



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

Fiscal Year 2017-18 (July 1, 2017 to June 30, 2018) CDBG Project Funding Proposal Description (Non-Public Services Activity)*

**Note: Requests for Public Services operational (non-capital) funding is subject to a separate application and review process. The next public services grant process begins in October 2017 for activities to be funded from July 2018 through June 2020 (2 years). For more information, contact Caroline Milton (805) 449-2331 or Lynn Oshita (805) 449-2391.*

The Community Development Block Grant (CDBG) Program is a complex activity funded and regulated by the U.S. Department of Housing and Urban Development (HUD). The City's CDBG-funded activities require a comprehensive eligibility review by City staff of each proposed use. The proposer must demonstrate and document that the proposed CDBG activity can comply with applicable Federal regulations and that it addresses an identified community need. Successful proposals will be recommended for CDBG funding and included in the City's annual Action Plan draft. Proposers whose projects are not selected for funding will be notified in writing by staff.

The City will accept CDBG funding proposals only during the designated annual CDBG Needs Assessment period which, for 2017-18 proposals, begins **November 1, 2016 and ends on January 31, 2017**. City staff will determine each proposal's eligibility for CDBG funding based on the requirements of Title I of the Housing and Community Development Act of 1994, as amended, and in accordance with guidance from the U.S. Department of Housing and Urban Development (HUD), Los Angeles field office.

Project Eligibility To be considered for CDBG funds, a project must:

1. Be an eligible CDBG program activity, as designated by HUD regulations;
2. Document primary (51% or greater) benefit to lower-income persons;
3. Receive National Environmental Protection Act (NEPA) clearance;
4. Be cleared from Federal Disbarment Status (SAM); and
5. Comply with Section 504 (Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that receives Federal financial assistance.)

Meeting a HUD National Objective. For CDBG funding consideration, the project must be designed to meet the following HUD national objective and the proposer must provide supporting documentation to demonstrate how the project will comply.

Low- and Moderate-Income Benefit: Predominant benefit to low and moderate income persons or households. (If a project proposes to meet this objective, a minimum of 51% of the beneficiaries must have individual or household incomes which are designated by HUD as low and moderate income.)

Be a CDBG Eligible Activity. In addition to meeting the low- and moderate-income benefit national objective, a project must also be an eligible CDBG activity. General types of eligible activities include housing rehabilitation, construction or improvement of public facilities, or economic development activities that create or retain jobs for lower-income persons.

Environmental Review and NEPA Clearance. All CDBG projects are required to have an Environmental Review and clearance, according to 24 CFR Part 58.

Disbarment & Suspension Status. HUD requires verification status of all contractors and non-profit agencies via the on-line System for Award Management (SAM) <https://www.sam.gov>. Any parties listed by SAM as debarred or suspended are not eligible to apply for CDBG funding.

Compliance with Section 504. CDBG projects must comply with Federal law, Section 504 providing that no qualified individual with a disability should, only by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

City's Insurance Requirements. All City grantees are required to meet specific insurance requirements. The City may require General Personal Injury/Property Damage Liability insurance and Automobile Liability insurance with liability limits of not less than \$1,000,000 each claimant, and \$1,000,000 each occurrence for the injury or death of a person or persons, and property damage (which policy may have an aggregate annual limit, but in an amount of no less than \$2,000,000), with the City named as an additional insured, and with an endorsement that the policy or policies are not subject to cancellation without 30 days prior written notice to City.

How to Apply for 2017-18 CDBG Funds

CDBG project proposals for 2017-18 may be submitted to the City's Community Development Department (CDD) during the following period: November 1, 2016 through 4:00 p.m., January 31, 2017.

To apply for CDBG funds, prepare a proposal on your letterhead that addresses each of the points listed below. Your agency officer must sign the original submittal on page one.



City of Thousand Oaks 2017-18 CDBG Project Proposals

Each CDBG project proposal must address all of the following points:

- A. Project Description (including dollar amount of funding request, project location, project characteristics, site control and anticipated project timeframe).
- B. Organization Description (Contact information for project leader, organization's Federal DUNS number; organization's capacity and experience to manage the proposed project).
- C. Magnitude of Benefit to persons of low/moderate income including the percentage of low- and moderate-income persons and/or households to be served.
- D. Documenting Beneficiary Eligibility Provide a detailed description of how eligibility of each project beneficiary will be documented for future audit. For example, each beneficiary will be required to complete an intake form that includes a signed statement of gross annual household income.

In evaluating the eligibility of proposed CDBG projects, the City will consider the following parameters:

1. Project appears to meet HUD requirements for CDBG-funded activities.
2. Project appears to address an identified community need, as described in the City's 2015-19 Consolidated Plan and any amendments to the Plan.
3. Project appears consistent with local policies, plans, and goals.
4. Project's degree of need or priority to be funded with 2017-18 CDBG funds.
5. Evaluation of proposer's experience in operating similar projects; its ability to maintain required records, including demographic data on project beneficiaries; the proposer's demonstrated ability to manage private and/or public funds, and resources to implement a CDBG-funded activity in accordance with HUD requirements and all other applicable Federal regulations.

CDBG Program Administration

For additional information contact:

Caroline Milton cmilton@toaks.org 805/449-2331 or
Lynn Oshita loshita@toaks.org 805/449-2391.

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City of Thousand Oaks FY 2017-18 CDBG Project Proposal

Name of Organization:			
Project Name:			
CDBG Funds Request:	\$	Unduplicated Program Goal and Type (ex. 100 people):	
Project Description Summary:			
Project Site Address:			

Attach the following Information:

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

Organization Contact Information

Main Office Address:			
Project Manager & Title:			
Phone Number:		E-mail:	
			Organization's DUNS #: (Required)

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 _____		
SAM Federal Disbarment:	<input type="checkbox"/> Agency Not Listed on the Federal Disbarment Date of Report _____		
IDIS Objective: (check one box)	<input type="checkbox"/> Availability-Accessibility (1) <input type="checkbox"/> Affordability (2) <input type="checkbox"/> Sustainability (3)	IDIS 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:	Title:
Signature:	Date:

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Thursday, January 31, 2017 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