Action Plan
PY 2023-2024

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

Public Review – March 14 to April 13, 2023
City Council Public Hearing – April 25, 2023
HUD Submittal by County of Ventura – June 15, 2023

For more information, contact:
Lynn Oshita
Community Development Analyst
Community Development Department
loshita@toaks.org or (805) 449-2391
www.toaks.org
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<td>43</td>
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## Attachments

- Citizen Participation Comments
- HUD Application and Certifications

Cdd:\480-10\H:\COMMON\Housing & Redevelopment\2023 CDBG\2023 ACTION PLAN\HUD
Executive Summary

AP-05 Executive Summary - 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 2023-24 Annual Action Plan includes the following components:

- 2023 Thousand Oaks CDBG Budget
- Annual Action Plan 2023 Summary Table
- Thousand Oaks Low and Moderate Income Areas Map (Census Tracts and Block Groups)

This Action Plan reflects Year 4 of the 2020-2024 Ventura County Regional Consolidated Plan (RCP) which includes the City of Thousand Oaks. In 2020, the City collaborated with the County of Ventura, and other Ventura County cities, to prepare the RCP which contains regional objectives and outcomes for the Housing and Homeless Needs Assessment (NA), Housing Market Analysis (MA), and Five-Year Strategic Plan (SP). The RCP lists the High Priority needs to be addressed for Thousand Oaks, including:

- New Rental Housing
- Housing Support and Stability
- Homeownership Opportunities
- Rehabilitation & Preservation of Existing Housing Units
- Assistance for Senior Residents
- Social Services
- Homelessness
In 2020, the City joined the Ventura County HOME Consortium with the Ventura Urban County serving as the lead entity. Because of this, the following sections are included only in the Action Plan for the County of Ventura: Affordable Housing (AP-55), Public Housing (AP-60), and Homeless and Other Special Needs Activities (AP-65).

### 2023-24 CDBG ACTION PLAN BUDGET

<table>
<thead>
<tr>
<th>CDBG Resources:</th>
<th>$ 707,271.86</th>
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</thead>
<tbody>
<tr>
<td>$ 614,380.00</td>
<td>2023-24 CDBG Entitlement Grant*</td>
</tr>
<tr>
<td>$ 92,891.86</td>
<td>Reallocated Funds from 2019 Habitat Humanity</td>
</tr>
<tr>
<td>$ 707,271.86</td>
<td>Total CDBG Resources</td>
</tr>
<tr>
<td>$ 500,000.00</td>
<td>for Community Development Projects (~65%)</td>
</tr>
<tr>
<td>$ 91,000.00</td>
<td>for Public/Social Services Grants (~15%)</td>
</tr>
<tr>
<td>$ 116,271.86</td>
<td>for CDBG Program Administration (~20%)</td>
</tr>
</tbody>
</table>

#### A. Many Mansions – Bella Vista Apartments (HS9260)
Replace/repair carports and storage areas (72 affordable units) $ 175,000.00

#### B. Habitat for Humanity of Ventura County – Habitat Home Repair (HS9261)
Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (10 units) $ 150,000.00

#### C. Senior Alliance for Empowerment (SAFE) - Home Rehabilitation (HS9262)
Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (20 units)

\[
\text{2023 Fund} = \text{2023 Fund} + \text{2023 Fund} + \text{2023 Fund} = $175,000
\]

#### D. Public and Social Services Grants – Non-Homelessness

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westminster Free Clinic, Economic Response - BG2026 (1,000 clients)</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>Senior Concerns, Meals on Wheels - BG9818 (225 clients)</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>Many Mansions, Community Services - BG9828 (350 clients)</td>
<td>$ 21,000</td>
</tr>
</tbody>
</table>


#### D. Public and Social Services Grants – Homelessness

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turning Point Foundation, Our Place Safe Haven - BG9835 (9 clients)</td>
<td>$ 20,000</td>
</tr>
</tbody>
</table>

#### E. CDBG Program Administration

Includes City’s Administration costs (BGADMN), County of Ventura Fair Housing Program cost (BG2024), & Ventura County Regional Consolidated Plan/Analysis of Impediments to Fair Housing Choice/Affirmatively Furthering Fair Housing (BGADMN). $ 116,271.86

**TOTAL 2023 CDBG BUDGET** $ 707,271.86

* Should HUD’s authorized entitlement grant amount differ from the expected amount, CDBG budget will be adjusted accordingly.
### Annual Action Plan 2023 Summary Table

**Start Year: 2023  End Year: 2024**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Goal Name</th>
<th>Goal Outcome Indicator</th>
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</thead>
<tbody>
<tr>
<td>High</td>
<td>Improve the Supply of Affordable Housing</td>
<td>Rehabilitate 72 Rental Housing Unit and 30 Homeowner Housing Units.</td>
</tr>
<tr>
<td>High</td>
<td>Increase Social Services</td>
<td>Public service activities other than Low/Moderate Income Housing Benefit: 1,575 Persons Assisted</td>
</tr>
<tr>
<td>High</td>
<td>Homelessness</td>
<td>Homeless Person Overnight Shelter: 9 Persons Assisted</td>
</tr>
<tr>
<td>High</td>
<td>Effective Administration</td>
<td>Payable to City to recover a portion of implementation costs for CDBG program</td>
</tr>
</tbody>
</table>

#### Thousand Oaks Low and Moderate Income Areas Map

*Prepared by: City of Thousand Oaks Community Development Department (6/5/98)*
3. Evaluation of past performance

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

Past Performance 2020-24 Ventura County Regional Consolidated Plan

The following summarizes the City of Thousand Oaks CDBG-funded accomplishments for the 2020-24 Ventura County Regional Consolidated Plan (Con Plan). CDBG-funded activities addressed three of the High Priority needs identified in the Con Plan to a) Improve the Supply of Affordable Housing, b) Increase Social Services, and c) homelessness. Years 1 and 2 report prior year activities which occurred during select fiscal years. Year 3 identifies activities which have been approved with the 2022-23 Action Plan.

Year 1

Year 1: FY 2020-21 (PY 2020 CDBG-funded activities reported in CAPER.)

- $19,250 and $75,000 was expended by Subrecipient Senior Alliance for Empowerment to complete prior year 2018 and 2019 projects of 66 senior mobile home single-family, low-income owner/occupied units of total costs of $338,000.
- $37,127.69 was expended by Subrecipient Habitat for Humanity of Ventura County to complete prior year 2019 projects of 11 mobile home single-family, low-income owner/occupied units of total cost of $92,433.73. Unused funds of $43,531.81 was made available for future project allocation.
- $258,000 was expended by Subrecipient Many Mansions to complete the improvements at 72-unit, low-income Bella Vista Apartments. Windows were replaced with double pane for cost and energy efficiency.
- $156,000 was committed and $69,779.32 was expended by Subrecipient Habitat for Humanity of Ventura County for priority rehab at 11 mobile home single-family, low-income owner/occupied units.
- $86,400 was allocated for Public and Social Services grants to 8 local, non-profit providers of critical services to at-risk Thousand Oaks residents. Subrecipients included Senior Concerns, Conejo Free Clinic, Lutheran Social Services, St. Vincent de Paul, Turning Point Foundation, County of Ventura RAIN, Livingston Memorial Visiting Nurse Association, and United Cerebral Palsy. Unused funds of $250 was made available for future project allocation.
- $114,261.42 was allocated for Administration Costs related to administrative support including Fair Housing.

Year 2

Year 2: FY 2021-22 (PY 2021 CDBG-funded activities reported in CAPER.)
• $27,340.32 was expended by Subrecipient Senior Alliance for Empowerment to complete prior year 2020 projects of 11 senior mobile home single-family, low-income owner/occupied units of total costs of $97,119.64.
• $188,445 was expended by Subrecipient Area Housing Authority of the County of Ventura to complete the capital improvements at 43-unit, low-income Los Arboles Apartments for roof replacement project.
• $47,000 was expended by Subrecipient Many Mansions to complete the capital improvements at 100-unit, low-income Shadow Hills Apartments for concrete and asphalt project.
• $75,000 was committed and $6,585.96 was expended by Subrecipient Habitat for Humanity of Ventura County for priority rehab at 8 mobile home single-family, low-income owner/occupied units.
• $75,000 was expended by Subrecipient Senior Alliance for Empowerment to rehab 8 senior mobile home single-family, low-income owner/occupied units.
• $85,000 was committed and $73,911.17 was expended for 6 Public and Social Services grants to 5 local, non-profit providers of critical services to at-risk Thousand Oaks residents. Subrecipients included Lutheran Social Services, Senior Concerns, Conejo Free Clinic, Many Mansions, Westminster Free Clinic, and County of Ventura RAIN. Unused funds of $11,088.83 was made available for future project allocation.
• $111,100 was committed and $88,177.33 was expended for Administration Costs related to administrative support including Fair Housing. Unused funds of $22,922.67 was made available for future project allocation.

Year 3

Year 3: FY 2022-23 (PY 2022 CDBG-funded activities.)

• $172,000 was committed to non-profit subrecipients Many Mansions for Multi-Unit Rehabilitation at the 27 low-income, affordable rental Richmond Terrace Apartments for capital improvement project to replace exterior wood, conduits, and gutters.
• $192,000 was committed to non-profit subrecipients Many Mansions for Multi-Unit Rehabilitation at 25 low-income, affordable rental Hacienda de Feliz Apartments for capital improvement project to replace stucco.
• $47,003.81 was committed to non-profit subrecipients Senior Alliance for Empowerment with a goal to rehab 4 mobile home single-family units.
• $81,000 was committed for Public and Social Services grants to 3 local, non-profit subrecipients providers of critical services to at-risk Thousand Oaks residents. Subrecipients included Westminster Free Clinic, Senior Concerns, and St Paschal Baylon with the goal to serve over 1,000 clients.
• $110,000 was committed for Administration Costs related to administrative support including Fair Housing.
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.

- 2023-24 Needs Assessment Public Hearing
- 2023-24 Request for Proposals
- 2023-24 Draft Annual Action Plan Public Review
- City Council Public Hearing – Approval of Annual Action Plan

**2023-24 Needs Assessment Public Hearing**

The City of Thousand Oaks, Community Development Department, held a Needs Assessment public hearing (administrative hearing) in person and via Zoom on Monday, November 7, 2022. Fifteen nonprofit organizations were represented. Three persons were present in person and fourteen were present via videoconference. Five speakers provided testimony, as described in the Summary of Public Comments section below.

**2022-23 Request for Proposals**

From November 1, 2022, to January 11, 2023, the City solicited applications from community stakeholders for potential CDBG-funded activities that would address the unmet needs of at-risk Thousand Oaks residents.

Three Community Development Project proposals were received, and the City is recommending full funding CDBG funding to three proposals for this Annual Action Plan.

Eight Public Service proposals were received, and City is recommending full or partial funding to four CDBG Public Service proposals for this Annual Action Plan.

The three Community Development Project and four Public Service proposals for CDBG funding are described in this Annual Action Plan Executive Summary “2023-24 CDBG Action Plan Budget” chart and are also summarized in the 2023 CDBG Funding Applications description under the Public Consultation section.


HUD released the PY 2023 CDBG allocation amount on February 27, 2023, and the City prepared the Draft CDBG Action Plan for public review. The draft Annual Action Plan was posted to the City website with paper copies made available at no charge upon request. The minimum 30-day review period.
(March 14, 2023 to April 13, 2023) 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 on March 10, 2023. The City also placed notices and posted the draft Action Plan on its website on the Community Development Department page.

City Council Public Hearing Approval of Annual Action Plan

Following the City Council public hearing on April 25, 2023, City Council voted (5-0) to approve the submittal of the 2023-24 Annual Action Plan to HUD, authorized City Manager to adjust the CDBG Action Plan if HUD revises allocations, and authorized City Manager to execute CDBG Action Plan related documents. All comments for the CDBG Action Plan process were accepted.

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 which were received at the CDBG Needs Assessment Hearing, during the Annual Action Plan public review, and at the final City Council Public Hearing, are included in the final version of this Annual Action Plan.

Applications were received by the City during the 2023-24 Needs Assessment period (November 1, 2022 to January 11, 2023). The City does not have the resources to fund each application at the requested amount. The summary of applications is in the Appendices Section to this Annual Action Plan.

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

The City accepted all comments presented during the 2023-24 CDBG needs assessment hearing, consultation processes, and public review process.

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 made by the City to broaden public participation, see Sections AP-10 and AP-12 of this document.

From November 1, 2022, to January 11, 2023, the City conducted a needs assessment with a public hearing held on November 7, 2022. On April 13, 2023, the 30-day public review period ended for the draft 2023 CDBG Action Plan.
The April 25, 2023 City Council public hearing summary is included in the final version of this Action Plan for PY 2023 CDBG allocation. City Council minutes are posted on the website at www.toaks.org. All comments for the CDBG Action Plan process were accepted.

As a participating member of the Ventura County HOME Consortium, the County of Ventura will submit the Thousand Oaks 2023 Action Plan to HUD.
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>
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</thead>
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<tr>
<td>Lead Agency</td>
<td>THOUSAND OAKS</td>
<td>Community Development Department</td>
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<td>CDBG Administrator</td>
<td>THOUSAND OAKS</td>
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</tr>
<tr>
<td>HOPWA Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOME Administrator</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>ESG Administrator</td>
<td>N/A</td>
<td></td>
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<tr>
<td>HOPWA-C Administrator</td>
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</tr>
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</table>

Table 1 – Responsible Agencies

**Narrative**

**2020-2024 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 accepted the Substantial Amendment to the 2020-2024 Ventura County Regional Consolidated Plan version 1.0 submitted on August 23, 2021.

**2023-24 Annual Action Plan (Update to the 2020-24 Consolidated Plan)**

The City of Thousand Oaks, Community Development Department, prepares and implements the Annual Action Plan updates and the annual Consolidated Annual Performance and Evaluation Report (CAPER) reports. The City is a Community Development Block Grant (CDBG) entitlement community. Since the City joined the Ventura County HOME Consortium in 2020, the Ventura Urban County as lead entity submits the CDBG Action Plan to HUD for the City of Thousand Oaks. Thousand Oaks does not receive Emergency Solutions Grants (ESG) or Housing Opportunities for Persons With AIDS (HOPWA) funds from HUD.

**Consolidated Plan Public Contact Information**
The primary persons responsible for administering 2023-24 Ventura County Regional Consolidated Plan policies and activities for the City of Thousand Oaks are the following:

- Andrew P. Powers, City Manager
- Kelvin Parker, Community Development Director
- Scott Kolwitz, Interim Planning Manager
- Lynn Oshita, Community Development Analyst
- Ana Olvera, Accountant

The primary CDBG Program contact is Lynn Oshita loshita@toaks.org or (805) 449-2391.
**AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

1. **Introduction**

**Housing Collaborations for the 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; local Public Housing Authority (PHA).
- Many Mansions, a private, non-profit Community Housing Development Organization (CHDO).
- Senior Alliance for Empowerment, 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 of Thousand Oaks supports the local safety net for at-risk households by leveraging 15 percent of the annual CDBG grant with at least $100,000 from the Community Social Services Grants (SSG), a local General Fund resource. The City partners with public and private social services providers to ensure that the most vulnerable City residents have access to essential services, including health, nutrition, and, as available, emergency shelter.

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

The City of Thousand Oaks collaborates with the County of Ventura for fire and police services and for 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 2020-2024 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

Between 1973 and 2022, the City of Thousand Oaks and the former Thousand Oaks Redevelopment Agency invested approximately $70 million to create new, multi-family affordable rental housing units, including $9.2 million invested in public housing. In addition, the City has invested several millions in CDBG funds for multi-family unit rehabilitation at Area Housing Authority of the County of Ventura and Many Mansions-owned affordable housing complexes. The City use 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, 2023.

The Efforts to Support the Delivery of Public and Social Services:

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 Community Social Services Grants. These funds are used to provide Non-Homeless Supportive Services to local non-profit safety net agencies that assist youth, families, seniors, and the disabled through life-enhancing programs and services.

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, staffed 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. In 2018, the City signed a Memorandum of Understanding with the County of Ventura for improving the regional coordination and interagency collaboration and responding strategically to use of available resources. The County of Ventura awards supportive grants to local public and social service agencies catering to the basic housing, medical and welfare needs.

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 goal of the County of Ventura includes the construction of new affordable housing rental units and the rehab of rental units to meet habitability standards for those experiencing homelessness or at risk of homelessness. Ventura County Behavioral Health and the Health Care Agency’s Whole Person Care team plans to expand supportive services to permanent supportive housing clients in Thousand Oaks over the next year.

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 the 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>
<thead>
<tr>
<th>1</th>
<th>Agency/Group/Organization</th>
<th>Adelante Comunidad Conejo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Services-Elderly Persons</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Services-Education</td>
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</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>Attended Needs Assessment public hearing and provided comments.</td>
<td></td>
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<table>
<thead>
<tr>
<th>2</th>
<th>Agency/Group/Organization</th>
<th>Area Housing Authority of the County of Ventura</th>
</tr>
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<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>PHA</td>
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<td>What section of the Plan was addressed by Consultation?</td>
<td>Public Housing Needs</td>
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<tr>
<td>Agency/Group/Organization</td>
<td>What section of the Plan was addressed by Consultation?</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>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>HRA of Ventura County</td>
<td>Provides affordable units for decent and safe housing.</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Business - Elderly Persons</td>
<td>Attended Needs Assessment public hearing and provided comments. Requested CDBG funds for the Senior Meals on Wheels Program. Outcome: CDBG grant of $25,000 CDBG Grant for serving an estimated 225 special needs persons.</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Service-Fair Housing</td>
<td>The City collaborates with the County of Ventura and the Housing Rights Center of Los Angeles on a CDBG-funded. Fair Housing Counseling Program. Outcome: Approximately 50 persons annually will receive services.</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Habitat for Humanity of Ventura County</td>
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See section AP-60 Public Housing - 91.220(h) in County of Ventura Action Plan.
<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Harbor House</th>
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<tbody>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Homeless Needs - Chronically homeless</td>
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<tr>
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<td>Homeless Needs - Families with children</td>
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<tr>
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<td>Homelessness Needs - Veterans</td>
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<td>Homelessness Needs - Unaccompanied youth</td>
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<td>Homelessness Strategy</td>
</tr>
<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>Attended Needs Assessment public hearing and provided comments. Requested CDBG funds for Rental Assistance program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Livingston Memorial Visiting Nurse Association</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Non-Homeless Special Needs</td>
</tr>
<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>Attended Needs Assessment public hearing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Lutheran Social Services of Southern California</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Non-Homeless Special Needs</td>
</tr>
<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>Attended Needs Assessment public hearing.</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 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<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>Attended Needs Assessment public hearing. Requested CDBG funds for Emergency Assistance program and Drop In Center.</td>
</tr>
<tr>
<td>10</td>
<td>Agency/Group/Organization</td>
</tr>
</tbody>
</table>
|  | Agency/Group/Organization Type | Services-Children  
Services-Elderly Persons  
Services-Persons with Disabilities  
Services-homeless |
|  | What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs |
|  | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Attended Needs Assessment public hearing and provided comments. |
| 11 | Agency/Group/Organization | Many Mansions |
|  | Agency/Group/Organization Type | Housing  
Services - Housing  
Services-Children  
Services-Elderly Persons  
Services-Persons with Disabilities  
Services-homeless |
|  | What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Homeless Needs - Chronically homeless  
Homeless Needs - Families with children  
Homelessness Needs - Veterans  
Homelessness Needs - Unaccompanied youth  
Homelessness Strategy |
<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Momentum</th>
</tr>
</thead>
<tbody>
<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>Attended Needs Assessment public hearing. Requested CDBG funds for Carport Replacement and Repair at Bella Vista Apartments. Requested CDBG funds for Community Services Program. Outcome: $196,000 in CDBG funds for Decent and safe housing with 72 affordable units and public services with 389 clients.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Senior Alliance for Empowerment</th>
</tr>
</thead>
<tbody>
<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>Attended Needs Assessment public hearing and provided comments. Requested CDBG funding for Home Rehabilitation. Outcome: A CDBG grant of $175,000 for an estimated 20 owner/occupant, very low-income senior rehabbed mobile home.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>St. Vincent de Paul Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Turning Point Foundation</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------</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  
Homeless Needs - Families with children  
Homelessness Needs - Veterans  
Homelessness Needs - Unaccompanied youth  
Homelessness Strategy |
| **Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?** | Attended Needs Assessment public hearing.  
Requested CDBG funding for assistance to the needy.  
Requested CDBG funds for the Our Place Safe Haven program. Outcome: CDBG grant of $20,000 CDBG Grant for providing shelter to estimated 9 persons. |

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>United Way of Ventura County</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Regional organization</td>
</tr>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Homelessness Strategy</td>
</tr>
<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>Provides coordination and leadership in collaboration with the Ventura County Continuum of Care Alliance for implementation of goals and objectives identified in 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>Ventura Council of Governments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Regional organization</td>
</tr>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Homelessness Strategy</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Ventura County Regional Continuum of Care</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless 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>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 to support wrap around services to chronically homeless persons and formerly homeless persons housed in Thousand Oaks.</td>
</tr>
<tr>
<td>19</td>
<td>Agency/Group/Organization</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing Services - Housing</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</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>Attended Needs Assessment public hearing.</td>
</tr>
<tr>
<td>20</td>
<td>Agency/Group/Organization</td>
</tr>
<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>Agency/Group/Organization</td>
<td>Women of Substance and Men of Honor</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing Services - Housing Services-homeless</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment Homelessness Needs - Unaccompanied youth 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>Attended Needs Assessment public hearing. Requested CDBG funds for Economic Response program. Outcome: CDBG grant of $25,000 to serve an estimated 1,000 low-income families and youth.</td>
</tr>
</tbody>
</table>

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

The City of Thousand Oaks consulted with all agencies and non-profit organizations that contacted the City during the needs assessment.

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>
<tr>
<td>Housing Element</td>
<td>City Council</td>
<td>The Housing Element goals provide housing opportunities for persons with special needs, preserve existing affordable housing opportunities, and affirmatively further fair housing.</td>
</tr>
</tbody>
</table>
Narrative

The City of Thousand Oaks collaborates 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.

The City of Thousand Oaks Housing Element provides opportunities and goals to affirmatively further fair housing.
AP-12 Participation - 91.401, 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

City Council Resolution 2020-013 is the Citizen Participation Plan (CPP) for Thousand Oaks to implement the HUD Consolidated Plan process. The CPP is designed to encourage participation and to receive public comment in the development of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER).

The City provides at least 30-day notice of public review period on CDBG-related documents and at least 14-day notice of CDBG-related public hearings by: (1) posting on City website www.toaks.org; (2) a Legal Notice in the Ventura County Star; and (3) 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. Notices and documents were made available for public review at the Community Development Department public counter. Paper or electronic copies are provided, by request, to any interested person. All comments received by the City are accepted and included in the final Annual Action Plan. Five years of the CDBG documents are posted on the website.

**Annual Needs Assessments** occurred from November 1, 2022 to January 11, 2023. A public hearing was held in person and via video conference on November 7, 2022. Fifteen nonprofit organizations were represented. Three persons were present in person and 14 were present via videoconference. Five individuals spoke during the public comment section of the hearing. Comments received were from the public and stakeholders on the needs of the lower-income persons in Thousand Oaks that may potentially be addressed by the City using CDBG funds or another funding resource. The formal Needs Assessment period closed on January 11, 2023 with the City receiving eleven PY 2023 CDBG applications, addressed in detail elsewhere in this document.

**Public Review of Draft 2023-24 Annual Action Plan** occurred from March 14, 2023 to April 13, 2023. After HUD had released the PY2023 CDBG allocation amount on February 27, 2023, the City prepared the Draft CDBG Action Plan for public review.

**City Council Public Hearing** occurred on April 25, 2023. Following the City Council public hearing, City Council voted (5-0) to approve the submittal of the 2023-24 Annual Action Plan to HUD, authorized City Manager to adjust the CDBG Action Plan if HUD revises allocations, and authorized City Manager to execute CDBG Action Plan related documents. All comments for the CDBG Action Plan process were accepted. City Council minutes are posted on the website at www.toaks.org. All comments for the CDBG Action Plan process were accepted.
## 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>Newspaper Ad</td>
<td>Non-targeted/broad community</td>
<td>On October 21, 2022, the City provided minimum 14-day notice to CDBG-related Needs Assessment period and public hearing: (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 comments is provided under the Citizen Participation portion of this report. All comments were accepted.</td>
<td>All comments were accepted.</td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
</tbody>
</table>

All comments were accepted.
<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 November 7, 2022, fifteen non-profit organizations attended the duly noticed Needs Assessment public meeting and administrative hearing via in person or videoconference. Five public speakers provided comments as shown in the summary herewith.</td>
<td>Groenveld, Young, Portzel, Wolf, and Karl provided comments. Summary comments are provided under the Citizen Participation portion of this report. All comments were accepted.</td>
<td>All comments were accepted.</td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
</tbody>
</table>

On November 7, 2022, fifteen non-profit organizations attended the duly noticed Needs Assessment public meeting and administrative hearing via in person or videoconference. Five public speakers provided comments as shown in the summary herewith. Groenveld, Young, Portzel, Wolf, and Karl provided comments. Summary comments are provided under the Citizen Participation portion of this report. All comments were accepted.
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<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>3</td>
<td>Newspaper Ad</td>
<td>Non-targeted/broad community</td>
<td>The City provided minimum 30 days prior notice to the CDBG Action Plan public review period and City Council public hearing by: (1) a Legal Notice in the Ventura County Star (March 10, 2023); and (2) a Display Ad in the Thousand Oaks Acorn (March 10, 2023), a free newspaper widely read by Thousand Oaks residents. Additionally, the City provided 14-day City Council public hearing legal notice in the Ventura County Star on April 11, 2023.</td>
<td>A summary of comments provided under the Citizen Participation portion of the final Action Plan. All comments were accepted.</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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<td>--------------------</td>
<td>----------------------------------</td>
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<td>---------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>4</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>A final public hearing provided opportunity for public comments on the 2023-24 CDBG Annual Action Plan at the duly noticed, April 25, 2023, City Council meeting.</td>
<td>A summary of comments provided under the Citizen Participation portion of the final Action Plan. All comments were accepted.</td>
<td></td>
<td><a href="http://www.toaks.org">www.toaks.org</a></td>
</tr>
</tbody>
</table>

Table 4 – Citizen Participation Outreach
Expected Resources

AP-15 Expected Resources - 91.420(b), 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.

HUD released on February 27, 2023, the 2023 CDBG allocation notice of $614,380. The City has estimated $92,891.86 in prior year funds available. The CDBG 2023-24 budget is $707,271.86. At the public hearing on April 25, 2023, City Council discussed and approved the PY 2023 CDBG Action Plan budget. City Council authorized City Manager to adjust the allocation if HUD provides a revised FY 2023-24 CDBG grant amount.

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>Total:</th>
<th>Expected Amount Available Remainder of ConPlan</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services</td>
<td>Annual Allocation: $614,380</td>
<td>Program Income: $0</td>
<td>Prior Year Resources: $92,891</td>
</tr>
</tbody>
</table>

Table 5 - Expected Resources – Priority Table
Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City is a participating member of the Ventura County HOME Consortium, and the County of Ventura administers the HOME match requirement. In PY 2023, up to 15 percent of the CDBG entitlement grant for public and social services will leverage $100,000 from the City General Fund Community Social Services Grants to increase grant opportunities to local nonprofit agencies providing essential services to low-income persons and households. The goal of the County of Ventura includes the construction of new affordable housing rental units and the rehab of rental units to meet habitability standards for those experiencing homelessness or at risk of homelessness. Ventura County Behavioral Health and the Health Care Agency’s Whole Person Care team plans to expand supportive services to permanent supportive housing clients in Thousand Oaks over the next year.

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. Most City owned property is used for City operations or is deed restricted with limitation on new uses. CDBG funds in this Action Plan will not be used on City owned properties or projects.

Discussion

See Executive Summary section for CDBG PY 2023 budget.
# Annual Goals and Objectives

**AP-20 Annual Goals and Objectives - 91.420, 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 the Supply of Affordable Housing</td>
<td>2020</td>
<td>2024</td>
<td>Affordable Housing</td>
<td></td>
<td>Rehabilitation Preservation of Existing Housing</td>
<td>CDBG: $500,000</td>
<td>Rental units rehabilitated: 72 Household Housing Unit Homeowner Housing Rehabilitated: 30 Household Housing Unit</td>
</tr>
<tr>
<td>2</td>
<td>Increase Social Services</td>
<td>2020</td>
<td>2024</td>
<td>Non-Homeless Special Needs</td>
<td></td>
<td>Social Services</td>
<td>CDBG: $71,000</td>
<td>Public service activities other than Low/Moderate Income Housing Benefit: 1575 Persons Assisted</td>
</tr>
<tr>
<td>3</td>
<td>Work to End Homelessness</td>
<td>2020</td>
<td>2024</td>
<td>Homeless</td>
<td></td>
<td>Homelessness</td>
<td>CDBG: $20,000</td>
<td>Homeless Person Overnight Shelter: 9 Persons Assisted</td>
</tr>
<tr>
<td>4</td>
<td>Effective Administration</td>
<td>2020</td>
<td>2024</td>
<td>Administration</td>
<td></td>
<td>Rehabilitation Preservation of Existing Housing Social Services Homelessness</td>
<td>CDBG: $116,272</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>
</tr>
</thead>
</table>
| 1 | Improve the Supply of Affordable Housing | Rental units rehabilitated: 72 Household Housing Unit  
Homeowner Housing Rehabilitated: 30 Household Housing Unit |
| 2 | Increase Social Services           | Public service activities other than Low/Moderate Income Housing Benefit: 1575 Persons Assisted |
| 3 | Work to End Homelessness           | Homelessness Services: 9 Persons Assisted                                        |
| 4 | Effective Administration            | Other: 1 Other                                                                  |
Introduction

As a result of needs identified during the City 2023-24 Needs Assessment public hearing (November 7, 2022) and based on the written applications submitted to the City by January 11, 2023, the City prepared a PY 2023 Annual Action Plan for the following CDBG activities:

- Multi Unit Residential Rehabilitation, 14B; Affordable, Multi-Unit Housing, $175,000.00
- Single Family Residential Rehabilitation, 14A; Single-Family Units; $325,000.00
- Public Social Services; Increase Social Services non-homeless; $71,000.00
- Public Social Services; Work to End Homelessness; $20,000.00
- CDBG Program Administration; $116,271.86

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2023 Multi Unit Residential Rehab MM Bella Vista</td>
</tr>
<tr>
<td>2</td>
<td>2023 Single Family Residential Rehabilitation</td>
</tr>
<tr>
<td></td>
<td>Habitat for Humanity</td>
</tr>
<tr>
<td>3</td>
<td>2023 Single Family Residential Rehabilitation</td>
</tr>
<tr>
<td></td>
<td>SAFE</td>
</tr>
<tr>
<td>4</td>
<td>2023 Public Social Services Grants Non Homeless</td>
</tr>
<tr>
<td>5</td>
<td>2023 Public Social Services Grants Homeless</td>
</tr>
<tr>
<td>6</td>
<td>2023 CDBG Program Administration</td>
</tr>
</tbody>
</table>

Table 7 – Project Information

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

Based on the Needs Assessment and information gathered as the result of other outreach efforts, housing shortages, extremely low vacancy rates, and the high living costs in the city continue to lead to housing insecurity, homelessness, and the risk of becoming homeless for many families and individuals. Maintaining existing multi-family and single-family affordable housing units is an important component of supporting the housing needs of Thousand Oaks residents and remains a priority of the City Council. In addition, the City aims to support the local providers of essential public and social services primarily to the vulnerable populations. These populations include those who are homeless or at risk of homelessness, and very low-income individuals and households. The number of persons seeking services increases annually, especially for elderly and disabled residents.
# AP-38 Project Summary

## Project Summary Information

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Target Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>2023 Multi Unit Residential Rehab MM Bella Vista</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Goals Supported</strong></td>
<td>Improve the Supply of Affordable Housing</td>
</tr>
<tr>
<td></td>
<td><strong>Needs Addressed</strong></td>
<td>Rehabilitation Preservation of Existing Housing</td>
</tr>
<tr>
<td></td>
<td><strong>Funding</strong></td>
<td>CDBG: $175,000</td>
</tr>
<tr>
<td></td>
<td><strong>Description</strong></td>
<td>Many Mansions: 14B Multi Unit Residential Rehabilitation, Bella Vista Apartments Improvements at housing complex restricted to low-income renters. Capital improvement project items are beyond their useful life. Project application for funding submitted to the City described the lack of sufficient funds in their Replacement Reserve Accounts for the capital improvements. Project files will contain supporting documents.</td>
</tr>
<tr>
<td></td>
<td><strong>Target Date</strong></td>
<td>6/30/2024</td>
</tr>
<tr>
<td></td>
<td><strong>Estimate the number and type of families that will benefit from the proposed activities</strong></td>
<td>72 low-income households.</td>
</tr>
<tr>
<td></td>
<td><strong>Location Description</strong></td>
<td>Bella Vista: 2011-2025 Los Feliz Dr, Thousand Oaks, CA 91362; Census Tract 7100, Block Group 1.</td>
</tr>
<tr>
<td></td>
<td><strong>Planned Activities</strong></td>
<td>Capital improvements involves replace carports and painting. Carport area contains laundry facilities and storage space for tenants and building maintenance supplies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Target Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>2023 Single Family Residential Rehabilitation Habitat for Humanity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Goals Supported</strong></td>
<td>Improve the Supply of Affordable Housing</td>
</tr>
<tr>
<td></td>
<td><strong>Needs Addressed</strong></td>
<td>Rehabilitation Preservation of Existing Housing</td>
</tr>
<tr>
<td></td>
<td><strong>Funding</strong></td>
<td>CDBG: $150,000</td>
</tr>
<tr>
<td></td>
<td><strong>Description</strong></td>
<td>Habitat for Humanity of Ventura County Home Rehabilitation: 14A, Single Unit Rehabilitation at Mobile Home Parks; Critical repairs and rehabilitation of mobile home coaches owned and occupied by very low-income.</td>
</tr>
<tr>
<td></td>
<td><strong>Target Date</strong></td>
<td>6/30/2024</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>An estimated 10 very low-income owner-occupants will benefit from this activity.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Citywide Mobile Homes.</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Critical improvements to very low income owner occupied units. Potential improvements include painting, doors, skirting, windows, ramps, flooring, plumbing, electrical work, walk in shower, and grab bar installation.</td>
<td></td>
</tr>
</tbody>
</table>

### 3 Project Name
2023 Single Family Residential Rehabilitation SAFE

<table>
<thead>
<tr>
<th>Target Area</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals Supported</td>
<td>Improve the Supply of Affordable Housing</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Rehabilitation Preservation of Existing Housing</td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $175,000</td>
</tr>
<tr>
<td>Description</td>
<td>Senior Alliance for Empowerment (SAFE) Home Rehabilitation: 14A, Single Unit Rehabilitation at Mobile Home Parks; Critical repairs and rehabilitation of mobile home coaches owned and occupied by very low-income.</td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2024</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>An estimated 20 very low income senior owner occupants will benefit from this activity.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Citywide Mobile Homes.</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Critical improvements to very low-income senior owner-occupied units. Potential improvements include replacing HVAC, roof, window, and/or water heater.</td>
</tr>
</tbody>
</table>

### 4 Project Name
2023 Public Social Services Grants Non Homeless

<table>
<thead>
<tr>
<th>Target Area</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals Supported</td>
<td>Increase Social Services</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Social Services</td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $71,000</td>
</tr>
<tr>
<td>Description</td>
<td>05 Public Social Services Grants; Operational grants to support 3 local, non profit organizations providing essential services to help address the underserved needs of very low income residents.</td>
</tr>
<tr>
<td>Project Name</td>
<td>2023 Public Social Services Grants Homeless</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Target Area</td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Work to End Homelessness</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Homelessness</td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $20,000</td>
</tr>
<tr>
<td>Description</td>
<td>03T Public Social Services Grants; Operational grants to support 1 local, non-profit organization providing essential services to persons and households at risk of homelessness</td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2024</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>9 low-income persons are estimated to benefit from this activity.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Service delivery points Citywide in Thousand Oaks. Our Place Safe Haven: 536 E. Thompson Blvd, Ventura, CA 93001</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Operational grant to Turning Point Foundation: $20,000 for Our Place Safe Haven [03T] providing activities to benefit primarily the homeless population.</td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Effective Administration</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Rehabilitation Preservation of Existing Housing</td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $116,271</td>
</tr>
<tr>
<td>Description</td>
<td>Use of up to 20 percent of the 2023 CDBG entitlement to reimburse the City for a portion of its costs to implement and manage the CDBG program.</td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2024</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>Approximately 1,500 lower-income City residents will benefit from the City CDBG-funded activities.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Citywide in Thousand Oaks.</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>21A General Program Administration (BGADMIN) and 21D Fair Housing Activity (BG2024); Recover a portion of City costs from managing CDBG programs and funding for Fair Housing counseling program in partnership with County of Ventura, development of Ventura County Regional Consolidated Plan, Analysis of Impediment to Fair Housing Choice, Affirmatively Furthering Fair Housing, and administration of grant funds for CDBG activities of Residential Rehabilitation and Public Social Services.</td>
</tr>
</tbody>
</table>
AP-50 Geographic Distribution - 91.420, 91.220(f)

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

HUD funding will be available for all CDBG-funded activities based on beneficiary income rather than placement within a low-mod income block group. Projects and programs located outside of a low-mod income block group are: Vallecito Mobile Home Park Single-Unit Rehabilitation; Westminster Free Clinic Medical Program; and St. Vincent de Paul Emergency Assistance Program.

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 7000, Block Group 2: Human Services Center (Under One Roof) as services delivery point for Senior Concerns, public services

Census Tract 7100, Block Group 1: Lakestone/ 53 Conejo Living Mobile Home Park and Ranch Mobile Home Park, Single-Unit Rehabilitation; Bella Vista, Multi-Family Rehabilitation

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

**Thousand Oaks does not have a Geographic Distribution Target Area.** The Thousand Oaks CDBG Action Plan is connected to the 2020-2024 Ventura County Regional Consolidated Plan (RCP). Other jurisdictions in the RCP may have a Geographic Distribution Target Area that is not related to Thousand Oaks.

**Geographic Distribution**

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
</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 percent 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 2023-24 are located within HUD-designated low-income block groups or qualify based on beneficiary income. All CDBG activities will include an income review of the household.
AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City Council adopted the City of Thousand Oaks 2021-29 Housing Element of the General Plan (currently in review by the California Department of Housing and Community Development), and, as described below, the City amended the Thousand Oaks Municipal Code (TOMC) to facilitate the development of future affordable housing units.

Ordinances 1547-NS, 1555-NS, 1569-NS, and 1698-NS amended the Municipal Code to facilitate the development of future affordable housing units. The City annually reviews the progress of Housing Element programs. The City also continues to take steps in removing 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

The City implemented the terms of certain City ordinances which facilitate the development of housing for special needs persons.

Ordinance 1547-NS defines transitional and supportive housing as permitted, subject to the same standards as conventional residential uses 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 revised the approval justifications for a residential planned development permit to avoid developmental constraints.

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, which cleared 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. The fee will increase 3 percent annually which roughly mirrors the increase in property values in the City.

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

To increase housing options throughout the community, in 2019, the City initiated a comprehensive general plan update and began re-evaluating the growth limitations set by Measure E, the Inclusionary Housing Ordinance, the minimum density for each residential property, objective development standards, and policies that increase housing options for the missing middle. After public input and participation in 2020 and 2021, City approved an updated draft of the Housing Element in 2022 for submission to California Department of Housing and Community Development.

In March 2022, the City Council adopted Ordinance 1698-NS establishing Objective Design Standards for residential development in response to State legislation requiring streamlined review of residential projects against objective zoning standards rather than the application of subjective guidelines. This ordinance includes incentives for projects that provide 20 percent or more lower income housing units within a project.

City Council goals continue to include creating a more equitable, accessible, safe, welcoming, and inclusive government and community regardless of race, color, ethnicity, religion, sex, physical or mental ability, sexual orientation, gender identity and expression, age, language, education, and/or socioeconomic status. Another goal is to continue to support production of long-term affordable housing in the City.

**Discussion**

See above.
AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The City collaborated with the County of Ventura and local Ventura County cities on a regional 2020-2024 Ventura County Consolidated Plan. The PY 2023 Annual Action Plan describes the 4th year (2023-24) of the 5-year Consolidated Plan period (July 2020 to June 2024).

HUD released the PY 2023 CDBG allocation amount of $614,380 on February 27, 2023, and the City prepared the draft CDBG Action Plan for 30 day public review. Following the City Council public hearing on April 25, 2023, City Council voted (5-0) to approve the submittal of the 2023-24 Annual Action Plan to HUD, authorized City Manager to adjust the CDBG Action Plan if HUD revises allocations, and authorized City Manager to execute CDBG Action Plan related documents.

As a participating member of the Ventura County HOME Consortium, the County of Ventura will submit to HUD the Thousand Oaks 2023 Action Plan.

Actions planned to address obstacles to meeting underserved needs

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

Community Social Services Grants (SSG): The City annually leverages 15 percent of its CDBG entitlement grant with at least $100,000 in local General funded Community Social Services Grants (SSG) to support the efforts to 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 2023-24 the City will focus its efforts on residential rehabilitation.

Multi-Family Improvements.

- Subrecipient, Many Mansions will be replacing carports and painting. Carport area contains laundry facilities and storage space for tenants and building maintenance supplies at Bella Vista Apartments benefiting 72 affordable units.

Single-Family Improvements.

- Subrecipient, Habitat for Humanity of Ventura County will be rehabbing 10 mobile homes occupied by very low-income households.
• Subrecipient, Senior Alliance for Empowerment will be rehabbing 20 mobile homes occupied by very low-income senior households.

Ventura County HOME Consortium

In 2020, the County of Ventura and cities of Camarillo, Simi Valley, and Thousand Oaks formed the Ventura County HOME Consortium and drastically increased the amount of HOME Investment Partnerships Program funding dedicated to affordable housing. With the County of Ventura as the lead agency and partner with these cities, the HOME Consortium hopes to spur new affordable housing development within the HOME Consortium area.

Actions planned to reduce lead-based paint hazards

As described in the 2020-24 Ventura Regional Consolidated Plan, SP-65, Ventura County Health Care Agency provides services and information to county-wide residents regarding childhood lead exposure and prevention. Information on Childhood Lead Poisoning Prevention Program (CLPPP) is located at http://www.vchca.org/childhood-lead-poisoning-prevention-program.

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. The brochure is also posted on the City website. Environmental Reviews will be conducted on CDBG activities prior to approval of CDBG funding.

Actions planned to reduce the number of poverty-level families

Public and Social Services Grants - Through its nonprofit 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 preschool programs, after school tutoring, food supplementation, low or no-cost medical care, and other services. Examples include Many Mansions Community Services Program and Westminster Free Clinics Medical Services.

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, nonprofit 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, Westminster Free Clinic, Conejo Valley Senior Concerns, Turning Point Foundation, and 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, multi-family rental and single-family ownership units, the City works closely with non-profit affordable housing provider Many Mansions, Habitat for Humanity of Ventura County, and the Senior Alliance for Empowerment.

The City leverages 15 percent of the CDBG entitlement grant with at least $100,000 in local General funded Community Social Services Grants to increase access to services for low- and very low-income persons.

Discussion

2023 Monitoring Activities: For this Annual Action Plan, the City will conduct monitoring on CDBG funded subrecipients. Items for review are based on the CDBG contract, CDBG monitoring checklist in the CPD Monitoring Handbook (6509.2) and Managing CDBG: Guidebook for CDBG Grantees on Subrecipient Oversight. The purpose of the City monitoring activities is to help ensure that Federal CDBG funds are used in accordance with Federal regulations and for ensuring project compliance. CDBG is governed by Final Rule, 2 CFR 200, 24 CFR Part 85, and 24 CFR Part 570. The City will monitor for CDBG compliance, environmental reviews, grant performance, and generation of program income.

The CDBG procedure manual had been developed and updated to include the procedures during the coronavirus pandemic. The Citizen Participation Plan was updated in 2020 with a section for Emergency Disasters added. HUD waivers will be used by the City as needed.

Residential Rehabilitation Programs (Multi-Unit): The CDBG subrecipients 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 December 2022: 0-BR $1,850; 1-BR $2,200; 2-BR $2,650; 3-BR $3,700.

Residential Rehabilitation Programs (Single Family, Owner-Occupancy) and Public/Social Services Activities: The basic objective of the CDBG 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 - 91.420, 91.220(l)(1,2,4)

Introduction

The City will spend 80 percent of PY 2023 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 2023; however, the City will monitor its PY 2023 CDBG-funded activities for the potential generation of program income.

The City is a Community Development Block Grant (CDBG) entitlement community. The City joined the Ventura County HOME Consortium in 2020.

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

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)
Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

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

Total Program Income: 0

Other CDBG Requirements

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

Discussion

The City of Thousand Oaks is not an ESG and HOPWA program participating jurisdiction. The City joined the Ventura County HOME Consortium in 2020. The County of Ventura, as the lead entity, reports HOME activities.
Attachments
Citizen Participation Comments

City Council Resolution 2020-013 is the Citizen Participation Plan (CPP) for Thousand Oaks to implement the HUD Consolidated Plan process. The CPP is designed to encourage participation and to receive public comment in the development of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER).


Scheduled City Council Public Hearing, April 25, 2023
Citizen Participation Comments


- Citizen Participation Plan (CPP) - City Council Resolution 2020-013
- Thousand Oaks Acorn Display Ad on 10/21/2022
- Ventura County Star Legal Notice on 10/21/2022
- Notification on City Website www.toaks.org
- Administrative Hearing Minutes on 11/7/2022
- 2023-24 CDBG Application Requests for Funding

All public comments accepted.

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.

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

Date Attested

May 26, 2020
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 reallocation 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.
NOTICE OF ADMINISTRATIVE PUBLIC HEARING and
NOTICE OF 2023-2024 LOWER-INCOME NEEDS ASSESSMENT

NOTICE IS HEREBY GIVEN that a public hearing, as provided by law, will be held by the COMMUNITY DEVELOPMENT DEPARTMENT of the CITY OF THOUSAND OAKS on matters listed below.

Said PUBLIC HEARING will be held Monday, November 7, 2022 at 6:00 p.m. in the Civic Arts Plaza Board Room, 2100 Thousand Oaks Boulevard, 3rd Floor, Thousand Oaks, California. For details about the meeting, see Administrative Public Hearing Meeting Agenda on the City website at: www.toaks.org/cdd. Any person is privileged to attend and be heard on this matter.

To assess the community needs of lower-income Thousand Oaks residents and households (‘Needs Assessment’) for the period July 1, 2023 through June 30, 2024. 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 of approximately $651,000 or by using other resources, depending on the priority of need and the availability of funds for community development projects and public services (limited to 15% of the annual grant amount).

Effective November 1, 2022 through January 11, 2023, the City invites interested parties to comment and identify the above unmet needs that could potentially be addressed with the City’s annual CDBG entitlement funding from HUD. The City also invites non-profit providers to apply for a portion of the City’s CDBG funding for an activity or service that primarily benefits lower-income or homeless persons.

**Notice of Funding Applications for CDBG**

Applications and instructions for the above funding will be available online at www.toaks.org/cdd starting on November 1, 2022 and applications will be due by January 11, 2023 at 5:00 PM.

Inquiries concerning the CDBG Needs Assessment or this Public Hearing may be directed to: Community Development Analyst Lynn Oshita, loshita@toaks.org or at (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 Building Division, (805) 449-2500. Assisted listening devices are available at this meeting. Ask the Recording Secretary if you desire to use this device. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

DATED THIS 29th day of September, 2022.

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

PUBLISH: Ventura County Star, October 21, 2022 (Legal Notice)
Thousand Oaks Acorn, October 21, 2022 (Display Ad)
A healthy tree increases in value with age, paying big dividends, increasing property values, beautifying our surroundings, purifying our air, and providing shade from summer’s heat and protection from winter’s wind.

Robert A. Troy, author of "Read- ing Rainbow" and the head of production for a content creation studio. He said his teenage son represents a fourth generation of his family in Thousand Oaks.

Rohrbach said he was responsible for making an environmental action plan as a part of the draft general plan.

"I was one of the key reasons for bringing youth into the plan," he said. "I brought the environmental action plan as an element of the general plan. It is a comprehensive balance of the direction we should be going, a plan that will take us to 2045."

In an interview, Thousand Oaks Mayor Pro Tem Jeff Schwartz said the city’s Community Development Block Grant (CDBG) program is underfunded.

"The best way to approach it is a bully pulpit," Schwartz said. "That said, the same thing.

"The city is searching for transitional housing. We’ve been building for 85 years and we must do a good job," Schwartz said. "I don’t believe the city is being proactive. It should be doing something."

Schwartz said he has learned with his real estate investment company that the in-lieu fees could be used for transitional housing. He said he would like the city to reverse a lawsuit. They agreed with Newman and Jones who were opposed to SB 9, the state’s mandate that bans single-family zoning, allowing low to medium density splits and up to four dwelling units per single-family lot.

All the candidates agreed on one issue: They were opposed to SB 9, the state’s mandate that bans single-family zoning, allowing low to medium density splits and up to four dwelling units per single-family lot. However, they differed on whether the city should engage in litigation to fight the mandate.

Newman, McMahon, Engler and Jones were opposed to joining a lawsuit. They agreed with City Attorney Tracy Noonan that it would be expensive and probably unsuccessful based on the cases that have already failed in the courts.

"Local cities should have the right to push back," Khorshid said. "Yes, the city should litigate."

Asked if the city has a racism problem after a few high-profile incidents targeting minorities, the candidates agreed that, by and large, the city of Thousand Oaks is diverse and welcoming.

"I don’t believe the city is racist," said Anoie. "You may have a few bad apples. This is coming from someone who has the strongest name running for City Council." The final segment consisted of questions tailored for each candidate. Tweed was asked, on his third campaign without raising or spending any money, should voters take it seriously.

"Yes," he responded. "We should take all aspects of community life seriously. I’m trying to promote the bully pulp pit . . . tool loans from public libraries, services for all. I’m a dark horse. I’m having fun."

More information on this event can be found at the forum in next week’s special pre-election edition.

NOTICE OF ADMINISTRATIVE PUBLIC HEARING and NOTICE OF 2024-2024 LOWER-INCOME NEEDS ASSESSMENT

Notice of Funding Applications for CDBG Applications and instructions for the above funding will be available online at www.rrc.org/cdbg starting on November 1, 2022 and applications will be due by January 11, 2023 at 5:00 PM.

Inquiries concerning the CDBG Needs Assessment or this Public Hearing may be directed to: Community Development Analyst Lynn Olson, lonelan@rrc.org or at (805) 449-2391.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or other meetings in conjunction with this meeting, please contact the Building Division, (805) 449-2500. Assistive listening devices are available at this meeting. Ask the Recording Secretary if you desire to use this device. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in arranging that reasonable arrangements can be made to provide accessibility to the meeting or service.

DATED THIS 29th day of September, 2022.

Jeff Schwartz, the self-proclaimed love and liberty candidate, said that subsidized housing is not a new idea.

"We’ve been building for 85 years with the federal housing act, Section 8, and now Project Homekey. It’s a failure. We need to think outside the box, I have solutions on my website,” he said.

Anoie said he feels that the "people down on their luck, doing it on their own," deserve a bit of help.

"The in-lieu fees could be used for transitional housing.," he said. "Increase it," he said, adding that the in-lieu fees could be used for transitional housing.

"Yes," said Schwartz. "We should have a "model with dignity first."
CITY OF THOUSAND OAKS COMMUNITY DEV
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 editions dates to wit:

10/21/2022

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

Dated this October 21, 2022; in Green Bay, Wisconsin, County of Brown

[Signature]
Legal Clerk

Publication Cost: $257.96
Ad No: 0005451826
Customer No: 305626
PO #: 

# of Affidavits 1
NOTICE OF ADMINISTRATIVE PUBLIC HEARING and
NOTICE OF 2023-2024 LOWER-INCOME NEEDS ASSESSMENT

NOTICE IS HEREBY GIVEN that a public hearing, as provided by law, will be held by the COMMUNITY DEVELOPMENT DEPARTMENT of the CITY OF THOUSAND OAKS on matters listed below.

Said PUBLIC HEARING will be held Monday, November 7, 2022 at 6:00 p.m., in the Civic Arts Plaza Board Room, 2100 Thousand Oaks Boulevard, 3rd Floor, Thousand Oaks, California. For details about the meeting, see Administrative Public Hearing Meeting Agenda on the City website at: www.toaks.org/cdd. Any person is privileged to attend and be heard on this matter.

To assess the community needs of lower-income Thousand Oaks residents and households (“Needs Assessment”) for the period July 1, 2023 through June 30, 2024. 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 of approximately $651,000 or by using other resources, depending on the priority of need and the availability of funds for community development projects and public services (limited to 15% of the annual grant amount).

Effective November 1, 2022 through January 11, 2023, the City invites interested parties to comment and identify the above unmet needs that could potentially be addressed with the City’s annual CDBG entitlement funding from HUD. The City also invites non-profit providers to apply for a portion of the City’s CDBG funding for an activity or service that primarily benefits lower-income or homeless persons.

Notice of Funding Applications for CDBG
Applications and instructions for the above funding will be available online at www.toaks.org/cdd starting on November 1, 2022 and applications will be due by January 11, 2023 at 5:00 PM.

Inquiries concerning the CDBG Needs Assessment or this Public Hearing may be directed to: Community Development Analyst Lynn Oshita, loshita@toaks.org or (805) 449-2391.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or other services, please contact the Building Division, (805) 449-2500. Assisted listening devices are available at this meeting. Ask the Recording Secretary if you desire to use this device. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

DATED THIS 29th Day of September, 2022.

Signed: Cynthia M. Rodríguez, City Clerk
City of Thousand Oaks, California

PUBLISH: Ventura County Star, October 21, 2022
#5431826
Community Development

IMPORTANT HOURS UPDATE

The Public Counter will be open for limited hours during the month of December to conduct staff trainings as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7:30 a.m. to 3:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7:30 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:30 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>7:30 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Alternating Fridays</td>
<td>8:00 a.m. to 5:00 p.m.</td>
</tr>
</tbody>
</table>

City of Thousand Oaks

Please note scheduled holiday closures Dec. 26 to Jan. 2nd
Services will still be available at toaks.org/to24

Hours are subject to change.
Please call 805-449-2500 prior to your visit.

Residential Resale Reports Required

Residential Resale Reports are once again required. Please visit the Residential Resale Report page for more information.
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

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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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2023-24 CDBG Program — Needs Assessment (Community Development and Public Services)

Between November 1, 2022 and January 11, 2023, 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 or by using other Federal resources depending on the priority of need and the availability of funds.

Non-profit housing and community development organizations are also invited to apply for a share of the City's CDBG funding for an activity that primarily serves low-income people. The fiscal year runs from July 1, 2023 through June 30, 2024. The City estimates to a portion of $651,000 in CDBG allocation for community development projects and public services (limited to 15% of the annual grant amount).

On Monday, November 7, 2022, at 6:00 p.m., a "Needs Assessment Public Hearing” will be held in the Board Room at City Hall (2100 Thousand Oaks 3rd Floor). Applicants for the CDBG as well as other interested parties are invited to attend. See Administrative Hearing Agenda below for meeting detail and option to participate via teleconference.

- Program Year 2023-24 Needs Assessment Letter (10/21/2022)
- Notices: Needs Assessment, Administrative Public Hearing, & Funding Applications
- Administrative Hearing Agenda (revised 11/1/2022)
- Ventura County Regional Specific Plan priority list & City of Thousand Oaks General Plan Housing Element goals
- Sample CDBG Contracts
- Application Instructions and Grant Requirements
- CDBG Application
- Power Point from CDBG Workshop (posted 11/15/2022)
- Administrative Hearing Minutes (posted 12/1/2022)

For more information, please contact Lynn Oshita (loshita@toaks.org) in the City's Community Development Department.
Between November 1, 2022 and January 11, 2023, 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 or by using other Federal resources depending on the priority of need and the availability of funds.

Non-profit housing and community development organizations are also invited to apply for a share of the City’s CDBG funding for an activity that primarily serves low-income people. The fiscal year runs from July 1, 2023 through June 30, 2024. The City estimates a portion of $651,000 in CDBG allocation for community development projects and public services (limited to 15% of the annual grant amount).

On Monday, November 7, 2022, at 6:00 PM, a “Needs Assessment Public Hearing” will be held in the Boardroom at City Hall (2100 Thousand Oaks 3rd Floor). Applicants for the CDBG, as well as other interested parties, are invited to attend. For details about the meeting, see Administrative Public Hearing Meeting Agenda posted on the City website at: www.toaks.org/cdd. Any person is privileged to attend and be heard on this matter and not required to register in order to attend a public meeting. However, if you wish to participate in a video/teleconference, you must first register in advance using the Zoom App. If you would like to attend this meeting by zoom, please click the following Zoom link to register:

https://us02web.zoom.us/webinar/register/WN_RxmTdxIaR4C8CtWJlfh3A

After registering with zoom, you will receive a confirmation email containing information about joining the webinar. Please note that the public hearing is subject to change as a result of the Public Health Emergency.
**CDBG Grant Application Cycle for FY 2023-24**
*(Grant Period: July 1, 2023 to June 30, 2024)*

<table>
<thead>
<tr>
<th><strong>Grant Funding Source</strong></th>
<th>Community Development Block Grant (CDBG) Federal Grant</th>
</tr>
</thead>
</table>
| **Open Application Period** | November 1, 2022 through January 11, 2023  
Application and Instructions will be available at: [www.toaks.org/cdd](http://www.toaks.org/cdd) |
| **Application Due** | January 11, 2023 5:00 PM by email only to CDBG@toaks.org |
| **Needs Assessment/Workshop** | November 7, 2022 at 6:00 PM  
Civic Arts Plaza Board Room, 2100 Thousand Oaks Boulevard, 3rd Floor Thousand Oaks, California  
or by teleconference [https://us02web.zoom.us/webinar/register/WN_RxmTdxlaR4CBCRtWJfh3A](https://us02web.zoom.us/webinar/register/WN_RxmTdxlaR4CBCRtWJfh3A) |
| **Application Evaluation** | CDBG Application Review Committee in January 2023 |
| **Draft Action Plan Public Review** | March 2023 |
| **Action Plan Recommendation to City Council** | April 2023 |

CDBG grant fund resources are limited and very competitive. The City urges applicants to attend the funding application workshop, which will go over the grant application process in detail as well as the new requirements.

Please contact me at loshita@toaks.org or 805/449-2391 with any questions. Thank you.

Sincerely,

Lynn Oshita,  
Community Development Analyst
2023-24 Low-Income Residents' Needs Assessment

ADMINISTRATIVE HEARING

November 7, 2022

SUMMARY NOTES

CALL TO ORDER:

Community Development Interim Planning Division Manager/Hearing Officer Iain Holt called the meeting to order at 6:01 p.m. in the Civic Arts Plaza Boardroom, 3rd Floor, City Hall, 2100 Thousand Oaks Boulevard, Thousand Oaks, California and via videoconference / teleconference. After a brief welcome, Mr. Holt recognized Community Development Analyst Lynn Oshita for staff comments. Assistant City Attorney Tracy Friedl was available for questions via videoconference; Office Supervisor Michelle McMurtry was present via videoconference; and Recording Secretary Lori Goor was also present. In addition to staff, 17 persons were present in-person and via Zoom.

STAFF COMMENTS:

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

- The July 1, 2023 CDBG grant is estimated to be approximately $557,972. Sixty-Five percent of this amount, $377,108 will be available for community development projects. In addition, there are approximately $92,892 available from prior year for a total community development project budget of $470,000.

- The City expects an approximate budget of $100,000 for City administration with $81,000 for public services that primarily benefit lower-income households.
Now through Wednesday, January 11, 2023, 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 households of Thousand Oaks. The application can be found on the City's website www.toaks.org on the Community Development page.

After the CDBG Review Committee evaluates the 2023 CDBG proposals, City staff will prepare a proposed spending plan that is expected to be available for 30 days of public review, as soon as the US Department of Housing and Urban Development advises the City of the actual dollar amount of the City's CDBG entitlement grant. The City's CDBG funding year begins in July 2023 and ends in June 2024.

In compliance with the City's "Citizen Participation Plan," under City Council Resolution 2020-013, 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.

PUBLIC COMMENTS:

Community Development Interim Planning Manager/Hearing Officer Iain Holt opened the Public Hearing. He invited those present to provide comments on the needs of low-income Thousand Oaks residents. There were five speakers whose comments are summarized below and on page four.

Speaker In-person:

Sheri Groenveld, Harbor House, Director of Operations, noted they work with homeless persons and those living in poverty with affordable housing being a significant concern.

Speakers via Zoom:

Janet Young, Conejo Valley Senior Concerns, Director of Development, reviewed senior needs in Thousand Oaks including chronic health conditions, cognitive challenges, limited financial resources, and food insecurity. She noted they are serving 3,000 meals per week through the the Meals-On-Wheels program funded by the City of Thousand Oaks, and a separate program funded by the Area Agency on Aging. She commented on their Adult Day Program, Caregiver Support Program, and Senior Advocacy Program, and other issues of concern to seniors. Note: following the meeting, Ms. Young submitted her comments in writing for the record.
Leanne Portzel, Manna Conejo Valley Food Bank, commented on increasing needs with a tripling of new clients this October compared to last October, and a doubling of new clients in the last six-month period. She noted they work in partnership with Meals on Wheels.

Present, but did not speak:

• Doug Menges, Many Mansions

Present via Zoom, but declined to speak:

• Rena Sepulveda, Turning Point Foundation
• Katie Norris, Habitat for Humanity of Ventura County
• Karen Escalante-Dalton, Westminster Free Clinic
• Anne Vollmer, St. Paschal Baylon Conference 329 Society of Vincent de Paul
• Sylvia Schnopp, Ventura County Community Development Corporation
• Amy Simons, Momentum
• Rosalinda Vint, Women of Substance & Men of Honor
• Lisa Smith, Livingston Memorial Visiting Nurse Association
• Natalie Helton, Many Mansions
• Stephanie Sullivan, Lutheran Social Services of Southern California

The following organizations were represented via the webinar registration, but did not join the meeting:

• Clyde Reynolds, Vulnerable Populations Housing Advocacy Network
• Jamie Chen, Habitat for Humanity of Ventura County
• Denise Cortes, Harbor House
• Susan Murata, Hospice of the Conejo
• Michael Williams, Grey Law of Ventura County
• Rich Sauer, Senior Alliance for Empowerment (SAFE)
• George McGehee, Area Housing Authority of the County of Ventura

It was noted that written comments may also be submitted to Lynn Oshita in the Community Development Department any time by 5:00 p.m. Wednesday, January 11, 2023

CDBG WORKSHOP:

Community Development Analyst Lynn Oshita provided a presentation on the CDBG Application Workshop, followed by a question and answer period. The following asked questions:

Questions via Zoom from: Janet Young, Conejo Valley Senior Concerns, Director of Development:
• **Question 1**: In Item A in the attachments, what does the City mean by the CDBG line-item budget?
  
  **Answer to Question 1**: For the CDBG line-item budget, the City needs to know specifically in the proposal what the CDBG will be paying for. For example, if the CDBG grant is paying for salaries, what is the amount the CDBG grant that will be used for salaries? Or if the CDBG grant is paying for food, what is the CDBG line-item budget for food? The City needs a specific CDBG grant budget.

• **Question 2**: Does the City want a copy of our program intake form?
  
  **Answer to Question 2**: Yes, please submit a blank in-take form with the application.

Comments, no questions, via Zoom:

Jim Wolf and Kathryn Goodspeed, from SAFE Senior Alliance for Empowerment noted their goal is to keep seniors in their own homes and thanked the City for their support.

Comments, no questions in-person:

Lynda Karl, Adelante Communidad Conejo, President, reported on their activities to address food insecurity and housing needs which she stated have reached crisis levels.

Hearing Officer Iain Holt closed the Public Hearing.

**ADJOURNMENT:**

There being no further business, Hearing Officer Iain Holt adjourned the meeting at 6:49 p.m.

Summary notes approved on November 18, 2022 by:

Iain Holt, Hearing Officer  
Community Development Department
2023-24 CDBG Application Requests for Funding

From November 1, 2022, to January 11, 2023, 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 November 7, 2022. Three persons were present in person and 14 were present via videoconference representing 15 diverse non-profit organizations attended the public hearing. Five speakers provided testimony during the hearing or applicant workshop.

Community Development Project Applications: The City received three Community Development project proposals during the Need Assessment period.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habitat for Humanity of Ventura County</td>
<td>Single-Family Rehabilitation</td>
</tr>
<tr>
<td>Many Mansions</td>
<td>Multi-Family Rehabilitation (Bella Vista)</td>
</tr>
<tr>
<td>Senior Alliance for Empowerment (SAFE)</td>
<td>Single-Family Rehabilitation</td>
</tr>
</tbody>
</table>

Public Services Applications: The City received eight Public Services proposals during the Need Assessment period.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caregivers</td>
<td>Volunteer Caregiving</td>
</tr>
<tr>
<td>Conejo Valley Senior Concerns</td>
<td>Meals on Wheels</td>
</tr>
<tr>
<td>Harbor House</td>
<td>Rental Assistance</td>
</tr>
<tr>
<td>Lutheran Social Services of So. CA</td>
<td>Drop-In Center Emergency Assistance</td>
</tr>
<tr>
<td>Many Mansions</td>
<td>Community Services</td>
</tr>
<tr>
<td>St. Paschal Baylon</td>
<td>St. Vincent de Paul</td>
</tr>
<tr>
<td>Turning Point Foundation</td>
<td>Our Place Safe Haven: Emergency Shelter &amp; Navigation Center</td>
</tr>
<tr>
<td>Westminster Free Clinic</td>
<td>Economic Response</td>
</tr>
</tbody>
</table>
Citizen Participation Comments


- Ventura County Star Legal Notice on 3/10/2023
- Thousand Oaks Acorn Display Ad on 3/10/2023
- Notification on City Website www.toaks.org

All public comments accepted.

See next page.
NOTICE OF PUBLIC HEARING AND PUBLIC REVIEW

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The document will be available on the City’s Community Development Department website, www.toaks.org/cdd. Beginning March 14, 2023, written comments on the draft document will be accepted by Lynn Oshita, Community Development Analyst at loshita@toaks.org or mailed to City of Thousand Oaks, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362.

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 approval to submit to HUD the City’s 2023-24 Action Plan for Community Development Block Grant (CDBG) funds for programs and activities. Hearing will take place in the Andrew P. Fox City Council Chambers at 2100 East Thousand Oaks Boulevard, Thousand Oaks on Tuesday, April 25, 2023, at 6:00 p.m., or as soon thereafter as the matter can be heard.

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DATED THIS 27th day of February, 2023

Laura B. Maguire, City Clerk,
City of Thousand Oaks, California

PUBLISH: Ventura County Star, March 10, 2023 (Legal Notice)
Thousand Oaks Acorn, March 10, 2023 (Display Ad)
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 editions dates to wit:

03/10/2023

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

Dated this March 10, 2023; in Green Bay, Wisconsin,
County of Brown

[Signature]
Legal Clerk

Publication Cost: $250.52
Ad No: 0005612379
Customer No: 303881
PO #: 

# of Affidavits1
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DATED THIS 27th day of February, 2023
 Signed: Laura B. Maguire, City Clerk
 City of Thousand Oaks, California

PUBLISHED: Ventura County Star, March 10, 2023 #5612379
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DATED THIS 27th day of February, 2023

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City of Thousand Oaks, California

PUBLISH: Ventura County Star, March 10, 2023 #5612379
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DATED THIS 27th day of February, 2023

Laura B. Maguire, City Clerk,
City of Thousand Oaks, California

PUBLISH: Ventura County Star, March 10, 2023 (Legal Notice)

Thousands of Acres: March 10, 2023 (Display Ad)

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Send us info on your favorite local events—school, sports, music, business & news to:
tonestip@theacorn.com
Citizen Participation Comments

Scheduled City Council Public Hearing, April 25, 2023

- Ventura County Star Legal Notice on 3/10/2023
- Thousand Oaks Acorn Display Ad on 3/10/2023
- Notification on City Website www.toaks.org
- Ventura County Star Legal Notice on 4/11/2023

All public comments accepted.

See next page.
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City of Thousand Oaks, California

PUBLISH: Ventura County Star, March 10, 2023 (Legal Notice)
Thousand Oaks Acorn, March 10, 2023 (Display Ad)
CITY OF THOUSAND OAKS CITY CLERK
2100 E THOUSAND OAKS BLVD
THOUSAND OAKS, CA 91362
ATTN

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:

4/11/2023

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

Dated this 11th day of April, 2023; in Green Bay, Wisconsin, County of Brown

[Signature]

Legal Clerk

Publication Cost: $286.79
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Customer No: 271124
PO #: PUBLIC NOTICE
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DATED THIS 24th day of March, 2023
Signed: Laura B. Maguire, City Clerk,
City of Thousand Oaks, California

PUBLISH: Ventura County Star, April 11, 2023
IMPORTANT HOURS UPDATE

The Public Counter will be open for limited hours until further notice to conduct staff trainings as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Wednesday</td>
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<td>Thursday</td>
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<td>Alternating Fridays</td>
<td>8:00 a.m. to 5:00 p.m.</td>
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Services will still be available at www.toaks.org/to24

Hours are subject to change.
Please call 805-449-2500 prior to your visit.
Residential Resale Reports Required

Residential Resale Reports are once again required. Please visit the Residential Resale Report page for more information.

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

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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

---

Public Review and Comment Opportunity - Draft 2023-24 Action Plan

From March 14 to April 13, 2023, the public is invited to review and comment on draft documents prepared for the U.S. Department of Housing and Urban Development (HUD).

The Draft 2023-24 Action Plan describes how Community Development Block Grant funds will be used to address the local community needs. The City Council will consider document during a public hearing scheduled for the April 25, 2023. Comments can be sent to loshita@toaks.org.

- Notice of Public Review and Public Hearing
- Draft 2023-24 CDBG Action Plan
# HUD Application and Certifications

<table>
<thead>
<tr>
<th>Application for Federal Assistance (SF-424)</th>
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<tr>
<td>Assurances – Non-Construction Programs (SF-424B)</td>
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<td>Assurances – Construction Programs (SF-424D)</td>
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<td>Certifications</td>
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<td><strong>Application for Federal Assistance SF-424</strong></td>
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<td><strong>1. Type of Submission:</strong></td>
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<td><strong>4. Applicant Identifier:</strong></td>
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<td><strong>8. APPLICANT INFORMATION:</strong></td>
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**Application for Federal Assistance SF-424**

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<tr>
<th><strong>9. Type of Applicant 1: Select Applicant Type:</strong></th>
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<td>C: City or Township Government</td>
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<th><strong>Type of Applicant 2: Select Applicant Type:</strong></th>
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<th><strong>Type of Applicant 3: Select Applicant Type:</strong></th>
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<th>* Other (specify):</th>
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**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:**

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<th>Add Attachment</th>
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**13. Competition Identification Number:**

Title:

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

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<th>Add Attachment</th>
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**15. Descriptive Title of Applicant's Project:**


Attach supporting documents as specified in agency instructions.

<table>
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<th>Add Attachments</th>
<th>Delete Attachments</th>
<th>View Attachments</th>
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</thead>
</table>
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: 07/01/2023
   * b. End Date: 06/30/2024

18. Estimated Funding ($):
   * a. Federal 614,380.00
   * b. Applicant 0.00
   * c. State 0.00
   * d. Local 0.00
   * e. Other 0.00
   * f. Program Income 0.00
   * g. TOTAL 614,380.00

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 18, 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: __________________________  * 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: 4/26/2023
ASSURANCES - NON-CONSTRUCTION PROGRAMS

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 (0348-0040), 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 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 cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. 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.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for 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).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific 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.

7. 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 or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with 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.

10. Will comply, if applicable, 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.

11. 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).


14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. 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.

17. 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."

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

APPLICANT ORGANIZATION

DATE SUBMITTED

City Manager

City of Thousand Oaks

4/26/2023

Standard Form 424B (Rev. 7-97) Back
### ASSURANCES - CONSTRUCTION PROGRAMS

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.

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**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).

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**Previous Edition Usable**

**Authorized for Local Reproduction**

**Standard Form 424D (Rev. 7-97)**

**Prescribed by OMB Circular A-102**
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).


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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 75.

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 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) 2023-24 (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.

\[\text{Signature of Authorized Official} \quad \underline{4/26/2023} \quad \text{Date}\]

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.

______________________________  4/26/2023
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

Date: 4/26/2023

City Manager

Title

[Signature Image]

DocuSign Envelope ID: E195F8CD-7236-4D23-9818-16F5B2A6E528
Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.
**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

____________________________  ____________________
Signature of Authorized Official  Date

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Title
**Housing Opportunities for Persons With AIDS Certifications**

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,

2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

______________________________    ____________________
Signature of Authorized Official       Date

______________________________
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.