



PY 2015–2016 CDBG Action Plan



Two-thirds of the City's CDBG funding will be used to maintain and preserve existing affordable housing units, including \$160,000 for the Los Arboles Apartments, 43 family rental units. Improvements include energy-efficient water heaters and lighting, and refurbished carports, driveways and sidewalks. Owned and managed by the Area Housing Authority of the County of Ventura (AHACV), units are restricted to occupancy by low and very low-income households, having maximum household incomes of 80% and 50%, respectively, of the area median income. To learn more, visit AHACV's website at www.ahacv.org.

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

*Public Review – April 1 – 30, 2015
City Council Review – May 12, 2015
HUD Submittal Date – May 15, 2015*

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

Executive Summary

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

1. Introduction

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

2. Summarize the objectives and outcomes identified in the Plan

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

The Executive Summary of this 2015-16 Action Plan includes the following componets:

- 2015 Thousand Oaks CDBG Budget
- Action Plan 2015 Summary Table
- Thousand Oaks Low and Moderate Income Areas Map (Census Tracts and Block Groups).

In addition, the City is collaborating with the County of Ventura and local county cities on the a regional 2015-2019 Ventura County Consolidated Plan. That document contains the following additional objectives and outcomes:

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

Draft CDBG Program Year 2015 (FY 2015-16) Action Plan – \$574,017

	<i>2014 CDBG Actual</i>	<i>\$557,289</i>	
	2015 CDBG Actual	\$574,017 (3 percent increase)	Projects (65.44%) \$ 375,621
			Admin (20.00%) \$ 114,803
			Social Services (14.56%) \$ 83,593
	Proposed 2015 Projects		
1.	Area Housing Authority Multi-Family Apartment Improvements	Los Arboles Apartments (43 units)	
		<i>Replacement: Driveways</i>	<i>58,400</i>
		<i>Carports</i>	<i>55,800</i>
		<i>Lighting</i>	<i>20,000</i>
		<i>Water Heaters</i>	<i>16,000</i>
		<i>Sidewalks</i>	<i>9,800</i>
		<i>(Total includes \$3,200 (2%) in Admin. Cost)</i>	<i>160,000</i>
2.	Many Mansions Multi-Family Apartment Improvements	Richmond Terrace (27 units)	
		<i>Replacement: Garage Doors</i>	<i>14,750</i>
		<i>Fences</i>	<i>14,700</i>
		<i>Low-Flow Toilets and</i>	<i>14,500</i>
		<i>Tree Trimming</i>	<i>12,600</i>
		<i>Administration, Prevailing Wage Permits and Contingency (19%)</i>	<i>13,450</i>
			<i>70,000</i>
3.	Single Family Dwelling Repairs City's Low-Income Residential Rehab (LIRR) Program	Structural and necessary repairs (11 units)	
		<i>Grants x 11</i>	<i>110,000</i>
		<i>Administration and Lead Testing (24.5%)</i>	<i>35,621</i>
			<i>145,621</i>
		2015 CDBG Projects Total	<u>375,621 (65.44%)</u>
4.	CDBG Administration	Staff Costs (Salaries, Benefits)	93,603
		Maintenance & Operations	6,200
		Fair Housing Contract	<u>15,000</u>
		2015 CDBG Admin Total	<u>114,803 (20.00%)</u>
5.	CDBG Social Services	To be combined with \$103,287 from City's Social Services Endowment Fund (SSEF) for a total budget of \$186,880 for 28 grants approved by the City Council, May 27, 2014 (2 nd year of grant cycle)	<u>83,593 (14.56%)</u>
		CDBG DRAFT BUDGET TOTAL	<u>\$574,017</u>

4/01/15

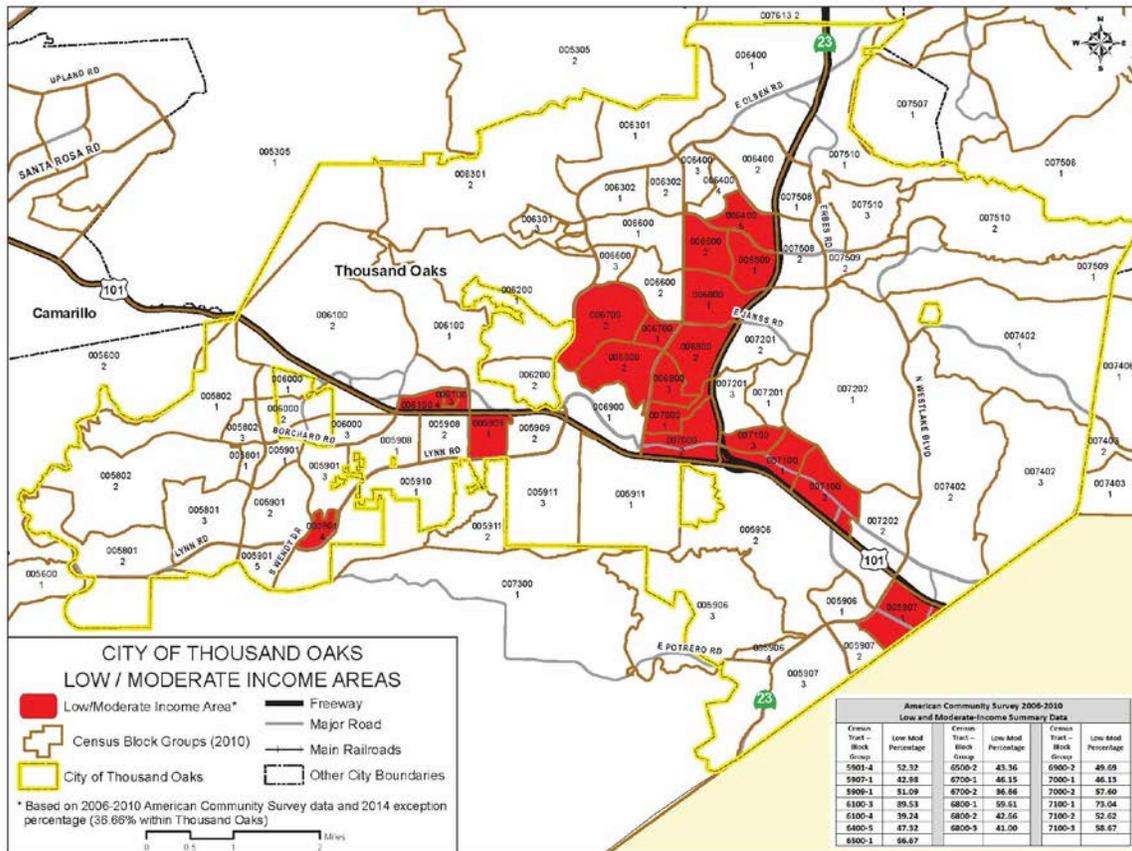
2015 Thousand Oaks CDBG Budget

Annual Action Plan
2015

Action Plan 2015 Summary Table

	Objective	Start Year	End Year	Category	Goal Outcome & Indicator
Priority #1	Multi-Unit Rehabilitation Los Arboles Apts. (HS9944)	2015	2016	Decent Housing	63 Energy-efficient lighting upgrades 4 Driveway Repair 1,000s.f. Sidewalk safety improvements 8 Water Heater 6 Carports
Priority #1	Multi-Unit Rehabilitation Richmond Terrace Apts. (HS9945)	2015	2016	Decent Housing	10 Replace Garage Doors 3 Replace Wood Fences Tree Trimming 27 Install Low-flow Toilets
Priority #1	Single-Unit Rehabilitation – City’s Low-Income Residential Rehabilitation Program (HS9946)	2015	2016	Decent Housing	11 -- Units restored to Safe and Habitable condition
Priority #1	Public/Social Services Grants	2015	2016	Suitable Living Environment	Grants to 7 Non-Profit Agencies Assistance to Estimated 7,000 persons
Priority #1	Administration	2015	2016	Administration	Recover a portion of City’s costs to manage CDBG program and fund a Fair Housing counseling program in partnership with County of Ventura

Action Plan 2015 Summary Table



Thousand Oaks Low and Moderate Income Areas Map (Census Tracts and Block Groups)

3. Evaluation of past performance

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

During the 2010-2015 Consolidated Plan period, the City used \$1.17 million in CDBG funds for street and sidewalk improvements in the Old Town West neighborhood and expended another \$1.04 million of CDBG resources for multi-family housing improvements (rehabilitation) at several complexes managed by the Area Housing Authority of the County of Ventura (AHA) and non-profit housing provider Many Mansions.

Looking ahead to the first year of the 2015-2019 Consolidated Plan (July 1, 2015 to June 30, 2016), housing costs in Thousand Oaks, particularly rental costs, remain very high and continue to increase. For example, according to the Dyer Sheehan Group, a Ventura-based housing research firm, in July 2014, the average cost to rent a two-bedroom apartment in Thousand Oaks was \$1,877. Overall, the average rent in Ventura County rose 5.1 percent from January to July 2014, and increased 6.5 percent since July

2013. This percentage is well above the rate of inflation and the rate of wage growth. In addition, as of July 2014, the Countywide vacancy rate was 2.5 percent, down from nearly 4 percent in January 2013.

More apartments are needed but, due to NIMBY-type attitudes and the SOAR amendment, developers are reluctant to propose building new apartments because of existing residents' concerns about increased density and traffic, as well as a perception that apartment dwellers are less desirable neighbors.

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

Now that redevelopment funding has been eliminated, the City no longer has the resources to invest in apartment acquisition or construction and the number one priority has shifted to preservation of existing affordable rental units.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Thousand Oaks, in collaboration with the County of Ventura, held a 2015-19 Consolidated Plan and Fair Housing outreach, "Community Workshop # 5" in the City Hall Board Room on 9/29/14. The event included a duly-noticed Administrative Hearing conducted by the City's Community Development Department. 21 persons attended and 8 made public comments (summarized below.) In January 2015, the City invited stakeholders participating in the 9/29/14 event to apply for 2015-16 CDBG funding for community development projects and 4 responses were received. The City is recommending allocations of CDBG funding for 2 of the responders (Area Housing Authority of the County of Ventura and Many Mansions). The remaining applications (Habitat for Humanity of Ventura County and Senior Alliance for Empowerment) are included as exhibits to this report. The City consultation process also includes 25 local public and social services providers that submitted 2-year Needs Assessments to the City in January 2014. The City's consultation process also includes ongoing participation in the Ventura County Continuum of Care Alliance.

5. Summary of public comments

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

As a result of the City's 9/29/14, 2015-19 Needs Assessment Administrative hearing, and its January 2015, 2015-16 Needs Assessment e-mail outreach to September 2014, Con Plan needs assessment responders, 4 stakeholders [government agency the Area Housing Authority of the County of Ventura, and non-profit housing-related organizations (Habitat for Humanity of Ventura County, Many Mansions, and Senior Alliance for Empowerment (SAFE)], each identified rehabilitation of existing affordable housing units as a high priority objective for CDBG funding. In addition, 2 residents asked the City to support housing opportunities for the mentally ill. (Note: the City participates in the Ventura County Continuum of Care Alliance which supports special needs housing.) In addition, a representative from the County of Ventura Human Services Agency requested ongoing support for temporary housing and services for the homeless via the RAIN program. Finally, a representative of the Thousand Oaks Rotary Club requested ongoing support for the local Immunization Program administered through the City's 2 free clinics. (Note: The City currently uses CDBG funds to support the RAIN program, as well as the City's 2 free clinics. The City also supports the Rotary Immunization program through the City's Social Services Endowment Fund (SSEF).

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

The City accepted all comments presented during the 2015-19 CDBG needs assessment and consultation processes.

7. Summary

See Appendices section for comments received during the Needs Assessments.

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

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

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

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

Table 1 – Responsible Agencies

Narrative

2015-2019 Consolidated Plan

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

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

The City of Thousand Oaks, Community Development Department prepares and implements the annual Action Plan updates and the annual CAPER reports. The City is a Community Development Block Grant (CDBG) entitlement community. During the 2015-2019 Con Plan period, the

City may apply for HOME funding through the State of California Department of Housing and Community Development (HCD). Thousand Oaks does not currently receive ESG or HOPWA funds.

Consolidated Plan Public Contact Information

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

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

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

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

1. Introduction

Housing Collaborations for preservation of existing affordable housing units

- The Area Housing Authority of the County of Ventura (AHA); local Public Housing Authority (PHA)
- Many Mansions, a private, non-profit Community Housing Development Organization (CHDO)

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

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

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

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

The City's Efforts to Promote Decent Housing: Prior to 2012, the City and the former Thousand Oaks Redevelopment Agency (RDA) invested \$62 million to construct new, multi-family affordable rental housing units, including \$9.2 million invested in public housing. In addition, the City of Thousand Oaks has invested several millions in CDBG funds for multi-family unit rehabilitation at Area Housing Authority (AHA) and Many Mansions-owned affordable housing complexes. In 2013, the City began using CDBG funds for a single-family, low-income, owner-occupied rehabilitation program and this activity will continue for the new CDBG program year beginning July 1, 2015.

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

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

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

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

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

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

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Area Housing Authority of the County of Ventura
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	See section AP-60 Public Housing - 91.220(h).
2	Agency/Group/Organization	Area Housing Authority
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Request for \$160,000 for improvements at the affordable rental complex, Los Arboles Apartments, 801-866 Calle Haya, Thousand Oaks, CA 91360. Includes: 63 energy-efficient lighting upgrades, 8 new water heaters, repair of 6 carports, repair 4 driveways and construct 1,000 square feet of sidewalk safety improvements. Anticipated Outcome: Preservation of existing affordable housing facilities; rehabilitation of common areas and individual units.
3	Agency/Group/Organization	ASSISTANCE LEAGUE OF CONEJO VALLEY
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$7,934 (SSEF funds) Operation School Bell, school clothing for Title 1 elementary school children. Anticipated Outcome: 80 low-income children will participate in the program.

4	Agency/Group/Organization	Big Brothers Big Sisters
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) Youth Mentoring of high-risk high school youth with volunteer mentors. Anticipated Outcome: Funds will support the participation of 30 youth/mentor matches.
5	Agency/Group/Organization	CONEJO FREE CLINIC
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$15,000 (CDBG funds) Low-cost Medical Tests / Services for Non-Insured Households. Anticipated Outcome: 1,400 persons receiving services.
6	Agency/Group/Organization	CONEJO RECREATION AND PARK DISTRICT (CRPD)
	Agency/Group/Organization Type	Services-Children Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$8,000 (SSEF funds) Conejo Creek Condominiums Project: After-school tutoring and recreational activities for elementary school youth. Anticipated Outcome: 300 low-income youth will benefit from program activities.
7	Agency/Group/Organization	Conejo Valley Affordable Housing Workgroup
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested CDBG funding for (a) development of a Year-Round Emergency Shelter for homeless households; and (b) creation of an emergency assistance fund for at-risk households. Anticipated Outcome: (a) Potential future support but no funding in PY 2015; and (b) referrals from City to other organizations such as Community Action of Ventura County and County of Ventura.
8	Agency/Group/Organization	Conejo Valley Furniture Bank
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency presented a concept that is thoughtful and would address a local unmet need. The agency is just beginning the process of organization and development with a new and untested program. No funding in PY 2015.
9	Agency/Group/Organization	County of Ventura
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$13,000 (CDBG funds) Ventura County is contracting for fair housing services from the Housing Rights Center (HRC) under the Community Development Block Grant (CDBG) Program for the benefit of the Cities in Ventura County.
10	Agency/Group/Organization	Ventura County - Human Services Agency
	Agency/Group/Organization Type	Services-homeless Other government - County

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides administrative support for activities to implement the 10-Year Plan to End Homelessness in Ventura County. Anticipated Outcome: Facilitation of activities to implement 10-Year Plan to End Homelessness in Ventura County.
11	Agency/Group/Organization	RAIN Transitional Living Center
	Agency/Group/Organization Type	Services-homeless Other government - County
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$7,934 (CDBG funds) Transitional Housing for up to 70 residents plus all necessary services for adults & children, includes meals, counseling, transportation, case management, referrals to other services. Anticipated Outcome: 4 persons housed and maintained at the RAIN facility.
12	Agency/Group/Organization	CUISN
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Non-profit agency provides coordination and supplemental code enforcement services at the designated Day Labor Site (3120 Royal Oaks Drive). Anticipated Outcome: Integration of day laborer activity into a primarily residential neighborhood.

13	Agency/Group/Organization	FOOD SHARE, INC
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$7,500 (SSEF funds) Senior Share program providing twice-monthly supplemental groceries for low-income seniors. Anticipated Outcome: An estimated 140 persons will be assisted through these funds.
14	Agency/Group/Organization	Grey Law
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) Senior legal services in areas relevant to aging at very low or no-cost to client. Anticipated Outcome: Some 400 seniors will be assisted through these funds.
15	Agency/Group/Organization	Habitat for Humanity of Ventura County
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat's Preserve A Home Program assists people to age in place in their homes by installing disabled access improvements. Anticipated Outcome: Potential future support but no funding in PY 2015, as City is already funding a Citywide rehabilitation program for very low-income owner-occupants of single-family homes.

16	Agency/Group/Organization	Hospice of the Conejo
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$8,430 (SSEF funds) Non-medical hospice support services for the terminally ill, their caregivers and their loved ones. Anticipated Outcome: Up to 150 residents will be assisted through this program.
17	Agency/Group/Organization	INTERFACE
	Agency/Group/Organization Type	Services - General
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) 2-1-1 Telephone Referral Services to anyone who requests assistance. Anticipated Outcome: An estimated 500 persons will be assisted through this program.
18	Agency/Group/Organization	Life After Brain Injury
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) Survivor support and training for persons recovering from a brain-related injury. Anticipated Outcome: Up to 47 persons will be assisted through this program.

19	Agency/Group/Organization	Livingston Memorial Visiting Nurse Assoc.
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$4,958 (SSEF funds) At-home medical and hospice services for very low-income persons by a registered nurse or nursing aide. Anticipated Outcome: Up to 40 residents will be assisted through this program.
20	Agency/Group/Organization	Long Term Care Services Ventura County, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$9,917 (CDBG funds) Ombudsman Services (unannounced) to monitor levels of care. Anticipated Outcome: 3,000 persons receiving services.
21	Agency/Group/Organization	Lutheran Social Services of Southern California
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$19,907 (CDBG funds) and \$2,168 (SSEF funds) Homeless Services (Rotating Winter Shelter and Year Round Meals). Anticipated Outcome: 1,650 persons receiving services.

22	Agency/Group/Organization	Manna Conejo Valley Food Bank
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$7,934 (SSEF funds) Supports operations of the local community food bank. Anticipated Outcome: An expected 2,000 persons will benefit from these public funds.
23	Agency/Group/Organization	MANY MANSIONS
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (CDBG funds) Supportive services, including Case Management, Life Skills Development and Job Development for low-income persons. Anticipated Outcome: 150 persons receiving services.
24	Agency/Group/Organization	MANY MANSIONS, A CALIFORNIA NONPROFIT CORPORATION
	Agency/Group/Organization Type	Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Request for \$70,000 for improvements at the affordable rental complex, Richmond Terrace Apartments, 760 Warwick Avenue, Thousand Oaks, CA 91360. Includes: install 27 low-flow toilets; replace 10 wood garage doors, replace 3 wood fences, trimming of trees close to or touching residential structure. Anticipated Outcome: Preservation of existing affordable housing facilities; rehabilitation of common areas and individual units.
25	Agency/Group/Organization	Miller Fellowship House
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provides a valuable service for AA Outreach & Expansion of program. No funding in PY 2015.
26	Agency/Group/Organization	NAMI Ventura County
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provides family support groups, education, advocacy and information to family members and friends of those suffering with severe mental illness.
27	Agency/Group/Organization	Our Community House of Hope
	Agency/Group/Organization Type	Services-Persons with Disabilities

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) Funds will be used to expand hospice services by opening up an additional bedroom unit. Anticipated Outcome: Funding will enable additional persons to participate in this program.
28	Agency/Group/Organization	Senior Alliance for Empowerment
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested CDBG funding for Single-Family, Mobile Home unit Rehabilitation at Ranch Mobile home park. Anticipated Outcome: Potential future support but no funding in PY 2015, as City is already funding a Citywide rehabilitation program for very low-income owner-occupants of single-family homes.
29	Agency/Group/Organization	Senior Concerns, Inc.
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$19,835 (CDBG Funds) Senior Meals on Wheels Program. Anticipated Outcome: 200 disabled persons receiving services. \$8,925 (SSEF funds) Adult Day Care Program. Scholarships for low-income families on behalf of a person with dementia or special needs. Anticipated Outcome: A total of 50 persons will benefit from these public funds. \$3,000 (SSEF funds) Senior Advocate Program. Information and referral services on aging-related issues for seniors and their families. Anticipated Outcome: The provider estimates that 875 seniors and their families will benefit from this program.

30	Agency/Group/Organization	St Paschal Baylon Conference
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$10,000 (SSEF funds) Basic needs assistance to poor and homeless persons by a group of volunteers no paid staff. Anticipated Outcome: The provider estimates that 400 persons will receive services from these public funds.
31	Agency/Group/Organization	Rotary Club of Thousand Oaks
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) Partners with local free clinics to purchase vaccines and matches every dollar of public funds. Anticipated Outcome: Approximately 200 persons will benefit from this publicly funded activity.
32	Agency/Group/Organization	TURNING POINT FOUNDATION
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) Funds support Appleton House, the only facility in East County that offers housing and long-term case management for homeless persons with a mental illness. Anticipated Outcome: These funds will assist the housing and case management of 2 homeless, mentally ill City residents.
33	Agency/Group/Organization	UNITED CEREBRAL PALSY/SPASTIC CHILDREN'S FOUNDATION
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,967 (SSEF funds) Funds support the Transportation Program that offers visits to social and recreational activities to severely disabled persons confined to wheelchairs. Anticipated Outcome: 30 residents of the local Cerebral Palsy residences will benefit from this program.
34	Agency/Group/Organization	United Way of Ventura County
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides coordination and leadership in collaboration with the Ventura County Homeless and Housing Coalition for implementation of goals and objectives identified in the 10-Year Plan to End Homelessness in Ventura County. Anticipated Outcome: Facilitation of activities to implement 10-Year Plan to End Homelessness in Ventura County.
35	Agency/Group/Organization	Ventura Council of Governments
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Acts as the Interagency Council on Homelessness (IACH) and sets policy for implementation of the 10-Year Plan to End Homelessness in Ventura County. Anticipated Outcome: Facilitation of activities to implement 10-Year Plan to End Homelessness in Ventura County.
36	Agency/Group/Organization	Ventura County Jewish Family Service
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,471 (SSEF funding) Low-cost or no-cost counseling services for adults and families. Anticipated Outcome: Up to 30 persons will benefit from these services.
37	Agency/Group/Organization	VILLA ESPERANZA
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) Employment training and services for persons with developmental disabilities. Anticipated Outcome: 30 disabled persons will benefit from these services.
38	Agency/Group/Organization	Westminster Free Clinic
	Agency/Group/Organization Type	Services-Health

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$8,000 (CDBG funds) Low-cost Medical Tests / Services for Non-Insured Households. Anticipated Outcome: 1,500 persons receiving services.
39	Agency/Group/Organization	Southeast Ventura County YMCA Conejo Branch
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	\$3,000 (SSEF funds) Scholarships for low-income families on behalf of after-school recreational programs. Anticipated Outcome: An estimated 50 youth will participate through this public investment.

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

Not applicable.

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

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

Table 3 – Other local / regional / federal planning efforts

Narrative

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

AP-12 Participation - 91.105, 91.200(c)

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

In accordance with the City's Citizen Participation Plan (City Council Resolution 2010-085), the City's 2015-19 Consolidated Plan citizen participation process has 4 major components, as follows:

1. Consolidated Plan Needs Assessment – Administrative Hearing (9/29/2014)

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

2. Action Plan Needs Assessment – E-Mail Outreach (1/9/2015 to 2/9/2015)

The City sent an e-mail to stakeholders participating in the September 29, 2014 administrative hearing, inviting them to propose CDBG-funded activities to address unmet needs. In response, the City received four funding proposals, each requesting funds for rehabilitation of existing affordable housing units. A summary of proposals received by the City is included in the Citizen Participation Outreach section of this Action Plan.

3. Public Review of Draft 2015-19 Consolidated Plan, Draft 2015-16 Action Plan and Draft 2015-19 Analysis of Impediments to Fair Housing Choice in Ventura County

The City will make the above-described documents available for 30 days of public review on April 1 through 30, 2015. The City will post electronic copies of the documents to its website (www.toaks.org) and will have paper copies available for review at City Hall and, on request, at other public buildings. On request, the City will also mail paper copies to those persons who cannot access the documents on-line or at City Hall.

4. City Council Public Hearing and Consideration to Approved Draft 2015 Consolidated Plan, Draft 2015-16 Action Plan and Draft 2015-19 Analysis of Impediments to Fair Housing Choice in Ventura County.

The City Council will be advised of any public comments received by the City during the 2015-19 Consolidated Plan and 2015-16 Action Plan Needs Assessment. The Council will also provide a final public hearing opportunity prior to consideration and/or approval of these draft documents.

The responses received during the 2015-19 Needs Assessment process resulted in the City's identifying the rehabilitation of multi-family affordable rental units and low-income owner single-family residences, as the primary CDBG goals to be addressed with CDBG funds in 2015-16.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	<p>21 persons attended the City's September 29, 2014 Needs Assessment public hearing in the Board Room. Eight (8) persons provided spoken comments. In addition, written comments were submitted by non-profit advocacy group Senior Alliance for Empowerment (S.A.F.E.), by The Area Housing Authority of the County of Ventura, and by Nina Bhavnani for the National Alliance of Mental Health (NAMI).</p>	<p>Habitat has home improvement program to assist people age in their homes. More board and care homes for the mentally ill are needed and persons needing such care are sent out of the community. Many Mansions thanked City for past CDBG funds. Rotary Club has immunizations of workers with the free clinics. SAFE requests repair for low-income senior units. RAIN has supportive housing for homeless.</p>	<p>All comments were accepted.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Ventura County published Thousand Oaks 9/29/14 CDBG Needs Assessment public hearing notices: 9/4/14 Ventura County Reporter Newspaper (English); 9/12/14 Simi Valley Acorn Newspaper(English, Spanish); 9/25/14 Ventura County VIDA Newspaper (English, Spanish); 9/25/14 Ventura County Star Newspaper (English); City of Thousand Oaks published notices (English): 9/4, 9/11, 9/18 and 9/25 in Thousand Oaks Acorn Display Ad, 9/11 Ventura County Star Legal Notice.	See comments in Action Plan 2015-16.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	The City posted notices about the 9/29/14 Consolidated Plan Community Workshop and 2015-2019 Needs Assessment at various places on the City website including on the Main News Page, the CDBG Home Page and the Civic Arts Plaza calendar; notices were also placed on the City's Facebook and Twitter pages.	See comments in Regional Consolidated Plan 2015-2020.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	Non-targeted/broad community	2013 CAPER Public Hearing, City Council meeting, 9/9/2014. The public hearing took place at a regularly scheduled City Council meeting that was attended by members of the public, televised over local cable TV and streamed live over the Internet.	No speakers for this item.	City Council approved the CAPER by a vote of 4-0 (one member was absent).	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Review Draft CDBG Document	Persons with disabilities Non-targeted/broad community argeted to participants in the 2013 CAPER Document Review	The draft CAPER document was published on the City website from August 11 through September 9. No comments were received. A legal notice was published in the Ventura County Star on August 26, 2014. A display ad was published in the Thousand Oaks Acorn on September 4, 2014.	No comments were received.	No comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Outreach	Non-targeted/broad community	2015-2016 CDBG Needs Assessment and Request for Funding Participants received an e-mail from the City soliciting their proposals for CDBG activities to be funded by the City in 2015-16.	6 Responses were received as follows: a) Area Housing Authority for Los Arboles Apartments; b) Area Housing Authority for Glenn Oaks Apartments; c) Many Mansions for Richmond Terrace Apartments; d) Many Mansions for Hacienda de Feliz Apartments; e) Habitat for Humanity for Preserve A Home program; f) Senior Alliance for Empowerment (SAFE) for Ranch Mobile Home Park rehabilitation.	a) City recommending funding for Los Arboles Apartments. b) No funding available for Glenn Oaks Apartments. c) City recommending funding for Richmond Terrace Apartments. d) No funding available for Hacienda de Feliz Apartments. e) No funding available for Preserve A Home program. f) No funding available for Ranch Mobile Home Park rehabilitation. See Appendices to Action Plan for comments.	

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

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Meeting	<p>Non-targeted/broad community</p> <p>Targeted participants in 2015-2019 Con Plan; 2015-19 Updated Analysis of Impediments Fair Housing</p>	<p>May 12, 2015. City Council Public Hearing; Review of draft 2015-19 Consolidated Plan; Draft 2015-19 Updated Analysis of Impediments to Fair Housing Choice in Ventura County; 2015-16 Action Plan Amendment. The Public Hearing and City Council review will be promoted via a Legal Notice in the Ventura County Star; As well as a Display Ad in the Thousand Oaks Acorn; And numerous notices on the City website throughout April 2015.</p>	<p>3 Public Speakers were received as follows: a) George McGehee, Housing Assets Director, Area Housing Authority of the County of Ventura; b) Nick Quidwai, Resident c) Steve Dwyer, Executive Director, Habitat for Humanity of Ventura County.</p>	<p>All comments are accepted. See Appendices to Action Plan for comments.</p>	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	574,017	0	0	574,017	2,000,000	Multi-Unit and Single-Unit Housing Rehab, Public & Social Services Grants, Program Administration

Table 5 - Expected Resources – Priority Table

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

15% of the CDBG entitlement grant will leverage \$100,000 per year from the City Social Services Endowment Fund to increase the budget for grants to local non-profit agencies providing essential services to low-income persons and households.

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

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

Discussion

See Summary section for CDBG PY 2015 budget.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Quality of Housing	2015	2019	Affordable Housing		Improve Quality of Housing	CDBG: \$375,621	Rental units rehabilitated: 70 Household Housing Unit Homeowner Housing Rehabilitated: 11 Household Housing Unit
2	Provide Non-Homeless Supportive Services	2015	2019	Non-Homeless Special Needs		Provide Non-Homeless Supportive Services	CDBG: \$83,593	Public service activities other than Low/Moderate Income Housing Benefit: 7000 Persons Assisted
3	Planning and Administration	2015	2019	Administration		Planning and Administration	CDBG: \$114,803	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Quality of Housing
	Goal Description	<p><u>Multi-Unit Rehabilitation</u>: With the dissolution of California redevelopment agencies in 2012, the City lost \$4 million a year to support the affordable housing. With the limited CDBG funding, the preservation of the existing affordable housing units is a priority objective. The City has good working relationships with the Area Housing Authority of the County of Ventura (AHA) and with private, non-profit housing provider, Many Mansions. During the Needs Assessment requests were made from Area Housing Authority: \$160,000 for Los Arboles Apartments (44 Family Units): Water heaters, Lighting, Carports, Driveways, Sidewalks and Many Mansions: \$70,000 for Richmond Terrace Apartments (27 units, including 13 with permanent, supportive services): Low-flow toilets, Garage Doors, Fences, Tree Trimming. National Objective: Low Mod Housing (LMH) and IDIS Objective/Outcome: Affordability/Sustatinability (2-SL)</p> <p><u>Single-Unit Rehabilitation</u>: In 2013-14, the City initiated a CDBG-funded rehabilitation program, the Low-Income Residential Rehabilitation (LIRR) program, offering grants of up to \$10,000 for essential residential improvements that very low-income owner-occupants could not afford to do on their own. Nine projects were approved in year one and year two is underway. The City is proposing to fund a third year of CDBG-funded improvements with an allocation of \$145,621 from July 1, 2015 through June 30, 2016. Up to 11 grants of \$10,000 each would be granted and up to \$30,000 (20%) would be used for project administration. National Objective: Low Mod Housing (LMH) and IDIS Objective/Outcome: Affordability/Sustatinability (2-SL)</p>
2	Goal Name	Provide Non-Homeless Supportive Services
	Goal Description	<p>Public/Social Services Grants: Increase the number of low-income persons to be assisted; increase the scope of services to be provided. (Shelter, Food, Medical Care, Basic Services). National Objective: Low Mod Clientele (LMC) and IDIS Objective/Outcome:Create suitable living environment/Availability/accessibility (1-SL).</p>
3	Goal Name	Planning and Administration
	Goal Description	<p>Administration: Recover a portion of City costs to manage CDBG program and fund a Fair Housing counseling program in partnership with County of Ventura.</p>

Table 7 – Goal Descriptions

AP-35 Projects - 91.220(d)

Introduction

During the City 2015-19 Needs Assessment public hearing (9/27/14) and its follow-up 2015 Action Plan Needs Assessment funding application period (January-February 2015), the City will support the following CDBG activities:

Multi-Unit Rehabilitation: Area Housing Authority \$160,000 for Los Arboles Apartments (44 Family Units) Water heaters, Lighting, Carports, Driveways, Sidewalks. Many Mansions \$70,000 for Richmond Terrace Apartments (27 units, including 13 with permanent, supportive services) Low-flow toilets, Garage Doors, Fences, Tree Trimming.

Low-Income Residential Rehabilitation (LIRR) program: CDBG-funded improvements with an allocation of \$145,621 up to 11 grants of \$10,000 each would be granted and up to \$30,000 (20%) would be used for project administration.

Public/Social Services: \$83,593 in CDBG funds. The City has leveraged 15 percent of its annual CDBG entitlement grant with at least \$100,000 a year from the City's own Social Services Endowment Fund (SSEF). The resulting budget provides operational support for approximately 25 non-profit agencies. The City's support increases the scope of the services offered and enables more persons to access these services.

Administration: \$114,803 in CDBG funds. The City uses 20 percent of its annual CDBG entitlement grant to recover a portion of its resources (staff costs, supplies and overhead) used to manage CDBG-funded activities. As part of this administrative allocation, the City maintains partnerships with the County of Ventura and the housing Rights Center of Los Angeles for a year-round fair housing counseling program to assist all City residents with potential discrimination concerns as well as landlord/tenant issues.

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

Table 8 – Project Information

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

Following the dissolution of redevelopment agencies throughout California in 2012, the City lost millions of dollars annually in local, tax-increment funds to finance the construction of new affordable housing units and to maintain/preserve existing units.

The preservation of existing multi-family and single-family affordable housing units is one of the highest priority needs for the City.

In addition, there is a need for the City to support the local delivery of essential public and social services to primarily very low-income persons and households. The number of persons seeking services increases yearly, particularly for seniors and disabled persons

AP-38 Project Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Multi-Family Residential Rehabilitation
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: \$230,000
	Description	Multi-Family Residential Rehabilitation (driveways, carports, lighting, water heaters, sidewalks, Garage doors, fences, tree trimming, low-flow toilets)at existing affordable apartment sites owned by the Area Housing Authority and Many Mansions
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	Los Arboles Apartments = 43 Non-Homeless Households Richmond Terrace Apartments = 13 Special Needs Households plus 14 Non-Homeless Households
	Location Description	Los Arboles Apartments = 801-886 Calle Haya, Thousand Oaks 91360 (Census Tract 6500, Block Group 2) Richmond Terrace Apartments = 760 Warwick Avenue, Thousand Oaks, CA 91360 (Census Tract 6900, Block Group 2)

	Planned Activities	<p>\$ 160,000 to Area Housing Authority of the County of Ventura for priority improvements at Los Arboles Apartments, 801-886 Calle Haya, Thousand Oaks, CA 91360 (44 units); for Water heaters, lighting, carports, driveways, sidewalks.</p> <p>\$ 70,000 to non-profit housing provider Many Mansions for priority improvements at Richmond Terrace Apartments, 760 Warwick Avenue, Thousand Oaks, CA 91360 (27 units) for low-flow toilets, garage doors, fencing and tree trimming.</p> <p>As required by HUD, the City is publishing the Affordable Rental Standards at Los Arboles and Richmond Terrace Apartments. These standards are published by the Area Housing Authority of the County of Ventura which are 0-BR \$1,014; 1-BR \$1,181; 2-BR \$1,502; 3-BR \$2,152 as of 10/1/2014. The City concurs with these standards and will use them during monitoring of 2015 CDBG rehabilitation activity.</p>
2	Project Name	Single-Family Residential Rehabilitation
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: \$145,621
	Description	Single-Family Residential Rehabilitation for structural and disabled access improvements to 11 very low-income owner-occupied Thousand Oaks resident.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	11 very low-income owner-occupied Thousand Oaks resident.
	Location Description	Program is open citywide. Property will be selected through a lottery.
	Planned Activities	\$ 145,621 for the City's Low-Income Residential Rehabilitation (LIRR) program for up to 11 grants of \$10,000 each plus up to \$30,000 (20%) for project administration.

3	Project Name	Public/Social Services
	Target Area	
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: \$83,593
	Description	Public/Social Services grants to non-profit agencies.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 7,000 unduplicated low-income households will be served.
	Location Description	Lutheran Social Services of Southern CA = 80 E. Hillcrest Dr, (Delivery of Service) Senior Concerns = various locations Conejo Free Clinic = 80 E. Hillcrest Dr, (Delivery of Service) Long Term Care Services of Ventura County = various locations Westminster Free Clinic = various locations RAIN Transitional Living Facility = various locations Many Mansions = various locations

	Planned Activities	<p>Grants to 7 non-profit sub-recipients:</p> <ul style="list-style-type: none"> • \$19,907 to Lutheran Social Services of Southern CA for the Emergency & Homeless Services Program • \$19,835 to Senior Concerns for the Meals on Wheels Program • \$15,000 to Conejo Free Clinic for its Medical Services Program • \$ 9,917 to Long Term Care Services of Ventura County for the Senior Ombudsman Program • \$8,000 to Westminster Free Clinic for its Medical Services Program • \$7,934 to the County of Ventura for the RAIN Transitional Living Facility and Program • \$3,000 to Many Mansions for its Supporting Housing Case Management Program.
4	Project Name	Program Administration
	Target Area	
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$114,803
	Description	The City uses up to 20% of its annual CDBG entitlement grant to reimburse the general fund for a portion of the City cost to administer program activities including staffing, public outreach, printing, wage compliance, maintenance and operations.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City of Thousand Oaks = 2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362

	Planned Activities	Recover a portion of City costs to manage CDBG program and fund a Fair Housing counseling program in partnership with County of Ventura.
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AP-50 Geographic Distribution - 91.220(f)

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

Multi-Family Rehabilitation at Los Arboles Apts. = 801-886 Calle Haya, Thousand Oaks 91360 (Census Tract 6500, Block Group 2)

Multi-Family Rehabilitation at Richmond Terrace Apts.= 760 Warwick Avenue, Thousand Oaks 91360 (Census Tract 6900, Block Group 2)

Westside Neighborhood Revitalization Strategy Area is not in the City of Thousand Oaks jurisdiction. No City of Thousand Oaks CDBG funds will be allocated in this strategy area.

Geographic Distribution

Target Area	Percentage of Funds
Westside Neighborhood Revitalization Strategy Area	

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

According to the American Community Survey (2006-2010), (Census Tract 6500, Block Group 2)has a low-mod percentage of 43.36 and (Census Tract 6900, Block Group 2) has a low-mod percentage of 49.69.

Discussion

The sites selected for 2015 Multi-Family Rehabilitation are located within HUD-designated low-income block groups. 28% of CDBG funds will be used in (Census Tract 6500, Block Group 2) and 12% of CDGB funds will be used in (Census Tract 6900, Block Group 2).

The City of Thousand Oaks will select up to 11 Thousand Oaks single-family sites for rehabilitation based on the income of the selected households. Program is citywide and not designated in a particular census block location.

Affordable Housing

AP-55 Affordable Housing - 91.220(g)

Introduction

PY 2015 one year goal will serve 43 non-homeless household at Los Arboles Apts., 14 non-homeless and 13 special-needs households at Richmand Terrace Apts under the multi-family rehabilitation projects and 11 non-homess households under the single family rehabilitation program.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	68
Special-Needs	13
Total	81

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	81
Acquisition of Existing Units	0
Total	81

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

Discussion

Los Arboles Apartments = 43 Non-Homeless Households

Richmond Terrace Apartments = 13 Special Needs Households plus 14 Non-Homeless Households

Low-Income Residential Rehab Program = 11 Non-Homeless Households

AP-60 Public Housing - 91.220(h)

Introduction

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

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

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

No CDBG funds will be used at Thousand Oaks public housing sites.

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

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

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

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

Discussion

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

- Glenn Oaks = 39 Family Units located at 145 E Wilbur Rd (Census Tract 70, Block Group 1)
- Los Arboles = 44 Family Units located at 801-886 Calle Haya (Census Tract 65, Block Group 2)
- Royal Oaks = 5 Family Units located at 3210 Royal Oaks Dr (Census Tract 71, Block Group 2)
- Sunset Villas = 11 Family Units located at 90-110 Sunset Dr (Census Tract 71, Block Group 2)
- Oak Creek = 57 Family Units located at 367 Thousand Oaks Blvd (Census Tract 70, Block Group 2)

AHA identified rehabilitation at agency-owned Los Arboles Apartments as a high priority objective. During 2015, the City will use \$160,000 in CDBG funds to rehabilitate units at the Los Arboles Apartments, 43 units owned and managed by the Area Housing Authority of the County of Ventura.

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

Introduction

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

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

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

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

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

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

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

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

employment, education, or youth needs.

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

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

Discussion

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

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

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

Introduction

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

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

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

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

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

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

Discussion

AP-85 Other Actions - 91.220(k)

Introduction

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

Actions planned to address obstacles to meeting underserved needs

Year-Round Homeless Shelter The lack of a year-round overnight shelter for homeless persons and families is a primary underserved need. The City is collaborating with the Conejo Valley Affordable Housing Workgroup to establish a shelter in 2016 or as soon as a suitable location and funding is identified. No CDBG funds will be used for this activity in 2015-16.

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

Actions planned to foster and maintain affordable housing

During 2015-16, the City will use CDBG funds to rehabilitate 70 multi-family, affordable housing units at Los Arboles Apartments and Richmond Terrace, as well as 11 units of low-income, owner-occupied single-family housing at locations to be determined in Thousand Oaks.

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

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

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

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

Actions planned to develop institutional structure

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

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

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

Discussion

2015 Monitoring Activities For this Action Plan, the City will conduct monitoring on a minimum of 10 percent of the CDBG-funded sub-recipients. Items for review are based on the CDBG monitoring checklist (Exhibit 3-16, Guide for Review of Sub-recipient/Community-Based Development Organization Management). The City will monitor for program income.

Residential Rehabilitation Programs (Multi-Unit and Single-Family, Owner-Occupancy):The CDBG sub-recipients will be contractually required to administer Federal prevailing wage and Section 3 programs for activities that require implementation of those programs. The City will monitor Affordable Rent Standards as published by the Area Housing Authority of the County of Ventura which in general are 0-BR \$1,014; 1-BR \$1,181; 2-BR \$1,502; 3-BR \$2,152 as of 10/1/2014.

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

Program Specific Requirements

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

Introduction

The City plans to spend 80% of CDBG PY2015 funds for activities that benefit persons of low and moderate income. The City does not expect to receive program income in PY 2015. The City will monitor for program income in PY 2015.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

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

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

Other CDBG Requirements

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

Discussion

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

Attachments

Citizen Participation Comments



**2015-19 LOWER-INCOME
NEEDS ASSESSMENT
Workshop & Public Hearing**

MEETING NOTES

**Community Development Department
Monday, September 29, 2014, 6:00 p.m.
Board Room**

1. **Call to Order:** 6:00 p.m., John Prescott, Community Development Director
2. **Opening Remarks:** Caroline Milton, Senior Analyst
3. **Workshop and Public Hearing:**
 - A. **Workshop:** Veronica Tam, Veronica Tam & Associates
 1. Presentation on Consolidated Plan and the Ventura County Analysis of Impediments to Fair Housing Choice
 2. HUD "Bucks" Exercise
 3. Discussion open to All: community needs / priorities, fair housing trends / issues, housing choices available, ideas to promote fair housing.

B. Needs Assessment Public Comments:

<p>Steve Dwyer, Exec. Director Habitat for Humanity 121 So. Rice Avenue Oxnard, CA 93030</p>	<p>Between 2000 and 2010, the number of City residents 85 years and older grew by 85%. Habitat's "Preserve-A-Home" program is a cost-effective way to maximize the use of federal funds and assist people to age in place in their homes by installing disabled access improvements.</p>
<p>Nina Bhavnani, Member National Alliance of Mental Illness (NAMI) 661 Camino del Mar Newbury Park, CA 91320</p>	<p>Discussed lack of housing for mentally ill persons and urged support for board-and-care homes in Thousand Oaks & around Ventura County. Currently, persons needing such care are sent out of the community, away from family connections and support.</p>
<p>Rick Schroeder, President Many Mansions 1459 E. Thousand Oaks Blvd. Suite D Thousand Oaks, CA 91362</p>	<p>Many Mansions currently owns and operates 9 affordable housing projects (450 rental units). Thanked City for past CDBG support most recently for improvements (sidewalks, toilets, sewer & drainage improvements) at 72-unit Bella Vista Apartments on Los Feliz Drive.</p>

B. Needs Assessment Public Comments (continued from page 1)	
Nancy Wohl, Thousand Oaks Rotary, Moorpark Resident	Spoke about importance of Rotary and City-supported Immunization Program that offers vaccinations through Conejo Free Clinic and Westminster Free Clinic.
Jim Wolf, Board Member Senior Alliance for Empowerment (SAFE) 234 Dinsmore Avenue Thousand Oaks, CA 91362	Requested City support for low-income seniors, who are predominately women, and praised Habitat for Humanity's Preserve-A-Home program that assists people who need home repairs and/or improvements but cannot afford to pay.
Vic Abrunzo, Board Member Senior Alliance for Empowerment (SAFE) P.O. Box 4193 Westlake Village, CA 91359	Identified the repair and rehabilitation of existing homes of low-income seniors as the highest priority. Thanked Many Mansions for funding to install GFI components at units in the Ranch Mobile Home Park.
Lori Hartin 991` Sheffield Place Thousand Oaks, CA 91360	Requested support for housing opportunities for the mentally ill in Thousand Oaks.
Tina McDonald, Human Services Agency, RAIN Program Ventura, CA	The RAIN program offers temporary housing and support services for homeless, low-income households.

4. Adjournment:

Agenda Posted: Thursday, September 25, 2014

Any public documents provided regarding any item on this agenda will be made available for public inspections in the Community Development Department at City Hall, 2100 Thousand Oaks Boulevard, during normal business hours.

Americans with Disabilities Act (ADA): In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact Senior Analyst Caroline Milton in the Community Development Department at (805) 449-2331. Assisted listening devices are available at this meeting. Ask appropriate staff if you desire to use this device. Upon request, the agenda and documents in this agenda packet, can be made available in appropriate alternative formats to persons with a disability. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.

CDD:\480-70\H\COMMON\H&R\2015_CDBG\2015_Con_Plan\092914_Mtg_Notes.doc

City of Thousand Oaks – Summary of Public Comments –9/29/14 – 2015-19 Low-Income
Needs Assessment and Administrative Hearing

Steve Dwyer, Exec. Director Habitat for Humanity	121 So. Rice Avenue Oxnard, CA 93030	Between 2000 and 2010, the number of City residents 85 years and older grew by 85%. Habitat's "Preserve-A-Home" program is a cost-effective way to maximize the use of federal funds and assist people to age in place in their homes by installing disabled access improvements.
Nina Bhavnani, Member National Alliance of Mental Illness	661 Camino del Mar Newbury Park, CA 91320	Discussed lack of housing for mentally ill persons and urged support for board-and-care homes in Thousand Oaks & around Ventura County. Currently, persons needing such care are sent out of the community, away from family connections and support.
Rick Schroeder, President Many Mansions	1459 E. Thousand Oaks Blvd. Suite D Thousand Oaks, CA 91362	Many Mansions currently owns and operates 9 affordable housing projects (450 rental units). Thanked City for past CDBG support most recently for improvements (sidewalks, toilets, sewer & drainage improvements) at 72-unit Bella Vista Apartments on Los Feliz Drive.
Nancy Wohl, Thousand Oaks Rotary	Moorpark Resident	Spoke about importance of Rotary and City-supported Immunization Program that offers vaccinations through Conejo Free Clinic and Westminster Free Clinic.
Jim Wolf, Board Member Senior Alliance for Empowerment (SAFE)	234 Dinsmore Avenue Thousand Oaks, CA 91362	Requested City support for low-income seniors, who are predominately women, and praised Habitat for Humanity's Preserve-A-Home program that assists people who need home repairs and/or improvements but cannot afford to pay.
Vic Abrunzo, Board Member Senior Alliance for Empowerment (SAFE)	P.O. Box 4193 Westlake Village, CA 91359	Identified the repair and rehabilitation of existing homes of low-income seniors as the highest priority. Thanked Many Mansions for funding to install GFI components at units in the Ranch Mobile Home Park.

City of Thousand Oaks – Summary of Public Comments –9/29/14 – 2015-19 Low-Income
Needs Assessment and Administrative Hearing

Lori Hartin	991 Sheffield Place Thousand Oaks, CA 91360	Requested support for housing opportunities for the mentally ill in Thousand Oaks.
Tina McDonald, Human Services Agency, RAIN Program	Ventura, CA	The RAIN program offers temporary housing and support services for homeless, low-income households.

City of Thousand Oaks, CDBG Public Hearing, May 12, 2015
Public Speakers

1.	George McGehee, Housing Assets Director, Area Housing Authority of County of Ventura	Thanked Council for opportunity to apply for CDBG assistance for Los Arboles Apartments; summarized tenant demographics and supportive services provided by AHACV.
2.	Nick Quidwai, Resident	Recommended City return to an annual process for review and recommendations of social services grant applications by Ad Hoc Social Services Committee.
3.	Steve Dwyer, Executive Director Habitat for Humanity of Ventura County	Requested Council revise proposed CDBG Action Plan to reduce assistance to rental units and increase funds for low-income, single-family, owner-occupant units. Also requested City replace lottery system for selecting eligible sites, with Habitat's model.

Appendices – Needs Assessment

In January 2015, the City invited stakeholders participating in the 9/29/14 event to apply for 2015-16 CDBG funding for community development projects and 4 responses were received.

- Area Housing Authority of the County of Ventura
- Many Mansions
- Habitat for Humanity of Ventura County
- Senior Alliance for Empowerment
- Geographic Maps

Area Housing Authority of the County of Ventura

City of Thousand Oaks 2015-2016 CDBG Project Proposal

Name of Organization:	Area Housing Authority of the County of Ventura		
Project Name:	Los Arboles Property Improvements		
CDBG Funds Request:	\$ 158,540 (Includes Admin)	Unduplicated Program Goal and Type (ex. 100 people):	120

Project Description Summary:	This project will repair carport roofs, repair/replace asphalt driveway and concrete curbs and re-stripe the parking area, replace water heaters over 7 yrs old with energy efficient ones, and will replace incandescent exterior lighting with energy-efficient lighting and photo cells.		
Project Site Address:	801-866 Calle Haya, Thousand Oaks	Received at 7:49 a.m., Monday, February 9, 2015.	

- Attach the following information:
- A. Project Description Detail: Provide as much information as you can about the proposed project.
 - B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.
 - C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe out reach to said population, i.e., how will potential beneficiaries be identified and/or selected?
 - D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an Intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.

Organization Contact Information

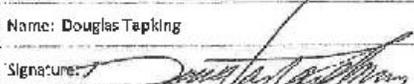
Main Office Address:	1400 W. Hillcrest Drive, Newbury Park, CA 91320		
Project Manager & Title:	George McGehee, Jr., Director, Affordable Housing Assets		
Phone Number:	805-480-9991 ext 520	E-mail:	gmcgehee@ahacv.org
Organization's DUNS #: (Required)			10-888-0337

City to complete shaded area below.

CDBG National Objective:	<input type="checkbox"/> Low Mod Area Benefit (LMA)	<input type="checkbox"/> Low Mod Clientele (LMC)	<input checked="" type="checkbox"/> Low Mod Housing (LMH)
Census Tract & Block Group:	CT <u>6500</u>	BG <u>2</u>	
SAM Federal Disparment:	<input checked="" type="checkbox"/> Agency Not Listed on the Federal Disparment	Date of Report:	<u>3/24/2015</u>
IDIS Objective: (check one box)	<input type="checkbox"/> Availability-Accessibility (1)	IDIS Outcome: (check one box)	<input type="checkbox"/> Decent Housing (DH)
	<input checked="" type="checkbox"/> Affordability (2)		<input checked="" type="checkbox"/> Suitable Living Environment (SL)
	<input type="checkbox"/> Sustainability (3)		<input type="checkbox"/> Economic Opportunity (EO)

Certification

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

Name: Douglas Tapking	Title: Executive Director
Signature: 	Date: February 5, 2015

Application must be received at the City of Thousand Oaks no later than 5:00 p.m. on Monday, February 9, 2015 and must be addressed to:

City of Thousand Oaks
 Community Development Department
 2100 Thousand Oaks Blvd, 1st Floor
 Thousand Oaks, CA 91352
 Attn: Caroline Milton

H:\COMMON\Housing & Redevelopment\CDBG\CDBG-Admin-Manual\Other-Info\Project-Proposals\CDBG-Project-Proposals\drafts\c03_3.docx

PROJECT SITE: Los Arboles Apartments

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

This project will replace existing exterior lighting (incandescent) with energy-efficient fixtures and photo cells for exterior lights to reduce energy use and cost, increase illumination, and ultimately improve safety at the complex. The project will also repair and/or replace the asphalt, sidewalks, and concrete gutters which show signs of decomposition to address hazardous areas and property aging. Parking areas will be re-stripped upon completion of the repairs. Old water heaters will be replaced with new, energy-efficient water heaters to reduce energy costs. Lastly, carport roofing will be repaired and/or replaced as necessary to maintain the structural integrity of the carports, remove rotted and decomposing materials, and improve the overall appearance of the property to ensure the property is consistent with the surrounding neighborhood.

• Energy-efficient lighting upgrades	\$ 20,000
• Driveway	\$ 58,370
• Sidewalk safety improvement	\$ 8,790
• Water Heaters	\$ 16,000
• Carports	<u>\$ 55,780</u>
	\$158,940

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

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

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

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

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

PROJECT SITE: Los Arboles Apartments

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

Applicants must provide income documentation to ensure their income is within acceptable limits. AHA policy states:

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

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

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

(Agency Owned Policies, page 7, Section H)

RENT SCHEDULE

The rents for Los Arboles Apartments are as follows:

- 2-Bedroom units \$1130
- 3-Bedroom units \$1503



Area Housing Authority of the County of Ventura

PAYMENT STANDARDS

The Housing Authority's voucher payment standards are based on HUD's annually published Fair Market Rent (FMR) for the Ventura County area. The Housing Authority's current payment standards generally are 100% percent of the HUD FMR for most bedroom sizes.

PAYMENTS STANDARDS

Effective 10-1-2014 ALL AREAS OF COUNTY

0-BR	\$1,014
1-BR	\$1,181
2-BR	\$1,502
3-BR	\$2,152
4-BR	\$2,462
5-BR	\$2,831

Manufactured Homes

40% of 2BR \$601

Single Room Occupancy

75% of 0BR \$761

Many Mansions

City of Thousand Oaks 2015-2016 CDBG Project Proposal				
Name of Organization:	Many Mansions			
Project Name:	Richmond Terrace Apartments and Hacienda de Feliz Apartments			
CDBG Funds Request:	\$ 147,283	Undeclared Program: Goal and Type (ex. 100 people):	109 people	
Project Description Summary:	<p><u>Hacienda de Feliz</u>: Install new drains in one building to redirect water coming from gutter downspouts from emptying directly into patios and decks causing flooding in those areas, and adding metal bollards (posts) next to fence behind visitor cars parking area for safety purposes.</p> <p><u>Richmond Terrace</u>: For safety purposes there is a need to replace all of the old wood car garage doors (10), install surveillance cameras, replace three tenant's patio wood fences and perform tree trimming.</p>			
Project Site Address:	Hacienda de Feliz: 2084-2096 Los Feliz Dr., Thousand Oaks, CA 91362 Richmond Terrace: 780 Warwick Ave., Thousand Oaks, CA 91360			Received at 11:00 a.m., Monday, February 9, 2015.
Attach the following information:				
A. Project Description Detail: Provide as much information as you can about the proposed project.				
B. Organization Description: Describe your organization and your experience and expertise to manage a CDBG-funded project.				
C. What percentage of project beneficiaries will be persons of low/moderate income? Please describe outreach to said population, i.e., how will potential beneficiaries be identified and/or selected?				
D. Describe how beneficiary eligibility will be documented for the project file. For example, each beneficiary will be asked to sign an intake form verifying that their gross annual income does not exceed HUD guidelines. Provide affordable rent standards for rental projects.				
Organization Contact Information				
Main Office Address:	1459 E. Thousand Oaks Blvd. Bldg. "D", Thousand Oaks, CA 91362			
Project Manager & Title:	Carlos Ibarrola, Director of Asset Management			
Phone Number:	(805) 496-4948 Ext. 228	E-mail:	carlos@manymansions.org	Organization's DUNS #: (Required) 168672236
<i>City to complete shaded area below.</i>				
CDBG National Objective:	<input type="checkbox"/> Low Mod Area Benefit (LMA) <input type="checkbox"/> Low Mod Clientele (LMC) <input checked="" type="checkbox"/> Low Mod Housing (LMH)			
Census Tract & Block Group:	CT <u>6900</u> BG <u>2</u>			
SAM Federal Disbarment:	<input checked="" type="checkbox"/> Agency Not Listed on the Federal Disbarment Date of Report <u>3/24/2015</u>			
IDIS Objective: (check one box)	<input type="checkbox"/> Availability-Accessibility (1) <input checked="" type="checkbox"/> Affordability (2) <input type="checkbox"/> Sustainability (3)		IDIS Outcome: (check one box) <input type="checkbox"/> Decent Housing (DH) <input checked="" type="checkbox"/> Suitable Living Environment (SLE) <input type="checkbox"/> Economic Opportunity (EO)	
Certification				
I hereby authorize this application to be submitted for consideration by the City of Thousand Oaks. I, the undersigned certify that the information provided is complete and accurate to the best of my knowledge. I understand that knowingly providing false information constitutes fraud and is punishable under State of California law and under Federal law. Failure to provide accurate and truthful information may be grounds for disqualification from the Program.				
Name: Rick Schroeder	Signature: 			Title: President
Signature:	Date: <u>2/9/15</u>			

Application must be received at the City of Thousand Oaks no later than 5:00 p.m. on Monday, February 9, 2015 and must be addressed to:

MANY MANSIONS
City of Thousand Oaks 2015-2016 CDBG
List of Possible Rehab Projects
February 4, 2015

Hacienda de Feliz (25 Units) Most Important Repair Needs		
No.	Work to be Performed	
1	Install new drains to redirect water coming from gutter downspouts from emptying directly into patios and decks	\$34,420
2	Installation of Bollards along fence next to a driveway behind the visitor's parking spaces	9,635
Total Estimate for Hacienda de Feliz Repairs		\$44,055
Richmond Terrace (27 Units) Most Important Repair Needs		
1	Replace 10 very old wood car garage doors	\$14,730
2	Replace 3 wood fences	14,676
3	Install 13 safety video cameras	19,867
5	Tree Trimming many trees touching or close to building structures	14,400
6	Replace 27 toilets with water use efficient type	12,555
Total Estimate for Richmond Terrace Repairs		\$76,228
Total Estimated Repairs		\$120,283
Many Mansions' Administrative Fee		\$12,000
Prevailing Wage Monitoring (Not to exceed))		7,000
Construction Permits		3,000
Total Estimate for Additional Related Costs		\$22,000
* Contingency funds		5,000
Grand Total		\$147,283

CDBG Funding Request — Option 1 of 2

MANY MANSIONS
City of Thousand Oaks 2015-2016 CDBG
List of Possible Rehab Projects (1)
February 10, 2015

Richmond Terrace (27 Units)		
Most Important Repair Needs		
1	Replace 10 very old wood car garage doors	\$14,730
2	Replace 3 wood fences	14,676
3	Tree Trimming many trees touching or close to building structures	14,400
4	Replace 27 toilettes with water use efficient type	12,555
Total Estimate for Richmond Terrace Repairs		\$56,361
	Many Mansions' Administrative Fee	\$5,000
	Prevailing Wage Monitoring (Not to exceed))	5,000
	Construction Permits	0
Total Estimate for Additional Related Costs		\$10,000
	* Contingency Funds	3,000
Grand Total		\$69,361

CDBG Funding Request — Option 2 of 2

Many Mansions

City of Thousand Oaks 2015-2016 CDBG Project Proposal

Attachments

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

Hacienda de Feliz

Install new drains in one building to redirect water coming from gutter downspouts from emptying directly into patios and decks causing flooding in those areas, and adding metal bollards (posts) next to fence behind visitor cars parking area for safety purposes.

- Currently rain water coming down from gutter downspouts empties directly on the patios, decks and walkways. This is a slipping hazard plus in some cases water goes inside some units. During the rainy season this is a great inconvenience for our tenants, plus it deteriorates the waterproofing of these surfaces. Since this is an expensive work, we are requesting funds to perform it in one building only for this CDBG round. (Please see attached photographs for illustration purposes regarding this item).

The idea is to use a portion of the CDBG funds to make drain holes on the concrete beneath each of the gutter downspouts, redirecting the water into drainage pipes that will be installed on the ceilings of each of the three tucked in parking garages located beneath the units of these buildings.

- Another use of these funds will be the installation of Bollards (posts) along a fence next to a driveway behind the visitor's parking spaces. This fence has been struck innumerable times by tenants, visitors or delivery company trucks since the property started operating. This fence is located along a creek behind it and there is a concern a vehicle could fall off after hitting the fence. The bollards would protect the fence and will make it impossible for a vehicle to fall off into the creek.

Richmond Terrace

For safety purposes there is a need to replace all of the old wood car garage doors(10), install safety video cameras, install a wrought iron fence, replace three tenant's patio wood fences and tree trimming.

- Ten of the eleven garage doors in the property are the originals ones (property was built in 1971) and only of them has been recently replaced because it broke as it was being open. These doors are heavy and could cause harm to tenants if any of them was to break in the open position. Therefore there is a need to replace the rest of these doors at the earliest possible time. The thought is to replace them with modern metal sectional doors.
- Install a video security system with 13 cameras. The property has none at the present time. These devices will be a great deterrent against unlawful activities inside or around the property. As an added note, a few years ago we were able to install at La Rahada and Casa de Paz Apartments several safety video cameras utilizing CDBG funds obtained through the City of Simi Valley.
- Replace three tenant's patio wood fences that are in dire condition requiring replacement as soon as possible.
- Trim all trees that have branches touching any of the two buildings comprising this property. This is needed to stop pests from climbing onto the buildings like vermin and gaining access to the units and also for insurance purposes.

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

Many Mansions is a local nonprofit affordable housing and services provider which promotes and provides safe, well-managed housing with on-site, life-enriching services for limited income residents of the Conejo Valley, Ventura County, and their surrounding communities. Many Mansions has 9 apartment complexes in Thousand Oaks, 3 in Simi Valley and two in Oxnard that house more than 1,300 people with over 300 children. It currently has 64 employees.

Many Mansions has been awarded CDBG funds almost every year since 2008. These funds were used to perform many different improvements at some of the Thousand Oaks properties, like roof repairs and or replacements, HVAC equipment replacements, parking area asphalt repairs or replacements, exterior lighting improvements, wood siding replacements with stucco, stair repairs and some others. All work performed was administered and supervised by Many Mansions personnel only. Besides Many Mansions personnel has also been involved in the construction of new buildings and the acquisition and rehab of several projects.

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

All project beneficiaries who are Many Mansions tenants at these two apartment complexes are persons in the extremely low, very low, or low income brackets. Outreach to them is performed through yearly advertisements, a referral process from governmental or charity organizations and word of mouth. Many Mansions also keeps a waiting list of applicants, currently at 1,345 families or individuals.

All tenants in the Many Mansions properties are screened through an elaborate process making sure they qualify to live at any of its complexes and in compliance with the different restrictions that apply based on the different funding sources at each property.

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

Each prospective tenant has to fill out and sign an intake form verifying that their gross income does not exceed HUD guidelines. This information is verified through third parties. Once they become tenants, each year, all tenants in all Many Mansions properties including Hacienda de Feliz and Richmond Terrace go through a process to recertify their gross annual incomes. This process confirms their eligibility to continue leaving at any of these properties. Rarely some tenants go beyond those thresholds. The information they provide is again verified through third parties. Attached you will find a chart showing the affordable rent standards at these two projects.

Property Overview Many Mansions CTCAC-HOME-BOND

Current Maximum Net Rental Rates—Gross rent minus utility allowance, program restriction

Hacienda de Feliz			
Unit #	50%	60%	Sec 8
2	16	\$933	\$1,166 See
3	9	\$1,073	\$1,342 HOME
Total			25 Rates
Resident Paid Utilities			
2 BR	3 BR		
\$65	\$80		
Restrictions:			
CTCAC & HOME & BOND 100%			
8 units @ 50% AMI (5-2BR, 3-3BR)			
16 units @ 60% AMI (10-2BR, 6-3BR)			
1 unit @ 80% AMI (Mgr)			
One-Third Non-Smoking			
Rent - 2BR CTCAC, 3BR HOME			
All Vouchers @ HOME Rates			
P/S Pre 2008-12-31			
Services:			
Homework Tutoring Club			
Special events for MM			

Area Housing Payment Standards	
Gross Rent by BR	Effective Jan-14
S	\$ 1,014
1	\$ 1,181
2	\$ 1,502
3	\$ 2,152
4	\$ 2,462
5	\$ 2,831
http://www.ahacx.org/section_8_landlord_payment_standards.shtml	

Affordable Rent Guidelines 2014 Bella Vista and Hacienda as of 2015-02-03.xlsx

**Property Overview Many Mansions CTCAC-HOME-BOND
Rent & Income Guidelines (Effective Dec 18, 2013 -CTCAC-MHP HERA Limits Ventura County
For PIS Pre 12/31/2008**

http://www.treasurer.ca.gov/ctcac/compliance.asp		http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html											
Max Gross Rent, CTCAC by Bedroom Size		Current Area Median Income by Household Size \$88,700 family of four											
S	1	2	3	4	1	2	3	4	5	6	7	8	
20%	288	299	346	414	495	MHP	13846	15497	17622	19802	21759	23699	
25%	399	427	513	592	661		20525	22800	24625	26450	28275	30100	
30%	479	513	615	711	793		19170	21900	24630	27360	30090	36120	
35%	558	598	718	829	925	Extremely Low	22365	25550	28735	31920	34475	37030	
45%	718	770	923	1067	1190		45%	28755	32850	36945	41040	44325	47610
50%	798	855	1026	1185	1322	Very Low	31950	36500	41050	45600	49250	52900	
55%	878	941	1128	1304	1454		55%	33145	40150	45155	50160	54175	58190
60%	958	1026	1231	1422	1567	Low	38340	43800	48260	54720	59100	63480	
65%	1038	1112	1334	1541	1719		65%	41535	47450	53365	59280	64025	68770
80%	1273	1369	1642	1867	2115	Moderate	51120	58400	65680	72960	79800	84640	

http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html		http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html										
Max Gross Rent, HOME by Bedroom Size		Current Area Median Income by Household Size \$86,100 family of four										
S	1	2	3	4	1	2	3	4	5	6	7	8
30%	466	532	598	665	718	Extr	18650	21300	23950	26600	28750	30900
50%	776	831	998	1153	1288	Low	31050	35500	39950	44350	47900	51450
65%	922	1069	1284	1475	1626	High	37260	42600	47940	53220	57480	61740
80%	922	1102	1479	2043	2364	FMR	48300	55200	62100	68950	74500	80000

https://www.pscacommunities.org/cs/login.aspx?cid=1		https://www.pscacommunities.org/cs/login.aspx?cid=1										
Max Gross Rent, BOND by Bedroom Size		Current Area Median Income by Household Size \$86,100 family of four										
S	1	2	3	4	1	2	3	4	5	6	7	8
50%	768	912	1026	1140	Very Low	31950	36500	41050	45600	49250	52900	56550
60%	958	1085	1231	1368	Low	36340	43800	49260	54720	59100	63480	67860
80%	1276	1460	1642	1824	Moderate	51120	58400	65680	72960	79800	84640	90480

Property Overview Many Mansions HOME-BOND

Richmond Terrace			
Unit #	20% AMI	50% AMI	80% AMI
1 (MK)	10		\$1,125
2 (MHI)	1		
2 (MHI)	3		
Resident Paid Utilities			
1 BR	2 BR	3 BR	4 BR
\$56	\$69	\$82	\$95
HOME MHP SHP			
13 @ 20% AMI (1BRs) SHP-MHP-HCD			
1 unit @ 50% AMI (2BRs) MHP-HCD (Low HOME)			
3 Units @ 55% AMI (2BRs) MHP-HCD (High HOME)			
10 units @ 80% AMI (1BRs)			
PIS Pre 2008-12-31			
On Site Case Management by Many Mansions			

Area Housing Payment Standards	
Gross Rent by BR Size	Effective Jan-14
S	\$ 1,014
1	\$ 1,181
2	\$ 1,502
3	\$ 2,152
4	\$ 2,462
5	\$ 2,631
http://www.ahacv.org/section_8_landlord_payment_standards.shtml	

**Property Overview Many Mansions HOME-BOND
Rent & Income Guidelines (Effective Dec 18, 2013 - CTCAC-MHP HERA Limits Ventura County
For PIS Pre 12/31/2008**

http://www.treasurer.ca.gov/ctcac/compliance.asp		http://www.hcd.ca.gov/hpd/hrc/rep/state/inclNote.html												
Max Gross Rent, CTCAC by Bedroom Size		Current Area Median Income by Household Size \$88,700 family of four												
	S	1	2	3	4	5	6	7	8					
20%	288	299	346	414	495	495	11509	12390	13846	15497	17622	19802	21759	23699
25%	399	427	513	602	661		15975	18250	20525	22800	24625	26450	28275	30100
30%	479	513	615	711	763		19170	21900	24630	27360	29550	31740	33930	36120
35%	559	598	718	829	925		22365	25560	28735	31920	34475	37030	39585	42140
45%	718	770	923	1067	1190		28755	32850	36945	41040	44325	47610	50895	54180
50%	798	855	1026	1185	1322		31950	36500	41050	45600	49250	52900	56550	60200
55%	878	941	1128	1304	1454		33145	40150	45155	50160	54175	58190	62205	66220
60%	958	1026	1231	1422	1587		38340	43800	49260	54720	59100	63480	67860	72240
65%	1038	1112	1334	1541	1719		41535	47450	53365	59280	64025	68770	73515	78260
80%	1278	1369	1642	1897	2116		51120	58400	65690	72960	78800	84640	90480	96320

Descriptions:
State Median
Extremely Low
Very Low
Low
Moderate

https://onecod.info/resource-library/home-rent-limits/		https://onecod.info/resource-library/home-income-limits/												
Max Gross Rent, HOME by Bedroom Size		Current Area Median Income by Household Size \$85,100 family of four												
	S	1	2	3	4	5	6	7	8					
30%	466	532	598	665	718	Ext	18660	21300	23950	26600	28750	30900	33000	35150
50%	776	831	998	1153	1266	Low	31050	36500	39950	44350	47900	51450	55000	58550
65%	922	1069	1284	1475	1626	High	37260	42600	47940	53220	57490	61740	66000	70260
80%	922	1102	1479	2043	2364	FMR	48300	55200	62100	68950	74500	80000	85500	91050

Descriptions:
Extremely Low
Very Low
Lower
Low
Moderate

https://www.psacomunities.org/cs/login.aspx?cid=1		https://www.psacomunities.org/cs/login.aspx?cid=1												
Max Gross Rent, BOND by Bedroom Size		Current Area Median Income by Household Size \$65,100 family of four												
	S	1	2	3	4	5	6	7	8					
50%	798	912	1026				31950	36500	41050	45600	49250	52900	56550	60200
60%	958	1095	1231				38340	43800	49260	54720	59100	63480	67860	72240
80%	1278	1460	1642	1824			51120	58400	65690	72960	78800	84640	90480	96320

Descriptions:
Very Low
Low
Moderate









Area Housing Authority of the County of Ventura

PAYMENT STANDARDS

The Housing Authority's voucher payment standards are based on HUD's annually published Fair Market Rent (FMR) for the Ventura County area. The Housing Authority's current payment standards generally are 100% percent of the HUD FMR for most bedroom sizes.

PAYMENTS STANDARDS

Effective 10-1-2014 ALL AREAS OF COUNTY

0-BR	\$1,014
1-BR	\$1,181
2-BR	\$1,502
3-BR	\$2,152
4-BR	\$2,462
5-BR	\$2,831

Manufactured Homes

40% of 2BR \$601

Single Room Occupancy

75% of 0BR \$761

Habitat for Humanity of Ventura County

TRANSMITTAL SHEET NO 22524

INCOMING

TO: CITY OF THOUSAND OAKS DEPT. OF PLANNING AND COMMUNITY DEVELOPMENT

ATTENTION: Caroline Milton -

Permit Application (Maps Folded)

Plan Check

Other - Specify

CDBG Proposal - 2015

DATE: 2/6/15 PROJECT NUMBER NA

FROM: NAME Steve Dwyer

FIRM Habitat For Humanity of Ventura County

ADDRESS 121 S. Rice Ave
Oxnard, CA 93030

PHONE (805) 485-6065 ext. 201

CONTENTS: _____ QUANTITY: 1

2015 CDBG Funding Proposal

ACCEPTED BY: Alvin Wan

* PLEASE USE BALLPOINT PEN AND USE FIRM PRESSURE - YOU ARE MAKING THREE COPIES *

OUTGOING

Staff Use Only

PROJECT NO. _____

CONTENTS RETURNED: _____

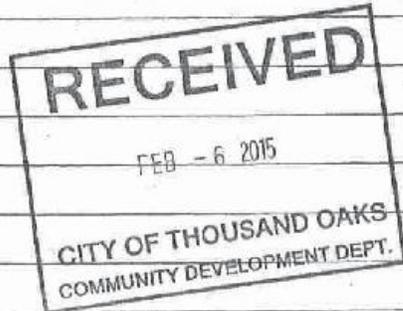
PICKED UP BY: Name _____

Firm _____

DATE PICKED UP: _____

RETURNED BY: Name _____

DATE NOTIFIED: _____



DISTRIBUTION: White-Project File/Yellow-Counter File/Pink-Applicant 3:57

City of Thousand Oaks 2015-2016 CDBG Project Proposal

Name of Organization:	Habitat for Humanity of Ventura County		
Project Name:	Preserve a Home		
CDBG Funds Request:	\$ 158,464	Unduplicated Program Goal and Type (ex. 100 people):	16 families
Project Description Summary:	The Preserve a Home Program offers home repair services for low income, live-in homeowners who cannot afford to restore their homes back to clean, safe and decent conditions.		
Project Site Address:	Various		

Attach the following information: (please information presented below)

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

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

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

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

Organization Contact Information

Main Office Address:	121 S. Rice Avenue, Oxnard CA 93030		
Project Manager & Title:	Felipe Flores, Director of Community Engagement & Family Services		
Phone Number:	(805) 485-6065, ext. 202	E-mail:	felipe.f@habitatventura.org
Organization's DUNS #: (Required)	123202264		
City to complete shaded area below.			
CDBG National Objective:	<input type="checkbox"/> Low Mod Area Benefit (LMA) <input type="checkbox"/> Low Mod Clientele (LMC) <input type="checkbox"/> Low Mod Housing (LMH)		
Census Tract & Block Group:	CT _____ BG _____		
SNM Federal Disbarment:	<input type="checkbox"/> Agency Not Listed on the Federal Disbarment Date of Report _____		
IDS Objective: (check one box)	<input type="checkbox"/> Availability-Accessibility (1) <input type="checkbox"/> Affordability (2) <input type="checkbox"/> Sustainability (3)	IDS Outcome: (check one box)	<input type="checkbox"/> Decent Housing (DH) <input type="checkbox"/> Suitable Living Environment (SL) <input type="checkbox"/> Economic Opportunity (EO)

Certification

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

Name: Steven J. Dwyer	Title: Executive Director
Signature: 	Date: 2/6/15

Application must be received at the City of Thousand Oaks no later than 5:00 p.m. on Monday, February 9, 2015 and must be addressed to:

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

H:\COMMON\Housing & Redevelopment\CDBG\CDBG-Admin-Manual\Other-Info\Project-Proposal\CDIC-Project-Proposal(draft).doc_3.docx

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

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

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

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

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

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

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

Habitat for Humanity of Ventura County has been building and repairing homes for 32 years in Ventura County. We have successfully repaired hundreds of homes, and constructed over 56 new homes for low income families. We have a full-time general contractor and site supervisor on staff, and a wealth of skilled construction partners countywide. We have strong relationships with city and county officials, architects, engineers, real estate professionals and others who will work alongside our organization to ensure success. A large portion of work is completed by volunteers, keeping costs low and creating a strong community aspect to the program.

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

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

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

The steps to qualify for service are the following:

1. *A prequalification questionnaire is provided to the candidate applicant family*
2. *Upon meeting minimum preselection criteria, an initial assessment of the live-in homeowner's property is conducted*
3. *During the initial assessment, existing conditions and needs are documented via notes and photos*
4. *A full program application is provided to the candidate family*
 - a. *This application includes a request for documentation (as back-up/proof) regarding income, debt, legal matters, personal information and resident status*
5. *Upon successful completion of the previous steps, a family interview in the home is conducted by Preserve a Home Team members*
6. *Application is processed, reviewed and recommendations for approval or denial by Preserve a Home Team members*
7. *Ratification by Director of Community Engagement & Family Services*

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



**Habitat
for Humanity[®]**
of Ventura County



**Schedule of Compensation Analysis
City of Thousand Oaks FY 2015 - 2016**

CDBG Funds Requested				
Line Item	Quantity	Unit	Amount	Subtotal
Salaries				
Director of Community Engagement and Family Services* <i>32 hrs/week, 1 week (avg) per home x 16</i>	512	hrs.	\$ 70.00	\$ 35,840.00
Site Supervisor <i>32 hrs/week, 2 weeks (avg) per home x 16</i>	1,024	hrs.	\$ 45.00	\$ 46,080.00
Hard Costs				
Construction materials and supplies <i>Average cost of materials per home x 16</i>	16		\$ 3,500.00	\$ 56,000.00
Soft Costs				
Environmental testing	16		\$ 1,200.00	\$ 19,200.00
Mileage <i>150 miles (avg) per month x 16</i>	2,400	miles	\$ 0.56	\$ 1,344.00
			Total CDBG request	\$ 158,464.00
Leveraged Funds				
Line Item	Quantity	Unit	Amount	Subtotal
Donated Labor Hours				
<i>8 volunteers, 8 hrs/day, 16 days (avg) per home x 16</i> <i>Volunteer hrs calculated at \$26.34**</i>	16,384	hrs.	\$ 26.34	\$ 431,554.56
			Total program costs	\$ 590,018.56

*DCE&FS activity includes home and family vetting/research and analysis, project planning, design and documentation, file keeping, quarterly/monthly/year-end report writing, Site Supervisor and volunteer management
**as quoted by www.independentsector.org



Habitat
for Humanity®
of Ventura County



Preserve A Home

PAH Candidate Homeowner Intake/Processing

Initial assessment

1. Set up interview date and time
2. Arrive on time
3. Listen to homeowner's needs
 - a. Ask questions about needs
4. Keep watchful eye for other needs homeowner may not have addressed
5. Observe way of life (Examples: Is home clean? Is homeowner a hoarder? Are there valuables?)
 - a. Does the candidate homeowner have a true demonstrated need?
6. Fill out Home Observation Report (Ensure all needs have been addressed)
 - a. Compliment Report with your notes
 - b. At the end of the Report indicate your recommendations for candidate homeowner
7. Take many pictures
 - a. Upload pictures to Dropbox

Planning for work (once candidate homeowner has been approved for service)

1. Make copy of Project Document Checklist and begin to procure/gather all applicable documents
2. Prepare Scope of Work
 - a. Prepare project materials list
3. Prepare project estimate/budget
4. Call for environmental testing (ask for Estimate/Quote first)
 - a. Schedule testing
5. Estimate time to complete
6. Estimate number of volunteers needed (Any special groups needed?)
7. Propose start date (Check general schedule first)
8. Order port-a-potty

General Recommendations

1. Remember, you are entering someone else's home, be mindful of their personal space and habits. Their definition of common or usual will more than likely be different than ours
2. Do not make any promises or assurances to homeowners on anything
3. Keep all key communications regarding scope of work only among Construction Staff. Listen to suggestions from volunteers but do not let them change/modify defined Scope of Work
4. Allow volunteers to chat with homeowners but do not let them make promises to them or allow them to complete additional work beyond defined scope (liability issues)
5. Keep a daily construction journal

Project Document Checklist

	Home Observation Form
	Photos
	Pre-application
	Scope of Work
	Budget
	Permit applications (where applicable)
	Volunteer Sign in Sheets
	Volunteer Liability Forms
	Confidentiality Forms (where applicable)
	Morning Orientation ("cheat-sheet")
	Mission Statement
	Safety Procedures/Recommendations
	Sketches, notes, recommendations from DCE&FS (where applicable)
	Sweat equity form for Homeowners
	Receipts for ALL purchases
	Construction Journal
	Copy of Homeowner Agreement
	PAH Flyers
	Business Cards



Name: _____

HABITAT FOR HUMANITY PRESERVE A HOME PROGRAM

PRE-SCREENING QUESTIONNAIRE

Thank you for your interest in Habitat for Humanity's Preserve a Home Program. Habitat for Humanity provides a "hand up" to qualified low-income families living in substandard housing. Each family must meet all of Habitat's family selection requirements: (1) have a demonstrated need for basic repairs that will restore the home to clean, safe and decent conditions; (2) have low income; and (3) be willing to partner with Habitat for Humanity, volunteers and the community in completing repairs on their home.

This is not an application for repair service. After completing this Questionnaire, you may be contacted by Habitat for Humanity of Ventura County and invited to complete a full program application. This completed questionnaire form must be mailed to the Habitat for Humanity of Ventura County office by _____.

Each of the following questions pertains to any and all adults who, if qualified to complete the Application for Preserve a Home services, would be referred to as Applicant and Co-Applicant.

Please answer questions 1-12:

- 1. Are you presently living in inadequate or substandard housing as defined by Habitat for Humanity? Inadequate housing refers to the physical condition of your current residence as well as other factors, such as lack of cleanliness, need for wheelchair access or grab bars or weatherization items (windows, doors, insulation).

Applicant: Yes No Co-applicant: Yes No

Please describe the condition of the house(s) or apartment(s) in which you currently live.

- 2. Are you disabled? Applicant: Yes No Co-applicant: Yes No

- 3. If yes, please indicate the type of disability you have (check all that apply, please describe if "other"):

- Use of walker, cane or crutches Use of wheelchair Blind
- Hearing impaired Loss of limb Mentally disabled
- Other:

Continue to question #4 on page 2...



4. Please note that in this pre-screening process, you must meet all eligibility requirements before being invited to continue to the actual application process. If you are qualified, you will be asked to provide verification of all HOUSEHOLD income for each adult in the house (unless there is a full time student with proof of registration provided and/or benefits for children). The total, combined income before taxes for all persons living in the home is: \$ _____ per year
5. Does your total household income from all sources – and from all family members 18 years or older living with you – fall within the following Minimum and Maximum income ranges?
 Yes No

Ventura County Median Family Income: **\$88,700**

Family Size	1	2	3	4	5	6	7	8
Minimum Income (@30 % VCMFI)	18,650	21,300	23,950	26,600	28,750	30,900	33,000	35,150
Maximum Income (@50 % VCMFI)	31,050	35,500	39,950	44,350	47,900	51,450	55,000	58,550

Source: HUD FY 2014 Income Limits Documentation System

6. After paying your monthly bills (gas, electric, insurance, food, phone, medical, credit cards, etc.), approximately how much money do you have left to spend? \$ _____ / month
7. Do you have homeowner's insurance? Yes No
8. Are you willing to complete the required sweat equity hours to help repair your home? If you are physically unable, you may have family and friends help you complete. (Actual hours vary on extent of repairs needed. Single head of household – 16 hours min., dual head of household – 16 hours min.).
 Applicant: Yes No Co-applicant: Yes No
9. Are you a legal resident of the United States?
 Applicant: Yes No Co-applicant: Yes No
10. Are you on active military duty or a veteran?
 Applicant: Yes No Co-applicant: Yes No
11. Please indicate the Ethnicity of the Head of Household:
 Hispanic or Latino Non-Hispanic or Non-Latino
12. Please identify your race:
 American Indian/Alaskan Native Native Hawaiian Pacific Islander
 Asian White Other: _____
 Black/African American

Continue to the Release Form on page 3...



**Habitat
for Humanity®**
of Ventura County



Release Form

By my signature below, I affirm that the information in this questionnaire is true to the best of my knowledge. I understand that providing false information or not providing any of the requested data could cause me to be disqualified from the Preserve a Home program.

Name(s): _____

Total number of household members currently living in your home: _____

Names of household members and relation to you: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone number(s) with area code: _____

I believe I meet all of the pre-screening selection requirements listed above and may qualify to complete a full Preserve a Home program application.

Signature

Date

Signature

Date

Send this completed questionnaire to:

**Habitat for Humanity of Ventura County
Attn: Preserve a Home Program
121 S. Rice Avenue
Oxnard CA 93030-7235**

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there is no barrier to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.



Home Observation Report

Homeowner Information

Name:	
Address:	
City, State, Zip Code:	

Inspection Information

Inspected by:	
Date of Inspection:	
Time of Inspection:	
Inspection Address:	
Inspection Items Performed:	
Approx. Temperature:	
Weather:	
Ground Conditions:	
Home Occupied? :	
Homeowner Present? :	
Others Present:	

Building Characteristics/Utility Services

Estimated Year Built:		Water Source:	
Building Type:		Sewage Disposal:	
Space Below Grade:		Utilities Status:	

Exterior Features

	Sidewalks		Grading
Type:		Type:	
Condition:		Condition:	
	Stairs/Stoops (exterior)		Driveway
Type:		Type:	
Condition:		Condition:	

1 NRI | PAIL

	Patio		Fences/Gates
Type:		Type:	
Condition:		Condition:	
	Decks/Balconies/Porches		Gutters/Downspouts
Type:		Type:	
Condition:		Condition:	
	Retaining Walls		Irrigation/Sprinklers
Type:		Type:	
Condition:		Condition:	

Walls

	1		2
Type:		Type:	
Condition:		Condition:	
	3		4
Type:		Type:	
Condition:		Condition:	
	5		6
Type:		Type:	
Condition:		Condition:	
	7		8
Type:		Type:	
Condition:		Condition:	

Landscape

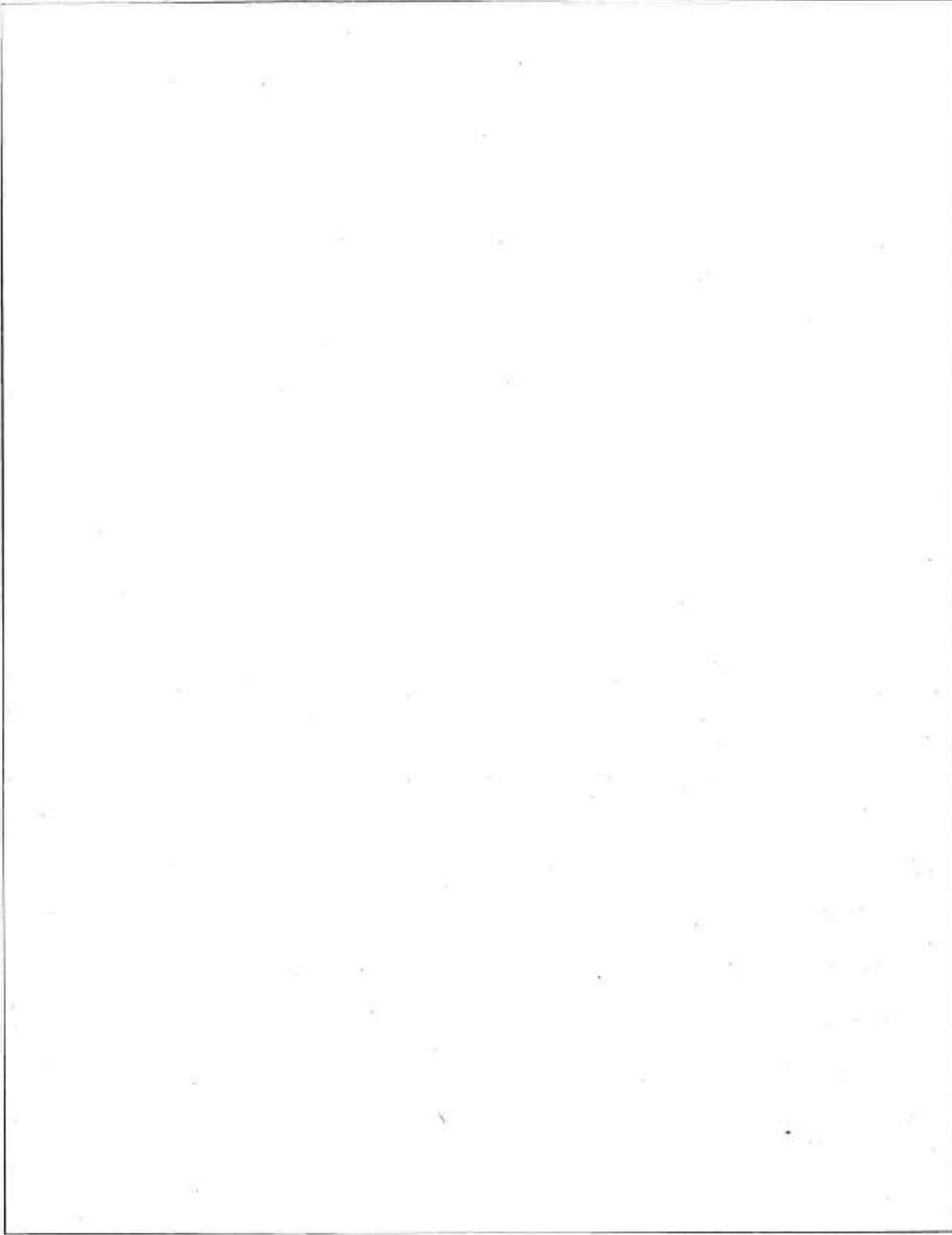
Type:	
Condition:	

Doors/Windows/Trim

	Doors		Fascla
Location:		Location:	
Material:		Material:	
Condition:		Condition:	
	Windows		Soffits
Location:		Location:	
Material:		Material:	
Condition:		Condition:	

2 NRI | PAH

Additional Notes/Recommendations:



3 NRI | PAH



We are pledged in the better and best of U.S. Policy for the achievement of equal housing opportunities throughout the nation. We encourage and support all affirmative housing or real estate program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, age, marital status, or national origin.

Neighborhood Revitalization (NRI) & Preserve a Home (PAH) Program
 121 S. Rice Avenue
 Oxnard CA 93030
 Website: www.habitatventura.org
 Tel. (805) 485-6065, ext. 202

Application

For NRI and Preserve a Home

Dear Applicant: We need you to complete this application to determine if you qualify for the NRI - PAH Program. Please fill out the application as completely and accurately as possible. All information you include on this application will be kept strictly confidential.

I. Applicant Information	
Full Legal Name of Homeowner:	Full Legal Name of Homeowner:
Date of Birth:	Date of Birth:
Age:	Age:
Social Security Number:	Social Security Number:
Home Address:	Marital Status:
City, State and Zip Code:	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widow
Email (if available):	<input type="checkbox"/> Divorced <input type="checkbox"/> Separated
Telephone Numbers: Home: (Please include area code)	Number of Years at Address:
Cell Phone:	Name of Neighborhood:
Work:	
List the names, ages, and relationship to homeowner of all people living in the home (attach a list if more space is needed):	
Name/Relationship: _____	Age: _____
Is anyone in your household a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____	
Is anyone in your household currently in the military? Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____	

Neighborhood Revitalization & Preserve a Home - Homeowner Application, August 2012

2. Homeowner (special) Needs

Is the homeowner or anyone in the home disabled? Yes No

If yes, please indicate the type of disability: (check all that apply, describe if "other")

Uses a walker, can or crutches: Wheelchair - bound:
 Blind: Hearing impaired:
 Loss of limb: Mentally disabled:
 Other:

In the following space, please describe why you and your home needs services:

3. Mortgage Information

Please note that in this application process, you will be asked to provide verification of ALL household income for each adult in the house (unless there is a full time student with proof of registration provided and/or benefits for children).

The total, combined income before taxes for all persons living in the home is: \$ _____ per year.

Are you still making loan payments on your home? Yes No Amount: \$ _____

Do you have homeowner's insurance? Yes No

4. Employment Information

Applicant		Applicant	
Name and address of current employer:	Time at the job:	Name and address of current employer:	Time at the job:
	Monthly gross wages:		Monthly gross wages:
Type of business:	Business phone:	Type of business:	Business phone:

If you have been working at your current job for less than a year, please include employment information for the past 5 years:

Applicant		Applicant	
Name and address of current employer:	Time at the job:	Name and address of current employer:	Time at the job:
	Monthly gross wages:		Monthly gross wages:
Type of business:	Business phone:	Type of business:	Business phone:
Name and address of current employer:	Time at the job:	Name and address of current employer:	Time at the job:
	Monthly gross wages:		Monthly gross wages:
Type of business:	Business phone:	Type of business:	Business phone:

If you have additional sources of income such as annuities, dividends and/or gratuities, please list these under "other".

5. Household Income and Expenses					
Gross Monthly Income	Applicant	Co. Applicant	Others in Household	Monthly Bills	Monthly Amount
Employment Income	\$	\$	\$	Mortgage Payment	\$
AFDC/TANF				Utilities	
Food Stamps				Car Payments	
Social Security				Insurance	
SSI				Child Care	
Disability				School Lunch	
Alimony				Credit Card Payment (avg.)	
Child Support				Student Loans	
Other				Alimony/Child Support	
Total	\$	\$	\$	Total	\$

Please check the boxes (if applicable), that best answers the following questions for you and the co-applicant

6. Declarations					
	Applicant		Co-applicant		
a. Do you have any debt because of a court decision against you?	Yes	No	Yes	No	
b. Have you declared bankruptcy within the past 7 years?	Yes	No	Yes	No	
c. Have you had property foreclosed on in the past 7 years?	Yes	No	Yes	No	
d. Are you currently involved in a lawsuit?	Yes	No	Yes	No	
e. Are you paying alimony or child support?	Yes	No	Yes	No	
f. Are you a U.S. Citizen or a Permanent Resident?	Yes	No	Yes	No	

Answering "yes" to these questions does not automatically disqualify you from the Program. However, if you answered "yes" to any of these questions, please provide further explanation on a separate sheet if necessary.

7. Homeowner's Agreement

Are you willing to partner with Habitat for Humanity of Ventura County and work the required sweat equity hours (minimum 10 for single parent household and 20 for dual-parent household), which includes helping complete the rehab work on your house and staging your (home) site the week before? Yes ___ No ___

Are you a legal resident of the United States? Yes ___ No ___

I certify that the information on this application is accurate and that I own the property at the address given on this application. I have no present intention to move or after my home for sale for at least three years. I confirm that any physically able persons residing in my home or visiting for the project day(s) will work alongside Habitat for Humanity volunteers. I confirm that, except for the conditions listed above, my home is a safe place for volunteers.

I understand that by filling this application, I am authorizing Habitat for Humanity to evaluate my need to rehabilitate my existing home, my ability to repay the loan and my willingness to partner with Habitat. I understand that the evaluation will include personal visits, a credit check and employment verification. I have answered all questions on this application truthfully. I understand that if I have not answered any of these in a truthful manner, my application may be denied and that even if I have already been selected to have my home rehabilitated, I may be disqualified from the NRI - PAH program. The original or a copy of this application will be retained by Habitat for Humanity even if the application is not approved.

To the extent permitted by law and without affecting the coverage provided by the required homeowners insurance, I agree to sign the release and waiver of liability.

Signature of Homeowner

Date

Signature of Homeowner

Date

Neighborhood Revitalization & Preserve a Home - Homeowner Application, August 2012

Required Income Survey For Federally Funded Activities

Program Name: _____

CERTIFICATION: I certify that the information that I provide below is an accurate and complete disclosure. I understand that this self-certification may be subject to further verification by the agency providing services, the County of Ventura, or the U.S. Department of Housing & Urban Development. If necessary, I will provide the information required to verify this data (e.g. pay stubs, bank account statements, etc.)
WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the U.S. Government.

Signature _____ Date _____

Head of Household Name _____
 (Used to ensure non-duplication of data, ONLY. Your name will not be entered into a database.)

1. Female Headed Household: Yes ___ No ___ Disabled: Yes ___ No ___

2. Indicate the Ethnicity of the Head of Household:
 (choose one)

Hispanic or Latino	<input type="checkbox"/>
Non-Hispanic or Non-Latino	<input type="checkbox"/>

3. Indicate the Race of the Head of Household:
 (choose one)

American Indian/Alaskan Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>
Native Hawaiian/Other Pacific Islander	<input type="checkbox"/>
White	<input type="checkbox"/>
American Indian/Alaskan Native & White	<input type="checkbox"/>
Asian & White	<input type="checkbox"/>
Black/African American & White	<input type="checkbox"/>
American Indian/Alaskan Native & Black/African American	<input type="checkbox"/>
Other Multi-Racial	<input type="checkbox"/>

4. How many people are living in your household? _____ persons
 include children, adults, students and any unrelated persons currently living in your household.
 Do not include visitors.

5. Considering your answer to #4 above, **CIRCLE** the Total Household Annual Income that most closely describes the income of all the persons currently living in your household, in the chart below.

# Persons in Household	30% Median	50% Median	80% Median	> 80% Median
1	\$0 - \$18,650	\$18,651 - \$31,050	\$31,051 - \$48,300	\$48,301 or more
2	\$0 - \$21,300	\$21,301 - \$35,500	\$35,501 - \$55,200	\$55,201 or more
3	\$0 - \$23,950	\$23,951 - \$39,950	\$39,951 - \$62,100	\$62,101 or more
4	\$0 - \$26,600	\$26,601 - \$44,350	\$44,351 - \$68,950	\$68,951 or more
5	\$0 - \$28,750	\$28,751 - \$47,900	\$47,901 - \$74,500	\$74,501 or more
6	\$0 - \$30,900	\$30,901 - \$51,450	\$51,451 - \$80,000	\$80,001 or more
7	\$0 - \$33,000	\$33,001 - \$55,000	\$55,001 - \$85,500	\$85,501 or more
8	\$0 - \$35,150	\$35,151 - \$58,550	\$58,551 - \$91,050	\$91,051 or more

CDBG and ESG Income Limits as of December 18, 2013.



Habitat for Humanity of Ventura County
Neighborhood Revitalization Initiative - Preserve a Home Program
121 S. Rice Avenue
Oxnard CA 93030

Website: www.habitatventura.org
Tel. (805) 485-6065, ext. 202

REQUIRED APPLICATION PAPERWORK

Please submit **COPIES** of the following **REQUIRED** documents otherwise, your application will not be processed. Habitat for Humanity Ventura County will not accept originals of the requested documents.

For heads of household and spouses only:

Identification

- Birth Certificate
- Social Security Card
- Driver's License
- Green Card or Resident Alien Card (if applicable)
- Employer – name, address, phone number for the past 5 years
- Income Tax Returns – the most recent
- W-2's – the most recent
- Last 2 Paycheck Stubs

Other Sources of Income (if applicable)

- Food Stamps
- Alimony
- Child Support
- Social Security
- TANF – Temporary Aid for Needy Families
- WIC – Women, Infants and Children
- Cal Works
- Social Security – Benefits
- Social Security – Survivor Benefits
- Social Security – Disability
- Supplemental Security Disability
- Unemployment
- Commission/Tips
- Other – Annuities, Dividends, Gratuities (statements)

Required Application Paperwork
Page 2

Bank Information

- Most recent checking account statement
- Most recent savings account statement
- Most recent IRA statement
- Most recent 401k statement

Debt

- Current Mortgage Statement/Payment Slip
- Current Utility Bills
 - Gas
 - Electric
 - Water
 - Home Phone
 - Cell Phone
 - Cable
 - Internet
 - Trash
- All Current Credit Card Statements
- All Current Car Loan Payments
- Vehicle Registration – for all cars
- Alimony Payments
- Child Support Payments
- Student Loan Payments
- Health Insurance Payments
- Medical Payments
- Other Loans/Debts

Legal Documents

- Divorce
- Bankruptcy
- Lawsuits
- Judgments
- Real Estate
- Alimony
- Child Support
- Foreclosure
- Co-Signer for Properties, Car Loans, etc.
- Other

Processing Fee/Credit Check

- \$12 Cash, Check or Money Order



Applicant Name:

**Neighborhood Revitalization – Preserve a Home
Application Tracking Document**

Pre-Screening Application Rec'd		Date:		By:	
Primary Language Spoken:					
Family Size	Adults:	Boys/Ages:	Girls/Ages:	Total #:	
Annual Income Guidelines:		to		Total Fam. Income:	
Does fam. qualify based on inc.?		Too low:	Too high:	OK:	
Reviewed	By:	Date:	By:	Date:	

Phone call or letter sent to invite family to fill out app: Y / N		
Date sent:	Copy of letter attach'd: Y / N	
Send denial letter based on:		
Date sent:	Copy of letter attach'd: Y / N	

Application Received: Y / N		Date:		By:	
Accepted Application as		Complete:		Incomplete:	
Additional Information Requested:			Additional Information Received:		
Does the additional information make the application complete? Y / N					
Re-verify Annual Inc. Guidelines		to		Total Fam. Income:	
Does fam. qualify based on Inc.?		Too low:	Too high:	OK:	
Does applicant continue to make mortgage payments? Y / N					
Reviewed:	By:	Date:	By:	Date:	
Dates of Home Visits		1)	2)	3)	
Mortgage payment exceed 50% of income: Y / N		Homeowner Insurance: Y / N		Substandard: Y / N	
Main reason(s) for acceptance:					

Phone call or letter sent informing family they are accepted: Y / N		
Date sent:	Copy of letter attach'd: Y / N	
Send denial letter based on:		
Date sent:	Copy of letter attach'd: Y / N	

Edition: May 2013

Candidate family name:



Family Interview Form

Appointment date:	
Appointment time:	
Candidate home address:	
Candidate home phone number:	
Candidate family members present:	
HFHVC Representatives present:	
First home visit	
Second home visit	<i>Not necessary for NRI/PAH</i>

Habitat's Mission

(To be read out loud to candidate family members present)

Our Vision: *A County where everyone has a decent place to live.*

Our Mission: *Seeking to put God's love into action, Habitat for Humanity of Ventura County strengthens communities and fosters hope by bringing people together to build simple, decent houses in partnership with those in need*

1

Candidate family name:

CDBG & ESG Total Annual Household Income [as of December 2013]

# Persons in Household	30% Median	50% Median	80% Median	> 80% Median
1	\$0 - \$18,650	\$18,651 - \$31,050	\$31,051 - \$48,300	\$48,301 or more
2	\$0 - \$21,300	\$21,301 - \$35,900	\$35,901 - \$55,200	\$55,201 or more
3	\$0 - \$23,950	\$23,951 - \$39,950	\$39,951 - \$62,100	\$62,101 or more
4	\$0 - \$26,600	\$26,601 - \$44,350	\$44,351 - \$68,950	\$68,951 or more
5	\$0 - \$28,750	\$28,751 - \$47,900	\$47,901 - \$74,500	\$74,501 or more
6	\$0 - \$30,900	\$30,901 - \$51,450	\$51,451 - \$80,000	\$80,001 or more
7	\$0 - \$33,000	\$33,001 - \$55,000	\$55,001 - \$85,500	\$85,501 or more
8	\$0 - \$35,150	\$35,151 - \$58,550	\$58,551 - \$91,050	\$91,051 or more

Part 3. – Willingness to partner with Habitat

Please read out loud the following restrictions regarding our Sweat Equity Policy to the candidate family:

Habitat for Humanity is about people working together. Our intention is to try to help complete remedial work on your home by “giving a hand up” to you and supporting you in this endeavor in any way we can. In turn, we expect you to live up to your responsibilities as a Habitat preservation homeowner by partnering with us, side by side, in completing the remedial work and in providing long-term support to the Habitat mission. Please be advised that failure to fully comply with this mandatory Sweat Equity Policy may result in the revocation of your signed Agreement and/or the immediate termination of remedial work, regardless of level of completion.

Please ask if the candidate family is willing to comply with the following conditions as well:

- You must live in your Habitat home yourself and occupy for a period of 3 years after remedial work has been completed
- Your Habitat home will be subject to covenants conditions and restrictions (CC&Rs) that will require that you keep it in good repair, properly maintained and that you comply with all rules and regulations set by CC&Rs
- You will agree that Habitat for Humanity may use my general information and my and my family's photographic image or likeness, taken from my participation in any Habitat activities, for any purpose including for use in promotional materials and the Internet. Please know that all personal information, data and history shall be guarded as private and confidential from the public
- You will agree to install a Habitat for Humanity yard sign and leave in plain view for a period of 30 days after completion of the remedial work
- Sweat Equity is based upon the homeowner's physical capabilities. If there are physical limitations, Sweat Equity can be completed by performing tasks that are within the homeowner's possibilities. Sweat Equity can also be completed by other family members

Candidate family name:

How will the applicant be able to contribute to sweat equity?

Is candidate family willing to perform Sweat Equity?	Yes	No
Recommended amount of Sweat Equity hours:		

Part 4. – Summary

To be completed privately away from property, after concluding family interview

Additional observations, comments or notes:

Is there a true demonstrated need?	Yes	No
Does the candidate family have low income?	Yes	No
Is candidate family willing to perform Sweat Equity?	Yes	No

Is the answer yes to all 3 questions?	Yes	No
--	------------	-----------

If no, then please skip the following question and sign and date this form at the bottom of the page.

If yes, do you recommend the family be approved for NRI/PAH service?	Yes	No
--	-----	----

If no, please state your reasoning:

By:

_____ HFHVC NRI-PAH Team member _____ HFHVC NRI-PAH Team member

Date: _____

Senior Alliance for Empowerment

City of Thousand Oaks 2015-2016 CDBG Project Proposal

Name of Organization:	Senior Alliance For Empowerment (SAFE)
Project Name:	Home Health & Safety Needs of Aged Low Income
CDBG Funds Request:	\$84,550.00
HUD Project Program Goal and Type (ex. 100 people):	41 people
Project Description Summary:	Provide goods and services for the health and safety of the elderly needy
Project Site Address:	2193 Los Feliz Drive, T.O., CA 91362

Attach the following information:

A. Project Description Detail: Provide as much information as you can about the proposed project. Received at 6:11 p.m., Friday, February 6, 2015

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

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

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

Organization Contact Information

Main Office Address:	121 S. Rice Ave, Oxnard, CA 93030		
Project Manager & Title:	Felipe Flores, Dir., Community Engagement & Family Svcs.		
Phone Number:	805/485-6065 x202	E-mail:	felipef@habitatventure.org
Organization's DUNS #: (Required)	123202264		

City to complete shaded areas below.

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

Census Tract & Block Group: CT _____ BG _____

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

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

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

Certification

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

Name:	Kathryn Goodspeed	Title:	President
Signature:	<i>Kathryn Goodspeed</i>	Date:	6 February 2015

Application must be received at the City of Thousand Oaks no later than 5:00 p.m. on Monday, February 9, 2015 and must be addressed to:
 City of Thousand Oaks
 Community Development Department
 2100 Thousand Oaks Blvd, 1st Floor
 Thousand Oaks, CA 91362
 Attn: Caroline Milton

H:\COMMON\Housing & Redevelopment\CDBG\CDBG-Admin-Manuals\Other-Info\Project_Proposal\CDBG-Project-Proposal\draft.doc 3-1-15

NEEDS CHART

Ref Code #	Age	M/F	Income Level	Cost Estimate	Need Description	Urgency*	Disabled
1	68	F	Low	\$ 200.00	Rotting Porch steps	C	Y
2	81/79	M/F	Low	\$ 600.00	Rolling stairs/plumbing	D/L	Y
3	71	F	Low	\$ 300.00	Stair and porch repair	C	N
4	57	F	Low	\$ 500.00	Rotted stairs/porch	C	N
5	74	M	Low	\$ 700.00	Rotting stairs/porch/Air conditioner	D/E	Y
6	70	F	Low	\$ 1,100.00	Leveling/Window repair	M	Y
7	68	M	Low	\$ 200.00	Electrical repair	D	N
8	84	F	Low	\$ 4,300.00	Furnace/Windows/stair railings	M/V/D	Y
9	71	F	Low	\$ 3,500.00	Furnace/Windows/Plumbing	C/M/M	Y
10	78	M	Low	\$ 1,100.00	Water Heater	C/M/M	Y
11	72	F	Low	\$ 1,500.00	Earthquake tiedown/mold abatement	D/D	N
12	80	F	Low	\$ 200.00	Porch repair	M	N
13	74	M	Low	\$ 3,300.00	Windows/Ramp	M/E	Y
14	84/92	F/M	Low	\$ 550.00	Steps and Porch/Plumbing	D/L	N/Y
15	78	F	Low	\$ 3,800.00	Furnace/Leveling	E/M	N
16	73	F	Low	\$ 800.00	Roof Leak/Windows	E/M	N
17	71	F	Low	\$ 3,000.00	Leveling/Windows	M/M	N
18	80	M	Moderate	\$ 100.00	Porch steps	M	N
19	90	F	Moderate	\$ 200.00	Windows/Carport repair	E/L	Y
20	75	F	Low	\$ 300.00	Rolling stairs & covering	D	Y
21	76	F	Low	\$ 300.00	Roof repair/Air conditioner	M/E	Y
22	83/77	M/F	Low	\$ 5,200.00	Plumbing/Roof repair/Electrical/Windows	E/E/E/M	Y/Y
23	87/85	M/F	Low	\$ 3,600.00	Windows/Plumbing	C/M	Y/Y
24	89/85	M/F	Low	\$ 300.00	Window sealing/faucets	M/M	Y/Y
25	84	M	Low	\$ -	No needs	L	Y
26	78/75	M/F	Low	\$ -	No needs	L	Y/N
27	73	F	Low	\$ 2,500.00	Windows & screens/roof repair	M/E	Y
28	81	F	Low	\$ 5,000.00	Roof repair/Air conditioner & furnace/Water heater	C/E/E	Y
29	88/83	M/F	Low	\$ 4,500.00	Electrical repair/water heater	E/E	Y/Y
30	90	F	Low	\$ 1,800.00	Windows/rotting steps	M/E	Y
31	84	F	Moderate	\$ 100.00	Weather stripping windows and door	L	Y
32	78	F	Low	\$ 4,500.00	New shower/windows/ramp	E/M/E	Y
33	87	F	Low	\$ 2,500.00	Stairs/ramp/windows	D/M/M	Y
34	78	F	Low	\$ 3,300.00	Furnace/Porch & stairs	E/M	Y
35	82	F	Low	\$ 1,000.00	Stair & porch carpeting/mold abatement	M/E	Y
36	79	F	Low	\$ 7,000.00	Electrical/Plumbing/Water heater/earthquake tiedown	E/E/E/F	N
37	72	F	Low	\$ 7,000.00	Electrical/Plumbing/Windows/earthquake tiedown	E/E/M/E	Y
38	74	F	Low	\$ 4,800.00	Furnace/Windows/earthquake tiedown	E/M/E	Y
39	83	F	Low	\$ 1,200.00	Windows	D	Y
40	84	F	Low	\$ 700.00	Minor electrical/furnace repair/weather stripping	M	Y
41	77	F	Low	\$ 3,000.00	New shower/windows	D	Y
	79			\$ 84,550.00		Total disabled	35
E = Extreme D = Dangerous M = Moderate L = Low M/F = Two per Household, X/X = respective ages							

BUDGET

REVENUES:

Grant	\$ 84,550.00
TOTAL REVENUES:	\$ 84,550.00

EXPENSES AND DISBURSEMENTS:

Salaries and Wages	\$0.00
Travel	\$0.00
Postage and Petties	\$0.00
Materials and Goods	\$ 84,550.00
License & Permits	\$0.00
TOTAL EXPENSES:	\$ 84,550.00
FUNDS BALANCE	\$0.00
EXPECTED LEVERAGE IN DOLLARS	\$ 40,000.00
TOTAL RECIPIENT VALUE	\$ 124,550.00



SAFE

Senior Alliance For Empowerment

*Kathryn Gundlach, President
Margaret Ryan, Vice President
Barbara Brown, Secretary
Janice Wolf, Treasurer
Dustin Morgan, Jr., Board Member
Gladys Houston, Board Member*

APPLICATION SUMMARY

Item A: Project Description Detail --

Please refer to NEEDS CHART

Item B: Organization Description --

Please refer to our MISSION STATEMENT

In addition, SAFE collaborated with Habitat For Humanity on a grant from the Home Depot Foundation, et. al., to serve 15 Veterans and/or surviving spouses.

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

100% of potential beneficiaries are of low or moderate income. Many of extremely low income.

SAFE has screened 41 potential beneficiaries face to face and recorded their qualifications as they appear in the NEEDS CHART. SAFE will also conduct any necessary verifications of the collected data. Candidates submitted replies via a form prepared by SAFE. The form included name, age, address, contact number, disability status and a declaration of income whether low or moderate. Candidates are identified at this time by code for reasons of privacy.

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

Prior to final approval, potential beneficiaries will sign an intake form swearing to their income level. Potential beneficiaries possessing Medical cards will be deemed qualified upon disclosure.

The goal of SAFE is to consolidate the needs of the low income and aged community. SAFE partners with Habitat For Humanity which provides project management and the necessary reports for grantors. Habitat For Humanity's qualifications in this area are without question.

234 Dinsmore Avenue • Thousand Oaks, CA 91362 • Phone: (805) 494-0087
Email: senioralliance4elderly@hotmail.com

Caroline Milton - Re: 2015-2016 HUD CDBG application

From: "Kathy" <kaybgood@live.com>
To: "Caroline Milton" <CMilton@toaks.org>
Date: 2/10/2015 1:56 PM
Subject: Re: 2015-2016 HUD CDBG application
Attachments: HOME HEALTH AND SAFETY NEEDS 1.docx; 2015 Final App complete 4 CDBG.pdf

Hi Caroline,
Thank you for the clarification request.
Here are the answers:

1. All residents were provided a form to itemize their needs and confirm their financial condition (attached).

These forms were either returned or we retrieved them.

Spaces in the park:

41 respondents

25 Did not qualify financially or did not require any work

8 Spaces are vacant (2 of which are too small to use)

74 Total spaces

As you may know, the City removed all age and income restrictions in the park which has resulted in a change of demographics. Since 2010, 20 elderly low income residents have died. As a result, most of the new residents do not qualify financially. In addition, we recently received a grant which resolved problems in 15 homes owned by our Veterans or surviving spouses. This grant was managed by Habitat for Humanity.

2. We revised the budget to eliminate confusion. Contingency has been removed. We also removed the "guess" as to what contract labor may be required. Because of the nature of most of the projects, they can be accomplished with volunteer labor. When contract labor is necessary, Davis Bacon wages will be fully complied. This entry was not for project management, simply an amount which may or may not be required for projects which cannot be done with volunteers and may require the trades.
3. The budget amount is correct. We made a late adjustment to the budget after we filled in the Project Proposal form. Thank you for catching that. We know the funds are limited. Our hope is to resolve as many health and safety issues as possible.

On behalf on the residents, we appreciate this opportunity. Please don't hesitate to let us know of any other questions or concerns.
And, thank you again for all your help.

Respectfully,
Kathy Goodspeed
SAFE President

file:///C:/Users/cdemilton/AppData/Local/Temp/XPgrpwise/54DA0E0BCTO%20MAINC... 2/11/2015

From: Caroline Milton
Sent: Monday, February 09, 2015 4:58 PM
To: Kathy
Subject: Re: 2015-2016 HUD CDBG application

Hello, Kathy and thank you for submitting a CDBG funds request on behalf of SAFE. We would appreciate your responses to the following questions.

1. How were the 41 mobile homes identified? How does this number (41) relate to the total households at Ranch MHP? We believe there are 74 mobile homes? Were all residents given an opportunity to be included in the funding request?
2. Regarding the Contract Labor total of \$23,251.25, does this amount include Davis Bacon wages? Or is this amount for compensation to Felipe Flores for project administration and report preparation? If this figure of \$23,251.25 is for administration, then this represents 25 percent of the project budget of \$93,005. HUD's maximum allowance to the City for administration is 20 percent so 25 percent is a bit high.
3. Please clarify the total CDBG dollars SAFE is requesting. On the cover sheet, you list a total of \$97,460 in CDBG funds; however, on the Budget page you list a grant of \$84,550 and a contingency amount of \$8,455 which together total \$93,005. Please advise the total of CDBG funds being requested.

Thank you, Kathy for providing this additional information.

>>> "Kathy" <kaybgood@live.com> 2/6/2015 6:09 PM >>>
Dear Caroline,

Attached is the Project Proposal submitted by Senior Alliance for Empowerment. We appreciate your interest and support. The residents of Thousand Oaks who would benefit from this project include those whose average age is 79 with 35 of the total of 41 being disabled.

Thank you for the opportunity to be a part of serving the low income and aged community of Thousand Oaks.

Sincerely,
Kathy Goodspeed
President, SAFE

file:///C:/Users/cdemilton/AppData/Local/Temp/XPgrpwise/5410A0E0BCTO%20MAINC... 2/11/2015

HOME HEALTH AND SAFETY NEEDS

1/15/15

The City of Thousand Oaks has asked the nonprofit SAFE to apply for a low income Federal grant for Ranch residents.

This grant can be used for health and safety needs in your home. Problems affecting your safety and health would include roof problems, weatherizing windows, rotting stairs, handicap ramps, faulty electrical and plumbing, mold abatement and other things.

Not included would be the replacement of appliances.

You must provide proof of income per Federal HUD levels:

For low income in Thousand Oaks the maximum income is:

Single person: approximately \$37,000

Two persons: approximately \$42,000

The grant also includes "moderate" incomes which is much higher.

Please think about items in your home which affect your health and safety and list them below. Even if you don't believe your concern will be improved, list it anyway.

Please complete the items below:

Name: _____ Space # _____

Phone: _____ M/F _____ Age: _____

Disabled? _____ Health: good _____ Fair _____ Poor _____

Are you low income? _____ Moderate income? _____

	URGENCY of ITEMS		
	EXTREME/DANGEROUS	MODERATE	LOW

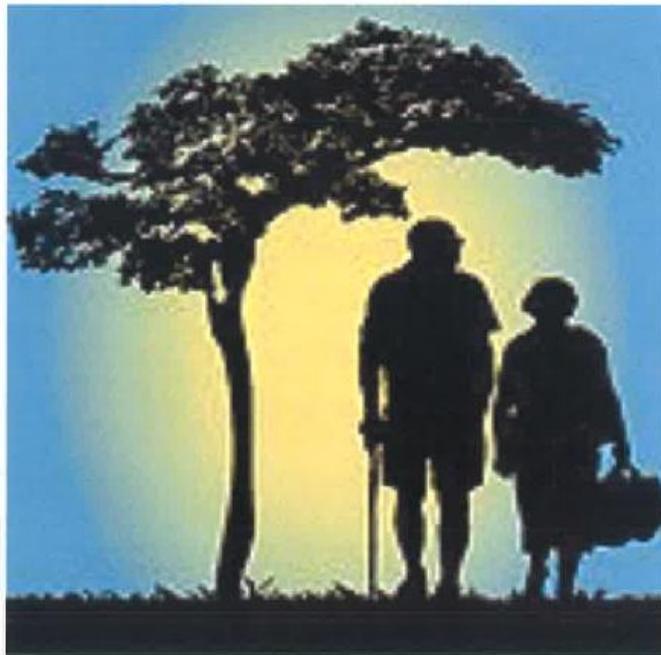
Please return to space 37 by January 30th

SAFE

SENIOR ALLIANCE FOR EMPOWERMENT

2015-2016 CDBG PROJECT PROPOSAL

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



MISSION STATEMENT

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

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

This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes. SAFE is 100% volunteers.

Board Members

Kathryn Goodspeed, President

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

Margret Riggs, Vice President

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

Barbara Brown, Secretary

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

James Wolf, Treasurer

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

Victor Abrunzo, Board Member

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

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

Treasurer and Financial Planner for *Crossroads*.

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

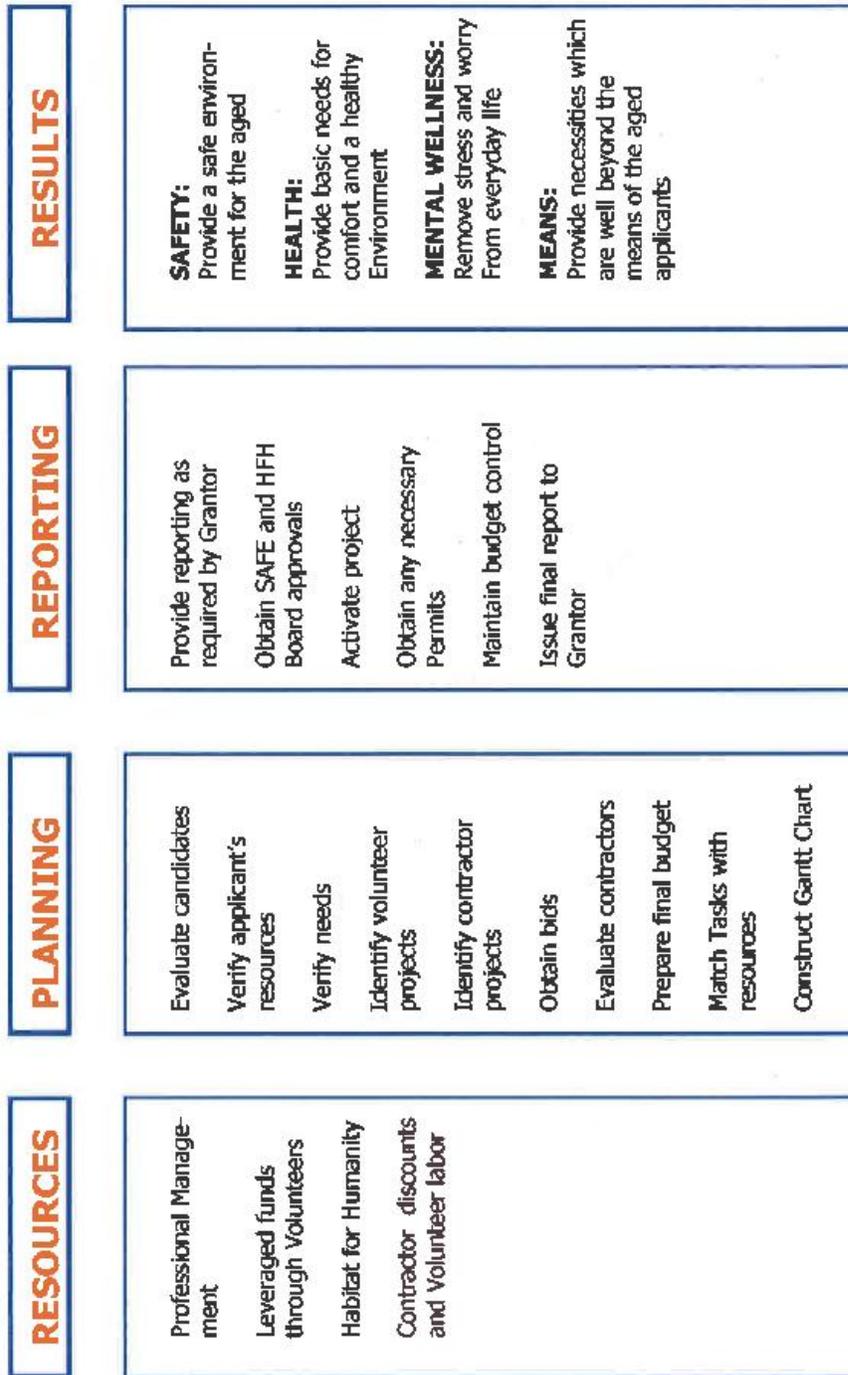
State court receiver for Los Angeles County regularly reporting financial reports to the Courts.

Member, *Friends of the Thousand Oaks Library*.

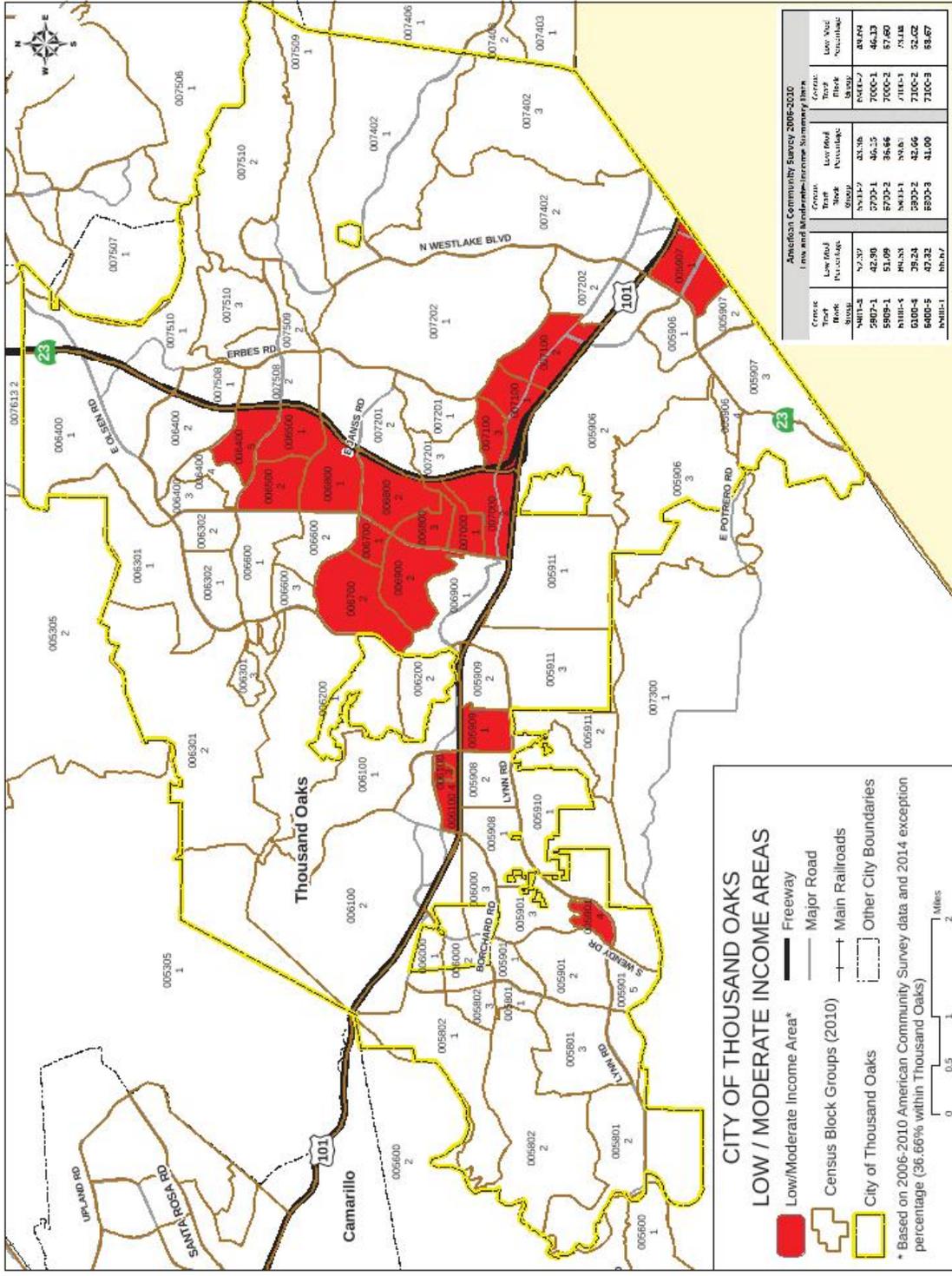
Gayle Heninger, Board Member

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

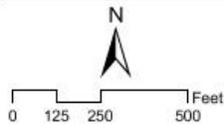
LOGIC MODEL



Geographic Maps



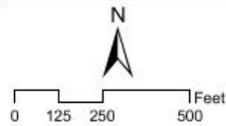
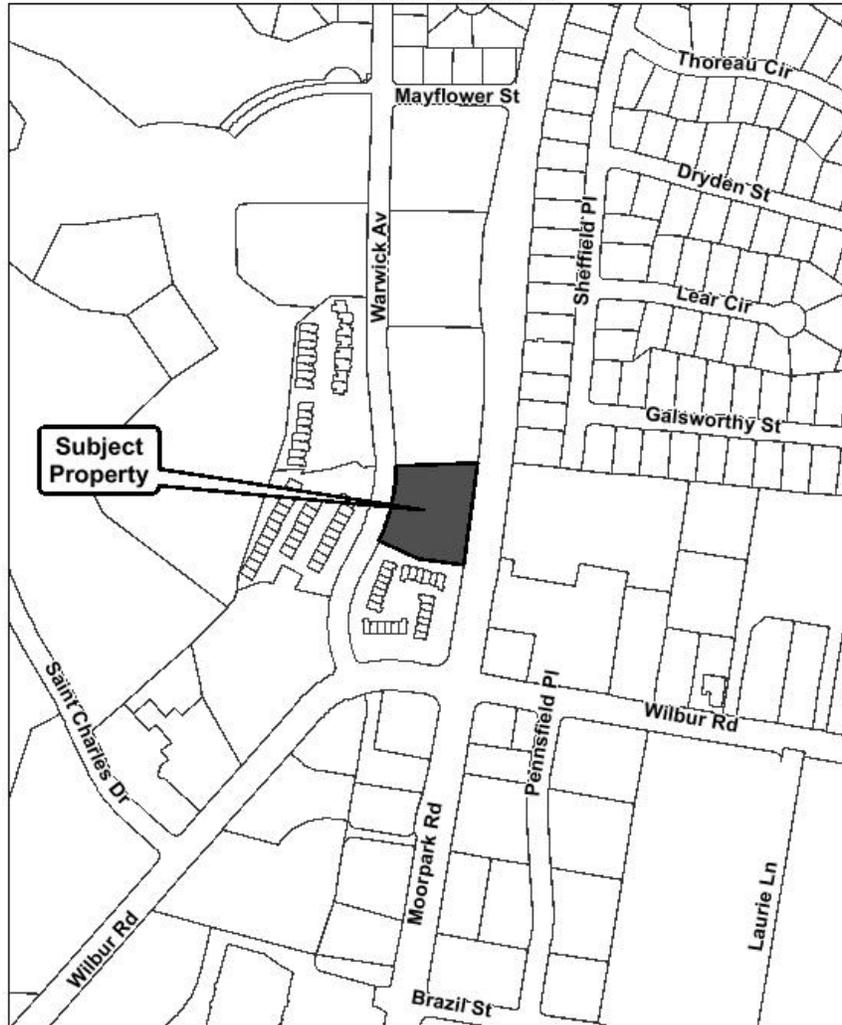
**Los Arboles Apartments Improvements (HS9944)
801-886 Calle Haya, Thousand Oaks
Census Tract 6500, Block Group 2
Low-Mod 43.36%**



City of Thousand Oaks
Community Development Department

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**Richmond Terrace Apartments Improvements (HS9945)
760 Warwick Ave, Thousand Oaks
Census Tract 6900, Block Group 2
Low-Mod 49.69%**



City of Thousand Oaks
Community Development Department

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Appendices

City Council Public Hearing

5/12/2015

On May 12, 2015, the City Council held a public hearing and invited the community to participate. There were 2 written comments and 3 public speakers.

The following are City Council action with a 4-0 vote:

1. Approved required submission to U.S. Department of Housing and Urban Development:
 - a) "FY 2015-16 Community Development Block Grant (CDBG) Action Plan", \$574,017 in federal funds;
 - b) "2015-19 Ventura County Regional Consolidated Plan;"
 - c) "2015-19 Ventura County Regional Analysis of Impediments to Fair Housing Choice."
2. Adopted Resolution No. 2015-023 approving a revised Citizen Participation Plan.



May 4, 2010

Caroline R. Milton, Senior Analyst
City of Thousand Oaks
Community Development Dept.

Re: 2015/2016 Thousand Oaks CDBG Proposed Budget

Dear Caroline,

Thank you for the opportunity to provide comments to the Thousand Oaks proposed CDBG budget for the next fiscal year.

Habitat for Humanity of Ventura County has provided affordable home ownership opportunities and critical home repairs to low income residents in Ventura County for over 30 years. In Thousand Oaks this includes three new, affordable homes and, in 2014/15 alone, 17 home repairs for very low and extremely low Thousand Oaks residents.

In summary, Habitat for Humanity of Ventura County suggests two recommended changes to the proposed CDBG budget:

- 1) Allocate more program funds to low income home owners
- 2) Support a low income home repair program which utilizes a need-based assessment for inclusion in the program, not a lottery system.

Given that the fastest growing age group in Thousand Oaks is residents over the age of 65, and particularly over the age of 85, the distribution of funds supporting CDBG projects does not reflect appropriate support for this age group. Many of these older residents own their own home (including mobile homes) and find themselves living on low fixed incomes. Providing critical repairs so they may continue to live in a safe, secure home and age in place is a valuable investment for the individual families and the community. Unfortunately, the proposed CDBG budget allocates 61% of all project related funds to low income rental facility updates, which are not family specific.

Of the funds allocated to single family dwelling repairs, the Community Development Department has again chosen to recommend that all these funds support the city's Low Income Residential Repair (LIRR) program. In our view this program has two substantial flaws. First, it distributes funds to residents based on a random lottery system. It does not provide any opportunity to ensure that homeowners with the greatest need are served by the city.

121 S. Rice Avenue • Oxnard, CA 93030 • Tel: 805.485.6055 • Fax: 805.485.5708 • ReStore 805.981.2288
E-mail: info@habitarventura.org • www.habitatventura.org

Recently Habitat for Humanity of Ventura County served 16 very low income families in Thousand Oaks, some of whom had been living without heat or hot water. In addition, many had unsafe steps and porches, old and unsafe appliances and lacked basic safety measures such as smoke detectors. Thousand Oaks should support a home repair program which allows for assessment of needs, not a lottery system. The City must ensure that those of greatest need have an opportunity to utilize CDBG funds.

Habitat for Humanity of Ventura County is a non-profit organization which utilizes community volunteers for much of its labor force. This allows us to stretch available funds further and support more families, versus the current LIRR program in which lottery winners hire for-profit contractors to perform all work.

I encourage the Thousand Oaks Community Development Department and City Council to revise its allocation of CDBG program funds to support more low income homeowners and to support a single family dwelling repair program which utilizes a need-based assessment for participation.

Regards,



Steven J. Dwyer
Executive Director
Habitat for Humanity of Ventura County

May 11, 2015

Steven J. Dwyer, Executive Director
Habitat for Humanity of Ventura County
121 S. Rice Avenue
Oxnard, CA 93030

Re: City's 2015-16 Community Development Block Grant (CDBG) Funds

Dear Steve:

Thank you for your May 4, 2015 comments on the City's draft 2015-16 CDBG Action Plan. Although staff is not recommending any revisions to the draft Plan, your comments are appreciated and will be included as an exhibit to the final Plan.

The proposed CDBG budget, including \$160,000 for Los Arboles Apartments, \$70,000 for Richmond Terrace Apartments and \$145,621 for the City's Low-Income Residential Rehabilitation (LIRR) Program, was prepared in response to the priority needs identified during the City's needs assessment process, including a September 29, 2014 administrative hearing. All of the City's CDBG beneficiaries are Low-Income persons.

Using CDBG funds to help maintain and preserve affordable rental units is a funding priority given that redevelopment income to support the construction of new units is no longer available.

- The 43 Los Arboles households proposed to benefit from CDBG funds include 3 senior and 2 disabled households. According to a report submitted to the City in January 2015, 23 households are at the Extremely-Low Income household level (30 – 0% of Area Median Income, AMI), 12 households at the Very-Low Income level (50 – 55% AMI) and 8 households at the Low-Income level (80% AMI.)
- The 26 Richmond Terrace households include 13 units restricted to formerly homeless persons who also have a disability. According to a report submitted to the City in January 2015, there are 20 households at the Extremely-Low income level. The remaining 6 households are Very-Low and Low-Income households. Currently tenants include 10 seniors, 20 disabled persons and 14 formerly homeless residents.

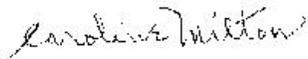
All households benefiting from the City's rehabilitation program are Very Low-income owner-occupants and, since the program's inception in 2013, most grantees have been seniors. A lottery system gives all income-eligible households an equal opportunity at funding. For example, over 140 owners responded to the City's 2013 public notice. From these pre-applicants, 9 names were randomly selected to be screened for income eligibility and participation in the City's program.

Steven J. Dwyer, Executive Director
Habitat for Humanity of Ventura County
May 11, 2015

Your letter recommends the City replace the lottery with an "assessment of needs" to "ensure that those with the greatest need have an opportunity to utilize CDBG funds." However, given that low-income owner households throughout the City have rehabilitation needs, the City would have to assess hundreds of units in an attempt to potentially identify those with the greatest need. The time and resources to undertake such a survey would delay new projects and consume funds that would otherwise be available for improvements.

While Habitat and City programs differ, both strive toward the outcome of supporting decent housing for low-income residents. As additional tools to help preserve the City's affordable housing stock, Habitat's Brush with Kindness and Preserve A Home programs benefit Thousand Oaks residents and complement the City's programs to assist low-income renters and owners.

Sincerely,



Caroline R. Milton, Senior Analyst

C: John C. Prescott, Community Development Director

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SAFE

Senior Alliance For Empowerment

CITY OF THOUSAND OAKS

2015 MAY 12 P 12:11

May 11, 2015

CITY MANAGER'S OFFICE

*Kathryn Gaultspeth, President
Gale Postroyer, Vice President
Barbara Brown, Secretary
Janice Wolf, Treasurer
Victor Alvarado, Jr., Board Member
Margaret Riggs, Board Member*

Thousand Oaks City Council
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

**RECEIVED BY ALL
COUNCILMEMBERS**

Honorable Mayor Al Adam,

It appears that the CDBG funding strategy followed a path of just how the monies can be dispersed easily as opposed to being applied to a well studied needs application.

This City has removed virtually all affordable housing for very low and extremely low income aged population. Yet, there is nothing budgeted to address the problem which the City created.

Please understand that this in no way denigrates the valued staff which works hard on projects assigned to them. Rather, this is a policy matter.

Item by item:

1. **\$160,000.00 Los Arboles Apartments.**
Driveways, carports, lighting, water heaters and sidewalks trump the needs of the elderly poor. Further, these monies being applied to existing apartments the epitome of mismanagement. Maintenance reserves are a standard method of accruing funds for virtually all buildings, infrastructure and equipment. According to MANTA, Los Arboles Apartments is PRIVATELY OWNED grossing around \$500,000 annually. This is a gross misapplication of CDBG funds.
2. **\$70,000 Richmond Terrace.**
Support of Many Mansions' mission aside, these maintenance expenses are a part of doing business and are properly accrued over the life of the item. \$12,600 for low flow toilets. Why not use a brick or a bottle of water like everyone else? Garage doors, Fences, tree trimming are normal maintenance items. Adding administration cost is an insult. And, where are the volunteers to leverage the funding? This does not pass the small test for CDBG funding.
3. **\$145,621 Grants of \$10,000 to 11 individuals plus a whopping 24% admin. costs.**
These monies are better applied to individual needs from a pool with serious volunteer efforts. Awarding an individual \$10,000 and mandating labor rates is a guaranteed waste of funding which could be much better utilized. Those awarded must create ways to use all of the funding. In addition, these funds could be leveraged to provide for the needs for 50 or more needy residents.

It is incumbent on the Council to send the CDBG proposal back for a needs study which will place the needs of residents above fences, driveways, tree trimming, garage doors et. al. The good staff which manages CDBG funding is fully capable of making the necessary needs study. Those of good conscience should consider the needs of residents over material structures.

Regards,

SAFE Board of Directors

TO COUNCIL 5-12-2015
AGENDA ITEM NO. B.A.
MEETING DATE 5-12-2015

8

234 Dinsmore Avenue • Thousand Oaks, CA 91362 • Phone: (805) 494-0087
Email: senioralliance4elderly@hotmail.com



Community Development Department

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

John C. Prescott
Community Development Director

May 14, 2015

Senior Alliance for Empowerment (SAFE)
Board of Directors
Kathryn Goodspeed, President
234 Dinsmore Avenue
Thousand Oaks, CA 91362

Re: 2015-16 Community Development Block Grant (CDBG) Funding Plan

Dear Board Members:

On behalf of the Thousand Oaks City Council, this letter responds to SAFE's letter dated May 11, 2015 submitted for the City Council's public hearing to consider the City's 2015-16 CDBG Funding Plan. Thank you very much for your comments and interest in the process.

You state that the City has removed "virtually all affordable housing for very low and extremely low income aged population." However, you provide no facts to support that statement, and in fact it is not true. The City has not eliminated any affordable housing. In fact, during the past two years, two new affordable housing projects have been constructed with substantial assistance from the City's former Redevelopment Agency and the City's own Housing Trust Fund.

Since 1973, the City's Thousand Oaks Redevelopment Agency invested \$62,460,904 in the acquisition or construction of 2,530 affordable rental housing units, including 89 with permanent, supportive services. A list of these investments is enclosed. Now that redevelopment funds are no longer available, the City is investing a portion of its CDBG funding to preserve and maintain some of these affordable units. That is an important responsibility as many of the units must maintain affordable rents for at least another 45 years. In its CDBG funding plan, the City has balanced the need to maintain these multiple family affordable projects with the need to allocate some funding to individual homeowner housing rehabilitation projects. Approximately 40% of the funding is allocated to help low-income individuals and families Citywide to undertake needed repairs and rehabilitation. That program is available to your members who are income-qualified. The administrative costs of that program compared favorably to other proposals submitted and it has a successful track record over the years.

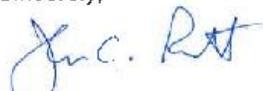
toaks.org

SAFE CDBG Comment response letter
May 14, 2015
Page 2

To correct another factual inaccuracy in the comment letter, the Los Arboles Apartments are not privately owned as stated therein. They are owned and managed by the Area Housing Authority (AHA) of the County of Ventura, a public agency. Allocating CDBG funds to repair and renovate properties that are subject to long-term affordable housing covenants, such as Los Arboles Apartments and Richmond Terrace, is in fact a very appropriate use of CDBG funds. The Area Housing Authority also manages three HUD-owned public housing projects in Thousand Oaks (Leggett Court, Fiore Gardens and Florence Janss Apartments – a senior restricted apartment project). As of June 2014, AHA was housing 847 Thousand Oaks families, including 359 elderly households and 178 disabled households.

Once again, thank you for your comments on the City's 2015-16 CDBG Funding Plan.

Sincerely,



John C. Prescott
Community Development Director

cc: City Manager

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100aks.02



Thousand Oaks City and Former Redevelopment Agency Investments in Affordable Housing Units 1973-2014

Project Name	Affordable Units	Year	Investment	Note
Conejo Future Village Apt	90	1975	\$600,000	
Mountdef Apt	18	1977		1
Scrub Oaks	5	1982	\$44,250	2
Carmelot	180	1985	\$1,157,500	
Hillcrest Royale	54	1985	\$1,741,613	
Casa de Oaks	185	1986	\$342,900	
Loggett Court Apt	49	1986	\$405,000	
Monterey Woods	40	1986	\$9,000	
Hidden Canyon	648	1987	\$156,044	
Northcaks	112	1987	\$77,150	
Royal Oaks Apt	5	1987		1
Twin Oaks	15	1987	\$35,000	
Florence Janss Apt	64	1988		1
Schillo Gardens Apt	29	1988	\$4,900,000	2
UCP-Bel Air & Hillcrest	20	1993	\$215,000	2
Arroyo Villas Apt	40	1995		1
Habitat For Humanity (1720BS)	1	1995	\$40,000	
Tree Groves	91	1995	\$1,116,082	2
Corta Bella	26	1996	\$150,750	1
Flore Gardens Apt	50	1996	\$3,300,000	
Glencaks Senior Apt	39	1997	\$348,100	1
Stoll House Apt	11	1997	\$187,000	
Habitat For Humanity (193FC)	1	1998	\$49,995	
Habitat For Humanity (199FC)	1	1998	\$137,445	
Los Arboles Apt	43	1998	\$1,125,000	2
Villa Garcia Apt	80	1998	\$2,700,000	
Esseff Village Apt	50	1999	\$1,504,600	
Westlake Vista	6	2000		1
Oak Creek Sr Villas Apt	57	2002	\$3,536,500	2
Sunset Villas Apt	11	2002	\$750,000	
Hacienda de Feliz Apt	25	2003	\$500,000	
Park Lane	12	2003	\$1,007,303	1
Premier Apt	5	2003		1
Richmond Terrace Apt	26	2004	\$650,400	2
Bella Vista Apt	72	2005	\$6,293,592	2
Shadow Hills Apt	100	2005	\$5,676,100	
Warwick House	0	2005	\$20,000	
Shadows Apt	147	2007	\$6,900,000	2
Oak Grove	2	2008	\$100,000	
Habitat For Humanity (200HD)	1	2011	\$50,000	
Hillcrest Villas Apt	59	2013	\$1,276,500	
Garden View Terrace Apt	54	2014	\$9,208,060	2
TOTALS	2,530		\$62,460,904	
Number of Permanent Supportive Units in Above Total: 39				
Notes:				
1 - Density Bonus or Development Agreement.				
2 - Multiple Funding Years.				
3 - Not Yet Constructed.				

Print Date: 5/14/2015 11:03:27 AM

Database Location: H:\COMMON\Housing Redevelopment\Compliance Reporting\AffordableProject.mdb Report: rptInvestment
 PDF Path: H:\COMMON\Housing Redevelopment\Marketing Presentations\Housing Investment Brochure

City of Thousand Oaks, CDBG Public Hearing, May 12, 2015
Public Speakers

1.	George McGehee, Housing Assets Director, Area Housing Authority of County of Ventura	Thanked Council for opportunity to apply for CDBG assistance for Los Arboles Apartments; summarized tenant demographics and supportive services provided by AHACV.
2.	Nick Quidwai, Resident	Recommended City return to an annual process for review and recommendations of social services grant applications by Ad Hoc Social Services Committee.
3.	Steve Dwyer, Executive Director Habitat for Humanity of Ventura County	Requested Council revise proposed CDBG Action Plan to reduce assistance to rental units and increase funds for low-income, single-family, owner-occupant units. Also requested City replace lottery system for selecting eligible sites, with Habitat's model.

RESOLUTION NO. 2015-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS ADOPTING A REVISED CITIZEN PARTICIPATION PLAN FOR LOCAL IMPLEMENTATION OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) CONSOLIDATED PLAN PROCESS AND RESCINDING RESOLUTION NO. 2010-085

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

WHEREAS, preparation of CITY's 2015-2019 Consolidated Plan (5-year Strategic Plan) for expenditure of CDBG funds between July 1, 2015 and June 30, 2020 provides an opportunity for revising and/or updating the CITY's existing PLAN;

NOW, THEREFORE, the Thousand Oaks City Council rescinds Resolution No. 2010-085 and, in accordance with 24 CFR 91.105 (a) (1), adopts the following revised procedures for public participation during CITY's 2015-2019 Consolidated Plan process.

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

used; as well as by residents of predominantly Low- and Moderate-Income neighborhoods.

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

3. Participation of Other Interested Persons and Organizations

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

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

- a. CITY will provide citizens and all interested persons and groups with a reasonable opportunity to comment on the original PLAN and on proposed Substantial Amendments to the PLAN. CITY will post a copy of the PLAN to the City's Internet website and make paper copies available to the public at all times. On request, the CITY will make the PLAN available in an alternative format accessible to persons with disabilities.
- b. CITY will provide a period of not less than 30 days to receive comments from citizens on the proposed Consolidated Plan.
- c. During Consolidated Plan preparation, CITY will consider any comments or views of citizens received in writing, or orally at the public hearing(s). A summary of these comments or views, and a summary of any comments or views not accepted, and the reasons therefore, will be attached to the final Consolidated Plan.
- d. CITY will provide for at least three (3) public hearings during different stages of the Consolidated Plan process, as described in Section 8 below.

5. Development of the Consolidated Plan

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

a. Consolidated Plan Information

- (i) Prior to adopting a Consolidated Plan, CITY will make available to citizens, public agencies, and other interested parties, information including the amount of assistance CITY expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit Low- and Moderate-Income persons.
- (ii) CITY will publish the proposed Consolidated Plan, and related documents including the Analysis of Impediments to Fair Housing Choice, and the annual Action Plans, on the City's internet website (www.toaks.org) via the Community Development Department page. City will also publish a summary of the Consolidated Plan document(s) in the local newspaper of record, the Ventura County Star, as well as in the Thousand Oaks Acorn free newspaper.

City will also notify the public via information on the City's 24-hour government access cable TV channel. The City will also make paper copies of the Consolidated Plan document(s) available for review at City Hall and, on request, at other public buildings. The City will also mail a paper copy of the Consolidated Plan document(s) to anyone otherwise unable to access the document(s). The published summary will describe the contents and purpose of the Consolidated Plan document(s), and include a list of the locations where copies of the entire proposed Consolidated Plan may be examined. In addition, CITY will provide a reasonable number of free document copies to citizens and groups that request it.

b. Displacement and Relocation Policies

In accordance with the Uniform Relocation and Real Property Acquisition Policies Act (URA) of 1970, as amended, CITY will take measures to minimize displacement of persons, and to assist any persons displaced, by any HUD-funded activity. As summarized in Exhibit A to this PLAN, the CITY will specify the types and levels of assistance to be made to persons displaced, even if CITY expects no displacement to occur.

6. Amendments to the Consolidated Plan

a. Criteria for Amending the Consolidated Plan

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

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

b. Substantial Amendments

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

- (1) A new Activity is being funded for the first time. If an Activity was funded in a previous program year, and there is no

significant change in the project (purpose, scope, location or beneficiaries), it is not considered a Substantial Amendment.

- (2) A funding change in a current Activity represents:
 - (a) More than 10 percent of the jurisdiction's CDBG funds for the current fiscal year; or
 - (b) More than 50 percent of the Activity's total HOME funding.
- (3) A change in the use of CDBG funds from one eligible Activity to another.
- (4) Each Substantial Amendment shall be noticed by the CITY in a local newspaper of general circulation a minimum of 30 days prior to action by the City Council. Depending upon the amendment and/or the project area, the notice may appear in both an English-language and a Spanish-language newspaper that targets the area of interest.
- (5) A summary of public comments or views, and a summary of any comments or views not accepted, and the reasons therefore, will be included in the description of the Amendment forwarded to HUD and published in either the Action Plan or CAPER report.

c. Minor Amendments

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

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

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

7. Performance Reports

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

8. Public Hearings

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

(1) Annual Needs Assessment Public Hearing

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

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

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

(3) Annual Performance Report Public Hearing

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

b. Public Notices

The CITY will provide citizens and other interested parties with adequate notice of:

- (1) the start of a 30-day public review and comment period for a HUD document (proposed Action Plan or Consolidated Plan, proposed Substantial Amendment or proposed Performance Report); and/or
- (2) the scheduling of a HUD-required public hearing.
- (3) Public notices shall be provided, as shown below. Public hearing notices shall include sufficient information to permit informed consent including, but not limited to, the date, time and location of the public hearing and a full description of the Activity that is the subject of the hearing.
 - (i) A legal notice published in the local newspaper of record, currently the Ventura County Star newspaper;
 - (ii) A display-type ad in the non-legal section of a local newspaper, such as the Thousand Oaks Acorn free newspaper.

c. Public Hearing Notices

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

- (3) If a significant number of non-English speaking residents are reasonably expected to participate in one of the CITY's HUD-related public hearings, the CITY will provide an interpreter to assist in translating public hearing testimony.

d. Public Document Notices

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

e. Substantial Amendment Notices

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

9. Access to Records

CITY will provide citizens, public agencies, and other interested parties, with reasonable and timely access to information and records related to

9. Access to Records

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

10. Technical Assistance

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

11. Complaints

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

12. Use of the Citizen Participation Plan

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

13. Responsibility for Citizen Participation Plan

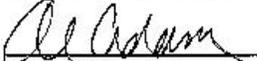
The requirements for citizen participation under this Plan shall not restrict CITY's responsibility or authority for the development and implementation of the Consolidated Plan and/or any HUD-required or HUD-funded activities.

14. Changing the Citizen Participation Plan (PLAN)

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

PASSED AND ADOPTED this 12th day of May, 2015.

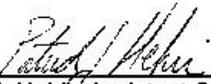
CITY OF THOUSAND OAKS


Al Adam, Mayor

ATTEST:


Linda D. Lawrence, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney


Patrick Hehr, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:


Scott Mitnick, City Manager

CERTIFICATION

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

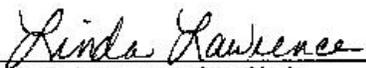
I, LINDA D. LAWRENCE, City Clerk of the City of Thousand Oaks, DO
HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution
No. 2015-023 which was duly and regularly passed and adopted by said City
Council at a regular meeting held May 12, 2015, by the following vote:

AYES: Councilmembers Fox, Bill-de la Peña, Price, and Mayor Adam

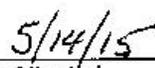
NOES: None

ABSENT: None

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



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



Date Attested

Exhibit A

Residential Anti-Displacement and Relocation Plan

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

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

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

4. The City's Community Development Department (805-449-2393) will be responsible for the following:

- (a) Provide relocation assistance to lower-income ("low/moderate income") families and individuals displaced as a result of the conversion or demolition of any lower-income ("low/moderate income") dwelling unit assisted with CDBG or HOME funds.
- (b) Maintain records to track the replacement of lower-income housing ensuring that it is provided within the required period.
- (c) Make or provide for relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any housing or the conversion of lower-income housing to another use.

5. Consistent with the goals and objectives of activities assisted under the Act, the City will take the following steps to minimize the direct and/or indirect displacement of persons from their homes. The City will:

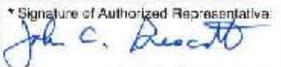
- (a) Coordinate code compliance activities with its residential rehabilitation and housing assistance programs.
- (b) Adopt policies to identify and mitigate the displacement of lower-income persons resulting from the construction of new, multi-family housing.
- (c) Adopt policies that provide reasonable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

Grantee SF-424's and Certification(s)

OMB Number: 4040-0604
 Expiration Date: 8/31/2016

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="B-10-KCG50549"/>	
5a. Federal Entity Identifier: <input type="text" value="E/A"/>	5b. Federal Award Identifier: <input type="text" value="E/A"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Thousand Oaks"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="55-2367314"/>	* c. Organizational DUNS: <input type="text" value="755751910000"/>	
d. Address:		
* Street1: <input type="text" value="2100 Thousand Oaks Boulevard"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Thousand Oaks"/>	County/Parish: <input type="text" value="Ventura"/>	
* State: <input type="text" value="CA: California"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="91362-2903"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Community Development"/>	Division Name: <input type="text" value="Housing Division"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Caroline"/>	Middle Name: <input type="text" value="K."/>
* Last Name: <input type="text" value="Milton"/>	Suffix: <input type="text"/>	
Title: <input type="text" value="Senior Analyst"/>		
Organizational Affiliation: <input type="text" value="City of Thousand Oaks"/>		
* Telephone Number: <input type="text" value="805-449-2331"/>	* Fax Number: <input type="text" value="805-449-2350"/>	
* Email: <input type="text" value="cmilton@coaka.org"/>		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="City of Township Government"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development (HUD)"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-211"/> CFDA Title: <input type="text" value="Community Development Block Grant (CDBG) Program"/>	
* 12. Funding Opportunity Number: <input type="text" value="N/A"/> * Title: <input type="text" value="N/A"/>	
13. Competition Identification Number: <input type="text" value="N/A"/> Title: <input type="text" value="N/A"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Community Development Activities"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="24"/>	* b. Program/Project: <input type="text" value="24"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2015"/>	* b. End Date: <input type="text" value="06/30/2016"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="574,017.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="574,017.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** 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.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="John"/>
Middle Name: <input type="text" value="C."/>	
* Last Name: <input type="text" value="Prescott"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Community Development Department"/>	
* Telephone Number: <input type="text" value="805-449-2311"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="jprescott@tasks.org"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="May 14, 2015"/>

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.

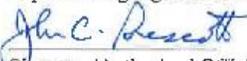
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

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 *May 14, 2015*

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 2015 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

May 14, 2015
Date

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

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