Action Plan
PY 2019-2020 Amendment

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

For more information, contact
Lynn Oshita, Community Development Analyst
loshita@toaks.org or (805) 449-2391.
www.toaks.org
## Amended 2019-20 Action Plan Report
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### Attachments

- Citizen Participation Comments
- Grantee Unique Appendices
- Grantee SF-424’s and Certification(s)
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).
# 2019-20 CDBG ACTION PLAN  (as of 5/14/19)

CDBG Resources:  $870,091.54

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>$ 593,053.00</td>
<td>2019-20 CDBG Entitlement Grant</td>
</tr>
<tr>
<td>31,445.00</td>
<td>Unallocated Funds from 2016 SAFE</td>
</tr>
<tr>
<td>0.35</td>
<td>Unallocated Funds 2017 Grant</td>
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<tr>
<td>25,593.19</td>
<td>Unallocated Funds from 2017 Habitat Humanity</td>
</tr>
<tr>
<td>220,000.00</td>
<td>Reallocated Funds from 2017 Manna</td>
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<tr>
<td>$ 870,091.54</td>
<td>Total CDBG Resources</td>
</tr>
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</table>

2019-20 Action Plan Activity Includes

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>$ 673,965.54</td>
<td>for Public Facility &amp; Housing Improvements</td>
</tr>
<tr>
<td>110,000.00</td>
<td>for CDBG Program Administration</td>
</tr>
<tr>
<td>86,126.00</td>
<td>for Public/Social Services Grants</td>
</tr>
</tbody>
</table>

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

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2019 Program Budget

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Annual Action Plan  
2019

OMB Control No: 2506-0117 (exp. 06/30/2018)
## Action Plan 2019 Summary Table

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

**Action Plan Summary Table for CDBG-CV**
Allocation Grant Number: B-20-MW-06-0549

<table>
<thead>
<tr>
<th>Priority</th>
<th>Objective</th>
<th>Action Plan Year</th>
<th>Grant Year</th>
<th>Category</th>
<th>Goal Outcome &amp; Indicator</th>
</tr>
</thead>
</table>

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**

Annual Action Plan
2019
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**

Annual Action Plan

2019
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**
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.

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency</td>
<td>THOUSAND OAKS</td>
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</tr>
<tr>
<td>CDBG Administrator</td>
<td>THOUSAND OAKS</td>
<td>Community Development</td>
</tr>
<tr>
<td>HOPWA Administrator</td>
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<tr>
<td>HOME Administrator</td>
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<td></td>
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<tr>
<td>ESG Administrator</td>
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<td></td>
</tr>
<tr>
<td>HOPWA-C Administrator</td>
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</tr>
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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.
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

<table>
<thead>
<tr>
<th>#</th>
<th>Agency/Group/Organization</th>
<th>Area Housing Authority of the County of Ventura</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agency/Group/Organization Type</td>
<td>PHA</td>
</tr>
<tr>
<td>1</td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td>1</td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>See section AP-60 Public Housing - 91.220(h).</td>
</tr>
<tr>
<td>2</td>
<td>Agency/Group/Organization</td>
<td>Area Housing Authority of the County of Ventura</td>
</tr>
<tr>
<td>2</td>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td>2</td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td>2</td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Agency/Group/Organization</td>
<td>ASSISTANCE LEAGUE OF CONEJO VALLEY</td>
</tr>
<tr>
<td>3</td>
<td>Agency/Group/Organization Type</td>
<td>Services-Children</td>
</tr>
<tr>
<td>3</td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>3</td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>Agency/Group/Organization</td>
<td>CAREGIVERS Volunteers Assisting the Elderly</td>
</tr>
<tr>
<td>4</td>
<td>Agency/Group/Organization Type</td>
<td>Services-Elderly</td>
</tr>
<tr>
<td>4</td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Requested $17,500 to expand its outreach in Thousand Oaks. Outcome: An estimated 40 low-income seniors would be assisted.</td>
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<tr>
<td><strong>5</strong></td>
<td>Agency/Group/Organization</td>
<td>Conejo Free Clinic</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Health</td>
<td></td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
<td></td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Requested $13,626 in CDBG funds for Low-cost Medical Tests Services for Non-Insured Households. Outcome: An estimated 954 persons would receive services.</td>
<td></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Agency/Group/Organization</td>
<td>CONEJO RECREATION AND PARK DISTRICT (CRPD)</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children Other government - Local</td>
<td></td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
<td></td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Agency/Group/Organization</td>
<td>Ventura County Regional Continuum of Care</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless Regional organization</td>
<td></td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Homelessness Strategy</td>
<td></td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Agency/Group/Organization Type</td>
<td>What section of the Plan was addressed by Consultation</td>
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<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conejo Valley Village</td>
<td>Services-Elderly Persons</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Conejo Youth Employment Service (CYES)</td>
<td>Services-Employment</td>
<td>Economic Development</td>
</tr>
<tr>
<td>County of Ventura</td>
<td>Service-Fair</td>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Agency/Group/Organization Type</td>
<td>What section of the Plan was addressed by Consultation?</td>
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</tr>
<tr>
<td>The City</td>
<td>Services-homeless</td>
<td>Homeless Needs - Chronically homeless, Homeless Needs - Families with children, Homelessness Needs - Veterans, Homelessness Needs - Unaccompanied youth</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Ventura County - Human Services Agency</td>
<td></td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless</td>
<td></td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>RAIN Transitional Living Center</td>
<td>Homeless Needs - Chronically homeless, Homeless Needs - Families with children, Homelessness Needs - Veterans, Homelessness Needs - Unaccompanied youth</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless</td>
<td></td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
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<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Elderly Persons</td>
<td></td>
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<tr>
<td>Agency/Group/Organization</td>
<td>Agency/Group/Organization Type</td>
<td>What section of the Plan was addressed by Consultation?</td>
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</tr>
<tr>
<td>Habitat for Humanity of Ventura County</td>
<td>Housing</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Hospice of the Conejo</td>
<td>Services-Children Services-Elderly Services-Persons with Disabilities</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Livingston Memorial Visiting Nurse Association</td>
<td>Services-Elderly Services-Persons with Disabilities Services-Health</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td></td>
<td>Agency/Group/Organization</td>
<td>Long Term Care Services Ventura County, Inc.</td>
</tr>
<tr>
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<tr>
<td>17</td>
<td>Agency/Group/Organization Type</td>
<td>Services-Persons with Disabilities</td>
</tr>
<tr>
<td>17</td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>17</td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>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.</td>
</tr>
<tr>
<td>18</td>
<td>Agency/Group/Organization</td>
<td>Lutheran Social Services of Southern California</td>
</tr>
<tr>
<td>18</td>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless</td>
</tr>
<tr>
<td>18</td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Homeless Needs - Chronically homeless, Homeless Needs - Families with children, Homelessness Needs - Veterans, Homelessness Needs - Unaccompanied youth</td>
</tr>
<tr>
<td>18</td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Requested $35,000 for Emergency Assistance, Meal and Shelter Program. Outcome: An estimated 800 homeless and at-risk persons would be assisted.</td>
</tr>
<tr>
<td>19</td>
<td>Agency/Group/Organization</td>
<td>Manna Conejo Valley Food Bank</td>
</tr>
<tr>
<td>19</td>
<td>Agency/Group/Organization Type</td>
<td>Services-Children, Services-Elderly, Services-Persons with Disabilities, Services-Persons with HIV/AIDS, Services-Victims of Domestic Violence, Services-homeless</td>
</tr>
<tr>
<td>19</td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Homeless Needs - Chronically homeless, Homeless Needs - Families with children, Homelessness Needs - Veterans, Homelessness Needs - Unaccompanied youth, Non-Homeless Special Needs</td>
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<tr>
<td>Agency/Group/Organization</td>
<td>Requested $10,000 to support operations of the local community food bank. Outcome: An estimated 3,000 persons would be served.</td>
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<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Elderly Persons</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Senior Concerns, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Elderly Persons</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Southeast Ventura County YMCA Conejo Branch</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Requested $5,000 for scholarships for children for water safety training. Outcome: An estimated 75 youth would be served.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>St. Vincent de Paul Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Homeless Needs - Chronically homeless, Homeless Needs - Families with children, Homelessness Needs - Veterans, Homelessness Needs - Unaccompanied youth, Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Rotary Club of Thousand Oaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Health</td>
</tr>
</tbody>
</table>
| 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 |
<table>
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<tbody>
<tr>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>26</strong></td>
<td><strong>Agency/Group/Organization</strong> Turning Point Foundation</td>
</tr>
</tbody>
</table>
| **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 |
<p>| <strong>Requested</strong> | $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. |
| <strong>27</strong> | <strong>Agency/Group/Organization</strong> UNITED CEREBRAL PALSY |
| <strong>Agency/Group/Organization Type</strong> | Services-Persons with Disabilities |
| <strong>What section of the Plan was addressed by Consultation?</strong> | Non-Homeless Special Needs |
| <strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong> | 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. |
| <strong>28</strong> | <strong>Agency/Group/Organization</strong> United Way of Ventura County |
| <strong>Agency/Group/Organization Type</strong> | Regional organization |
| <strong>What section of the Plan was addressed by Consultation?</strong> | Homelessness Strategy |</p>
<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Ventura Council of Governments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Regional organization</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Homelessness Strategy</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>VILLA ESPERANZA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Persons with Disabilities</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Westminster Free Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Health</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Westminster Free Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Health</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Requested $14,500 for Low-cost Medical Tests, Services for Non-Insured Households. Outcome: An estimated 700 persons would receive services.</td>
</tr>
<tr>
<td>32</td>
<td><strong>Agency/Group/Organization</strong></td>
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<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
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<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
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<td></td>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
</tr>
<tr>
<td>33</td>
<td><strong>Agency/Group/Organization</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
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<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
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<tr>
<td></td>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
</tr>
<tr>
<td>34</td>
<td><strong>Agency/Group/Organization</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Requested $168,800 for HVAC replacement, Under One Roof Human Service Center, 80 E. Hillcrest Drive, Thousand Oaks, CA 91360. Outcome: Project application received.</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>County of Ventura Interagency Task Force to Implement the Plan to End Homelessness</td>
<td>The City collaborates with the County of Ventura and other designated organizations to help implement an updated Plan to End Homelessness in Ventura County.</td>
</tr>
</tbody>
</table>

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.


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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>On September 11, 2018, the City Council held a duly noticed Public Hearing prior to consideration of the City PY 2017 Comprehensive Annual Performance &amp; Evaluation Report (CAPER).</td>
<td>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.</td>
<td>All comments were accepted.</td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
</tbody>
</table>

Annual Action Plan
2019

OMB Control No: 2506-0117 (exp. 06/30/2018)
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>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.</td>
<td>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.</td>
<td>All comments were accepted.</td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
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</tr>
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<td>------------</td>
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</tr>
<tr>
<td>3</td>
<td>Newspaper Ad</td>
<td>Non-targeted/broad community</td>
<td>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.)</td>
<td>A summary of comments are provided under the Citizen Participation portion of this report.</td>
<td>All comments were accepted.</td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>4</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>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.</td>
<td>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.</td>
<td>All comments were accepted.</td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>5</td>
<td>Newspaper Ad</td>
<td>Non-targeted/broad community</td>
<td>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.</td>
<td>A summary of public comments received is provided under the Citizen Participation portion of this report.</td>
<td>All comments were accepted.</td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
</tbody>
</table>
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.

Table 4 – Citizen Participation Outreach

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>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.</td>
<td>A summary of public comments received is provided under the Citizen Participation portion of this report.</td>
<td>All comments were accepted.</td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Reminder of ConPlan</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>public federal</td>
<td>Acquisition Admin and Planning</td>
<td>$593,053</td>
<td>$277,038</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Economic Development Housing</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Improvements Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reminder of ConPlan


Multi-Unit and Single-Unit Housing Rehabilitation, Public & Social Services Grants, Program Administration
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Reminder of ConPlan $</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
<td>Prior Year Resources: $</td>
</tr>
<tr>
<td>HOME</td>
<td>public - federal</td>
<td>Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ESG</td>
<td>public - federal</td>
<td>Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Table 5 - Expected Resources – Priority Table

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Improve Quality of Housing</td>
<td>2015</td>
<td>2019</td>
<td>Affordable Housing</td>
<td></td>
<td>Improve Quality of Housing</td>
<td>CDBG: $673,966 HOME: $0 ESG: $0</td>
<td>Rental units rehabilitated: 129 Household Housing Unit Homeowner Housing Rehabilitated: 21 Household Housing Unit</td>
</tr>
<tr>
<td>2</td>
<td>Provide Non-Homeless Supportive Services</td>
<td>2015</td>
<td>2019</td>
<td>Non-Homeless Special Needs</td>
<td></td>
<td>Provide Non-Homeless Supportive Services</td>
<td>CDBG: $86,126 HOME: $0 ESG: $0</td>
<td>Public service activities other than Low/Moderate Income Housing Benefit: 4000 Persons Assisted</td>
</tr>
<tr>
<td>3</td>
<td>Planning and Administration</td>
<td>2015</td>
<td>2019</td>
<td>Administration</td>
<td></td>
<td>Planning and Administration</td>
<td>CDBG: $110,000 HOME: $0 ESG: $0</td>
<td>Other: 1 Other</td>
</tr>
</tbody>
</table>

*Table 6 – Goals Summary*
## Goal Descriptions

<table>
<thead>
<tr>
<th></th>
<th>Goal Name</th>
<th>Goal Description</th>
<th>Proposed Subrecipient A:</th>
<th>Organization DUNS Number:</th>
<th>PY 2019 CDBG Funds:</th>
<th>National Objective:</th>
<th>IDIS Objective/Outcome:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>14A Rehab; Single-Unit Residential:</strong></td>
<td>Renovation of 21 Mobile Homes to benefit very low-income owner/occupants.</td>
<td>Senior Alliance for Empowerment, 234 Dinsmore Avenue, Thousand Oaks, CA 91362.</td>
<td>041568438.</td>
<td>$138,000.00 for mobile home health and safety repairs/improvements, owner/occupied by very low-income persons.</td>
<td><strong>Low/Mod Housing (LMH)</strong></td>
<td>Decent Housing = Sustainability (DH-3).</td>
</tr>
</tbody>
</table>

|   | Proposed Subrecipient B: | | Habitat for Humanity of Ventura County, 1850 Eastman Avenue, Oxnard, CA 93030. | 123202264. | $135,965.54 for mobile home health and safety repairs/improvements, owner/occupied by very low-income persons. | **Low/Mod Housing (LMH)** | Decent Housing = Sustainability (DH-3). |

|   | **14B, Multi-Unit Residential:** | Renovation of 129-unit affordable rental complex to benefit low-income occupants. | Area Housing Authority of the County of Ventura (Public Housing), 1400 W Hillcrest Dr, Newbury Park, CA. | 108880337. | $250,000 for improvements; Subrecipient to be responsible for project administration and Federal prevailing wage compliance. | **Low/Mod Housing (LMH)** | Decent Housing = Sustainability (DH-3). |

<p>|   | Proposed Subrecipient D: | | Many Mansions (non-profit housing corporation), 1259 E. Thousand Oaks Boulevard, Thousand Oaks, CA. | 168672236. | $150,000 for improvements; Subrecipient to be responsible for project administration and Federal prevailing wage compliance. | <strong>Low/Mod Housing (LMH)</strong> | Decent Housing = Sustainability (DH-3). |</p>
<table>
<thead>
<tr>
<th>Subrecipient</th>
<th>Organization Name</th>
<th>Address</th>
<th>DUNS Number</th>
<th>PY 2019 CDBG Funding</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Senior Concerns</td>
<td>401 Hodencamp Road, Thousand Oaks, CA 91360</td>
<td>829531557</td>
<td>$20,000</td>
<td>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.</td>
</tr>
<tr>
<td>B</td>
<td>Long Term Care Services of Ventura County</td>
<td>2021 Sperry Avenue, # 35, Ventura, CA 93303</td>
<td>016938784</td>
<td>$15,000</td>
<td>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.</td>
</tr>
<tr>
<td>C</td>
<td>Westminster Free Clinic</td>
<td>5560 Napoleon Drive, Oak Park, CA 91377</td>
<td>141256771</td>
<td>$14,500</td>
<td>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.</td>
</tr>
<tr>
<td>D</td>
<td>Conejo Free Clinic</td>
<td>80 E. Hillcrest Drive, Thousand Oaks, CA 91360</td>
<td>170938328</td>
<td>$13,626</td>
<td>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.</td>
</tr>
<tr>
<td>E</td>
<td>St. Vincent de Paul</td>
<td>155 E. Janss Road, Thousand Oaks, CA 91360</td>
<td>075539609</td>
<td>$10,000</td>
<td>Assistance to Needy program (food from pantry, vouchers for gas and food from a local grocery store.) Matrix code 05Q.</td>
</tr>
<tr>
<td>F</td>
<td>County of Ventura, Human Services Agency</td>
<td>855 Partridge Drive, Ventura, CA 93003</td>
<td>176041101</td>
<td>$8,000</td>
<td>RAIN Transitional Living Center (Transitional housing, case management, and supportive services for 4 City residents will be served.) Matrix code 03T.</td>
</tr>
<tr>
<td>G</td>
<td>Turning Point Foundation</td>
<td>536 E. Thompson Blvd, Ventura, CA 93001</td>
<td>608847216</td>
<td>$5,000</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Goal Name</td>
<td>Planning and Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td><strong>21A General Program Administration:</strong> 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.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>Goal Name</th>
<th>Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Goal Description</td>
<td>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. <strong>DUNS:</strong> 05-575-1937. <strong>Program Administration Address:</strong> 2100 E. Thousand Oaks Bl, Thousand Oaks, CA 91362.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>[18A] ED Direct Financial Assistance to For-Profit. Proposed Project A:</strong> Program for small business with up to 9 employees. National Objective: Low-Mod Jobs (LMJ). <strong>Objective/Outcome:</strong> Creating Economic Opportunities-Sustainability (EO-3).</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>[18B] ED Technical Assistance. Proposed Project B:</strong> Program provides direct training for small business with up to 9 employees. National Objective: Low-Mod Jobs (LMJ). <strong>Objective/Outcome:</strong> Creating Economic Opportunities-Sustainability (EO-3).</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>[18C] Micro-Enterprise Assistance. Proposed Project C:</strong> Program for small business with 5 or fewer employees. National Objective: Low-Mod Clientele (LMC) <strong>Objective/Outcome:</strong> Creating Economic Opportunities-Sustainability (EO-3).</td>
</tr>
</tbody>
</table>
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).

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

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.
### Project Summary Information

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2019 Multi-Unit Residential Rehabilitation Area Housing Authority</td>
</tr>
<tr>
<td></td>
<td>Target Area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>Improve Quality of Housing</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>Improve Quality of Housing</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
<td>CDBG: $250,000</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Area Housing Authority: [14B] Multi-Unit Residential Rehabilitation, Florence Janss and Glenn Oaks Apartments Improvements at housing complex restricted to low-income renters.</td>
</tr>
<tr>
<td></td>
<td>Target Date</td>
<td>6/30/2020</td>
</tr>
<tr>
<td></td>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>103 low-income households.</td>
</tr>
<tr>
<td></td>
<td>Planned Activities</td>
<td>Elevator modernization to improve safety, reliability, accessibility, and lowers energy costs.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>2019 Multi-Unit Residential Rehabilitation Many Mansions</td>
</tr>
<tr>
<td></td>
<td>Target Area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>Improve Quality of Housing</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>Improve Quality of Housing</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
<td>CDBG: $150,000</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Many Mansions: [14B] Multi-Unit Residential Rehabilitation, Richmond Terrace Apartments Improvements at housing complex restricted to low-income renters.</td>
</tr>
<tr>
<td></td>
<td>Target Date</td>
<td>6/30/2020</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>26 low-income households, including 13 households with permanent supportive services.</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Richmond Terrace: 760 Warwick Ave, Thousand Oaks, CA 91360; Census Tract 68, Block Group 3.</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Roof replacement on buildings and garages.</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong> Project Name</td>
<td>2019 Single-Family Residential Rehabilitation SAFE</td>
<td></td>
</tr>
<tr>
<td>Target Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Improve Quality of Housing</td>
<td></td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Improve Quality of Housing</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $138,000</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2020</td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>Estimated 11 very low-income senior owner/occupants will benefit from this activity.</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Citywide Mobile Homes.</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Repairs and replacement of Roof, HVAC, Electrical, Plumbing, Coach Leveling, Earthquake Bracing, Windows, and Doors.</td>
<td></td>
</tr>
<tr>
<td><strong>4</strong> Project Name</td>
<td>2019 Single-Family Residential Rehabilitation Habitat for Humanity</td>
<td></td>
</tr>
<tr>
<td>Target Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Improve Quality of Housing</td>
<td></td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Improve Quality of Housing</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $135,965</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>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 seniors.</td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2020</td>
<td></td>
</tr>
<tr>
<td><strong>Estimate the number and type of families that will benefit from the proposed activities</strong></td>
<td>Estimated 10 very low-income senior owner/occupants will benefit from this activity.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Location Description</strong></td>
<td>Citywide Mobile Homes.</td>
<td></td>
</tr>
<tr>
<td><strong>Planned Activities</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Project Name</strong></td>
<td>2019 CDBG Program Administration</td>
</tr>
<tr>
<td><strong>Target Area</strong></td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
<td>Planning and Administration</td>
<td>Planning and Administration</td>
</tr>
<tr>
<td><strong>Needs Addressed</strong></td>
<td>Planning and Administration</td>
<td>---</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>CDBG: $110,000</td>
<td>---</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>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.</td>
<td>---</td>
</tr>
<tr>
<td><strong>Target Date</strong></td>
<td>6/30/2020</td>
<td>---</td>
</tr>
<tr>
<td><strong>Estimate the number and type of families that will benefit from the proposed activities</strong></td>
<td>Approximately 4,500 lower-income City residents will benefit from the City CDBG-funded activities.</td>
<td></td>
</tr>
<tr>
<td><strong>Location Description</strong></td>
<td>Citywide in Thousand Oaks.</td>
<td>---</td>
</tr>
<tr>
<td><strong>Planned Activities</strong></td>
<td>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.</td>
<td>---</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Project Name</strong></td>
<td>2019 Public/Social Services Grants</td>
</tr>
<tr>
<td><strong>Target Area</strong></td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
<td>Provide Non-Homeless Supportive Services</td>
<td>Provide Non-Homeless Supportive Services</td>
</tr>
<tr>
<td><strong>Needs Addressed</strong></td>
<td>Provide Non-Homeless Supportive Services</td>
<td>---</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>CDBG: $86,126</td>
<td>---</td>
</tr>
<tr>
<td>Description</td>
<td>[05] Public/Social Services Grants; Operational grants to support 7 local, non-profit organizations providing essential services to persons and households at risk homelessness.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2020</td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>4,000 low-income persons are estimated to benefit from this activity persons are estimated to benefit from this activity.</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Service delivery points Citywide in Thousand Oaks.</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Operational grants to the following non-profit providers and activities to benefit primarily low-income persons at-risk for homelessness:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Senior Concerns: $20,000 for Meals on Wheels Program [05A]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Long Term Care: $15,000 for the Senior Ombudsman Program [05A]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Westminster Free Clinic: $14,500 for Health Equity Program for the Uninsured [05M]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Conejo Free Clinic: $13,626 for Medical Care for the Uninsured [05M]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• St. Vincent de Paul: $10,000 for Assistance to Needy [05Q]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• County of Ventura: $8,000 for the RAIN Transitional Living Center [03T]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Turning Point Foundation: $5,000 for Our Place Safe Haven [03T]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7</th>
<th>Project Name</th>
<th>CV-Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Economic Development</td>
<td></td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Economic Development</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG-CV: $340,016</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2021</td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Citywide Small Businesses.</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westside Neighborhood Revitalization Strategy Area</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households to be Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
</tr>
<tr>
<td>Non-Homeless</td>
</tr>
<tr>
<td>Special-Needs</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 9 - One Year Goals for Affordable Housing by Support Requirement

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households Supported Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
</tr>
<tr>
<td>The Production of New Units</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
</tr>
<tr>
<td>Acquisition of Existing Units</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

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.
- Conejo Free Clinic, 80 East Hillcrest Dr #102, Thousand Oaks, CA 91360.
- Westminster Free Clinic, 1000 E. Janss Road, Thousand Oaks, CA 91360.

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
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.
3. The amount of surplus funds from urban renewal settlements
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
5. The amount of income from float-funded activities

Total Program Income: 0

Other CDBG Requirements

1. The amount of urgent need activities

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.
Public Participation and Comments

Substantial Amendment to the 2019-20 Action Plan

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

[Signature]
Al Adam, Mayor
City of Thousand Oaks, California

**ATTEST:**

[Signature]
Cynthia M. Rodriguez, City Clerk

**APPROVED AS TO ADMINISTRATION:**

[Signature]
Andrew P. Powers, City Manager

**APPROVED AS TO FORM:**

[Signature]
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.

[Signature]
Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California

May 26, 2020
Date Attested

Res. No. 2020-013
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

- Ventura County Star Legal Notice on 6/9/2020
- Notification on City Website www.toaks.org

See next page.
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 area within the field lab’s Area IV. It was built in 1959 to handle nuclear fuel.

The DOE owes remanence 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 DOE to commit to cleaning up the site and has been doing so for several decades. The 10 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 2024—a timeframe 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. Thursday, June 11 to discuss the plans.

To participate, go to bit.ly/36SYUH or call (415) 466-7000, using the code 66942256.
CITY OF THOUSAND OAKS CITY CLERK
2100 E THOUSAND OAKS BLVD

THOUSAND OAKS, CA  91362-2996

State of California)
                     
County of Ventura)

I hereby certify that the Ventura County Star Newspaper has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

06/09/2020

I certify under penalty of perjury, that the foregoing is true and correct.

Dated this June 9, 2020; in Green Bay, Wisconsin, County of Brown

[Signature]
Legal Clerk

Publication Cost: $248.66
Ad No: 0004215430
Customer No: 303881
PO #: PH Notice - CDBG-CV

# of Affidavits 1
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 the 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 $348,016.00, 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.took5.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 oshita@took5.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@took5.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@took5.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.took5.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.
Signed: Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks
Publish: June 9, 2020
Ad#4215480
NOTICE OF PUBLIC HEARING AND PUBLIC REVIEW

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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)
Community Development

Please visit the Virtual Counter for information on how to obtain building permits, schedule inspections, and submit planning project applications.

Residential Resale Report Requirement Waived

Please visit the Residential Resale Report page for information regarding the waiver of the report requirement.

COVID-19 Construction Guidelines

To help prevent the spread of COVID-19, the City has issued protocols applicable to construction sites, construction workers, and home repair businesses. Download the COVID-19 Construction Guidelines

About Community Development

The Community Development Department’s mission is to be stewards of the City’s General Plan, and to assist the community with land development, housing, construction, code compliance, open space, and regional issues, all of which must be kept in balance with the City’s environment and resources. Department responsibilities include:

- Planning Division
- Building Division
- Permit Processing
- Code Compliance
- Affordable Housing
- Open Space Acquisition & Management
- Redevelopment Successor Agency

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NOW: Public Review & Comment Opportunity

From June 10 through June 18, 2020, the public is invited to review and comment on draft document prepared for the U.S. Department of Housing and Urban Development (HUD). The Draft Substantial Amendment to the 2019-20 Action Plan describes how Community Development Block Grant Coronavirus (CDBG-CV) funds will be used to address the local community needs. The City Council will consider these documents following a public hearing scheduled for the June 23, 2020, City Council meeting. Comments can be sent to loshita@toaks.org.

- Notice of Public Review and Public Hearing
- Draft Substantial Amendment to the 2019-20 Action Plan

https://www.toaks.org/departments/community-development
Notice of Public Hearing

From June 10 through June 18, 2020, the public is invited to review and comment on the draft document prepared for the U.S. Department of Housing and Urban Development (HUD). The draft document is posted on the city website at [www.toaks.org/cdd](http://www.toaks.org/cdd). The Draft Substantial Amendment to the 2019-20 Action Plan describes how Community Development Block Grant Coronavirus (CDBG-CV) funds will be used to address the local community needs. The City Council will consider this document following a public hearing scheduled for the June 23, 2020, City Council meeting. For updated information on City Council meetings please visit the main City website page at [www.toaks.org](http://www.toaks.org). Comments on the HUD Amendment can be sent to [joshita@toaks.org](mailto:joshita@toaks.org).
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

No Comments Received
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 (4-0).

<table>
<thead>
<tr>
<th>Public Speaker</th>
<th>Public Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Borja, President and CEO of the Greater Conejo Valley Chamber of Commerce</td>
<td>Supports</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
Public Participation and Comments

- Citizen Participation Plan – Resolution No. 2015-023


Public Participation and Comments

Citizen Participation Plan – Resolution No. 2015-023

See next page.
RESOLUTION NO. 2015-023

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

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

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

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

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

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

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

2. Participation of Low- and Moderate-Income Persons

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

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

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

3. Participation of Other Interested Persons and Organizations

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

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

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

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

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

c. During Consolidated Plan preparation, CITY will consider any comments or views of citizens received in writing, or orally at the public hearing(s). A summary of these comments or views, and a summary of any comments or views not accepted, and the reasons therefore, will be attached to the final Consolidated Plan.

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

5. Development of the Consolidated Plan

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

a. Consolidated Plan Information

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

(ii) CITY will publish the proposed Consolidated Plan, and related documents including the Analysis of Impediments to Fair Housing Choice, and the annual Action Plans, on the City’s internet website (www.toaks.org) via the Community Development Department page. City will also publish a summary of the Consolidated Plan document(s) in the local newspaper of record, the Ventura County Star, as well as in the Thousand Oaks Acorn free newspaper.
City will also notify the public via information on the City's 24-hour government access cable TV channel. The City will also make paper copies of the Consolidated Plan document(s) available for review at City Hall and, on request, at other public buildings. The City will also mail a paper copy of the Consolidated Plan document(s) to anyone otherwise unable to access the document(s). The published summary will describe the contents and purpose of the Consolidated Plan document(s), and include a list of the locations where copies of the entire proposed Consolidated Plan may be examined. In addition, CITY will provide a reasonable number of free document copies to citizens and groups that request it.

b. Displacement and Relocation Policies

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

6. Amendments to the Consolidated Plan

a. Criteria for Amending the Consolidated Plan

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

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

b. Substantial Amendments

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

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

(2) A funding change in a current Activity represents:
   (a) More than 10 percent of the jurisdiction’s CDBG funds for the current fiscal year; or
   (b) More than 50 percent of the Activity’s total HOME funding.

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

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

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

c. Minor Amendments

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

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

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

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

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

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

8. **Public Hearings**

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

   (1) **Annual Needs Assessment Public Hearing**

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

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

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

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

b. Public Notices

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

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

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

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

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

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

c. Public Hearing Notices

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

(2) Each of the CITY’s public hearings shall be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. All CDBG-related public hearings will be scheduled at 6 pm, or shortly thereafter, to accommodate persons who work full-time. Hearing locations shall be within CDBG-eligible census tract block groups, including CITY Hall located at 2100 Thousand Oaks Boulevard.
(3) If a significant number of non-English speaking residents are reasonably expected to participate in one of the CITY’s HUD-related public hearings, the CITY will provide an interpreter to assist in translating public hearing testimony.

d. Public Document Notices

(1) In accordance with paragraph 8 (b) of this document, the public shall be notified in advance of the start of a 30-day review period for a HUD-related public document including, but not limited to, a proposed Consolidated Plan, Action Plan, Substantial Amendment, and/or Performance Report.

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

e. Substantial Amendment Notices

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

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

9. Access to Records

CITY will provide citizens, public agencies, and other interested parties, with reasonable and timely access to information and records related to
9. **Access to Records**

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

10. **Technical Assistance**

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

11. **Complaints**

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

12. **Use of the Citizen Participation Plan**

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

13. **Responsibility for Citizen Participation Plan**

The requirements for citizen participation under this Plan shall not restrict CITY's responsibility or authority for the development and implementation of the Consolidated Plan and/or any HUD-required or HUD-funded activities.
14. **Changing the Citizen Participation Plan (PLAN)**

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

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

CITY OF THOUSAND OAKS

[Signature]

Al Adam, Mayor

ATTEST:

[Signature]

Linda D. Lawrence, City Clerk

APPROVED AS TO FORM:

Office of the City Attorney

[Signature]

Patrick Hehr, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:

[Signature]

Scott Mitnick, City Manager
CERTIFICATION

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

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

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

NOES:    None

ABSENT:  None

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

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

[Signature]  5/14/15
Date Attested

Res. No. 2015-023
Exhibit A

Residential Anti-Displacement and Relocation Plan

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

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

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

(a) A description of the proposed assisted project.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2019-20 Lower-Income Needs Assessment: Public Comments Period
(November 1, 2018 – January 15, 2019)

- Thousand Oaks Acorn Display Ad on 11/15/2018 and 12/13/2018
- Notification on City Website www.toaks.org
- Ventura County Star Public Hearing Notice on 11/29/2018

See next page.
2019-20 CDBG Program — Needs Assessment
(Community Development)

Effective November 1, 2018 through January 15, 2019, the City of Thousand Oaks invites interested parties to assist in identifying the unmet needs of the City's lower-income persons and households that could potentially be addressed with the City's annual Community Development Block Grant (CDBG) entitlement funding from the U.S. Department of Housing and Urban Development. CDBG funding is dependent upon Congressional allocation in the Federal Budget.

The City invites applicants to apply for a portion of the City's CDBG funding for an activity that primarily benefits lower-income persons for community development activities. Visit the City's website (www.toaks.org) and select the Community Development Department (CDD) webpage to access the following application:

Community Development Activities for Projects Proposal
The City estimates a budget of $408,600 for the period July 1, 2019 through June 30, 2020, for projects such as Low-Income Housing Rehabilitation or Non-Profit Owned Public Facility Rehabilitation. Application submittal deadline is January 15, 2019 at 4:00 p.m.

Comments on the community development needs may be submitted in writing, no later than January 15, 2019 at 4:00 p.m. to: City of Thousand Oaks, Attention: Lynn Oshita, 2100 Thousand Oaks Blvd., Thousand Oaks, CA 91362. Please mark submittals: "FY 2019-20 CDBG Needs Assessment."

For more information, please contact Lynn Oshita at loshita@toaks.org in the City's Community Development Department.

DATED November 1, 2018

Cynthia M. Rodriguez, City Clerk

PUBLISH: November 15, 2018
2019-20 CDBG Program — Needs Assessment
(Community Development)

Effective November 1, 2018 through January 15, 2019, the City of Thousand Oaks invites interested parties to assist in identifying the unmet needs of the City’s lower-income persons and households that could potentially be addressed with the City’s annual Community Development Block Grant (CDBG) entitlement funding from the U.S. Department of Housing and Urban Development. CDBG funding is dependent upon Congressional allocation in the Federal Budget.

The City invites applicants to apply for a portion of the City’s CDBG funding for an activity that primarily benefits lower-income persons for community development activities. Visit the City’s website (www.toaks.org) and select the Community Development Department (CDD) webpage to access the following application:

**Community Development Activities for Projects Proposal**
The City estimates a budget of $408,600 for the period July 1, 2019 through June 30, 2020, for projects such as Low-Income Housing Rehabilitation or Non-Profit Owned Public Facility Rehabilitation. Application submittal deadline is January 15, 2019 at 4:00 p.m.


For more information, please contact Lynn Oshita at loshita@toaks.org in the City’s Community Development Department.

DATED November 1, 2018

Cynthia M. Rodriguez, City Clerk

PUBLISH: December 13, 2018
About Community Development

The Community Development Department's mission is to be stewards of the City's General Plan, and to assist the community with land development, housing, construction, code compliance, open space, and regional issues, all of which must be kept in balance with the City's environment and resources. Department responsibilities include:

- Planning Division
- Building Division
- Permit Processing
- Code Compliance
- Affordable Housing
- Open Space Acquisition & Management
- Redevelopment Successor Agency

2019-20 CDBG Program — Needs Assessment (Community Development and Social Services)

Effective November 1, 2018 through January 15, 2019, the City of Thousand Oaks is inviting interested parties to assist in identifying the unmet needs of lower-income persons and households in Thousand Oaks that could potentially be addressed with a portion of the City's annual Community Development Block Grant (CDBG) entitlement funding from the U.S. Department of Housing and Urban Development.

The City is also inviting non-profit housing and community development providers to apply for a portion of the City's CDBG funding for an activity that primarily benefits lower-income persons. The funding year begins July 1, 2019 through June 30, 2020. For application information, select the following link:

https://www.toaks.org/departments/community-development
Community Development Activities for Projects Proposal

The City estimates a budget of $408,600 for the period July 1, 2019 through June 30, 2020 for projects such as Low-Income Housing Rehabilitation or Non-Profit Owned Public Facility Rehabilitation. Application submittal deadline is January 15, 2019 at 4:00 p.m.

A “Needs Assessment Public Hearing” will be scheduled for Monday, December 17, 2018 at 6:00 p.m. in the City Hall Board Room. All CDBG applicants and other interested parties are invited to attend.

For more information, please contact Lynn Oshita (loshita@toaks.org) in the City’s Community Development Department.
CDBG Needs Assessment Administrative Hearing

**Date:** 12/17/2018 6:00 PM - 9:00 PM  
**Location:** Board Room  
2100 E Thousand Oaks Blvd, 3rd Floor Meeting Rooms  
Thousand Oaks, California 91362

The City’s Community Development Department is inviting comments from residents, stakeholders and all interested parties, to help identify the unmet needs of the City’s lower-income households that could potentially be addressed by the City, from July 2019 through June 2020, using available resources, including Community Development Block Grant (CDBG) funds, or by using other resources, depending on the priority of need and the availability of funds.

*Return to full list >>*
NOTICE IS HEREBY GIVEN that an Administrative Hearing, as provided by law, will be held by the City of Thousand Oaks' Community Development Department, as follows:

To assess the community development needs of lower-income Thousand Oaks residents and households ("Needs Assessment") for the period July 1, 2019 through June 30, 2020. The City may address identified needs with future federal funds from the U.S. Department of Housing and Urban Development (HUD), including Community Development Block Grant (CDBG) funds, or by using other resources, depending on the priority of need and the availability of funds.

This Administrative Hearing is scheduled for 6:00 p.m., Monday, December 17, 2018 in the Board Room at City Hall (Civic Arts Plaza), 2100 Thousand Oaks Boulevard, Thousand Oaks, California 91362. Any person is privileged to attend and be heard on this matter. If you challenge the City of Thousand Oaks on this matter in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the Community Development Department at, or prior to, this hearing. Inquiries may be directed to Lynn Oshita, Community Development Department, (805) 449-2391.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Community Development Department, (805) 449-2500 and make your request at least 48 hours in advance of the hearing.

PUBLISH: November 29, 2018    Ad No. 2171599
NOTICE OF ADMINISTRATIVE HEARING
2019 – 2020 LOWER-INCOME NEEDS

NOTICE IS HEREBY GIVEN that an Administrative Hearing, as provided by law, will be held by the City of Thousand Oaks' Community Development Department, as follows:

To assess the community development needs of lower-income Thousand Oaks residents and households ("Needs Assessment") for the period July 1, 2019 through June 30, 2020. The City may address identified needs with future federal funds from the U.S. Department of Housing and Urban Development (HUD), including Community Development Block Grant (CDBG) funds, or by using other resources, depending on the priority of need and the availability of funds.

This Administrative Hearing is scheduled for 6:00 p.m., Monday, December 17, 2018 in the Board Room at City Hall (Civic Arts Plaza), 2100 Thousand Oaks Boulevard, Thousand Oaks, California 91362. Any person is privileged to attend and be heard on this matter. If you challenge the City of Thousand Oaks on this matter in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the Community Development Department at, or prior to, this hearing. Inquiries may be directed to Lynn Oshita, Community Development Department, (805) 449-2391.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Community Development Department, (805) 449-2500 and make your request at least 48 hours in advance of the hearing.

DATED: November 20, 2018

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

Published: November 29, 2018

Cdd:1480-10\H:\COMMON\Housing & Redevelopment\2019 CDBG\2019 Legal\NEEDS\DraftPH_Acorn.doc
2019-20 Low-Income Needs Assessment – Administrative Hearing  
6:00 p.m., December 17, 2018 – Board Room

Meeting Notes

Call to Order:

Community Development Operations Manager Marjan Behzadi called the meeting to order at 6:00 p.m. 16 persons were present. After a brief welcome, Ms. Behzadi recognized Housing Coordinator Lynn Oshita for staff comments.

Staff Comments:

The City of Thousand Oaks annually receives an entitlement grant from the Federal government known as the Community Development Block Grant (CDBG). These funds are provided by the U.S. Department of Housing and Urban Development (HUD). CDBG funding must be used to primarily benefit lower-income persons or households.

- The July 1, 2019 CDBG grant is estimated to total approximately $558,000. Sixty-five percent of this amount or $362,700 would be available for community development projects. In addition, the City has $31,445 available from prior years that could be allocated to 2019 activities. Therefore, for planning purposes, currently the City expects to have an approximate budget of $394,145 in CDBG funds available for residential rehabilitation and other community improvements from July 2019 through June 2020.

- Now through Tuesday, January 15, 2019, the City is soliciting CDBG funding applications from non-profit agencies seeking an award of CDBG funds to address an unmet need of the lower-income population. The application can be found on the City’s website www.toaks.org on the Community Development page.

- CDBG funds are limited and application process is competitive.

- Both Federal Davis-Bacon laws and State of California prevailing wage laws would apply to all projects that do not involve affordable housing units. The State considers funding to these activity types as a public work project and benefit to the public.

- After receiving CDBG funding applications for 2019-20, staff will evaluate the proposals and prepare a proposed spending plan that is expected to be available for 30 days of public review, as soon as HUD advises the City of the actual dollar amount of the City’s 2019-20 CDBG entitlement grant. The City’s CDBG funding year begins in July 2019 and ends in June 2020.

This past Fall, the City Council took the following actions:
In October, the City Council declared a shelter crisis in the City under Resolution 2018-067 and has agreed to work collaboratively with the County of Ventura and the 9 other Ventura County cities. The City continues to support a regional coordinated approach in solving the countywide homelessness issue. The City has made this a high priority.

Last month, the City Council consolidated the Community Grants Programs which included the Social Service Endowment Fund (SSEF) grants. The Social Service Ad Hoc Committee made its last recommendation to Council in June based upon a 2-year grant application for Fiscal Years 2018-19 and 2019-20.

The new Community Funding Review Committee will conduct an annual review of SSEF grant applications starting with the July 2020 grants.

CDBG public service grant applications will not be evaluated with this new Community Grants Committee but will be evaluated by City Staff annually.

The current public service grants are in their 1st year of the 2-year grant application cycle. City Staff will be reviewing and evaluating all current public social grants as it prepares for the proposed 2019 (to) 2020 budget.

In compliance with the City’s “Citizen Participation Plan,” under City Council Resolution 2015-023, this administrative hearing is being held to receive public comment on the needs of the City’s lower-income persons. These needs may potentially be addressed by the City using CDBG funds or another funding resource.

Staff was available to respond to any of your questions about the City’s Low-Income Residents’ Needs Assessment process prior to the opening of the public hearing. Staff provided clarification on the social grant process for FY 2019-20.

Public Comments:

Community Development Operations Manager Marjan Behzadi invited those present to provide comments on the needs of low-income Thousand Oaks residents. Ten speakers were heard. Public comments received are summarized below.

**Public Comments**

<table>
<thead>
<tr>
<th></th>
<th>Espy Gonzalez, Program Manager Rain Transitional Living Center</th>
<th>RAIN assists individuals experiencing homelessness transition to permanent housing and provides case management. With CDBG funding, the RAIN continues to assist individuals with the resources necessary to help with employment as well as providing nutritional meals. Without the assistance of CDBG it would be difficult to continue these programs.</th>
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<td>1.</td>
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Page 2
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>2</td>
<td>Janet Young</td>
<td>Senior Concerns is a recognized expert and resource to help seniors and family caregivers as they age. Programs include an Adult Day Care, Meals on Wheels and Senior Advocacy which help guide the aging community and their caregivers to age in place at home. Reported in depth on the increasing population and record growth of seniors 65 and up. Thanked the City for support and requested continued funding to help ensure these programs thrive.</td>
</tr>
<tr>
<td>3</td>
<td>Lisa Safaeinili</td>
<td>Westminster Free Clinic Organization primarily serves low-income, working poor individuals and provides free medical, dental, vision and mental health services to low income individuals. Clinic offers training opportunities to the youth which has gained great academic success. Requested that the City consider the working poor families in the Community as it considers funding.</td>
</tr>
<tr>
<td>4</td>
<td>Susan Murata</td>
<td>Hospice of the Conejo Community-based non-profit providing non-medical hospice services and grief support to low income individuals as well as uninsured or underinsured families. In response to an exponential growth in grief support, the organization requested the continued support from the City which is critical for its continued success to help the public.</td>
</tr>
<tr>
<td>5</td>
<td>Merari DeLara, Social Services Manager</td>
<td>Lutheran Social Services Organization that offers a food pantry, housing referrals, dental and vision prescription assistance, eviction prevention and many more programs throughout the Conejo Valley. Works with the Ventura County Sherriff Department to assist the public with homeless outreach. Benefited from assistance from other non-profit agencies such as RAIN, Senior Concerns and Community Conscience.</td>
</tr>
<tr>
<td>6</td>
<td>Robin Britt</td>
<td>Community Conscience houses 13 human service non-profits (3 of which were in attendance) at no cost. Without Community Conscience, these organizations would be forced to cut their services or would no longer be able to operate. As the facility reaches its 30th year, the AC units are of major concern; their failure would ultimately affect the non-profits and their abilities to perform. Requested the City to assist with funding for maintenance of the old AC Units to allow the many agencies that are housed to continue to perform.</td>
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<tr>
<td></td>
<td>Name</td>
<td>Organization/Program</td>
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<td>7</td>
<td>Jim Wolf</td>
<td>Senior Alliance for Empowerment (SAFE)</td>
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<td></td>
<td></td>
<td>SAFE is an organization that provides a rehabilitation program for very low-income seniors which reside in mobile home parks, including many veterans. The group has used CDBG funds for new roofs and windows. Thanked the City for their support and mentions how vital it is to have the City’s financial support to continue to assist these individuals.</td>
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<tr>
<td>8</td>
<td>Jason Meek, Executive Director</td>
<td>Turning Point Foundation/Safe Haven</td>
</tr>
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<td></td>
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<td>Non-profit dedicated primarily to serve the homeless population suffering from mental illness. Safe Haven, is the only 24 hr. behavioral health shelter in the County. Thanked the City for their support and continued funding would help their 14 robust programs with ongoing operations, case management, outreach and treating individuals holistically. In 2017 their Thousand Oaks goal was exceeded by 50 percent.</td>
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<tr>
<td>9</td>
<td>Megan Glynn, Chief Officer</td>
<td>Southeast Ventura County YMCA</td>
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<td></td>
<td></td>
<td>Last year, organization introduced a summer program at Conejo Elementary School, dedicated to children of lower income families which included targeted programs with credentialed teachers, crafts and field trips. At the end of the program, students gained 2 months in reading and 2 ½ months in math. YMCA would like to continue this program and expand program to other schools.</td>
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<tr>
<td>10</td>
<td>Lee Sherman, Grants writer</td>
<td>Livingston Memorial Visiting Nurse Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This organization is Ventura County’s only non-profit provider of comprehensive home health, medical hospice and family support operating since 1947. The organization provides a continuum of care that starts in a hospital and shifts to home care. Organization does not turn anyone away despite of their diagnosis and inability to pay. Thanked the City for their support.</td>
</tr>
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</table>

Adjournment:

There being no further business, Community Development Operations Manager Marjan Behzadi closed the public hearing and adjourned the meeting at 6:33 p.m.
Public Participation and Comments


30-Day Public Review Period

• Thousand Oaks Acorn Display Ad on 4/11/2019
• Ventura County Star Public Review Notice on 4/11/2019
• Notification on City Website www.toaks.org

See next page.
PUBLIC REVIEW NOTICE

THE PUBLIC IS INVITED to review (April 12 to May 14, 2019) and comment on a draft document prepared for the U.S. Department of Housing and Urban Development (HUD). This document describes local community development and services 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 May 14, 2019 City Council meeting.

The Draft 2019-20 Action Plan informs HUD how the City of Thousand Oaks plans to use its federal Community Development Block Grant (CDBG) estimated funds totaling $637,278.54 plus $100,000 from the City’s Social Services Endowment Fund (SSEF), from July 1, 2019 through June 30, 2020 for activities that primarily benefit lower-income residents. Funds will be used to improve the quality of affordable housing units and to support public and social services.

As of April 12, 2019, this document can be viewed on the City’s website www.toaks.org at the Community Development Department page. Paper copies will also be available at the City’s Community Development Department, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362. To provide comments on this document, or to request that a paper copy of the document be mailed to you, please contact Lynn Oshita, Community Development Department, (805) 449-2391.

In compliance with the Americans with Disabilities Act, if you need special assistance to review this document, please contact Lynn Oshita, Community Development Department, (805) 449-2391.

DATED this 26th day of March, 2019.

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

Ventura County Star & Thousand Oaks Acorn: Publish 4/11/2019

C:\480-10\H:\COMMON\Housing & Redevelopment\2019 CDBG\2019 Legal\AP\AP_Review_Notice.doc
Certificate of Publication

In Matter of Publication of:

CITY OF TO/CITY CLERK
Pam a/p CITY OF TO/CITY CLERK
2100 E THOUSAND OAKS BLVD
THOUSAND OAKS, CA 91362

State of California)
County of Ventura)

I hereby certify that the Ventura County Star Newspaper has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

April 11, 2019

I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Dated this April 11, 2019; in Green Bay, Wisconsin, County of Brown.

[Signature]

Legal Clerk

PUBLIC REVIEW NOTICE

THE PUBLIC IS INVITED to review (April 12 to May 14, 2019) and comment on a draft document prepared for the U.S. Department of Housing and Urban Development (HUD). This document describes local community development and services 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 May 14, 2019 City Council meeting.

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As of April 12, 2019, this document can be viewed on the City’s website www.toaks.org at the Community Development Department page. Paper copies will also be available at the City’s Community Development Department, 1200 Thousand Oaks Boulevard, Thousand Oaks, CA 91360. To provide comments on this document, or to request that a paper copy of the document be mailed to you, please contact Lynn Oshita, Community Development Department, (805) 449-2391.

In compliance with the Americans with Disabilities Act, if you need special assistance to review this document, please contact Lynn Oshita, Community Development Department, (805) 449-2391.

Dated this 25th day of March, 2019.

Signed: Cynthia M. Rodriguez, City Clerk
City of Thousand Oaks, California
Published: April 11, 2019
About Community Development

The Community Development Department's mission is to be stewards of the City's General Plan, and to assist the community with land development, housing, construction, code compliance, open space, and regional issues, all of which must be kept in balance with the City's environment and resources. Department responsibilities include:

- Planning Division
- Building Division
- Permit Processing
- Code Compliance
- Affordable Housing
- Open Space Acquisition & Management
- Redevelopment Successor Agency

NOW: Public Review & Comment Opportunity

From April 12 through May 14, 2019, the public is invited to review and comment on the City's proposed use of $870,091.54 in federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD.) The City plans to use these funds for low-income housing improvements, public and social services grants and program administration, from July 1, 2019 through June 30, 2020.

This document is called the DRAFT PY 2019-20 CDBG Action Plan. Comments can be sent to loshita@toaks.org. The City Council will review this document at its meeting at 6:00 p.m., Tuesday, May 14, 2019.

Access the document by selecting the link here.

http://www.toaks.org/departments/community-development/block-grants
Citizen Participation Comments

2019-20 Draft Action Plan
(5th Year Amendment to 2015-19 Ventura County Consolidated Plan)

30-Day Public Review Period
(April 12, 2019 – May 14, 2019)

No Comments Received
Public Participation and Comments

2019-20 Action Plan Approval – City Council Public Hearing, May 14, 2019

- Thousand Oaks Acorn Display Ad on 4/25/2019
- Ventura County Star Public Hearing Notice on 4/30/2019

See next page.
NOTICE OF PUBLIC HEARING

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

- Approve City’s FY 2019-20 Action Plan for the U.S. Department of Housing and Urban Development (HUD). The City is proposing to spend $593,053.00 in 2019 funds plus $277,038.54 in prior year surplus funds, total $870,091.54 from the City’s federal Community Development Block Grant (CDBG) entitlement. Funds will be used for housing improvements, program administration and public/social services activities, all to primarily benefit lower-income persons, from July 1, 2019 through June 30, 2020; and

- Approve FY 2019-20 social services grants budget, including $86,126.00 in federal CDBG funds, plus $97,574.00 in local dollars from the City’s Social Services Endowment Fund, and/or general fund reserves, to maintain existing grant levels for FY 2019-20 as recommended by the 2018 Social Service Ad Hoc Committee; and

- Authorize City Manager to execute grant agreements and related documents in connection with FY 2019-20 CDBG Action Plan and Social Service Endowment Fund; and

- Adopt resolution approving and authorizing the execution of a Cooperation Agreement for the Ventura County HOME Consortium and related documents in connection with the Ventura County HOME Consortium.

This Public Hearing is scheduled to be heard by City Council on Tuesday, May 14, 2019 at 6:00 p.m., in the Andrew P. Fox City Council Chambers, City Hall, 2100 Thousand Oaks Boulevard, Thousand Oaks, California 91362. Any person may attend and be heard on this matter.

If you challenge the decision of the City Council on this matter in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, this public hearing. Inquiries concerning this Public Hearing may be directed to: Housing Coordinator Lynn Oshita, loshita@toaks.org or at 805/449-2391.

DATED THIS 18th day of April, 2019.

Cynthia M. Rodriguez, City Clerk

PUBLISH: April 25, 2019
Certificate of Publication

In Matter of Publication of:

CITY OF TO/CITY CLERK
Pam a/p CITY OF TO/CITY CLERK
2100 E THOUSAND OAKS BLVD
THOUSAND OAKS, CA 91362

State of California)
County of Ventura

I hereby certify that the Ventura County Star Newspaper has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

April 30, 2019

I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Dated this April 30, 2019; in Green Bay, Wisconsin, County of Brown.

Legal Clerk

Ad#: 2274233
P.O.: 
# of Affidavits: 0
Citizen Participation Comments

2019-20 Draft Action Plan
(5th Year Amendment to 2015-19 Ventura County Consolidated Plan)

May 14, 2019, Public Hearing

The following public comments were received at the public hearing to review the City’s proposed 2019-20 CDBG Action Plan. Following the public hearing, the City Council approved the Action Plan by unanimous vote (5 – 0.)

<table>
<thead>
<tr>
<th>Public Speaker</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. George McGehee, Housing Assets Director, Area Housing Authority of the County of Ventura (AHA)</td>
<td>Thanked City Staff and Council for the opportunity to apply for CDBG funds for rehabilitation of Florence Janss and Glenn Oaks Low-income Senior Apartments. AHA is committed to continuing to provide decent, safe, and affordable housing.</td>
</tr>
<tr>
<td>3. Jacqueline Jimenez, Habitat Home Repair Coordinator Habitat for Humanity of Ventura County</td>
<td>Thanked City Council for CDBG funding. Summarized application process and needs assessment for CDBG funded mobile home rehabilitation program. Provided a status update on the 2018 CDBG rehabilitation program with the six mobile homes at Ventu Park Villas and Ventu Estates during a Women Build Event.</td>
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<thead>
<tr>
<th>Public Statement</th>
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</tr>
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<tbody>
<tr>
<td>1. Kathy Goodspeed Thousand Oaks resident</td>
<td>In favor written statement card was submitted with a letter from Mrs. Hedda, thanking the Honorable Mayor, City Council, and City staff for the CDBG support and the mobile home rehabilitation activity.</td>
</tr>
</tbody>
</table>
Dear Ms. Oshita,

This email acknowledges that on May 14, 2020, we received the City of Thousand Oak’s notification of its intent to implement the waiver and alternate requirement made available by HUD via the May 7, 2020 Memorandum, titled: Availability of a Waiver and Alternate Requirement for the Consolidated Annual Performance and Evaluation Report (Performance Report) for Community Planning and Development (CPD) Grant Programs in Response to the Spread of Coronavirus.

The effective date for utilizing the waivers is May 16, 2020.

To use each waiver(s) identified in your email, you must follow the notification process described in the Memorandum and update your program records to include written documentation of the specific conditions that justify the City of Thousand Oaks’ use of the waiver(s), consistent with the justifications and applicability provisions associated with each waiver. Provisions that are not specifically waived remain in full effect. Your documentation will be reviewed as a part of future monitoring events.

Should you have any questions please feel free to contact your assigned CPD Representative, Arnold Sison, at arnold.c.sison@hud.gov, or (213) 534-2560.

Sincerely,

Rufus Washington, Director
Office of Community Planning and Development
U.S. Department of Housing and Urban Development
300 N. Los Angeles St. Suite 4054
Los Angeles, CA 90012
Phone: 213-534-2555
Fax: 213-894-8122
Email: Rufus.Washington@hud.gov
May 14, 2020

Office of Community Planning and Development
Los Angeles Field Office, Region IX
United States Department of Housing and Urban Development
300 N. Los Angeles Street, Suite 4054
Los Angeles, CA 90012

SENT VIA ELECTRONIC MAIL TO CPD_COVID-19WaiverLA@HUD.gov

SUBJECT: Memorandum dated May 7, 2020: Availability of a Waiver and Alternate Requirement for the Consolidated Annual Performance And Evaluation Report (Performance Report) for Community Planning and Development (CPD) Grant Programs in Response to the Spread of Coronavirus

To Whom It May Concern:

Pursuant to the Memorandum dated May 7, 2020 issued by John Gibbs, Acting Assistant Secretary for Community Planning and Development, regarding the Availability of a Waiver and Alternate Requirement for the Consolidated Annual Performance And Evaluation Report (Performance Report) for Community Planning and Development (CPD) Grant Programs in Response to the Spread of Coronavirus, please accept this letter as official notification of the City of Thousand Oaks’ intent to utilize the waiver.

If you have any questions or need any additional information about this notification, please contact Lynn Oshita, Community Development Analyst, at loshita@toaks.org.

Sincerely,

Marjan Behzadi
Marjan Behzadi,
Operations Manager

CC: Arnold C. Sison, CPD Rep. (SENT VIA ELECTRONIC MAIL TO arnold.c.sison@hud.gov)

Cdd: 480/10\H:\COMMON\Housing & Redevelopment\2020_CDBG\2020 HUD\CAPER-Waiver\COVID-Waiver-Request-CAPER.docx
MEMORANDUM FOR: All Community Planning and Development Field Office Directors, Deputy Directors and Program Managers

FROM: John Gibbs, Assistant Secretary, Acting, D

SUBJECT: Availability of a Waiver and Alternate Requirement for the Consolidated Annual Performance and Evaluation Report (Performance Report) for Community Planning and Development (CPD) Grant Programs in Response to the Spread of Coronavirus

This memorandum authorizes and explains a waiver of the regulatory requirement at 24 CFR 91.520(a), that within 90-days of the end of a jurisdiction’s program year a grantee shall submit to HUD a performance report known as the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is associated with several CPD grant programs. Please disseminate this memorandum to all affected grantees.

As a result of the COVID-19 virus, a majority of States have declared a state of emergency with most shutting down large gathering places and limiting the movement of residents. More State and local governments are operating under extenuating circumstances and may need additional time for certain administrative requirements.

Under the authority of 24 CFR 5.110 and 24 CFR 91.600, HUD may, upon a determination of good cause and subject to statutory limitations, waive regulatory provisions. As Acting Assistant Secretary for Community Planning and Development, I have determined that there is good cause to waive the following regulatory requirement for the program year 2019 CAPER, subject to the condition that grantees comply with the modified requirement in the applicability section below:

**Requirement:** The Consolidated Annual Performance and Evaluation Report (performance report) submission to HUD within 90 days after the close of a jurisdiction’s program year.

**Citation:** 24 CFR 91.520(a).

**Explanation:** The regulation at 24 CFR 91.520(a) requires each grantee to submit a performance report to HUD within 90 days after the close of the grantee's program year.

**Justification:** Under the authority at 24 CFR 91.600, HUD is authorized to waive this requirement when a determination of good cause is made and supported by documentation. Given the outbreak of the coronavirus known as SARS-CoV-2 and the extenuating circumstances placed on state and local governments, and citizens, HUD has determined that there is good cause for
waiving this provision. The extenuating circumstances and administrative strain supporting this waiver are well documented in the broad public news coverage related to the outbreak.

**Applicability:** For program year 2019 CAPERs, the requirement that grantees submit a performance report within 90 days after the close of a jurisdiction’s program year is waived, subject to the condition that within 180 days after the close of a jurisdiction’s program year the jurisdiction shall submit its performance report.

We appreciate your efforts in this challenging time. If you need additional information regarding this waiver, please contact your Headquarters program office desk officer(s).
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.

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>850 Warwick LLC</td>
<td>Multi-Family Rehabilitation</td>
</tr>
<tr>
<td>Area Housing Authority of the County of Ventura - Florence Janss</td>
<td>Multi-Family Rehabilitation</td>
</tr>
<tr>
<td>Area Housing Authority of the County of Ventura - Glenn Oaks</td>
<td>Multi-Family Rehabilitation</td>
</tr>
<tr>
<td>Community Conscience</td>
<td>Commercial Rehabilitation</td>
</tr>
<tr>
<td>Habitat for Humanity Ventura County</td>
<td>Single-Family Rehabilitation</td>
</tr>
<tr>
<td>Many Mansions – Richmond Terrace</td>
<td>Multi-Family Rehabilitation</td>
</tr>
<tr>
<td>Senior Alliance For Empowerment (SAFE)</td>
<td>Single-Family Rehabilitation</td>
</tr>
</tbody>
</table>
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.

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

Proposed Activity Location Maps

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  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
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• Elms Plaza Mobile Home Park
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• Lakestone Mobile Home Park
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• Ranch Mobile Home Park
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• Thunderbird Oaks Mobile Home Park
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• 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
CITY OF THOUSAND OAKS
LOW/MODERATE INCOME AREAS

Low/Moderate Income Areas*
Census Block Groups (2015)
City of Thousand Oaks
Ventura County
Los Angeles County
Major Roads
Freeways

* Based on 2010-2015 American Community Survey data and 2019 exception percentage (36.50% within Thousand Oaks)

Prepared by: City of Thousand Oaks Community Development Department (6/2019)
Florence Janss Apartments Improvements
190 – 210 Brazil St, Thousand Oaks
Census Tract 7000, Block Group 1
Low-Mod 54.55%
Glenn Oaks Senior Apartments Improvements
145 E Wilbur Rd, Thousand Oaks
Census Tract 6800, Block Group 3

Subject Property
Richmond Terrace Apartments Improvements
760 Warwick Ave, Thousand Oaks
Census Tract 6900, Block Group 02
Low-Mod 55.37%
Lakestone Mobile Home Park Improvements
Census Tract 7100, Block Group 2
Low-Mod 50.78%

Subject Property

City of Thousand Oaks
Community Development Department

U:\cdloshita\CDBG\Lakestone(CT71-BG2).mxd
Thunderbird Oaks Mobile Home Park Improvements
Census Tract 7100, Block Group 2
Low-Mod 50.78%
Twin Palms Mobile Home Park Improvements
Census Tract 7100, Block Group 2
Low-Mod 50.78%

City of Thousand Oaks
Community Development Department

U:\cdloshita\CDBG\TwinPalms(CT71-BG2).mxd
Vallecito Mobile Home Park Improvements
Census Tract 5802, Block Group 1

City of Thousand Oaks
Community Development Department
Grantee SF-424's and Certification(s)

Substantial Amendment to the 2019-20 Action Plan

See next page.
## 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):**

**3. Date Received:**

**4. Applicant Identifier:**

**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.**

**City:**

**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:**
- 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.):**

**15. Descriptive Title of Applicant's Project:**
- Substantial Amendment to add CDBG-CV project and funds.

Attach supporting documents as specified in agency instructions.
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.

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.)
   x Yes  
   No  

21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)
   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
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. §§4728-4783) 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. §54801 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 1685-1688), 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 statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-548) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

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 178(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).


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.
CERTIFICATIONS

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

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

**Consistency with plan** -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

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

Signature of Authorized Official

Date

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

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

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.
Grantee SF-424's and Certification(s)

2019-20 Action Plan

See next page.
Application for Federal Assistance SF-424

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

* 2. Type of Application:  
- [X] New  
- [ ] Continuation  
- [ ] 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):  85-2367314

* c. Organizational DUNS:  0557519370000

d. Address:

- **Street1:** 2100 Thousand Oaks Blvd.
- **City:** Thousand Oaks
- **State:** CA: California
- **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:** Doshi
- **Suffix:**
- **Title:**

Organizational Affiliation:  

* Telephone Number: 805/449-2391  
Fax Number:  
*Email: loshi@toaks.org
**Application for Federal Assistance SF-424**

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

   E: 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:

   14-210

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.):

   

* 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.
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.

17. Proposed Project:
   * a. Start Date: 07/01/2019
   * b. End Date: 06/30/2020

18. Estimated Funding ($):

   * a. Federal 593,053.00
   * b. Applicant
   * c. State
   * d. Local
   * e. Other
   * f. Program Income
   * g. TOTAL 593,053.00

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.
   □ 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    □ No

   If "Yes", provide explanation and attach

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

   □ ** I AGREE

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

Authorized Representative:

Prefix: Mr.  * First Name: Andrew
Middle Name:
* Last Name: Powers
Suffix:
* Title: City Manager
* Telephone Number: 805/449-2140  Fax Number:
* Email: apowers@cityofcorona.org

* Signature of Authorized Representative:  * Date Signed: 5/21/19
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. §§280 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 statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

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).


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.
CERTIFICATIONS

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

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction’s consolidated plan.

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

Signature of Authorized Official

Date

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

Date

City Manager

Title