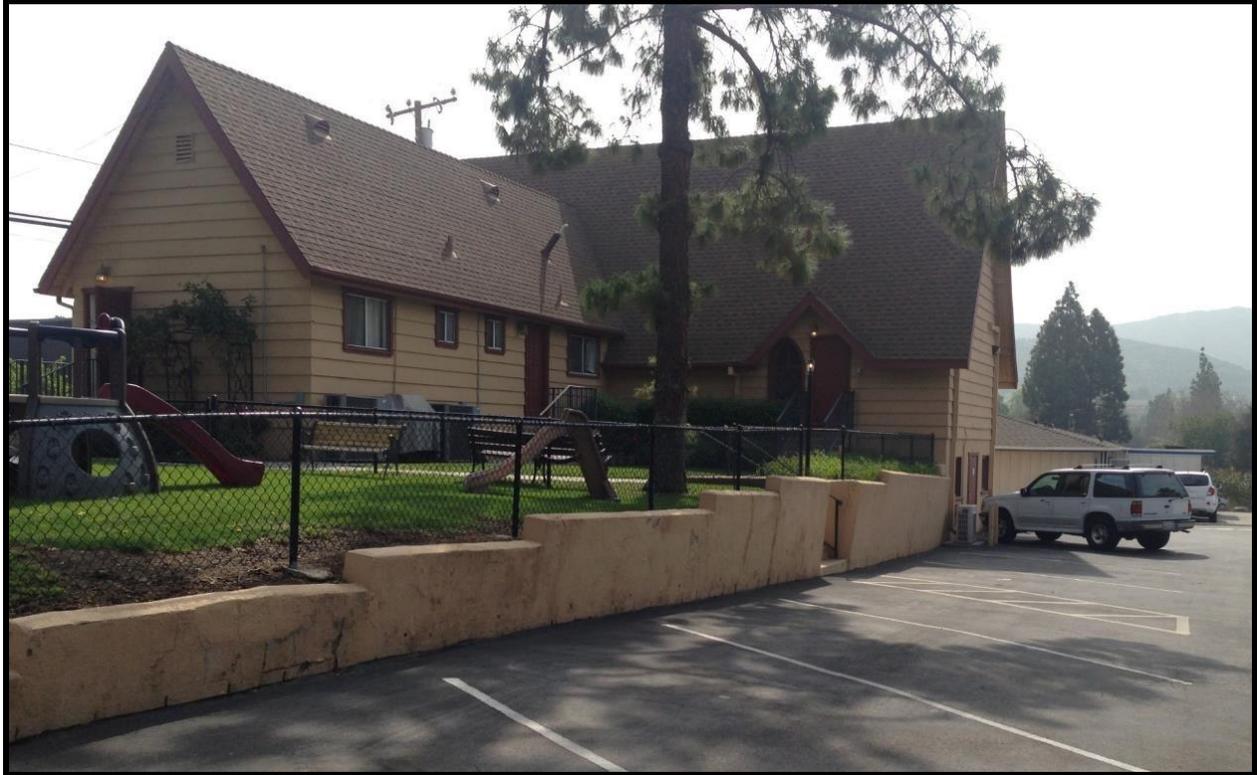




PY 2017-2018 CDBG Action Plan



Manna Conejo Valley Food Bank – Renovations at New Site,
95 Oakview Drive, Thousand Oaks, CA 91362

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

*Public Review – June 22 – July 11, 2017
City Council Approval – July 11, 2017
HUD Submittal Date – August 4, 2017*

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

2017-18 CDBG ACTION PLAN (7/11/17)

<p>CDBG Resources: \$204,105</p> <p style="padding-left: 40px;"><u>557,958</u></p> <p style="padding-left: 40px;">762,063*</p>	<p>Prior Years' Surplus Funds</p> <p>2017-18 CDBG Entitlement Grant</p> <p>Total 2017-18 CDBG Budget</p>																					
<p><i>*Includes \$566,779</i></p>	<p><i>for Public Facility and Housing Improvements</i></p>																					
<p style="padding-left: 40px;"><i>111,591</i></p>	<p><i>for CDBG Program Administration</i></p>																					
<p style="padding-left: 40px;"><i>83,693</i></p>	<p><i>for Public/Social Services Grants</i></p>																					
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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: B-10-MC060549	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
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="95-2367314"/>	* c. Organizational DUNS: <input type="text" value="055751937"/>	
d. Address:		
* Street1: <input type="text" value="2100 Thousand Oaks Boulevard"/>	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: <input type="text" value="Thousand Oaks"/>	<input type="text"/>	
County/Parish: <input type="text" value="Ventura"/>	<input type="text"/>	
* State: <input type="text" value="CA: California"/>	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	<input type="text"/>	
* Zip / Postal Code: <input type="text" value="91362-2903"/>	<input type="text"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Community Development"/>	Division Name: <input type="text" value="Housing/CDBG"/>	
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"/>	<input type="text"/>
Middle Name: <input type="text" value="R."/>	<input type="text"/>	
* Last Name: <input type="text" value="Milton"/>	<input type="text"/>	
Suffix: <input type="text"/>	<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="805-449-2390"/>	
* Email: <input type="text" value="cmilton@toaks.org"/>		

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant (CDBG) Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Thousand Oaks, CA

Add Attachment

Delete Attachment

View Attachment

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

2017-18 Action Plan for Thousand Oaks, CA (Amendment #3 to 2015-19 Ventura County Regional Consolidated Plan)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="24CD"/>	* b. Program/Project: <input type="text" value="24CD"/>
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="07/01/2017"/>	* b. End Date: <input type="text" value="06/30/2018"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="557,958.00"/>
* b. Applicant	<input style="background-color: yellow;" type="text"/>
* c. State	<input style="background-color: yellow;" type="text"/>
* d. Local	<input style="background-color: yellow;" type="text"/>
* e. Other	<input style="background-color: yellow;" type="text"/>
* f. Program Income	<input style="background-color: yellow;" type="text"/>
* g. TOTAL	<input type="text" value="557,958.00"/>
* 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	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Mark"/>
Middle Name: <input type="text" value="A."/>	
* Last Name: <input type="text" value="Towne"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Community Development Director"/>	
* Telephone Number: <input type="text" value="805-449-2340"/>	Fax Number: <input type="text" value="805-449-2390"/>
* Email: <input type="text" value="mtowne@toaks.org"/>	
* Signature of Authorized Representative: <input style="background-color: yellow; text-align: center;" type="text"/> <i>Mark A. Towne</i>	* Date Signed: <input type="text" value="8/3/17"/>

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.

Uniform Relocation Act and 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, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant 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 Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.



Signature of Authorized Official



Date

Mark A. Towne
Community Development Director

Title

Specific Community Development Block Grant 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 plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan 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 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 CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having 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 (see Optional CDBG Certification).
2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2017-18 (One Year) [a period specified by the grantee of one, two, or three specific consecutive program years], 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.

In addition, 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 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 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.



Signature of Authorized Official



Date

Mark A. Towne
Community Development Director

Title

City of Thousand Oaks

2017-18 Action Plan Report

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Action Plan Exhibits (Grantee's Unique Exhibits)

<p>Requests for CDBG Funding – Housing and Public Facility Improvements</p>	<p>A.</p>
<ul style="list-style-type: none"> • Manna: Request for Food Bank Renovation 	
<ul style="list-style-type: none"> • Senior Alliance for Empowerment (SAFE): Request for Mobile Home Improvements (Low-Income Owner/Occupants) 	
<ul style="list-style-type: none"> • Habitat for Humanity of Ventura County: Request for Single-Family Home Improvements (Low-Income Owner/Occupants) 	
<ul style="list-style-type: none"> • Many Mansions: Multi-Unit Rehabilitation for Low-Income Renters at Richmond Terrace Apartments (including 13 units of permanent, supportive services) 	
<p>Requests for Public and Social Services Funding</p>	<p>B.</p>
<ul style="list-style-type: none"> • Senior Concerns: Meals on Wheels Program 	
<ul style="list-style-type: none"> • Lutheran Social Services: Emergency Services Program 	
<ul style="list-style-type: none"> • Conejo Free Clinic: Medical Services Program 	
<ul style="list-style-type: none"> • Westminster Free Clinic: Economic Response Program 	
<ul style="list-style-type: none"> • Long Term Care Services: Senior Ombudsman Program 	
<ul style="list-style-type: none"> • County of Ventura, Human Services Agency: RAIN Transitional Living Facility 	

Public Participation and Comments	C.
<p>Citizen Participation Comments: 2017-18 Needs Assessment Public Comments</p>	
<p>Citizen Participation Comments: 2017-18 Draft Action Plan (Amendment # 3 to 2015-19 Ventura County Regional Consolidated Plan)</p> <ul style="list-style-type: none"> • 20-Day Public Review Period (June 22 – July 11, 2017) – No Comments Received 	
<ul style="list-style-type: none"> • 2017 Action Plan Approval – City Council Public Hearing, July 11, 2017 – 6 Comments Received 	
Location Maps	D.
<ul style="list-style-type: none"> • 2015-19 Thousand Oaks. CDBG-Eligible Block Groups 	
<ul style="list-style-type: none"> • Multi-Unit Rehabilitation, Richmond Terrace Apartments 	

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 of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development. The City of Thousand Oaks allocates these federal resources, as follows: Preservation of affordable housing units and public facilities through Rehabilitation; other Community Development activities, and Grants for public/social services activities by local non-profits. All of these activities primarily benefit lower-income persons and households in Thousand Oaks.

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 2017-18 Action Plan includes the following components:

- 2017 Thousand Oaks CDBG Budget
- Action Plan 2017 Summary Table
- Thousand Oaks Low and Moderate Income Areas Map (Census Tracts and Block Groups).

This is the third year of the 2015-2019 Ventura County Consolidated Plan. In 2015, the City collaborated with the County of Ventura, and other county cities, to prepare a regional 2015-2019 Consolidated Plan. That document contains the following regional objectives and outcomes:

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

2017-18 CDBG ACTION PLAN (7/11/17)

CDBG Resources: \$204,105	Prior Years' Surplus Funds
<u>557,958</u>	2017-18 CDBG Entitlement Grant
762,063*	Total 2017-18 CDBG Budget

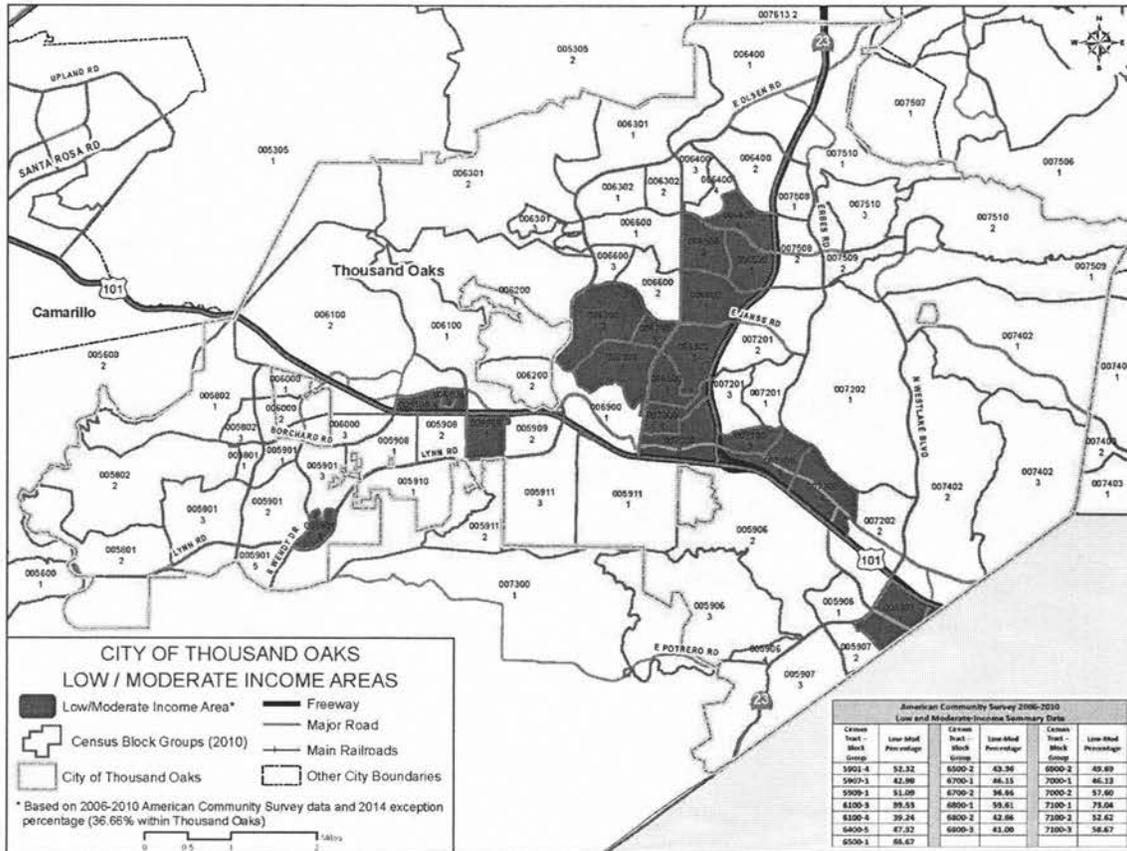
<p>*Includes \$566,779 111,591 83,693</p>	<p>for Public Facility and Housing Improvements for CDBG Program Administration for Public/Social Services Grants</p>
---	---

1.	Manna – Public Facility Improvements <i>Renovations at 95 Oakview Drive</i> <i>Project Administration, Prevailing Wage Compliance</i>	\$220,000
2.	Senior Alliance for Empowerment (SAFE) <i>Mobile Home Rehabilitation for Very Low-Income Senior Owner/Occupants (5 units)</i>	145,000
3.	Many Mansions – Richmond Terrace Apts. <i>Energy-Efficient Windows/Doors (26 units)</i>	145,000
4.	Habitat for Humanity – Preserve-A-Home <i>Single-Family Rehabilitation for Low-Income Owner/Occupants (5 units)</i>	56,779
5.	CDBG Program Administration <i>Includes \$97,591 for Administration costs and \$14,000 for a Fair Housing Program</i>	111,591
6.	Public and Social Services Grants <i>Senior Concerns, Meals on Wheels</i> \$19,316 <i>Lutheran Social Services, Emergency Asst.</i> 16,686 <i>Conejo Free Clinic, Medical Program</i> 13,626 <i>Westminster Free Clinic, Medical Program</i> 13,626 <i>Long Term Care, Senior Ombudsman</i> 12,653 <i>County of Ventura, RAIN Facility</i> 7,786	83,693**
<u>TOTAL 2017 CDBG BUDGET</u>		<u>\$ 762,063</u>

**\$83,693 in CDBG funds will be matched with \$100,646 from City's Social Services Endowment Fund (SSEF) for a total budget of \$184,339 (25 grants)

Action Plan 2017 Summary Table					
Priority	Objective	Start Year	End Year	Category	Goal Outcome & Indicator
1	Improve Quality of Housing	2017	2018	Affordable Housing	Rental Units rehabilitated: 26 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit
1	Improve Public Facilities	2017	2018	Non-Housing Community Development	Public facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3,400 Persons Assisted
1	Provide Non-Homeless Supportive Services	2017	2018	Non-Homeless Special Needs	Public service activities other than Low/Moderate Income housing Benefit: 4,000 Persons Assisted
1	Program Administration	2017	2018	Administration	Payable to City to recover a portion of implementation costs for CDBG program

2017 Summary Table



Thousand Oaks Low and Moderate Income Areas Map

3. Evaluation of past performance

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

The City's proposed 2017-18 Action Plan is consistent with the priorities identified in the 2015-19 Ventura County Regional Consolidated Plan (Con Plan.) The City of Thousand Oaks collaborated with the County of Ventura and 8 other Ventura County cities on the preparation of the current five-year strategic Plan.

The 2015-19 Con Plan lists the **High Priority** needs to be addressed, including:

- Improve the quality and accessibility of ownership and rental housing through rehabilitation.
- Improve or construct public facilities that support lower and moderate-income residents and persons with special needs; and

- Provide supportive services for lower and moderate-income residents, persons with disabilities, seniors, youth, and other special needs populations.

Past Performance

The following summarizes the City's CDBG-funded accomplishments for Years 1 and 2 of the 2015-19 Ventura County Regional Consolidated Plan.

Year 1: 2015-16

As shown below, PY 2015 CDBG-funded activities addressed two of the **High Priority** needs identified in the 2015-19 Ventura County Regional Consolidated Plan: "Improving the quality and accessibility of ownership and rental housing through rehabilitation" and "Provide supportive services for lower and moderate-income residents, persons with disabilities, seniors, youth, and other special needs populations."

- \$43,130 was allocated for Single-Family Rehabilitation at mobile homes and other single-family units occupied by very low-income seniors. Six units were completed during 2015-16. Repairs included Electrical, Plumbing, Roofing, HVAC, Earthquake Bracing, Coach Leveling, Windows.
- \$230,000 was allocated for Multi-Unit Rehabilitation at low-income, affordable rentals including: \$70,000 at Richmond Terrace Apartments (26 units), and \$160,000 at Los Arboles Apartments (44 units). Repairs included replacing water heaters, carports, lighting, sidewalks.
- \$83,593 was allocated for Public and Social Services grants to 7 local, non-profit providers of critical services to at-risk Thousand Oaks residents. Subrecipients included Lutheran Social Services, Senior Concerns, Conejo Free Clinic, Long Term Care, Westminster Free Clinic, County of Ventura RAIN program and Many Mansions Case Management.

Year 2: 2016-17

PY 2016 CDBG-funded activities addressed two of the **High Priority** needs identified in the 2015-19 Ventura County Regional Consolidated Plan: "Improving the quality and accessibility of ownership and rental housing through rehabilitation" and "Provide supportive services for lower and moderate-income residents, persons with disabilities, seniors, youth, and other special needs populations."

- \$135,072 was allocated for Multi-Unit Rehabilitation at low-income, affordable rental Glenn Oaks Senior Apartments (39 units), including replacing refrigerators, lighting and HVAC in-wall units.
- \$189,055 was allocated for Single-Family Rehab at Ranch Mobile Home Park (11 units) and Thunderbird Oaks Mobile Home Park (6 units), including roofing, windows, electrical, plumbing, coach leveling.

- \$88,753 was allocated for Public and Social Services grants to 6 local, non-profit providers of critical services to at-risk Thousand Oaks residents. Subrecipients included Lutheran Social Services, Senior Concerns, Conejo Free Clinic, Long Term Care, Westminster Free Clinic, County of Ventura RAIN program.

Year 3: 2017-18

This 2017-18 Draft Action Plan summarizes the City's plans for the next year of the 2015-19 Con Plan period. See page 3 "Program Budget" and page 4, "2017 Summary Table."

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Following is a summary of events from the City's Citizen Participation section of this Action Plan.

- 2017-18 Needs Assessment Public Hearing

The City of Thousand Oaks, Community Development Department, held a Needs Assessment public hearing (administrative hearing) on Wednesday, December 14, 2016. Four speakers provided testimony, as described in the "Summary of Public Comments" section below.

- 2017-18 Request for Proposals

From October 15, 2016 through January 31, 2017, the City solicited applications from community stakeholders for potential CDBG-funded activities that would address the unmet needs of at-risk Thousand Oaks residents.

Four proposals were received and, due to limited resources, the City is recommending partial funding with CDBG funds for each of the proposals received. These proposals were described earlier in this Action Plan, and are also summarized in the "2017 CDBG Funding Applications" section below.

- 2017-18 Draft Action Plan Public Review

Staff posted the Draft 2017-18 Action Plan for 20 days of public review and comment from June 22 – July 11, 2017. The Action Plan was posted to the City's website with paper copies made available at no charge upon request. The review period was publicized via a prominent display ad in the local free newspaper, the Thousand Oaks Acorn and via a legal notice in the local newspaper of record, the Ventura County Star. The City also placed notices on its website on the Community Development Department page and on the TOTV electronic bulletin board (local government access cable TV station.)

- City Council Public Hearing – Approval of Action Plan

The City's 2017-18 Action Plan was the subject of a City Council public hearing on July 11, 2017. Following the public hearing, the City Council voted to unanimously (5 – 0 vote) approve the document for submission to HUD. A list of the public speakers at the July 11, 2017 public hearing are provided below.

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.

Public comments were received at City's CDBG Needs Assessment Public Hearing, December 14, 2016 as summarized in consultation process above. Public comments were received at City's CDBG Needs Assessment Public Hearing, December 14, 2016 as summarized in consultation process above. Comments received during Action Plan public review and at final City Council Public Hearing, July 11, 2017, are included in this final version of the Action Plan.

Public Consultation

December 14, 2016 PY 2017-18 CDBG Needs Assessment Public Hearing

- George McGehee of the Area Housing Authority of the County of Ventura discussed the need for CDBG funding to help maintain and preserve affordable rental housing units.
- Jennifer Schwabauer of Manna Conejo Valley Food Bank said her organization will be requesting CDBG funding to assist renovation of the new community food bank location, 95 Oakview Drive.
- Kathy Goodspeed of Senior Alliance for Empowerment (SAFE) described the need for home rehabilitation by very low-income seniors living in mobile homes. SAFE will request CDBG funding for 2017 to assist with critical health and safety-related repairs and improvements.
- Steve Dwyer of Habitat for Humanity of Ventura County described the Preserve-A-Home program that addresses critical housing needs for low-income households and said Habitat will be requesting CDBG funds in 2017 to assist their mission.

2017 CDBG Funding Applications

The following applications were received by the City during the 2017-18 Needs Assessment period (October 15, 2016 – January 31, 2017.) The City does not have the resources to fund each application at the requested amount, as explained below. Copies of these applications are attached as exhibits to this Action Plan narrative.

- Manna Conejo Valley Food Bank, a 501-c-3 non-profit organization, requested \$250,000 for interior building improvements at 95 Oakview Drive, Thousand Oaks, CA 91362. This new site

will better serve the needs of the low-income population needing supplemental groceries to feed their families. However, based on budget constraints, the City is recommending a revised budget of \$220,000 in CDBG funds for Manna (as Subrecipient), including \$200,000 for improvements and \$20,000 for project administration and Federal Wage compliance activities by a consultant.)

- The Senior Alliance for Empowerment (SAFE), a 501-c-3 non-profit organization that advocates for very low-income senior owner/occupants, requested \$770,750 in CDBG funds for health and safety-related repairs and renovation at 160 mobile homes located at 5 mobile home parks in Thousand Oaks. However, due to budget constraints, the City is proposing a 2017 CDBG grant of \$145,000 for improvements at 5 unit.
- Many Mansions, a 501-c-3 non-profit provider of affordable, rental, multi-unit housing complexes, requested \$153,750 for replacement of 46 sliding glass doors at the multi-unit Richmond Terrace Apartments (26 units). Due to budget constraints, the City is proposing a revised budget of \$145,000 for this project.
- Habitat for Humanity of Ventura County, a 501-c-3 non-profit housing corporation requested \$117,820 in 2017 CDBG funds to rehabilitate 10 single-family units, owned/occupied by very low-income persons through the Preserve-A-Home program. However, given its budget constraints, the City is proposing an alternative budget of \$56,779 to provide critical repairs and renovations at approximately 5 units, to be selected by Habitat.

July 11, 2017 Public Hearing Comments

July 11, 2017, 2017-18 Action Plan Public Hearing

The following public comments were received at the public hearing to review the City's proposed 2017-18 CDBG Action Plan. Following the public hearing, the City Council approved the Action Plan by unanimous vote (5 – 0.)

- Susan Murata, Executive Director, Hospice of the Conejo: Expressed appreciation for City's funding in support of the agency's grief management programs.
- Steve Dwyer, Executive Director, Habitat for Humanity of Ventura County: Requested City Council approve CDBG funding for the Preserve-A-Home program which assists low-income, seniors to safely and securely age in place in their own homes.
- Kathy Goodspeed, President, Senior Alliance for Empowerment: Described the extreme need for CDBG funds to make critical repairs at many of the community's mobile homes.
- Jim Wolf, Treasurer, Senior Alliance for Empowerment: Said a CDBG grant to support rehab of mobile homes owned/occupied by very low-income persons ensures these elderly persons can

age in place in their homes. CDBG investments also ensure that a well-maintained mobile home is a housing asset to the community.

- Michael Nigh, Executive Director, Area Housing Authority of the County of Ventura: Thanked City for past CDBG funds and endorsed staff recommendations for housing rehabilitation for lower-income households.
- Jennifer Schwabauer, Ex. Director, Manna of the Conejo: Introduced board president Bob Engler and spoke of the supplemental food needs of the community. Moving into a new facility will better enable Manna to meet the needs of City residents and thanked City Council.

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

The City accepted all comments presented during the 2017-18 CDBG needs assessment and consultation processes.

7. Summary

See Appendices section for copies of comments received during the Needs Assessment.

For a description of efforts the City made to broaden public participation in the development of the Plan, please see the Sections AP-10 and AP-12 of this document.

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

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

Describe the agency/entity 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 (optional)

2015-2019 Consolidated Plan

The City of Thousand Oaks collaborated 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.

2017-2018 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 HOME, ESG or HOPWA funds.

Consolidated Plan Public Contact Information

The primary persons responsible for administering 2015-19 Ventura County Regional Consolidated Plan policies and activities for the City of Thousand Oaks, are the following:

- Andrew P. Powers, City Manager
- Mark A. Towne, Community Development Director and City Planner
- Peter Gilli, Deputy Director
- Caroline Milton, Senior Analyst
- Lynn Oshita, Housing Coordinator
- Elisa Magana, Senior Accountant

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(I)

1. Introduction

Housing Collaborations for preservation of existing affordable housing units

The City of Thousand Oaks collaborates with the following local housing providers:

- 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).
- Senior Alliance for Empowerment (SAFE), a private, non-profit agency that advocates for seniors living in low-income, mobile home parks.

Public and Social Services Collaborations

The City supports the local safety net for at-risk households by 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. Currently, the City supports 6 non-profit services providers with CDBG funds and supports another 19 local non-profits with \$100,646 from the Social Services Endowment Fund.

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).

This collaboration includes an update of the Analysis of Impediments (AI) to Fair Housing Choice in Ventura County. The City also collaborates with the County of Ventura and the Housing Rights Center of Los Angeles on a Fair Housing counseling program for Thousand Oaks residents.

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(I))

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, 2017.

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). These funds are used to provide Non-Homeless Supportive Services through non-profit subrecipients.

The City also 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 collaborates with the Ventura County Continuum of Care Alliance and with various public and social services providers (local safety net) to address the needs of homeless persons and non-homeless persons with special needs. The City does not receive ESG funds.

The City collaborates with the following entities on behalf of the regional Ventura County Continuum of Care Alliance:

- 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.

The City of Thousand Oaks participates in the local Continuum of Care by awarding supportive grants to local public and social service agencies catering to the basic housing, medical and welfare needs of homeless persons and those at-risk for homelessness. The City leverages 15% of the annual CDBG grant with at least \$100,000 from the City's Social Service Endowment Fund (SSEF) to fund supportive grants

to 25 local "safety net" agencies that assist youth, families, seniors and the disabled through life-enhancing programs and services.

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 funding. 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. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	<p>Agency/Group/Organization</p>	<p>Area Housing Authority of the County of Ventura</p>
	<p>Agency/Group/Organization Type</p>	<p>PHA</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Public Housing Needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>See section AP-60 Public Housing - 91.220(h).</p>
2	<p>Agency/Group/Organization</p>	<p>Area Housing Authority</p>
	<p>Agency/Group/Organization Type</p>	<p>Housing</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>AHA received \$135,200 in CDBG funds in 2016-17 for improvements at the affordable Glenn Oaks senior apartments. AHA participated in the 2017-18 CDBG Needs Assessment but did not request funding for the 2017 program year.</p>
3	<p>Agency/Group/Organization</p>	<p>ASSISTANCE LEAGUE OF CONEJO VALLEY</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>City awarded \$10,000/annually for 2016-17 from local SSEF funds for Operation School Bell, providing a \$50 school clothing voucher for Title 1 elementary school children. Outcome: 185 low-income children will be assisted.</p>

4	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Big Brothers Big Sisters</p> <p>Services-Children</p> <p>Non-Homeless Special Needs</p> <p>City awarded \$3,000 annually in 2016-17 and 2017-18 from local SSEF funds for Youth Mentoring , matching high-risk high school youth with volunteer mentors. Outcome: Six special needs youth will be matched with mentors.</p>
5	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>CAREGIVERS Volunteers Assisting the Elderly</p> <p>Services-Elderly Persons</p> <p>Services-Persons with Disabilities</p> <p>Public Housing Needs</p> <p>Requested \$17,500 to expand into Thousand Oaks. Agency currently serves the remainder of Ventura County with volunteer services to help elderly and frail seniors stay in their homes and avoid institutionalization. Outcome: No City funding but agency will seek other funding to assist 25 Thousand Oaks residents per year.</p>
6	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>CONEJO FREE CLINIC</p> <p>Services-Health</p> <p>Non-Homeless Special Needs</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$14,000 for 2016-17 in CDBG funds for Low-cost Medical Tests / Services for Non-Insured Households. Outcome: 1,813 persons will receive services annually.</p>
7	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>CONEJO RECREATION AND PARK DISTRICT (CRPD)</p> <p>Services-Children Other government - Local</p> <p>Non-Homeless Special Needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$8,000/annum (2016-17) in local SSEF funds for the Conejo Creek Condominiums Project: After-school tutoring and recreational activities for elementary school youth. Outcome: 306 low-income youth will benefit from program activities.</p>
8	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>Conejo Valley Affordable Housing Workgroup</p> <p>Services-homeless</p> <p>Homelessness Strategy</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>City collaborates with this local group that is affiliated with the Ventura County Continuum of Care Alliance, an umbrella organization that represents local agencies working to end homelessness in the county. Outcome: Continuum of Care funds assist 15 chronically homeless persons housed at Esseff Village Apts. and 13 chronically homeless persons housed at Richmond Terrace Apts.</p>
9	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p>	<p>Conejo Valley Village</p> <p>Services-Elderly Persons</p>

	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 \$3,000 in start-up funds and scholarship support for this new non-profit that seeks to match volunteers with seniors who need assistance to remain independent and to age-in-place in their homes. Outcome: No City funding but agency hopes to assist 125 City residents annually.
10	Agency/Group/Organization	Conejo Youth Employment Service (CYES)
	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?	Awarded \$3,000/annum for 2016-18 for this employment support program. The non-profit agency provides job skills analysis, resume writing, interview guidance and job leads for at-risk and low-income youth. Outcome: 135 youth will be served annually.
11	Agency/Group/Organization	County of Ventura
	Agency/Group/Organization Type	Service-Fair Housing 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?	The City collaborates with the County of Ventura and the Housing Rights Center of Los Angeles on a CDBG-funded (\$13,284 in 2016-17) Fair Housing Counseling Program. Outcome: Approximately 115 persons annually will receive services.

12	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. Outcome: 273 persons are served annually through the Ventura County Continuum of Care.
13	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?	Awarded \$8,000/2016 in CDBG funds for operation of the RAIN Transitional Living Center, a regional facility located in Camarillo, CA. Up to 70 residents plus all necessary services for adults & children, includes meals, counseling, transportation, case management, referrals to other services. Outcome: 4 Thousand Oaks residents will be assisted annually.
14	Agency/Group/Organization	Grey Law
	Agency/Group/Organization Type	Services-Elderly Persons

	<p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Non-Homeless Special Needs</p> <p>Awarded \$3,000/2016 in local SSEF funds to support legal services for seniors, focusing on aging-related issues. Outcome: 80 seniors will be assisted annually.</p>
15	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Habitat for Humanity of Ventura County</p> <p>Housing</p> <p>Non-Homeless Special Needs</p> <p>Requested \$117,000 for Habitats Preserve A Home Program that assists people to age in place in their homes by installing disabled access improvements. The program uses volunteer labor. Outcome: City is proposing a 2017 CDBG grant of \$56,779 for low-income rehabilitation program for very low-income owner-occupants.</p>
16	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Hospice of the Conejo</p> <p>Services-Children</p> <p>Services-Elderly Persons</p> <p>Services-Persons with Disabilities</p> <p>Non-Homeless Special Needs</p> <p>Awarded \$8,500/2016 for Grief Support Programs. Outcome: Up to 58 City residents will be assisted in 2017-18.</p>

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?	Awarded \$3,000 (SSEF funds) for 2-1-1 Helpline Telephone Referral Service to local non-profits. Outcome: 500 persons will be assisted through this program.
18	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?	Awarded \$5,000 (SSEF funds) for at-home medical and hospice services for very low-income persons by a registered nurse or nursing aide. Outcome: Up to 15 residents will be assisted in 2017-18.
19	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

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$13,000 (CDBG funds) for Senior Ombudsman Services (unannounced) to monitor levels of care at skilled nursing and other residential care homes. Outcome: 350 special needs persons receiving services.</p>
20	<p>Agency/Group/Organization</p>	<p>Lutheran Social Services of Southern California</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-homeless</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$19,907 (CDBG funds) for Emergency Assistance Program. Outcome: 200 persons will receive services in 2017-18.</p>
21	<p>Agency/Group/Organization</p>	<p>Manna Conejo Valley Food Bank</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$8,000 (SSEF funds) to support operations of the local community food bank. Outcome: An expected 3,200 persons will benefit in 2017-18. Manna is also recommended for \$220,000 for rehabilitation at 95 N. Oakview Drive, Thousand Oaks, CA 91362, the community new food bank site. Outcome: An estimated 3,400 persons/annually will be served.</p>
22	<p>Agency/Group/Organization</p>	<p>MANY MANSIONS</p>
	<p>Agency/Group/Organization Type</p>	<p>Housing</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Recommended for \$145,000 for energy efficiency upgrades at affordable, 26-unit Richmond Terrace Apts., 760 Warwick Avenue, Thousand Oaks, CA 91360. Outcome: Energy savings at 26 existing affordable housing units, including 13 units of permanent, supportive housing for disabled, formerly homeless.</p>
23	<p>Agency/Group/Organization</p>	<p>Our Community House of Hope</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Persons with Disabilities</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$7,000 (SSEF funds) to support a residential hospice facility that provides end-of-life care in a home-like setting . Outcome: Funding will provide end-of-life care for 3 terminally ill Thousand Oaks residents.</p>
24	<p>Agency/Group/Organization</p>	<p>Senior Alliance for Empowerment</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Elderly Persons</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Recommended for \$145,000 in CDBG funding for rehabilitation at 5 Mobile Home units. Outcome: Safety and security upgrades for at 5 owner/occupant, very low-income seniors, predominately female household heads.</p>
25	<p>Agency/Group/Organization</p>	<p>Senior Concerns, Inc.</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Elderly Persons</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded for \$19,846 in 2016 CDBG funds for the Senior Meals on Wheels Program. Outcome: 19 special needs persons will be served. Awarded \$9,846 in local SSEF funds for a senior Adult Day Care Program for special needs persons. Outcome: 175 persons/annually will be served. Awarded \$3,000 in local SSEF funds for the Senior Advocates Program offering comprehensive information and referral . Outcome: 54 seniors and their families will benefit from this program.</p>
26	<p>Agency/Group/Organization</p>	<p>Southeast Ventura County YMCA Conejo Branch</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$3,000 (SSEF funds) for scholarships for children swim lessons and water safety training. Outcome: An estimated 34 youth will be served.</p>
27	<p>Agency/Group/Organization</p>	<p>St Paschal Baylon Conference</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-homeless</p>

	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$10,000 (SSEF funds) to support emergency assistance to poor and homeless persons by a group of volunteers - no paid staff. Outcome: An estimated 100 special needs persons will be served.</p>
28	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>Temple Adat Elohim</p> <p>Services-homeless</p> <p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Requested \$3,000 (SSEF funds) for costs related to overnight shelter (one night weekly, December through March) and providing a hot evening meal for all comers. Anticipated Outcome: 150 persons receiving services.</p>
29	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>Rotary Club of Thousand Oaks</p> <p>Services-Health</p> <p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Awarded \$3,000 (SSEF funds) to partner with local free clinics to purchase vaccines and other needed medical supplies. City grant is eligible for matching funds from local and regional Rotary Clubs. Outcome: An estimated 56 persons will benefit.</p>
30	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>TURNING POINT FOUNDATION</p> <p>Services-Persons with Disabilities</p> <p>Services-homeless</p> <p>Homeless Needs - Chronically homeless</p> <p>Non-Homeless Special Needs</p> <p>Awarded \$3,000 (SSEF funds) to support Our Place Safe Haven, a 24-hour, 365-day residential and service delivery facility for mentally-ill and homeless persons in Ventura, CA. Outcome: 2 homeless, mentally ill Thousand Oaks residents will be served.</p>
31	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>UNITED CEREBRAL PALSY/SPASTIC CHILDREN'S FOUNDATION</p> <p>Services-Persons with Disabilities</p> <p>Non-Homeless Special Needs</p> <p>Awarded \$4,000 (SSEF funds) to support the paratransit services to community events by severely disabled persons confined to wheelchairs. Outcome: 15 residents of the local Cerebral Palsy residences will be served.</p>
32	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>United Way of Ventura County</p> <p>Regional organization</p> <p>Homelessness Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Provides coordination and leadership in collaboration with the Ventura County Continuum of Care Alliance for implementation of goals and objectives identified in the 10-Year Plan to End Homelessness in Ventura County. Outcome: Facilitation of activities to implement 10-Year Plan to End Homelessness in Ventura County.</p>
33	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Ventura Council of Governments</p> <p>Regional organization</p> <p>Homelessness Strategy</p> <p>Acts as the Interagency Council on Homelessness (IACH) and sets policy for implementation of the 10-Year Plan to End Homelessness in Ventura County. Outcome: Facilitation of activities to implement 10-Year Plan to End Homelessness in Ventura County.</p>
34	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>VILLA ESPERANZA</p> <p>Services-Persons with Disabilities</p> <p>Non-Homeless Special Needs</p> <p>Awarded \$3,300 (SSEF funds) for Employment training and services for persons with developmental disabilities. Outcome: 15 disabled persons will benefit from these services.</p>
35	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>Westminster Free Clinic</p> <p>Services-Health</p> <p>Non-Homeless Special Needs</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Awarded for \$14,000 in 2016 CDBG funds for Low-cost Medical Tests, Services for Non-Insured Households. Outcome: 1,466 persons receiving services.
36	Agency/Group/Organization	Women of Substance and Men of Honor
	Agency/Group/Organization Type	Services-Children Services-Education
	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?	Awarded \$3,000 for Leadership Training for at-risk youth in foster care, probation or homeless. Outcome: 5 youth better prepared to find and maintain housing and employment.

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 Force 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

Annual Action Plan
2017

Narrative (optional)

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

1. PY 2015-19 Consolidated Plan Needs Assessment – Administrative Hearing (9/29/14)

- 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 9/29/2014, the City of Thousand Oaks held a 2015-19 Consolidated Plan 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. The process culminated in the Countywide approval of the 2015-19 Ventura County Regional Consolidated Plan in April –May 2015.

2. Action Plan Needs Assessment (10/15/16 to 1/31/17)

- The City opened the 2017-18 CDBG Needs Assessment process on 10/15/2016 by posting a CDBG Request for Proposals (Application) on the City's website.
- The City's formal Needs Assessment public hearing was held on 12/14/2016 to accept public and stakeholder comments on the needs of the City's lower-income populations that could potentially be addressed with 2016-17 CDBG funds. Four speakers participated in the hearing, as described elsewhere in this document.
- The formal Needs Assessment period closed on 1/31/2017 with the receipt by the City of four PY 2017 CDBG applications. In addition, City staff met with a City resident (Lori Hartin) who is advocating for allowing persons with disabilities to be permitted to live in recreational vehicles in designated parking lots or on residential property.

3. Public Review of Draft 2017-18 Action Plan (Update to the 2015-19 Ventura County Regional Consolidated Plan)

The City provided this draft for 20-days of public review/comment from 6/22/17 to 7/11/2017. The document was posted to the City's website and a paper copy made available for public review at the Community Development Department public counter. In addition, paper or electronic

copies will be provided, on request, to any interested person. All comments received by the City pertaining to the Action Plan will be accepted and included as an exhibit to the final Action Plan. Five years of the City's CDBG documents are posted online for public review.

Pursuant to a 5/10/2017 HUD Memorandum, the 30-day public review and comment period for the 2017/18 CDBG Action Plan, as required by 24 CFR 91.105(b)(4) and 24 CFR 91.115(b)(4), is waived for 2017-18 only. The memorandum states, "The timing of the enactment of the 2017 appropriations act leaves insufficient time for grantees to complete the pre-submission or pre-amendment citizen participation and comment process before the 8/16/2017 deadline." As a result, HUD authorized a minimum 14-day calendar day comment period. The City's 2017 Action Plan public comment period was held from 6/22/2017 through 7/11/2017. All comments received will be included in the Public Comments section of this document.

4. City Council Public Hearing

Following 20 days of public review (June 22 - July 11, 2017) the draft PY 2017-18 CDBG Action Plan was reviewed by the Thousand Oaks City Council at a final public hearing at 6:00 p.m., Tuesday, July 11, 2017 to review and approve a final version of this Action Plan. Following the public hearing the City Council unanimously approved the Action Plan for submittal to HUD.

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 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. 2017-18 public review of action plan occurred June 22 through July 11, 2017.	Public review of 2015 Con Plan: 2 written responses were received as follows: a) Habitat for Humanity of Ventura County and b) Senior Alliance For Empowerment (SAFE).2017-18 Action Plan: All comments received will be included in final action plan.	All comments are accepted. See Appendices to Action Plan for comments to Action Plan 2017-18.	www.toaks.org

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	Public Meeting	Non-targeted/broad community	On September 13, 2016, the City Council held a duly noticed Public Hearing prior to consideration of the City PY 2015 Comprehensive Annual Performance & Evaluation Report (CAPER).	There was 1 public speaker at this public hearing. Following public comments, the City Council approved the PY 2015 CAPER report by a unanimous (5-0) vote.	All comments were accepted.	www.toaks.org

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	Public Hearing	Non-targeted/broad community	<p>4 persons attended the City December 14, 2016 Needs Assessment public meeting & administrative hearing in the Board Room. Three (3) persons provided public comments, as shown in the summary column herewith.</p>	<p>G. McGehee, Area Housing Authority thanked City for support for multi-unit rehab. 2. J. Schwabauer, Manna, requested CDBG funds for new food bank location. 3. K. Goodspeed, Senior Alliance for Empowerment, requested CDBG funds for single-family rehab at mobile homes owned, occupied by very low-income seniors. 4. S. Dwyer, Habitat for Humanity of VC, requested CDBG funds for the Preserve A Home program.</p>	<p>All comments were accepted.</p>	<p>www.toaks.org</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)
4	Public Hearing	Non-targeted/broad community	A final public hearing opportunity for the 2017-18 CDBG Action Plan was held at the July 11, 2017 City Council meeting.	A summary of public comments received is provided under the Citizen Participation portion of this report.	All comments were accepted.	www.toaks.org

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	Newspaper Ad	Non-targeted/broad community	The City will provide at least 14 days prior notice to CDBG-related public hearings or public review periods, as follows: (1) a Legal Notice in the Ventura County Star; and (2) a Display Ad in the Thousand Oaks Acorn, a free newspaper widely read by Thousand Oaks residents. (In the most recent City survey, respondents named the Thousand Oaks Acorn as their number 1 source for City news.)	A summary of comments will be provided under the (Citizen Participation) portion of this report.	All comments will be accepted.	www.toaks.org

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 Remainder 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	557,958	0	204,105	762,063	1,200,000	Multi-Unit and Single-Unit Housing Rehab, Public Facility 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

In PY 2017, up to 15% of the CDBG entitlement grant (\$83,693) for public & social services will leverage \$100,646 from the City's Social Services Endowment Fund (SSEF) to increase the budget for grants to local non-profit agencies providing essential services to low-income persons and households to \$184,339.

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 2017 budget.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Public Facilities	2015	2019	Non-Housing Community Development		Improve Public Facilities	CDBG: \$220,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3400 Persons Assisted
2	Improve Quality of Housing	2015	2019	Affordable Housing		Improve Quality of Housing	CDBG: \$362,674	Rental units rehabilitated: 26 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit
3	Provide Non-Homeless Supportive Services	2015	2019	Non-Homeless Special Needs		Provide Non-Homeless Supportive Services	CDBG: \$83,693	Public service activities other than Low/Moderate Income Housing Benefit: 4000 Persons Assisted
4	Planning and Administration	2015	2019	Administration		Fair Housing Opportunity Planning and Administration	CDBG: \$111,591	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Public Facilities
Goal Description	<p>03, Public Facilities and Improvements: Renovation of interior space at 95 Oakview Drive, Thousand Oaks, CA 91362 for use as expanded Community Food Pantry; Food Warehouse, Client In-Take area, Classroom Space, and Administration.</p> <p><u>Proposed Subrecipient:</u> Manna Conejo Valley Food Bank; Non-Profit 501-c-3 organization; P.O. Box 1114, Thousand Oaks, CA 91358. Organization DUNS Number: 617749452. PY 2017 CDBG Funds: \$220,000 including \$200,000 for improvements and \$20,000 for project management, Federal Wage Compliance. National Objective: Low/Mod Clientele (LMC); Serves 3,400 Persons Annually. IDIS Objective/Outcome: Suitable Living Environment = Accessibility/Accessibility (SL-1)</p>	

2	<p>Improve Quality of Housing</p> <p>Goal Description</p> <p>14A Rehab; Single-Unit Residential: Renovation of 5 Mobile Homes and 5 Single-Family Units to benefit very low-income owner/occupants who are primarily seniors.</p> <p><u>Proposed Subrecipient A:</u> Senior Alliance for Empowerment, 234 Dinsmore Avenue, Thousand Oaks, CA 91362. Organization DUNS Number: 041568438. PY 2017 CDBG Funds: \$145,000 for improvements. National Objective: Low/Mod Housing (LMH); 5 Units Rehabbed. <u>IDIS Objective/Outcome: Decent Housing = Sustainability (DH-3).</u></p> <p><u>Proposed Subrecipient B:</u> Habitat for Humanity of Ventura County, 1850 Eastman Avenue, Oxnard, CA 93030. Organization DUNS Number: 123202264. PY 2017 CDBG Funds: \$60,352 for health and safety repairs/improvements at 5 single-family units, owner/occupied by very low-income persons. National Objective: Low/Mod Housing (LMH); 5 Units Rehabbed. <u>IDIS Objective/Outcome: Decent Housing = Sustainability (DH-3).</u></p> <p>14B, Multi-Unit Residential: Renovation of 26 affordable rental units to benefit low-income occupants, including 13 units restricted to persons with disabilities, and/or formerly homeless persons.</p> <p><u>Proposed Subrecipient C:</u> Many Mansions (non-profit housing corporation), 1259 E. Thousand Oaks Boulevard, Thousand Oaks, CA. Organization DUNS Number: 168672236. PY 2017 CDBG Funds: \$145,000 for improvements; Subrecipient to be responsible for project administration and Federal prevailing wage compliance. National Objective: Low/Mod Housing (LMH); 26 Units Rehabbed. <u>IDIS Objective/Outcome: Decent Housing = Sustainability (DH-3).</u></p>
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Goal Name	Provide Non-Homeless Supportive Services
Goal Description	<p>Public/Social Services: Operational grants to 6 local, non-profit agencies providing critical public/social services to low-income persons. 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/Outcome: Low/Mod Clientele (LMC). IDIS Objective/Outcome: Suitable Living Environment = Availability/Accessibility (SL-1).</p>
	<p><u>Subrecipient A: Lutheran Social Services of Southern California, 80 E. Hillcrest Drive, #101, Thousand Oaks, CA 91360. Organization DUNS Number: 198953929. PY 2017 CDBG Funding: \$16,686 for the Emergency Services Program(Assistance for persons in poverty including rent/utility/mortgage assistance; vouchers for food, clothing, gas, bus transportation; medical and dental. The program will serve 200 unduplicated persons in PY 2017.) Matrix code 05Q.</u></p>
	<p><u>Subrecipient B: Senior Concerns, 401 Hodencamp Road, Thousand Oaks, CA 91360. Organization DUNS Number: 829531557. PY 2017 CDBG Funding: \$19,316 for the Meals on Wheel Program (Delivery of a hot lunch and a cold evening snack for homebound seniors, 365 days a year. 175 unduplicated City residents will be served during PY 2017.) Matrix code 05A.</u></p>
	<p><u>Subrecipient C: Conejo Free Clinic, 80 E. Hillcrest Drive, Thousand Oaks, CA 91360. Organization DUNS Number: 170938328. PY 2017 CDBG Funding: \$13,626 for the Medical Services Program (Exams, lab tests, immunizations, medication, etc. for persons lacking health insurance or ability to pay for services. vAn estimated 1,813 persons will be served in PY 2017.) Matrix code 05M.</u></p>
	<p><u>Subrecipient D: Westminster Free Clinic, 5560 Napoleon Drive, Oak Park, CA 91377 (Not Service Site. Organization DUNS Number: 141256771. PY 2017 CDBG Funding: \$13,626 for the Economic Response Program (Medical services, education, and advocacy for very low-income persons and no other access to care. 1,466 unduplicated City residents will be served during PY 2017. Matrix code 05M.</u></p>

	<p>Subrecipient E: Long Term Care Services of Ventura County, 2021 Sperry Avenue, # 35, Ventura, CA 93303. Organization DUNS Number: 016938784. PY 2017 CDBG Funding: \$12,653 for the Senior Ombudsman Program (unannounced visits (weekly, monthly) to ensure vulnerable clients in residential care are receiving quality treatment; advocacy for clients who need assistance. Will serve 350 persons in 3 skilled nursing facilities during the program year.) Matrix code 05A.</p> <p>Subrecipient F: County of Ventura, Human Services Agency, 855 Partridge Drive, Ventura, CA 93003. Organization DUNS Number: 176041101. PY 2017 CDBG Funding: \$7,786 for the RAIN Transitional Living Center (Transitional housing, case management, and supportive services for 4 families from Thousand Oaks during the program year. Matrix code 03T.</p>
	<p>4 Goal Name Planning and Administration</p>
	<p>Goal Description 21A General Program Administration: Recover a portion of City costs to manage CDBG program (\$97,591) and Fund a Fair Housing counseling program in partnership with the County of Ventura and the Housing Rights Center of Los Angeles (\$14,000).</p>

Projects

AP-35 Projects – 91.220(d)

Introduction

As a result of needs identified during the City’s 2017-18 Needs Assessment public hearing (12/14/2016) and based on the written applications submitted to the City by January 31, 2017, the City’s Draft PY 2017 Action Plan proposes CDBG funding for the following activities:

- Improve Public Facilities, [03]; Renovation of Community Food Bank, \$220,000
- Single-Family Residential Rehabilitation, [14A]; single-Family Units, \$201,779
- Multi-Unit Residential Rehabilitation, [14B]; Affordable, Multi-Unit Housing; \$145,000
- CDBG Program Administration, [21A]; \$111,591
- Public/Social Services (General), [05]; \$83,693

Projects

#	Project Name
1	2017 Public Facility and Improvements - Manna
2	2017 Single-Family Residential Rehabilitation - SAFE
3	2017 Single-Family Residential Rehabilitation - Habitat for Humanity
4	2017 Multi-Unit Residential Rehabilitation - Many Mansions
5	2017 Public/Social Services Grants
6	2017 CDBG Program Administration

Table 7 - 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 \$4 million 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

1	Project Name	2017 Public Facility and Improvements - Manna
	Target Area	
	Goals Supported	Improve Public Facilities
	Needs Addressed	Improve Public Facilities
	Funding	CDBG: \$220,000
	Description	Manna Food Bank: [03] Public Facilities and Improvements (General) Renovations at new site of community food bank. Improvements will provide for increased accessibility, capacity, and sustainability of the community primary food bank
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Manna estimates benefits to 3,400 persons annually.
	Location Description	95 Oakview Drive, Thousand Oaks, CA 91362; Census Tract 71, Block Group 02.
	Planned Activities	Interior renovations for new food pantry, food warehouse, client intake center, classroom space and administration. Includes architectural design, engineering specification, materials and project labor at Federal prevailing wage rates.

2	Project Name	2017 Single-Family Residential Rehabilitation - SAFE
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: \$145,000
	Description	Senior Alliance for Empowerment (SAFE), [14A], Single-Unit Rehabilitation at Mobile Home Parks; Critical repairs and rehabilitation of mobile home coaches owned/occupied by very low-income seniors.
	Target Date	6/30/2018

Estimate the number and type of families that will benefit from the proposed activities	Estimated 5 very low-income senior owner/occupants will benefit from this activity.
Location Description	Senior mobile home parks in Thousand Oaks: Ranch, Thunderbird Oaks, Vallecito, Ventu Estates and Ventu Villas Mobile Home Parks
Planned Activities	Repairs and replacement of Roof, HVAC, Electrical, Plumbing, Coach Leveling, Earthquake Bracing, Windows, and Doors.

3	Project Name	2017 Single-Family Residential Rehabilitation - Habitat for Humanity
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: \$56,779
	Description	Habitat for Humanity Preserve-A-Home Program: [14A], Single-Unit Rehabilitation, Repairs and improvements at single-unit residences owned/occupied by very low-income persons.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	5 very low-income owner/occupants of single-unit residences needing repair.
	Location Description	Citywide in Thousand Oaks.
Planned Activities	Critical improvements to allow low and very low-income owner-occupied units. Potential improvements include windows, door, fixture replacement, flooring, plumbing, electrical, walk-in shower, grab bars, and wheelchair ramps.	

4	Project Name	2017 Multi-Unit Residential Rehabilitation - Many Mansions
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing

Funding	CDBG: \$145,000
Description	Many Mansions: [14B] Multi-Unit Residential Rehabilitation, Richmond Terrace Apartments Improvements at housing complex restricted to low-income renters.
Target Date	6/30/2018
Estimate the number and type of families that will benefit from the proposed activities	26 low-income households, including 13 households with permanent supportive services.
Location Description	Richmond Terrace: 760 Warwick Ave, Thousand Oaks, CA 91360; Census Tract 68, Block Group 3.
Planned Activities	Replacement of single-pane, sliding glass patio doors with double-pane, energy efficient models.

5	Project Name	2017 Public/Social Services Grants
	Target Area	
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: \$83,693
	Description	[05] Public/Social Services Grants; Operational grants to support 6 local, non-profit organizations providing essential services to persons and households at risk homelessness.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	4,000 persons are estimated to benefit from this activity persons are estimated to benefit from this activity.
	Location Description	Service delivery points Citywide in Thousand Oaks.

Planned Activities	<p>Operational grants to the following non-profit providers and activities to benefit primarily low-income persons at-risk for homelessness:</p> <ul style="list-style-type: none"> - Lutheran Social Services: \$16,686 for Emergency Services Program - Senior Concerns: \$19,316 for Meals on Wheels Program - Conejo Free Clinic: \$13,626 for Medical Care for the Uninsured - Westminster Free Clinic: \$13,626 for Medical Care for the Uninsured - Long Term Care: \$12,653 for the Senior Ombudsman Program - County of Ventura: \$7,786 for the RAIN Transitional Living Center
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6	Project Name	2017 CDBG Program Administration
	Target Area	
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$111,591
	Description	Use of 20% of the 2017 CDBG entitlement to reimburse City for a portion of its costs to implement and manage the CDBG program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 7,400 lower-income City residents will benefit from the City's CDBG-funded activities.
	Location Description	Citywide in Thousand Oaks.
	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, administration of grant funds for CDBG activities of Residential Rehabilitation, Public Facility Renovation, Public Social Services.

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

Census Tract 5909, Block Group 1: Ventu Estates Mobile Home Park and Ventu Villas Mobile Home Park, Single-Unit Rehabilitation

Census Tract 6800, Block Group 3: Richmond Terrace Apartments, Multi-Family Rehabilitation

Census Tract 7000, Block Group 1: Human Services Center (“Under One Roof”) as services delivery point for: Conejo Free Clinic, Lutheran Social Services

Census Tract 7100, Block Group 1: Ranch Mobile Home Park, Single-Unit Rehabilitation

Census Tract 7100, Block Group 2: Manna Food Bank Renovation, 95 Oakview Drive; Thunderbird Oaks Mobile Home Park Single-Unit Rehabilitation

Citywide: Some activities will qualify for CDBG funding based on beneficiary income, not on location inside a low-mod income block group. These include Habitat for Humanity Preserve-A-Home Single-Unit Rehabilitation; Vallecito Mobile Home Parks Single-Unit Rehabilitation; Long Term Care Ombudsman at 3 skilled nursing care facilities.

The Westside Neighborhood Revitalization Strategy Area, as described in Geographic Distribution is not in located in Thousand Oaks and is not related to the 2016 Action Plan.

Geographic Distribution

Target Area	Percentage of Funds
Westside Neighborhood Revitalization Strategy Area	0

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

According to the American Community Survey Data (2006-2010) and 2014 Exception Percentage of 36.66% for the City of Thousand Oaks, the above listed census tract block group locations are inside CDBG-eligible areas. Activities located outside low-mod block groups, qualify for CDBG funding based on beneficiary income.

Discussion

All sites selected for CDBG funded activities in 2017-18 are located within HUD-designated low-income block groups or qualify based on beneficiary income.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

PY 2017 one year goal will be to serve non-homeless, low-income households, as follows: 5 units at various mobile home parks; 5 units at single-family units Citywide; and 26 units of multi-unit housing at the Richmond Terrace Apartments. These 26 affordable apartment units include 13 units with permanent supportive housing services for persons with special needs.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	23
Special-Needs	13
Total	36

Table 9 - 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	36
Acquisition of Existing Units	0
Total	36

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Proposed CDBG grant(\$145,000) to Senior Alliance for Empowerment (SAFE) will rehab 5 (estimated) low-income, single-family, senior owned/occupied units located at Thousand Oaks mobile home parks.

Proposed CDBG grant (\$56,779) to Habitat for Humanity of Ventura County (Habitat) will rehab 5 low-income, single-family units located at sites to be selected, Citywide.

Proposed CDBG grant (\$145,000) to Many Mansions will rehab 26 units of low-income, multi-family housing, including 13 units for persons with special needs.

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

The Area Housing Authority (AHA) has not requested CDBG funds for the period 2017-18. Therefore, no PY 2017 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)
- Garden View Terrace Apartments, 1972-2026 Los Feliz Drive (Census Tract 71, Block Group 1)

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

Introduction

The City's PY 2017 Action Plan includes an activity to rehabilitate 13 units with permanent supportive housing for persons with special needs, located at the Richmond Terrace Apartments.

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, 80 E. Hillcrest Drive, Thousand Oaks, 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.

The City supports the County of Ventura RAIN Transitional Housing Facility, a regional facility that serves Thousand Oaks and other areas. In 2017, the City will support RAIN with a grant of CDBG funds.

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 Lutheran Social Services, 80 East Hillcrest Drive, #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, 1425 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.

AP-75 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:

See above.

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. The PY 2017 Action Plan describes the third year of the 5-year Consolidated Plan period (2017-18).

Actions planned to address obstacles to meeting underserved needs

Housing Rehabilitation: With insufficient resources to construct new affordable housing units, the City's # 1 priority is to preserve existing affordable multi-family and single-family units through residential rehabilitation programs.

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 2017-18, through its Subrecipient, the Senior Alliance for Empowerment (SAFE), the City will use CDBG funds to rehabilitate 5, low-income, mobile homes occupied by very low-income seniors at 5 mobile home parks.
- Through its subrecipient, Habitat for Humanity, the City will rehabilitate an additional 5 single-family units, owned/occupied by very low-income households, Citywide.
- Finally, through its Subrecipient Many Mansions, the City will rehabilitate 26 units of low-income, multi-unit housing located at the Richmond Terrace Apartments, including 13 units with permanent, supportive services for persons with special needs.

Actions planned to reduce lead-based paint hazards

As described in the 2015-19 Ventura Regional Consolidated Plan, SP-65 Lead-based Paint Hazards - 91.215(i), the Childhood Lead Poisoning Prevention Program (CLPPP), a department of Ventura County Health Care Agency, Public Health Department, provides services and information to County residents regarding childhood lead exposure and prevention.

There is no lead-based paint in any publicly 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 options to 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 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

To preserve, repair and rehabilitate local affordable, single-family and multi-family, rental units the City works closely with:

- the Area Housing Authority of the County of Ventura (AHA);
- non-profit affordable housing provider Many Mansions;
- the Senior Alliance for Empowerment (SAFE); and
- Habitat for Humanity of Ventura County

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:

2017 Monitoring Activities: For this Action Plan, the City will conduct monitoring on CDBG-funded sub-recipients. Items for review are based on the CDBG contract and CDBG monitoring checklist (Exhibit 3-16, Guide for Review of Sub-recipient/Community-Based Development Organization Management). The City will monitor for CDBG compliance, good performance, and generation of 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 \$1,093; 1-BR \$1,317; 2-BR \$1,762; 3-BR \$2,490 as of 10/1/2016.

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 will spend 80% of PY 2017 CDBG funds for activities that benefit persons of low and moderate income. The City does not expect its Subrecipients to generate program income in PY 2017 however, the City will monitor its PY 2017 CDBG-funded activities for the potential generation of program income.

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%

City of Thousand Oaks
2017-18 Action Plan
Grantee's Unique Appendices

2017-18 Requests for CDBG Funding –Housing and Public Facility Improvements

Manna: Renovation of new community food bank at 95 Oakview Drive

Request: \$250,000;

Recommendation: \$220,000

Senior Alliance for Empowerment (SAFE): Single-Family
Rehabilitation for Lower-Income Mobile Home Households

Request: \$770,750;

Recommendation: \$145,000 for estimated 5 units

Habitat for Humanity of Ventura County: Single-Family
Rehabilitation for Lower-Income Households, Citywide

Request: \$117,820;

Recommendation: \$56,779

Many Mansions: Multi-unit Rehabilitation for Lower-Income Households
at Richmond Terrace Apartments

Request: \$153,750;

Recommendation: \$145,000 for 26 units, including
13 special needs households

RECEIVED

12/23/2016



**CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT**

December 23, 2016

Ms. Caroline Milton
Community Development Department
City of Thousand Oaks
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

Dear Ms. Milton,

Thank you for the opportunity to submit our CDBG grant proposal for your review. As requested, we have enclosed one original application form and one copy of the narrative questions for review.

Since 1971 Manna has been serving those in need from around the Conejo Valley. What started out as a grassroots enterprise has grown to become an integral basic service in the community and the Conejo Valley's oldest and most respected food pantry.

Hunger in the Conejo valley is hard to imagine, but it does exist. In fact, 1 in 6 people in our area struggle with hunger every day; each month 40% of families make the difficult decision of whether to buy food or pay their rent or mortgage and more than 1/3 of households who visit our food pantry have one or more adults who work. Seniors who live on a fixed income have a more difficult time making ends meet.

The situations that bring a family to Manna are as diverse as the people themselves. It may be a family man who has lost his job, a couple whose combined income no longer covers basic household expenses or seniors whose retirement has shrunk while the cost of living goes up.

The sad truth is that the length of our economic stresses is crushing many segments of society, forcing people to choose between buying food and paying for other basic needs. This number has steadily increased over the last few years and will continue to climb as the cost of feeding a family goes up.

Manna is here to help family's bridge the gap between putting a warm hearty meal on the table and going without. But, we cannot carry out our mission "To feed hungry people in the Conejo Valley" without the support of the community. It is only through generous supporters and grant makers, like the City of Thousand Oaks, that we are able to continue serving our most vulnerable citizens and move our organization forward in the fight against hunger.

Thank you again for your past support of Manna, where "Neighbors Feeding Neighbors" is a daily reality.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Schwabauer".

Jennifer Schwabauer
Executive Director

City of Thousand Oaks FY 2017-18 CDBG Project Proposal

Name of Organization: **Manna, Conejo Valley Food Distribution Center, Inc.**
 Project Name: **New facility purchase and renovation**
 CDBG Funds Request: **\$ 250,000** Unduplicated Program Goal and Type (ex. 100 people): **3,400 people annually**
 Project Description Summary: **Building purchase and renovation of property to be converted into a food pantry, food warehouse, client in-take area, educational classroom and administrative offices.**
 Project Site Address: **95 Oakview Drive, Thousand Oaks, CA 91362**

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:		3020 Crescent Way, Thousand Oaks, CA 91362			
Project Manager & Title:		Jennifer Schwabauer, Executive Director			
Phone Number:	805-497-4959	E-mail:	director@mannaconejo.org	Organization's DUNS #: (Required)	617749452
<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 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: Jennifer Schwabauer	Title: Executive Director
Signature: 	Date: December 23, 2016

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



City of Thousand Oaks

2017-18 CDBG Project Proposal

The project to which Manna is applying for funding is not just a new home for Manna, but an unbelievably transformative project that will not only improve Manna and its operations, but the community as well; bringing people together to change the lives of our friends and neighbors in need.

- A. **Project Description:** Manna is requesting \$250,000 in CDBG project funds to be used towards the new facility purchase and renovation of the property located at 95 Oakview Drive, Thousand Oaks; to be utilized as a Community Food Pantry, with a food warehouse, client intake area, classroom area and administrative space.

Manna closed escrow on the above property in August 2016. Terms of the escrow stipulate an option for the church (previous owners) to "rent back" the property pending completion of renovations to their new facility. The rent back option has been exercised.

Estimated departure date of the church is April 2017, at which point Manna will take full possession, and perform renovations to create the Community Food Pantry, the food warehouse area, and improvements to the administrative and classroom area of the building will begin. Upgrades to current zone compliances will also be made during the renovation period. We estimate that Manna will be fully operational in the new facility in late 2017 or early 2018.

Manna will provide updates to the CDBG grant committee as the project proceeds.

- B. **Organization Description:** Contact information: Jennifer Schwabauer, Executive Director; DUNS: 617749452.

Manna is a 45-year-old independent, single location food pantry whose main mission is to "feed hungry people in the Conejo Valley" by providing food assistance to those who are food insecure. Our goal is to continually provide clients with a stable supply and wide variety of perishable and non-perishable foods.

At the close of our 2015/2016 fiscal year, 1,119 unduplicated families, representing 3,380 individuals, were served through the pantry. Over 2,400 food donations had been received during the same fiscal year, totaling 316,566 pounds of food; the equivalent of more than 253,000 meals. An estimated 34% of food donations were fresh fruits and vegetables. Over 96% of the food Manna distributes is donated by the community and grocery store partners.

Manna is managed by a non-profit professional with 15 years experience in non-profit work and 15 years working with for-profit companies. A 9-person Board of Directors from throughout the local business community sets the overall policies and direction of Manna, while a certified public accounting firm manages all of Manna's accounting and tax needs. Over 100 volunteers work with Manna in the pantry, with clients, in the warehouse, on community outreach events and in advocacy for Manna.

Manna has a long history of fiscal responsibility and financial stability, working hard to manage expenses, increase income and maintain a significant reserve account to weather financial fluctuations. Manna has posted annual net income gains of 15% to 20% for the past ten years, which enabled Manna to make a 30% down payment on the property purchase while maintaining a substantial operating account. Currently, we are tracking a 10% increase in monetary gifts for the year, although. We anticipate ending the fiscal year with a larger increase as we move through the busy holiday giving season, and taking into consideration the outstanding large gifts yet to be received. Administrative Costs remain at less than 10%.

In April 2016 Manna launched a \$2.5 million Capital Campaign. By May, 100% of board members had had made financial commitments. To date, 28% of the goal amount has been received or pledged.

- C. Magnitude of Benefit to persons of low/moderate income: 100% of Manna's client families are low- to moderate-income. Each client family receives approximately 2-week's worth of food assistance during each pantry visit and benefit from the healthy variety of wholesome fruits and vegetables they receive. Clients also benefit when they can redirect financial resources to other important household expenses like rent, mortgage, utilities, insurance, etc., creating a more stable household and preventing a slide into homelessness.

Manna's new home will significantly broaden and strengthen the food insecurity safety net for the vulnerable in our community, with:

- A facility four times larger than our current space that offers vastly improved access.
- A comfortable and inviting client intake and waiting area.
- On-site storage and inventory management for highly variable food stocks.
- Pantry design that allows for more efficient client flow.
- Covered, secure food delivery area.
- Commercial cold storage to safeguard valuable refrigerator/freezer items.
- Staff office space.

- Classroom/conference space for volunteer trainings, client classes, staff and board meetings.

The new facility will enable us to:

- Double the frequency of food distribution to pantry clients from once to twice per month.
- Extend pantry distribution hours, one day a week, to accommodate working clients.
- Serve more clients in the pantry at any given time.
- Reduce stress and support the dignity of our clients with shorter wait times and an environment that is sensitive to their emotional as well as basic needs.
- Partner with other organizations to provide home delivery for homebound low-income seniors.

- D. **Documenting Beneficiary Eligibility:** Each client of the Pantry is required to fill out and sign a "Client In-Take" form, which provides contact information, family member demographics, gross household income and other assistance program usage. Client information and each pantry visit are tracked in a client database specifically designed for food banks and food pantries.

Outreach to potential new clients is made through a network of local social service agencies, such as LSS and Many Mansions. Other outreach includes efforts through churches, schools, youth organizations, such as the Boys & Girls Clubs and YMCA, the senior center, community events, and through articles in The ACORN. Manna is constantly informing organizations and people we come in contact with about our presence and our goal to help struggling families.

Eligibility for the low-income senior delivery program will rely on the screening protocols set in place by the partner organization(s), however, once a senior is identified and qualified to participate in the program, they will be tracked through Manna's client database.

Partnership arrangements for the senior delivery program are still in the formative stage.



SAFE

Senior Alliance For Empowerment

*Kathryn Goodspeed, President
Gayle Honings, Vice President
Margaret Riggs, Secretary
James Wolf, Treasurer
Victor Arriaga, Jr., Board Member*

January 30, 2017

Community Development Department
City of Thousand Oaks
2100 thousand Oaks Blvd.
Thousand Oaks, CA 91362

Attn: Caroline Milton, Senior Analyst
Ref: 2017 CDBG Grant Application

RECEIVED

1/30/17

**CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT**

Dear Caroline,

Thank you again for your good advice and the opportunity to apply for the 2017 CDBG program.

We are excited by the response as the word has definitely made the rounds. Obviously there is a great need among the elderly low income population. It may be that we end up with the applicant choosing the single most critical need as it appears some just provided a wish list. We have also received a request from a low income home owner as well and have included this in the budget.

We wish to dramatically shorten the timeline and reduce stress on the old folks as well. Therefore, we are proposing to actively review the applicant's confidential qualifications instead of simply passing the information through.

We are looking forward to the possibility of helping with the many needs of our self supporting low income elderly. Please feel free to contact us at any time with any questions you may have.

Respectfully submitted,

Kathryn Goodspeed, President

Name of Organization:				SENIOR ALLIANCE FOR EMPOWERMENT (aka SAFE)			
Project Name:				Energy efficiency, health & safety for low income elderly			
CDBG Funds Request:		\$ 770,750.00		Unduplicated Program Goal and Type (ex. 100 people):			
Project Description Summary:		Provide energy savings, health and safety needs for self supporting very low income elderly					
Project Site Address:		5 senior mobile home parks in the City of Thousand Oaks					
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:		234 Dinsmore Avenue, Thousand Oaks, CA 91362					
Project Manager & Title:		Kathryn Goodspeed, President					
Phone Number:		805/494-0087		E-mail:		senioralliance4elderly@hotmail.com	
				Organization's DUNS #: (Required)		041568438	
City to complete should enter 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 Disbursement:		<input type="checkbox"/> Agency Not Listed on the Federal Disbursement		Date of Report _____			
IDIS Objective: (check one box)		<input type="checkbox"/> Availability/Accessibility (1)		IDIS Outcome: (check one box)		<input type="checkbox"/> Decent Housing (DH)	
		<input type="checkbox"/> Affordability (2)				<input 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: Kathryn Goodspeed				Title: President			
Signature: <i>Kathryn Goodspeed</i>				Date: 1/30/2017			

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

TOTAL NEEDS BUDGET

PROJECT	REQUESTS	ESTIMATED COST
Windows	62	\$406,900
Roofs	30	\$200,700
Leveling	22	\$15,000
Heating & A/C	27	\$126,000
Electrical	19	\$18,150
Administration	*	\$4,000
TOTAL OF NEEDS	160	\$770,750

* **SAFE is a 100% volunteer nonprofit. Administrative costs are only for mandatory compliance, permits, paper and ink. Costs are not expected to exceed \$4,000.00**

TOTAL RESIDENT APPLICATIONS = 95
TOTAL PROJECT NEEDS = 160

Asbestos inspection.

Asbestos has been outlawed in the manufacture of mobile homes prior to the build of homes within this project. This project involves only mobile homes. Nevertheless, mobile homes are inspected for environmental hazards before any work begins. If any required abatement is not within the scope of this budget, SAFE will apply to other sources for remedies.

LEVERAGING

Since no volunteer labor will be utilized, the value of leveraging is not included in the scope of this application. Therefore, cost estimates reflect market pricing.



NOTES TO COST ESTIMATE SPREAD SHEET

COST ESTIMATES

Windows, Roofs and Furnace-A/C are based upon 2016 bidder estimates and carry a very high confidence level.
Leveling costs confirmed by phone with contractors and carry a very high level of confidence.
Electrical costs are strictly a guess as the extent is not known until inspection.
Base is one 8 hour day plus a small supply cost.

Estimates include permitting and Davis-Bacon labor rates.

LOCATIONS

Thunderbird Oaks Mobile Home Park
2501 Thunderbird Drive, Thousand Oaks, CA 91362

Vallecito Mobile Estates
1251 Old Conejo Road, Newbury Park, CA 91320

Ventu Villa Mobile Home Park
26 Ventu Park Rd., Newbury Park, CA 91320

Ventu Estates Mobile Home Park
50 Ventu Park Rd., Newbury Park, CA 91320

Ranch Mobile Home Park
2193 Los Feliz Ave., Thousand Oaks, CA 91362

Private House
2727 Tennyson, Thousand Oaks, CA 91360

DEMOGRAPHICS

Age Range 62 to 95
Average age 78
Approximately 80% Female

Project Description

Senior Alliance For Empowerment, hereinafter SAFE, focuses on the needs of seniors, elderly and aged 62 years and older, with special emphasis on those of very low and extremely low income, who are struggling to remain self sufficient along with those who are disabled.

The demographic of this population consists mostly of elderly women, many from the "Greatest Generation", who were systematically shut out of employment which could provide for retirement and are left with meager Social Security payments as their primary or sole income source.

The highest concentration of this group reside in senior mobile home parks. where housing costs are lower than within the general housing market. Therefore, SAFE has undertaken a survey of the five major parks within the City.

These include:

- Thunderbird Oaks
- Vallecito
- Ventu Estates
- Ventu Villa
- Ranch

Age range is 62 to 95 years with a total population average of 78 years.

This population is largely self supporting but lacks the resources to maintain their homes in an energy efficient, healthful and safe condition. For example, an elderly very low income resident receiving the average \$1,250/month social Security would be devastated with the \$5,000 cost of a new furnace.

The primary focus of the project is to provide energy savings, health and safety needs. These include the following needs which are beyond the financial means of the target demographic:

WINDOWS. New windows to be dual pane, low E, weather stripped, easy open and close and latched securely. SAFE to approve product and manufacturer prior to placement of any purchase order.

ROOFING. New roofs. Aluminum roofing to be 24 gauge with white baked on enamel finish. Including new jacks, caps and flashings for all protrusions. New 2" polystyrene insulation over entire roof area. Full perimeter framing and proper eave flashings. Some mobile homes with adequate pitch can be fitted with asphalt shingle roofing. All roofing to be to applicable codes and manufacturer's specifications.

Project Description (continued)

LEVELING. Leveling prevents structural damage which can lead to stress on gas, electrical and water lines in addition to the structure itself.

FURNACES. Also called heaters. Remove and replacement of furnace with typical 70,000 BTU Coleman downdraft furnace or equivalent. All ductwork, gas and electrical connections to be inspected and replaced if necessary. New furnace design provides considerable energy savings.

ELECTRICAL. Electrical problems can be most dangerous and are a priority in the active construction phase. Cost estimates cannot be known without inspection. An allowance for 8 hours plus minor supply costs has been budgeted.

All work is to be done by licensed contractors. Furnaces, roofs, and windows require permits and require after installation inspection and approval from the State's Housing and Community Development Department (HCD).

**NUMBER OF HOMES BY NEEDS
2017 HUD/CDBG SURVEY**

	Windows	Roof	Leveling	Heating & A/C	Electrical
Thunderbird Oaks	19	10	10	11	10
Vallecito	30	12	10	11	8
Ventu Villa	2	1	0	0	0
Ventu Estates	1	1	0	0	0
Ranch	9	6	2	5	1
Private Home	1	0	0	0	0
Grand Total	62	30	22	27	19

	Windows	Roof	Leveling	Heating & A/C	Electrical
Thunderbird Oaks	\$ 127,300	\$ 69,500	\$ 7,000	\$ 51,500	\$ 9,150
Vallecito	\$ 201,000	\$ 83,400	\$ 7,000	\$ 52,000	\$ 8,000
Ventu Villa	\$ 13,400	\$ 6,950	\$ -	\$ -	\$ -
Ventu Estates	\$ 6,700	\$ 6,950	\$ -	\$ -	\$ -
Ranch	\$ 49,500	\$ 33,900	\$ 1,000	\$ 22,500	\$ 1,000
Private Home	\$ 9,000	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 406,900	\$ 200,700	\$ 15,000	\$ 126,000	\$ 18,150
	Sum of all = \$ 766,750				

Source: SAFE
 Senior Alliance For Empowerment
 January 2017

2017 HUD/CDBG NEEDS SURVEY
 CITY OF THOUSAND OAKS, CALIFORNIA

Last Name	First Name	Space Number	Address	Phone	Windows	Roof	Leveling	Heating A/C	Electrical	Needs Description	Home Width	Ages
H Branick	Christine	79	143 Comanche	367-0860	\$ 6,700.00	\$ 6,950.00		\$ 7,000.00	\$ 1,000.00	Windows, Heater A/C, Elec. Etc.	2	79
U Binkley	Aarleen	82	138 Plute	497-8238	\$ 6,700.00					Windows	2	92
N Boyert	Virginia	74	119 Comanche	300-3748	\$ 6,700.00	\$ 6,950.00	\$ 700.00	\$ 4,500.00	\$ 1,000.00	A mess.	2	65
D Cairns	Bernadette	29	2710 thunderbird	497-4585		\$ 6,950.00		\$ 4,500.00		Roof, Furnace, Windows.	2	72
E Oosa	Patty	35	164 Navajo	405-5411	\$ 6,700.00			\$ 4,500.00	\$ 1,000.00	Furnace, Elec, Windows	2	69
R Duque	Daniel	73	115 Comanche	379-2340				\$ 4,500.00		Furnace, Kitchen outlets, Skirting.	2	84
B Elliot	Dana	32	2758 Thunderbird	928/978-8957		\$ 6,950.00		\$ 4,500.00		WISH list	2	67
J Fleming	Lynn	17	2496 Thunderbird	941/228-1348	\$ 6,700.00	\$ 6,950.00				Windows, Roof.	2	73
R Freed	Reva	89	110 Plute	494-1939			\$ 700.00			Leveling, Roof repair, Windows.	2	77
D Gochin	Norma	131	2457 Arapaho	496-4520						Bath/Toilet drain, Stairs.	2	75
Hanson	Susan	59	135 Navajo	497-3293			\$ 700.00			EQ bracing, Wash roof & furnace	2	65
O Holeman	Sandra	153	2415 Thunderbird Dr	496-9363	\$ 6,700.00					Windows	2	75
A Kaipert	David	116	2614 Mohawk	701-4528			\$ 700.00			Leveling, Woodwork	2	74
K Kent	Barbara	152	2424 Thunderbird	371-9070		\$ 6,950.00			\$ 1,000.00	Roof, Elec.	2	80
S Koenig	Carolyn	54	105 Navajo Way	818/797-4333	\$ 6,700.00		\$ 1,500.00			Windows, H2O heater, Plumbing, Mud	2	79
Koilar	Thelma	69	2658 Mohawk	379-2414	\$ 6,700.00					Windows, Floor sag.	2	83
Labelle	Robert	104	116 Apache	852-5110	\$ 6,700.00		\$ 700.00		\$ 1,000.00	Windows, Leveling Elec.	2	67
Lafferty	Danyl	84	121 Mohawk	379-2130	\$ 6,700.00				\$ 150.00	Windows, GFI's, Termite's.	2	91
Loy	Michael	117	2622 Mohawk	379-0171	\$ 6,700.00		\$ 700.00			Windows, Leveling, Carpeting.	2	69
Marshall	Elsa	21	2574 Thunderbird Dr	625/497-2521	\$ 6,700.00					Windows	2	65
Riggs	Harkan	142	2398 Thunderbird	495-0869		\$ 6,950.00		\$ 7,000.00		Roof, Furnace-A/C	2	87
Rojas	Antonio	90	7726 Thunderbird	370-1111			\$ 700.00	\$ 4,500.00		Leveling, Furnace.	2	84
Schaiko	Brigitte	124	2623 Mohawk	231-7719	\$ 6,700.00	\$ 6,950.00	\$ 700.00		\$ 1,000.00	Windows, Roof, Leveling.	2	77
Shapiro	Terri	95	117 Plute	570-1365	\$ 6,700.00	\$ 6,950.00				Windows, Leveling	2	62
Sharps	Barbara	1	2300 Arapaho Way	497-1615	\$ 6,700.00		\$ 700.00			Windows, Leveling	2	73
Snaeder	Georgina	103	120 Apache	404-4962				\$ 4,500.00		Roof, Furnace, Windows, Shed.	2	74
Straw	Charles	118	2695 Mohawk	495-8042	\$ 6,700.00	\$ 6,950.00		\$ 4,500.00		Roof, Furnace, Windows.	2	85
Taylor	Tim	136	2369 Arapaho	524-0372	\$ 6,700.00				\$ 1,000.00	Windows, GFI's	2	70
Walker	Gordy	126	2599 Mohawk	405-5748	\$ 6,700.00		\$ 700.00			Windows, Leveling	2	83
Zepiro	Patricia	31	2742 thunderbird Dr	709/205-1102	\$ 6,700.00			\$ 51,500.00	\$ 1,000.00	Windows, Elec switch, Step stones.	2	69
					\$ 127,300.00		\$ 7,000.00	\$ 51,500.00	\$ 9,150.00		Ave. Age	76
						GRAND TOTAL	\$ 264,450.00					

2017 HUD/CDBG NEEDS SURVEY
CITY OF THOUSAND OAKS, CALIFORNIA

Source: SAFE
Senior Alliance For Empowerment
January 2017

Last Name	First Name	Space Number	Address	Phone	Windows	Roof	Leveling	Heating A/C	Electrical	Needs Description	Home Width	Age
V	A	Bates	177 El Pajaro	495-3785	\$ 6,700.00					Windows	2	77
L	Biederman	41	41 La Encina	756-7823		\$ 6,950.00				Roof, Windows	2	72
L	Blair, Jr.	301	301 Vista Conejo	499-0012		\$ 6,950.00				Roof	2	85
E	Chung	93	93 Monte Vista	716-3777				\$ 4,500.00		Furnace	2	59
C	Conway	214	214 El Pasillo	499-4437	\$ 6,700.00	\$ 6,950.00				Windows, Roof, Furnace	2	59
T	Dobkin	125	125 La Fortuna	951-545-2543			\$ 700.00	\$ 4,500.00	\$ 1,000.00	elec. Leveling, Furnace	2	67
I	Duplessie	270	270 Monte Vista	498-0277	\$ 6,700.00	\$ 6,950.00				Windows, Roof, Leveling, Elec.	2	77
O	Enriquez	54	54 La Palma	262-2145	\$ 6,700.00	\$ 6,950.00				Windows, Roof	2	80
F	Freslin	227	227 Vista Bonita	716-3600	\$ 6,700.00					Windows, Leveling	2	67
G	Gravino	96	96 Monte Vista	498-6604	\$ 6,700.00	\$ 6,950.00				Windows, Roof	2	78
G	Grow	89	89 Monte Vista	819-716-2882	\$ 6,700.00			\$ 4,500.00	\$ 1,000.00	Windows, Furnace, Elec.	2	69
H	Hath	92	92 Monte vista	689-4700	\$ 6,700.00					5 windows, Furnace, H2O heater	2	69
H	Hick	20	20 La Encina	499-8860						Furnace, Wish is windows	2	80
H	Hokmeyer	128	128 La Fortuna	716-0016			\$ 700.00			Furnace	2	87
H	Horan	284	284 El Cielo	716-3370	\$ 6,700.00					Leveling, Windows wish	2	72
H	Hulekoff	294	294 El Cielo	499-8039	\$ 6,700.00					Windows, Ceiling, Ramp, Floor	2	84
J	Janssens (Wehn)	176	176 El Pajaro	375-5894			\$ 700.00			Windows (1976 model)	2	50
L	Lambert	243	243 El Cielo	716-0114	\$ 6,700.00					Leveling, Windows wish	2	84
L	Lomben	219	219 Vista Bonita	630-1594	\$ 6,700.00					Windows, Wall, inspect roof	2	82
M	Marin	172	172 El Pajaro	498-0683	\$ 6,700.00					Windows, Door molding	2	63
M	Martinez	204	204 El Pasillo	262-2196	\$ 6,700.00					Windows	2	84
M	Masters	144	144 La Fortuna	499-1009	\$ 6,700.00					Windows, 1970 model	2	69
M	McCarthy	271	271 Monte Vista	499-2963	\$ 6,700.00	\$ 6,950.00	\$ 700.00	\$ 7,000.00	\$ 1,000.00	Windows, Elec.	2	83
M	Misallidis	56	56 La Palma	498-8869		\$ 6,950.00				Windows, Roof, Furnace, A/C, Leveling	2	90
M	Mohr	229	229 Vista Bonita	498-6543	\$ 6,700.00					Roof or Windows, Furnace	2	68
M	Mondragon	120	120 La Fortuna	813-2332	\$ 6,700.00			\$ 4,500.00		Windows, Furnace, Roof, Flooring	2	90
M	Mysaka	143	2416 Thunderbird	495-5380			\$ 700.00	\$ 1,000.00		Windows, Leveling, Elec.	2	76
N	Neiman	44	44 La Encina	498-7051	\$ 6,700.00	\$ 6,950.00	\$ 700.00	\$ 4,500.00		Furnace, Roof, Leveling	2	91
O	Oliva	158	158 La Lomita	560-4070						Windows on wish side	2	91
P	Pernice	154	154 La Lomita	573-4097	\$ 6,700.00				\$ 1,000.00	Elec. Door bell, Thermostat	2	93
P	Perez	240	240 El Cielo	498-2338	\$ 6,700.00	\$ 6,950.00	\$ 700.00	\$ 4,500.00		Windows, Furnace, Leveling	2	78
P	Potter	237	297 Vista Conejo	499-9792	\$ 6,700.00					Windows, Roof	2	77
R	Ridings	97	97 Monte Vista	479-6879	\$ 6,700.00		\$ 700.00			Windows, Leveling, Other stuff	2	89
S	Smigel	170	170 El Pajaro	499-3915	\$ 6,700.00					Furnace, Windows	2	73
S	Stoncell	60	60 La Palma	499-0155 (adv) Judy Beverly Waldron					\$ 1,000.00	Finish Crimping elec. Outlets	2	93
T	Taylor	109	109 La Fortuna	498-5875	\$ 6,700.00					Windows	2	70
V	Vanderweil	181	181 El Pajaro	818-383-0458	\$ 6,700.00					Windows	2	70
V	Vanderweil	181	181 Pajaro	818-383-2173	\$ 6,700.00					Ditto	2	77
V	Von Zell	14	14 La Lomita	375-7007	\$ 6,700.00					Windows (front and bed)	2	74
W	Wakefield	291	291 El Cielo	498-4611	\$ 6,700.00	\$ 6,950.00				Windows, Roof, Other stuff	2	80
Y	York	57	57 La Palma	498-4282	\$ 6,700.00	\$ 6,950.00	\$ 7,000.00	\$ 52,000.00	\$ 8,000.00	Windows, Roof, Bad leaks, Bad floor	2	57
					\$ 201,000.00	\$ 83,400.00					Ave. Age	80
							Grand Total	\$ 351,400.00				

2017 HUD/CDBG NEEDS SURVEY
CITY OF THOUSAND OAKS, CALIFORNIA

Source: SAFE
Senior Alliance For Empowerment
January 2017

R	Last Name	First Name	Space Number	Address	Phone	Windows	Roof	Leveling	Heating A/C	Electrical	Needs Description	Home Width	Age
A	Baldwin	Beryl	5	2189 Skinner Ct	230-1935				\$ 4,500.00		Furnace w/ A/C, H2O heater	2	83
N	Brooks	Sandra	49	2081 Rodeo Ct	630-4431				\$ 4,500.00		Furnace & A/C	1	73
C	Brown	Barbara	8	2141 Skinner Ct	390-8855	\$ 5,500.00					Windows	1	81
H	Cardon	Mary Jane	48	2059 Rodeo Ct	495-4924		\$ 5,650.00				Roof.	2	84
	Collins (Day)	Nancy	15	2136 Pavo Ct	207-5875						Paint, Lock, Carpet.	1	85
	Cloy	Molra	11	2172 Pavo Ct	424/273-7558				\$ 4,500.00		A/C unit, Concrete	1	72
	de la Torre	Lilia/Antonio	7	2153 Skinner Ct	310/848-4140	\$ 5,500.00	\$ 5,650.00				Roof, Windows.	1	69
	Faustino	Jesse & Anita	20	2151 Pavo Ct	494-7170	\$ 5,500.00	(daughter Ruth 210/394-7239)				Windows	1	83
	Pavloga	Audrey	56	2073 Pavo Ct	557-0864			\$ 500.00		\$ 1,000.00	electric repair	1	78
	Heeber	Henry	28	2142 Rodeo Ct	796-4850						shelf under stove	1	89
	Henricks	Donald	73	2104 Skinner Ct	557-0973				\$ 4,500.00		Furnace, water pipes.	1	80
	Hopkins	Valerie	41	250 Dismore	418-7344		\$ 5,650.00				Roof, Bed windows, Paint.	1	72
	Hughes	Hedda	4	2188 Skinner Ct	777-3940	\$ 5,500.00			\$ 4,500.00		Windows, Furnace.	2	89
	Manning	Janice	18	2175 Pavo Ct	486-2254	\$ 5,500.00					Windows.	1	78
	Mingura	Maria	45	2068 Seco Ct	341-1172	\$ 5,500.00					Windows, Driveway.	2	75
	Morton	Virginia	74	2092 Skinner Ct	381-1359	\$ 5,500.00		\$ 500.00			Windows, Leveling.	1	77
	Newman	Marcia	25	2118 Rodeo Ct	777-7518	\$ 5,500.00	\$ 5,650.00				Windows, Roof, Toilet.	1	73
	Nordblum	Georgia	54	2056 Pavo Ct	495-2837	\$ 5,500.00	\$ 5,650.00				Roof, Windows, Furnace.	1	76
	Packman	Tom	31	2166 Rodeo Ct	449-4149		\$ 5,650.00				Roof, Shower.	1	77
						\$ 49,500.00	\$ 33,900.00	\$ 1,000.00	\$ 22,500.00	\$ 1,000.00		Ave. Age	83
							Grand Total	\$ 107,900.00					



SAFE

Senior Alliance For Empowerment

HOME MAINTENANCE GRANT APPLICATION

January 9, 2017

DEADLINE JANUARY 20, 2017 ♦ RETURN TO PARK OFFICE

The City of Thousand Oaks has requested SAFE to apply for a Federal grant to help with maintenance issues for very low income residents 62 years of age and over.

This grant is intended for critical needs which are beyond the residents budget. This includes roof repair or replacement, furnaces, leveling, electrical problems and window replacement with new double glazed windows. All at no cost or obligation to you.

Not included would be stairs, porches, ramps and appliances. Funds are limited but we will make every effort to include as many critical needs as possible.

You must provide proof of income per Federal HUD regulation if an award is granted. This is a process which extends over several months so patience is a virtue.

Low income for residents of Thousand Oaks is a maximum gross annual income of:

Single person: \$32,700
Two persons \$37,400

Please complete the items below:

Name: _____ Space # _____

Phone: _____ M/F _____ Age: _____

Disabled: _____ Health: Good _____ Fair _____ Poor _____

Park name: _____ Street address: _____

CRITICAL ITEM(s)	WISH LIST

234 Dinsmore Avenue • Thousand Oaks, CA 91362 • Phone: (805) 494-0087
Email: senioralliance4elderly@hotmail.com • FAX: (805) 852-5401

APPLICATION SUMMARY

100% of potential beneficiaries are of low or very low income. Some of extremely low income.

SAFE distributed the included "Home Maintenance Grant Application" and received 95 eligible responses. Details appear in the "Needs Survey".

VERIFICATION

SAFE will also conduct hands on verification of the collected data. Applicants submitted replies via a form prepared by SAFE. The form included name, age, address, contact number, health status, disabilities and a declaration of income eligibility.

Prior to final approval, potential beneficiaries will sign an intake form swearing to their income level. SAFE will review financial documents in order to shorten the financial qualification process.

SOCIETAL BENEFITS

Seniors "living in place" are a benefit to society instead of a cost to society. Especially for those who are elderly, aged and or disabled. Because the costs of food and medicine far outstrips the meager increase in social security, this demographic has given up virtually all amenities and are finding it extremely difficult to maintain their independence. and self sufficiency. Their budgets are so stressed that any major repair or replacement to their home is impossible for them to finance. This can result in stressful and unhealthful living conditions. It also has the potential to force them from their homes. Beyond the moral view, it is simply financially prudent to keep our seniors living in place as long as possible.

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 501(c)(3) 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 a 100% volunteer organization.



SAFE ORGANIZATIONAL DETAIL

SAFE is a California nonprofit corporation in good standing and is not organized for the private gain of any person. It is organized under provisions of the Nonprofit Public Benefit Corporation Law for public and charitable purposes. The purposes for which this corporation is formed are exclusively charitable within the meaning of section 501(c)(3) of the Internal Revenue code and the regulations issued thereunder.

SAFE is a 100% volunteer nonprofit. All funding is passed through to the beneficiary beyond mandatory costs such as insurance, permits, licenses, postage, printing supplies and mileage allowed by the IRS for charitable work.

Federal identification number 46-4243253

California corporate number C3466954

DUNS number 041568436

SAFE is also registered with Guide Star, a service which provides information on all charities with an FEIN.

SAFE's Board of Directors:

Kathryn Goodspeed, President
Gayle Heninger, Vice President
Margaret Riggs, Secretary
James Wolf, Treasurer
Victor Abrunzo, Board Member

SAFE's Board has considerable collective management experience in both nonprofit and for profit enterprises.

CODE OF ETHICS FOR SAFE BOARD MEMBERS

This code supplements standards explicitly written in the Bylaws of the Senior Alliance For Empowerment (SAFE).

DUTY

It is necessary that directors be well informed about the organization, its mission, its operations and the transactions in which it engages.

PARTICIPATION

Each director must attend and participate in the board meetings.

INDEPENDENT JUDGMENT

As a director votes on matters before the board, the director must exercise independent judgment on the matter at hand. A director shall not vote yes or no because someone else is doing so. A director must make the necessary effort to be informed about the matter at hand and vote his or her own conscience and best judgment.

BEST INTERESTS OF SAFE

A director has the duty of loyalty to SAFE and the director must act in the best interests of SAFE and not in his or her own personal interest or even the interest of some third party. Directors are to avoid any conflict of interest or the appearance thereof.

DISCLOSURE OF CONFLICTS

A director must disclose any facts which may prevent the fulfillment of the best interests of SAFE. As circumstances arise, the director must disclose any actual or potential conflict and advise the board of such.

RECUSE

When a director is conflicted in actuality or potentially, the director may not participate in any discussions and cannot vote upon the matter. The conflicted director can provide information requested by the board but cannot in any way influence or attempt to influence the outcome of a conflicted matter. Other than the above, the director must recuse himself or herself from the conflicted matter.

CONFIDENTIALITY

A director will frequently receive confidential information about SAFE, its donors, its grantors, its beneficiaries, and other third parties. The director is obligated to keep such information confidential. The director shall not discuss such information with non-directors unless specifically instructed by the board to do so. Directors who are employed by outside providers to SAFE must be vigilant so as to avoid the potential for conflict of interest.

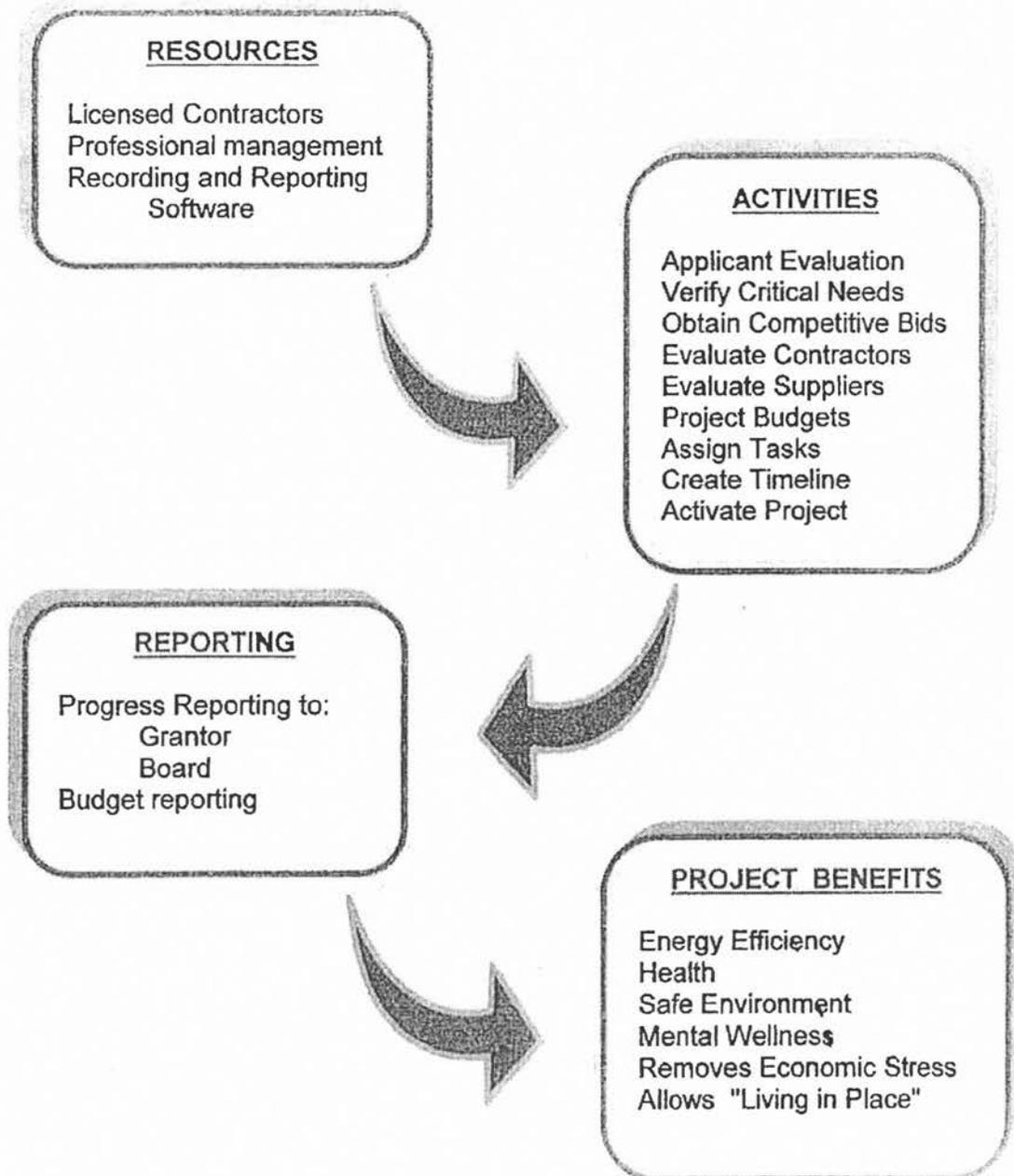
COMPENSATION

SAFE's Bylaws prohibit compensation for director's services. However, directors can be reimbursed for out of pocket expenses incurred on behalf of SAFE. Expenses must be reasonable and have board approval.

PROFESSIONALISM

Directors shall show respect for other board members, membership, second and third parties and conduct business in a socially acceptable, courteous and professional manner.

Logic Model



City of Thousand Oaks 2017-18 CDBG Project Proposal

Name of Organization:	Habitat for Humanity of Ventura County		
Project Name:	Preserve a Home		
CDBG Funds Request:	\$ 117,820	Unduplicated Program Goal and Type (ex. 100 people):	10 low income families

Project Description Summary:	The Preserve a Home Program offers home improvement services for Low Income homeowners that reside in single family or mobile homes in the City of Thousand Oaks, who are unable to afford critical home improvements that include, but are not limited to life/safety issues such as window, door and light fixture replacement, flooring, plumbing and electrical work, walk in shower, wheelchair ramp and/or grab-bar installation and weatherization improvements.
Project Site Address:	Various (TBD)

Attach the following Information:

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

In the past six years that the Preserve a Home program has been in operation County-wide, we have learned that over 87% of homeowners served count on Social Security as their only source of income. Out of all homeowners served, more than 50% have an income of less than \$20,000, and it is this type of homeowner that Preserve a Home Program was designed to serve. As such, this proposal will benefit single family or mobile home owners like these in the City of Thousand Oaks, who are unable to afford critical home improvements or modifications and make their homes safe, clean and comfortable. Repair work may include, but is not limited to life/safety issues, window/door/light fixture replacement, flooring, plumbing and electrical work, walk in shower and/or grab-bar installation, wheelchair ramps and weatherization improvements. By assisting with these types of repairs, homeowners can age in place safely and comfortably while helping preserve the existing housing stock.

In addition to CDBG funding, we will continue incorporating the involvement of local businesses, faith communities and city groups in volunteer and fund-raising efforts so that we continue to develop and strengthen this collaborative, community-building effort. For example: Home Depot and Lowe's may provide discounted materials for low income and veteran home repairs projects. The County Area Agency on Aging, as an example of our many referral partners, will continue to provide referrals for our Program. Financial institutions like Bank of America, Thrivent and/or Wells Fargo may provide additional grant monies to leverage CDBG funds, while several community organizations, faith groups and schools offer an ample supply of volunteers to complete non-technical repair work.

Thanks to these volunteers, a large portion of the construction/home repair work is resourcefully completed by them which help keep our costs low. With strong relationships with construction industry vendors, city and county officials, architects, engineers and real estate professionals, Habitat can more effectively leverage funding provided and have a greater impact. Thanks to these strong relationships, Habitat is able to reduce labor costs and focus budgets on construction materials, environmental testing, permits and fees.

Side benefits of the home repair result in a great impact with the families themselves and cause a positive effect in the surrounding neighborhood. The home's image and perception is vastly improved and as a result, the families undergo a positive transformation – as does the adjoining community.

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

Habitat for Humanity of Ventura County has been building and repairing homes for 34 years in Ventura County. We have completed 62 new homes for purchase by low income families, repaired nearly 100 hundred homes in the past 6 years, and Habitat is a licensed general contractor with 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.

Felipe Flores, Director of Preserve a Home, with oversight from Steve Dwyer, Executive Director, will be responsible for the administration and financial management of the program. Felipe has over eight years of experience with HUD funded projects and has managed the affiliate's CDBG work since its commencement six years ago. He also currently manages CDBG work with other partners such as the City of Camarillo, the City of Ventura and Ventura County. Additional construction supervision staff has been added to manage an increased amount of home repairs.

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 will be low income. Regarding outreach, we will be implementing a campaign that includes flyer/brochure distribution, including Preserve a Home program presentations to service agency providers such as Meals on Wheels, Senior Concerns and the County Area Agency on Aging, that may already have identified homeowners with repair needs. We will also perform outreach with some local area churches with awareness of low income homeowners in and around their neighborhoods. In addition to these referrals, an advertising campaign with local media outlets will be conducted.

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.

A rigorous application and documentation process takes place to determine if the candidate family and its home qualify for our Program. The steps to qualify are the following:

1. A Program Application is provided to the candidate applicant family. This Application includes request for:
 - a. proof of homeownership
 - b. Proof of income demonstrating total income being less than 60% of Ventura County's Median Family Income for 2017, as recommended by the U. S. Department of Housing and Urban Development (HUD)
 - c. Data on race, household type and veteran status
2. Upon meeting minimum criteria, an assessment of the live-in homeowner's property is conducted
3. During this assessment, existing conditions and needs are documented via notes and photos
4. The candidate family's application is reviewed and processed
5. Definition of scope of work based on greatest need
6. Cost estimate for scope of work is prepared and submitted to CDBG partner for review and approval
7. Program compliance with HUD/CDBG rules is reviewed and verified

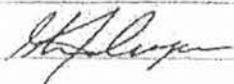
Copies of our Program Application form and documentation request checklist lists are attached to this application.

Organization Contact Information

Main Office Address:		1850 Eastman Ave. Oxnard CA 93030		
Project Manager & Title:		Felipe Flores, Director – Preserve a Home		
Phone Number:	(805) 485-6065 x103	E-mail:	felipef@habitatventura.org	Organization's DUNS #: (Required)
123202264				
<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 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"/> IDIS Outcome: (check one box)	<input type="checkbox"/> Decent Housing (DH)
		<input type="checkbox"/> Affordability (2)		<input 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: Steven J. Dwyer	Title: Executive Director
Signature: 	Date: 1/30/17

Application must be received at the City of Thousand Oaks no later than 4:00 p.m. on Tuesday 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

RECEIVED

01/30/17 (CM)

**CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT**

PAH Forecast
Fiscal Year 2017 - 2018

City of Thousand Oaks



Project	Materials		Consultants & Testing		PAH Management		Site Supervision			Admn Asst.	Total	
	\$		\$		Hrs. per project	Hourly rate	Amount	Hrs. per project	Hourly rate			Amount
1	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
2	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
3	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
4	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
5	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
6	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
7	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
8	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
9	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
10	\$ 4,925.00	\$ 1,750.00	\$ 4,925.00	\$ 1,750.00	40	\$ 38.00	\$ 1,520.00	80	\$ 31.00	\$ 2,480.00	\$ 1,000.00	\$ 11,675.00
TOTAL	\$ 49,250.00	\$ 17,500.00	\$ 49,250.00	\$ 17,500.00	400	\$	\$ 15,200.00	800	\$	\$ 24,800.00	\$ 10,000.00	\$ 117,675.00

PROPOSED BUDGET 2017 - 18:

Staff - salaries	\$ 40,000.00											
Consultant Fees	\$ 17,500.00											
Administrative Assistance	\$ 10,000.00											
Construction Supplies/Materials	\$ 49,250.00											
Mileage	\$ 535.00											
	\$ 117,285.00											

	Per unit csp	Anticipated units	Total
Staff - salaries	\$ 8,405.00	10	\$ 84,050.00
Consultant Fees	\$	(flat)	\$ 15,200.00
Administrative Assistance	\$	10	\$ 17,500.00
Construction Supplies/Materials	\$ 2000	0.535	\$ 1,070.00
Mileage			\$
			\$ 117,820.00

Total salaries for site supervision and support staff



CONTRACTORS STATE LICENSE BOARD

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code and the Rules and Regulations of the Contractors State License Board, the Registrar of Contractors does hereby issue this license to:

HABITAT FOR HUMANITY OF VENTURA COUNTY INC

License Number 1018844

to engage in the business or act in the capacity of a contractor in the following classifications:

B - GENERAL BUILDING CONTRACTOR

Witness my hand and seal this day

September 30, 2016

Issued **September 29, 2016**

Agustin "Augie" Beltran, Board Chair

Cindi A. Christenson, Registrar of Contractors

This license is the property of the Registrar of Contractors, is not transferable, and shall be returned to the Registrar upon demand when suspended, revoked, or invalidated for any reason. It becomes void if not renewed.



preserve a home program

Habitat for Humanity's Preserve a Home program works to revitalize neighborhoods, eliminate sub-standard housing, improve energy efficiency, and **allow low-income homeowners to live safely and securely in their homes.** Qualified homeowners in need of a "hand up" can turn to Habitat and its network of volunteers to perform critical home repair work at low or no cost.

Applicants who wish to apply must meet the following eligibility requirements:



Low-income

Applicant must be below 60% of Ventura County's median income



Owner-occupied

Applicant must be living in the home that requires preservation services



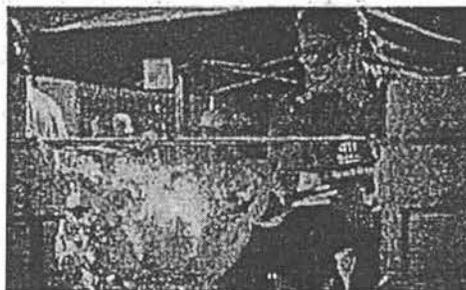
Need

Applicant must demonstrate a specific need for home repairs

Since 2011, Habitat for Humanity has helped over 100 low-income individuals and families stay safe and secure in their own home. Typical home repair services include ramps, walk-in showers, smoke detectors, grab bars and minor roof repair.

Help us change the face of neighborhoods and the lives of the families who live there.

- **Donate funds and material:** Monetary gifts and in-kind donations of building materials are needed.
- **Donate time and skills:** Each and every volunteer can have a large impact.



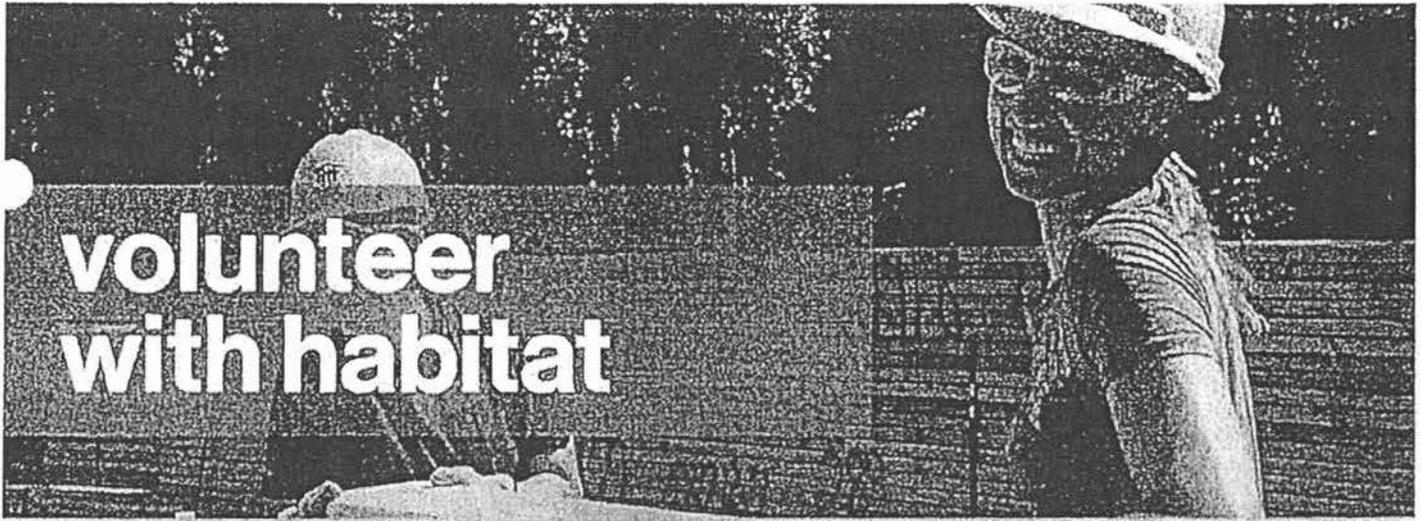
Together we are building strength, stability and self-reliance through shelter

For more information or to apply for a preservation, go to our website or call our office at

www.habitatventura.org | 805-485-6065 | 1850 Eastman Avenue, Oxnard, CA 93030



Habitat
for Humanity
of Ventura County



volunteer with habitat

Together, Habitat for Humanity volunteers, local residents, businesses and cities are changing the faces of our neighborhoods and the lives of the families who live there.

Construction & Repairs

Whether you're a contractor or new to construction, we can use your help. Work at the construction site, provide lunch for construction volunteers, mobilize a "team building day", help 'Preserve a Home' for an elderly individual, provide financial support or in-kind donations, participate in special events, or share the Habitat story in your community. Age 16+ on all home building sites and 14+ for Preserve a Home and ReStore projects.

ReStore - A Discount Home Improvement Center

Volunteers organize and move merchandise on the sales floor and assist customers. Military members and veterans receive an extra 15% off merchandise when they shop at the ReStore.

Habitat Office, Committees and Special Events

It takes more than nails and hammers to eliminate substandard housing. We have all kinds of volunteer opportunities and can use your help in the office, at events, and in countless other ways.

How to sign up?

1. Visit www.habitatventura.org. Volunteer groups can email volunteer@habitatventura.org directly.
2. Use the 'Volunteer' tab to click on Volunteer Calendar or explore our volunteering options.
3. Chose your time slot and register as a new volunteer!



Together we are building strength, stability and self-reliance through shelter

For more information or to apply for a home, go to our website or call our office at
www.habitatventura.org | 805-485-6065 | 1850 Eastman Avenue, Oxnard, CA 93030



City of Thousand Oaks FY 2017-18 CDBG Project Proposal

Name of Organization:	Many Mansions		
Project Name:	Richmond Terrace		
CDBG Funds Request:	\$ 153,750	Unduplicated Program Goal and Type (ex. 100 people):	40 residents
Project Description Summary:	Replacement of sliding glass doors. Increase energy efficiency, habitability, and quality of life; lower costs for the residents and the organization.		
Project Site Address:	760 Warwick Avenue, Thousand Oaks CA 91360		

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

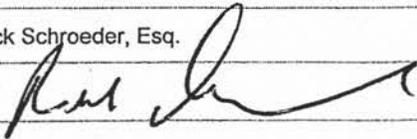
Main Office Address:	1259 E. Thousand Oaks Blvd., Thousand Oaks CA 91362				
Project Manager & Title:	Rick Schroeder, Esq., President of Many Mansions				
Phone Number:	805-496-4948 x227	E-mail:	rick@manymansions.org	Organization's DUNS #: (Required)	168672236

City to complete shaded area below.

CDBG National Objective:	<input type="checkbox"/> Low Mod Area Benefit (LMA)	<input checked="" 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:	Rick Schroeder, Esq.	Title:	President
Signature:		Date:	January 27, 2017

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

Attachment to CDBG Application

Project Proposal (FY 2017-18)

January 27, 2017



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A. Project Description

Many Mansions seeks CDBG funding for work at its Richmond Terrace Apartments:

No.	Item	Amount
1	General Work-- Remove and replace all (46) sliding glass doors with energy efficient glass doors	\$125,000
Subtotal (hard costs)		\$125,000
2	Prevailing Wage Monitor	\$ 10,000
3	Contingency (5%)	\$ 6,250
4	Administrative (10%)	\$ 12,500
Subtotal (soft costs)		\$ 28,750
Grand Total		\$153,750

1. General Work

The sliding glass doors at Richmond Terrace are outdated, in poor quality, and energy *inefficient*. Many do not close properly and are thus left partially open. The contemplated work would remove and replace all sliding glass doors (46) at the 27-unit complex and replace them with Dual-Pane energy efficient glass doors. The approximate cost comes to \$2,659 per sliding glass window (parts and labor at prevailing wage).

The new doors will hold heat in and keep cold out. They will open and close better, thus, also increasing security and reducing (frequent) maintenance calls.

2. Prevailing Wage Monitor

An amount of \$10,000 is reserved to pay a prevailing wage monitor for its services. All CDBG related work must comply with the Davis-Bacon Act requirements. The monitor would insure that all contractors and subcontractors adhere to federal prevailing wage laws (Davis-Bacon Act).

3. Contingency

A contingency reserve of \$6,250 is set aside for potential cost-overruns. In rehabilitation work, cost increases are frequent since the contractors often face unknown and unanticipated problems and issues once the work begins.

4. Administrative

An administrative fee of \$12,500 is reserved to pay for the labor and other costs incurred by Many Mansions in administering, coordinating, overseeing, and guaranteeing the proposed work. The fee represents 10% of the hard costs.

B. Organization Description

1. General

Many Mansions is a nonprofit affordable housing and service provider.

Organized in 1979, Many Mansions has developed 14 affordable housing rental complexes (nine in the City of Thousand Oaks) for a total of 500 units of affordable housing (454 in the City of Thousand Oaks). In addition, Many Mansions manages 7 additional affordable housing properties (205 units) throughout Ventura County, including the Garden View Apartments and Oak Creek Villas in Thousand Oaks.

All of the residential units at Many Mansions are restricted to households who are low-income (80% AMI), usually very-low (50% AMI) and extremely -low income (30% AMI). Additionally, many of its residents have a disability and/or come from a period of being homeless.

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

2. Past CDBG funded Projects

Many Mansions has extensive experience managing CDBG-funded projects, both in the City of Thousand Oaks and in the City of Simi Valley.

The follow is a chart of the CDBG-funded projects managed by Many Mansions over the last seven years:

No.	Year (of work)	Property(city)- Project	Amount	Status
1	2016	Richmond Terrace (Thousand Oaks)- Buildings' wood shingle siding replacement with plaster on north ends, garage doors and wood fences replacement, and toilet replacement (27) with low flow type	\$70,000	Completed
2	2016	Casa de Paz, La Rahada, Peppertree (Simi Valley) - Metal stairs and handrails replacement, entry doors replacement and security cameras installation	\$79,525	Completed
3	2015	Shadow Hills (Thousand Oaks) - New parallel sewer line and toilet replacement (55) with low flow type. Esseff Village (Thousand Oaks) - Install new interior sewer clean outs and toilet replacement (50) with low flow type	\$250,000	Completed
4	2014	Bella Vista (Thousand Oaks) - Install exterior sewer clean outs and new storm drain line, repair and replace numerous concrete walkways and toilet replacement	\$165,000	Completed
5	2012	Richmond Terrace (Thousand Oaks) - Asphalt and concrete replacement on driveway and parking areas, buildings' wood shingle siding replacement with plaster on south ends, exterior light fixtures replacement, wall HVAC unit replacement and exterior stairs waterproofing	\$230,400	Completed
6	2011	Bella Vista (Thousand Oaks) - Roof replacement for three buildings, driveways' partial asphalt repairs and	\$295,000	Completed

No.	Year (of work)	Property(city)- Project	Amount	Status
		replacement, light fixtures installation and metal stairs, decks and stucco repairs		
7	2010	Bella Vista (Thousand Oaks) – Central HVAC equipment replacement on 72 units	\$230,060	Completed
			\$1,319,985	

As is widely known, Many Mansions also has extensive experience in rehabilitating newly acquired apartment complexes and in constructing new apartment complexes.

C. Beneficiaries of Work

One hundred percent (100%) of the beneficiaries of the proposed CDBG funded work are low income.

All work will benefit the residents at Many Mansions' Richmond Terrace Apartments, a multifamily supportive affordable housing property Many Mansions officially opened in 2002. All 40 or so of its residents are low-income, mostly extremely low income and very low income--

No.	Area	Richmond Terrace
1	Number of Residents	40
2	Number of Residential Units	27
3	% Units – Low Income (at or under 80% AMI)	100%
4	% Units – Very Low Income (at or under 50% AMI)	74%
5	% Units – Supportive Housing (formerly homeless and disabled)	48%

D. Eligibility

All applicants to Many Mansions' housing, including housing at Richmond Terrace, must qualify for the housing on the basis of household income. All housing is 'income restricted' at Richmond Terrace. The particular income restrictions come from

various regulatory agreements arising from the property development financing— Redevelopment Agency, HOME funds, MHP funds, etc.

The income restrictions are as follows:

Property	% Under 50% AMI*	% 50%-60% AMI*	% 60%-80% AMI*	Rental Rate—1 Bedroom (typical)
Richmond Terrace	48%	15%	37%	\$ 245***

*The income level of the residents actually living at the property tends to be lower than what is allowed.

**At the 50% AMI HOME restricted level

*** At the 20% SMI (MHP) restricted level

During the application phase, the applicants' income must be verified by third-party sources to ascertain whether the applicant, in fact, qualifies for the housing. As a general rule, the applicants' employer verifies, in writing, the applicants' annual (or monthly or weekly) income. Government agencies (e.g. Social Security, et.) also verify income. Where third-party sources are unavailable, Many Mansions verifies income through federal tax returns, bank statements, and other sources.

The applicant signed under penalty of perjury that the asserted income is in fact true and correct.

E. Conclusion

Many Mansions would like to thank the City of Thousand Oaks for its financial support and for its consideration of this funding application.

The proposed project fits squarely in the CDBG objectives of 'Sustainability' and in its outcomes of 'Decent Housing' and 'Suitable Living Environment.'

Respectfully Submitted,

Date: January 27, 2016


Rick Schroeder, Esq.
President of Many Mansions

2017-18 Requests for CDBG Funding –
Public and Social Services Grants

Senior Concerns: Meals on Wheels Program

Request: \$25,000 Recommendation: \$19,316

Lutheran Social Services: Emergency Services Program

Request: \$19,907 Recommendation: \$16,686

Conejo Free Clinic: Medical Services Program

Request: \$14,500 Recommendation: \$13,626

Westminster Free Clinic: Economic Response Program

Request: \$15,000 Recommendation: \$13,626

Long Term Care Services: Senior Ombudsman Programs

Request: \$20,000 Recommendation: \$12,653

County of Ventura Human Services Agency: RAIN Transitional Housing Program

Request: \$15,473 Recommendation: \$ 7,786



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)

and/or

SOCIAL SERVICES ENDOWMENT FUNDS (SSEF)

(July 1, 2016 - June 30, 2017 and July 1, 2017 - June 30, 2018)

All Information must be typed or computer-printed. Separate application required for each program to be funded.

Section 1. Grant Application

1. Organization Name: Conejo Valley Senior Concerns

2. Mailing Address: 401 Hodencamp Road

Street Address or Post Office Box Number

Thousand Oaks, Ca 91360

City, State Zip

Web Address: www.seniorconcerns.org

3. Provide Contact Information for Grant Administrator:

Name: Janet Young

Title: Director Of Foundation Relations E-mail: janety@seniorconcerns.org

Office Address: 401 Hodencamp Road, Thousand Oaks, Ca 91360

Phone: 805-497-0189 Fax: 805-373-6880

4. Name of Program to be funded: Meals On Wheels

a. Please check one: [X] Existing Program [] New Program

b. When did this Program Originate? 1975

5. a. Organization's Non-Profit Number: 95-2992927

b. Organization's DUNS Number: 829531557

If not registered with Secretary of State or with DUNS, Please Explain:

6. Annual Dollar Request For This Application: \$ 25,000



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 2. Program Information

Answer the following questions in Section 2 specifically to the program named in question 4.

7. Describe how grant funds will be used to deliver services in Thousand Oaks for this Program.

Senior Concerns will utilize grant funding from the City of Thousand Oaks to help underwrite our Meals On Wheels Program. Senior Concerns' Meals On Wheels Program serves approximately 175 low income, homebound seniors in Thousand Oaks and Newbury Park, providing more than 28,000 freshly prepared and nutritionally balanced meals 365 days per year including a hot lunch and a light dinner.

8. Identify measurable Results, Benefits or Outcomes clients can expect to receive from this Program.

The Meals On Wheels Program addresses the increasing problem of food insecurity among homebound seniors. Food insecurity (limited or uncertain availability of nutritionally adequate and safe food, or limited and uncertain ability to acquire acceptable foods) occurs because of low income, physical constraints, lack of transportation, reduced quality of food, lack of socialization and reduce food intake (taste buds decline with age; medications may alter appetites). Research indicates that access to the nutritious meals delivered through our Meals On Wheels Program can increase overall health, reduce trips to the emergency room and hospitalizations, keeping healthcare costs down. The program also helps enable seniors to live independently longer, reducing costs associated with nursing home stays.

9. Describe how Program's effectiveness will be measured and documented.

When a homebound senior registers with the Meals On Wheels Program, the client receives a home visit by a registered dietitian to fully assess their needs. During the first visit, our Director administers the Nestle Mini Nutritional Assessment to determine if malnutrition is an issue and to create a baseline which enables us to monitor an increase in overall health as a result of receiving Meals On Wheels. All clients are registered into our Meals On Wheels database, with records maintained and updated on an ongoing basis as it relates to dietary needs, home environment, etc. Our volunteer drivers are provided information regarding issues of aging and are asked to report any concerns or observations to our Director of Nutrition Services, who follows up as necessary.

10. How will requested funds provide for a Quantifiable Increase in the level of Service(s) to this Program?

Food insecurity is a growing problem as our community ages. Approximately 16% of seniors in the community are considered food insecure. We have seen a 70% increase in food insecurity since 2005. According to the Ventura County Area Agency on Aging (VCAAA), 39% of all seniors age 65+ in the community do not have enough income to meet their most basic needs, including obtaining healthy food, as measured by the Elder Economic Security Standard Index. Grant funding helps enable us to meet this growing need and increase the number of seniors receiving Meals On Wheels by 20% over the next two year funding cycle. The anticipated growth in serving low and very low income seniors will exceed 5% given our efforts to reach low income seniors in mobile home parks and low income housing complexes in Thousand Oaks.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

11. Identify geographical area to be served by this Program:

Senior Concerns operates the Meals On Wheels Program in the communities of Thousand Oaks and Newbury Park. We are the only provider of Meals On Wheels in these communities.

12. Place check mark to identify target clientele for this Program (choose only one):

- | | |
|---|--|
| <input type="checkbox"/> Homeless/Housing/Food | <input checked="" type="checkbox"/> Senior |
| <input type="checkbox"/> Special Needs/Medical | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Other (identify other type): _____ | |

13. (a) Based on the following Income Table, what percentage of Extremely Low, Very Low, and Low income persons will be served by this Program?

Extremely Low Income: 50 %
 Very Low Income: 25 %
 Low Income: 10 %

(b) Do these percentages add up to at least 51 percent? Yes No

2015 HUD Section 8 Program Annual Household Income Limits for Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA)

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Ext Low-Income (0% - 30%)	\$ 19,050	\$ 21,800	\$ 24,500	\$ 27,200	\$ 29,400	\$ 32,570	\$ 36,730	\$ 40,890
Very Low-Income (31% - 50%)	\$ 31,750	\$ 36,250	\$ 40,800	\$ 45,300	\$ 48,950	\$ 52,550	\$ 56,200	\$ 59,800
Low-Income (51% - 80%)	\$ 50,750	\$ 58,000	\$ 65,250	\$ 72,500	\$ 78,300	\$ 84,100	\$ 89,900	\$ 95,700



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14. How does this Program serve lower-income persons in Thousand Oaks?

Senior Concerns operates the only Meals On Wheels Program serving the City of Thousand Oaks. Since our founding in 1975, we have been committed to seniors age 60+ in need, regardless of their ability to pay. Our daily fee for Meals On Wheels, which includes a hot lunch and light dinner, is \$9.45/day. For those unable to afford the fee, Senior Concerns will provide full or partial scholarships. No senior in financial need is turned away or denied Meals On Wheels. This helps ensure that low income, homebound seniors in Thousand Oaks have access to healthy food and can receive adequate nutrition. An additional benefit to low income seniors who are homebound is the daily check in provided by our volunteer drivers. Our drivers do not just leave a meal on the doorstep. Rather, they are often welcomed in for a quick visit. Our volunteer drivers have been trained to assess the senior's condition and notice any changes that may require attention. Any changes are then reported to our Program Director, who is able to work with the family or other agencies serving seniors (when no family is present) to ensure the senior's health and safety issues are met. The daily check in from the volunteer driver also provides an important means of socialization, as many homebound, low income seniors are unable to get out and, thus, don't benefit from interacting with others.

15. (a) Are clients screened for Income Eligibility?

Yes

No

(b) If yes, how is Income Eligibility Determined?

Senior Concerns utilizes a rigorous scholarship process to ensure those in need are able to receive the appropriate level of support. We do not turn any senior away, regardless of ability to pay. Those applying for scholarship are asked to submit an application that details monthly income of the senior, total household monthly income, and other resources that may be available to help pay for the program or cover household expenses. In addition, we ask for documentation of income, such as a bank statement or tax return. Our scholarship committee then reviews all applications and determines the appropriate level of scholarship. We will provide full or partial scholarships based on financial need, and scholarship level can change if needs change.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

16. Unduplicated Program goals for this application request:

- (a) How many unduplicated Thousand Oaks residents will be served by this Program? 175
- (b) How many unduplicated non-City residents will be served by this Program? 0

17. Please provide **annual** cost-to-benefit ratio, based on last year's Actual program results or as Forecasted for a new Program. Use the following formulas to answer questions 17a and 17b.

- # of Unduplicated T.O. Residents Served = Question 16a
- # of Unduplicated non-City Residents Served = Question 16b
- % of program clients who are T.O. residents = [Question 16a / (Questions 16a + 16b)]
- Annual T.O. Program Cost =
 [(% of program clients who are T.O. residents) X (Total Expenses Line 34 on pg 10)]

(a) What are the unduplicated T.O. Resident cost-to-benefit ratio and the cost to serve 1 unduplicated T.O. resident?

$$\begin{array}{rcl} \text{Annual T.O. Program Cost} / \# \text{ of Unduplicated T.O. Residents Served} & = & \text{Program \$} \\ & & \text{per Unduplicated} \\ & & \text{T.O. Resident Served} \\ \\ \$ 202030 & / & 175 & = & \$ 1154.46 \end{array}$$

Example a: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. The unduplicated cost-to-benefit ratio is \$2,000 / 100. The cost to serve 1 unduplicated T.O. resident is \$20.

(b) What are the T.O. unit cost-to-benefit ratio and the cost to serve 1 unit in T.O.?

$$\begin{array}{rcl} \text{Annual T.O. Program Cost} / \# \text{ of T.O. Units Served} & = & \text{Program \$} \\ & & \text{per T.O. Units Served} \\ \\ \$ 202030 & / & 28,000 & = & \$ 7 \end{array}$$

Example b: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. 400 meals were served to T.O. residents. The T.O. unit cost-to-benefit ratio is \$2,000 / 400. The cost to serve 1 meal to a T.O. resident is \$5.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

18. (a) Please provide example(s) of services that can be provided annually at a given cost, (i.e. \$5,000 per year will provide employment training for 30 people.)

Grant funding of \$25,000 from the City of Thousand Oaks would provide approximately 5,296 freshly prepared, nutritionally balanced meals to low income seniors in Thousand Oaks for one year (at \$9.45/day or \$4.72/meal). The cost for one low income senior to receive Meals On Wheels for a full year is \$3,439. It should be noted, however, that most Meals On Wheels clients do not receive meals every day, and many are on full or partial scholarship. Ultimately, a grant from the City of Thousand Oaks will help enable Senior Concerns to serve approximately 175 unduplicated Thousand Oaks residents over the course of one year.

- (b) Please describe how the overall program budget is cost effective and reasonable for the anticipated result.

Senior Concerns works hard to maintain a cost effective and reasonable budget for our Meals On Wheels Programs. We've been able to reduce expenses because of our partnership with Los Robles Hospital & Medical Center. The hospital prepares all Meals On Wheels meals in their kitchens, which enables us to meet a wide variety of dietary needs such as allergies, low sodium, diabetic or renal diets, as well as keep costs down because the hospital purchases food on bulk on a much larger scale than Senior Concerns. Our program staff are based at the hospital and oversee and coordinate all preparation and packing of the meals. Our volunteer drivers pick up the meals from the hospital for delivery on a daily basis. Keeping our food costs low enables Senior Concerns to provide a greater number of scholarships to low income seniors in need.

19. What percent of Thousand Oaks Program costs will be covered by this grant? 11 %

20. How does your Organization expect to fund this Program?

Senior Concerns funds the Meals On Wheels Program through corporate and foundation grants, donations from individuals in the community and through fundraising events such as our Love Run, held in June of each year, which raises funds specifically for Meals On Wheels.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

21. (a) Has this Program received City CDBG or SSEF funds prior to July 1, 2014? Yes No

If yes, what was most recent grant year prior to July 1, 2014, grant amount and percentage grant funds expended?

FY 2012/2013
Grant Amount: \$20,000
Percentage of Grant Funds Expended: 100%

(b) Has this Program received other City of Thousand Oaks funds? Yes No

If yes, identify other funds received:

N/A

22. For current grantees, funded in FY 2015-16 (July 1, 2015 to June 30, 216):

(a) How much City CDBG or SSEF funding was awarded for this Program? \$ 19835

(b) Is this Program up-to-date in drawing the funds? Yes No

(c) Will half of this year's grant (i.e. 1st and 2nd Quarters - July 1 through December 31, 2015) be drawn down by January 30, 2015? Please provide comments below.

Yes



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

23. Number of Program Staff (not whole organization staff):

Paid Staffers

Full Time: 3

Part Time: 2

Volunteers

Full Time:

Part Time: 96

24. (a) List Primary Person(s) Responsible for Program Management (not Board of Directors):

Name	Title	Contact Phone	E-Mail Address
Andrea Gallagher, CSA	President	805-497-0189	andrea@seniorconcerns.org
Lisa Weaver, M.S., R.D.	Director, Nutrition Services	805-497-0189	lisa@seniorconcerns.org

(b) Describe briefly the roles and responsibility of program staff person(s) implementing the program and how much time on average they will be spend per month on implementation:

Our Director of Nutrition Services is the primary person overseeing and responsible for the Meals On Wheels Program. She conducts home visits for all new clients in the program and administers the Nestle Mini Nutritional Assessment to determine if malnutrition is an issue and also create a baseline which enables us to monitor an increase in overall health as a result of receiving the Meals On Wheels Program. She oversees staff based at Los Robles Hospital who manage preparation and packing of meals, coordinates and manages all volunteer driver routes for delivery of meals, manages program database and directs program marketing and outreach. In addition, she is on the scholarship committee, along with our President and Director of Finance, and helps determine the appropriate level of scholarship for low income seniors in need. She devotes approximately 60% of her time to the Meals On Wheels Program.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 3. Proposed Program Budget, FY 2016-17 and 2017-18

25. Provide Revenue and Expense data on Program (Not Organization). FY is from July 1 to June 30.

Revenue/Cash/Expense FISCAL	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Actual (To Date)	FY 16-17 Budget	FY 17-18 Budget
REVENUE	-1-	-2-	-3-	-4-	-5-
1. City of Thousand Oaks					
2. Other Ventura County Cities ^a		0			
3. Contributions					
4. Gross/Fundraising/Special Events					
5. Legacies & Bequests					
6. Associated Organizations					
7. County/State/Federal grants ^b					
8. Membership Dues					
9. Program Fees					
10. Sales of Program Materials					
11. Investment Income					
12. Miscellaneous Revenue ^c					
13. TOTAL REVENUE					
EXPENSES					
14. Salaries					
15. Benefits					
16. Payroll Taxes					
17. Professional Fees					
18. Supplies					
19. Telephone					
20. Postage & Shipping					
21. Occupancy					
22. Equipment Rental & Maintenance					
23. Printing & Publications					
24. Travel & Transportation					
25. Conferences & Education					
26. Assistance to Clients					
27. Membership Dues					
28. Recognition and Grant Writing					
29. Interest (Mortgage, Equipment, Leases, etc.)					
30. Insurance					
31. Miscellaneous Expenses ^d					
32. Affiliated Organizations					
33. Fund Raising Expenses					
34. TOTAL EXPENSES					
35. NET (Revenue less Expenses)					

26. If necessary, explain significant variances between Column 2 and Columns 4 & 5:

^a Please itemize other Ventura County city grants (year, source, amount)
^b Please itemize County/State/Federal grants (year, source, amount)
^c Explain Miscellaneous Revenue exceeding 2 percent of total revenue or \$5,000, whichever is greater.
^d Explain Miscellaneous Expenses exceeding 1 percent of total expenses or \$2,000, whichever is greater.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 4. Organization Capacity

Answer the following questions specifically to the Organization as a whole.

27. Describe primary purpose(s) of the Main or Parent Organization.

Serving eastern Ventura County and western Los Angeles County, Senior Concerns' programs offer life-affirming resources that help seniors remain as independent as possible for as long as possible and help enable families to avoid premature placement of their loved ones into skilled nursing facilities by enhancing the quality of seniors' lives.

Our Adult Day Program provides a safe, nurturing environment for seniors with cognitive or physical impairment (this program also provides vital respite for stressed, overburdened family caregivers). We offer multiple nutrition programs including Meals On Wheels in Thousand Oaks and Newbury Park, and congregate meals in our Adult Day Program. We provide senior advocacy, caregiver support, pro bono legal and financial services, and outreach and education to the community on aging's challenges and opportunities.

28. Number of Organization's Staff:

Paid Staffers

Full Time: 20

Part Time: 14

Volunteers

Full Time: _____

Part Time: 800

29. Describe the Organization's "track record" in Thousand Oaks.

Senior Concerns has been recognized as an innovator and integral part of the Conejo Valley since our founding in 1975 when we first brought Meals On Wheels to the community. Today, we offer the only Adult Day Program in the Conejo Valley for seniors with cognitive or physical impairments. We operate the only Meals On Wheels Program in Thousand Oaks and Newbury Park. Our Caregiver Support Center is the only such facility serving eastern Ventura County and one of only 12 caregiver support centers in California. In partnership with the National Council on Aging, Senior Concerns is the only organization in the community to participate in the Economic CheckUp Outreach and Screening Project to provide low income seniors with financial education and resources to improve their economic security. We have been recognized by the Greater Conejo Valley Chamber of Commerce as Nonprofit Organization of the Year, and work closely with community and business leaders to ensure Thousand Oaks can meet the needs of seniors and family caregivers now and for years to come.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

30. Describe how the Organization collaborates with other non-profits to avoid duplication of services and to maximize resources. Please provide specific examples.

<i>Name of Public or Private Partner</i>	<i>Example of Collaboration</i>
Ventura County Area Agency on Aging (VCAAA)	Senior Concerns partners with VCAAA to bring our Caregiver Support Center to eastern Ventura County, including the City of Thousand Oaks. We provide one-on-one family consultations, support groups, respite, resources, information and education to family (unpaid) caregivers.
Camarillo Healthcare District	We work closely with the Camarillo Healthcare District to provide services for seniors and family caregivers. Senior Concerns serves eastern Ventura County while Camarillo Healthcare District serves western Ventura County, primarily Camarillo.
Alzheimer's Association of Ventura County	We co-sponsor caregiver support groups for family caregivers, as well as offer educational programs for families caring for people with dementia.
Thousand Oaks Council on Aging	We partner with the Thousand Oaks Council on Aging to assess and understand the needs of the growing senior and caregiver populations and develop programs to meet these needs in Thousand Oaks.
Greater Conejo Chamber Senior Resource Network	As a founding member of the Conejo Senior Resource Network (senior service providers in the Conejo Valley), Senior Concerns plays an integral role in the development of programs for seniors and caregivers. An example is Caregivers Matter, a caregiver recognition program.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

31. List of Major Funders.

Among Senior Concerns' major funders are the Amgen Foundation, Wood-Claeysens Foundation, May and Stanley Smith Charitable Trust, the Weingart Foundation, the Annenberg Foundation, the Ventura County Area Agency on Aging, the Area Housing Authority, the Cities of Thousand Oaks, Simi Valley, Agoura Hills and Westlake Village, Wells Fargo Foundation, and SCAN Health Plan.

32. List of Current Local Board of Directors.

Patricia Jones (Chair), Home Helpers Caregivers; Liz Barrett, AmaWaterways; Denise Carriero, Wells Fargo Bank; David Catlin, Catlin Enterprises; Joanne Chang, RN, Retired; Sergio Gonzalez, SG Associates; Jane Henderson, Moorpark Unified School District; Debbie Herwaldt, Los Robles Hospital & Medical Center; Terri Hilliard Olson, Estate Planning and Mediation; Arlene Jakes, Retired, Foote, Cone & Belding; Kim Lucas, Baxalta; Greg Ramirez, City of Agoura Hills; Paul Shane, CPA

33. Organization's Mission Statement.

The mission of Senior Concerns is provide programs and services for seniors and family caregivers which support and improve their quality of life.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) and/or

SOCIAL SERVICES ENDOWMENT FUNDS (SSEF)

(July 1, 2016 — June 30, 2017 and July 1, 2017 — June 30, 2018)

All Information must be typed or computer-printed. Separate application required for each program to be funded.

Section 1. Grant Application

1. Organization Name: Lutheran Social Services
2. Mailing Address: 80 E Hillcrest Dr Suite 101
Street Address or Post Office Box Number
Thousand Oaks, Ca 91360
City, State Zip
Web Address: www.LSSCommunityCare.org

3. Provide Contact Information for Grant Administrator:
Name: Denise Cortes
Title: Director E-mail: dcortes@lsscommunitycare.org
Office Address: 80 E Hillcrest Dr Suite 101 Thousand Oaks, Ca 91360
Phone: 805 497-6207 Fax: 805 497-2607

4. Name of Program to be funded: Emergency Assistance
a. Please check one: [X] Existing Program [] New Program
b. When did this Program Originate? 1978

5. a. Organization's Non-Profit Number: 95-2225798
b. Organization's DUNS Number: 198953929

If not registered with Secretary of State or with DUNS, Please Explain:

6. Annual Dollar Request For This Application: \$ 19,907.00



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 2. Program Information

Answer the following questions in Section 2 specifically to the program named in question 4.

7. Describe how grant funds will be used to deliver services in Thousand Oaks for this Program.

Emergency Assistance to families living in poverty in the Conejo Valley. This assistance includes a complete intake and assessment screening and emergency assistance (if qualified) in the form of rental/mortgage assistance, utility assistance, medical/dental, transportation such as gas vouchers or bus passes, grocery vouchers, and clothing vouchers. Pantry food is available as well.

8. Identify measurable Results, Benefits or Outcomes clients can expect to receive from this Program.

Outcomes on based on the individual dimensions of the program as listed:

1. Rental/mortgage assistance: eviction prevention for 75+ clients annually
2. Utility assistance: Housing stabilization achieved through financial support to 40+ clients annually
3. Holiday program: financial stabilization through holiday meal program and adopt a family gift support for 800 individuals annually
4. Medical-Dental-Eye Care: provided for 100 clients annually.

9. Describe how Program's effectiveness will be measured and documented.

Assistant Area Director will oversee the data tracking required by HUD for our emergency services program.

10. How will requested funds provide for a Quantifiable Increase in the level of Service(s) to this Program?

This program is the only one of its nature in the Conejo Valley. We have seen an increase in the numbers of clients we see over the past nine months. Program Manager for Emergency Services does this job, focusing on the recipients of these services only.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

11. Identify geographical area to be served by this Program:

The Conejo Valley.

12. Place check mark to identify target clientele for this Program (choose only one):

- | | |
|--|---------------------------------|
| <input checked="" type="checkbox"/> Homeless/Housing/Food | <input type="checkbox"/> Senior |
| <input type="checkbox"/> Special Needs/Medical | <input type="checkbox"/> Youth |
| <input checked="" type="checkbox"/> Other (identify other type): | |

13. (a) Based on the following Income Table, what percentage of Extremely Low, Very Low, and Low income persons will be served by this Program?

Extremely Low Income: 90 %

Very Low Income: 10 %

Low Income: %

(b) Do these percentages add up to at least 51 percent? Yes No

**2015 HUD Section 8 Program Annual Household Income Limits for
Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA)**

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Ext Low-Income (0% - 30%)	\$ 19,050	\$ 21,800	\$ 24,500	\$ 27,200	\$ 29,400	\$ 32,570	\$ 36,730	\$ 40,890
Very Low-Income (31% - 50%)	\$ 31,750	\$ 36,250	\$ 40,800	\$ 45,300	\$ 48,950	\$ 52,550	\$ 56,200	\$ 59,800
Low-Income (51% - 80%)	\$ 50,750	\$ 58,000	\$ 65,250	\$ 72,500	\$ 78,300	\$ 84,100	\$ 89,900	\$ 95,700



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

14. How does this Program serve lower-income persons in Thousand Oaks?

1. Rental/Mortgage Assistance: Paid directly to landlords or mortgage companies to subsidize housing costs in one month for clients that face a temporary financial emergency that threatens their housing stability.
2. Utility Assistance paid directly to utility companies for clients that face a temporary financial emergency.
3. Medical/Dental/Eye Care Assistance Program: Paid directly to vendor, medical, dental, prescription, eye care to help clients with one time financial burdens.
4. Holiday Program: Provides meals at Holiday and gifts for children at Christmas for children so that underprivileged families experience the Holidays without undue financial burdens.

15. (a) Are clients screened for Income Eligibility?

Yes

No

(b) If yes, how is Income Eligibility Determined?

Clients are required to provide proof of income (pay stubs, tax returns, Social Security benefit statements etc) as part of their intake process. In the case where client has no income they are required to self certify by completing and signing an affidavit stating so.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

16. Unduplicated Program goals for this application request:

- (a) How many unduplicated Thousand Oaks residents will be served by this Program? 200
- (b) How many unduplicated non-City residents will be served by this Program? 15

17. Please provide annual cost-to-benefit ratio, based on last year's Actual program results or as Forecasted for a new Program. Use the following formulas to answer questions 17a and 17b.

- # of Unduplicated T.O. Residents Served = Question 16a
- # of Unduplicated non-City Residents Served = Question 16b
- % of program clients who are T.O. residents = [Question 16a / (Questions 16a + 16b)]
- Annual T.O. Program Cost =
 [(% of program clients who are T.O. residents) X (Total Expenses Line 34 on pg 10)]

(a) What are the unduplicated T.O. Resident cost-to-benefit ratio and the cost to serve 1 unduplicated T.O. resident?

$$\text{Annual T.O. Program Cost} / \# \text{ of Unduplicated T.O. Residents Served} = \text{Program \$ per Unduplicated T.O. Resident Served}$$

$$\$ 18400 / 1380 = \$ 92$$

Example a: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. The unduplicated cost-to-benefit ratio is \$2,000 / 100. The cost to serve 1 unduplicated T.O. resident is \$20.

(b) What are the T.O. unit cost-to-benefit ratio and the cost to serve 1 unit in T.O.?

$$\text{Annual T.O. Program Cost} / \# \text{ of T.O. Units Served} = \text{Program \$ per T.O. Units Served}$$

$$\$ 18400 / 200 = \$ 92$$

Example b: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. 400 meals were served to T.O. residents. The T.O. unit cost-to-benefit ratio is \$2,000 / 400. The cost to serve 1 meal to a T.O. resident is \$5.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

18. (a) Please provide example(s) of services that can be provided annually at a given cost, (i.e. \$5,000 per year will provide employment training for 30 people.)

Our services cannot be performed in a manner that is aligned with defining a per unit cost, for example: We might have \$30,000/year for our rental/mortgage assistance program. The dollar amount provided to subsidize a client's housing cost is dependent upon cost of a one time emergency event that prevented them from being able to pay their full rent. Each year this variable changes. The same is true for all our programs. The number of clients receiving benefits each year varies, along with the amount of each benefit. Staff costs (which is our grant request) is a constant.

- (b) Please describe how the overall program budget is cost effective and reasonable for the anticipated result.

Our costs are primarily supported by donated dollars to serve the needed population demand. Due to the nature of the services we provide, we are the only service provider within the city that offers such services. Our absence would have a very large, negative impact on the community.

19. What percent of Thousand Oaks Program costs will be covered by this grant? 21 %

20. How does your Organization expect to fund this Program?

We have a variety of funding sources that support the costs of our programs. Livingston Memorial Foundation, Wood-Claeyssens Foundation, City of Westlake Village, Junior Women's Club of Westlake Village, Sherwood Charitable Foundation. Church donations, Agency fundraisers ie Walkathon, No Room at the Inn, Phonathon. We have a good mix of restricted and unrestricted dollars. The majority of our dollars go directly to the client services. This helps to offset the essential salary costs for program operations which is a critical piece.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

21. (a) Has this Program received City CDBG or SSEF funds prior to July 1, 2014? Yes No

If yes, what was most recent grant year prior to July 1, 2014, grant amount and percentage grant funds expended?

2012-2013 CDBG \$19,907 100% expended
2012-2013 SSEF \$1001 100% expended

- (b) Has this Program received other City of Thousand Oaks funds? Yes No

If yes, identify other funds received:

22. For current grantees, funded in FY 2015-16 (July 1, 2015 to June 30, 216):

(a) How much City CDBG or SSEF funding was awarded for this Program? \$ 19007

(b) Is this Program up-to-date in drawing the funds? Yes No

(c) Will half of this year's grant (i.e. 1st and 2nd Quarters - July 1 through December 31, 2015) be drawn down by January 30, 2015? Please provide comments below.

Yes



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

23. Number of Program Staff (not whole organization staff):

Paid Staffers

Full Time: 2

Part Time: 1

Volunteers

Full Time: 2

Part Time: 1000

24. (a) List Primary Person(s) Responsible for Program Management (not Board of Directors):

Name	Title	Contact Phone	E-Mail Address
Karen Guetschoff	Program Manager	805 497-6207	kguetschoff@lsscommunitycare.org
Kris Youngman	Asst. Area Director	805 497-6207	kyoungman@lsscommunitycare.org
Denise Cortes	Area Director	805 497-6207	dcortes@lsscommunitycare.org

(b) Describe briefly the roles and responsibility of program staff person(s) implementing the program and how much time on average they will be spend per month on implementation:

Karen Guetschoff will conduct the intakes and assessments and collect documents and basically provide direct client services

Kris Youngman will complete program quarterly reports and quarterly invoicing

Denise Cortes will do complete program oversight and ensure grant compliance



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 4. Organization Capacity

Answer the following questions specifically to the Organization as a whole.

27. Describe primary purpose(s) of the Main or Parent Organization.

The purpose of Lutheran Social Services is to provide services that fulfill the mission that "all people should have the opportunity to live and work in a community in safety, dignity, and with hope." LSS works holistically with families and individuals, helping them to meet their basic needs and improve the quality of their life and grow to be self sufficient.

28. Number of Organization's Staff:

Paid Staffers

Full Time: 3

Part Time: 2

Volunteers

Full Time: 2

Part Time: 1000

29. Describe the Organization's "track record" in Thousand Oaks.

LSS has been serving the poor in Thousand Oaks since 1978. We have run the Conejo Valley Meal and Shelter Program effectively and are highly respected in the community. We are recognized for the contribution to the community that we make serving families who live in poverty and many individuals who live in the shadows of life. LSS is a vital part of a safety net for this vulnerable population.

LSS has a good track record of compassionate service, fiscal responsibility, and partnership in the community. There is a strong relationship between LSS and the houses of worship in the community resulting in strong volunteer support for all of our programs.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

30. Describe how the Organization collaborates with other non-profits to avoid duplication of services and to maximize resources. Please provide specific examples.

<i>Name of Public or Private Partner</i>	<i>Example of Collaboration</i>
Houses of Faith: Ascension Lutheran, Westmisnter Pres, United Methodist of Westlake, United Methodist of TO, Calvary, St Julies, St Vincent de Paul of Padre Serra and St Maximillian, Emmanuel Pres, Holy Trinity Lutheran, Edat Elohim Temple	LSS is a hub of emergency services for many churches and temples in the area. They provide financial support to us for direct services to clients they refer to us. They trust us to respond kindly and responsibly.
United Way of Ventura County	We collaborate with UW to provide a supportive service to clients who seek services from any social service agency in the County.
Senior Concerns	LSS receives clothing vouchers from Senior Concerns for our clients who need pecial clothing for interviews or appointments.
Many Mansions	LSS helps with intakes and assessments for one of their facilities and many of their residents are also clients of LSS
Food Share (United Methodist of Thousand Oaks)	Food Share is very generous to many of our LSS clients in providing nutritious food for them and families with children in particular.
Conejo Youth Employment	LSS refers any of our youth who are in need of testing or school help, job searching and training. Young clients are sent to CYES and in addition, we collaborate on many clients



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

31. List of Major Funders.

City of Thousand Oaks
City of Westlake Village
Ascension Lutheran Church
Calvary
Livingston Foundation
United Way EFSP Grant
Woodclaeysens Foundation

32. List of Current Local Board of Directors.

Barbara Kokkinakis, Chair Gary Norton, Vice Chair Kristine Teachman, Secretary Don Hagstrom, Treasurer Kristine Anderson, Rev Linda Brown, Carolyn Foster, Rev Reginal Hansom Jr, Dr Richard Kamiyama, Rev Lara Martin, Timothy McColery, Rev David Nagler, Terry Paulson, Judith Vanderbok,
Judicatory Members: Rev. Dr. R. Guy Erwin, Bishop SW California Synod, ELCA]

33. Organization's Mission Statement.

Lutheran Social Services celebrates the love of Christ for all people through acts of service.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)
and/or
SOCIAL SERVICES ENDOWMENT FUNDS (SSEF)**

(July 1, 2016 — June 30, 2017 and July 1, 2017 — June 30, 2018)

All Information must be typed or computer-printed. Separate application required for each program to be funded.

Section 1. Grant Application

1. Organization Name: Conejo Free Clinic

2. Mailing Address: 80 East Hillcrest Drive, Suite 102
Street Address or Post Office Box Number

Thousand Oaks, Ca 91360
City, State Zip

Web Address: www.ConejoFreeClinic.org

3. Provide Contact Information for Grant Administrator:

Name: Susan Murphy

Title: Director Of Development E-mail: smurphy@ConejoFreeClinic.org

Office Address: 80 East Hillcrest Drive, Suite 102, Thousand Oaks, Ca 91360

Phone: 805.497.3575 X203 Fax: 805.497.4099

4. Name of Program to be funded: Medical Services Program

a. Please check one: Existing Program New Program

b. When did this Program Originate? 1976

5. a. Organization's Non-Profit Number: 95-3177953

b. Organization's DUNS Number: 170938328

If not registered with Secretary of State or with DUNS, Please Explain:

6. Annual Dollar Request For This Application: \$ 14,500.00



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

Section 2. Program Information

Answer the following questions in Section 2 specifically to the program named in question 4.

7. Describe how grant funds will be used to deliver services in Thousand Oaks for this Program.

Our proposed City of Thousand Oaks grant for the upcoming two years will help fund the main components of the Conejo Free Clinic's medical care to residents of Thousand Oaks and Newbury Park. This includes lab testing, imaging, immunizations and general health care and education. Patients are seen by physicians and nursing staff. We follow up this care with additional clinic visits or by telephone to review test results and/or to discuss continuing care coordination. These medical services are provided in such specialties as family/general medicine, women's health, men's health, pediatrics and counseling, to name a few. Clinics are provided by our Operations Manager/RN and an outstanding volunteer team of doctors, nurses and support personnel. We are honored to have volunteers from Amgen, Los Robles Hospital, Kaiser, UCLA

8. Identify measurable Results, Benefits or Outcomes clients can expect to receive from this Program.

The measurable results and outcomes our clients can expect to receive from this program include:

- 1) Low income residents are able to access and manage healthcare, including lab testing, imaging and follow up;
- 2) Patients are enabled to participate in a proactive approach to their health, therefore possibly avoiding future more serious problems that are associated with healthcare neglect;
- 3) Immediate quality of life improvement made possible by medical care and patient education.

9. Describe how Program's effectiveness will be measured and documented.

We measure and document our program effectiveness through an on-going medical peer review system which is performed by our volunteer Medical Director, Dr. Frank Dawson. Our Executive Director continues to monitor and evaluate the performance of the rest of our support staff on a regular basis. We use MDRhythm to document a medical chart for each patient, which includes demographic data and meets the requirements of OSHPID, the State of California Office of Statewide Planning and Development.

10. How will requested funds provide for a Quantifiable Increase in the level of Service(s) to this Program?

These CDBG grant funds will support the clinics quantifiable increase in service levels by supporting the labs and imaging that patients receive. We are doing more program services in dental, special needs, diabetes and breast cancer screening in 2016 and 2017.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

11. Identify geographical area to be served by this Program:

The geographical area to be served by this program in the City of Thousand Oaks and its nearest neighbors, including Newbury Park.

12. Place check mark to identify target clientele for this Program (choose only one):

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Homeless/Housing/Food | <input type="checkbox"/> Senior |
| <input checked="" type="checkbox"/> Special Needs/Medical | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Other (identify other type): | |

13. (a) Based on the following Income Table, what percentage of Extremely Low, Very Low, and Low income persons will be served by this Program?

Extremely Low Income: 62 %

Very Low Income: 18 %

Low Income: 8 %

(b) Do these percentages add up to at least 51 percent? Yes No

2015 HUD Section 8 Program Annual Household Income Limits for Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA)

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Ext Low-Income (0% - 30%)	\$ 19,050	\$ 21,800	\$ 24,500	\$ 27,200	\$ 29,400	\$ 32,570	\$ 36,730	\$ 40,890
Very Low-Income (31% - 50%)	\$ 31,750	\$ 36,250	\$ 40,800	\$ 45,300	\$ 48,950	\$ 52,550	\$ 56,200	\$ 59,800
Low-Income (51% - 80%)	\$ 50,750	\$ 58,000	\$ 65,250	\$ 72,500	\$ 78,300	\$ 84,100	\$ 89,900	\$ 95,700



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

14. How does this Program serve lower-income persons in Thousand Oaks?

The Conejo Free Clinic Medical Services Program provides the members of our community who have very low income or low income with top quality medical care. our program provides the physician care, nursing care, lab testing, imaging, follow up and referrals - All at NO CHARGE to the patient. Our patients are able to see an extraordinary caliber of medical professionals due to the generosity of our volunteer team and donors like the City of Thousand Oaks.

Patients make appointments by telephone and are seen in one or more of our hundreds of clinics that are held each year. These clinics focus on a variety of specialites, including: family/general medecine, women's health, men's health, pediatrics, STD screenings, diabetes education, and counseling.

Central to CFC care is our lab testing community partnership with Quest Diagnostics, mammograms and other essential imaging through MDI, Thousand Oaks and Big Oak Radiology, in Thousand Oaks and Westlake Village. Patients also receive referrals for additional care that is outside CFC's scope, including cancer care for uninsured residents through the County. Our Executive Director, Teresa Seeley provides close one-on-one patient facilitation for these cases so that optimal advanced care is achieved.

15. (a) Are clients screened for Income Eligibility?

Yes

No

(b) If yes, how is Income Eligibility Determined?

We ask our patients to complete an intake form that includes various demographic information such as general income, household size, employment status, insurance status, race, ethnicity, disability / veteran / female head of household status, etc. Patients are not required to answer these questions, but they generally do.

Our policy is to never turn away a person in need of medical care. We continue to find that most people do not come to a free clinic unless they have no other alternatives, such as health insurance, County resources, Medicaid or Medi-Cal.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

16. Unduplicated Program goals for this application request:

- (a) How many unduplicated Thousand Oaks residents will be served by this Program? 1813
- (b) How many unduplicated non-City residents will be served by this Program? 825

17. Please provide **annual cost-to-benefit ratio**, based on last year's Actual program results or as Forecasted for a new Program. Use the following formulas to answer questions 17a and 17b.

- # of Unduplicated T.O. Residents Served = Question 16a
- # of Unduplicated non-City Residents Served = Question 16b
- % of program clients who are T.O. residents = [Question 16a / (Questions 16a + 16b)]
- Annual T.O. Program Cost =
 [(% of program clients who are T.O. residents) X (Total Expenses Line 34 on pg 10)]

(a) What are the unduplicated T.O. Resident cost-to-benefit ratio and the cost to serve 1 unduplicated T.O. resident?

$$\text{Annual T.O. Program Cost} / \# \text{ of Unduplicated T.O. Residents Served} = \text{Program \$ per Unduplicated T.O. Resident Served}$$

$$\$ 325000 / 1813 = \$ 179$$

Example a: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. The unduplicated cost-to-benefit ratio is \$2,000 / 100. The cost to serve 1 unduplicated T.O. resident is \$20.

(b) What are the T.O. unit cost-to-benefit ratio and the cost to serve 1 unit in T.O.?

$$\text{Annual T.O. Program Cost} / \# \text{ of T.O. Units Served} = \text{Program \$ per T.O. Units Served}$$

$$\$ 325000 / 1813 = \$ 179$$

Example b: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. 400 meals were served to T.O. residents. The T.O. unit cost-to-benefit ratio is \$2,000 / 400. The cost to serve 1 meal to a T.O. resident is \$5.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

18. (a) Please provide example(s) of services that can be provided annually at a given cost, (i.e. \$5,000 per year will provide employment training for 30 people.)

\$10,500 per year will provide 300 screening mammograms for low-income women @ \$35 each.

\$12,000 per year will provide lab testing for approximately 400 people because of the generous discounts we receive from Quest Diagnostics.

- (b) Please describe how the overall program budget is cost effective and reasonable for the anticipated result.

The Conejo Free Clinic budget is cost effective and reasonable, even remarkably so, because of the dramatic level of medical supplies, services and physician/nursing time that is donated here, allowing us to keep costs to a minimum. Our cash operating budget of about \$500,000 is modest, but when you consider the approximately \$1,000,000 dollars in donated services, the Conejo Free Clinic invests about \$1.5 million into our community. We could not operate without our non-cash revenue.

19. What percent of Thousand Oaks Program costs will be covered by this grant? 100 %

20. How does your Organization expect to fund this Program?

The Conejo Free clinic funds our Medical Services Program through a very committed program of community fund development and community interaction. This includes foundation and corporate grants, individual, family and civic giving, the Guardian Angels donor club, patient gifts, and a 28 year old Fall Golf Classic event tradition. It also includes the deep engagement and participation of our all volunteer physicians, nurses, nurse practitioners and many other medical and support professionals and medical service entities.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

21. (a) Has this Program received City CDBG or SSEF funds prior to July 1, 2014? Yes No

If yes, what was most recent grant year prior to July 1, 2014, grant amount and percentage grant funds expended?

Most recent grant year: 2015

Grant amount: \$14,500

Percentage of grant funds expended: 100%

- (b) Has this Program received other City of Thousand Oaks funds? Yes No

If yes, identify other funds received:

City event grant in 2009 and 2010.

22. For current grantees, funded in FY 2015-16 (July 1, 2015 to June 30, 2016):

(a) How much City CDBG or SSEF funding was awarded for this Program? \$ 14500

(b) Is this Program up-to-date in drawing the funds? Yes No

(c) Will half of this year's grant (i.e. 1st and 2nd Quarters - July 1 through December 31, 2015) be drawn down by January 30, 2015? Please provide comments below.

Yes



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

23. Number of Program Staff (not whole organization staff):

Paid Staffers

Full Time: 4

Part Time: 1

Volunteers

Full Time:

Part Time: 89

24. (a) List Primary Person(s) Responsible for Program Management (not Board of Directors):

Name	Title	Contact Phone	E-Mail Address
Teresa Seeley	Executive Director	805.497.3575 x202	tseeley@conejofreeclinic.org
Susan Murphy	Director of Development	805.497.3575 x203	smurphy@conejofreeclinic.org
Lisa Hoffman	Executive Assistant	805.497.3575 x204	lisaconejofreeclinic@gmail.com

(b) Describe briefly the roles and responsibility of program staff person(s) implementing the program and how much time on average they will be spend per month on implementation:

1. The Executive Director oversees the medical operations program as a whole, and the Medical Operations Manager (Laurie Billing, RN). She assistas the medical staff with patient care issues, and works on a county collaboration where she can refer and facilitate women into cancer care when they have no financial resources. *About 20 hours a week x 4 weeks = 80 hours per month.

2. The Medical Operations Manager is the senior staff person involved in direct patient care, support and interaction for over 2,000 patients annually, plus the administration and oversight of immunizations, imaging, labs, prescriptions, referrals and advanced care. *About 40 hours per week x 4 weeks = 160 hours per month.

3. The Executive Assistant works closely with most areas of the MSP administration, including patient care services. *About 40 hours per week x 4 weeks = 160 hours per month.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

Section 3. Proposed Program Budget, FY 2016-17 and 2017-18

25. Provide Revenue and Expense data on Program (Not Organization). FY is from July 1 to June 30.

Revenue/Cash/Expense FISCAL	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Actual (To Date)	FY 16-17 Budget	FY 17-18 Budget
REVENUE	-1-	-2-	-3-	-4-	-5-
1. City of Thousand Oaks	14500	14500	14500	14500	14500
2. Other Ventura County Cities ^a					
3. Contributions	54257	45000	44205	45000	49000
4. Gross/Fundraising/Special Events	84572	71000	72920	73000	74000
5. Legacies & Bequests					
6. Associated Organizations					
7. County/State/Federal grants ^b					
8. Membership Dues					
9. Program Fees	13138	18000	17695	19000	20000
10. Sales of Program Materials					
11. Investment Income					
12. Miscellaneous Revenue ^c	313738	345000	327341	358500	364500
13. TOTAL REVENUE	480205	493500	476931	510000	522000
EXPENSES					
14. Salaries	262023	296962	293576	298000	300000
15. Benefits	7325	9000	7848	9000	9000
16. Payroll Taxes	23280	26000	26042	26000	27000
17. Professional Fees	17513	15100	15553	15000	16000
18. Supplies	12043	11000	5263	11000	12000
19. Telephone	7730	6282	7894	7000	8000
20. Postage & Shipping	342	1000	313	1000	1000
21. Occupancy	34561	22942	26313	26000	27000
22. Equipment Rental & Maintenance	2556	2000	2589	2000	2000
23. Printing & Publications	1398	3500	2344	3000	3000
24. Travel & Transportation	0	1400	1500	1500	1500
25. Conferences & Education			3000	1500	1500
26. Assistance to Clients	54964	56700	62182	63000	65000
27. Membership Dues	870	1000	1425	1000	1000
28. Recognition and Grant Writing	1416	1500	50	2000	2000
29. Interest (Mortgage, Equipment, Leases, etc.)	2556	2000	2589	2000	2000
30. Insurance	14578	16414	14060	15000	17000
31. Miscellaneous Expenses ^d					
32. Affiliated Organizations					
33. Fund Raising Expenses	29722	20700	24823	23000	25000
34. TOTAL EXPENSES	472877	493500	497364	507000	520000
35. NET (Revenue less Expenses)	7328	0	-20433	3000	2000

26. If necessary, explain significant variances between Column 2 and Columns 4 & 5:

^a Please itemize other Ventura County city grants (year, source, amount)

^b Please itemize County/State/Federal grants (year, source, amount)

^c Explain Miscellaneous Revenue exceeding 2 percent of total revenue or \$5,000, whichever is greater.

^d Explain Miscellaneous Expenses exceeding 1 percent of total expenses or \$2,000, whichever is greater.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

Section 4. Organization Capacity

Answer the following questions specifically to the Organization as a whole.

27. Describe primary purpose(s) of the Main or Parent Organization.

The primary purpose of the Conejo Free Clinic is to provide top quality medical and legal services to all who do not have access to such care because they are uninsured or underinsured, and / or have serious financial hardship - ALL FREE OF CHARGE.

28. Number of Organization's Staff:

Paid Staffers

Full Time: 4

Part Time: 1

Volunteers

Full Time: 0

Part Time: 89

29. Describe the Organization's "track record" in Thousand Oaks.

The Conejo Free Clinic has established and maintained an exceptional track record of community medical service and success since it began in 1976. As 2016 begins, we see a continuation of our strong, free medical services provision for our community. This track record has been achieved through our volunteer team of medical professionals who provide all of our services proudly and remarkably without charge. CFC has improved and even saved the lives of so many of our underserved residents throughout the years, all who literally had no other place to receive medical care.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

30. Describe how the Organization collaborates with other non-profits to avoid duplication of services and to maximize resources. Please provide specific examples.

<i>Name of Public or Private Partner</i>	<i>Example of Collaboration</i>
California Lutheran University Thousand Oaks, CA	We provide counseling services at the CFC in partnership with CLU's Graduate Psychology Program. This service is helping many new people who need this critical support in addition to medical care, also without charge.
Lutheran Social Services Thousand Oaks, CA	Located directly next door to the CFC, we occasionally arrange physician care for their homeless clients. (Most are served through the county)
Ventura County Public Health Ventura, CA	We work closely with VCPH to connect our patients to care when it is beyond our scope and ability to provide, including HIV care and flu vaccinations.
Kaiser Permanente Thousand Oaks, CA	We partner with KP for our women's health clinics, providing services to many underserved women. We also have Kaiser doctors working with interns as a part of their fellowship program.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

31. List of Major Funders.

Alcoa Foundation, Baxter International Foundation, City of Thousand Oaks, Harriet Samuelsson Foundaton, Big Oaks Radiology, Quest Diagnostics, MDI Imaging, Livingston Memorial Foundation, Meadowlark Service League, Westlake Juniors, Soroptimist International of the Conejo, Union Bank, and Women's Legacy Fund of the Ventura County Community Foundation.

32. List of Current Local Board of Directors.

Rebecca Drago, President
Jesse Cahill, Vice President
Sarah Williams, Secretary
Patrick Cahalan, Treasurer

Frank Baldino, Evan Friedmann, Dr. Frank Dawson, Fred Sager, Don Adler, Dr. Michael Zapf,
David Briers, Cyndi Johnson, Margo White

33. Organization's Mission Statement.

The mission of the Conejo Free Clinic is to provide free, top quality medical and legal services to people without access to such care, and without regard for their income or life circumstance.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)
and/or
SOCIAL SERVICES ENDOWMENT FUNDS (SSEF)

(July 1, 2016 — June 30, 2017 and July 1, 2017 — June 30, 2018)

All Information must be typed or computer-printed. Separate application required for each program to be funded.

Section 1. Grant Application

- 1. Organization Name: Westminster Free Clinic
2. Mailing Address: 5560 Napoleon Drive
Street Address or Post Office Box Number
Oak Park, Ca 91377
City, State Zip
Web Address: www.westminsterclinic.org
3. Provide Contact Information for Grant Administrator:
Name: Lisa Safaeinili
Title: Executive Director E-mail: lisasaf@mac.com
Office Address: 5560 Napoleon Drive, Oak Park, Ca 91377
Phone: 805-300-6012 Fax: 818-879-0578
4. Name of Program to be funded: ECONOMIC RESPONSE PROJECT
a. Please check one: [X] Existing Program [] New Program
b. When did this Program Originate? 1994
5. a. Organization's Non-Profit Number: 770563241
b. Organization's DUNS Number: 14-125-6771
If not registered with Secretary of State or with DUNS, Please Explain:
6. Annual Dollar Request For This Application: \$ 15,000.00



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 2. Program Information

Answer the following questions in Section 2 specifically to the program named in question 4.

7. Describe how grant funds will be used to deliver services in Thousand Oaks for this Program.

Funds will be used to support the important work of the volunteer medical professionals at the clinic by providing medical supplies, labs, diagnostic tests like mammograms, x-rays and medications, so the doctor can make good diagnoses and so the patient will be able to follow through with the doctor's plan of care for them. Funds will also support the case management needs of patients including teaching the patient health literacy to empower patients to make informed decisions about their health, and so the case manager can advocate for patients needing referrals and community connections. For example the case manager creates partnerships for patients for free eye exams and glasses through community partners and also helps women we identify with abnormal mammograms apply for free state breast cancer program

8. Identify measurable Results, Benefits or Outcomes clients can expect to receive from this Program.

- Provide health care and health-related services to over 100 people, weekly.
- Provide case management services including diagnostic tests, medications, and linkages to over 500 patients, annually.
- Provide over 120 hours of free mental health counseling services, annually.
- Over 40% of diabetics will have measurable health improvement, annually
- Over 40% of patients at risk for heart disease will have measurable health improvement,
- Over 150 diabetics will receive all the supplies needed to control their diabetes.
- Over 5000 labs, x-rays, mammograms and medications will be provided.
- Over 40 teens from low-income families will serve as healthcare interns at WFC.

9. Describe how Program's effectiveness will be measured and documented.

WFC closely monitors and assesses its work on an ongoing basis. We track the progress and health outcomes of each of our patients using electronic health records (EHR). We also monitor each diabetic client compliance with home monitoring. In exchange, patients receive free glucose test strips monthly to measure their blood sugar at home. WFC conducts telephone surveys with families to measure qualitative patient satisfaction. WFC extensively tracks health improvement of over 200 heart disease patients. Our EHR makes everything we do quantifiable, and allows us to demonstrate an increase in the level of service provided. WFC also conducts qualitative data measuring change in behaviors and knowledge. We also measure the impact of our 2-year High School Healthcare Internship and how many low-income students go to college and careers .

10. How will requested funds provide for a Quantifiable Increase in the level of Service(s) to this Program?

The demand for our services remains steady (over 7000 people served in 2015). Your funds impact the number of people having access to health care and health-related prevention services in Thousand Oaks. This is achieved by empowering doctors and other medical professionals to help uninsured community members. With an increase in the number of volunteer doctors and nurse practitioners, we can serve more uninsured patients. Each doctor equals 6-8 more patients served per night. Medical professionals are willing to volunteer when they have the medical resources to make a good diagnosis and when patients can follow their plan of care. They know a difference is made. Thus, your support for medical supplies, diagnostic tests and medications increases our patient capacity and the number of volunteers (including high school students).



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

11. Identify geographical area to be served by this Program:

Primarily the Conejo Valley. Our main clinic is located in Thousand Oaks. Our homeless clinic is in Westlake serving Conejo Valley homeless through (LSS) when they sleep over at Westminster Presbyterian Church (there is an onsite medical office). 72% of our patients are City of Thousand Oaks residents (Thousand Oaks (55%), Westlake, Ventura side (1%) and Newbury Park (16%)). Twenty-eight percent are from Simi Valley, Agoura, Oak Park, Moorpark and Camarillo.

12. Place check mark to identify target clientele for this Program (choose only one):

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Homeless/Housing/Food | <input type="checkbox"/> Senior |
| <input checked="" type="checkbox"/> Special Needs/Medical | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Other (identify other type): _____ | |

13. (a) Based on the following Income Table, what percentage of Extremely Low, Very Low, and Low income persons will be served by this Program?

Extremely Low Income: 70 %
 Very Low Income: 15 %
 Low Income: 15 %

(b) Do these percentages add up to at least 51 percent? Yes No

2015 HUD Section 8 Program Annual Household Income Limits for Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA)

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Ext Low-Income (0% - 30%)	\$ 19,050	\$ 21,800	\$ 24,500	\$ 27,200	\$ 29,400	\$ 32,570	\$ 36,730	\$ 40,890
Very Low-Income (31% - 50%)	\$ 31,750	\$ 36,250	\$ 40,800	\$ 45,300	\$ 48,950	\$ 52,550	\$ 56,200	\$ 59,800
Low-Income (51% - 80%)	\$ 50,750	\$ 58,000	\$ 65,250	\$ 72,500	\$ 78,300	\$ 84,100	\$ 89,900	\$ 95,700



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

14. How does this Program serve lower-income persons in Thousand Oaks?

We provide free (services in Spanish and English):

- Doctor visits (e.g. family practice, Endocrinologists, Ophthalmologists, Cardiologists, & NP's)
- Physical Therapy/Chiropractic care
- Podiatry
- Nutrition Counseling with dietitian
- Corazones Sanos Healthy Hearts Program and a weight loss program and Health Education
- Mental Health Counseling
- Dental Screening/education, free dental flouride varnish for children under 12 years
- Diagnostic Tests: X-rays/ Mammograms/Labs
- Medications
- Eye exams/glasses
- Case Management/Advocacy including assistance applying for state Breast Cancer treatment program and other state programs.
- Legal consultation/services and Insurance Application Assistance and referral
- Diabetes/Blood Pressure Screening in clinic and in community
- Diabetic Management & Prevention Program as well as specialty clinic
- Partnership with local Latino markets to sell heart healthy foods and allow color coded labels
- 2-year Teen Healthcare Training and & Internship Program for over 40 low-income HS students

15. (a) Are clients screened for Income Eligibility? Yes No

(b) If yes, how is Income Eligibility Determined?

During our intake, we ask if the client has insurance and what their annual income is. If they have medi-cal or any other kind of insurance we do not see them. They also report their employment or if they have lost their job. Before the intake process patients must fill out an information sheet that covers all the information required for CDBG funding. The intake volunteers input this information into our electronic health record system. Overall, funding is only for East Ventura County so we do not serve people from Los Angeles or West Ventura County.

The uninsured population we serve is the extremely low-income working poor/ homeless. With the Affordable Care Act, some working poor are expected to pay a monthly premium (those >er than 138% of the FPL, ie. more than \$19,000 for two people, \$24,000 for four). The FPL is the same in Thousand Oaks as it is in Mississippi. With the high cost of living in our area, low-income working poor do not have extra money to afford a discounted healthcare premium of \$200 or more a month when their income is \$25,000 a year and they must support their whole family, thus they remain uninsured. The patients we see are continually disconnecting their cell phone when they have less work hours and reconnecting with a new number when they can afford it again. This unstable, varied income stream leaves our families vulnerable and without support for their health. Most of our patients are supporting the lives of others in our community as domestic workers, care givers, gardners, restaurant workers, house and office cleaners, support to seniors, construction workers and other important roles in our community.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

16. Unduplicated Program goals for this application request:

- (a) How many unduplicated Thousand Oaks residents will be served by this Program? 1466
(b) How many unduplicated non-City residents will be served by this Program? 598

17. Please provide annual cost-to-benefit ratio, based on last year's Actual program results or as Forecasted for a new Program. Use the following formulas to answer questions 17a and 17b.

- # of Unduplicated T.O. Residents Served = Question 16a
of Unduplicated non-City Residents Served = Question 16b
% of program clients who are T.O. residents = [Question 16a / (Questions 16a + 16b)]
Annual T.O. Program Cost = [(% of program clients who are T.O. residents) X (Total Expenses Line 34 on pg 10)]

(a) What are the unduplicated T.O. Resident cost-to-benefit ratio and the cost to serve 1 unduplicated T.O. resident?

Annual T.O. Program Cost / # of Unduplicated T.O. Residents Served = Program \$ per Unduplicated T.O. Resident Served
\$ 375200 / 1486 = \$ 252

Example a: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. The unduplicated cost-to-benefit ratio is \$2,000 / 100. The cost to serve 1 unduplicated T.O. resident is \$20.

(b) What are the T.O. unit cost-to-benefit ratio and the cost to serve 1 unit in T.O.?

Annual T.O. Program Cost / # of T.O. Units Served = Program \$ per T.O. Units Served
\$ 375200 / 5539 = \$ 68

Example b: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. 400 meals were served to T.O. residents. The T.O. unit cost-to-benefit ratio is \$2,000 / 400. The cost to serve 1 meal to a T.O. resident is \$5.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

18. (a) Please provide example(s) of services that can be provided annually at a given cost, (i.e. \$5,000 per year will provide employment training for 30 people.)

1) \$110/yr. (\$9.00/mo.) supports the needs of 1 diabetic person including: 4 doctor visits, podiatrist, retinopathy screening, labs, meds, nutrition education & a glucometer and test strips. Street value at least \$350.00/month (\$4,200/yr.) for uninsured diabetic paying for these services.
2) \$56 provides 100 patients with a 10-day supply of antibiotics.
3) \$100 provides 25 patients with a comprehensive metabolic panel or lipid panel lab test
4) \$150/pt. provides multiple mammograms and doctor visits needed
5) Maintaining a clinic that can serve 100 patients on a clinic night allows 42 low-income Latino high school students with a 2-year Healthcare Pathways Internship, and with 90% getting into college when they graduate.

- (b) Please describe how the overall program budget is cost effective and reasonable for the anticipated result.

With a cash budget of \$660,000, WFC is able to leverage almost \$2,000,000 in donated goods and services to meet its operating budget. The ACTUAL cost of care at a traditional medical office would be over \$2.5 million each year for the uninsured patients we serve. From the cash received from City of TO funds, Westminster Clinic is able to leverage a donation of goods and services from the good will of the community for the other 2/3rds of the budget. The city funds are essential for this to occur.

19. What percent of Thousand Oaks Program costs will be covered by this grant? 4 %

20. How does your Organization expect to fund this Program?

Multiple grants, individual donors, contributions from service clubs, corporate donations and 2 annual fundraisers. Through the support of our Friends Board and Board of Directors who help with fundraising activities. This is how we sustain our operations annually.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

21. (a) Has this Program received City CDBG or SSEF funds prior to July 1, 2014? Yes No

If yes, what was most recent grant year prior to July 1, 2014, grant amount and percentage grant funds expended?

\$10,000 was received. 100% of grant funds were expended.

- (b) Has this Program received other City of Thousand Oaks funds? Yes No

If yes, identify other funds received:

22. For current grantees, funded in FY 2015-16 (July 1, 2015 to June 30, 2016):

(a) How much City CDBG or SSEF funding was awarded for this Program? \$ 8000

(b) Is this Program up-to-date in drawing the funds? Yes No

(c) Will half of this year's grant (i.e. 1st and 2nd Quarters - July 1 through December 31, 2015) be drawn down by January 30, 2015? Please provide comments below.

100% of the \$8,000 has been drawn down.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

23. Number of Program Staff (not whole organization staff):

Paid Staffers

Full Time: 2

Part Time: 2

Volunteers

Full Time: 0

Part Time: 375

24. (a) List Primary Person(s) Responsible for Program Management (not Board of Directors):

Name	Title	Contact Phone	E-Mail Address
Charlyn Gutierrez	Clinic Manager	805-914-7760	westminstercoordinator@gmail.com
Esperanza Gonzalez	Case Manager	805-276-8204	espy0413@yahoo.com
Veronica Villa	Teen Program Coordinator	805-368-6365	veeramirez@yahoo.com

(b) Describe briefly the roles and responsibility of program staff person(s) implementing the program and how much time on average they will be spend per month on implementation:

Charlyn Gutierrez-20 hours to schedule medical and non-medical volunteers, maintain and update volunteer paperwork and provide training, coordinate clinical operation, provide electronic health record training to volunteers, and data management and evaluation.

Espy Gonzalez/Judy Gindi-20 hours advocate for clients, create community partnerships for free glasses and eye exams, X-rays, labs, as well as referrals to specialists. Teach health literacy to patients, coordinate diabetes care for patients, assists with program evaluation.

Veronica Ramirez Villa-20 hours supports clinic volunteers including free doctors visits, chiropractic and physical therapy services, mental health counseling, nutritional counseling, dermatology, podiatry, health screening, management, training and oversight of WFC High School Healthcare Intern program of 75 students each year.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

Section 3. Proposed Program Budget, FY 2016-17 and 2017-18

25. Provide Revenue and Expense data on Program (Not Organization). FY is from July 1 to June 30.

Revenue/Cash/Expense FISCAL	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Actual (To Date)	FY 16-17 Budget	FY 17-18 Budget
REVENUE	-1-	-2-	-3-	-4-	-5-
1. City of Thousand Oaks	8,000	8,000	8,000	15,000	15,000
2. Other Ventura County Cities ^a	0	0	0	0	0
3. Contributions	499,181	500,000	265,038	500,000	525,000
4. Gross/Fundraising/Special Events	22,533	25,000	26,114	35,000	40,000
5. Legacies & Bequests	0	0	0	0	0
6. Associated Organizations	0	0	0	0	0
7. County/State/Federal grants ^b	87,787	165,000	154,821	165,000	165,000
8. Membership Dues	0	0	0	0	0
9. Program Fees	0	0	0	0	0
10. Sales of Program Materials	0	0	0	0	0
11. Investment Income	0	0	0	0	0
12. Miscellaneous Revenue ^c	1,920,037	2,034,401	989,484	2,065,100	2,100,000
13. TOTAL REVENUE	2,537,538	2,732,401	1,443,457	2,780,100	2,845,000
EXPENSES					
14. Salaries	234,655	260,000	126,316	270,000	275,000
15. Benefits	9,914	14,500	7,202	15,000	15,000
16. Payroll Taxes	24,756	26,000	9,900	26,500	27,000
17. Professional Fees	169,684	170,000	110,821	175,000	180,000
18. Supplies	60,851	60,851	19,056	65,000	70,000
19. Telephone	6,457	6,500	3,758	6,800	6,700
20. Postage & Shipping	843	900	630	1,000	1,100
21. Occupancy	0	0	0	0	0
22. Equipment Rental & Maintenance	384	500	0	500	500
23. Printing & Publications	17,276	20,000	5,544	20,000	20,000
24. Travel & Transportation	8,560	9,000	4,015	10,000	10,000
25. Conferences & Education	3,137	4,500	3,393	4,500	4,500
26. Assistance to Clients	1,617,778	1,700,000	828,169	1,720,000	1,730,000
27. Membership Dues	1,500	1,800	1,579	2,000	2,000
28. Recognition and Grant Writing	8,694	9,000	2,598	10,000	10,000
29. Interest (Mortgage, Equipment, Leases, etc.)	0	0	0	0	0
30. Insurance	24,594	26,000	18,776	26,500	27,000
31. Miscellaneous Expenses ^d	414,016	418,200	216,920	423,000	428,000
32. Affiliated Organizations	0	0	0	0	0
33. Fund Raising Expenses	3638	4000	2,994	4,500	4,500
34. TOTAL EXPENSES	02,606,469	2,732,401	1,358,677	2,780,100	2,811,3000
35. NET (Revenue less Expenses)	-68,931	0	84,780	0	33,700

26. If necessary, explain significant variances between Column 2 and Columns 4 & 5:

#12,#26 \$662,130 of our budget is cash per our audit this year. Almost two-thirds of our budget is donated, as determined by our auditors, \$1,917,778 for direct patient health services is donated including medical professionals time, medications, labs, diagnostic tests, space, etc.

^a Please itemize other Ventura County city grants (year, source, amount)

^b Please itemize County/State/Federal grants (year, source, amount)

^c Explain Miscellaneous Revenue exceeding 2 percent of total revenue or \$5,000, whichever is greater.

^d Explain Miscellaneous Expenses exceeding 1 percent of total expenses or \$2,000, whichever is greater.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 4. Organization Capacity

Answer the following questions specifically to the Organization as a whole.

27. Describe primary purpose(s) of the Main or Parent Organization.

WFC (Westminster Free Clinic) is an innovative organization that is driven by community healthcare volunteers whose mission is to provide free medical care (including labs, diagnostic tests and medications) and mental health services to the uninsured, homeless and working poor of our community through caring, compassion, community partnerships, education and high school student training. Free legal assistance from volunteer attorneys and other supportive health-related programs and services are also offered, making the clinic a community center that helps people thrive and be well mentally and physically.

28. Number of Organization's Staff:

Paid Staffers

Full Time: 2

Part Time: 2

Volunteers

Full Time: 0

Part Time: 375

29. Describe the Organization's "track record" in Thousand Oaks.

8337 people are served by our clinic (72% are from Thousand Oaks jurisdiction).
4553 free physician or medical specialist appointments provided
285 people receive free individual/family mental health counseling.
121 people receive free glasses/eye exams
63 diabetics screened for diabetic retinopathy by an ophthalmologist
58 women received free mammograms/ 68 X-rays provided
Over 4905 prescriptions filled
Over 5200 labs provided
Over 37,740 free glucose test strips and lancets distributed for home monitoring of diabetes
1603 low-income, uninsured people screened for diabetes and high blood pressure through community outreach efforts outside the clinic
89 high school students were healthcare interns at the clinic (46 were from low income families)



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

30. Describe how the Organization collaborates with other non-profits to avoid duplication of services and to maximize resources. Please provide specific examples.

<i>Name of Public or Private Partner</i>	<i>Example of Collaboration</i>
Kaiser Permanente of Thousand Oaks	Provide all medical supplies and volunteers to provide immunizations, pay for child vaccines. Provide free glasses and exams. Provide volunteer medical professionals and free backpacks and school supplies and gifts at Christmas for over 500 children of patients
Conejo Free Clinic	We refer patients with gynecological needs to Conejo Free Clinic since we do not offer this service. We focus on the Spanish speaking population in our community (~80% of patients) and all programs and services are culturally competent and in Spanish. This is our specialty.
Lutheran Social Services, St. Vincent De Paul, the faith community and other non profits	They refer their very low income, uninsured clients/members to us for health care, health care advocacy with our case manager, dental screening, mental health counseling, and free medications and labs and glasses/eye exams.
Behavioral Health of Thousand Oaks	We provide free mental health services for families who are uninsured and cannot afford to pay for services. Patients are referred to us from behavioral health staff. We refer to them, when a patient can benefit, as well. They have a table where they talk to patients at WFC
VC Healthcare Agency	We provide medications, labs, and doctors appointments for families who are uninsured and cannot afford to pay for services. Patients are referred by staff. We refer to them, when a patient can benefit, as well. They have a table where they talk to patients at WFC
Council of Community Clinics	Provide us with at least a 70% discount on medications for our uninsured patients, a 30% discount on phone charges and a 70% discount on copying services at Office Depot.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

31. List of Major Funders.

Kaiser Permanente, Tobacco Settlement Fund, Livingston Memorial Foundation, Connections to Cardiovascular Health Foundation, The CA Wellness Foundation,

32. List of Current Local Board of Directors.

Steve Kamajian, DO, William Vinson, Esq., Julie Martin, Cindy Vinson, MT, Manuel Valdez, Judy Jones, RN, Amanda Vinson, Esq., John T. Sullivan, MD., Denisse Rivera

33. Organization's Mission Statement.

WFC (Westminster Free Clinic) is an innovative organization that is driven by community healthcare volunteers whose mission is to provide free medical care (including labs, diagnostic tests and medications) to the uninsured, homeless and working poor of our community through caring, compassion, community partnerships, education and student training



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)
and/or
SOCIAL SERVICES ENDOWMENT FUNDS (SSEF)**

(July 1, 2016 — June 30, 2017 and July 1, 2017 — June 30, 2018)

All Information must be typed or computer-printed. Separate application required for each program to be funded.

Section 1. Grant Application

1. Organization Name: Long Term Care Services of Ventura County, Inc.,

2. Mailing Address: 2021 Sperry Avenue Suite 35
Street Address or Post Office Box Number

Ventura, Ca 93303

City, State Zip

Web Address: www.ombudsmanventura.org

3. Provide Contact Information for Grant Administrator:

Name: Sylvia Taylor-Stein

Title: Executive Director E-mail: staylor@ombudsmanventura.org

Office Address: 2021 Sperry Avenue Suite 35 Ventura, Ca 93003

Phone: 805-656-1986 Fax: 805-658-8540

4. Name of Program to be funded: Ombudsman Program

a. Please check one: Existing Program New Program

b. When did this Program Originate? 1981

5. a. Organization's Non-Profit Number: 77-0199665

b. Organization's DUNS Number: 016938764

If not registered with Secretary of State or with DUNS, Please Explain:

6. Annual Dollar Request For This Application: \$ 20,000.00



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

Section 2. Program Information

Answer the following questions in Section 2 specifically to the program named in question 4.

7. Describe how grant funds will be used to deliver services in Thousand Oaks for this Program.

The Ombudsman Program will provide unduplicated services to 1,979 seniors in T.O.'s 69 Long Term Care facilities (LTC). However, due to CDBG requirement to provide race/ethnicity we can only count the 350 persons in 3 skilled nursing facilities where we can obtain this information from the facility. Services are confidential and free and include: 1. Unannounced weekly/monthly visits to facilities to help ensure residents are receiving quality care, their rights are not violated, they are not mistreated or abused; their living environment is safe and clean. 2. Receive/Investigate complaints on behalf of residents and advocate for their express wish. 3. Provide pre-placement/caregiving counseling to families; community education to T.O. communities' at large. 4. Receiving complaints that arise in TO's 5 facilities for the developmentally disabled.

8. Identify measurable Results, Benefits or Outcomes clients can expect to receive from this Program.

We will serve over 3,200 residents in Thousand Oaks but due to CDBG demographic race/ethnicity requirements we will only be able to report on Medi-Cal beneficiaries, approximately 350 persons. Measurable results are the numbers of elderly residents seen and frequency of visits to these residents; the number and types of complaints resolved or partially resolved on their behalf, and the results of these resolutions; the number of families who receive pre-placement and caregiver counseling. The benefits to the elderly resident is that each resident has regular and frequent access to a confidential intercessor/advocate who will act on their behalf and represent their express wish before administration/family members, or medical professionals..

9. Describe how Program's effectiveness will be measured and documented.

All ombudsman services are documented, compiled, and reported on monthly basis to the Area Agency on Aging, (AAA) California Department of Aging and the USA Administration on Aging in accordance with the Older Americans Act. The AAA performs statistical review of this data on a quarterly basis to monitor the output of the program – if it is under goals, meets goals, or exceeds goals as set forth by the program. For 30 years the AAA monitoring reports show the Ventura Ombudsman program has met or exceeded its goals. In 2008, the Ventura Ombudsman Program was monitored by the State of California Dept of Aging. The program received excellent ratings overall and best practices in Volunteer recruitment, training, mentoring and retention, and family caregiver training and support..

10. How will requested funds provide for a Quantifiable Increase in the level of Service(s) to this Program?

The number of long term care facilities continues to climb in Ventura County and most especially in the east county around Thousand Oaks. In 1999 Thousand Oaks had 30 facilities, in 2005 there were 40, and in 2015 there are 69. Another large assisted living facility is planned to open within the next two years. The number of facilities in Thousand Oaks has doubled in the last 12 years. Our goal is to maintain our weekly/monthly visitation to the facilities, even as the numbers increase..



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

11. Identify geographical area to be served by this Program:

The City of Thousand Oaks

12. Place check mark to identify target clientele for this Program (**choose only one**):

- | | |
|---|--|
| <input type="checkbox"/> Homeless/Housing/Food | <input checked="" type="checkbox"/> Senior |
| <input type="checkbox"/> Special Needs/Medical | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Other (identify other type): | |

13. (a) Based on the following Income Table, what percentage of Extremely Low, Very Low, and Low income persons will be served by this Program?

Extremely Low Income: 10 %
 Very Low Income: 15 %
 Low Income: 35 %

(b) Do these percentages add up to at least 51 percent? Yes No

2016 HUD Section 8 Program Annual Household Income Limits for Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA)

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Ext Low-Income (0% - 30%)	\$ 19,050	\$ 21,800	\$ 24,500	\$ 27,200	\$ 29,400	\$ 32,570	\$ 36,730	\$ 40,890
Very Low-Income (31% - 50%)	\$ 31,750	\$ 36,250	\$ 40,800	\$ 45,300	\$ 48,950	\$ 52,550	\$ 56,200	\$ 59,800
Low-Income (51% - 80%)	\$ 50,750	\$ 58,000	\$ 65,250	\$ 72,500	\$ 78,300	\$ 84,100	\$ 89,900	\$ 95,700



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

14. How does this Program serve lower-income persons in Thousand Oaks?

The Ombudsman Program serves all seniors and elderly residents (presumed beneficiaries) living in nursing homes and other long term care facilities in Thousand Oaks. 75% of residents are over 70 years of age and considered to be disabled or otherwise mentally or physically unable to care for themselves in an independent home environment;

The nursing facilities in Thousand Oaks are MediCal facilities, with the exception of one, which means almost all the residents are considered very low income and rely on MediCal to pay for their care.

15. (a) Are clients screened for Income Eligibility?

Yes

No

(b) If yes, how is Income Eligibility Determined?



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

16. Unduplicated Program goals for this application request:
- (a) How many unduplicated Thousand Oaks residents will be served by this Program? 3148
 - (b) How many unduplicated non-City residents will be served by this Program? 8014
17. Please provide **annual** cost-to-benefit ratio, based on last year's Actual program results or as Forecasted for a new Program. Use the following formulas to answer questions 17a and 17b.

- # of Unduplicated T.O. Residents Served = Question 16a
- # of Unduplicated non-City Residents Served = Question 16b
- % of program clients who are T.O. residents = [Question 16a / (Questions 16a + 16b)]
- Annual T.O. Program Cost =
 [(% of program clients who are T.O. residents) X (Total Expenses Line 34 on pg 10)]

(a) What are the unduplicated T.O. Resident cost-to-benefit ratio and the cost to serve 1 unduplicated T.O. resident?

$$\begin{array}{rcl}
 \text{Annual T.O. Program Cost} / \# \text{ of Unduplicated T.O. Residents Served} & = & \text{Program \$} \\
 & & \text{per Unduplicated} \\
 & & \text{T.O. Resident Served} \\
 \\
 \$ 169280 / 3148 & = & \$ 54
 \end{array}$$

Example a: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. The unduplicated cost-to-benefit ratio is \$2,000 / 100. The cost to serve 1 unduplicated T.O. resident is \$20.

(b) What are the T.O. unit cost-to-benefit ratio and the cost to serve 1 unit in T.O.?

$$\begin{array}{rcl}
 \text{Annual T.O. Program Cost} / \# \text{ of T.O. Units Served} & = & \text{Program \$} \\
 & & \text{per T.O. Units Served} \\
 \\
 \$ 169280 / 5490 & = & \$ 31
 \end{array}$$

Example b: An agency has a meal program that annually served 100 unduplicated T.O. residents and 50 unduplicated non-City residents with total program expense of \$3,000. The annual T.O. Program Cost for the meal program is [100 / (100 + 50)] X [\$3,000] which is \$2,000. 400 meals were served to T.O. residents. The T.O. unit cost-to-benefit ratio is \$2,000 / 400. The cost to serve 1 meal to a T.O. resident is \$5.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

18. (a) Please provide example(s) of services that can be provided annually at a given cost, (i.e. \$5,000 per year will provide employment training for 30 people.)

\$53.77 provides 12 months of advocacy and support services to one senior or elderly resident living in long term care; pre-placement counseling for families dealing with long term care, training direct care providers, and providing educational workshops on long term care for Thousand Oaks residents.

- (b) Please describe how the overall program budget is cost effective and reasonable for the anticipated result.

The Ombudsman Program is managed by a small 4.5 member paid staff and leverages 57 state certified Ombudsman volunteers to provide the excellent advocacy and support services the organization has become known for. All staff members are direct service providers as well and provide all the mandated certification training for all new volunteers, plus 24 hours per year of continuing education for state certified volunteers which is facilitated by staff and delivered by professionals in the field of aging. Volunteers donate over 9,600 hours per year in inkind services (value \$23.38/hr = \$224,448). The Board of Supervisors has commented that the county could never provide this level of excellent ombudsman services so cost effectively and would cost far more if the county had to provide the Ombudsman Services.

19. What percent of Thousand Oaks Program costs will be covered by this grant? 12 %

20. How does your Organization expect to fund this Program?

Grants, Fundraisers, Donations



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

21. (a) Has this Program received City CDBG or SSEF funds prior to July 1, 2014? Yes No

If yes, what was most recent grant year prior to July 1, 2014, grant amount and percentage grant funds expended?

The most recent grant year prior to July 1, 2014 is July 1, 2013 through June 30, 2014. The grant amount for that year was \$9,917. We expended 100% of the funds.

- (b) Has this Program received other City of Thousand Oaks funds? Yes No

If yes, identify other funds received:

22. For current grantees, funded in FY 2015-16 (July 1, 2015 to June 30, 2016):

(a) How much City CDBG or SSEF funding was awarded for this Program? \$ 9917

(b) Is this Program up-to-date in drawing the funds? Yes No

(c) Will half of this year's grant (i.e. 1st and 2nd Quarters - July 1 through December 31, 2015) be drawn down by January 30, 2015? Please provide comments below.

Yes



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

23. Number of Program Staff (not whole organization staff):

Paid Staffers

Full Time: 4

Part Time: 1

Volunteers

Full Time:

Part Time: 21

24. (a) List Primary Person(s) Responsible for Program Management (not Board of Directors):

Name	Title	Contact Phone	E-Mail Address
Sylvia Taylor-Stein	Executive Director	805-656-1986	staylor@ombudsmanventura.org
Kathy Terry	Program Manager	805-656-1986	kterry@ombudsmanventura.org
Vicky Odle	Pre-placement Volunteer Support	805-656-1986	admin@ombudsmanventura.org

(b) Describe briefly the roles and responsibility of program staff person(s) implementing the program and how much time on average they will be spend per month on implementation:

Sylvia Taylor Stein, Executive Director has held this position for 16 years. Sylvia oversees the Ombudsman Program, is a leader in systems advocacy and is the grant writer and main fund developer for the organization. Kathy Terry, Program Manager, (8 yrs) is the main support person for the volunteers in the field. She is co-trainer with Sylvia providing all the mandated certification training to the new volunteers, and facilitates the 24 hours of continuing education the volunteers receive every year to maintain their Ombudsman certification. She has worked in the eldercare industry for over ten years. Vicky Odle, (7 yrs) Pre-placement Counselor/Executive Assistant & Volunteer Support came to the Ombudsman Program from the private rehabilitation field where she worked as a facilitator with persons with addictions. All staff are direct service providers and work full time.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 3. Proposed Program Budget, FY 2016-17 and 2017-18

25. Provide Revenue and Expense data on Program (Not Organization). FY is from July 1 to June 30.

Revenue/Cash/Expense FISCAL	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Actual (To Date)	FY 16-17 Budget	FY 17-18 Budget
REVENUE	-1-	-2-	-3-	-4-	-5-
1. City of Thousand Oaks	9917	9917	2479	20000	20000
2. Other Ventura County Cities ^a	53192	47000	12281	62000	72000
3. Contributions	170879	130714	46612	125000	125000
4. Gross/Fundraising/Special Events	6400	40000	23614		
5. Legacies & Bequests					
6. Associated Organizations					
7. County/State/Federal grants ^b	156046	207169	77630	200000	200000
8. Membership Dues					
9. Program Fees					
10. Sales of Program Materials					
11. Investment Income	641				
12. Miscellaneous Revenue ^c	224345	225000	64950	225000	225000
13. TOTAL REVENUE	621420	659800	227566	632000	620000
EXPENSES					
14. Salaries	251262	260877	87626	261000	261000
15. Benefits	3250	10286	1375	10300	10300
16. Payroll Taxes	24165	21837	7440	21700	21700
17. Professional Fees	10126	9500	4531	9500	9500
18. Supplies	9073	7100	1697	7100	7100
19. Telephone	5777	6000	2443	6000	6000
20. Postage & Shipping	464	1000	159	1000	1000
21. Occupancy	29448	29500	12270	29500	29500
22. Equipment Rental & Maintenance	4096	4600	2675	4600	4600
23. Printing & Publications	932	4500	668	4500	4500
24. Travel & Transportation	18615	13500	7528	13500	13500
25. Conferences & Education	3434	30100	2095	30100	30100
26. Assistance to Clients					
27. Membership Dues					
28. Recognition and Grant Writing					
29. Interest (Mortgage, Equipment, Leases, etc.)					
30. Insurance	6170	5300	5373	5300	5300
31. Miscellaneous Expenses ^d	228216	227700	65972	227900	227900
32. Affiliated Organizations					
33. Fund Raising Expenses	2635	28000	11525		
34. TOTAL EXPENSES	597663	659800	213377	632000	632000
35. NET (Revenue less Expenses)					

26. If necessary, explain significant variances between Column 2 and Columns 4 & 5:

No Fundraising planned for 2016-17 or 2017-18

^a Please itemize other Ventura County city grants (year, source, amount)

^b Please itemize County/State/Federal grants (year, source, amount)

^c Explain Miscellaneous Revenue exceeding 2 percent of total revenue or \$5,000, whichever is greater.

^d Explain Miscellaneous Expenses exceeding 1 percent of total expenses or \$2,000, whichever is greater.

Long Term Care Services Ombudsman Program
Attachment to Section 3
7/16 – 6/17, 7/17– 6/18

	14/15 Actual	15/16 Budget	15/16 YTD 7-11/15	16/17 Budget	17/18 Budget
Other Ventura County Cities					
CDBG					
Camarillo	7,448	8,000	2,000	8,000	8,000
Simi Valley	10,000				
Ventura County Unincorporated Areas & Small Cities	30,244	25,000	10,281	50,000	50,000
	47,692	33,000	12,281	58,000	58,000
Municipalities & Social Services					
City of Ventura		10,000			10,000
City of Oxnard	5,500	4,000		4,000	4,000
	5,500	14,000		4,000	14,000
Total Other Ventura County Cities	53,192	47,000	12,281	62,000	72,000
Federal, State & County Grants					
Area Agency on Agency	156,046	207,169	61,878	200,000	200,000
Total Federal, State & County Grants	156,046	207,169	61,878	200,000	200,000
Miscellaneous Revenue & Expense Exceeding 2%					
Miscellaneous Revenue					
Insurance Reimbursement					
In-Kind Volunteer Time	224,345	225,000	64,950	225,000	225,000
Total Miscellaneous Revenue	224,345	225,000	65,991	225,000	225,000
Miscellaneous Expense					
In-Kind Volunteer Time	224,345	225,000	64,950	225,000	225,000
Miscellaneous Expense	3,871	2,700	1,022	2,900	2,900
Total Miscellaneous Expense	228,216	227,700	65,972	227,900	227,900



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

Section 4. Organization Capacity

Answer the following questions specifically to the Organization as a whole.

27. Describe primary purpose(s) of the Main or Parent Organization.

We are a sole purpose agency and our organization and program purpose is the same. Long Term Care Services is a 501 (c) 3 non profit organization that contracts with the County of Ventura to provide the Ombudsman Program for Ventura County. The organization is founded on the principle that elderly persons unable to care for themselves are entitled to dependable and consistent care.

The Ombudsman Program's mission is to assure the highest quality of life and care possible for those elderly persons in long term care – most of whom are frail and vulnerable and unable to represent themselves.

28. Number of Organization's Staff:

Paid Staffers

Full Time: 4

Part Time: 1

Volunteers

Full Time:

Part Time: 57

29. Describe the Organization's "track record" in Thousand Oaks.

For 34 years Long Term Care Services through its Ombudsman Program has provided advocacy and support services to the seniors living in TO's long term care facilities. In 1981 there were only two long term care facilities in Thousand Oaks with 200 residents. In 2009 there were 58 facilities and in 2015 there are 68. In Thousand Oaks, over the past fiscal year 2014/15, Ombudsman volunteers and staff provided 1414 visits to the facilities in TO, attended 4 facility surveys by licensing; participated in 140 Resident Council meetings; participated in 13 Family Councils ; witnessed 10 Advance Health Care Directives; investigated and worked to resolve 215 complaints on behalf of residents; provided 26 Thousand Oaks residents with pre-placement counseling/caregiver training for themselves or their loved one; provided 75 hours of certification training and continuing education training for volunteer and staff ombudsman to maintain or qualify for state certification. Provided 3 community education presentations to 83 Thousand Oaks Residents.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

30. Describe how the Organization collaborates with other non-profits to avoid duplication of services and to maximize resources. Please provide specific examples.

<i>Name of Public or Private Partner</i>	<i>Example of Collaboration</i>
Adult Protective Services	Cross report: joint collaboration in Financial Abuse Specialist Team; District Attorney Rapid Response Team;
District Attorney/MOU	Investigative Resources for elder abuse reporting; collaboration with DA in Expert Rapid Response Team
Alzheimer's Association	Cross referrals; community education; joint workshops
Thousand Oaks Senior Concerns	Collaborative partners; informational resource for TO Senior Concerns; informational exchange
Area Agency on Aging	Collaborative Partners in Aging Issues; ie transportation, housing, MediCal/Medicare Nutrition, Healthy Aging,
Grey Law/MOU	Poverty Legal Issues



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

31. List of Major Funders.

Area Agency on Aging; County of Ventura Tobacco Settlement Funds; County of Ventura CDBG Joint Powers Agreement; City of Camarillo; City of Ventura; City of Oxnard; Amgen Foundation; Woods-Claeysens Foundation; Swift Memorial Family Foundation; Meadowlark Service League; Livingston Memorial Health Care Foundation; Montage Foundation

32. List of Current Local Board of Directors.

Erbie Daw, Chair; Oxnard
Jackie Lacombe, Vice Chair; Thousand Oaks
Lisa DiMolfetto, Secretary; Thousand Oaks
Dana Bowen, Treasurer; Ojai
Jim Stueck, Immediate Past Chair, Member; Moorpark
Jenny Lee, Member, Ventura
Fran Rifley, Member, Oxnard
Daniel Uhlar, Member, Ventura

33. Organization's Mission Statement.

Long Term Care Services of Ventura County and its Ombudsman Program is founded on the principle that elderly persons unable to care for themselves are entitled to dependable and consistent care. Our mission is to assure the highest quality of life and care possible for those elderly persons in long term care - most of whom are frail and vulnerable and unable to represent themselves



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)
and/or
SOCIAL SERVICES ENDOWMENT FUNDS (SSEF)**

(July 1, 2016 — June 30, 2017 and July 1, 2017 — June 30, 2018)

All Information must be typed or computer-printed. Separate application required for each program to be funded.

Section 1. Grant Application

1. Organization Name: County Of Ventura Human Services Agency

2. Mailing Address: 855 Partridge Drive

Street Address or Post Office Box Number

Ventura, Ca 93003

City, State Zip

Web Address: www.vchsa.org

3. Provide Contact Information for Grant Administrator:

Name: Margaret F. Reyes

Title: H.S. Administrative Specialist E-mail: margaret.reyes@ventura.org

Office Address: 855 Partridge Drive, Ventura, Ca 93003

Phone: 805-477-5439 Fax: 805-477-5490

4. Name of Program to be funded: RAIN Transitional Living Center

a. Please check one: Existing Program New Program

b. When did this Program Originate? 1997, Hsa Has Operated Rain Tlc Since 2006

5. a. Organization's Non-Profit Number: 95-6000944

b. Organization's DUNS Number: 176041101

If not registered with Secretary of State or with DUNS, Please Explain:

6. Annual Dollar Request For This Application: \$ 15,473.00



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

Section 2. Program Information

Answer the following questions in Section 2 specifically to the program named in question 4.

7. Describe how grant funds will be used to deliver services in Thousand Oaks for this Program.

Requested funds will be used to provide four for one year/eight for 2 years Thousand Oaks homeless persons (individuals and in families) residing at RAIN Transitional Living Center (RAIN) case management and supportive services. RAIN provides comprehensive services to approximately 70 residents at any given time (avg. 150 clients per year). Residents receive assistance with meals, transportation, parenting, self-sufficiency workshops, employment, financial skills development and are assisted to secure permanent housing when they leave RAIN. RAIN operates 24 hours a day, 365 days per year.

8. Identify measurable Results, Benefits or Outcomes clients can expect to receive from this Program.

RAIN is a short term, countywide transitional living center that provides a link from homelessness to sustainable housing. The program is designed for families and individuals who are under or unemployed and lack sufficient skills, resources and support to be successful at securing a home. RAIN's safe environment empowers the client to make choices that lead to a self sufficient future. Residents are expected to achieve the following outcomes:

- Obtain fulltime legal employment
- Be able to manage finances and learn additional life skills
- Plan for the future
- Secure permanent housing; remain stably housed

9. Describe how Program's effectiveness will be measured and documented.

RAIN tracks progress of residents through review and analysis of Resident Progress Records. The case management team meets bi-monthly to identify progress, gaps and resources needed to assist with programatic issues.

RAIN uses the Homeless Management Information System to track and review outcomes at quarterly intervals and assess for trends and progress. An annual report is sent to HUD and reflects income and permanent housing outcomes.

Upon exit to permanent housing, RAIN conducts monthly follow-up to check on housing stability.

10. How will requested funds provide for a Quantifiable Increase in the level of Service(s) to this Program?

RAIN will continue to increase service levels in the City of Thousand Oaks by providing outreach and program services to eligible residents. For FY 15-16, the project proposed to serve 4. and as of November 30, 2015, RAIN has served 3 or 75% of proposed number to be served from the City of Thousand Oaks. For FY 16-17/17-18, RAIN hopes to serve 8 or more residents from the City resulting in exit to permanent housing and increased total income in order to maintain stable housing.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

11. Identify geographical area to be served by this Program:

RAIN Transitional Living Center is the only countywide program that serves all of Ventura County's 10 cities including the City of Thousand Oaks and the unincorporated areas.

12. Place check mark to identify target clientele for this Program (choose only one):

- Homeless/Housing/Food
- Senior
- Special Needs/Medical
- Youth
- Other (identify other type): _____

13. (a) Based on the following Income Table, what percentage of Extremely Low, Very Low, and Low income persons will be served by this Program?

Extremely Low Income: 0 %
 Very Low Income: 100 %
 Low Income: 0 %

(b) Do these percentages add up to at least 51 percent? Yes No

2015 HUD Section 8 Program Annual Household Income Limits for Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA)

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Ext Low-Income (0% - 30%)	\$ 19,050	\$ 21,800	\$ 24,500	\$ 27,200	\$ 29,400	\$ 32,570	\$ 36,730	\$ 40,890
Very Low-Income (31% - 50%)	\$ 31,750	\$ 36,250	\$ 40,800	\$ 45,300	\$ 48,950	\$ 52,550	\$ 56,200	\$ 59,800
Low-Income (51% - 80%)	\$ 50,750	\$ 58,000	\$ 65,250	\$ 72,500	\$ 78,300	\$ 84,100	\$ 89,900	\$ 95,700



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

14. How does this Program serve lower-income persons in Thousand Oaks?

All residents of RAIN are homeless individuals and families in or below the 50 percent annual median income. RAIN provides outreach in Thousand Oaks and a direct line to intake. Once the homeless person/family has been identified as meeting the homeless and low-income eligibility, RAIN's Social Worker meet with the client in Thousand Oaks to provide an assessment to determine the best option for the client. If the homeless person/family meets the eligibility requirements for permanent housing placement, the Social Workers assists the individual/family connect to the appropriate resource. However, if RAIN is the best option, immediate placement often occurs.

15. (a) Are clients screened for Income Eligibility?

Yes

No

(b) If yes, how is Income Eligibility Determined?

Residents are all homeless and therefore all are presumed eligible to be served at RAIN. However, part of the eligibility requirement for entry is a self-certification of income; this includes, but is not limited to payroll receipts. RAIN utilizes the above referenced MSA, and based on intake records all client are at or below 50% AMI.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

21. (a) Has this Program received City CDBG or SSEF funds prior to July 1, 2014? Yes No

If yes, what was most recent grant year prior to July 1, 2014, grant amount and percentage grant funds expended?

RAIN received grant funds from the City of Thousand Oaks for FY 15-16 in the amount of \$7,934. Of the funds awarded, \$3,970 or 50% has been expended at present time. RAIN has also received funds in FY 11-12 for \$6,767 which is 100% expended and for FY 12-13 for \$8,000 which is likewise 100% expended.

(b) Has this Program received other City of Thousand Oaks funds? Yes No

If yes, identify other funds received:

Not Applicable

22. For current grantees, funded in FY 2015-16 (July 1, 2015 to June 30, 2016):

(a) How much City CDBG or SSEF funding was awarded for this Program? \$ 7934

(b) Is this Program up-to-date in drawing the funds? Yes No

(c) Will half of this year's grant (i.e. 1st and 2nd Quarters - July 1 through December 31, 2015) be drawn down by January 30, 2016? Please provide comments below.

Yes. Amount drawn down from Thousand Oaks grant from July 1, 2015 to September 30, 2015 (first quarter) is \$1,985. Already expended for the second quarter is \$1,985 which would be drawn down in January of 2016.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

23. Number of Program Staff (not whole organization staff):

Paid Staffers

Full Time: 22

Part Time: 0

Volunteers

Full Time: 0

Part Time: 50

24. (a) List Primary Person(s) Responsible for Program Management (not Board of Directors):

Name	Title	Contact Phone	E-Mail Address
Marissa P. Mach	AFS Deputy Director	805-477-5323	marissa.mach@ventura.org
Tina McDonald	RAIN Program Manager	805-388-1356	tina.mcdonald@ventura.org
Rosie Craig	RAIN Operations Manager	805-389-3308	rosie.craig@ventura.org

(b) Describe briefly the roles and responsibility of program staff person(s) implementing the program and how much time on average they will be spend per month on implementation:

Marissa Mach provides top level leadership, implementation, and goal setting to all Adult and Family Services Programs, including RAIN. Marissa will spend approximately 15% of her time on RAIN activities.

Tina McDonald provides day-to-day program management of RAIN activities and services and provides day-to-day goal implementation for the program. Tina spends 100% of her time on RAIN activities.

Rosie Craig provides day-to-day operations management and support for RAIN. Rosie spends 100% of her time on RAIN activities.



City of Thousand Oaks - Social Services Grant Application - FY 2016-17 & FY 2017-18

Section 3. Proposed Program Budget, FY 2016-17 and 2017-18

25. Provide Revenue and Expense data on Program (Not Organization). FY is from July 1 to June 30.

Revenue/Cash/Expense FISCAL	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Actual (To Date)	FY 16-17 Budget	FY 17-18 Budget
REVENUE	-1-	-2-	-3-	-4-	-5-
1. City of Thousand Oaks	7,934	7,934	3,970	15,473	15,473
2. Other Ventura County Cities ^a		8,250	4,125	8,250	8,250
3. Contributions	105,661	84,985	35,410	84,919	84,919
4. Gross/Fundraising/Special Events					
5. Legacies & Bequests					
6. Associated Organizations					
7. County/State/Federal grants ^b	427,250	478,831	360,630	478,831	478,831
8. Membership Dues					
9. Program Fees					
10. Sales of Program Materials					
11. Investment Income					
12. Miscellaneous Revenue ^c					
13. TOTAL REVENUE	540,845	580,000	404,135	587,473	587,473
EXPENSES					
14. Salaries	883,525	991,035	384,878	951,418	951,418
15. Benefits	609,211	508,168	260,955	645,082	645,082
16. Payroll Taxes					
17. Professional Fees	5,344	44,764	18,652	44,764	44,764
18. Supplies	13,436	14,531	6,000	8,900	8,900
19. Telephone	16,470	14,977	6,243	14,983	14,983
20. Postage & Shipping	3,860	3,833	1,720	4,129	4,129
21. Occupancy	162,516	163,217	68,177	163,624	163,624
22. Equipment Rental & Maintenance	3,055	12,777	6,099	14,639	14,639
23. Printing & Publications					
24. Travel & Transportation	83,995	79,295	29,552	70,925	70,925
25. Conferences & Education	5,017	5,500	2,192	5,500	5,500
26. Assistance to Clients	184,484	181,297	92,207	221,297	221,297
27. Membership Dues					
28. Recognition and Grant Writing					
29. Interest (Mortgage, Equipment, Leases, etc.)					
30. Insurance	1,443	2,887	3,271	7,850	7,850
31. Miscellaneous Expenses ^d	3,322	6,000	2,500	6,000	6,000
32. Affiliated Organizations	249,853	200,000	67,454	161,889	161,889
33. Fund Raising Expenses					
34. TOTAL EXPENSES	2,225,531	2,228,281	949,900	2,321,000	2,321,000
35. NET (Revenue less Expenses)	-1,684,686	-1,648,281	-545,765	-1,733,527	-1,733,257

26. If necessary, explain significant variances between Column 2 and Columns 4 & 5:

^a Please itemize other Ventura County city grants (year, source, amount)

^b Please itemize County/State/Federal grants (year, source, amount)

^c Explain Miscellaneous Revenue exceeding 2 percent of total revenue or \$5,000, whichever is greater.

^d Explain Miscellaneous Expenses exceeding 1 percent of total expenses or \$2,000, whichever is greater.

Thousand Oaks SSEF Grant Budget Addendum

Page 10, footnote A – **LINE 2 FY 2015-2016 ACTUAL** – Itemized – Ventura County City Grants

Year	Source	Amount
FY 2015-16	City of Camarillo	\$4,125
TOTAL		\$4,125

Page 10, Footnote A – **LINE 2 FY 2015-2016 Budget** – Itemized – Ventura County City Grants

Year	Source	Amount
FY 2015-16	City of Camarillo	\$8,250
TOTAL		\$8,250

Page 10, Footnote B – **LINE 7 FY 2015-2016 ACTUAL** – Itemized County State Federal Grants

Year	Source	Amount
FY 2015-16	California Department of Education –just started	\$2,247
	HUD Continuum of Care	\$351,831
	Respite Care-VCMC	\$6,552
	Ventura County Transportation Commission (just approved)	-
TOTAL		\$360,630

Page 10, Footnote B – **LINE 7 FY 2015-2016 Budget** – Itemized County State Federal Grants

Year	Source	Amount
FY 2015-16	California Department of Education	\$42,000
	HUD Continuum of Care	\$351,831
	Respite Care-VCMC	\$25,000
	Ventura county Transportation Commission	\$60,000
TOTAL		\$478,831



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

Section 4. Organization Capacity

Answer the following questions specifically to the Organization as a whole.

27. Describe primary purpose(s) of the Main or Parent Organization.

The Human Services Agency strives to strengthen Ventura County by administering programs that have a positive impact on key community concerns, including food insecurity, access to health care and insurance, child and elder abuse, unemployment and homelessness. Services available to those who qualify for various programs include: financial assistance, low cost health insurance, and housing; transitional housing assistance; supportive services for seniors and adults with disabilities; job training and placement for youth and adults; foster care placement, reunification of children with their parents, and adoption services; and child care assistance for working parents.

28. Number of Organization's Staff:

Paid Staffers

Full Time: 1300

Part Time: 0

Volunteers

Full Time:

Part Time: 50

29. Describe the Organization's "track record" in Thousand Oaks.

RAIN has served Thousand Oaks residents since HSA has taken over administration of the program in 2006. RAIN has been successful in serving Thousand Oaks residents by providing them case management and supportive services so they exit to permanent housing and remain stably housed through stable employment/increased income and benefits. With continued successful performance outcomes and successful grant administration, RAIN has continually received funding support and partnership from the City of Thousand Oaks in order to continue its mission of ending homelessness one individual/family at a time in the City of Thousand Oaks.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

30. Describe how the Organization collaborates with other non-profits to avoid duplication of services and to maximize resources. Please provide specific examples.

<i>Name of Public or Private Partner</i>	<i>Example of Collaboration</i>
RAIN Communities, Inc.	This organization is the non-profit arm of the RAIN Transitional Living Center. They provide financial support through independent grant writing and donation drives.
FOOD Share	The RAIN program works closely with Ventura County's food bank to reduce overall costs of food purchases and to offer clients 3 nutritious meals per day plus snacks. Other food items are purchased from SYSCO Foods and fresh fruits are purchased from Berry Man.
Human Services Agency (departmental collaboration)	The Human Services Agency, which operates RAIN, works in collaboration with all other agency departments to determine if each client is eligible for other public benefits such as Food Stamps, Medi-Cal, or CalWORKS aid.
Ventura County Credit Union	Financial Literacy and Banking Services
Senior Nutrition Action Counsel (SNAC)	This non-profit organization provides clothing for RAIN residents seeking appropriate interview and employment apparel.
Ventura County Transportation Commission	Assists with transportation services for RAIN clients.



City of Thousand Oaks – Social Services Grant Application – FY 2016-17 & FY 2017-18

31. List of Major Funders.

RAIN Transitional Living Center Major Funders:
County of Ventura
Department of Housing and Urban Development
California Department of Education
Ventura County Transportation Commission
Rain Communities Inc.
Ventura County Medical Center

32. List of Current Local Board of Directors.

Human Services Agency is an agency of the County of Ventura. County of Ventura has the Board of Supervisors who acts as the governing body that oversees operation of the county government.

The following are the Board of Supervisors:

Supervisor Steve Bennett-District 1
Supervisor Linda Parks-District 2
Supervisor Kathy Long-District 3
Supervisor Peter C. Foy-District 4
Supervisor John C. Zaragoza-District 6

33. Organization's Mission Statement.

County of Ventura Human Services agency's Mission:

We strengthen families, support self-sufficiency and promote safety, health and well-being.

Citizen Participation Comments

2017-18 Lower-Income Needs Assessment Public Hearing
(Amendment # 3 to 2015-19 Ventura County Consolidated
Plan)

See Attached



City of Thousand Oaks
Community Development Department

2017-18 LOWER-INCOME NEEDS ASSESSMENT
Public Hearing
6:00 p.m., Wednesday, December 14, 2016, Board Room

1. Call to Order: 6:00 p.m. by Deputy Community Development Director Dave Hueners. Other staff members present were Senior Analyst Caroline Milton and Housing Coordinator Lynn Oshita.
2. Welcome: Mr. Hueners welcomed the public and local stakeholders to the City's annual administrative hearing to receive comments on the unmet needs of the City's lower-income residents. He then introduced Analyst Milton for introductory remarks. Seven (7) persons attended the hearing.
3. Staff Comments: Ms. Milton said the City annually receives a Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development to spend for community improvements, public/social services grants and program administration. She reported the City's July 1, 2017 CDBG grant is estimated to total approximately \$600,000. Sixty-five percent of this amount or \$390,000 would be available for community development projects. In addition, the City has \$204,000 available from prior years that could be allocated to 2017 activities. Therefore, for planning purposes, the City expects to have a budget of \$594,000 in CDBG funds available for residential rehabilitation and other community improvements from July 2017 through June 2018.

Beginning tonight, and ending on January 31, 2017, the City is soliciting CDBG funding applications from non-profit agencies seeking an award of CDBG funds to address an unmet need of the lower-income population. The application can be found on the City's website. From the City's home page, type "CDBG Grants" in the search box and press enter. That will take you to a page with a direct link to the CDBG funds application titled, "Project Proposal, FY 2017-18."

After receiving CDBG funding applications for 2017-18, staff will evaluate the proposals and prepare a proposed spending plan that is expected to be available for 30 days of public review in approximately March 2017, and the City Council is expected to award CDBG grants in April 2017. The funding year begins in July 2017 and ends in June 2018.

In compliance with the City's "Citizen Participation Plan," this administrative hearing is being held to receive public comment on the needs of the City's lower-income persons. These needs may potentially be addressed by the City using CDBG funds or another funding resource.

4. Public Comments: Under State Law, issues presented or introduced under "Public Comments" can have no action and may be referred to the Chair or City staff for administrative action or scheduled on a subsequent Agenda. Deputy Director Hueners opened the public hearing and the following speakers came forward and were heard.

1. George McGehee, Jr., Director of Housing Assets Area Housing Authority of the County of Ventura (AHACV)

Thanked the City for past support and stated the agency's mission is to provide housing for low and very low-income households. Very low rents make it difficult to build up a replacement reserve fund for

improvements to ensure housing units are decent, safe, sanitary and energy-efficient. CDBG funds help AHACV to make necessary repairs and improvements.

2. Jennifer Schwabauer, Executive Director
Manna Conejo Valley Food Bank
Manna will be making a formal request for 2017 CDBG funds to assist renovation of the agency's new building and food pantry. The new space is 4.5 times larger than the former location and will allow for expanded services. Manna's mission is to serve the public with dignity, efficiency and compassion.
3. Kathy Goodspeed, President
Senior Alliance for Empowerment (SAFE)
SAFE is an all-volunteer agency dedicated to assisting the elderly to retain their independence through residential improvements that they could not afford on their own. SAFE is currently assisting residents at the Ranch and Thunderbird Oaks Mobile Home Parks with CDBG funds and intends to request 2017 CDBG funding to expand assistance to residents of three other mobile home parks in the City.
4. Steve Dwyer, Executive Director
Habitat for Humanity of Ventura County, Inc.
Habitat addresses critical housing needs for low-income households including construction of new single-family units and repairs/updates of older homes for mobility, home safety and energy efficiency. Habitat has assisted 100 homes in Ventura County including 24 homes in Thousand Oaks assisted with private funding. Habitat has worked with SAFE to assist owners at Ranch Mobile Home Park. Most rehabilitation clients are over age 70 and earn less than \$25,000 a year. Habitat has a contractor's license for roof, heater/electrical and plumbing repairs and recruits volunteers and skilled craftsmen to perform lesser improvements. Companies such as Home Depot have donated materials. Habitat will be requesting 2017 CDBG funds from the City of Thousand Oaks to expand its activities inside the City.

End of Table

5. Adjournment: There being no further business at the hearing, Deputy Director Hueners adjourned the meeting at 6:11 p.m.

Citizen Participation Comments

2017-18 Draft Action Plan

(Amendment # 3 to 2015-19 Ventura County Regional
Consolidated Plan)

20-Day Public Review Period (June 22 – July 11, 2017)

No Comments Received

Citizen Participation Comments

2017-18 Draft Action Plan (Amendment # 3 to 2015-19
Ventura County Regional Consolidated Plan)

Comments Received At
City Council Public Hearing, July 11, 2017

See Next Page

Public Comments

July 11, 2017, 2017-18 Action Plan Public Hearing

The following public comments were received at the public hearing to review the City's proposed 2017-18 CDBG Action Plan. Following the public hearing, the City Council approved the Action Plan by unanimous vote (5 – 0.)

1. Susan Murata, Executive Director
Hospice of the Conejo Expressed appreciation for City's funding in support of the agency's grief management programs.

2. Steve Dwyer, Executive Director
Habitat for Humanity of Ventura
County Requested City Council approve CDBG funding for the Preserve-A-Home program which assists low-income, seniors to safely and securely age in place in their own homes.

3. Kathy Goodspeed, President
Senior Alliance for Empowerment Described the extreme need for CDBG funds to make critical repairs at many of the community's mobile homes.

4. Jim Wolf, Treasurer
Senior Alliance for Empowerment Said a CDBG grant to support rehab of mobile homes owned/occupied by very low-income persons ensures these elderly persons can age in place in their homes. CDBG investments also ensure that a well-maintained mobile home is a housing asset to the community.

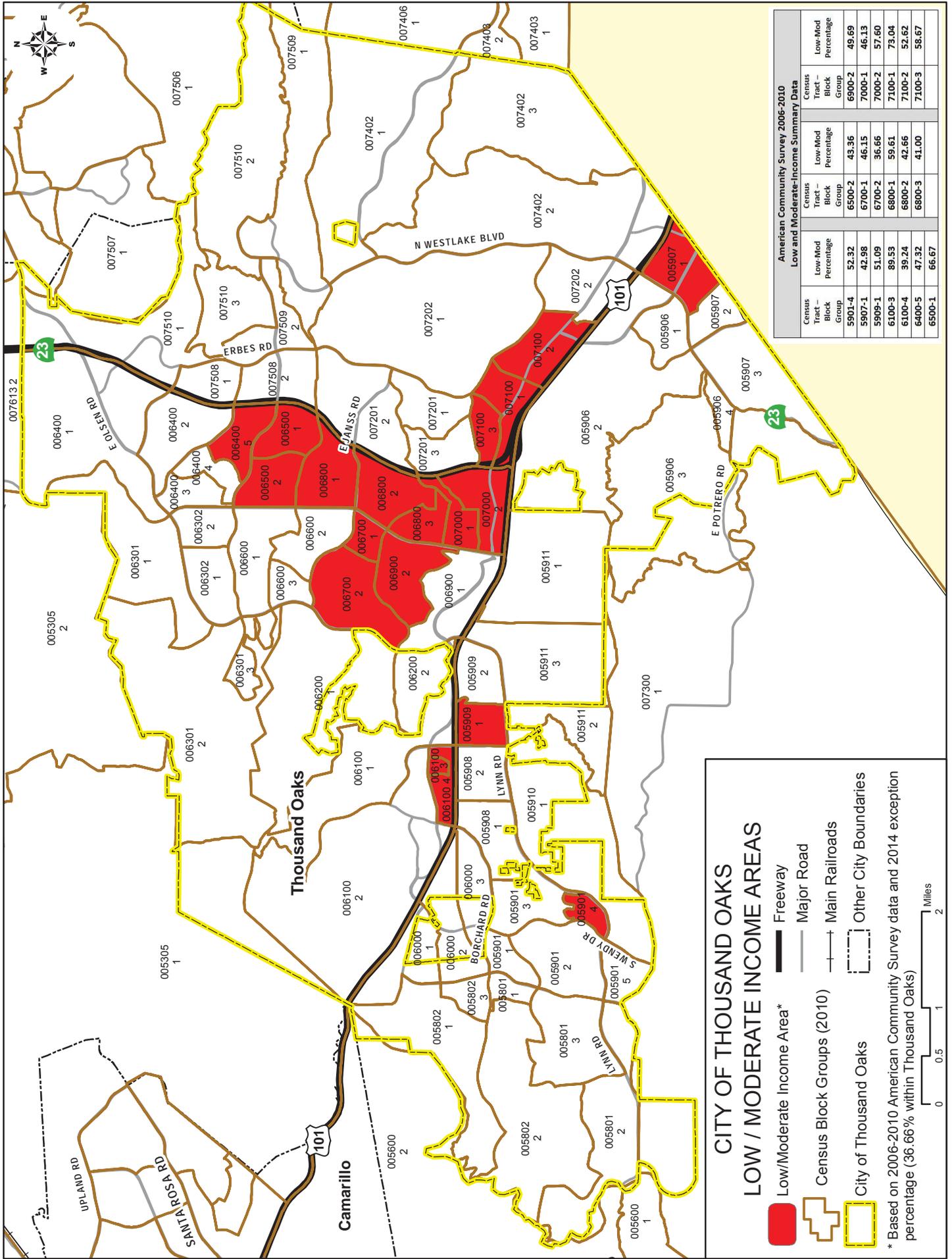
5. Michael Nigh, Executive Director
Area Housing Authority of the
County of Ventura Thanked City for past CDBG funds and endorsed staff recommendations for housing rehabilitation for lower-income households.

6. Jennifer Schwabauer, Ex. Director
Manna of the Conejo Introduced board president Bob Engler and spoke of the supplemental food needs of the community. Moving into a new facility will better enable Manna to meet the needs of City residents and thanked City Council.

Location Maps

2015-19 HUD Low-Income CDBG-Eligible Areas

Multi-Unit Rehabilitation, Richmond Terrace Apartments



**American Community Survey 2006-2010
Low and Moderate-Income Summary Data**

Census Tract - Block Group	Low-Mod Percentage	Census Tract - Block Group	Low-Mod Percentage
5901-4	52.32	6900-2	43.36
5907-1	42.98	7000-1	46.13
6100-3	89.53	7000-2	57.60
6100-4	39.24	7100-1	73.04
6400-5	47.32	7100-2	52.62
6500-1	66.67	7100-3	58.67

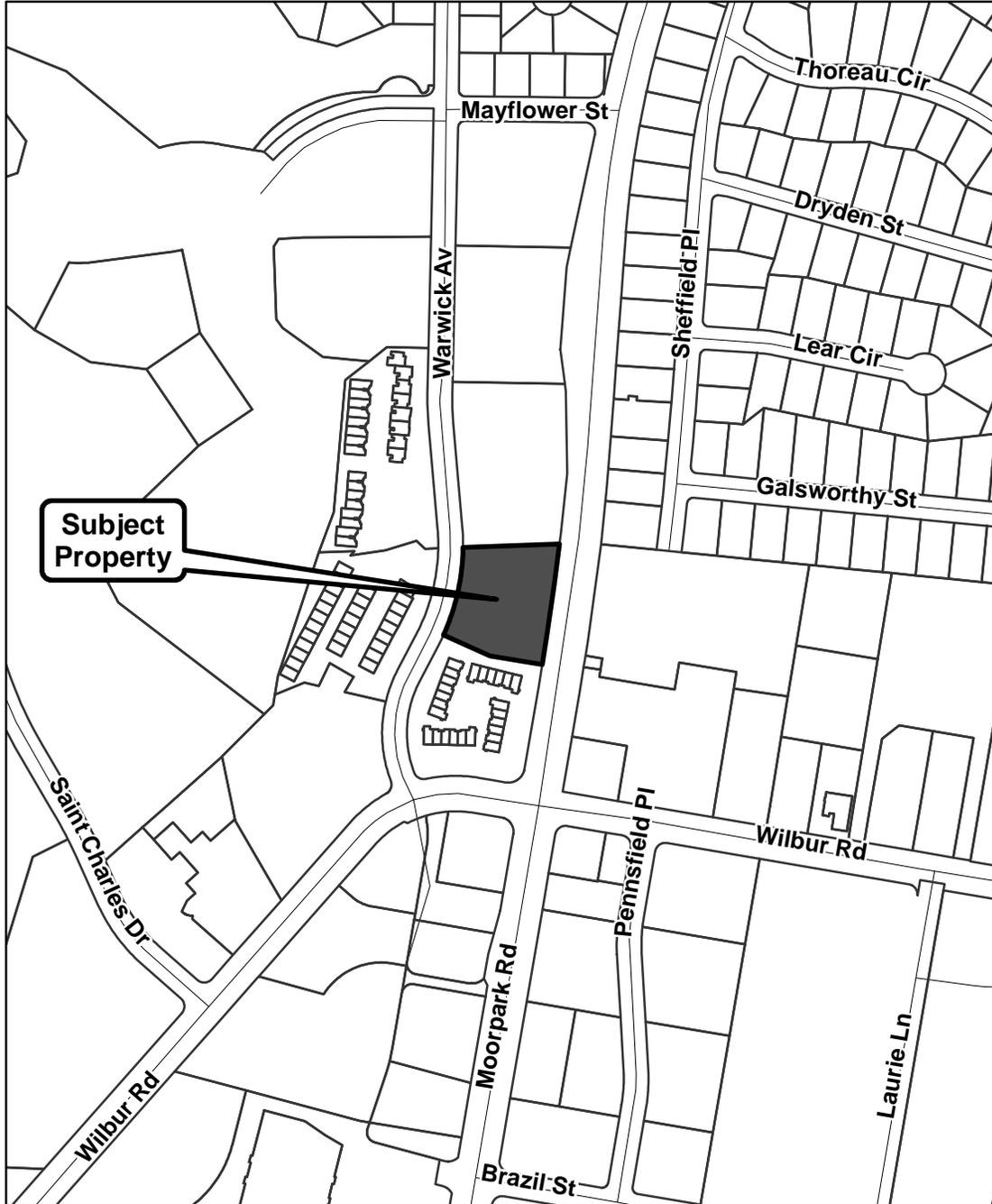
**CITY OF THOUSAND OAKS
LOW / MODERATE INCOME AREAS**

- Low/Moderate Income Area*
- Freeway
- Major Road
- Census Block Groups (2010)
- Main Railroads
- Other City Boundaries

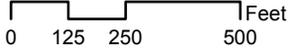
* Based on 2006-2010 American Community Survey data and 2014 exception percentage (36.66% within Thousand Oaks)



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



**Subject
Property**



City of Thousand Oaks
Community Development Department

