Action Plan
PY 2019-2020
Amendment

2019 Florence Janss Apartments Improvement Project

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

Public Review- June 10 – June 18, 2020
City Council Public Hearing – June 23, 2020
HUD Submittal (Amendment) – June 25, 2020

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City of Thousand Oaks
COMMUNITY DEVELOPMENT

Amended 2019-20 Action Plan Report
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Amended on June 23, 2020 to add CDBG CARES Act (CDBG-CV) to PY 2019 Action Plan.

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 (HUD). The City of Thousand Oaks allocates these federal resources to the preservation of affordable housing units and for public/social services activities of local non-profits. All these activities primarily benefit the lower-income population 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 2019-20 Annual Action Plan includes the following components:

- 2019 Thousand Oaks CDBG Budget
- Annual Action Plan 2019 Summary Table
- Thousand Oaks Low and Moderate Income Areas Map (Census Tracts and Block Groups)
- Action Plan Summary Table for CDBG-CV.

This Action Plan reflects Year 5 of the 2015-2019 Ventura County Regional Consolidated Plan which includes the City of Thousand Oaks. In 2015, the City collaborated with the County of Ventura, and other Ventura 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

A Substantial Amendment to the 2019 Action Plan was created to include the 2020 CDBG-CV funds of $340,016 to be used to prevent, prepare for, and respond to Coronavirus (COVID-19).

OMB Control No: 2506-0117 (exp. 06/30/2018)

2019-20 CDBG ACTION PLAN (as of 5/14/19)

CDBG Resources: $870,091.54

$ 593,053.00	2019-20 CDBG Entitlement Grant
31,445.00	Unallocated Funds from 2016 SAFE
0.35	Unallocated Funds 2017 Grant
25,593.19	Unallocated Funds from 2017 Habitat Humanity
220,000.00	Reallocated Funds from 2017 Manna
$ 870,091.54	Total CDBG Resources

2019-20 Action Plan Activity Includes

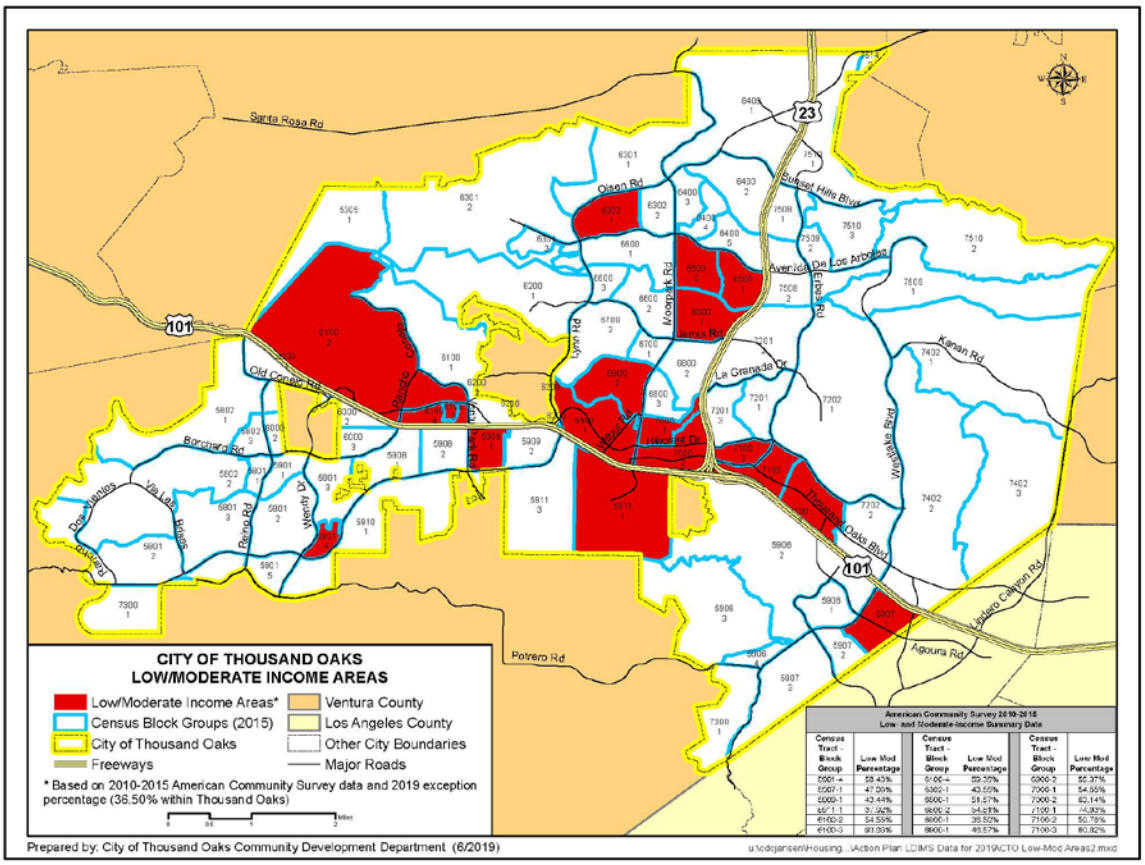
$ 673,965.54	*for Public Facility & Housing Improvements*
110,000.00	*for CDBG Program Administration*
86,126.00	*for Public/Social Services Grants*

1.	**Area Housing Authority – Florence Janss and Glenn Oaks Apts. (HS9806)**		**$ 250,000.00**
	Elevator modernization to improve safety, reliability, accessibility, and lowers energy costs. (103 affordable senior units)		
2.	**Many Mansions – Richmond Terrace Apts. (HS9807)**		**150,000.00**
	Roof Replacement on buildings and garages (26 affordable units)		
3.	**Senior Alliance for Empowerment (SAFE) (HS9808)**		**138,000.00**
	Mobile Home Rehabilitation for Very Low-Income Senior Owner/Occupants in 5 Mobile Home Parks Citywide (11 units)		
4.	**Habitat for Humanity – Preserve-A-Home (HS9809)**		**135,965.54**
	Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (10 units)		
5.	**CDBG Program Administration**		**110,000.00**
	Includes City's Administration costs, County of Ventura Consolidated Plan / Analysis of Impediment to Fair Housing Choice cost, & County of Ventura Fair Housing Program cost.		
6.	**Public and Social Services Grants**		**86,126.00**
	Senior Concerns, Meals on Wheels	*$20,000*	
	Long Term Care, Senior Ombudsman	*15,000*	
	Westminster Free Clinic, Health Equity Program	*14,500*	
	Conejo Free Clinic, Medical Program	*13,626*	
	St. Vincent de Paul, Assistance to Needy	*10,000*	
	County of Ventura, RAIN Facility	*8,000*	
	Turning Point Foundation, Our Place Safe Haven	*5,000*	
	TOTAL 2019 CDBG BUDGET		**$ 870,091.54**

2019 Program Budget

Action Plan 2019 Summary Table					
Priority	Objective	Start Year	End Year	Category	Goal Outcome & Indicator
1	Improve Housing Quality – Single Family Units	2019	2020	Decent Housing	Repairs to mobile homes owned/occupied by low- and very low-income Housing Benefit: 21 Units Assisted
1	Improve Housing Quality – Multi Family Units	2019	2020	Decent Housing	Repairs to multi-family rental complex (Florence Janss, Glenn Oaks, and Richmond Terrace Apartments) Elevator modernization and roof replacement Housing Benefit: 103 Units Assisted
1	Program Administration	2019	2020	Administration	Payable to City to recover a portion of implementation costs for CDBG program
1	Provide Non-Homeless Support Services	2019	2020	Non-Homeless Special Needs	Grants to providers of services for homeless or at-risk persons

2019 Summary Table



Thousand Oaks Low and Moderate Income Areas Map

Action Plan Summary Table for CDBG-CV

Allocation Grant Number: B-20-MW-06-0549

Priority	Objective	Action Plan Year	Grant Year	Category	Goal Outcome & Indicator
1	Economic Development	2019	2020	Non-Housing Community Development	Jobs created/retained: 16 Jobs Businesses assisted: 20 Businesses Assisted

A Substantial Amendment to the 2019 Action Plan was created to include the 2020 CDBG-CV funds of $340,016 to be used to prevent, prepare for, and respond to coronavirus (COVID-19).

CDBG-CV Summary Table

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 2019-20 Annual 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 of Thousand Oaks CDBG-funded accomplishments for Years 1 through 4 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: a) Improving the quality and accessibility of ownership and rental housing through rehabilitation and b) 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, and 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, and 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: a) Improving the quality and accessibility of ownership and rental housing through rehabilitation, and b) Provide supportive services for lower- and moderate-income residents, persons with disabilities, seniors, youth, and other special needs populations.

- $135,072 was committed 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

PY 2017 CDBG-funded activities addressed two of the **High Priority** needs, identified in the 2015-19 Ventura County Regional Consolidated Plan: a) Improving the quality and accessibility of ownership and rental housing through rehabilitation and b) Provide supportive services for lower and moderate-income residents, persons with disabilities, seniors, youth, and other special needs populations.

- $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.
- $8,293 (as of May 1, 2018) was expended by Subrecipient Habitat for Humanity of Ventura County for priority rehab at single-family, low-income owner/occupied units.
- $145,000 is committed to energy-efficient improvements at 26-unit, low-income Richmond Terrace Apartments and construction/installation of the improvements is expected to commence in May 2018 and be completed by June 30, 2018.
- $220,000 was allocated for the interior improvements of the community primary food bank, Manna of the Conejo. No funds have been expended.

Year 4: 2018-19

PY 2018 CDBG-funded activities addressed two of the **High Priority** needs, identified in the 2015-19 Ventura County Regional Consolidated Plan: a) Improving the quality and accessibility of ownership and rental housing through rehabilitation, and b) Provide supportive services for lower and moderate-income residents, persons with disabilities, seniors, youth, and other special needs populations.

- $88,036 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 Senior Concerns, Lutheran Social Services, Long Term Care, Westminster Free Clinic, Conejo Free Clinic, and County of Ventura RAIN program.
- $31,185.81 was expended by Subrecipient Habitat for Humanity of Ventura County for priority rehab at 2 single-family, low-income owner/occupied units. In progress is evaluation of the next group applications for rehabilitation.
- $35,000.00 was expended for Subrecipient Senior Alliance of Empowerment for priority mobile home rehabilitation program to very low-income seniors. 4 units received energy efficient furnaces. In progress is rehabbing units for new roofs and window. Evaluation has started for the next group of applications for rehabilitation.
- $120,000 was expended by Many Mansions to complete the improvements at 26-unit, low-income Richmond Terrace Apartments. Exterior wood shingles were replaced, and security cameras were installed.
- No CDBG funds were spent on the Manna Food bank improvement project. The City defunded $220,000 and cancelled IDIS Activity #411. Funds were made available for reallocation with the PY 2019 Action Plan.

Year 5: 2019-20

This 2019-20 Annual Action Plan summarizes the plans the City has for the fifth year of the 2015-19 Con Plan period. See sections in this document a) Executive Summary, b) 2019 Program Budget, and c) 2019 Summary Table.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The following is a summary of events from the City Citizen Participation section of this Annual Action Plan.

- 2019-20 Needs Assessment Public Hearing
- 2019-20 Request for Proposals
- 2019-20 Draft Annual Action Plan Public Review
- City Council Public Hearing – Approval of Annual Action Plan

OMB Control No: 2506-0117 (exp. 06/30/2018)

The Substantial Amendment was subject to the May 12, 2020, revised citizen participation process under City Council Resolution 2020-013, and is attached as an exhibit. The City Council revised the Citizen Participation Plan to add a section for emergencies and disasters which includes COVID-19.

2019-20 Needs Assessment Public Hearing

The City of Thousand Oaks, Community Development Department, held a Needs Assessment public hearing (administrative hearing) on Monday, December 17, 2018. Ten speakers provided testimony, as described in the Summary of Public Comments section below.

2019-20 Request for Proposals

From November 1, 2018, through January 15, 2019, the City solicited applications from community stakeholders for potential CDBG-funded activities that would address the unmet needs of at-risk Thousand Oaks residents.

Seven Community Development proposals were received, and the City is recommending partial CDBG funding to four proposals for this Annual Action Plan.

Twenty-five Public Service proposals were received in 2018 for the 2-year grant application for Fiscal Years 2018-19 and 2019-2020 and the Social Service Ad Hoc Committee (SSAHC) made its last recommendation to Council in June 2018 for the Social Service Endowment Fund (SSEF) and CDBG Public Service funded grant activities. The City is recommending full or partial funding to seven CDBG Public Service proposals for this Annual Action Plan.

The four Community Development proposals and seven Public Service proposals were described earlier in this Annual Action Plan and are also summarized in the 2019 CDBG Funding Applications description under the Public Consultation section below.

2019-20 Draft Annual Action Plan Public Review

Staff posted the Draft 2019-20 Annual Action Plan for 30 days of public review and comment from April 12 – May 14, 2019. As of April 1, 2019, HUD had not released the PY 2019 CDBG allocation amount. The City prepared the Draft CDBG budget for public review as described in HUD Notice CPD-19-01. The Annual Action Plan was posted to the City 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 and posted the draft Action Plan on its website on the Community Development Department page and on its social media (Facebook, Twitter) accounts.

City Council Public Hearing Approval of Annual Action Plan

The City 2019-20 Annual Action Plan was the subject of a City Council public hearing on May 14, 2019. Following the public hearing, the City Council voted to unanimously (5-0 vote) approve the document for submission to HUD and authorized the City Manager to proportionately adjust the allocations if HUD revises the amount of the CDBG grant and authorize the City Manager to finalize and execute related documents in connection with the CDBG Action Plan. A list of the public speakers from the May 14, 2019, public hearing is included in the final version of this Action Plan.

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 the CDBG Needs Assessment Public Hearing, December 17, 2018. Comments received during Annual Action Plan public review and at final City Council Public Hearing, May 14, 2019, will be included in the final version of this Annual Action Plan.

Applications were received by the City during the 2019-20 Needs Assessment period (November 1, 2018 – January 15, 2019.) The City does not have the resources to fund each application at the requested amount. The summary of applications is attached as exhibits to this Annual Action Plan narrative.

The draft Substantial Amendment to the 2019 CDBG Action was advertised and made available for public review from June 10 to 18, 2020. The summary is attached as exhibits.

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

The City accepted all comments presented during the 2019-20 CDBG needs assessment, consultation processes, and public review process. The City accepted all comments presented for the Substantial Amendment.

7. Summary

See Appendices Section for copies of comments received during the Needs Assessment and during the Citizen Participation Process.

For a description of efforts, the City made to broaden public participation in the development of the 2019 Annual Action Plan and amendment, see the Sections AP-10 and AP-12 of this document.

Substantial Amendment to the 2019 Action Plan

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"), Public Law 116-136 for the COVID-19 pandemic relief funding and the appropriation of CDBG-CV funds in PY 2020, in response to the growing effects of this historic public health crisis. The City of Thousand Oaks is eligible to receive a special allocation of $340,016 to be used to prevent, prepare for, and respond to COVID-19.

On May 12, 2020, the City Council revised the Citizen Participation Process (Resolution 2020-013). A new section was added for a declared disaster and methods for citizen participation which include a five-day public review period, the option for virtual hearings with real-time responses, and accommodations for persons with disabilities or limited English proficiency which would be made available to the greatest extent possible.

As of May 16, 2020, HUD has made effective the waivers under HUD memorandum dated May 7, 2020, for the City of Thousand Oaks: Availability of a Waiver and Alternate Requirement for the Consolidated Annual Performance And Evaluation Report for Community Planning and Development Grant Programs in Response to the Spread of Coronavirus.

As reported to City Council on May 12, 2020, the local business community in Thousand Oaks has experienced a rapid and sharp decline in business activity due to the Covid-19 pandemic. The restrictions imposed upon businesses in the interest of public health have brought tremendous financial hardship to this incredibly important sector of the City's local economy and the workers they employ.

A Substantial Amendment to the 2019 Action Plan was created to include the 2020 CDBG-CV funds of $340,016 and to add the Economic Development project in response to the declared emergency with COVID-19.

A public review period was conducted from June 10 through June 18, 2020. Following the public hearing on June 23, 2020, the City Council approved the Substantial Amendment to the 2019 Action Plan by unanimous vote (4-0).

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

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

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

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

Table 1 – Responsible Agencies

Narrative

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 are administered within the jurisdictional boundaries of the City of Thousand Oaks by the Community Development Department. HUD approved the Substantial Amendment to the 2015-19 Ventura County Regional Consolidated Plan on April 30, 2018.

2019-20 Annual Action Plan (Update 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. Currently, City may apply for HOME funding through the State of California Department of Housing and Community Development (HCD), and the City is in the process of joining with the Ventura County HOME Consortium with the anticipation that the process will be completed upon the start of program year July 1, 2020. Thousand Oaks does not currently receive HOME, ESG, or HOPWA funds from HUD.

Substantial Amendment to the 2019-20 Annual Action Plan

To include the project to be funded with a special allocation of CDBG-CV funds that will be used to prevent, prepare for, and respond to Coronavirus (COVID-19), a Substantial Amendment to the 2019 Annual Action Plan was presented to City Council on June 23, 2020.

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
- Marjan Behzadi, Operations Manager
- Lynn Oshita, Housing Coordinator
- David Brown, Senior Accountant

The primary CDBG Program contacts are Marjan Behzadi mbehzadi@toaks.org or (805) 449-2328 and Lynn Oshita loshita@toaks.org or (805) 449-2391.

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

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.
- Habitat for Humanity of Ventura County, a private, non-profit agency with affiliates around the world that uses volunteer labor to rehabilitate aging homes, install ADA-compliant improvements, and construct new single-family homes for low-income households.

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 Social Services Endowment Fund (SSEF), a General Fund resource. The City partners with over 25 public and private social services providers to ensure that the most vulnerable City residents have access to essential services, including health, nutrition, and, as available, emergency shelter.

Continuum of Care, Fair Housing, Public Safety and Other Regional Collaborations

The City of Thousand Oaks collaborates with the County of Ventura for fire and police services and for the regional coordination of the Ventura County Continuum of Care Alliance.

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(l)).

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. Housing rehabilitation activities will continue for the new CDBG program year beginning July 1, 2019.

The City's Efforts to Support the Delivery of Public and Social Servicers:

Each year, the City of Thousand Oaks leverages 15 percent of the City CDBG entitlement grant with at least $100,000 from the City General Fund 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 from HUD.

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 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 General Fund 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 (CoC) and collaborates with local public and social services agencies that administer HMIS for the local Continuum of Care region. The CoC has seen a significant increase in participation as an infusion of State of California funding included requirements to participate in HMIS and coordinated entry through the Pathways to Home system. The CoC has a focus to place most vulnerable homeless persons in permanent housing as quickly as possible. The CoC has oversight to subcommittees in the areas of a) Data and Systems Performance, b) Housing and Services, c) HMIS, and d) Public Information and Outreach.

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

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Area Housing Authority of the County of Ventura
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	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?	See section AP-60 Public Housing - 91.220(h).
2	**Agency/Group/Organization**	Area Housing Authority of the County of Ventura
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $497,300 for elevator modernization at Florence Janss and Glenn Oaks affordable apartments. Outcome: City is recommending CDBG grant to Florence Janss and Glenn Oaks apartments for decent and safe housing for 103 affordable senior units.
3	**Agency/Group/Organization**	ASSISTANCE LEAGUE OF CONEJO VALLEY
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency requested $10,000 for Operation School Bell, providing a $50 school clothing voucher for Title 1 elementary school children. Outcome: An estimated 500 low-income children will be assisted.
4	**Agency/Group/Organization**	CAREGIVERS Volunteers Assisting the Elderly
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $17,500 to expand its outreach in Thousand Oaks. Outcome: An estimated 40 low-income seniors would be assisted.
5	**Agency/Group/Organization**	Conejo Free Clinic
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $13,626 in CDBG funds for Low-cost Medical Tests Services for Non-Insured Households. Outcome: An estimated 954 persons would receive services.
6	**Agency/Group/Organization**	CONEJO RECREATION AND PARK DISTRICT (CRPD)
	Agency/Group/Organization Type	Services-Children Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $8,000 for the Conejo Creek Condominiums Project: After-school tutoring and recreational activities for elementary school youth. Outcome: An estimated 300 low-income youth will benefit from program activities.
7	**Agency/Group/Organization**	Ventura County Regional Continuum of Care
	Agency/Group/Organization Type	Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The 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 20 chronically homeless persons housed at Esseff Village Apts. and 13 formerly homeless persons housed at Richmond Terrace Apts.
8	**Agency/Group/Organization**	Conejo Valley Village
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $10,000 in scholarship support for this non-profit that seeks to match volunteers with seniors who need assistance to remain independent and to age-in-place in their homes. Outcome: An estimated 10 low-income seniors would receive services.
9	**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?	Requested $3,000 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: An estimated 50 youth would be assisted.
10	**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 for $13,914. Fair Housing Counseling Program. Outcome: Approximately 50 persons annually will receive services.
11	**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 regional Ventura County Plan to End Homelessness. Outcome: Thousand Oaks residents will be assisted, primarily through supportive housing programs of Many Mansions, funded through the Ventura County Continuum of Care.
12	**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 Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $15,473 in CDBG funds for operations of the RAIN Transitional Living Center, a regional facility located in Camarillo, CA. Up to 4 Thousand Oaks homeless households would receive transitional housing, meals, counseling, transportation, case management, referrals to other services. Outcome: An estimated 4 Thousand Oaks homeless families would be assisted.
13	**Agency/Group/Organization**	Grey Law
	Agency/Group/Organization Type	Services-Elderly Persons

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $5,000 to support legal services for seniors, focusing on aging-related issues. Outcome: An estimated 400 Thousand Oaks seniors would be assisted.
14	**Agency/Group/Organization**	Habitat for Humanity of Ventura County
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $150,000 for Habitats Preserve A Home Program that assists people to age in place in their homes by installing disabled access improvements and other priority repairs. The program uses volunteer labor. Outcome: City is recommending 10 rehabilitation units.
15	**Agency/Group/Organization**	Hospice of the Conejo
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $20,000 for Grief Support Center programs. Outcome: An estimated 300 City residents would be assisted.
16	**Agency/Group/Organization**	Livingston Memorial Visiting Nurse Association
	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?	Requested $10,000 for at-home medical and hospice services for very low-income persons by a registered nurse or nursing aide. Outcome: An estimated 15 City residents would receive critical at-home nursing care.
17	**Agency/Group/Organization**	Long Term Care Services Ventura County, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $20,000 for Senior Ombudsman Services (unannounced) to monitor levels of care at skilled nursing and other residential care homes. Outcome: An estimated 2,500 special needs persons would receive services.
18	**Agency/Group/Organization**	Lutheran Social Services of Southern California
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $35,000 for Emergency Assistance, Meal and Shelter Program. Outcome: An estimated 800 homeless and at-risk persons would be assisted.
19	**Agency/Group/Organization**	Manna Conejo Valley Food Bank
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $10,000 to support operations of the local community food bank. Outcome: An estimated 3,000 persons would be served.
20	**Agency/Group/Organization**	MANY MANSIONS
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $240,000 for reroofing and pest control at affordable, 26-unit Richmond Terrace Apts., 760 Warwick Avenue, Thousand Oaks, CA 91360. Outcome: City is recommending CDBG grant (reroof only) for Decent and safe housing for 26 households, including 13 units of permanent, supportive housing for disabled and/or formerly homeless persons.
21	**Agency/Group/Organization**	Senior Alliance for Empowerment
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $574,600 in CDBG funding for rehabilitation of 57 Mobile Homes. Outcome: City is recommending CDBG grant for Safety and upgrades for an estimated 11 owner/occupant, very low-income senior households.
22	**Agency/Group/Organization**	Senior Concerns, Inc.
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $25,000 for the Senior Meals on Wheels Program. Outcome: An estimated 175 special needs persons would be served. Also requested $15,000 for a senior Adult Day Care Program for special needs persons. Outcome: An estimated 65 special needs seniors would be served. Also requested $15,000 in for the Senior Advocates Program offering comprehensive information and referrals. Outcome: An estimated 800 seniors and their families would benefit from this program.
23	**Agency/Group/Organization**	Southeast Ventura County YMCA Conejo Branch
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $5,000 for scholarships for children for water safety training. Outcome: An estimated 75 youth would be served.
24	**Agency/Group/Organization**	St. Vincent de Paul Conference
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $12,000 to support emergency assistance to poor and homeless persons by a group of volunteers - no paid staff. Outcome: An estimated 500 special needs persons would be served.
25	**Agency/Group/Organization**	Rotary Club of Thousand Oaks
	Agency/Group/Organization Type	Services-Health

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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 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 175 persons will benefit.
26	**Agency/Group/Organization**	Turning Point Foundation
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $6,940 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: An estimated 4 homeless, mentally ill Thousand Oaks residents would be served.
27	**Agency/Group/Organization**	UNITED CEREBRAL PALSY
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $10,000 to support the paratransit services to community events by severely disabled persons confined to wheelchairs. Outcome: An estimated 30 disabled residents of the local Cerebral Palsy homes would be served.
28	**Agency/Group/Organization**	United Way of Ventura County
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides coordination and leadership in collaboration with the Ventura County 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.
29	**Agency/Group/Organization**	Ventura Council of Governments
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Acts as the Interagency Council on Homelessness (IACH) and sets policy for implementation of the Plan to End Homelessness in Ventura County. Outcome: Facilitation of activities to implement Plan to End Homelessness in Ventura County.
30	**Agency/Group/Organization**	VILLA ESPERANZA
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $4,050 for Employment training and services for persons with developmental disabilities. Outcome: An estimated 31 developmentally disabled persons would benefit from these services.
31	**Agency/Group/Organization**	Westminster Free Clinic
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $14,500 for Low-cost Medical Tests, Services for Non-Insured Households. Outcome: An estimated 700 persons would receive services.

32	**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?	Requested $5,000 for Leadership Training for at-risk youth in foster care, probation or homeless. Outcome: An estimated 12 youth better prepared to find and maintain housing and employment.
33	**Agency/Group/Organization**	850 Warwick Avenue Apartments LLC
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Requested $153,340 for window replacement, 50-unit Warwick Apts., 850 Warwick Avenue, Thousand Oaks, CA 91360. Outcome: Project application received.
34	**Agency/Group/Organization**	COMMUNITY CONSCIENCE
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment
	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?	Requested $168,800 for HVAC replacement, Under One Roof Human Service Center, 80 E. Hillcrest Drive, Thousand Oaks, CA 91360. Outcome: Project application received.

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 Plan to End Homelessness	The City collaborates with the County of Ventura and other designated organizations to help implement an updated Plan to End Homelessness in Ventura County.

Table 3 – Other local / regional / federal planning efforts

Narrative

The City of Thousand Oaks is collaborating with the Ventura County Regional Continuum of Care Board to address homelessness in Thousand Oaks as part of a multi-jurisdictional approach to update the Plan to End Homelessness in Ventura County. The plan establishes core requirements, practices, and recommendations to end homelessness. This plan forms the development goals for the Strategic Plan.

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 Ventura 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 Annual Action Plan. The process culminated in the Countywide approval of the 2015-19 Ventura County Regional Consolidated Plan in April –May 2015.

2. Annual Action Plan Needs Assessment (10/1/18 to 1/15/19)

- The City opened the 2019-20 CDBG Needs Assessment process on 10/01/2018 by posting a CDBG Request for Proposals (Application) on the City website.
- The City formal Needs Assessment public hearing was held on 12/17/2018 to accept public and stakeholder comments on the needs of the City lower-income populations that could potentially be addressed with 2019-20 CDBG funds. Ten speakers participated in the hearing, as described elsewhere in this document.
- The formal Needs Assessment period closed on 1/15/2019 with the receipt by the City of seven PY 2019 CDBG applications, addressed in detail elsewhere in this document.

3. Public Review of Draft 2019-20 Annual Action Plan (Update to the 2015-19 Ventura County Regional Consolidated Plan)

HUD had not released PY 2019 CDBG allocation amount, as of April 1, 2019, therefore the City prepared an estimated CDBG budget for public review as described in HUD Notice CPD-19-01. The City provided this draft for 30-days of public review/comment from April 12, 2019, to May 14, 2019. The document was posted to the City website and a paper copy made available for public review at the Community Development Department public counter. In addition, paper or electronic copies are provided, by request, to any interested person. All comments received by the City pertaining to the Annual Action Plan will be accepted and included as an exhibit to the final Annual Action Plan. Five years of the City CDBG documents are posted online for public review.

4. City Council Public Hearing

Following 30 days of public review (April 12 – May 14, 2019), the draft PY 2019-20 CDBG Annual Action Plan was reviewed by the Thousand Oaks City Council at a final public hearing at 6:00 p.m., Tuesday, May 14, 2019. Following the public hearing, the City Council voted to unanimously (5-0 vote) approve the document for submission to HUD and authorized the City Manager to proportionately adjust the allocations if HUD revises the amount of the CDBG grant and authorize the City Manager to finalize and execute related documents in connection with the CDBG Action Plan. A list of the public speakers from the May 14, 2019, public hearing is included in the final version of this Action Plan.

Following a public review (June 9 to 18, 2020), the draft Substantial Amendment to the 2019 CDBG Action was reviewed by the City Council at a virtual public hearing at 6:00 p.m. Tuesday, June 23, 2020. The City Council voted (4-0) to approve the document for submission to HUD and authorized the City Manager to finalize and execute documents related to the amendment.

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 Hearing	Non-targeted/broad community	On September 11, 2018, the City Council held a duly noticed Public Hearing prior to consideration of the City PY 2017 Comprehensive Annual Performance & Evaluation Report (CAPER).	There was no public speaker at this public hearing. Following public comments, the City Council approved the PY 2017 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)
2	Public Hearing	Non-targeted/broad community	On December 17, 2018, 16 persons attended the duly noticed, Needs Assessment public meeting and administrative hearing in the Board Room. Ten persons provided public comments, as shown in the summary column herewith.	E. Gonzalez, J. Young, L. Safaeinili, S. Murata, M. DeLara, R. Britt, J. Wolf, J. Meek, M. Glynn, and L. Sherman provided comments. Summary comments are 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)
3	Newspaper Ad	Non-targeted/broad community	The City provided 30 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 are provided under the Citizen Participation portion of this report.	All comments were accepted.	www.toaks.org

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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 2019-20 CDBG Annual Action Plan occurred at the duly noticed, May 14, 2019 City Council meeting. There were 3 public speakers cards submitted and 1 public comment card submitted, all in favor.	G. McGehee, J. Wolf, J. Jimenez, and K. Goodspeed provided comments. 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	For the Substantial Amendment to the 2019 Action Plan, the City provided 14 days prior notice to CDBG-related public hearings and of the 9-day public review period, 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.	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)
6	Public Hearing	Non-targeted/broad community	A final public hearing opportunity for the Substantial Amendment to the 2019 Action Plan occurred at the duly noticed, June 23, 2020, City Council meeting. There was 1 public speaker card submitted in favor of the Substantial Amendment to the 2019 Action Plan. A summary of response and attendance are provided under the Citizen Participation portion of this report.	A summary of public comments received is provided under the Citizen Participation portion of this report.	All comments were 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 the preservation of affordable housing units, community development, and public/social services activities that benefit lower-income persons and households.

At the public hearing on 5/14/2019, City Council discussed and took action on the annual CDBG allocation for PY 2019 of $593,053.00 and available prior year CDBG funds of $277,038.54 for a total budget of $870,091.54. At the public hearing on 6/23/2020, City Council discussed and took action on the CDBG-CV special allocation of $340,016.00 for PY 2020.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	593,053	0	277,038	870,091	0	Multi-Unit and Single-Unit Housing Rehabilitation, Public & Social Services Grants, Program Administration

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	0	0	0	0	0	N/A
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	0	0	0	0	0	N/A

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
Other	public - federal	Other	340,016	0	0	340,016	0	CDBG-CV funds to be used to prevent, prepare for, and respond to coronavirus.

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 2019, up to 15% of the CDBG entitlement grant of $86,126.00 for public and social services will leverage $100,000 from the City General Fund 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 $186,126.00.

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 Executive Summary section for CDBG PY 2019 budget and for CDBG-CV budget.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Quality of Housing	2015	2019	Affordable Housing		Improve Quality of Housing	CDBG: $673,966 HOME: $0 ESG: $0	Rental units rehabilitated: 129 Household Housing Unit Homeowner Housing Rehabilitated: 21 Household Housing Unit
2	Provide Non-Homeless Supportive Services	2015	2019	Non-Homeless Special Needs		Provide Non-Homeless Supportive Services	CDBG: $86,126 HOME: $0 ESG: $0	Public service activities other than Low/Moderate Income Housing Benefit: 4000 Persons Assisted
3	Planning and Administration	2015	2019	Administration		Planning and Administration	CDBG: $110,000 HOME: $0 ESG: $0	Other: 1 Other
4	Economic Development	2015	2019	Non-Housing Community Development		Economic Development	CDBG-CV: $340,016	Jobs created/retained: 16 Jobs Businesses assisted: 20 Businesses Assisted

Table 6 – Goals Summary

OMB Control No: 2506-0117 (exp. 06/30/2018)

Goal Descriptions

1	**Goal Name**	Improve Quality of Housing
	Goal Description	**14A Rehab; Single-Unit Residential:** Renovation of 21 Mobile Homes to benefit very low-income owner/occupants. Proposed Subrecipient A: Senior Alliance for Empowerment, 234 Dinsmore Avenue, Thousand Oaks, CA 91362. Organization DUNS Number: 041568438. PY 2019 CDBG Funds: $138,000.00 for mobile home health and safety repairs/improvements, owner/occupied by very low-income persons. **National Objective: Low/Mod Housing (LMH)**; 11 units Rehabbed. **IDIS Objective/Outcome: Decent Housing = Sustainability (DH-3)**. Proposed Subrecipient B: Habitat for Humanity of Ventura County, 1850 Eastman Avenue, Oxnard, CA 93030. Organization DUNS Number: 123202264. PY 2019 CDBG Funds: $135,965.54 for mobile home health and safety repairs/improvements, owner/occupied by very low-income persons. **National Objective: Low/Mod Housing (LMH)**; 10 units Rehabbed. **IDIS Objective/Outcome: Decent Housing = Sustainability (DH-3).** **14B, Multi-Unit Residential:** Renovation of 129-unit affordable rental complex to benefit low-income occupants. Proposed Subrecipient C: Area Housing Authority of the County of Ventura (Public Housing), 1400 W Hillcrest Dr, Newbury Park, CA. Organization DUNS Number: 108880337. PY 2019 CDBG Funds: $250,000 for improvements; Subrecipient to be responsible for project administration and Federal prevailing wage compliance. **National Objective: Low/Mod Housing (LMH)**; 103 Units Rehabbed. **IDIS Objective/Outcome: Decent Housing = Sustainability (DH-3).** Proposed Subrecipient D: Many Mansions (non-profit housing corporation), 1259 E. Thousand Oaks Boulevard, Thousand Oaks, CA. Organization DUNS Number: 168672236. PY 2019 CDBG Funds: $150,000 for improvements; Subrecipient to be responsible for project administration and Federal prevailing wage compliance. **National Objective: Low/Mod Housing (LMH)**; 26 Units Rehabbed, including 13 units restricted to persons with disabilities, and/or formerly homeless persons. **IDIS Objective/Outcome: Decent Housing = Sustainability (DH-3).**

2	Goal Name	Provide Non-Homeless Supportive Services
	Goal Description	**Public/Social Services:** Operational grants to 7 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).** Subrecipient A: Senior Concerns, 401 Hodencamp Road, Thousand Oaks, CA 91360. Organization DUNS Number: 829531557. PY 2019 CDBG Funding: $20,000 for the Meals on Wheel Program (Delivery of a hot lunch and a cold evening snack for homebound seniors, 365 days a year. An estimated 175 City residents will be served.) Matrix code 05A. Subrecipient B: Long Term Care Services of Ventura County, 2021 Sperry Avenue, # 35, Ventura, CA 93303. Organization DUNS Number: 016938784. PY 2019 CDBG Funding: $15,000 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. An estimated 2,500 City residents will be served.) Matrix code 05A. Subrecipient C: Westminster Free Clinic, 5560 Napoleon Drive, Oak Park, CA 91377 (Not Service Site. Organization DUNS Number: 141256771. PY 2019 CDBG Funding: $14,500 for the Economic Response Program (Medical services, education, and advocacy for very low-income persons and no other access to care. An estimated 700 City residents will be served. Matrix code 05M. Subrecipient D: Conejo Free Clinic, 80 E. Hillcrest Drive, Thousand Oaks, CA 91360. Organization DUNS Number: 170938328. PY 2019 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. An estimated 1,000 City residents will be served.) Matrix code 05M. Subrecipient E: St. Vincent de Paul, 155 E. Janss Road, Thousand Oaks, CA 91360. Organization DUNS Number: 075539609. PY 2019 CDBG Funding: $10,000 for the Assistance to Needy program (food from pantry, vouchers for gas and food from a local grocery store.) Matrix code 05Q. Subrecipient F: County of Ventura, Human Services Agency, 855 Partridge Drive, Ventura, CA 93003. Organization DUNS Number: 176041101. PY 2019 CDBG Funding: $8,000 for the RAIN Transitional Living Center (Transitional housing, case management, and supportive services for 4 City residents will be served.) Matrix code 03T. Subrecipient G: Turning Point Foundation, 536 E. Thompson Blvd, Ventura, CA 93001. Organization DUNS Number: 608847216. PY 2019 CDBG Funding: $5,000 for Our Place Safe Haven (Supportive services to homeless, mentally ill adults through the overnight shelter and case management. 4 City residents will be served.) Matrix code 03T.

OMB Control No: 2506-0117 (exp. 06/30/2018)

3	**Goal Name**	Planning and Administration
	Goal Description	**21A General Program Administration:** Recover a portion of City costs to manage CDBG program ($110,000), which includes a Regional Consolidated Plan and Analysis of Impediments to Fair Housing Choices with the County of Ventura and, Fair Housing counseling program in partnership with the County of Ventura and the Housing Rights Center of Los Angeles.
4	**Goal Name**	Economic Development
	Goal Description	The City of Thousand Oaks Small Business Assistance Grant Program. Financial assistance to eligible, locally-owned, small businesses impacted by the Coronavirus (COVID-19) to continue operations and keep residents employed. Funding for this program will use the CDBG-CV funds of $340,016. Estimated 20 grants. DUNS: 05-575-1937. Program Administration Address: 2100 E. Thousand Oaks Bl, Thousand Oaks, CA 91362. **[18A] ED Direct Financial Assistance to For-Profit.** Proposed Project A: Program for small business with up to 9 employees. National Objective: Low-Mod Jobs (LMJ). Objective/Outcome: Creating Economic Opportunities-Sustainability (EO-3). **[18B] ED Technical Assistance.** Proposed Project B: Program provides direct training for small business with up to 9 employees. National Objective: Low-Mod Jobs (LMJ). Objective/Outcome: Creating Economic Opportunities-Sustainability (EO-3). **[18C] Micro-Enterprise Assistance.** Proposed Project C: Program for small business with 5 or fewer employees. National Objective: Low-Mod Clientele (LMC) Objective/Outcome: Creating Economic Opportunities-Sustainability (EO-3).

AP-35 Projects - 91.220(d)

Introduction

As a result of needs identified during the City 2019-20 Needs Assessment public hearing (12/17/2018) and based on the written applications submitted to the City by January 15, 2019, the City prepared a draft PY 2019 Annual Action Plan for the following CDBG activities:

- Multi-Unit Residential Rehabilitation, [14B]; Affordable, Multi-Unit Housing, $400,000.00
- Single-Family Residential Rehabilitation, [14A]; Single-Family Units; $273,965.54
- CDBG Program Administration, [21A]; $110,000.00
- Public/Social Services (General), [05]; $86,126.00

A Substantial Amendment to the 2019 Action Plan was created to include the 2020 CDBG-CV funds of $340,016 to be used to prevent, prepare for, and respond to coronavirus (COVID-19).

#	Project Name
1	2019 Multi-Unit Residential Rehabilitation Area Housing Authority
2	2019 Multi-Unit Residential Rehabilitation Many Mansions
3	2019 Single-Family Residential Rehabilitation SAFE
4	2019 Single-Family Residential Rehabilitation Habitat for Humanity
5	2019 CDBG Program Administration
6	2019 Public/Social Services Grants
7	CV-Economic Development

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 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.

As reported to City Council on May 12, 2020, the local business community in Thousand Oaks has experienced a rapid and sharp decline in business activity due to the Covid-19 pandemic. The restrictions imposed upon businesses in the interest of public health have brought tremendous financial hardship to this incredibly important sector of the City's local economy and the workers they employ.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	2019 Multi-Unit Residential Rehabilitation Area Housing Authority
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: $250,000
	Description	Area Housing Authority: [14B] Multi-Unit Residential Rehabilitation, Florence Janss and Glenn Oaks Apartments Improvements at housing complex restricted to low-income renters.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	103 low-income households.
	Location Description	Florence Janss: 190 – 210 Brazil St, Thousand Oaks, CA 91360; Census Tract 70, Block Group 1. Glenn Oaks: 145 E. Wilbur Rd, Thousand Oaks, CA 91360; Census Tract 68, Block Group 3.
	Planned Activities	Elevator modernization to improve safety, reliability, accessibility, and lowers energy costs.
2	**Project Name**	2019 Multi-Unit Residential Rehabilitation Many Mansions
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: $150,000
	Description	Many Mansions: [14B] Multi-Unit Residential Rehabilitation, Richmond Terrace Apartments Improvements at housing complex restricted to low-income renters.
	Target Date	6/30/2020

OMB Control No: 2506-0117 (exp. 06/30/2018)

	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	Roof replacement on buildings and garages.
3	**Project Name**	2019 Single-Family Residential Rehabilitation SAFE
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: $138,000
	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	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Estimated 11 very low-income senior owner/occupants will benefit from this activity.
	Location Description	Citywide Mobile Homes.
	Planned Activities	Repairs and replacement of Roof, HVAC, Electrical, Plumbing, Coach Leveling, Earthquake Bracing, Windows, and Doors.
4	**Project Name**	2019 Single-Family Residential Rehabilitation Habitat for Humanity
	Target Area	
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: $135,965
	Description	Habitat for Humanity Preserve A Home Program: [14A], Single-Unit Rehabilitation at Mobile Home Parks; Critical repairs and rehabilitation of mobile home coaches owned/occupied by very low-income.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	Estimated 10 very low-income senior owner/occupants will benefit from this activity.
	Location Description	Citywide Mobile Homes.
	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.
5	**Project Name**	2019 CDBG Program Administration
	Target Area	
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: $110,000
	Description	Use of up to 20% of the 2019 CDBG entitlement to reimburse City for a portion of its costs to implement and manage the CDBG program.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4,500 lower-income City residents will benefit from the City CDBG-funded activities.
	Location Description	Citywide in Thousand Oaks.
	Planned Activities	Recover a portion of City costs from managing CDBG programs and funding for Consolidated Plan /Analysis of Impediments to Fair Housing Choice, and 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.
6	**Project Name**	2019 Public/Social Services Grants
	Target Area	
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: $86,126

	Description	[05] Public/Social Services Grants; Operational grants to support 7 local, non-profit organizations providing essential services to persons and households at risk homelessness.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	4,000 low-income 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	Operational grants to the following non-profit providers and activities to benefit primarily low-income persons at-risk for homelessness: • Senior Concerns: $20,000 for Meals on Wheels Program [05A] • Long Term Care: $15,000 for the Senior Ombudsman Program [05A] • Westminster Free Clinic: $14,500 for Health Equity Program for the Uninsured [05M] • Conejo Free Clinic: $13,626 for Medical Care for the Uninsured [05M] • St. Vincent de Paul: $10,000 for Assistance to Needy [05Q] • County of Ventura: $8,000 for the RAIN Transitional Living Center [03T] • Turning Point Foundation: $5,000 for Our Place Safe Haven [03T]
7	**Project Name**	CV-Economic Development
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG-CV: $340,016
	Description	CV-Economic Development will provide financial assistance to eligible, locally-owned, small businesses impacted by the Coronavirus (COVID-19) to continue operations and keep residents employed.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	Estimated at least 20 grants and 16 FTE jobs for low-income workers; A minimum of 16 persons will benefit from the jobs created/retained through this project.
	Location Description	Citywide Small Businesses.
	Planned Activities	Grant portfolio management, screen and assess microloan applications, consult with applicants, take prospective grant applications, conduct review process for approval/denial, and manage client files.

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

Note: some of the City CDBG-funded activities will qualify for HUD funding based on beneficiary income, not on location inside a low-mod income block group. These include Vallecito Mobile Home Park Single-Unit Rehabilitation; Glenn Oaks Apartments, Multi-Family Rehabilitation; Long Term Care Ombudsman services at skilled nursing care facilities; Westminster Free Clinic Medial Program; St. Vincent de Paul Assistance to Needy; and County of Ventura, RAIN Facility.

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

Census Tract 6900, Block Group 2: Richmond Terrace Apartments, Multi-Family Rehabilitation

Census Tract 7000, Block Group 1: Florence Janss Apartments, Multi-Family Rehabilitation

Census Tract 7000, Block Group 2: Human Services Center (Under One Roof) as services delivery point for: Conejo Free Clinic; Senior Concerns, public services

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

Census Tract 7100, Block Group 2: Lakestone Mobile Home Park, Thunderbird Oaks Mobile Home Park, and Twin Palms Mobile Home Park Single-Unit Rehabilitation

The Westside Neighborhood Revitalization Strategy Area, as described in Geographic Distribution is not located in Thousand Oaks and is not related to the 2019 Annual 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 (2011-2015) and 2019 Exception Percentage of 36.50% 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 2019-20 are located within HUD-designated low-income block groups or qualify based on beneficiary income. CDBG-CV funded activities will qualify based on beneficiary income.

Affordable Housing

AP-55 Affordable Housing - 91.220(g)

Introduction

PY 2019 one-year goal will be to serve non-homeless, low-income households, as follows: 21 units at various mobile homes, Citywide; 103 units at Florence Janss and Glenn Oaks Apartments; and 26 units at Richmond Terrace Apartments. These 129 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	116
Special-Needs	13
Total	129

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	129
Acquisition of Existing Units	0
Total	129

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

Discussion

Proposed CDBG grant of $250,000.00 to Area Housing Authority will rehab a 103-unit, at 2 affordable rental complexes.

Proposed CDBG grant of $150,000.00 to Many Mansions will rehab a 26-unit, affordable rental complex, including 13 units for persons with special needs.

Proposed CDBG grant of $138,000.00 to Senior Alliance for Empowerment (SAFE) will rehab 11 (estimated) low-income, single-family, senior owned/occupied units located at Thousand Oaks mobile home parks.

Proposed CDBG grant of $135,965.54 to Habitat for Humanity of Ventura County (Habitat) will rehab 10 (estimated) low-income mobile homes, located at Thousand Oaks mobile home parks.

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 220-480 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 1824-1884 Los Feliz Dr (Census Tract 71, Block Group 1)

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

PY 2019 CDBG funds will be used at Thousand Oaks public housing site. The Area Housing Authority (AHA) has requested funding for elevator modernization at Florence Janss Apartments. This rehabilitation project will improve the safety, reliability, accessibility, and will lower energy cost at the public housing site.

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 Board of Commissioners. To assist residents to gain knowledge and move toward homeownership, 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 68, Block Group 3)
- Los Arboles = 43 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 E. Thousand Oaks Bl (Census Tract 70, Block Group 2)
- Garden View Terrace = 56 Family Units located at 1972-2026 Los Feliz Dr (Census Tract 71, Block Group 1)

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

Introduction

The City of Thousand Oaks is a member of the Ventura County Continuum of Care Alliance, a collaborative group dedicated to promoting a safe, desirable and thriving community by ending homelessness in Ventura County. In 2019, the Alliance adopted the Ventura County Plan to Prevent and End Homelessness.

The City PY 2019 Annual 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 with a grant of CDBG funds.
- The City supports the Turning Point Foundation, Our Place Safe Haven, a facility that services homeless, mentally ill adults from Thousand Oaks through the overnight shelter and case management 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 the 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.
- Westminster Free Clinic, 1000 E. Janss Road, 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.

The Ventura County Health Care Agency provides health assessment, diagnosis, and treatment for homeless or transitionally homeless persons at the Conejo Valley Family Medical- Urgent Care, 125 W. Thousand Oaks Blvd. #200, Thousand Oaks, CA 91360.

Discussion

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

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

Introduction

Prior to the adoption of the City 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 1547-NS, 1555-NS and 1569-NS, amended the Municipal Code to facilitate the development of future affordable housing units. The City continues to take steps to remove governmental constraints on the maintenance, improvement, and development of housing.

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.

In November 2018, the Hill and Woolsey Fires destroyed or damaged 73 residences. To remove governmental constraints, the City initiated an expedited process to help homeowners rebuild their fire-damaged homes and designated a City Fire Recovery Concierge to assist property owners in recovering and rebuilding as quickly as possible.

Discussion

See above.

AP-85 Other Actions - 91.220(k)

Introduction

The City collaborated with the County of Ventura and local Ventura County cities on a regional 2015-2019 Ventura County Consolidated Plan. The PY 2019 Annual Action Plan describes the 5th year (2019-20) of the 5-year Consolidated Plan period (July 2015-June 2020). Through the substantial amendment, the CDBG-CV funds are included in the PY 2019 Annual Action Plan. If HUD should make any waiver or alternate requirement available for the City, then the City will request from HUD such waivers and requirements.

Actions planned to address obstacles to meeting underserved needs

Housing Rehabilitation: With insufficient resources to construct new affordable housing units, the number 1 priority for the City 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 2019-20 the City will focus its efforts on residential rehabilitation.

Multi-Family Improvements.

- Subrecipient Area Housing Authority of the County of Ventura, the City will conduct elevator modernization to benefit the residents at the 64 public housing units to low-income seniors at the Florence Janss Apartments and 39 units at Glenn Oaks Senior Apartments.
- Subrecipient Many Mansions, the City will rehabilitate through reroofing buildings at the 26 units low-income site, located at the Richmond Terrace Apartments, including 13 units with permanent, supportive services for persons with special needs.

Single-Family Improvements.

- Subrecipient, the Senior Alliance for Empowerment (SAFE), the City will rehabilitate 11, low-income, mobile homes occupied by very low-income seniors mobile home parks.
- Subrecipient, Habitat for Humanity, the City will rehabilitate 10 mobile homes, owned/occupied by very low-income households.

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 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 (SSEF Funds)
- Conejo and Westminster Free Clinics = Low-Cost Medical Services (CDBG Funds)
- Manna Conejo Valley = Food Bank (SSEF Funds)
- St. Paschal Baylon/St. Vincent de Paul = Poor and Homeless Assistance (CDBG 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 Homelessness Ad Hoc Committee, 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

2019 Monitoring Activities: For this Annual 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 the Federal prevailing wage and Section 3 programs for activities that require the 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 as of 1/1/2019: 0-BR $1,175; 1-BR $1,450; 2-BR $1,850; 3-BR $2,610.

Public/Social Services and CDBG-CV Activities: The purpose of the City 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 2019 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 2019; however, the City will monitor its PY 2019 CDBG-funded activities for the potential generation of program income.

The City is a Community Development Block Grant (CDBG) entitlement community. Currently, the City may apply for HOME funding through the State of California Department of Housing and Community Development (HCD) and the City is in the process of joining the Ventura County HOME Consortium with the anticipation that the process will be completed upon the start of program year July 1, 2020.

The City of Thousand Oaks is not a participating jurisdiction and currently does not receive funds for the HOME program, ESG program, or HOPWA program.

The City is eligible to receive a special allocation of CDBG-CV funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). A Substantial Amendment to the 2019 Action Plan was created to include the 2020 CDBG-CV funds of $340,016.

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%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

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

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

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

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

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

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

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

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

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

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

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

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

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

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

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

5. Describe performance standards for evaluating ESG.

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

Discussion

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

City of Thousand Oaks
Community Development Department
2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

Public Participation and Comments

Substantial Amendment to the 2019-20 Action Plan

- Citizen Participation Plan (Revised) – Resolution No. 2020-013
- Substantial Amendment 2019-20 Action Plan: Public Review, June 10 – 18, 2020: Public Comment
- Substantial Amendment 2019-20 Action Plan Approval – City Council Public Hearing, June 23, 2020: Public Comments

Public Participation and Comments

Substantial Amendment to the 2019-20 Action Plan

Citizen Participation Plan (Revised) – Resolution No. 2020-013

See next page.

RESOLUTION NO. 2020-013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS ADOPTING A REVISED CITIZEN PARTICIPATION PLAN FOR LOCAL IMPLEMENTATION OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) CONSOLIDATED PLAN PROCESS AND RESCINDING RESOLUTION NO. 2015-023

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

WHEREAS, preparation of CITY's 2020-2024 Consolidated Plan (5-year Strategic Plan) for expenditure of CDBG funds between July 1, 2020 and June 30, 2024 provides an opportunity for revising and/or updating the CITY's existing PLAN.

NOW, THEREFORE, the Thousand Oaks City Council rescinds Resolution No. 2015-023 and, in accordance with 24 CFR 91.105 (a) (1), adopts the following revised procedures for public participation during CITY's 2020-2024 Consolidated Plan process.

1. Applicability and Purpose of the Citizen Participation Plan (PLAN)

   a. CITY is required by HUD regulations (24 CFR § 91.105) to adopt a Citizen Participation Plan (PLAN) that sets forth the jurisdiction's policies and procedures for citizen participation in the Consolidated Plan process.

   b. The PLAN's purpose is to provide for and encourage citizens to participate in development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the annual Consolidated Annual Performance and Evaluation Report (CAPER).

2. Participation of Low- and Moderate-Income Persons

a. The requirements of the PLAN herein are especially designed to encourage participation in the Consolidated Plan process by Low- and Moderate-Income persons, particularly those living in slum and blighted areas and/or in areas where CDBG funds are proposed to be used; as well as by residents of predominantly Low- and Moderate-Income CDBG-eligible census tract block groups.

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

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

3. Participation of Other Interested Persons and Organizations

a. CITY will take appropriate actions to encourage participation in Consolidated Plan development by all residents, including minorities, non-English speaking persons, and persons with disabilities. CITY will also encourage participation by local and regional institutions and other organizations in the process of developing and implementing the Consolidated Plan. Collaborators will include businesses, developers, community and faith-based organizations and homeless services providers participating in the regional Continuum of Care process. CITY will explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, as well as the review of program performance through the use of focus groups and use of the Internet.

b. CITY will encourage participation in the development and implementation of the Consolidated Plan by public housing agencies, the residents of public and assisted housing developments, and by other Low-Income residents of targeted revitalization areas.

c. CITY will provide Consolidated Plan information to the local public housing agency on proposed and existing HUD-funded investments in the neighborhood and in surrounding communities. CITY will provide said information for dissemination to public housing residents via notices at local public housing facilities and/or at the annual public hearing required for the Public Housing Authority (PHA) Plan.

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

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

b. CITY will provide a period of not less than 30 days to receive comments from citizens on the proposed Consolidated Plan.

c. During Consolidated Plan preparation, CITY will consider any comments or views of citizens received in writing, or orally at the public hearing(s). CITY has developed a phone-in method to allow public participation during City Council meetings which are closed to physical participation. A summary of these comments or views, and a summary of any comments or views not accepted, and the reasons therefore, will be attached to the final Consolidated Plan.

d. CITY will provide for at least three (3) public hearings during different stages of the Consolidated Plan process, as described in Section 8 below.

5. Development of the Consolidated Plan

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

a. Consolidated Plan Information

(1) Prior to adopting a Consolidated Plan, CITY will make available to citizens, public agencies, and other interested parties, information including the amount of assistance CITY expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit Low- and Moderate-Income persons.

(2) CITY will publish the proposed Consolidated Plan and related documents, including the Analysis of Impediments to Fair Housing Choice [or Assessment of Fair Housing (AFH)], as applicable, revised following 24 CFR 5.164, as well as the annual Action Plans, on the Community Development Department page of City's website (www.toaks.org). City will also publish a summary of the Consolidated Plan document(s) in the local newspaper of record, the Ventura County Star, as well as in the Thousand Oaks Acorn free newspaper.

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

b. Displacement and Relocation Policies

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

6. Amendments to the Consolidated Plan

a. Criteria for Amending the Consolidated Plan

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

(1) A previously approved Activity is cancelled;

(2) An Activity, not previously approved, is added;

(3) A change would affect the Activity's purpose, scope, location or beneficiaries; or

(4) For Section 108 loans, a change would affect the Activity's purpose, scope, location, beneficiaries or funding.

b. Substantial Amendments

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

(1) A new Activity is being funded for the first time. If an Activity was funded in a previous program year, and there is no significant change in the project (purpose, scope, location or beneficiaries), it is not considered a Substantial Amendment.

(2) A funding change in a current Activity represents:

(a) More than 10 percent of the jurisdiction's CDBG funds for the current fiscal year; or

(b) More than 50 percent of the Activity's total HOME funding.

(3) A change in the use of CDBG funds from one eligible Activity to another.

(4) Each Substantial Amendment shall be noticed by the CITY in a local newspaper of general circulation a minimum of 30 days prior to action by the City Council. Depending upon the amendment and/or the project area, the notice may appear in both an English-language and a Spanish-language newspaper that targets the area of interest.

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

c. Minor Amendments

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

(1) Total proposed amendment involves less than 10 percent of program year CDBG funding; or

(2) Total proposed amendment involves less than 50 percent of total HOME funding.

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

7. Performance Reports

a. CITY will provide citizens with reasonable notice and an opportunity to comment on performance reports. Specifically, CITY will provide notice to the public, at least 30 days before any City Council consideration, of the opportunity to comment on a proposed Consolidated Plan, annual Action Plan, annual Consolidated Performance and Evaluation Report (CAPER), and for each proposed Substantial Amendment to an Action Plan.

b. In preparing the Performance Report, the CITY will consider the comments or views of citizens received in writing, or orally at public hearings. A summary of these comments and views shall be attached to the final Performance Report.

8. Public Hearings

a. As listed below, during each program year, CITY will hold a minimum of three (3) Consolidated Plan-related public hearings, scheduled at different stages of the program year. Public hearings will address

CITY's housing and community development needs, development of proposed activities, and review of program performance.

(1) Annual Needs Assessment Public Hearing

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

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

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

(3) Annual Performance Report Public Hearing

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

b. Public Notices

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

(1) the start of a 30-day public review and comment period for a HUD document (proposed Action Plan or Consolidated Plan, proposed Substantial Amendment or proposed Performance Report); and/or

(2) the scheduling of a HUD-required public hearing.

(3) Public notices shall be provided, as shown below. Public hearing notices shall include sufficient information to permit informed consent including, but not limited to, the date, time and location of the public hearing and a full description of the Activity that is the subject of the hearing.

(i) A legal notice published in the local newspaper of record, currently the Ventura County Star newspaper;

(ii) A display-type ad in the non-legal section of a local newspaper, such as the Thousand Oaks Acorn free newspaper.

c. Public Hearing Notices

(1) In accordance with paragraph 8 (b) of this PLAN, the public shall be notified at least 14 days in advance of the date of a HUD-related public hearing.

(2) Each of the CITY's public hearings shall be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. All CDBG-related public hearings will be scheduled at 6 pm, or shortly thereafter, to accommodate persons who work full-time. Hearing locations shall be within CDBG-eligible census tract block groups, including City Hall located at 2100 Thousand Oaks Boulevard.

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

d. Public Document Notices

(1) In accordance with paragraph 8 (b) of this document, the public shall be notified in advance of the start of a 30-day review period for a HUD-related public document including,

but not limited to, a proposed Consolidated Plan, Action Plan, Substantial Amendment, and/or Performance Report.

(2) All CDBG-related public documents shall be made available for 30 days of public review prior to City Council consideration at a duly noticed public hearing. Documents will be posted electronically to CITY's Community Development Department website (www.toaks.org) and paper copies will be made available for review at City Hall, on request, at the Thousand Oaks and Newbury Park library buildings, and/or at the Goebel Senior Adult Center. City shall make alternate arrangements should these sites become inaccessible to the public. Upon request, CITY will make the subject document available in a format accessible to persons with disabilities.

e. Substantial Amendment Notices

(1) In accordance with paragraph 8 (b) of this document, the public shall be notified in advance of the start of a 30-day review period for a proposed Action Plan Substantial Amendment, as such amendment is described in Section 6 of this document.

(2) All CDBG-related public documents shall be made available for 30 days of public review prior to City Council consideration at a duly noticed public hearing. Documents will be posted electronically to CITY's Community Development Department website (www.toaks.org) and paper copies will be made available for review at City Hall and, on request, at the Thousand Oaks and Newbury Park library buildings, and/or at the Goebel Senior Adult Center. City shall make alternate arrangements should any of these sites become inaccessible to the public. Upon request, CITY will make the subject document available in a format accessible to persons with disabilities.

9. Access to Records

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

the Consolidated Plan and the use of CDBG and/or HOME funds during the previous five (5) years.

10. Technical Assistance

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

11. Complaints

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

12. Use of the Citizen Participation Plan

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

13. Responsibility for Citizen Participation Plan

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

14. Changing the Citizen Participation Plan (PLAN)

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

15. Citizen Participation Process under Declaration of Disaster or Emergency

In case of declared disaster or emergency events, City will adopt and/or follow a modified method for citizen participation as directed by the Federal government. These modifications may include a shortened public review period and the option for virtual hearings and real-time responses. Accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. CITY's current citizen participation process in case of disaster or emergency is set forth in Exhibit B to this Resolution.

PASSED AND ADOPTED this 12th day of May, 2020.

Al Adam, Mayor
City of Thousand Oaks, California

ATTEST:

Cynthia M. Rodriguez, City Clerk

APPROVED AS TO ADMINISTRATION:

Andrew P. Powers, City Manager

APPROVED AS TO FORM:

Tracy Friedl, Deputy City Attorney

CERTIFICATION

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

I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2020-013 which was duly and regularly passed and adopted by said City Council at a regular meeting held May 12, 2020 by the following vote:

AYES: Councilmembers Engler, Jones, Bill-de la Peña, and Mayor Adam

NOES: None

ABSENT: None

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

Cynthia M. Rodriguez
Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

May 26, 2020
Date Attested

Exhibit A

Residential Anti-Displacement and Relocation Plan

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

1. The City will replace all occupied and vacant habitable lower-income ("low/moderate-income") housing units demolished or converted to a use other than as lower-income housing, in connection with a project assisted with CDBG or HOME funds.

2. All replacement housing will be provided within three (3) years after the commencement of the demolition or conversion. Before entering into a contract committing the City to provide funds for a project that will directly result in demolition or conversion, the City will make public by publication in a newspaper of general circulation and submit to HUD the following information in writing.

   (a) A description of the proposed assisted project.

   (b) The address, number of bedrooms, and location on a map of lower-income housing that will be demolished or converted to a use other than as lower-income housing, as a result of an assisted project.

   (c) A time schedule for the commencement and completion of the demolition or conversion.

   (d) To the extent known, the address, number of bedrooms and location on a map of the replacement housing that has been, or will be, provided.

   (e) The source of funding and a time schedule for the provision of the replacement housing.

   (f) The basis for concluding that the replacement housing will remain lower-income housing for at least 10 years from the date of initial occupancy.

3. To the extent that the specific location of the replacement housing and other data in items (a) through (f) above are not available at the time of the general submission described in paragraph 2 above, the City will identify the general

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

4. The City's Community Development Department (805-449-2500) will be responsible for doing the following:

   (a) Provide relocation assistance to lower-income ("low/moderate income") families and individuals displaced as a result of the conversion or demolition of any lower-income ("low/moderate income") dwelling unit assisted with CDBG or HOME funds.

   (b) Maintain records to track the replacement of lower-income housing ensuring that it is provided within the required period.

   (c) Make or provide for relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any housing or the conversion of lower-income housing to another use.

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

   (a) Coordinate code compliance activities with its residential rehabilitation and housing assistance programs.

   (b) Adopt policies to identify and mitigate the displacement of lower-income persons resulting from the construction of new, multi-family housing.

   (c) Adopt policies that provide reasonable protections for lower-income tenants faced with conversion of their rental unit or mobile home unit to a condominium or cooperative unit, or to a non-residential use.

   (d) Evaluate housing codes and rehabilitation standards for lower-income housing to prevent undue financial burden on established owners and tenants.

   (e) Encourage the rehabilitation of lower-income rental units to allow tenants to remain in the building/complex during and after the rehabilitation, working with unoccupied units first.

   (f) Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.

   (g) Identify and/or establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.

Exhibit B

Citizen Participation Process under Declaration of Disaster or Emergency

In the event of a declared disaster or emergency, it may be necessary for the City to expedite substantial amendments to the Consolidated Plan. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Man-Made-disasters, (2) Natural disasters, and (3) Terrorism. Man-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health issues such as wide-spread disease. Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.

These expedited substantial amendments may include funding new activities and/or the reallocating of funds in order to meet needs resulting from a declared disaster or emergency. Therefore, the City shall adopt any and all process modifications allowed for by the specific orders related to any declaration in order to utilize HUD funds as quickly as possible to meet these needs.

With respect to a declared disaster, the City may elect to use HUD funds to address needs not provided for by the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal or local sources unless allowed by the federal government. Potential eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, or any other CDBG, HOME, or ESG eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well.

All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives which are: (1) Benefit to low- and moderate-income (LMI) persons; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency (referred to urgent need). The City may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.

Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") (CDBG-CV)

On April 9, 2020, HUD issued a notice on the CARES Act flexibilities for CDBG funds used to support COVID-19 response and plan amendment waiver and summarized as follows:

- For CDBG funding under FY 2019-20, FY 2020-21, and the CARES Act CDBG-CV funds, the City may provide a 5-day notice as allowed under a HUD waiver. To expedite the City's use of the CDBG-CV funds, HUD waived the requirements

under 42 U.S.C. 12705(a)(2) to the extent that it requires updates to the housing and homeless needs assessment, housing market analysis, and strategic plan and 24 CFR 91.220 and 91.320 to the extent the action plan is limited to a specific program year to permit the City to prepare substantial amendments to the City's most recent annual action plan, including the 2019 annual action plan. The City will identify the proposed use of all funds and how the funds will be used to prevent, prepare for, and respond to coronavirus. HUD also waived 24 CFR 91.505 to facilitate the use of the CDBG-CV funds to the extent necessary to require submission of the substantial amendment to HUD for review in accordance with 24 CFR 91.500.

- HUD eliminated the 15 percent cap on the amount of grant funds that can be used for public services activities. Following the CARES Act enactment, the cap in section 105(a)(8) of the Housing Community Development Act of 1974 and 24 CFR 570.201(e) has no effect on CDBG-CV grants and no effect on FY 2019-20 and FY 2020-21 CDBG grant funds used for coronavirus efforts.

- The City may use the CDBG-CV grant funds to cover or reimburse costs to prevent, prepare for, and respond to coronavirus incurred by the City, regardless of the date on which such costs were incurred, when those costs comply with CDBG requirements. For other grants, pre-agreement and pre-award cost authority is available under 24 CFR 570.200(h).

- HUD extended the deadline for City to submit action plans and other updates to the City's consolidated plans submissions for FY 2019-20 and FY 2020-21 to August 16, 2021.

Public Participation and Comments

Substantial Amendment to the 2019-20 Action Plan

Public Review Period: June 10 – 18, 2020

9-Day Public Review Period

Public Review and Public Hearing Notice

- Thousand Oaks Acorn Display Ad on 6/4/2020
- Ventura County Star Legal Notice on 6/9/2020
- Notification on City Website www.toaks.org

See next page.

SSFL

GOING, GOING, ALMOST GONE—A radioactive materials handling facility at the Santa Susana Field Lab near Simi Valley, where 10 buildings are slated to be removed.

Courtesy of Department of Energy

More demolition at lab

■ Complex stored nuclear fuel

By Melissa Simon
melissa@theacorn.com

A new state order requires the removal of 10 contaminated structures from the Santa Susana Field Lab, a former rocket engine and nuclear energy testing facility in the hills above Simi Valley.

Under the order, the U.S. Department of Energy must demolish and haul away 10 of the remaining 18 buildings in the so-called radioactive materials handling facilities complex, a 1.5-acre site within the field lab's Area IV. It was built in 1959 to handle nuclear fuel.

The DOE oversees remediation in Area IV of the 2,850-acre field lab, where a partial nuclear meltdown occurred in 1959. Boeing Co. owns 80% of the site, while NASA maintains the remaining 20% that is owned by the federal government.

"The removal of these deteriorating buildings will avoid a release of hazardous substances and minimize risk to the public and environment in the event of a fire followed by heavy rain," said Russ Edmondson, spokesperson for the Department of Toxic Substances Control.

If a fire were to occur and then rain followed, the deteriorating buildings could release contamination that could migrate off-site, affecting surrounding communities, he said.

When the work occurs, it will be the first demolition at the field lab in over 13 years.

"We're pretty excited that we were able to reach an agreement with the state because this enables us to really start cleanup again after over a decade," DOE Director John Jones told the *Acorn*.

Demolition and removal of the building debris will be done under the requirements of the 2010 Administrative Order on Consent, which governs the cleanup of the field lab. The debris from all 10 buildings will be disposed of in an out-of-state low-level radioactive waste facility.

Denise Duffield, a longtime cleanup activist, said getting the go-ahead to remove the structures isn't really new since the DOE was already supposed to do it as part of the 2010 agreement—a document she asserts the state agency doesn't intend to adhere to.

"It appears DOE is getting what it wants—removing some buildings without agreeing to comply with the rest of the AOC's directive to clean up soil to background levels of contamination," Duffield told the *Acorn* in an email.

"The best way to protect communities near SSFL (is) to comply with the (2010) cleanup agreement. . . . When that happens, then we can truly celebrate."

Jones said the DOE is committed to cleaning up the site and has been doing so for several decades. The 18 remaining buildings are all that's left of the more than 270 that used to be in Area IV.

"This (new consent order) opened the door for us to . . . address this site. DOE has decided it's a priority," Jones said. "This really lays the groundwork . . . to move toward what everybody wants, and that's a clean site."

Demolition is expected to begin in mid-June and take about six months, Jones said. In that time, officials will continue working with the state to get plans approved for the last eight buildings, which include a machine shop and offices.

Full site remediation, which was supposed to be completed in 2017, has been pushed back to 2034—a time frame that hasn't changed, Edmondson said.

The DTSC is working to finalize environmental reports and the project management plan, which outlines how cleanup will be done.

A virtual community meeting will be held at 6 p.m. Thurs., June 11 to discuss the plans.

To participate, go to bit.ly/36CYhII or call (415) 466-7000, using the code 6694225#.

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Phone 805/449.2121 • Fax 805/449.2125 • www.toaks.org

NOTICE OF PUBLIC HEARING AND PUBLIC REVIEW
This meeting may be conducted via videoconference and/or teleconference.

THE PUBLIC IS INVITED to review (June 10 – June 18, 2020) and comment on the draft document prepared for the U.S. Department of Housing and Urban Development (HUD). This document describes how Community Development Block Grant Coronavirus (CDBG-CV) will be used to address the local community needs and how federal funds can be used to address those needs. The City Council will consider this document following a public hearing scheduled for the June 23, 2020 City Council meeting.

The Draft Substantial Amendment to the 2019-20 Action Plan informs HUD how the City of Thousand Oaks plans to use Community Development Block Grant (CDBG) funds. The substantial amendment to the 2019 Action Plan is adding the CDBG-CV funds, totaling $340,016.00, for the City of Thousand Oaks Small Business Assistance Grant Program which will provide financial assistance to eligible, locally-owned, small businesses impacted by the Coronavirus (COVID-19) to continue operations and keep residents employed.

As of June 10, 2020, this document will be posted to the City's website www.toaks.org on the Community Development Department page. Written comments on the draft document should be directed to Community Development Analyst Lynn Oshita at Community Development Department, City of Thousand Oaks, 2100 Thousand Oaks Blvd, Thousand Oaks, CA 91362 or loshita@toaks.org.

This PUBLIC HEARING is scheduled to be heard by the City Council on Tuesday, June 23, 2020 at 6:00 p.m., or as soon thereafter as the matter can be heard. Pursuant to the Governor's Executive Order N-29-20, this meeting may be conducted **via videoconference and/or teleconference**. The Andrew P. Fox City Council Chambers at 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362 is currently closed to the public. Any person is privileged to be heard on this matter. If you would like to speak on this item **during a videoconferenced and/or teleconferenced meeting**, advise the City Clerk Department at cityclerk@toaks.org or call (805) 449-2151 no later than 5:00 p.m. the day of the meeting. You may also participate by submitting comments by email to cityclerk@toaks.org indicating the agenda item number in the subject line by 5:00 p.m. on the day of the meeting. See City Council Agenda at www.toaks.org/agendas for details.

Please note that this information is subject to change as a result of the Public Health Emergency declared by the County of Ventura on March 12, 2020.

If you challenge the decision of the City Council on these matters in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, this public hearing. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the City Clerk Department, (805) 449-2151 at least 48 hours in advance to make your request.

DATED THIS 28th day of May, 2020.

Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

PUBLISH: Ventura County Star, June 9, 2020 (Legal Notice)
Thousand Oaks Acorn, June 4, 2020 (Display Ad)

cdd:480-10\H:\COMMON\Housing & Redevelopment\2020_CDBG\2020 LEGAL\Amendment

toaks.org

23T24K

BOYS & GIRLS CLUBS OF GREATER CONEJO VALLEY
SUMMER CAMP
Safety is the highest priority for campers and staff. We have been serving the community and have implemented protocols from the CDC and public health. This includes our safety guidelines, cleaning protocols, and social distancing etiquette. We have dramatically reduced the amount of campers allowed to attend camp and are requiring monthly sign ups in order to maintain safety in our Clubs.
Camp Hours 8:00-5:00
Campers K-8th Grade
Science, Sports, Arts & Crafts, Games, Fun and Friends
Join in the fun!
Session 1 June 15-July 10
4 Full Weeks - $650
M, W, F - 4 Weeks - $480
T, Th - 4 Weeks - $360
Session 2 July 13-Aug. 7
4 Full Weeks - $650
M, W, F - 4 Weeks - $481
T, Th - 4 Weeks - $360
Session 3 Aug. 10-14
Full Week - $160
M, W, F - $135
T, Th - $90
Scholarships Available
– LIMITED SPACE –
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Anderson Camp @ Los Cerritos 805-493-2917
Morton Camp @ Sequoia 805-375-5635
Johnston Camp @ Colina 805-449-1309
Notter Camp @ Redwood 805-371-4045
Grossman Camp @ Chaparral Elementary 818-224-3097
GREAT FUTURES START HERE.
Boys & Girls Clubs of Greater Conejo Valley is not affiliated with CVUSD or LVUSD

23AT08I

City of Thousand Oaks

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DATED THIS 28th day of May, 2020.

Cynthia M. Rodriguez

Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

PUBLISH: Ventura County Star, June 9, 2020 (Legal Notice)
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cdd:480-10\H:\COMMON\Housing & Redevelopment\2020_CDBG\2020 LEGAL\Amendment

Citizen Participation Comments

Substantial Amendment to the 2019-20 Action Plan

(5th Year Amendment to 2015-19 Ventura County Consolidated Plan)

9-Day Public Review Period: June 10 – 18, 2020

Comments Received will be provided here.

Citizen Participation Comments

Substantial Amendment to the 2019-20 Action Plan

(5th Year Amendment to 2015-19 Ventura County Consolidated Plan)

June 23, 2020, Public Hearing

The following section to be complete after the public hearing.

The following public comments were received at the public hearing to review the City's proposed Substantial Amendment to the 2019-20 CDBG Action Plan. Following the public hearing, the City Council approved the Action Plan by unanimous vote (X – Y.)

Public Speaker		
1.		
2.		
3.		
Public Statement		
1.		

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

Action Plan Exhibits

(Grantee's Unique Exhibits)

Exhibit A: Requests for CDBG Funding

- Community Development Project Applications
- Public and Social Services Applications

Exhibit B: Proposed Activity Location Maps

- 2015-19 Thousand Oaks, CDBG-Eligible Block Groups
- Multi-Unit Rehabilitation, Florence Janss Apartments
  190-210 Brazil Street, Thousand Oaks, CA 91360
- Multi-Unit Rehabilitation, Glenn Oaks Apartments
  145 E. Wilbur Road, Thousand Oaks, CA 91360
- Multi-Unit Rehabilitation, Richmond Terrace Apartments
  760 Warwick Avenue, Thousand Oaks, CA 91360
- Elms Plaza Mobile Home Park
  1262 Newbury Road, Newbury Park, CA 91320
- Lakestone Mobile Home Park
  53 No. Conejo School Road, Thousand Oaks, CA 91362
- Ranch Mobile Home Park
  2193 Los Feliz Drive, Thousand Oaks, CA 91362
- Thunderbird Oaks Mobile Home Park
  200 So. Conejo School Road, Thousand Oaks, CA 91362
- Twin Palms Mobile Home Park
  198 No. Skyline Drive, Thousand Oaks, CA 91362
- Vallecito Mobile Home Park
  1251 Old Conejo Road, Newbury Park, CA 91320
- Ventu Park Villas and Ventu Estates Mobile Home Parks
  26 So. Ventu Park Road, Newbury Park, CA 91320

Action Plan Exhibits
(Grantee's Unique Exhibits)

Exhibit A

Requests for CDBG Funding

- Community Development Project Applications
- Public and Social Services Applications

Exhibit A
Requests for CDBG Funding

From November 1, 2018 through January 15, 2019, the City solicited public comments and applications from community stakeholders for potential CDBG-funded activities that would address the unmet needs of at-risk Thousand Oaks residents. During this period the City held an administrative Needs Assessment public hearing on Monday, December 17, 2018. Ten speakers provided testimony on the needs of the low-income persons in the city. At the end of the Need Assessment period, the City received one written comment.

Community Development Project Applications

The City received 7 Community Development project proposals during the Need Assessment period. Due to a shortage of housing, extremely low vacancies and the high cost of living in the City, many families and individuals continue to experience housing insecurity, homelessness, and risk of becoming homeless. The preservation of existing multi-family and single-family affordable housing units is one of the highest priority needs for the City, now that redevelopment funding has been eliminated, the City no longer has the resources to invest in apartment acquisition or construction.

Applicants	Type
850 Warwick LLC	Multi- Family Rehabilitation
Area Housing Authority of the County of Ventura - Florence Janss	Multi- Family Rehabilitation
Area Housing Authority of the County of Ventura - Glenn Oaks	Multi- Family Rehabilitation
Community Conscience	Commercial Rehabilitation
Habitat for Humanity Ventura County	Single-Family Rehabilitation
Many Mansions – Richmond Terrace	Multi- Family Rehabilitation
Senior Alliance For Empowerment (SAFE)	Single-Family Rehabilitation

Exhibit A
Requests for CDBG Funding

Public Service Applications

Within the CDBG HUD program, a maximum of fifteen percent (15%) of total annual funding may be used for public service activities. The Social Service Ad Hoc Committee (SSAHC) made its last recommendation to Council in June 2018 based upon a 2-year grant application for Fiscal Years 2018-19 and 2019-2020 which included the Social Service Endowment Fund (SSEF) and CDBG Public Service funded grant activities. The following list identifies the public service applications received.

There is a need for the City to support the local delivery of essential public and social services to primarily the vulnerable population including persons who are homeless or at risk of homelessness, and very low-income persons and households. The number of persons seeking services increases yearly, particularly for seniors and disabled persons.

Applicants	Service
Assistance League	Operation School Bell Clothing Program
Caregivers	Volunteer In-Home Senior Services
Conejo Free Clinic	Medical Services Program
Conejo Recreation & Park District	The Conejo Creek Programs
Conejo Valley Senior Concerns	Meals on Wheels
Conejo Valley Senior Concerns	Adult Day Program
Conejo Valley Senior Concerns	Senior Advocacy Services
Conejo Valley Village	Low-Income Scholarships & Volunteer Support
Conejo Youth Employment Services	Jobs for Youth Through Planning & Preparation
County Ventura Human Services Agency	RAIN Transitional Living Center
Grey Law	Legal Services for the Elderly
Hospice of the Conejo	Grief Support Center
Livingston Memorial Visiting Nurse Assoc	Subsidized Care Program
Long Term Care Services	Senior Ombudsman Program
Lutheran Social Services	Emergency Assistance / Meal & Shelter Program
Manna Conejo Valley	Community Food Pantry
Many Mansions	Family Services
Rotary Club of Thousand Oaks	Conejo Free Immunization Program
St. Vincent de Paul Conference	Assistance to Needy
Turning Point Foundation	Our Place Safe Haven
United Cerebral Palsy of LA	Disabled Transportation Project
Villa Esperanza Services	Employment Services – Developmentally Disabled Adults
Westminster Free Clinic	Health Equity Project
Women of Substance & Men of Honor	Leadership Training for At-Risk Youth
YMCA Southeast Ventura County	Safety Around Water

Action Plan Exhibits
(Grantee's Unique Exhibits)

Exhibit B

Proposed Activity Location Maps

- 2015-19 Thousand Oaks, CDBG-Eligible Block Groups

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  1262 Newbury Road, Newbury Park, CA 91320

- Lakestone Mobile Home Park
  53 No. Conejo School Road, Thousand Oaks, CA 91362

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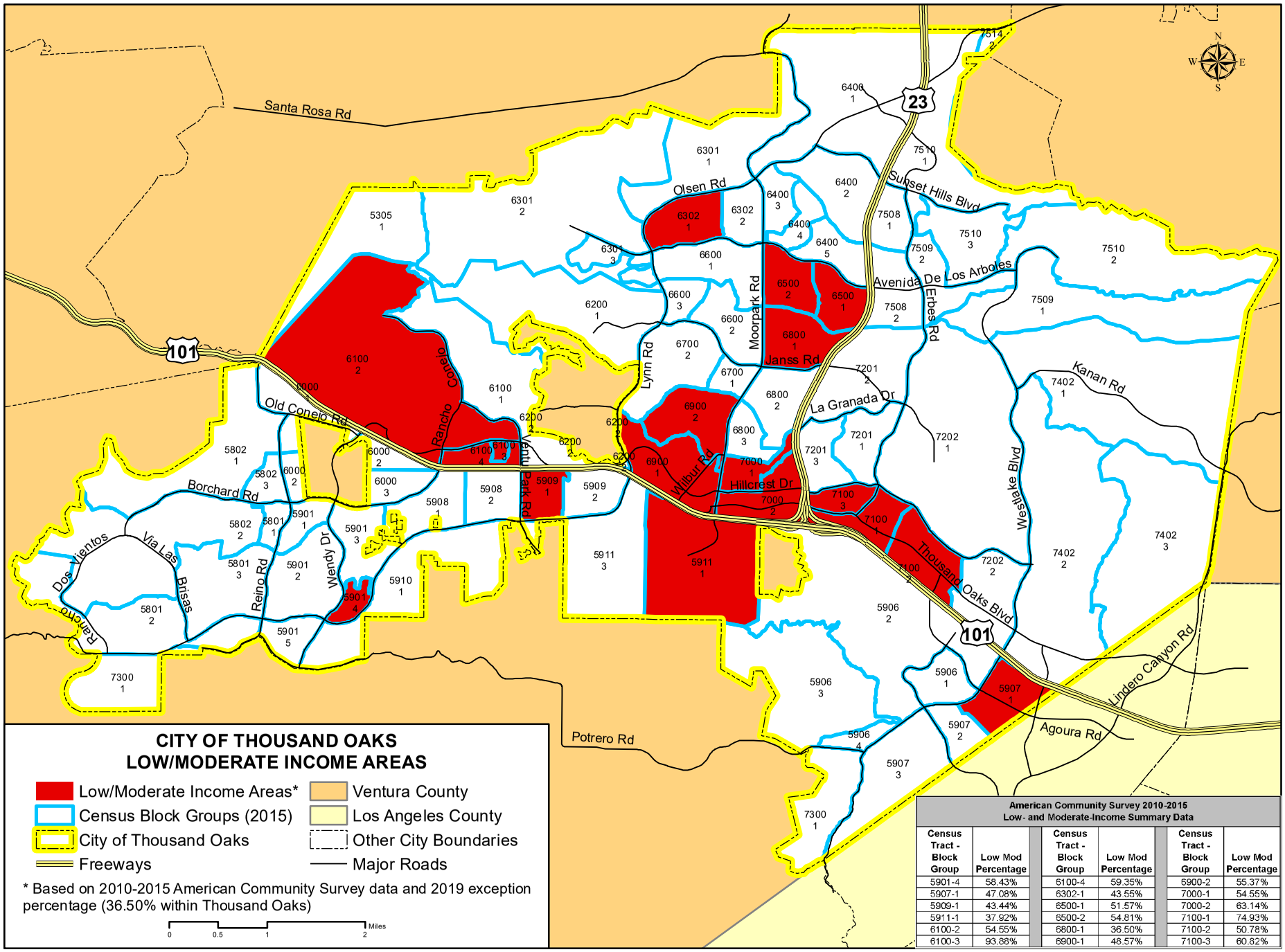
- Ventu Park Villas and Ventu Estates Mobile Home Parks
  26 So. Ventu Park Road, Newbury Park, CA 91320



American Community Survey 2010-2015
Low- and Moderate-Income Summary Data

Census Tract - Block Group	Low Mod Percentage	Census Tract - Block Group	Low Mod Percentage	Census Tract - Block Group	Low Mod Percentage
5901-4	58.43%	6100-4	59.35%	6900-2	55.37%
5907-1	47.08%	6302-1	43.55%	7000-1	54.55%
5909-1	43.44%	6500-1	51.57%	7000-2	63.14%
5911-1	37.92%	6500-2	54.81%	7100-1	74.93%
6100-2	54.55%	6800-1	36.50%	7100-2	50.78%
6100-3	93.88%	6900-1	48.57%	7100-3	60.82%

Prepared by: City of Thousand Oaks Community Development Department (6/2019)

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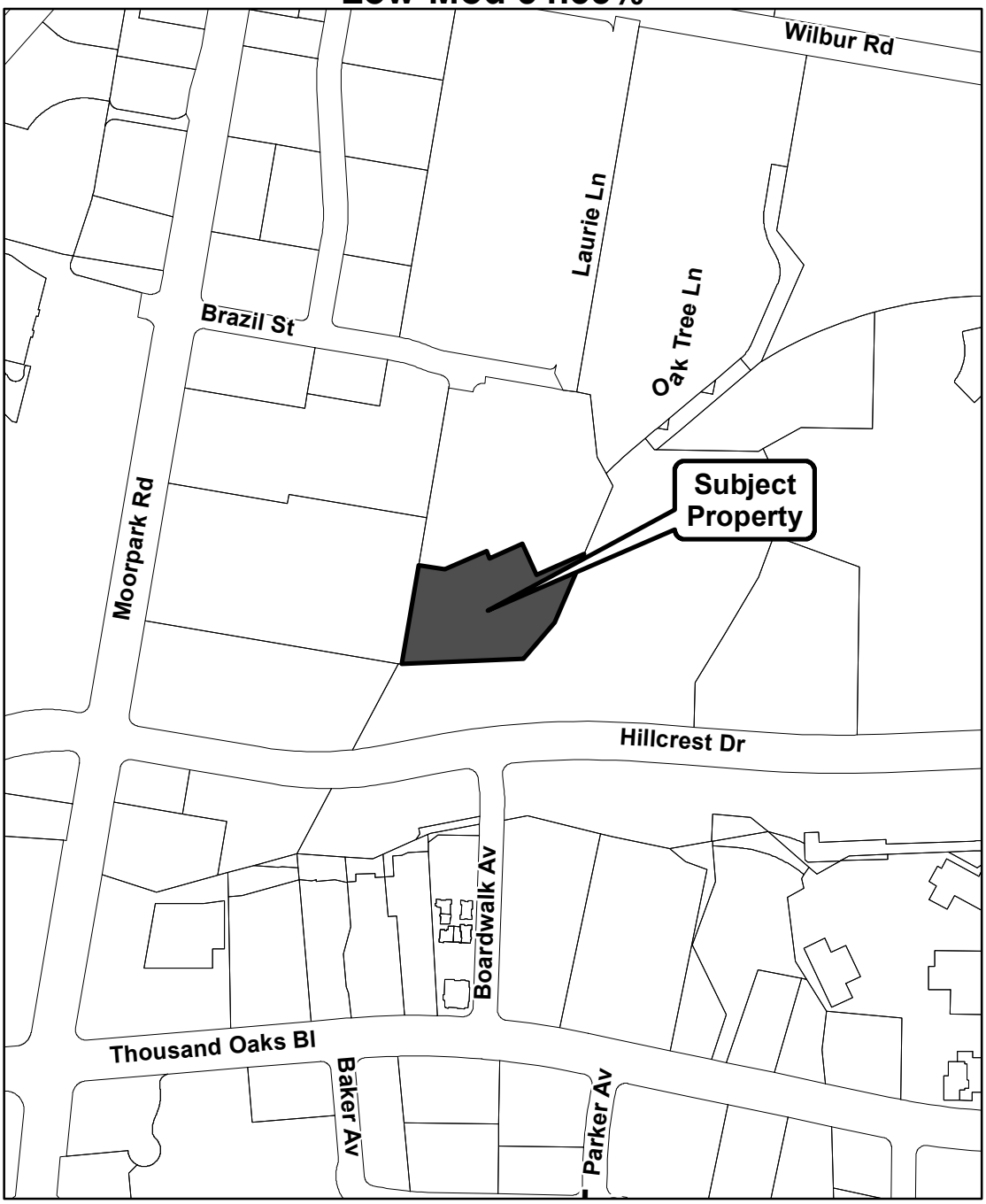
Florence Janss Apartments Improvements
190 – 210 Brazil St, Thousand Oaks
Census Tract 7000, Block Group 1
Low-Mod 54.55%



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City of Thousand Oaks
Community Development Department

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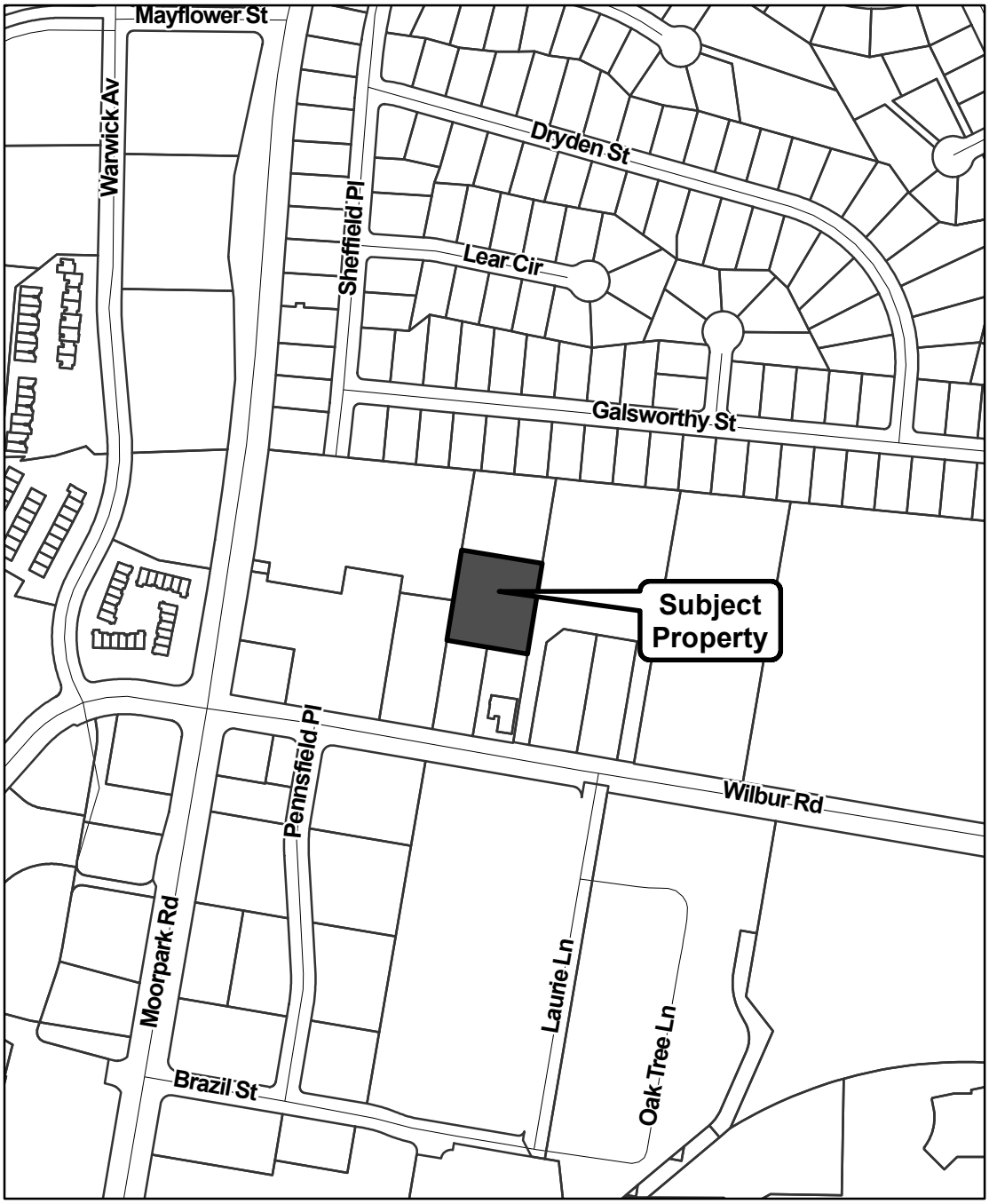
Glenn Oaks Senior Apartments Improvements
145 E Wilbur Rd, Thousand Oaks
Census Tract 6800, Block Group 3



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City of Thousand Oaks
Community Development Department

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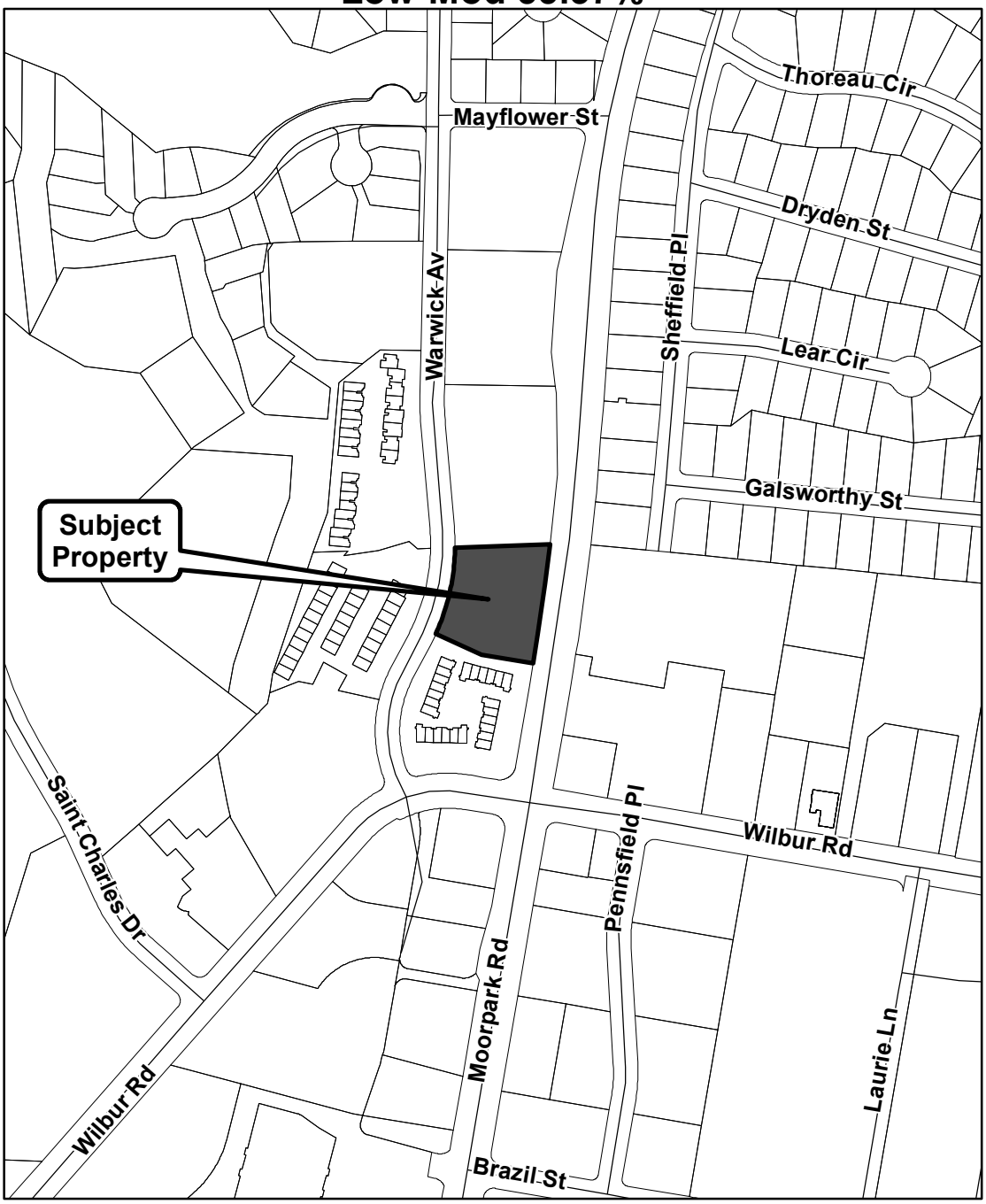
Richmond Terrace Apartments Improvements
760 Warwick Ave, Thousand Oaks
Census Tract 6900, Block Group 02
Low-Mod 55.37%



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City of Thousand Oaks
Community Development Department

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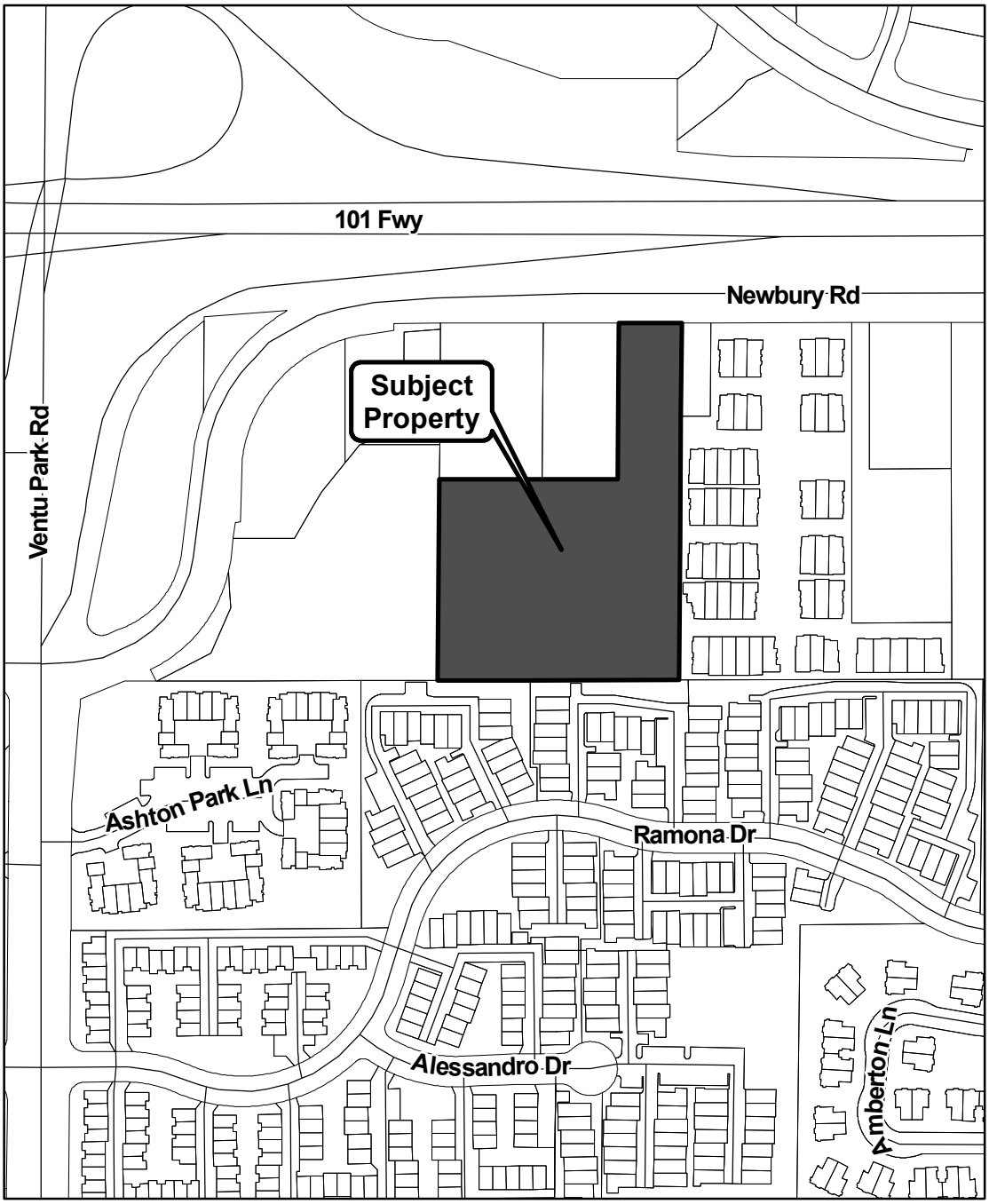
Elms Plaza Mobile Home Park Improvements
Census Tract 5909, Block Group 1
Low-Mod 43.44%



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City of Thousand Oaks
Community Development Department

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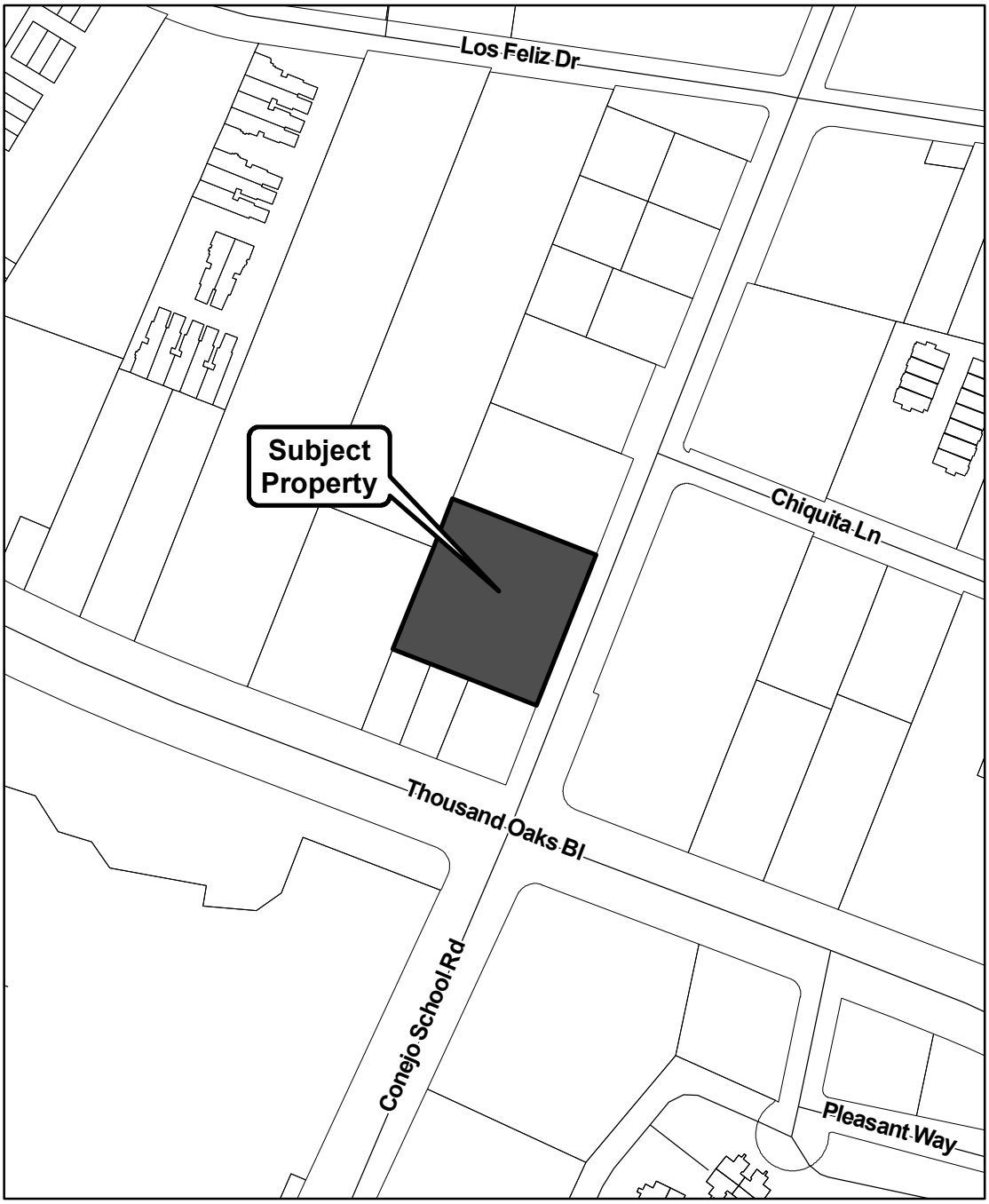
Lakestone Mobile Home Park Improvements
Census Tract 7100, Block Group 2
Low-Mod 50.78%



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City of Thousand Oaks
Community Development Department

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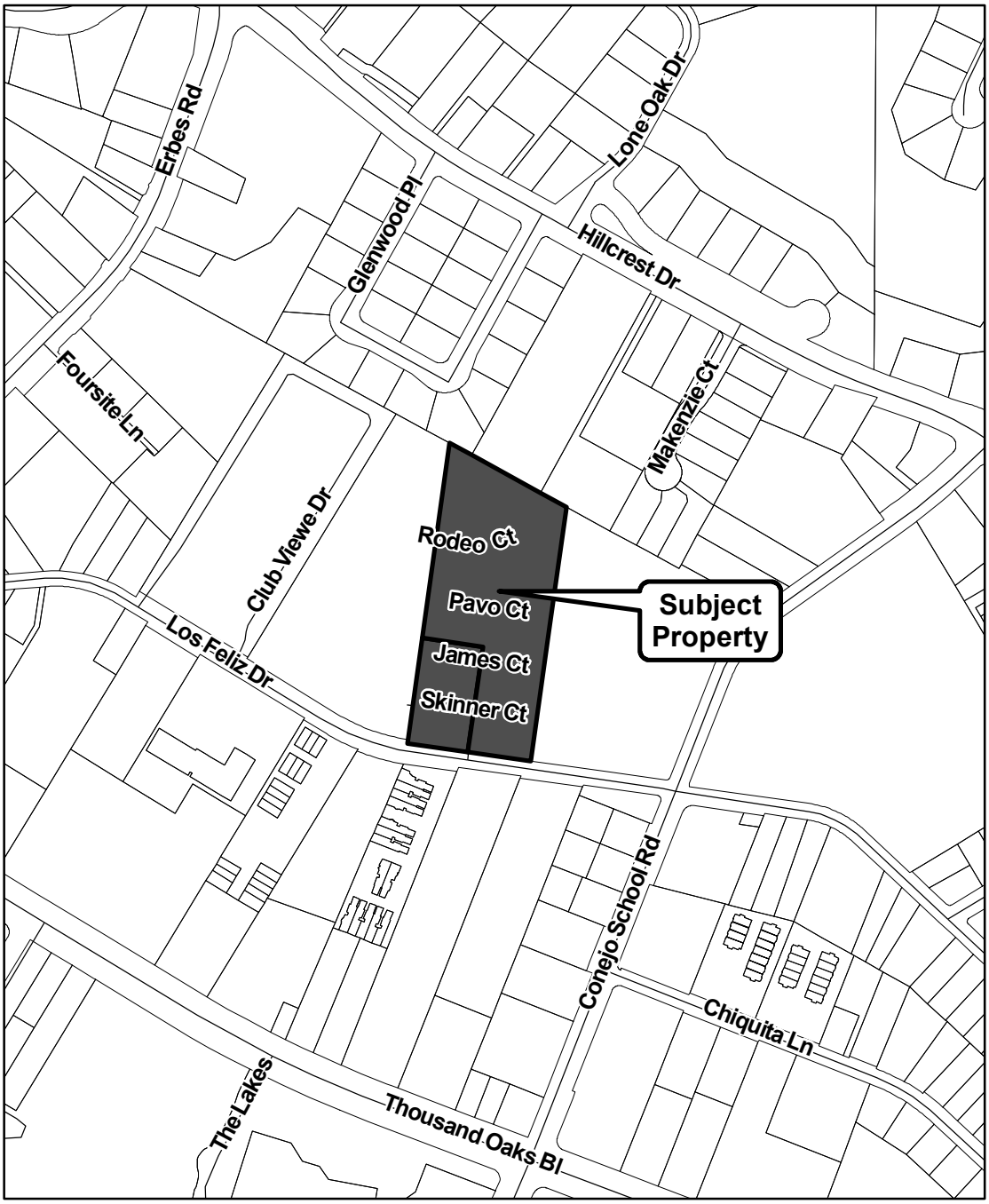
Ranch Mobile Home Park Improvements
Census Tract 7100, Block Group 1
Low-Mod 74.93%



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City of Thousand Oaks
Community Development Department

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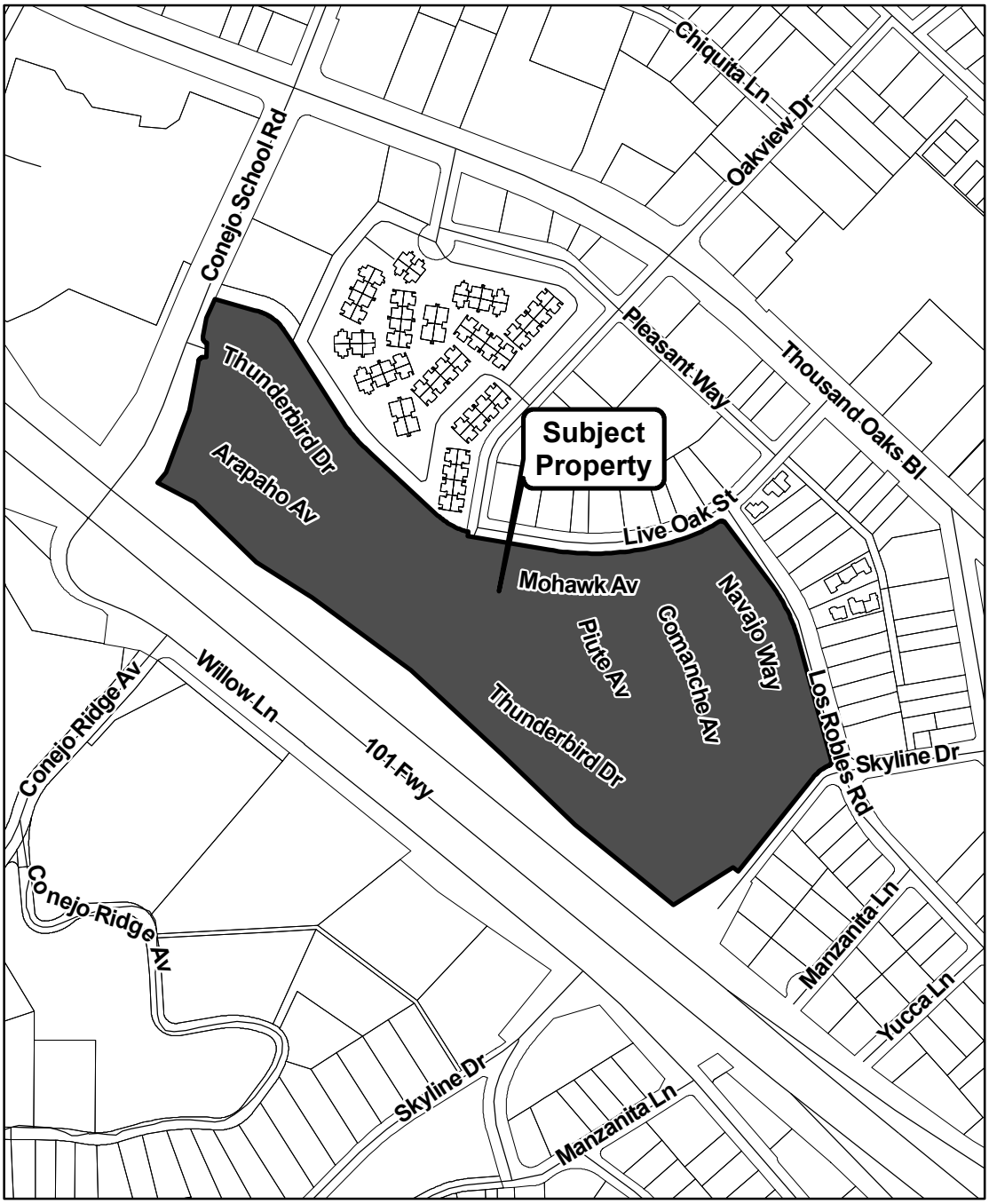
Thunderbird Oaks Mobile Home Park Improvements
Census Tract 7100, Block Group 2
Low-Mod 50.78%



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City of Thousand Oaks
Community Development Department

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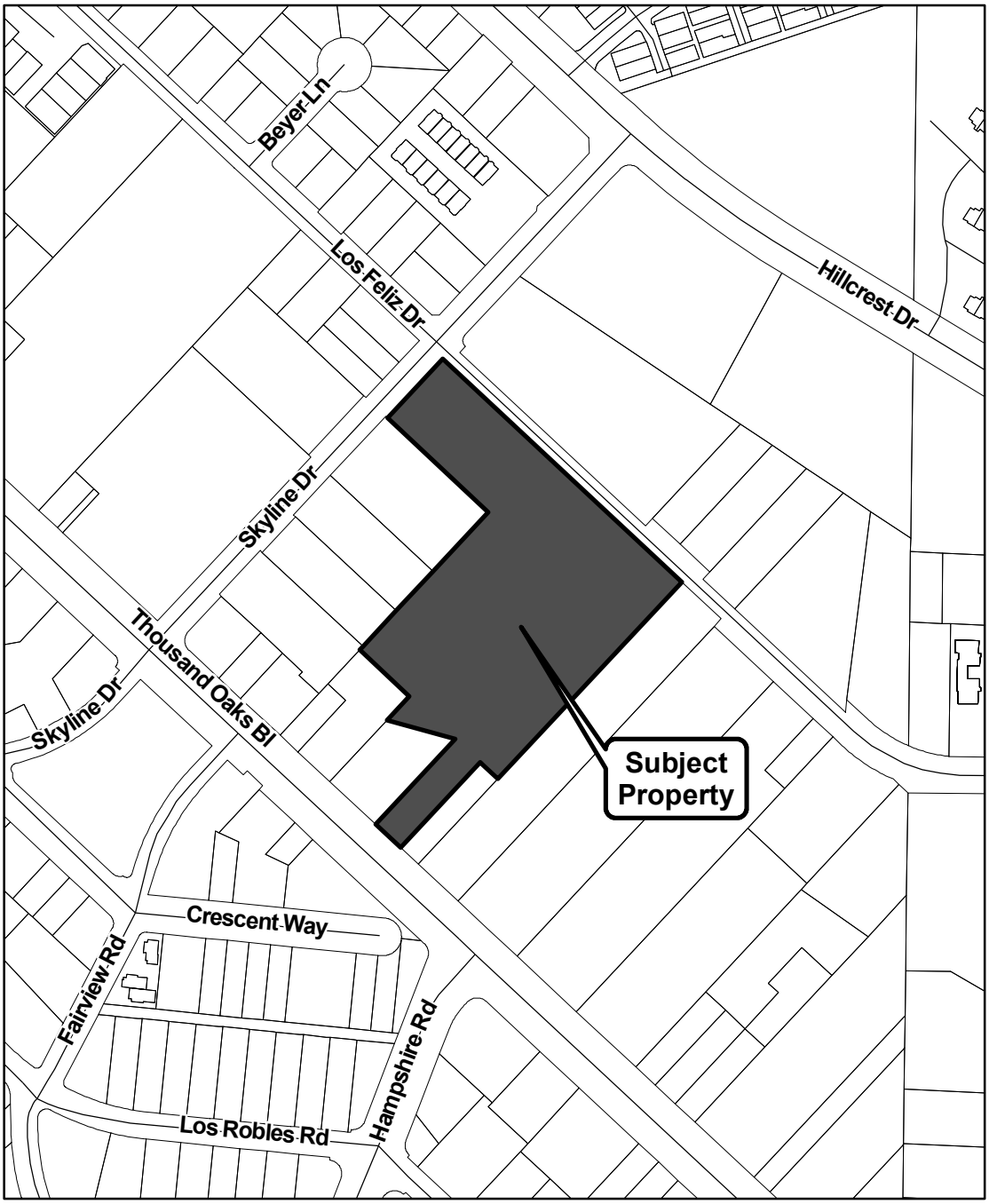
Twin Palms Mobile Home Park Improvements
Census Tract 7100, Block Group 2
Low-Mod 50.78%



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City of Thousand Oaks
Community Development Department

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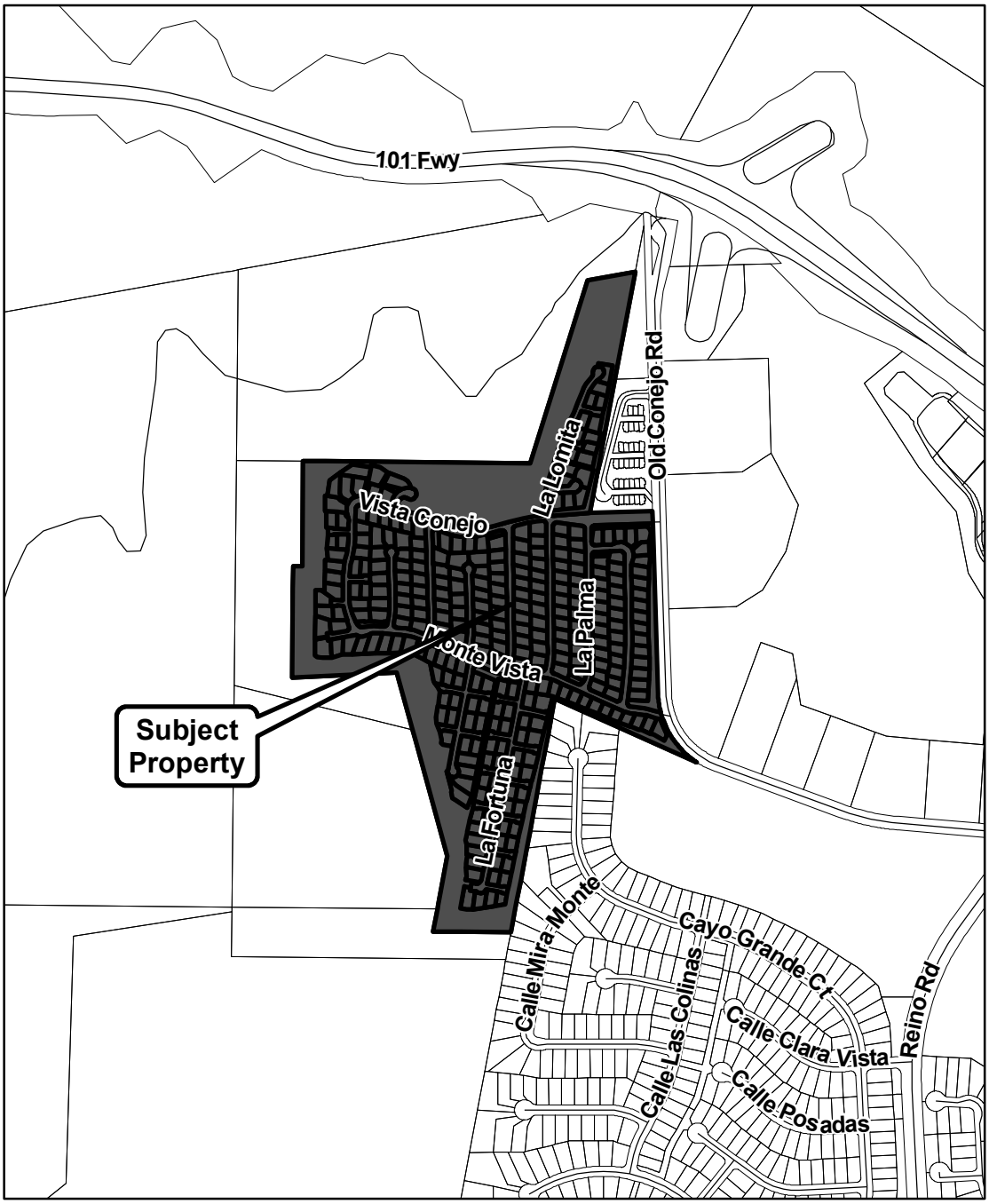
Vallecito Mobile Home Park Improvements
Census Tract 5802, Block Group 1



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City of Thousand Oaks
Community Development Department

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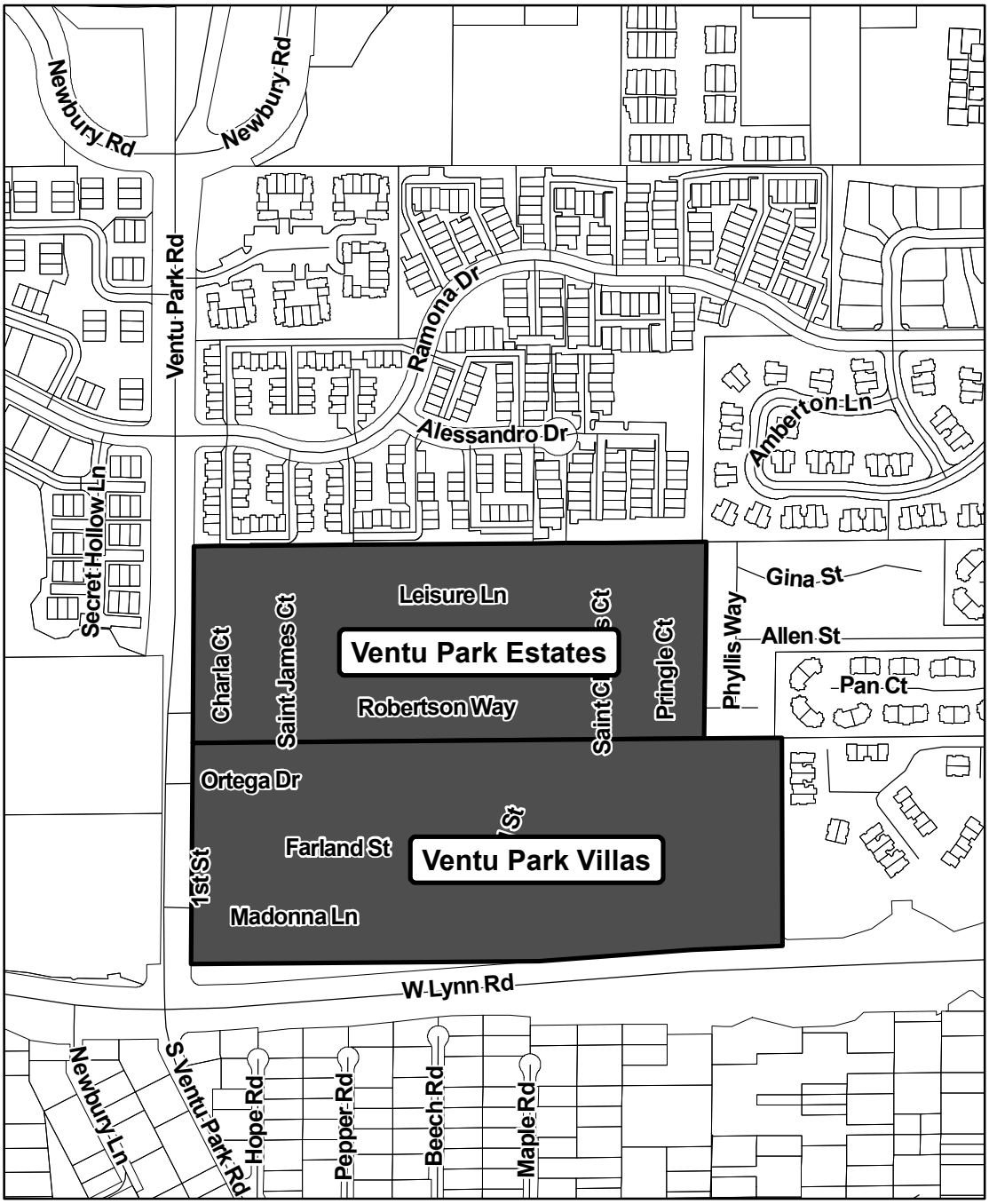
Ventu Park Villas and Ventu Estates
Mobile Home Park Improvements
Census Tract 5909, Block Group 1
Low-Mod 43.44%



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City of Thousand Oaks
Community Development Department

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Community Development Department
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Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

Grantee SF-424's and Certification(s)

Substantial Amendment to the 2019-20 Action Plan

See next page.

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: 06/25/2020

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier: B-20-MW-06-0549

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Thousand Oaks

* b. Employer/Taxpayer Identification Number (EIN/TIN): 95-2367314

* c. Organizational DUNS: 0557519370000

d. Address:

* Street1: 2100 Thousand Oaks Blvd.
Street2:
* City: Thousand Oaks
County/Parish:
* State: CA: California
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 91362-2903

e. Organizational Unit:

Department Name: Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mrs.
* First Name: Lynn
Middle Name:
* Last Name: Oshita
Suffix:

Title:

Organizational Affiliation:

* Telephone Number: 805/449-2391
Fax Number:

* Email: loshita@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:**

US 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.):

Add Attachment | Delete Attachment | View Attachment

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

2019-20 Action Plan for Thousand Oaks, CA (2020-2024 Ventura County Regional Consolidated Plan) Substantial Amendment to add CDBG-CV project and funds.

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: 26 CD
* b. Program/Project: 26 CD

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2020
* b. End Date: 06/30/2021

18. Estimated Funding ($):

* a. Federal	340,016.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	340,016.00

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

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

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

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | 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)**

- [x] ** I AGREE

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

Authorized Representative:

Prefix: Mr.
* First Name: Andrew
Middle Name:
* Last Name: Powers
Suffix:

* Title: City Manager

* Telephone Number: 805/449-2148
Fax Number:

* Email: apowers@toaks.org

* Signature of Authorized Representative:
* Date Signed: 5/26/20

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

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13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

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15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

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17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Thousand Oaks	5.26.20

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

5.26.20
Date

City Manager
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 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) 2020-21 (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

5.26.20
Date

City Manager
Title

OPTIONAL Community Development Block Grant Certification

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

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature of Authorized Official

5.26.20
Date

City Manager
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

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

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

Signature of Authorized Official

5.26.20

Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

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

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

Grantee SF-424's and Certification(s)

2019-20 Action Plan

See next page.

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	B-19-MC-06-0549

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Thousand Oaks

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
95-2367314	0557519370000

d. Address:

* Street1:	2100 Thousand Oaks Blvd.
Street2:	
* City:	Thousand Oaks
County/Parish:	
* State:	CA: California
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	91362-2903

e. Organizational Unit:

Department Name:	Division Name:
Community Developmen	

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Mrs.	* First Name:	Lynn
Middle Name:			
* Last Name:	Oshita		
Suffix:			

Title:

Organizational Affiliation:

* Telephone Number:	805/449-2391	Fax Number:	

* Email: loshita@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:**

US 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.):

Add Attachment | Delete Attachment | View Attachment

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

2019-20 Action Plan for Thousand Oaks, CA (Amendment 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

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* a. Applicant: 26 CD
* b. Program/Project: 26 CD

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* b. End Date: 06/30/2020

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* b. Applicant	
* c. State	
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* f. Program Income	
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Authorized Representative:

Prefix:	Mr.
* First Name:	Andrew
Middle Name:	
* Last Name:	Powers
Suffix:	
* Title:	City Manager
* Telephone Number:	805/449-2148
Fax Number:	
* Email:	apowers@toaks.org
* Signature of Authorized Representative:	
* Date Signed:	5/21/19

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OMB Number: 4040-0009
Expiration Date: 02/28/2022

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18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19 Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Thousand Oaks	5/21/19

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

5/21/19
Date

City Manager
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 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) 2019-20 (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

5/21/19
Date

City Manager
Title