon Completion	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 1

Table 3-C
FY 2013 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 4	Project ID 2013-4	Funding Sources:	
HUD Matrix Code	CDBG Citation	CDBG	\$ 97,000
Type of Recipient Contractor	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2013	Completion Date (mm/dd/yyyy) 06/30/2014	HOME	-0-
Performance Indicator No. Persons Assisted	Annual Units 350 Persons	HOPWA	-0-
Local ID BG 2025	Units Upon Completion	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$ 97,000
<p>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</p>			

Exhibit 1

Table 3-C
2013 Consolidated Plan Listing of Projects

Applicant's Name	City of Thousand Oaks		
Priority Need	High (Housing Improvements)		
Project Title	Rehab; Single-Unit Residential		
Project Description	Structural improvement grants to very low-income, single-family owner-occupied units, including mobile homes, condominiums, townhomes and single-family detached dwellings..		
Location	Citywide		
Objective Number 5	Project ID 2013-5	Funding Sources:	
HUD Matrix Code 14-A	CDBG Citation 570.202	CDBG	\$ 57,500
Type of Recipient 501-c-3	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2013	Completion Date (mm/dd/yyyy) 06/30/2014	HOME	-0-
Performance Indicator No. Persons Assisted	Annual Units 5 Units	HOPWA	-0-
Local ID HS 9940	Units Upon Completion	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$ 57,500
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 1

Table 3-C
PY 2013 Consolidated Plan Listing of Projects

Applicant's Name	City of Thousand Oaks		
Priority Need	High (Housing Improvements)		
Project Title	Rehab; Multi-Unit Residential		
Project Description	Assistance to Many Mansions for priority improvements at Bella Vista and/or Villa Garcia affordable rental apartment complexes.		
Location	Census Tract 71, Block Group 1 (2013-2025 Los Feliz Drive and 1419 E. Thousand Oaks Boulevard		
Objective Number 6	Project ID 2013-6	Funding Sources:	
HUD Matrix Code 14-B	CDBG Citation 570.202	CDBG	\$ 154,668
Type of Recipient CHDO	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2013	Completion Date (mm/dd/yyyy) 06/30/2014	HOME	-0-
Performance Indicator No. of Improvements	Annual Units 72	HOPWA	-0-
Local ID HS 9939	Units Upon Completion	Total Formula	
		Prior Year Funds	-0-
		Assisted Housing	
		PHA	
		Other Funding	\$ 154,668
		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"			

Exhibit 1

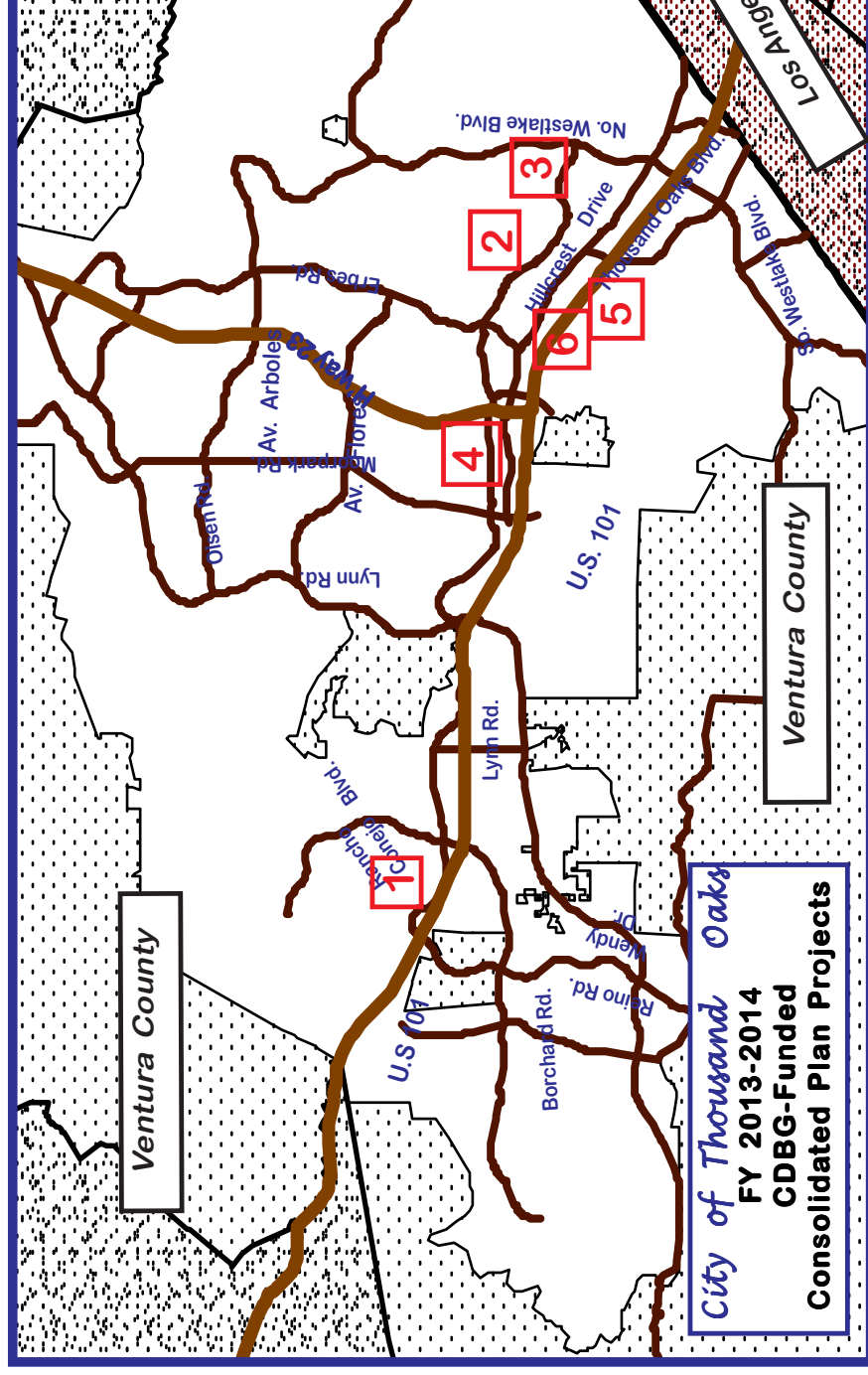
2013 – 2014 Action Plan Exhibits

Exhibit

2. Map of Proposed PY 2013 CDBG-funded Activities

- a. Pre-Development Costs at Future Year-Round Emergency Shelter
Location: South side of Hillcrest Drive at Southern Terminus of Lawrence Drive,
Newbury Park (Thousand Oaks), CA 91320
- b. Residential Rehabilitation at Bella Vista Apartments
Location: 2013-2025 Los Feliz Drive, Thousand Oaks, CA 91362
- c. Residential Rehabilitation at Villa Garcia Apartments
Location: 1419 E. Thousand Oaks Boulevard, Thousand Oaks, CA 91362
- d. Residential Rehabilitation at Very Low-Income Single-Family Units Citywide;
For Ranch Mobile Home Park (Potential Location)
Location: 2193 Los Feliz Drive, Thousand Oaks, CA 91362
- e. Day Labor Site Coordination
Location: 3120 Royal Oaks Drive, Thousand Oaks, CA 91362
- f. Public and Social Services
Location: 80 East Hillcrest Drive, Thousand Oaks, CA 91360 & Citywide
- g. CDBG Program Administration
Location: 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362

FY 2010-2015 City of Thousand Oaks Consolidated Plan -- Year Four Action Plan



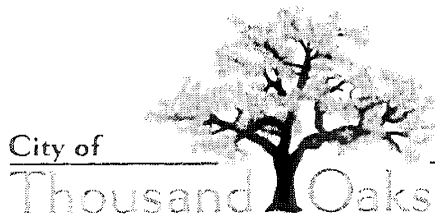
1. Future Year-Round Emergency Shelter (Fire Station # 35 Conversion)
2. Multi-Family Residential Rehabilitation (Bella Vista & Villa Garcia Apts.)
3. Very Low-Income Single-Family Residential Rehabilitation (Citywide)
4. Public Social Services (Human Services Center & Other)
5. Day Labor Site Coordination (Royal Oaks Drive, west of Hampshire Road)
6. CDBG Program Administration (2100 Thousand Oaks Boulevard)

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

3. Minutes of PY 2013 Needs Assessment Public Hearing (January 28, 2013)



Community Development Department

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

Administrative Hearing Community Development Block Grant (CDBG) Program 2013-2014 Needs Assessment

6:00 p.m., Monday, January 28, 2013, Board Room

MEETING NOTES

1. **Call to Order:** John Prescott, Director, Community Development Department

Mr. Prescott called the meeting to order at 6:00 p.m. Ten (10) persons were present. Also present were Senior Analyst Caroline Milton and Community Development Technician II Lynn Oshita. Mr. Prescott introduced Ms. Milton for introductory remarks.

2. **Introductory Remarks:** Senior Analyst Caroline Milton

Ms. Milton said the City is estimating the amount of its 2013-2014 Community Development Block Grant (CDBG) entitlement grant as \$567,950. The City receives these funds from the U.S. Department of Housing and Urban Development (HUD) to fund housing and community development activities that primarily benefit lower-income persons and households.

- **Review of CDBG Resources:** Senior Analyst Caroline Milton

Ms. Milton provided the following tentative allocation of CDBG funds for the period July 1, 2013 to June 30, 2014.

Housing and Community Development Activities	\$ 369,168	(65%)
Program Administration	113,590	(20%)
Public and Social Services Grants	85,192	(15%)
TOTAL	\$ 567,950	(100%)

Following the completion of the City's 2013-2014 CDBG Needs Assessment period (ends February 15, 2013), the City will prepare a draft Action Plan (proposed spending plan) for its CDBG funds effective July 1, 2013. That draft Action Plan will be made available for 30 days of public review and comment beginning March 1, 2013.

3. Question and Answer Period:

Mr. Prescott invited questions about the City's CDBG process. Ms. Milton responded to two questions from the audience.

4. Public Comments:

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

Mr. Prescott provided an opportunity for those persons completing Speaker Cards to provide their comments regarding needs that should be addressed by the CDBG program for the record. Three persons provided comments, as follows:

CDBG Needs Assessment Public Comments (Jan. 28, 2013)

1. Rick Schroeder, President, Many Mansions and Chair, Conejo Affordable Housing Workgroup

Mr. Schroeder identified 3 basic needs in Thousand Oaks, which could be addressed with CDBG funds.

a) Develop more Affordable Housing

The City needs more affordable housing units, particularly for seniors and persons with disabilities. Many Mansions may be participating in a new senior housing project and will provide additional information when available.

b) Year-Round Emergency Shelter

The Conejo Affordable Housing Workgroup (CAHW) is pursuing the potential to acquire Fire Station # 35 from the County of Ventura for conversion to a future Year-Round Shelter for homeless persons and families. The group has engaged an architect to design the renovation of the building and estimate how many persons can be accommodated at one time. The CAHW is seeking funding to offset its costs for architectural design costs, soils tests and related costs.

c) Preserving Affordable Housing

The City has a good stock of affordable housing units; but many buildings are old and need rehabilitation. For example, Many Mansions' Bella Vista Apartments (72 units) needs surface (sidewalk) repairs, and Villa Garcia



(80 units) needs replacement of windows and aging A/C units (30 – 40 years old) to achieve energy savings.

Mr. Schroeder said he will provide written comments to the City shortly concerning these needs and requesting CDBG funds.

2. Kathy Goodspeed, Thousand Oaks resident, representing the Senior Alliance for Empowerment (SAFE)

Representing the Senior Alliance for Empowerment (SAFE), the speaker advocated for the City to fund a residential rehabilitation program for very low-income homeowners, including those in mobile homes that need structural improvements, such as a new water heater, a furnace, a new roof, etc. but cannot afford to make improvements on their own.

3. Sylvia Sullivan, Thousand Oaks resident, Advocate for the Disabled

Ms. Sullivan, an architect, expressed her support for more housing units designed for seniors and disabled persons and more disabled parking spaces. She requested that the City convert the two easternmost and westernmost parking spaces on Thousand Oaks Boulevard in front of The Lakes for disabled parking. She also volunteered her time to educate housing advocates and City staff on the principles of universal design including turnaround space for wheelchairs, lever door handles, wider doorways, and other features that make housing units adaptable and accessible for aging persons and those with disabilities.

5. Closing Remarks:

There being no further speakers, Mr. Prescott closed the public hearing and reviewed the City's CDBG process and timetable that includes 30 days (March 1-31, 2013) of public review and comment for the 2013-2014 draft Action Plan; a City Council public hearing, tentatively scheduled for April 23; followed by City Council approval, and/or revisions to the draft Plan. Following Action Plan completion, the City will submit the document to HUD by May 17, 2013. HUD will then request revisions or will approve the Plan as submitted. As of July 1, 2013, the City can begin spending its 2013-2014 HUD funds estimated at \$567,950) pursuant to the approved Action Plan.

6. Question and Answer Period:

Mr. Prescott provided a final opportunity for attendees to request information from the City. No one requested further information.

7. Adjournment: Meeting adjourned at 6:25 p.m.



2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

4. Needs Assessment Written Comments Received by City

- a. **Many Mansions' Request for Pre-Development Funding for a Proposed Year-Round Emergency Shelter (February 6, 2013)**

City of Thousand Oaks

CDBG Program (2013)

Many Mansions' Request for Funding II (\$60,000)

Pre-development Costs Emergency Shelter

February 6, 2013

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D.	Architectural Contract & Other Pre-development Costs	2
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A.	The Proposed Use of Funds Qualifies for CDBG Funding Since the Development of an Emergency Shelter For Homeless Persons is an 'Eligible Use' Under CFR §570.201(c)	4
B.	The Development Of A Year Round Emergency Shelter Is A Community Need In The City Of Thousand Oaks. Development Work Now May Result In Additional State And Federal Funding.....	5

I. Request for Funding

Many Mansions respectfully request the sum of \$60,000 in CDBG funding for architectural and other pre-development costs associated with the development of a year-round emergency shelter in the City of Thousand Oaks.

II. Background

A. Many Mansions

Many Mansions is a nonprofit affordable housing and service provider. Organized in 1979, Many Mansions has developed thirteen affordable housing rental complexes (nine in the City of Thousand Oaks) for 440 units of affordable housing. A new 60 unit affordable housing rental complex (Hillcrest Villas) in Thousand Oaks will open in April, 2013.

Many Mansions is a county-wide leader in the development and management of supportive affordable housing – housing specifically for individuals and families who were homeless.

B. 10 Year Strategy to End Homelessness & the Conejo Valley Affordable Housing Workgroup

In early 2007 the County of Ventura adopted a 10 Year Strategy to End Homelessness in the county of Ventura (hereinafter '10 Year Strategy'). The 10 Year Strategy contained over 20 separate recommendations (e.g. develop more permanent supportive housing, establish a homeless prevention fund, etc.).

As part of the 10 Year Strategy Many Mansions created the Conejo Valley Affordable Housing Workgroup ('Workgroup') to work on homeless strategies in the Conejo Valley, especially the City of Thousand Oaks. In implementing the 10 Year Strategy in the Conejo Valley, the Workgroup identified two goals as a priority:

1. Establishing an emergency assistance fund; and
2. Developing a year round emergency shelter.

While the Workgroup was able to establish an emergency assistance fund in relatively short order, it has been difficult to develop a year round emergency shelter. The chief obstacle has been finding a suitable location for such a shelter. Over the past several years, the Workgroup has looked at over 20 potential sites.

C. Development of an Emergency Shelter: Fire Station 35

In 2012 Many Mansions and the Workgroup discovered that the County owned Fire Station 35, located on Hillcrest Drive in Newbury Park, would be closing. Fire Station 35 is old (50 years), small, and outdated, and the County desires to build a newer, larger, and more modern fire station to serve the community.

The County will be closing Fire Station 35 sometime in 2014 or 2015 (two years hence).

In discussions with the City of Thousand Oaks and the County of Ventura, it was agreed that Fire Station 35 might be a good site for such an emergency shelter.

D. Architectural Contract & Other Pre-development Costs

In developing an emergency shelter, Many Mansions needs to develop a full development budget—a budget that would include the amount of funding needed for —

1. Acquisition;
2. Architectural;
3. Pre-development costs (e.g. studies, surveys, legal, tests, etc.);
4. Construction (rehabilitation); and
5. Furnishings.

In short, Many Mansions and all other concerned parties (City of Thousand Oaks, County of Ventura) need to know how much this project is going to cost: whether this project is going to cost (say) \$150,000 or \$1,500,000.

Additionally, despite the long time before the property will be available (2014-15) Many Mansions and all other concerned parties needs this information soon so that it can submit applications for funding from various State and Federal programs (e.g. EHAP) and private grantors. Indeed, it is believed that the rather sporadic State program for funding of emergency shelters (Emergency Housing Assistance Program [EHAP]) may be available this summer (2013).

In this regard, in December 2012 Many Mansions issued Requests for Proposals (RFPs) to select an architect to design this project and to develop a fully development budget. The RFP was sent to local architects and three submitted bids.

Many Mansions and the Workgroup selected Di Cecco Architecture ('Di Cecco') for the work. Di Cecco had the lowest price and the best preliminary design (See Exhibit "1" for a copy of the preliminary design).

The full price of the architecture costs, though, totals \$ 76,640. This includes the following work:

Phase	Work	Cost
I	Programming/ Preliminary Design Phase	\$18,450
II	Design development/Construction Document Phase	\$22,790
III	Agency/Bidding Phase	\$10,410
IV	Construction Phase	\$24,990
	Total	\$76,640

A copy of the architectural contract is attached as Exhibit '2'.

III. Proposed Use of the CDBG Funds

Many Mansions requests \$60,000 in CDBG funds to pay for the cost of pre-development of the emergency shelter at the Fire Station 35 site.

The use of the funds would be in three categories:

Category	Use	Amount
I	Architectural costs (Phase I & II)	\$ 41,240
II	Studies, tests and other predevelopment costs	\$ 12,760
III	Administrative fee (10%)	\$ 6,000
	Total	\$ 60,000

The architectural costs are outlines in the contract (Exhibit '2') and the prior section. Essentially, the costs of phases I and II total \$41,240. This work would include all design work for the shelter (drawings, documents, etc.), but also permitting, preparing construction documents, etc.

As part of the pre-development work, many studies and test have to be done. These include lead based paint studies, asbestos studies, environmental studies, mold studies, traffic noise studies (being next to a freeway), an appraisal, etc.

The goal of the work in Category I and II is to work up a full development budget and rehabilitation design, sufficient for potential funding applications and the development itself.

The last category (Administrative fee) is to help pay for the staff costs at Many Mansions for this work.

IV. Argument

A. The Proposed Use of Funds Qualifies for CDBG Funding Since the Development of an Emergency Shelter For Homeless Persons is an 'Eligible Use' Under CFR §570.201(c)

Under CDBG law an emergency shelter for a homeless population is a 'public facility' and thus eligible for CDBG funding for 'acquisition, reconstruction, rehabilitation, installation, or improvement.' 24 CFR 570.201(c) (2012)

Section 570.201(c) provides, in full--

(c) Public facilities and improvements. Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except as provided in § 570.207(a), carried out by the recipient or other public or private nonprofit entities. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements, including those provided for in § 570.207(a)(1).) In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in § 570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients including those specified in § 570.204 may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during all normal hours of operation. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in § 570.200(b). (Emphasis added)

Thus, the scope of 570.201(c) is broad and includes costs associated in developing an emergency shelter. Such activities include rehabilitation, including architectural work, and can such funds can be used by nonprofit entities.

B. The Development Of A Year Round Emergency Shelter Is A Community Need In The City Of Thousand Oaks. Development Work Now May Result In Additional State And Federal Funding.

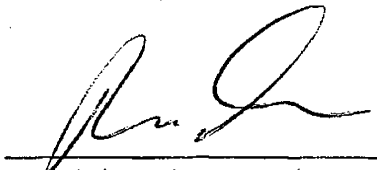
The City of Thousand Oaks needs a year round emergency shelter. While the homeless population in the Conejo Valley is relatively fewer than other Ventura county communities (e.g. Simi Valley, Ventura and Oxnard), it is still sizable and generally consists of women and children.

The year round emergency shelter would give priority (to the extent legally permissible) to women, children, and intact families – segments of our homeless population that shies away from a general emergency shelter.

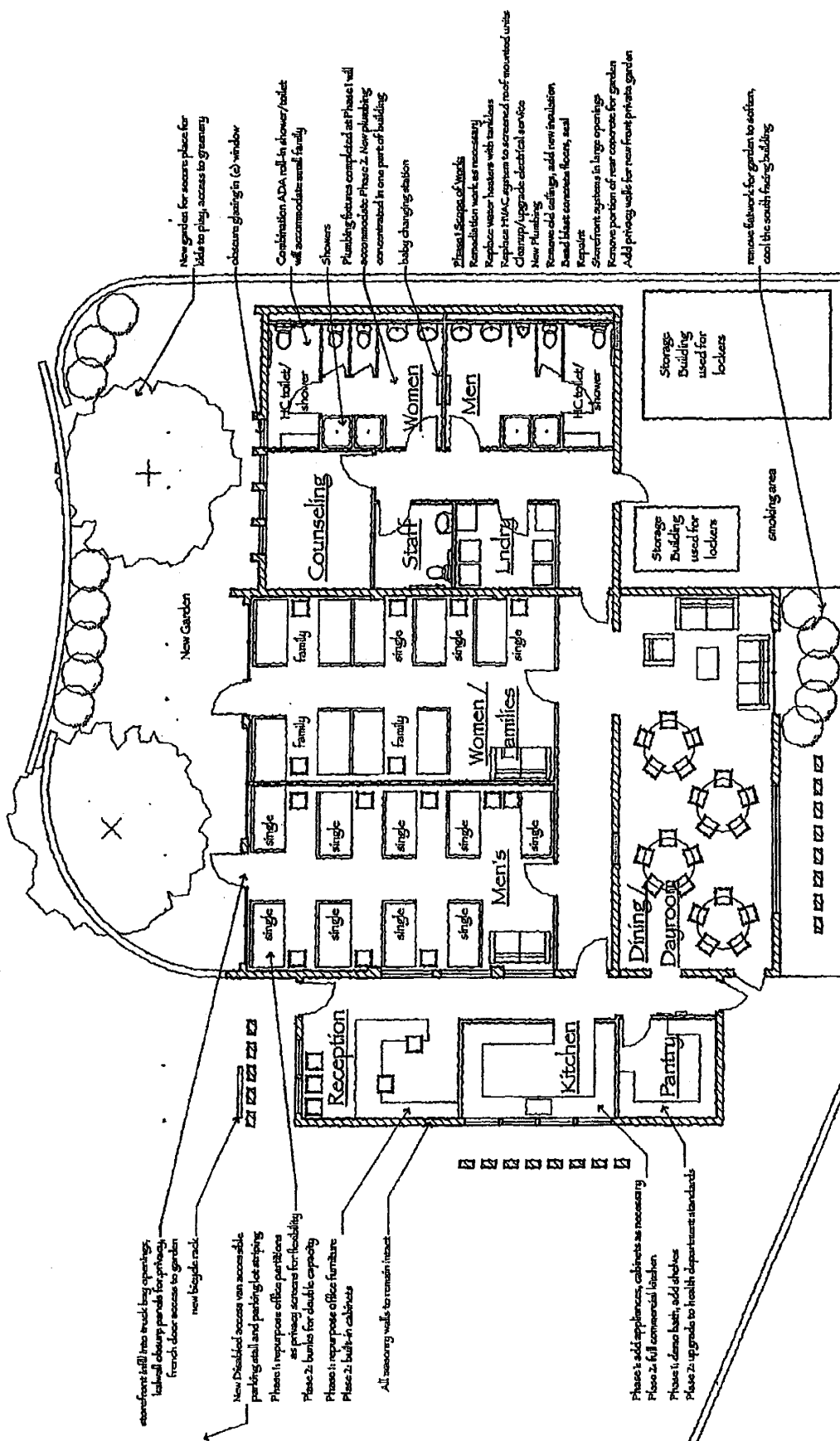
Development work now *may* bring state and federal funds to this project. As noted above, the State's EHAP funding round---offered sporadically – may be available the summer of 2013. If we miss this funding round (if offered), we may miss out on an opportunity to obtain up to \$1 million for this project.

Respectfully Submitted,

February 6, 2013


Rick Schroeder, President
Many Mansions

Attachment "1"



Many Mansions / Conejo Valley Affordable Housing Workgroup
Conejo Valley Emergency Homeless Shelter

Proposal # 1

Attachment "2"



DI CECCO ARCHITECTURE
I N C O R P O R A T E D

Ms. Tracy Miller
Senior Project Manager, Housing Development Division
Many Mansions
1459 E. Thousand Oaks Blvd. Building D
Thousand Oaks, CA 91362

January 11, 2013

We propose to provide architectural services for adaptive reuse of a County fire station into a homeless shelter located at 2500 West Hillcrest Road, Thousand Oaks, California.

Architect to Provide:

Programming/ Preliminary Design Phase:

- Discuss the requirements of the Project with the Client as required to communicate ideas about various alternatives to design and construction of the Project.
- Visit the site to assess visible as-built conditions with the requirements of the new occupancy proposed
- Review Clients project information and existing construction documents for the building as available.
- Meetings and consultations with the Client, potential operator and the City of Thousand Oaks as required.
- Research City of Thousand Oaks requirements as they pertain to the project.
- Based on information gathered through consultation with the Client, design an adaptive reuse homeless shelter for approval by the Client.
- Based on the approved preliminary design, develop a rehabilitation scope of work for the project.
- Based on the rehabilitation scope of work, provide a preliminary opinion of construction cost for the project.
- Based on the approved preliminary design and construction cost opinion, develop a preliminary schedule for permitting and construction of the project.

Design Development / Construction Documents Phase:

- Meetings and consultation with the Architect's consultants (Mechanical, Electrical and Plumbing Engineers) as required.
- Coordination with Client's consultants (Civil Engineer) if required.
- Provide computer file "base sheets" to consultants as requested.
- Based on approved preliminary design documents, develop the design of the Project to finalize its character and detail, elements and materials.
- Meetings and consultation with the Client as required.
- Prepare construction documents appropriate for the project. Drawings to include: Architectural site plan, floor plan, reflected ceiling plan, title/index sheet, general notes, exterior elevations, interior elevations of walls with cabinetry, plumbing or alternative finishes, architectural details and Project Manual (specifications book). These documents to be consistent with industry standards for construction documents for a tenant improvement project.
- Construction documents from consultants (Civil, MEP Engineers) will be packaged with those of the Architect as required for submittal to the City Building and Safety Department for a standard building and safety plan check.

Agency /Bidding Phase:

- Assist the Client in the filing of documents to obtain a standard building permit through the City, including consultation and meeting with Client and agencies having jurisdiction over the project.

- Provide clarifications to the Construction Documents as part of the Building & Safety plan review.
- Assist the Client in qualifying general contractors for the project.
- Assist the Client in obtaining bids for the project by issuing Construction documents and providing clarifications and responses to Requests For Information as required. Provide updated Construction Documents or clarification documents to bidders as required.
- Review the construction contract with the Client.
- Meet with the Client and Client's General Contractor to confirm scope and scheduling of construction as required.

Construction Phase:

- Visit the site as required or requested by the Client or General Contractor.
- Attend weekly construction meetings to confirm progress and quality of the construction of the project.
- Consultation with the Client and Client's General Contractor as required.
- Provide clarification documents as required.
- Review and take action on construction submittals as required.
- Assist the Client and General Contractor with specific agency approvals if required.
- Assist the General Contractor with communications with consultants (Civil, MEP) if required.
- Review and certify Contractors applications for payment.
- Determine dates of substantial completion and final completion.
- Visit the project once prior to one year contractor's warranty to determine outstanding Contractor's work upon request of the Client.

Client to Provide:

- Client's requirements for the project, including a construction budget.
- Site and building information in Client's possession as required.
- Engineering services and fees as required.
- Agency Fees as required.

Compensation:

Compensation for Programming/Preliminary Design through Construction Phases listed above shall be stipulated sums per phase as listed below.

• Programming / Preliminary Design Phase:	\$18,450.00
• Design Development / Construction Document Phase:	22,790.00
• Agency/Bidding Phase:	10,410.00
• Construction Phase:	24,990.00

Exclusions:

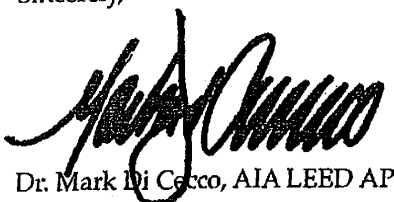
- Agency fees
- Modification, variance or specialized permit processing.

Terms:

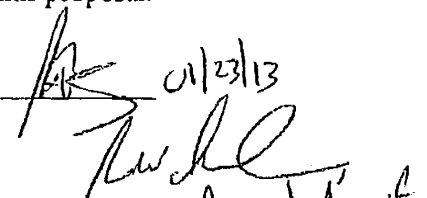
- The attached Standard Terms and Conditions shall become part of this proposal.
- This proposal subject to acceptance within ten working days.

Sincerely,

Acknowledgment and acceptance: dated



Dr. Mark Di Cecco, AIA LEED AP
President
California Architect C19697

01/23/13

President of
Client Army
Mission

STANDARD TERMS AND CONDITIONS DI CECCO ARCHITECTURE, INC.

Article 1. Architects Responsibilities

1.1 The Architect shall perform the services described with the standard of care, skill and diligence followed by other architects in the same location and time under the same circumstances.

Article 2. Client's Responsibilities

2.1 The Client shall provide information regarding Client's requirements for the Project, as well as legal descriptions and surveys of the site and all existing structures.

2.2 The Client shall provide the services of a surveyor and soils, geology, structural, energy and /or civil engineers or other consultants as required for the project when requested by the Architect or governing agencies.

2.3 The Architect shall be entitled to rely on the accuracy of information provided by the Client or Client's Consultants.

Article 3. Provisions

3.1 Instruments of Service: The Design and Documents, including drawings, sketches, specifications, and computer files are instruments of professional service prepared for this Project only and remain the property of the Architect. They are considered incomplete without the interpretation of the Architect. The Client shall be permitted to retain copies for information and reference. They are not to be used on other projects nor by other persons for completion of or extensions to this Project without prior written consent of the Architect, which consent shall not be reasonably withheld. The Client agrees to indemnify the Architect from all liability for such use.

3.2 Client Approvals: Approval by the Client of an individual phase will be the Architect's authorization to proceed with the next successive phase. Additional work on a phase after Client approval including revisions to the design or documents will be considered additional services, billed per the hourly rates listed below.

3.3 Construction Cost: The Architect shall not be responsible for providing detailed cost estimates for the project, and, due to market conditions, cannot warrant that construction bids will not vary from any opinion, estimate or evaluation of construction cost provided by others.

3.4 Toxic Substances: It is unknown whether the site contains toxic substances. Therefore, the Client shall indemnify the Architect from any action related to the detection, potential or actual exposure of persons to toxic substances.

3.5 Limitation of Liability: In recognition of the relative risks and benefits of the project to both the Client and the Architect, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Architect and his or her subconsultants to the Client, and the Client's consultants, and to all construction contractors and subcontractors on the project and any other third party for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of the Architect and his or her subconsultants to all those named shall not exceed the amount paid to the Architect for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contractor warranty.

3.6 Indemnification: The Architect agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Architect's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her subconsultants or anyone for whom the Architect is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold the Architect harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the project that is the subject of this Agreement. The Architect is not obligated to indemnify the Client in any manner whatsoever for the Client's own negligence.

3.7 Site Visitation: The Architect shall have access to the Project whenever it is in preparation or progress and shall be permitted to photograph the project during construction and upon completion for its records and future use.

3.8 Construction Process: The Architect shall not be responsible for or have control over the process or means of construction nor for safety or security programs in connection with the Project, which are the responsibility of the Contractor, for the acts or omissions of the Contractor or any other persons involved with any of the work, or for failure of any of them to carry out the work in accordance with the Construction Documents or codes, regulations, or authorities having jurisdiction over the Project. Site visitation by the Architect is for verification of conformance with the Construction Documents and is not to be construed as continuous or exhaustive observation or supervision of construction.

3.9 Rejection of Work: The Architect shall have the authority to reject work which does not conform to the Construction Documents, after notification of the Client.

3.10 Mediation/ Arbitration: In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and the Architect agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise. The Client and the Architect further agree to include a similar mediation provision in all agreements with independent

contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements. If mediation is unsuccessful, claims shall be decided by arbitration in accordance with the Construction Industry Rules of the American Arbitration Association.

3.11 Certification: The Client shall make no claim against the Architect without first providing the Architect with a written certification provided by an independent architect licensed by the State of California and practicing in the County of Ventura, specifying each and every act or omission that the certifier contends violates the standard of care followed by other architects providing services under the same circumstances. Certification shall be provided no less than 30 days prior to presentation of any claim.

3.12 Termination: This agreement may be terminated for reasonable cause by either party upon thirty days written notice. In the event of termination the Architect shall be compensated for services performed and expenses incurred prior to termination.

3.13 Agreement: The Client and Architect bind themselves, their successors, and assigns to this agreement. Neither the Client or Architect shall assign or transfer their interest in this agreement without written consent of the other. This agreement may be amended only by written instrument by both Client and Architect.

3.14 Americans With Disabilities Act (ADA): The Americans with Disabilities Act provides that the facility (or portions) is accessible to and by individuals with disabilities. Client acknowledges that the requirements of the ADA will be subject to various and possibly contradictory interpretations. The Architect, therefore, will use its professional standard of care to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project. The Architect, however, cannot and does not warranty or guarantee that Client's project will comply with all interpretations of the ADA requirements and/or the requirements of other federal, state, and local laws, rules, codes, ordinances and regulations as they apply to the project.

3.15 Condominium Conversion: ~~The Client does not foresee that this project will be converted into condominiums. Because the Architect did not design this project for condominium ownership, the Client agrees that, if the Client decides to convert the project into condominiums in the future, the Client will, to the fullest extent permitted by law, indemnify and hold harmless the Architect and the Architect's officers, partners, employees and subconsultants from any and all claims, losses, damages and costs, including reasonable attorney's fees and defense costs, arising or allegedly arising in any manner whatsoever due to the conversion to condominium ownership, except for the sole negligence or willful misconduct of the Architect~~

3.16 Building Rating/Performance: ~~The Client is interested in pursuing a "green" rating system such as LEED for Homes. The Architect will use its professional standard of care in pursuit of the rating goals of a specified ratings system desired by the Client. The Client acknowledges that the requirements of the various rating systems will be subject to various and possibly contradictory interpretations and ratings by third parties. Building changes and material substitutions, including those made by the Client and Contractor during the course of construction may affect these ratings as well. Client further acknowledges that the building occupants, utility agencies and weather will have an effect on building performance. The Architect, therefore, cannot and does not warranty or guarantee that the project will achieve a certain rating under any individual rating system, nor meet a specific energy use cost or performance goal.~~

Article 4. Compensation

4.1 Additional Services: The Architect shall provide additional services (those outside the scope of services described above) if requested or authorized in writing. Compensation for additional services, unless other arrangements are agreed upon prior to commencement of work, will be billed at the office hourly rates per 4.2

4.2 Hourly Fees: Hourly rates for Di Cecco Architecture, Inc. are as follows:

Principal Architect: (Mark Di Cecco AIA): two hundred sixty five dollars (\$265.00) per hour.

Senior Technical Staff: one hundred sixty five dollars (\$165) per hour.

Technical Staff: ninety dollars (\$90) per hour.

Staff: fifty-four dollars (\$54) per hour.

4.3 Reimbursable Expenses: Invoiced at 1.15 times the cost to the Architect: Reproductions, plotting, postage and handling of documents, long distance communications, outside presentation materials, travel expenses, consultant's fees and agency fees paid in connection with the Project.

4.4 Terms: Fees for services and reimbursable expenses will be invoiced semi-monthly. Payments are due and payable 10 days from date of billing. Billing is considered approved as submitted if not informed to the contrary in writing within seven days. Construction documents will not be released to the Client unless account is paid current. Amounts unpaid thirty working days after date of invoice are cause for suspension of services with no liability for delay or damage caused by such suspension.

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

4. Needs Assessment Written Comments Received by City

- b. Many Mansions’ Request for Residential Rehabilitation Funding at Bella Vista and Villa Garcia Multi-Unit Affordable Rental Housing Complexes (January 28, 2013)

City of Thousand Oaks

CDBG Program (2013)

**Many Mansions' Request for Funding I
(\$ 298,483)**

Capital Improvement Projects

January 28, 2013

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I. Request for Funding

Many Mansions, a nonprofit 501(c)(3) corporation, respectfully requests \$ 298,483 in CDBG funding to be used for capital improvement projects at two low-income affordable housing properties (Bella Vista Apartments and Villa Garcia Apartments) located in the City of Thousand Oaks.

The proposed Scope of Work includes the following:

- Repairing the concrete walkway (sidewalks) throughout the property (Bella Vista);
- Resurfacing a portion of the driveway (Bella Vista);
- Replacing all residential windows (260) with energy savings windows (Villa Garcia);
- Replacing all residential sliding glass doors (66) with energy savings sliding glass doors (Villa Garcia);
- Replacing 40 old air-conditioners and replacing them with new energy savings air-conditioners (Villa Garcia); and
- Installing 40 new energy savings air-conditioners in the 2 and 3 bedroom units so that these units now have two air-conditioners (Villa Garcia).

The 'hard costs' of this proposed Scope of Work total \$238,319. The remainder of the funds would be spent upon 'soft costs', including the prevailing wage monitor, architectural work, City permits, and an administrative fee. There would also be a 10% hard cost contingency for potential cost over-runs.

As explained in this Request, the proposed Scope of Work relates to the 'health and safety' of the residents at the properties and are designed to preserve and to enhance 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 thirteen affordable housing rental complexes (nine in the City of Thousand Oaks) for 440 units of affordable housing. A new 60 unit affordable housing rental complex (Hillcrest Villas) in Thousand Oaks will open in April, 2013.

All of the residential units at Many Mansions are restricted to households who are low-income (80% AMI), often very-low (50% AMI) and extremely -low income (30%

AMI). Additionally, many of its residents have a disability and/or come from a period of being homeless.

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

B. Bella Vista Apartments

In 2004 Many Mansions acquired the Bella Vista Apartments located on Los Feliz Drive in Thousand Oaks. Set on a four acre site, Bella Vista contains 72 units in eight residential buildings. In 2005 Many Mansions converted the complex to affordable housing---all units are restricted to households who are low-income (80% AMI).

Many Mansions has performed substantial rehabilitation at Bella Vista. The age of the complex (1971) and its relative poor condition at acquisition are the reasons for this rehabilitation. Many Mansions performed approximately \$500,000 of rehabilitation in 2004 with the original project funding (Redevelopment Agency funds, HOME funds) and additional rehabilitation with CDBG funds from the City of Thousand Oaks, including the installation of new air conditioners and heaters, repair of all building roofs, and partial resurfacing of the driveway.

Unfortunately, more maintenance work is required.

The sidewalks on the property are in desperate need of repair. The surfaces are uneven throughout the property. The property's insurance company is requiring that Many Mansions repair these sidewalks as soon as possible.

Additionally, the driveway also needs to be resurfaced. The driveway surface is uneven, with frequent potholes. A portion of the driveway was resurfaced in 2011; however, there were not sufficient funds to resurface the entire driveway.

The uneven sidewalks and driveway represent a trip hazard to the residents and all pedestrians.

C. Villa Garcia Apartments

In 1998 Many Mansions acquired the Villa Garcia Apartments.¹ Set on a hill off of Thousand Oaks Boulevard (Thousand Oaks), Villa Garcia is an 80 unit affordable housing complex consisting of twenty separate residential buildings. All units are restricted to low-income households (80% AMI).

The unit breakdown is –

Table "1"
Villa Garcia – Unit Breakdown

Unit Size	Number of Units	# of Air conditioners per unit
1 bedroom	40	1 per unit
2 bedroom	20	1 per unit
3 bedroom	20	1 per unit
Total	80	

Villa Garcia is an old property. Records show that it was constructed around 1960. Although Many Mansions performed \$1.2 million in rehabilitation of the complex in 1999-2000, the rehabilitation did *not* include replacing the existing air conditioners or replacing the existing windows.

Thus, the existing residential windows (260 in total) and sliding glass doors (66 in total) are old, energy inefficient (e.g. only single paned), and poorly sealed with its surrounding. The heated or cooled air seeps to the outside; the outside air seeps in. The existing air-conditioners are even in worse shape: old, inefficient, and poorly sealed. Since its acquisition, Many Mansions has had to replace a number of air conditioners.

Moreover, all units have only one air conditioner. This includes the 2 and 3 bedroom units. Since the air conditioner is placed in the front of the unit (in the living room) and are old and poorly designed, the cold air rarely reaches the bedrooms – thus causing uncomfortable and unhealthy conditions for these residents.

The low-income residents at Villa Garcia pay for their utilities. Thus, the poorly designed and functioning windows, sliding glass doors, and air conditioners provide poor circulation (heating and cooling) and result in increased utility costs – costs the low-income residents can ill afford.

¹ Many Mansions is the general partner in a limited partnership named 'Thousand Oaks Gardens, L.P.', the actual owner of the property.

III. Proposed Use of the CDBG Funds

A. Scope of Work & Budget

A more detailed scope of work and budget is attached in Appendix "1" (§ V).

The following table summarizes the budget:

Table "2"
Budget – Rehabilitation Projects

Section	Category	Subtotal	Total
A	Prevailing Wage Monitor		\$ 7,500
B-1	Rehab Project: Windows & Sliding Glass Doors (Villa Garcia)	\$129,619	
B-2	Rehab Project: Air Conditioners (Villa Garcia)	\$ 72,600	
B-3	Rehab Project: Walkways & Surfaces (Bella Vista)	\$ 36,100	
	<i>Subtotal--Projects</i>		\$238,319
D	Architectural and permits		\$ 5,000
E	Hard Cost Contingency (10% Hard Costs)		\$ 23,832
F	Administrative Fee (10% Hard Costs)		\$ 23,832
Grand Total			\$298,483

Because the CDBG funds come from the federal government, any labor associates with rehabilitation must be paid under the federal 'prevailing wage' rates. The funds (Section A) would pay for an expert prevailing wage 'monitor' – a monitor employed to educate and verify that the contractors and subcontractors are complying with all federal and applicable state laws concerning 'prevailing wages.'

The scope of work includes two projects from Villa Garcia (Sections B-1 and B-2) and one project from Bella Vista (Section B-3).

The first project (B-1) replaces all 262 windows at Villa Garcia in all 80 units. The current windows are old, cheap, and energy inefficient (single paned). They are also ill fitting and allow air to flow in and out of the unit. Additionally, all 66 sliding glass doors would be replaced. The windows and doors would be replaced with energy efficient windows from JELD-WEN which are dual paned and Low-E clear tempered.

The second project (B-2) replaces and adds air conditioners. There are currently 80 air conditioners at Villa Garcia. Each unit has one air conditioner. Although *some*

have been replaced since Many Mansions took over management of the complex (2000), most have not and are relatively poor condition. Many Mansions would replace one-half of the air conditioners (the worse ones) with air conditioners that are better, stronger, and more energy efficient. Additionally, all 2 and 3 bedrooms would receive one additional air conditioner to be placed in one of the bedrooms.

The third project (B-3) involves health and safety work at Bella Vista. Bella Vista is a large complex (4 acres) and is connected by internal walkways. Unfortunately, most of the walkways are uneven. The rehabilitation work would replace certain stretches with new walkways and would 'grind' other locations to remove the unevenness. Additionally, about 7,200 square feet of driveway on the easterly side of property would be resurfaced. This stretch of the driveway was not resurfaced in the rehabilitation in 2011 and still contains potholes and other unevenness.

B. Alternative & Additional Scope of Work

The Scope of Work can easily be expanded or contracted.

More rehabilitation work could be done. For example, more air conditioners could be replaced at Villa Garcia. The current Scope of Work has only 50% of the units being replaced. Additionally, the two gazebos at Bella Vista need repair (\$15,000).

More importantly, the Scope of Work could be scaled back.

The top priority is the sidewalk repair at Bella Vista since this represent a 'trip and fall' hazard and Many Mansions is endanger of losing its property insurance.

The widow and air conditioner work at Villa Garcia--while needed, desired, and energy conscience--could be scaled back on a unit-by-unit basis. That is, not all units would be done at this time.

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

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

While each property has an established 'replacement reserve' account to pay for major property repairs, the existing 'replacement reserve' account at Bella Vista and Villa Garcia are inadequate to pay for the planned Scope of Work –

Table "3"
Replacement Reserve Account Balances

Property	Account Balance (12/31/12) – Replacement Reserve
Bella Vista	\$ 60,175
Villa Garcia	\$ 82,883

Additionally, unlike the Area Housing Authority Many Mansions has no source of funds for property repairs. Because the Area Housing Authority is affiliated with HUD, the Area Housing Authority can draw on funds directly from HUD for property repair and improvements.

Many Mansions cannot. Many Mansions would have to borrow these funds from a lender – a difficult task in this present economic environment.

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

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

The work at Bella Vista represents a 'health and safety' issue (trip and fall) to the residents and the community.

The work at Villa Garcia, though, represents an opportunity to (1) reduce energy consumption, and (2) improve the lives of many low-income residents. New and better windows and air conditioners represent an obvious energy savings – a reduction in the consumption of greenhouse gasses.

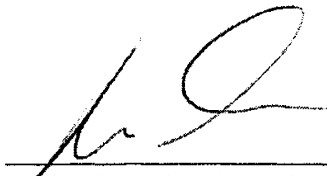
In addition, the cost of this wasteful energy consumption is borne by the low income residents since they pay for all gas and electricity costs at Villa Garcia.² A reduction in such utility costs would represent a savings to the residents. Also,

² Note, the residents' rent charge is reduced by a utility allowance. Nevertheless, the actual utility bill is paid by the resident.

additional air conditioner units in the larger units (2 and 3 bedrooms) would improve their overall comfort and well-being in the warm summer months.

Respectfully Submitted,

January 28, 2013



Rick Schroeder, President
Many Mansions

V. Appendix “1” – Proposed Scope of Work & Budget

(See *infra*)

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

4. Needs Assessment Written Comments Received by City

- c. Senior Alliance for Empowerment (S.A.F.E.) Request for Residential Rehabilitation Funding for Ranch Mobile Home Park (February 10, 2013)



SAFE

Senior Alliance For Empowerment

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

February 10, 2013

Attn: Ms. Caroline R. Milton, Sr. Analyst
T.O. Community Development
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

RE: Community Development Block Grant (CBDG) - Expression of Interest.

Ms. Milton:

On behalf of the entire Board of SAFE, it was a pleasure to have made your acquaintance at the February 4 hearing on the Housing Element.

We appreciate your expression of interest. Please consider the following:

NEED ANALYSIS.

Given the CBDG guidelines of [1] Low income, [2] Seniors, and [3] Disabilities and special needs; it is apparent the diverse backgrounds of the Ranch Mobile Home Park residents are representative of a class of individuals who qualify for housing rehabilitation money as the residents:

- [a] Own their own homes and are very restricted by fixed income
- [b] Have health and safety issues with their residences
- [c] Desire to live in their own homes in perpetuity
- [d] Lack the necessary resources for independent living

PROPOSED PROGRAM.

Acknowledging the limited CBDG resources, we would propose to use a mix of resources to:

- [1] Pay verifiable expenses to private contractors who will take on the challenge of providing services to meet health and safety needs of residents.

Areas of concentration will be:

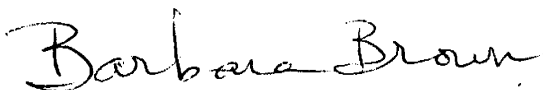
- [a] Identification of accessibility issues to be in compliance with city/state mandates
 - [b] Identification, repair and maintenance of health and safety issues which effect habitability such as roof leaks, weatherization issues, mold abatement, etc. For example, many of the 30 - 50 year old homes do not meet the current weatherization standards.
 - [c] Provide funds to develop a resource guide for local seniors with respect to housing needs
- [2] Create a fund to address the needs above, when other resources have been exhausted.

This concept also provides for the creation of a resource guide that will prove to be valuable well past the time period of the grant.

To the extent that the need is acknowledged, and the rehabilitation of existing housing for low income seniors is a priority, we respectfully ask for the application and guidelines to plan and execute this program.

Your courtesy and consideration in giving us an opportunity to express our ideas is very much appreciated. We look forward to making a contribution to the community that will benefit the City.

Respectfully submitted,



Senior Alliance For Empowerment
by Barbara Brown, Board Secretary

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

4. Needs Assessment Written Comments Received by City

- d. **Women's Economic Ventures (WEV) Request for Continued Funding of a Self-Employment Training (SET) Program and Related Activities (January 22, 2013)**



**LETTER OF REQUEST FOR
CDBG FUNDS FROM CITY OF THOUSAND OAKS
2013-14 PROGRAM YEAR**

Project Title	Micro Business Development Programs
Brief Summary of the Project (one sentence)	WEV's micro business development programs include training, access to capital, consulting and networking opportunities to help local, primarily low-income residents start and expand local small businesses and create / retain jobs.
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 and improve financial self-sufficiency for city residents, expand and diversify the local economy and create / retain 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

Organizational Description & Mission: *Women's Economic Ventures is dedicated to creating an equitable and just society through the economic empowerment of women.* For over a generation, WEV has helped primarily low-income women achieve self-sufficiency through small business ownership. WEV serves 800 clients each year in Santa Barbara and Ventura counties with 12 employees and an annual budget of \$1.2 million. Since 1991, WEV has served nearly 12,000 clients and made over \$3 million in microloans to local, pre-bankable businesses. WEV has helped start or expand over 2,000 businesses which have created and retained an estimated 3,000+ jobs.

Programs & Activities: WEV provides a continuum of services to help our clients launch, stabilize, grow and sustain a business. WEV's 14-week Self Employment Training (SET) and accelerated 6-week Business Plan Intensive (BPI) courses help clients assess business feasibility and complete a written business plan. Continuing training, coaching, peer support and networking opportunities are provided through Thrive in Five® and WEV Connects. WEV's loan fund provides startup loans of up to \$25,000 and expansion loans of up to \$50,000 to pre-bankable businesses. Though we target our services toward women, we serve men as well.

Constituency Served: WEV serves clients, 85% of whom are women, throughout Santa Barbara and Ventura counties. On average, 73% of our clients are low income according to HUD, and over half are considered "very low" income, earning less than 50% of the Area Median Income. Twenty-one percent are unemployed, 31% are Latino, and 10% are other minorities. Forty-three percent are female heads-of-household or single mothers, 5% are disabled, and 28% are over the age of 50. We offer our core training classes in several cities throughout both counties. WEV's clients often remain connected with WEV post-service and give back by contributing goods, services and money, serving on our Board, participating in alumni fundraising campaigns, mentoring other clients, and speaking in our classes and at donor cultivation events.

Relationships with other organizations: WEV partners with both the local Small Business Development Center (SBDC) and SCORE who provide individual business consulting to our training clients. However, neither organization provides the long-term training and support that WEV provides. The SBDC's host organization, the EDC-VC, provides loans in Ventura County, but they are primarily focused on larger, established businesses. WEV is the only micro-lender in the region and the only organization which targets low-income individuals and women. Local bankers and business professionals serve on WEV's all-volunteer Board, our Loan Review Committee and as guest speakers and consultants. WEV partners with the SB Housing Authority where we teach credit literacy to low-income residents and with the IRS Volunteer Income Tax Assistance (VITA) program to help low-income individuals prepare their tax returns. WEV clients receive free executive coaching through a partnership with the Hudson Institute.

Project Description / Request: WEV requests \$10,000 in CDBG funding in 2013-14 to support all of the programs described above. Funds will be used to cover direct costs such as classroom facility fees, program staff salaries, and marketing.

Community Need: We are grateful for the economic recovery we have seen, and believe it will continue, thanks to the people WEV serves every day – people like Johanna M., the owner of The Closet in Westlake Village. Johanna came to WEV in 2008 after she purchased a small consignment boutique in Santa Barbara. Since then, her business expanded into three stores, including the location in Westlake, she has created 16 jobs, and made over \$1 million in sales in 2011. She has also increased her household income by over 30%.

While the economic picture is improving, thousands of local residents remain unemployed – many for months - and history has shown that small businesses like Johanna's create the majority of new jobs after a recession. In fact, in the last five years, even in the midst of the worst recession since the Great Depression, WEV-assisted businesses have created 787 new jobs, retained 1,470 jobs and generated an estimated \$7.3 million in local and state tax revenues.

Project Goals: In program year 2013-2014, WEV's goal is to serve 5 Thousand Oaks residents through our micro business development programs, help start or expand 3 businesses, creating or retaining 5 jobs.

Evaluation and Outcomes: WEV's goal is to help start and sustain small businesses that will create and retain jobs, and improve the lives of the clients we serve. Success is measured 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). WEV collects baseline demographic and income data from each client at intake to be compared against follow up survey data and determine outcomes. Evaluations are collected during and after each of WEV's programs in order 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. The 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. Five years of data collected from interviews with nearly 600 clients show that within 12-18 months:

- 68% of all clients were in business
- Business sales had increased by 110%, and owner's draw increased by 33%.
- Annual household income increased by 28%.
- 70% of clients in poverty at intake had moved out of poverty.

Every dollar invested in WEV generates \$12 in the local economy through business sales, wages, and tax revenues. WEV businesses are creating quality jobs for residents at an average wage of \$14/hr.

WEV is extremely grateful for the city of Thousand Oak's loyal support through the CDBG program for the past six years. We hope that you will support our programs again in 2013-14, so that we can continue to fuel our local economy by helping small businesses grow and create good quality jobs in our community.

Current Program Funding for FY 2012-13 (Current Year)

Name of Current Funding Sources	Check if CDBG Funds	Amount
City Funding	X	\$ 60,000
Federal Funding		\$ 59,347
Private & Corporate Donations		\$ 224,000
Client Fees, Loan Fund Interest, Investments		\$ 70,580
Total FY 2012-13 Program Budget (may be a subset of Agency's budget)		\$ 413,927

Funding Sources FY 2013-14 (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 (City / County of Ventura)	\$ 90,000
Federal Funds (Small Business Administration)	\$ 51,463
Private funds (list) (includes donations and private/corporate foundation grants)	\$241,749
Other funds (explain) Client Fees, Loan Fund Interest, Investments	\$ 83,620
Total FY 2012-13 Program Budget (may be a subset of Agency's budget)	\$476,832

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

4. Needs Assessment Written Comments Received by City

- e. Resident Mary Harris wrote to City in favor of Residential Rehabilitation funding at multi-family affordable rental units (Jan. 28, 2013)

Caroline Milton

I'm writing in Concern
to the CDBG Needs
Assessment for the
Low income, Seniors
And disabled and
I would like to see
part of the Money
used for keeping
the Housing units that
the City owns fixed
up to keep them. Always
Looking Really Nice.
And the Social Services
Money should go for
families who are very
deserving of help
Instead of the City
Giving it with one hand

and taking it Away
with the other
which was Happening
thats why I Got off
the Committee For.
Mary & Harris

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

4. Needs Assessment Written Comments Received by City

- f. Sylvia Sullivan of Access America provided a drawing of a model 3-bedroom unit featuring fully accessible features and improvements (January 28, 2013)

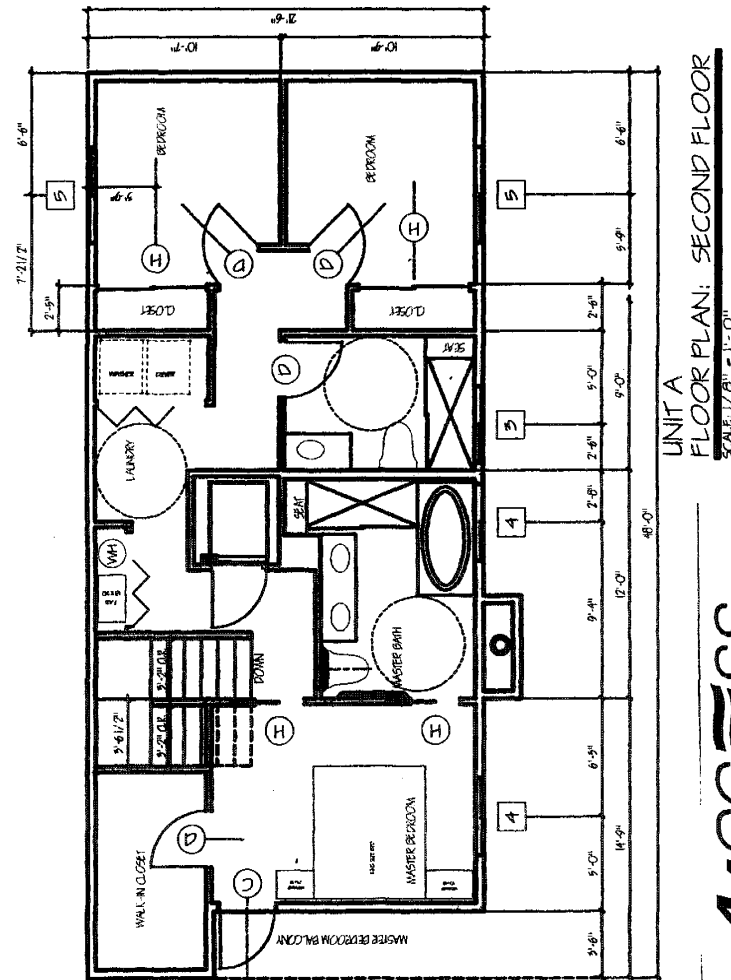
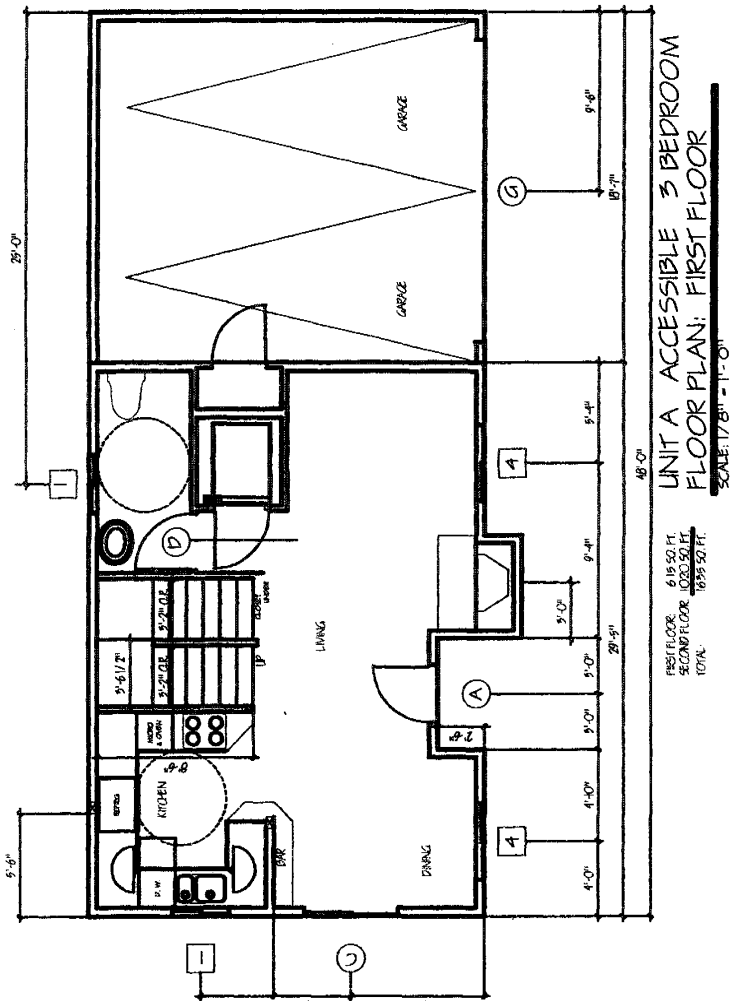


Exhibit 4 f.

ACCESS AMERICA[©] LLC
HOME DESIGNS FOR ALL AGES AND ABILITIES
O. Box 4972, Thousand Oaks, CA 91359

SYLVIA SULLIVAN
Cell: 805 405 1965 Fax: 805 497 4008

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

5. City's PY 2013 CDBG Funding Priorities from Prior Years

a. Day Labor Site Coordination

Table 3-C
FY 2013 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 4	Project ID 2013-4	Funding Sources:	
HUD Matrix Code	CDBG Citation	CDBG	\$ 97,000
Type of Recipient Contractor	CDBG National Objective Low/Mod Income Benefit	ESG	-0-
Start Date (mm/dd/yyyy) 07/01/2013	Completion Date (mm/dd/yyyy) 06/30/2014	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	\$ 97,000

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

2013 – 2014 Action Plan Exhibits

Exhibit

Exhibit

5. City's PY 2013 CDBG Funding Priorities from Prior Years

b. Public and Social Services Grants

Table 3-C
FY 2013 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 United Methodist Church 1000 East Janss Road) &	15,000
5.	Westminster Free Clinic	Medical Services	Westminster Presbyterian Church 32111 Watergate Road	10,000
6.	United Cerebral Palsy	Disabled Transportation	Local UCP Group Homes	5,000
				\$ 85,192

Objective Number	Project ID	Funding Sources:	
3	2013-3	CDBG	\$ 85,192
		ESG	
HUD Matrix Code	CDBG Citation	HOME	
05 Public Services	570.201(e)	HOPWA	
Type of Recipient	CDBG National Objective	Total Formula	\$ 85,192
501-c-3	Low/Mod Income Benefit	Prior Year Funds	-0-
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	Assisted Housing	
07/01/2013	06/30/2014	PHA	
Performance Indicator	Annual Units	Other Funding	
No. of Persons Served	7,000	Total	\$ 85,192
Local ID	Units Upon Completion		
BG 2014			

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

2013 – 2014 Action Plan Exhibits

Exhibit

- 6. Public Comments on Draft 2013 CDBG Action Plan (provided to City Council for Public Hearing (April 23, 2013, Approval of 2013 CDBG Action Plan.**
 - a. March 7, 2013 comments from Thousand Oaks resident Emily Gonzales (re use of CDBG funds for low-income housing)

Caroline Milton - Re: CDBG action plan

From: Caroline Milton
To: gonzales, emily
Date: 3/7/2013 5:18 PM
Subject: Re: CDBG action plan

Mrs. Gonzales, we received your comments. Thank you for participating in the public review of the City's Community Development Block Grant (CDBG) Action Plan. The City Council will be provided with a copy of your e-mail to review, before they take any action to consider approving the Plan. If I can provide any additional information, please let me know.

>>> emily gonzales <hailthequeen@live.com> 3/7/2013 10:18 AM >>>

Dear Mrs. Milton,

I am writing in regards to the recent posting of the city's proposed use of the aprx. \$500,000 for the low income housing, and related expenditures, or as i like to call it, tax payer financed crime invasion. Always under the guise of "diversity" we bring in more and more low income people, and a myriad of services to foster their sense of entitlement. As decades of studies have shown (Harcourt and Ludwig 2006, a rather lengthy Cornell study in 2010 and as illustrated by the growing crimes and transient population here in Thousand Oaks) more crime, which will lower property value, and school performance reputation.

Both my husband and I grew up here in the Conejo Valley. We bought our house in 1998, and in the last few years have bore witness to some very undesirable growth as far as condensed subsidized housing. This was especially brought to my attention up close and personal when I worked for two years at my kids middle school. It was always the subsidy kids getting in the worst of trouble. One of the most memorable families were the parents of two consistently devious boys, who showed up with matching tattoos on their necks that said "f**k the world" the dad, who is now in federal prison, had a nice little stand of with the Ventura sheriffs last summer. This family was on subsidy living in the apartments off Wilbur. Another family, also on subsidy and section 8, has 3 boys that routinely perpetrate some pretty horrific atrocities. I have family and friends that work at many of the schools here, on the local police dept. and my monthly Bunco group, their stories echo mine.

It begs the question, what happened to our original master plan, open spaces, devoid of rif-raff. I work locally, and every day my clients share with me the same laments. So many of us work so hard, got an education and pay high prices for homes (of which the taxes go to the city) we are the ones that this city should be catering too. We pay this, and work for this to get away from the very kinds of urbanization that seems to be moving in here at the city's behest. I realize the complete lack of political correctness my letter is guilty of, I am past the point of caring. The only furthering of diversity I am interested in here is of the educated intellectual variety. I am tired of walking past a few of the homes in my neighborhood that have 15 people living in them, and the acrid smells that usually accompany such dwellings, cars parked on the lawn etc.... The increase of drugs moving into our area, theft, at what point do we say no more? I say give the feds back their \$500,000, and tell them to leave our fair city out of their UN agenda 21 dysfunctional collectivism. SB 1619 livable communities act, no thank you.

Sincerely,
Emily Bartley-Gonzales

Sent from my iPad

Exhibit 6 a.

2013 – 2014 Action Plan Exhibits

Exhibit

6. Public Comments on Draft 2013 CDBG Action Plan (provided to City Council for Public Hearing (April 23, 2013, Approval of 2013 CDBG Action Plan.

- b. March 18, 2013 comments from Thousand Oaks resident Cathy Brudnicki (re use of CDBG funds for proposed year-round homeless shelter)

Cathy Brudnicki
1900 Ferndale Place, Thousand Oaks, CA 91360
phone 805-493-2471 fax 805-241-9292 cathybrudnicki@vcnet.com

March 18, 2013

**Ms. Caroline Milton
City of thousand Oaks
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362**

RE: 2013-14 CDBG Action Plan

I have only one comment concerning the DRAFT action plan. On page 2, regarding the establishment of emergency shelter, I respectfully request that the language be changed to reflect "emergency shelter for families with children". From the very first conversation we have had concerning this site it has always been for families in crisis.

I am concerned about the impression most people in Thousand Oaks have of "emergency shelter". Because the only program resembling shelter has been the seasonal overnight program, most people have the impression that an emergency shelter takes anyone who shows up at the door. In fact, emergency shelter programs are clean and sober facilities and the people residing there are in the process of getting their lives back on track. Residents of emergency shelter programs work closely with their case managers and document the progress they are making to become self sufficient.

I hope this brief explanation of emergency shelter will eliminate any opposition to this important program for our community and for the families who have no homes.

Thank you.

A handwritten signature in cursive script that reads "Cathy Brudnicki". The signature is written in black ink and is positioned below the "Thank you." text.

Exhibit 6 b.

2013 – 2014 Action Plan Exhibits

Exhibit

- 6. Public Comments on Draft 2013 CDBG Action Plan (provided to City Council for Public Hearing (April 23, 2013, Approval of 2013 CDBG Action Plan.**
 - c. April 23, 2013 response from Rick Schroeder to City Council concerning proposed use of \$60,000 in PY 2013 CDBG funds in pre-development costs for future Year-Round Emergency Shelter.

Caroline Milton - RE: Comments on CDBG Action Plan

From: Caroline Milton
To: Schroeder, Rick
Date: 4/8/2013 11:04 AM
Subject: RE: Comments on CDBG Action Plan
CC: Prescott, John

Thank you, Rick. You answered my next question i.e. re attendance at April 23 public hearing. Glad you will be there !!

>>> Rick Schroeder <rick@manymansions.org> 4/8/2013 10:48 AM >>>

Caroline:

As to Cathy, we spoke about the letter at the meeting. She just wanted to be sure the public understood that our target was women and children (so they would be more accepting of the emergency shelter). I emphasized to her that we did not wish the City (or anyone) to restrict it to *just* women and children---at least not at this stage. She agreed.

So.....I do not think any additional response is required. I will be at the City Council hearing that night to answer any questions or address any concerns.

Rick A. Schroeder, Esq.
President
Many Mansions
1459 E. Thousand Oaks Blvd., Bld. "D"
Thousand Oaks, CA 91362
Office: (805) 496-4948 x227
Cell: (805) 432-0862
www.manymansions.org
www.facebook.com/manymansionsnonprofit
ἐν τῇ οἰκίᾳ τοῦ πατρὸς μου μοναὶ πολλαὶ εἰσιν

From: Caroline Milton [<mailto:CMilton@toaks.org>]
Sent: Monday, April 08, 2013 10:42 AM
To: Rick Schroeder
Subject: RE: Comments on CDBG Action Plan

Exhibit 6 c.

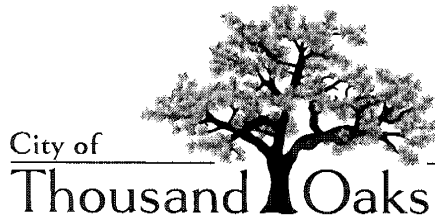
Hello, Rick. How are you doing? Am wondering if you have any further reaction to Cathy B's comments following your March 20 meeting of the Conejo Valley Affordable Housing Workgroup?

2013 – 2014 Action Plan Exhibits

Exhibit

6. Public Comments on Draft 2013 CDBG Action Plan (provided to City Council for Public Hearing (April 23, 2013, Approval of 2013 CDBG Action Plan.

- d. April 23, 2013 response from Rick Schroeder to City Council concerning proposed use of \$60,000 in PY 2013 CDBG funds in pre-development costs for future Year-Round Emergency Shelter.



Community Development Department **MEMORANDUM**

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

To: The File
From: Caroline Milton
Date: May 9, 2013
Subject: PY 2013-14 CDBG Draft Action Plan Comments (Public Hearing)

In response to a question from the City Council concerning the proposed use of \$60,000 in PY 2013 CDBG funds for pre-development costs for a Year-Round Emergency Shelter, Rick Schroeder, president of Many Mansions, and representing the Conejo Valley Affordable Housing Workgroup, advised the Council that the plan is to convert Fire Station # 35, located at the southern terminus of Lawrence Drive at West Hillcrest Drive, into the City's first year-round emergency shelter.

Formal transfer of the subject property is expected within the next several months, pending a decision by the County of Ventura to officially designate the site as surplus property.

The City of Thousand Oaks supports the current pre-development activity and the County is also supportive of the concept and the proposed use.

CM

Exhibit 6 d.

2013 – 2014 Action Plan Exhibits

Exhibit

- 7. Copies of Public Notices – 2013 CDBG Needs Assessment, Action Plan Review and City Council Approval Process**
 - a. Display Ad notice, Thousand Oaks Acorn, re Jan. 23, 2013 Needs Assessment Public Hearing (published Dec. 27, 2012 and Jan. 10, 17 and 24, 2013)



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

Fiscal Year 2013-2014
Community Development Block Grant (CDBG)
Needs Assessment

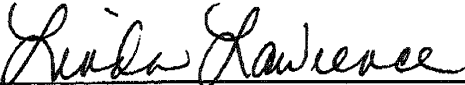
The City of Thousand invites interested persons to attend an Administrative Hearing and provide public comments on the community development needs of the City's lower-income populations including housing, social services and improvements to public facilities. Comments received will assist the City to prepare its spending plan for approximately \$550,000 in federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) from July 1, 2013 to June 30, 2014.

This administrative hearing will be held at 6 pm, Monday, January 28, 2013 at the City Hall Board Room (Level 3), 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362. Any person is welcome to attend and be heard on these matters.

Comments on the community development needs of the City's lower-income populations may also be submitted in writing, by no later than 5 pm, January 31, 2013, to: City of Thousand Oaks, Attention: Caroline Milton, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362. Please mark submittals: "FY 2013-2014 CDBG Needs Assessment".

If anyone challenges the City on CDBG Needs Assessment matters in court, the person making such challenge may be limited to the issues raised at the administrative hearing described above, or in written correspondence delivered to the City by no later than 5 pm, January 31, 2013.

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


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

Publish: December 27, 2012 and January 10, 17 and 24, 2013

(Thousand Oaks Acorn)

2013 – 2014 Action Plan Exhibits

Exhibit

- 7. Copies of Public Notices – 2013 CDBG Needs Assessment, Action Plan Review and City Council Approval Process**
 - b. Display Ad notice, Thousand Oaks Acorn, re 30-day public review opportunity for PY 2013 draft Action Plan (March 7, 2013)

THOUSAND OAKS ACORN

Your Community Partner Since 1998

www.toacorn.com | Volume 15, Number 10 | 40,441 Circulation

March 7, 2013



2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91322
Phone 805/449-2121 • Fax 805/449-2125 • www.toaks.org

PUBLIC NOTICE

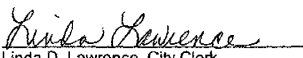
THE PUBLIC IS INVITED to review and comment on a Draft Action Plan for the U.S. Department of Housing and Urban Development (HUD). The document is the "Program Year 2013-2014 Community Development Block Grant (CDBG) Action Plan" and it describes the planned expenditure of an estimated \$567,950 in Federal CDBG funds from July 1, 2013 through June 30, 2014 for activities that primarily benefit lower-income households.

Effective March 7 through April 5, 2013, the City is making the draft CDBG Action Plan available for 30 days of public review and comment. The document will be posted to the City's Community Development Department's CDBG webpage at www.toaks.org and a paper copy will be available for review beginning March 7, 2013 at the City Hall Community Development Department at 2100 Thousand Oaks Boulevard, First Floor, Thousand Oaks, CA 91362. On request, paper copies will also be made available at other City buildings and a limited number of copies are available to be mailed to interested parties.

The City Council will hold a public hearing at its April 23, 2013 meeting to consider and approve the draft CDBG Action Plan. A final public comment opportunity will occur during the public hearing. Effective March 7 and ending April 5, 2013, the public and any interested persons are requested to submit written comments on this draft Action Plan to Senior Analyst Caroline Milton at cmilton@toaks.org.

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

DATED THIS 28th Day of February, 2013.


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

Publiish: March 7, 2013.

10T17W

Exhibit 7 b.

2013 – 2014 Action Plan Exhibits

Exhibit

- 7. Copies of Public Notices – 2013 CDBG Needs Assessment, Action Plan Review and City Council Approval Process**
 - c. Display Ad notice, Thousand Oaks Acorn, April 9, 2013 re City Council public hearing, April 23, 2013, review and consideration to approve PY 2013 CDBG Action Plan.

THOUSAND OAKS ACCOFIN

Your Community Partner Since 1998

April 9, 2013



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

NOTICE OF PUBLIC HEARING

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

Review and consideration to approve City's draft FY 2013-2014 Action Plan update to the City's FY 2010-2015 Consolidated Plan for the U.S. Department of Housing and Urban Development (HUD). The City is proposing to spend an estimated \$567,950 in federal Community Development Block Grant (CDBG) funds for community development, program administration and social services activities that primarily benefit lower-income persons, from July 1, 2013 through June 30, 2014.

Also included in this matter is a proposed expenditure of \$110,618 from the City's Social Services Endowment Fund (SSEF). These funds would be used to leverage 15 percent (\$85,192) of the City's federal CDBG entitlement for grants to social services providers from July 1, 2013 through June 30, 2014 (total budget \$195,810.)

This Public Hearing is scheduled to be heard by City Council on Tuesday, April 23, 2013 at 6:00 p.m., in the City Council Chambers/Scherr Forum Theatre, City Hall, 2100 Thousand Oaks Boulevard, Thousand Oaks, California 91362. Any person is privileged to attend and be heard on this matter. If you challenge the decision of the City Council on this matter in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, this public hearing. Inquiries concerning this Public Hearing may be directed to: Community Development Department, (805) 449-2331. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to attend this hearing, please call (805) 449-2331 at least 48 hours in advance to make your request.

DATED THIS 9th day of April, 2013

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

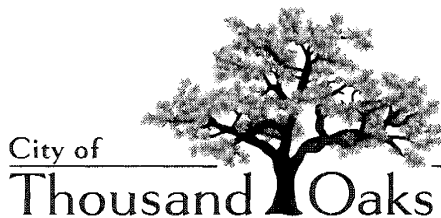
16T501

2013 – 2014 Action Plan Exhibits

Exhibit

- 8. Copy of Staff Report and Council Approval of PY 2013 CDBG Action Plan.**

(Final Exhibit)



Community Development Department **STAFF REPORT**

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

Meeting Date: 4-23-2013 File # 180-70

Office of Record: CDD / CDD PR

TO: Scott Mitnick, City Manager

FROM: John C. Prescott, Community Development Director

DATE: April 23, 2013

Action: Approved as recommended, 5-0.

**SUBJECT: FY 2013-2014 Community Development Block Grant
Action Plan for U.S. Department of Housing and Urban
Development (Estimated \$567,950 in Federal Funds)**

RECOMMENDATION:

1. Approve FY 2013-2014 Community Development Block Grant (CDBG) Action Plan, totaling an estimated \$567,950 in federal funds, for submittal to U.S. Department of Housing and Urban Development (HUD).
2. Authorize the City Manager to proportionately adjust the proposed allocations should the City's actual FY 2013-2014 CDBG entitlement grant be less than, or greater than, the current fiscal year's total of \$567,950.
3. Approve the allocation of \$110,618 from the City's Social Services Endowment Fund (SSEF) to match 15 percent of the FY 2013-2014 CDBG allocation for a total estimated social services grant budget of \$195,810.

FINANCIAL IMPACT:

No Additional Funding Requested. General Fund cost is estimated at \$165,000 for FY 2013-2014 to fund the CDBG program, of which a maximum of \$113,590 will be reimbursed by CDBG grant funds (20 percent of total entitlement grant) for staffing and overhead (including advertising, grant and contract administration, project management, committee support, environmental review, fair housing, financial reporting, labor compliance, public participation, printing, etc.) Estimated General Fund subsidy to the CDBG program is \$51,410.

BACKGROUND:

The City annually receives an entitlement of Federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). As shown in the table below, over the past several years, owing to leaner Federal budgets and an increase in the number of entitlement communities, CDBG grant amounts have been diminishing nationwide.

In Thousand Oaks the annual CDBG entitlement has declined from a peak of \$842,000 in FY 2004 to a low of \$567,950 in FY 2013 (July 1, 2012 to June 30, 2013).

Overview of City's CDBG Entitlement Grants (2004-2013)

<u>FY</u>	<u>Awards</u>	<u>\$ Change</u>	<u>% Change</u>
2004	\$ 842,000		
2005	831,000	(\$ 11,000)	-1.31%
2006	787,767	(43,233)	-5.20%
2007	707,499	(80,268)	-10.19%
2008	701,463	(6,036)	-0.85%
2009	673,228	(28,235)	-4.03%
2010	677,038	3,810	0.57%
2011	729,330	52,292	7.72%
2012	607,098	(122,232)	-16.76%
2013	567,950	(39,148)	-6.45%

HUD's requirements for the CDBG program include an annual updating of the City's 5-year (FY 2010-2015) Consolidated Plan for the expenditure of federal CDBG funds. In consultation with the public, local non-profit organizations and other stakeholders, staff prepared a draft FY 2013-2014¹ Action Plan for City Council 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 draft Action Plan, and subsequent submittal to HUD, will qualify the City to receive an estimated \$567,950 in FY 2013-2014 CDBG funding.

As part of its recommendation, staff is requesting the City Council also approve the allocation of social services grants for FY 2013-2014, including the estimated sum of \$85,192 in CDBG funds (15 percent of the entitlement grant is the maximum amount 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). Using this combination of Federal and local funds, the City's estimated FY 2013-2014 social services grant budget totals \$195,810 (see Attachment # 1.)

¹ HUD's designation for this time period is Program Year 2013 (PY 2013) and this designation is used throughout the Action Plan.

DISCUSSION/ANALYSIS:

Staff is requesting City Council approval of the proposed FY 2013-2014 CDBG Action Plan for July 1, 2013 to June 30, 2014 activities that primarily benefit lower-income households/persons. As a HUD/CDBG entitlement grantee, the City must annually update its 5-year strategic plan (Consolidated Plan). In the table below, Column A describes the proposed FY 2013-2014 CDBG Action Plan. Column B shows that there are currently no CDBG funds left unspent from prior years. Column C shows the total amount of CDBG funds expected to be available for FY 2013-2014.

Proposed FY 2013-2014 CDBG Budget (New and Prior Year Funds)

	Activity Name \ Project Number	Column A FY 2013-2014 CDBG Funds	Column B Prior Year CDBG Funds	Column C Total FY 2013-2014 CDBG Budget
1.	Year-Round Emergency Shelter Pre-Development Costs (HS 9937)	\$ 60,000	\$-0-	\$ 60,000
2.	Multi-Unit Residential Rehabilitation (HS 9939)	154,668	-0-	154,668
3.	Very Low-Income, Owner Occupied, Single-Family Residential Rehabilitation (HS 9940)	57,500	-0-	57,500
4.	Day Labor Site Coordination BG 2025	97,000	-0-	97,000
5.	Public & Social Services	85,192	-0-	85,192
6.	CDBG Administration			
a.	<i>Staff Costs</i>	<i>78,490</i>	-0-	78,490
b.	<i>Fair Housing Counseling</i>	<i>13,000</i>	-0-	13,000
c.	<i>HUD Required 2015-2019 Consolidated Plan Prep</i>	<i>10,000</i>	-0-	10,000
d.	<i>HUD Required 2015-2019 Analysis of Impediments Update</i>	<i>8,000</i>	-0-	8,000
e.	<i>Ads, Supplies, Training, Etc.</i>	<i>4,100</i>	-0-	4,100
		113,590	-0-	113,590
	TOTALS	\$567,950	-0-	\$567,950

The following paragraphs summarize proposed FY 2013-2014 CDBG-funded Action Plan activities.

1. Year-Round Emergency Shelter Pre-Development Costs (HS 9937)

PY 2013 Funds	\$ 60,000
Prior Year Funds	-0-
TOTAL BUDGET	\$ 60,000

Funds would be granted to Many Mansions, acting on behalf of the Conejo Valley Affordable Housing Workgroup, for architectural services and related costs to convert County of Ventura Fire Station # 35 to a year-round emergency shelter. Although site acquisition has yet to be confirmed, Many Mansions needs to proceed with its planning process in order to qualify for potential Emergency Housing Assistance Program (EHAP) funding expected to become available later this year.

**2. Multi-Unit Residential Rehabilitation
HS 9939**

PY 2013 Funds	\$ 154,668
Prior Year Funds	-0-
TOTAL BUDGET	\$ 154,668

Funds would be granted to Many Mansions for priority improvements at Bella Vista Apartments and/or Villa Garcia Apartments including, for example, energy-efficient windows, replacement air conditioners, and new walkways/exterior surfaces.

**3. Single-Unit Residential Rehabilitation
HS 9940**

PY 2013 Funds	\$ 57,500
Prior Year Funds	-0-
TOTAL BUDGET	\$ 57,500

Funds would be granted to very low-income, owner-occupied households to support health and safety improvements, such as roof repairs, heater replacement, and accessibility upgrades.

4. Day Labor Site BG 2025

PY 2013 Funds	\$ 97,000
Prior Year Funds	-0-
TOTAL BUDGET	\$ 97,000

Funds would be granted to a non-profit contractor for supplemental code enforcement (traffic, pedestrian and public nuisance statutes) at City's designated day labor site (3120 Royal Oaks Drive, east of Hampshire Road.) Funds are used to cover staff costs (coordinator is on site 6 hours daily, 7 days a week) and insurance premiums (liability, workers' compensation, etc.).

5. Public and Social Services

PY 2013 Funds	\$ 85,192
Prior Year Funds	-0-
TOTAL BUDGET	\$ 85,192

CDBG funds totaling \$85,192 would be granted to 6 non-profit providers of social services (see attached table) selected by the City Council in April 2012 for the 2-year period beginning July 1, 2012 through June 30, 2014. As shown in the attachment, these CDBG funds would be leveraged with \$110,618 in Social Services Endowment Funds (SSEF) from the City's general fund for an additional 20 grants and a combined social services budget of \$195,810.

**6. CDBG Program Administration
BG ADMN**

PY 2013 Funds	\$ 113,590
Prior Year Funds	-0-
TOTAL BUDGET	\$ 113,590

Funds would be used to recover a portion of the City's costs to implement CDBG-funded activities, including staff costs, fair housing counseling, collaboration with Ventura County Homeless and Housing Coalition and Operations/Maintenance (advertising, supplies, printing, etc.)

In 2013-2014 and 2014-2015, the City will incur additional costs to collaborate with the County of Ventura to prepare (1) a HUD-required 2015-2020 long-range, regional CDBG strategy plan (Consolidated Plan update); and (2) a HUD-required update of the regional Analysis of Impediments to Fair Housing Choice in Ventura County (AI).

As required by the U.S. Department of Housing and Urban Development (HUD), staff made the draft CDBG Action Plan available for 30 days of public review (March 7 – April 5, 2013) prior to the public hearing. In addition to the proposed FY 2013-2014 budget described herein, the Action Plan document updates demographic and housing information submitted to HUD as part of the City's FY 2010/2015 Consolidated Plan.

CITY COUNCIL GOAL COMPLIANCE:

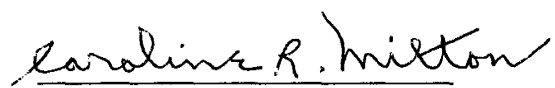
Meets Council Goals B and E:

- 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.

Submitted by:


John C. Prescott
Community Development Director

Prepared by:


Caroline R. Milton
Senior Analyst

Attachment # 1: Table: Estimated 2013-2014 Social Services Budget
(Federal CDBG & City SSEF Funds)

Document Provided Under Separate Cover

1: Draft 2013-2014 CDBG Action Plan

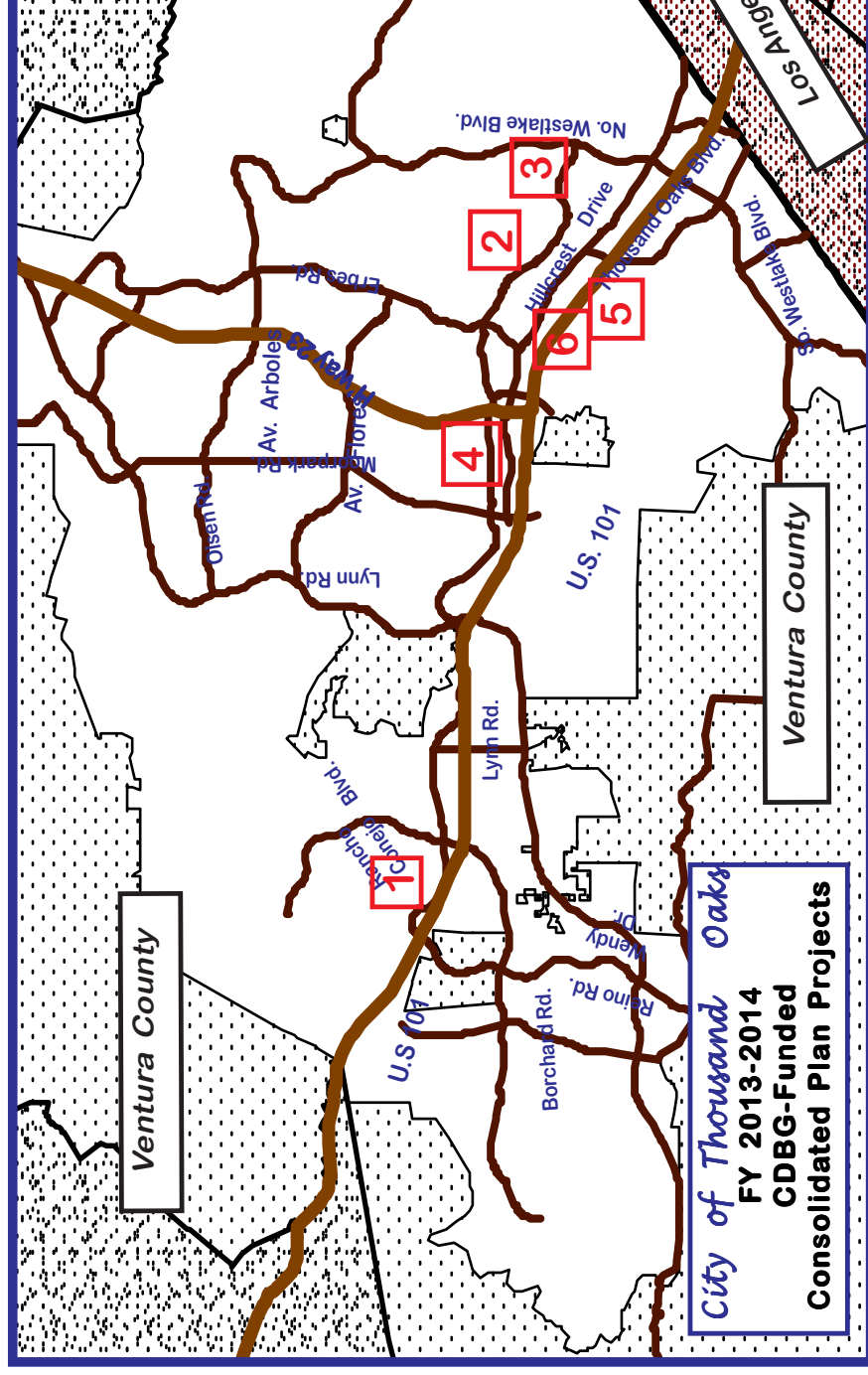
ATTACHMENT # 1

Estimated 2013-2014 Social Services Budget (Federal CDBG & City SSEF Funds)

<i>Community Development Block Grant (CDBG)</i>		<i>Social Services Endowment Fund (SSEF)</i>	
	<i>Grant</i>		<i>Grant</i>
1-a. Lutheran Social Serv. (Emergency Services)	\$ 20,192*	7. Senior Concerns (Adult Day Care Scholarships)	\$ 9,000
2. Senior Concerns (Meals on Wheels)	20,000	8. Hospice Conejo (Hospice Support Services)	8,500
3. Conejo Free Clinic (Medical Services)	15,000	9. Assistance League (Operation School Bell)	8,000
4. Long Term Care (Senior Ombudsman)	15,000	10. Conejo Rec. & Park District (Conejo Creek Programs)	8,000
5. Westminster Free Clinic (Medical Program)	10,000	11. County of Ventura HSA (RAIN Program)	8,000
6. United Cerebral Palsy (Disabled Transportation)	5,000	12. Manna (Operations Program)	8,000
CDBG Grants	\$ 85,192	13. St. Vincent de Paul (Poor/Homeless Program)	8,000
Budget		14. Food Share (Comty. Hunger Services)	7,500
		15. Livingston Memorial VNA (Subsidized Care)	7,310
		1-b. Lutheran Social Serv. (Emergency Services)	4,808*
		16. Turning Point Foundation (Appleton House)	4,000
		17. Big Brothers, Big Sisters (Youth Mentoring)	4,000
		18. ARC Ventura County (After School-Disabled)	3,500
		19. VC Jewish Family Service Counseling Program	3,500
		20. YMCA Conejo Valley (Scholarships Program)	3,500
		21. Villa Esperanza (Employment Services)	3,000
		22. Grey Law (Senior Legal Services)	3,000
		23. Interface Child/Fam Services 2-1-1 Ventura County	3,000
		24. Senior Concerns Advocates Program	3,000
		25. Thousand Oaks Rotary (Immunization Program)	3,000
		SSEF Grants Budget	\$110,618

Estimated 2013-2014 Social Services Budget: \$195,810

FY 2010-2015 City of Thousand Oaks Consolidated Plan -- Year Four Action Plan



1. Future Year-Round Emergency Shelter (Fire Station # 35 Conversion)
2. Multi-Family Residential Rehabilitation (Bella Vista & Villa Garcia Apts.)
3. Very Low-Income Single-Family Residential Rehabilitation (Citywide)
4. Public Social Services (Human Services Center & Other)
5. Day Labor Site Coordination (Royal Oaks Drive, west of Hampshire Road)
6. CDBG Program Administration (2100 Thousand Oaks Boulevard)