

**Fiscal Year 2024-25 (July 1, 2024 to June 30, 2025)
Community Development Block Grant**

**Proposal Instructions
(for CDBG Projects or CDBG Public Services Activities)**

The Community Development Block Grant (CDBG) Program is funded and regulated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR 570. Grants are given as reimbursement for eligible activity expenses. All CDBG activity proposals undergo a comprehensive review by City staff. **Applicants must clearly demonstrate that their proposed CDBG activity meets eligibility requirements and applicable federal regulations; identify a community need; and demonstrate that the federal activity will be completed in a timely manner.** Proposers must also demonstrate that they will be able to meet all HUD reporting requirements.

To be considered for CDBG funding, a project or program must:

1. Be an eligible CDBG activity, as designated by HUD regulations

In addition to meeting the low- and moderate-income benefit national objective, the proposed activity must also be considered an eligible CDBG activity. Eligible activities include public services, housing rehabilitation, public improvement, or economic development activities that primarily benefit lower-income persons. For more details, please see HUD references at: <https://www.hudexchange.info/programs/cdbg-entitlement/>

2. Document primary (51% or greater) benefit to lower-income persons

The proposed activity must predominantly benefit low- to moderate-income persons or households. To meet this objective, a minimum of 51% of the beneficiaries must have individual or household incomes that meet HUD's designation of low- to moderate-income. Applicants must articulate how 51% of lower-income persons will be documented and measured. To determine eligibility for CDBG-funded activities, please refer to the 2023 HUD Section 8 Program Annual Household Income Limits for Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA) in the table on the next page.

2023 Annual Income	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household
Extremely Low (30% Median)	\$27,900	\$31,900	\$35,900	\$39,850	\$43,050	\$46,250
Very Low (50% Median)	\$46,500	\$53,150	\$59,800	\$66,400	\$71,750	\$77,050
Low (80% Median)	\$74,400	\$85,000	\$95,650	\$106,250	\$114,750	\$123,250

3. Receive National Environmental Protection Act (NEPA) clearance

Prior to City Council approval, all projects and public service programs are required to go through environmental review and clearance, according to 24 CFR Part 58. A clear and specific proposed CDBG activity description is required on the CDBG Proposal Application.

4. Be cleared from Federal Debarment Status

HUD requires status verification of all contractors and non-profit agencies via the online System for Award Management (SAM) www.sam.gov. Parties listed by SAM as debarred or suspended are ineligible to apply for CDBG funding. In addition, HUD requires financial and compliance audits in accordance with the Uniform Guidance (2 CFR Part 200) which establishes uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities. For more details, please see the Code of Federal Regulations at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

5. Comply with Section 504

CDBG activity must comply with Section 504 of the federal Rehabilitation Act of 1973, which provides that no qualified individual with a disability should be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance, only by reason of their disability. For more details, please see HUD references at: https://www.hud.gov/program_offices/fair_housing_equal_opportunity/disabilities/sect504faq

6. Minority and Women’s Small Business

HUD is committed to supporting minority and women’s small business growth and development. Minority Business Enterprise (MBE) means a business enterprise that is at least 51% owned and controlled by one or more minority or socially and economically disadvantaged persons. Such disadvantages may arise from cultural, racial, chronic economic circumstances, or other similar causes. Women’s Business Enterprise (WBE) is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the U.S. or its territories; and whose management



and daily operation is controlled by a woman with industry expertise. For more details, please see HUD references at: https://www.hud.gov/program_offices/sdb

7. California Fair Political Practices Commission

California Government Code Section 84308 requires disclosure of campaign contributions to any city council member totaling \$250 or more since January 1, 2023 by any party to a contract with the City, or their agents or consultants/contractors. Failure to disclose such contributions can result in civil or criminal charges and carry fines up to \$5,000 (civil) or \$10,000 (criminal) for each violation. In addition, the party is prohibited from making any donations in the 12 months following award of the grant which, when aggregated with the previous 12 months, would total \$250. The foregoing does not constitute legal advice, and applicants and their agents, consultants, and contractors are urged to familiarize themselves with Section 84308, visit www.fppc.ca.gov for more information, and consult with their own legal counsel regarding the legal requirements.

8. Meet City's Insurance and License Requirements

All City grantees, their contractors and sub-contractors are required to meet specific insurance requirements. The City requires General Personal Injury / Property Damage Liability insurance, Automobile Liability insurance, and Worker's Compensation insurance. A sample contract with insurance limits is posted on www.toaks.org/cdd. Grantees and their contractors and subcontractors must also hold a current valid City Business License. For more details on the City's Business License program, please see City's website at: <https://www.toaks.org/departments/finance/business-licenses>

9. Reporting Requirements

All CDBG grantees are required to report to the City income, race, ethnicity, and other demographic information, for unduplicated persons served through the City's CDBG grant. See sample demographic report attached at the end of the document.

10. Application Request Amount

Application request thresholds vary by activity/funding type.

Application Funding Type	Minimum Request	Maximum Request
CDBG Public Service	\$15,000	\$ 25,000
CDBG Projects	\$50,000	\$175,000

If the applicant is awarded a CDBG grant by City Council, the City will work with the applicant to create a contract and the CDBG contract budget based on the application



submitted. The CDBG grant funds will pay for eligible reimbursement of direct costs incurred during the contract period.

If the applicant is requesting the CDBG grant funds to pay for indirect costs, and the applicant has an approved Federally Negotiated Indirect Cost Rate (FNICR), the applicant must include the FNICR with their proposal. If awarded grant funds and proposal requested indirect costs reimbursement, the City will use the FNICR as required by Title 2 of the Code of Federal Regulations (2 CFR). Examples of Federal Agencies with FNICR are Dept of Transportation (DOT) and Dept of Agriculture (USDA).

If the applicant is requesting the CDBG grant funds to pay for indirect costs and does not have an FNICR, the applicant will need to calculate and provide with the proposal the budget details of the “de minimis rate” for the indirect costs request.

For information on common Office of Management and Budget’s (OMB) implementation questions and 2 CFR, please see HUD’s website: https://www.cfo.gov/assets/files/2CFR-FrequentlyAskedQuestions_2021050321.pdf

APPLICATION EVALUATION

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

1. A complete application, providing all required components, signed and certified by authorized agent.
2. Attachments to application (Items A through E) clearly describe proposal.
3. Proposal appears to meet HUD requirements for CDBG-funded activities as described in 24 CFR 570.
4. The extent to which proposal requires CDBG funds to complete activity. Proposed activity provides critical, unduplicated delivery of service to low-income Thousand Oaks residents. Proposal appears to address an identified community need, as described in the 2020-2024 Ventura County Regional Specific Plan priority list and the City of Thousand Oaks General Plan Housing Element goals. More information about the plans is posted on www.toaks.org/cdd.
5. Proposer’s experience in operating similar activities that benefit low- to moderate-income Thousand Oaks residents, focusing on the following factors:
 - Applicant has HUD experience and active program guidelines to run a HUD CDBG-eligible activity. If applicant does not have prior HUD experience, a clear



and convincing narrative demonstrating a definite understanding of the requirements and ability to fulfill those expectations is critical.

- Applicant has capacity and experience in meeting HUD financial and compliance audits, through in-house staff or paid consultants.
- Applicant has ability to manage private and / or public funds and resources to implement a CDBG funded activity in accordance with HUD requirements, including tracking to avoid duplication of benefits, and understanding of 2 CFR Part 200 which establishes uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities.
- Applicant has capacity and staffing to conduct client intake, accept clients, document files, and maintain required records pertaining to the clients' eligibility, including demographic data on all beneficiaries.
- Applicant outlines specific steps taken to ensure that MBEs, WBEs, and labor surplus area firms are used when possible. Proposals should articulate and describe how such firms follow HUD's guidance references at: https://www.hud.gov/program_offices/sdb/guide/general
- Applicant has staff capacity and ability to utilize the CDBG funds in a timely manner. Proposals should articulate and describe how applicant maintains regulatory compliance.

HOW TO APPLY

Proposals will be accepted by email only to the City of Thousand Oaks Community Development Department (CDD) at CDBG@toaks.org during the following period: November 1, 2023 through January 10, 2024 at 5:00 p.m. An agency officer must sign the application submittal certification.

In addition to the 1-page application, proposals should be prepared on organization's letterhead and address each of the points listed below:

- A. **Project / Program Description:** Include the total dollar amount of CDBG funding requested, a detailed activity budget, and the specific eligible uses to be reimbursed through CDBG funds.



- Describe how the proposed activity or program benefits the community and fills a community need.
- Describe the cost benefits of receiving CDBG funding, leveraging CDBG funds with other resources, and community partnerships.
- Provide a project / program description that addresses the entire scope of the proposed activity.
- Specifically, identify how and what the CDBG grant will be used for.
- If requesting reimbursement for indirect costs, attach agency approved Federally Negotiated Indirect Cost Rate or the budget details of the “de minimis rate”.
- Attached detailed CDBG activity budget.

For Projects:

- Describe the project characteristics, site control, and anticipated project timeframe.
- Describe how the project will meet the federal requirements for relocation, lead-based paint controls, Davis-Bacon prevailing wages, and Section 3 requirements (24 CFR 75).
- Be aware that CDBG funds cannot be used to pay for maintenance costs.
- If already completed, attach environmental study for lead-based paint and other environmental studies for the project.

For Public Services Programs:

- Describe critical unduplicated delivery of service to low-income Thousand Oaks residents, program’s effectiveness, and a quantifiable increase in the level of service as a result of the CDBG funding.

B. Organization Description:

- Provide the organization’s contact information, including a list of board of directors. Applicant must also certify that to the best of their knowledge, the organization and board members do not have a conflict of interest with City of Thousand Oaks and the CDBG grant program. In compliance with California Government Code Section 84308, disclose campaign contributions as well as the name of the contributor(s) and the councilmember(s) to whom the donation(s) were made.
- Describe the organization’s mission, how long the organization has served Thousand Oaks residents, and a summary of recent successes.



- Describe if organization is a Minority Business Enterprise or Women's Business Enterprise.
- Describe the organization's capacity and experience to manage the proposed CDBG activity and include staffing and hours dedicated to the specific CDBG activity.
- Describe the organization's experience in effectively utilizing federal funds and performing the activity proposed in the application.
- Describe the organization's financial management structure.
- Provide an outline of CDBG policies and procedures for the CDBG activity and the date it was last updated.
- Describe any unresolved monitoring audit findings for the organization.
- Describe the organization's compliance with Section 504.
- Describe the organization's capacity to meet City insurance requirements.
- Attach organization's 12-month budget.

C. Magnitude of Benefit to persons of low / moderate income:

- Describe project/program goal, outreach to potential beneficiaries, and selection process. Include the unduplicated number and percentage of low- and moderate-income persons/households to be served.

For housing projects:

- Include the number of low/moderate income units.

D. Documenting Beneficiary Eligibility:

- Provide a detailed description of how eligibility of each beneficiary will be documented for future audit. Each beneficiary will be required to complete an intake form that includes a signed statement of gross annual household income with verified income documentation attached.
- Provide sample intake form.

For a CDBG Rental Project:

- Applicant must provide the affordable rent standards for the project.

For CDBG Public Service activities that will provide direct assistance to the homeless with case management:

- Applicant must provide documentation that they are:



- 1) Connected with, and have experience with, the County of Ventura Pathways to Home program, and
- 2) A participant of the County of Ventura Homeless Management Information System (HMIS).

E. System for Award Management (SAM):

- Provide verification of agency status on Federal SAM website www.sam.gov.
- Provide SAM's Unique Entity ID (UEI).

Signed and certified application and supporting documentation must be received by email to the City of Thousand Oaks at CDBG@toaks.org no later than 5:00 p.m. on Wednesday, January 10, 2024. The email system will generate a confirmation receipt. If the applicant did not receive an email confirmation, please contact the CDBG Program Administration at the contact below. It is the applicant's responsibility to submit their application to the City before the deadline. Only completed applications and supporting documents received by the deadline will be considered by the City.

CDBG Program Administration

For additional information contact:
Lynn Oshita, CD Analyst
CDBG@toaks.org 805/449-2391



Sample Demographic Report

QUARTER: 1st 2nd 3^d 4th (check one)

GRANTEE NAME:

PROGRAM NAME:

CLIENTS SERVED BY HOUSEHOLD INCOME CATEGORIES (UNDUPLICATED)

- | | <i>Total Client
This Qtr.</i> | <i>Total Client
This Year</i> |
|--------------------------------------|-----------------------------------|-----------------------------------|
| a. Extremely Low-Income (0-30% AMI): | | |
| b. Very Low-Income (31-50% AMI): | | |
| c. Low-Income (51-80% AMI): | | |
| d. Above Low-Income (< 81% AMI): | | |

Total Clients Served* (a + b + c + d):
Total Clients Served total must equal Race totals below.

RACE & ETHNICITY CATEGORIES

- | | | <i>Race</i> | | <i>ETHNICITY
HISPANIC CULTURE</i> | |
|-----|--|------------------|------------------|---------------------------------------|------------------|
| | | <i>This Qtr.</i> | <i>This Year</i> | <i>This Qtr.</i> | <i>This Year</i> |
| 1. | White | | | | |
| 2. | Black/African American | | | | |
| 3. | Asian | | | | |
| 4. | American Indian/Alaska Native | | | | |
| 5. | Native Hawaiian/Other Pacific Islander | | | | |
| 6. | American Indian/Alaska Native <i>and</i> White | | | | |
| 7. | Asian <i>and</i> White | | | | |
| 8. | Black/African American <i>and</i> White | | | | |
| 9. | Amer. Indian/Alaska Native <i>and</i> Black/African American | | | | |
| 10. | Other Multi-Racial | | | | |

Total Race* and Ethnicity (add rows 1 thru 10):
Total Race totals must equal Total Clients Served totals above.

DEMOGRAPHIC INFORMATION

- | | <i>This Qtr.</i> | <i>This Year</i> |
|--|------------------|------------------|
| Total Clients in Female-Headed Households: | | |
| Total Disabled Clients served: | | |
| Total Elderly served (age 62 years and older): | | |

Report Totals:

The total for 'Client Served' and the total for 'Race' must equate to the same number.

