Action Plan
PY 2024-2025

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

Public Review – April 2 to May 2, 2024
City Council Public Hearing – May 7, 2024
HUD Submittal by the County of Ventura – June 14, 2024

For more information, contact Community Development Analyst Lynn Oshita, Community Development Department loshita@toaks.org or (805) 449-2391.
www.toaks.org
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<td>45</td>
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## Attachments

- Citizen Participation Comments
- HUD Application and Certifications
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 2024-25 Annual Action Plan includes the following components:

- 2024 Thousand Oaks CDBG Budget
- Annual Action Plan 2024 Summary Table
- Thousand Oaks Low and Moderate Income Areas Map (Census Tracts and Block Groups)

This Action Plan reflects Year 5 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).
## 2024-25 CDBG ACTION PLAN BUDGET

Revised As of May 7, 2024

### CDBG Resources: $639,465.85

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$607,042.00</td>
<td>2024-25 CDBG Entitlement Grant*</td>
</tr>
<tr>
<td>9,226.60</td>
<td>Reallocated Funds from 2021 HS0003</td>
</tr>
<tr>
<td>1,478.81</td>
<td>Reallocated Funds from 2022 HS9238</td>
</tr>
<tr>
<td>21,718.44</td>
<td>Reallocated Funds from 2022 BGADMN</td>
</tr>
<tr>
<td>$639,465.85</td>
<td>Total CDBG Resources</td>
</tr>
</tbody>
</table>

$440,000.00 for Community Development Projects, items A, B, and C. (~65%)

$91,000.00 for Public/Social Services Grants, Items D and E. (~15%)

$108,465.85 for CDBG Program Administration, item F. (~20%)

### A. Many Mansions – Bella Vista Apartments (HS9263)

- Installing security camera system for the entire property, renovating gazebo, installing lights, and painting (72 affordable units)
  
  $9,226.60 (2021 Fund) + $23,197.25 (2022 Fund) + $139,576.15 (2024 Fund) = $172,000

### B. Habitat for Humanity of Ventura County – Habitat Home Repair (HS9264)

- Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (10 units)

### C. Senior Alliance for Empowerment (SAFE) – Home Rehabilitation (HS9265)

- Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (12 units)

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Many Mansions, Community Services – BG9828 (500 clients)</td>
<td>$23,000</td>
</tr>
<tr>
<td>Senior Concerns, Meals on Wheels – BG9818 (150 clients)</td>
<td>$15,000</td>
</tr>
<tr>
<td>St. Vincent de Paul St. Paschal Baylon, Assist Needy – BG2029 (30 clients)</td>
<td>$15,000</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
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<tr>
<td>Turning Point Foundation. Our Place Safe Haven – BG9835 (9 clients)</td>
<td>$23,000</td>
</tr>
<tr>
<td>Harbor House, Seasonal Shelter – BG9836 (23 clients)</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

### F. CDBG Program Administration

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

### TOTAL 2024 CDBG BUDGET

$639,465.85

*Should HUD’s authorized entitlement grant amount differ from the expected amount, CDBG budget will be adjusted accordingly.*

**Version 2024-05**

### 2024 Program Budget
### Annual Action Plan 2024 Summary Table

**Start Year: 2024  End Year: 2025**

<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 22 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: 680 Persons Assisted</td>
</tr>
<tr>
<td>High</td>
<td>Homelessness</td>
<td>Homeless Person Overnight Shelter: 32 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
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, 2, and 3 report prior year activities which occurred during select fiscal years. Year 4 identifies activities which have been approved with the 2023-24 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 2021 CDBG-funded activities reported in CAPER.)

- $59,187.44 was expended by Subrecipient Habitat for Humanity of Ventura County to complete prior year 2021 projects of 5 mobile home single-family, low-income owner/occupied units of total cost of $65,773.40. Unused funds of $9,226.60 were made available for future project allocation.
- $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. The project bid process began in Spring 2023 and rehabilitation was completed in Fall 2023.
- $192,000 was expended by Subrecipient Many Mansions to complete the capital improvements at 25-unit, low-income Hacienda de Feliz Apartments for capital improvement project to replace stucco.
• $46,753.81 was committed and $45,275 was expended by Subrecipient Senior Alliance for Empowerment to rehab 5 senior mobile home single-family, low-income owner/occupied units. Unused funds of $1,493.49 were made available for future project allocation.

• $81,000 was expended to 3 local, non-profit providers of critical services to at-risk Thousand Oaks residents. Subrecipients included Westminster Free Clinic, Senior Concerns, and St. Vincent de Paul St. Paschal Baylon and served 1,987 clients.

• $110,000 was committed and $88,281.56 was expended for Administration Costs related to administrative support including Fair Housing. Unused funds of $21,718.44 were made available for future project allocation.

Year 4

Year 4: FY 2023-24 (PY 2023 CDBG-funded activities.)

• $175,000 was committed to non-profit subrecipients Many Mansions for Multi-Unit Rehabilitation at the 72 low-income, affordable rental Bella Vista Apartments for capital improvement project to replace and repair carports and storage areas including painting.

• $150,000 was committed to non-profit subrecipients Habitat for Humanity of Ventura County with a goal to rehab 10 mobile home single-family units.

• $175,000 was committed to non-profit subrecipients Senior Alliance for Empowerment with a goal to rehab 20 mobile home single-family units.

• $91,000 was committed for Public and Social Services grants to 4 local, non-profit subrecipients providers of homeless shelter and critical services to at-risk Thousand Oaks residents. Subrecipients included Turning Point Foundation, Westminster Free Clinic, Senior Concerns, and St. Paschal Baylon with the goal to serve over 1,000 clients.

• $116,271.86 was committed for Administration Costs related to administrative support including Fair Housing and preparation of the Ventura County Regional Consolidated Plan and Analysis of Impediment to Fair Housing Choice and Affirmatively Furthering 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.

• 2024-25 Needs Assessment Public Hearing
• 2024-25 Request for Proposals
• 2024-25 Draft Annual Action Plan Public Review
• City Council Public Hearing – Approval of Annual Action Plan
2024-25 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 16, 2023. Nineteen people were present in person or via videoconference, representing thirteen diverse organizations. Eight speakers provided testimony, as described in the Summary of Public Comments section below.

2024-25 Request for Proposals

From November 1, 2023, to January 10, 2024, the City solicited applications from community stakeholders for potential CDBG-funded activities that would address the unmet needs of at-risk Thousand Oaks residents.

Four Community Development Project proposals were received, and City is recommending full or partial funding to three proposals for this Annual Action Plan.

Nine Public Service proposals were received, and City is recommending partial funding to five CDBG Public Service proposals for this Annual Action Plan.

The three Community Development Project and five Public Service proposals for CDBG funding are described in this Annual Action Plan Executive Summary, 2024-25 CDBG Action Plan Budget, and summarized in the 2024 CDBG Funding Applications description under the Public Consultation section.


As of April 1, 2024, HUD has not released the PY 2024 CDBG allocation amount. City prepared the Draft CDBG Action Plan for public review based on estimated budget. 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 (April 2, 2024 to May 2, 2024) 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 29, 2024. The City 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

With the passing of the 2024 HUD budget into law on March 9, 2024, HUD published on May 7, 2024, the Thousand Oaks CDBG FY 2024-25 entitlement grant amount as $607,042. Following City Council public hearing on May 7, 2024, City Council voted (5-0) to approve the submittal of the 2024-25 Annual Action Plan to HUD. City Council also authorized City Manager to finalize the CDBG Action Plan documents and make the necessary adjustments if HUD revises allocations. Documents from the public hearing are included in the final version of this PY 2024 Action Plan.
5. **Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public comments 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 2024-25 Needs Assessment period (November 1, 2023 to January 10, 2024). 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 2024-25 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, 2023, to January 10, 2024, the City conducted a needs assessment with a public hearing held on November 16, 2023. On May 2, 2024, the 30-day public review period ended for the draft 2024 CDBG Action Plan.

Following the May 7, 2024 City Council public hearing, a public hearing summary and City Manager actions are included in the final version of this Action Plan for PY 2024 CDBG allocation. All comments accepted. As a participating member of the Ventura County HOME Consortium, the County of Ventura will submit the Thousand Oaks 2024 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.

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<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
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<tbody>
<tr>
<td>Lead Agency</td>
<td>THOUSAND OAKS</td>
<td></td>
</tr>
<tr>
<td>CDBG Administrator</td>
<td>THOUSAND OAKS</td>
<td>Community Development Department</td>
</tr>
<tr>
<td>HOPWA Administrator</td>
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<td></td>
</tr>
<tr>
<td>HOME Administrator</td>
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<td></td>
</tr>
<tr>
<td>ESG Administrator</td>
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<tr>
<td>HOPWA-C Administrator</td>
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</tr>
</tbody>
</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 2020-2024 Ventura County Regional Consolidated Plan version 1.0.

**2024-25 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 2024-25 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
• Krystin Rice, Planning Division Manager
• Lynn Oshita, Community Development Analyst
• Ana Olvera, Accountant

The primary CDBG Program contacts are Krystin Rice KRice@toaks.org or (805) 449-2335 and Lynn Oshita LOshita@toaks.org or (805) 449-2391.
AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

**Housing Collaborations for 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 2023, the City of Thousand Oaks and the former Thousand Oaks Redevelopment Agency invested approximately $72 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, 2024.

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:

- County of Ventura, County Executive Office
- Area Housing Authority of the County of Ventura
- Many Mansions
- United Way of Ventura County
- 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></th>
<th>Agency/Group/Organization</th>
<th>Agency/Group/Organization Type</th>
<th>What section of the Plan was addressed by Consultation?</th>
<th>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Area Housing Authority of the County of Ventura</td>
<td>PHA</td>
<td>Public Housing Needs</td>
<td>See section AP-60 Public Housing - 91.220(h) in County of Ventura Action Plan.</td>
</tr>
<tr>
<td>2</td>
<td>Area Housing Authority of the County of Ventura</td>
<td>Housing Services - Housing</td>
<td>Housing Need Assessment</td>
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</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Provides affordable units for decent and safe housing.</td>
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<tr>
<td>3</td>
<td>Agency/Group/Organization</td>
<td>CONEJO RECREATION AND PARK DISTRICT (CRPD)</td>
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<td>Agency/Group/Organization Type</td>
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<td>Services-Persons with Disabilities</td>
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<td></td>
<td></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>
<td></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 CDBG workshop.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Agency/Group/Organization</td>
<td>BIG BROTHERS BIG SISTERS OF VENTURA COUNTY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
<td></td>
<td></td>
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</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 CDBG workshop. Provided comments.</td>
<td></td>
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<tr>
<td>5</td>
<td>Agency/Group/Organization</td>
<td>CONEJO VALLEY SENIOR CONCERNS</td>
<td></td>
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<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Elderly Persons</td>
<td></td>
<td></td>
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<tr>
<td>Services-Persons with Disabilities</td>
<td></td>
<td></td>
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<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-Homeless Special Needs</td>
<td></td>
<td></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 CDBG workshop. Provided comments. Requested CDBG funds for the Senior Meals on Wheels Program. Outcome: CDBG grant of $15,000 CDBG Grant for serving an estimated 150 special needs persons.</td>
<td></td>
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<tr>
<td>6</td>
<td><strong>Agency/Group/Organization</strong></td>
<td>County of Ventura</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Service-Fair Housing Other government - County</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Housing Need Assessment</td>
<td></td>
<td></td>
<td></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>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>
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</table>

<table>
<thead>
<tr>
<th>7</th>
<th><strong>Agency/Group/Organization</strong></th>
<th>Habitat for Humanity of Ventura County</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Services - Housing</td>
<td></td>
</tr>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Non-Homeless Special Needs</td>
<td></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 CDBG workshop. Requested CDBG funds for Habitats Home Repair Program that assists people to age in place in their homes by installing disabled access improvements and other priority repairs. The program uses volunteer labor. Outcome: A CDBG grant of $134,000 for an estimated 10 owner/occupant, low-income senior rehabbed mobile home.</td>
<td></td>
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<thead>
<tr>
<th>8</th>
<th><strong>Agency/Group/Organization</strong></th>
<th>Harbor House</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Services-homeless</td>
<td></td>
</tr>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy</td>
<td></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 CDBG workshop. Provided comments. Requested CDBG funds for Seasonal Shelter program. Outcome: A CDBG grant of $15,000 for to serve an estimated 23 homeless Thousand Oaks residents with temporary shelter.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Agency/Group/Organization</strong></td>
<td>HPP Cares</td>
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<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Housing  Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless</td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy</td>
</tr>
<tr>
<td></td>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
<td>Attended Needs Assessment public hearing and CDBG workshop. Provided comments.</td>
</tr>
<tr>
<td>10</td>
<td><strong>Agency/Group/Organization</strong></td>
<td>Hospice of the Conejo</td>
</tr>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Services-Children Services-Elderly Persons Services-Persons with Disabilities</td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td></td>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
<td>Attended Needs Assessment public hearing and CDBG workshop. Provided comments.</td>
</tr>
<tr>
<td>11</td>
<td><strong>Agency/Group/Organization</strong></td>
<td>Livingston Memorial Visiting Nurse Association</td>
</tr>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Services-Elderly Persons Services-Persons with Disabilities Services-Health</td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Lutheran Social Services of Southern California</td>
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<tr>
<td>---------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Services-homeless</td>
<td></td>
</tr>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Homeless Needs - Chronically homeless, Homeless Needs - Families with children, Homelessness Needs - Veterans, Homelessness Needs - Unaccompanied youth, Homelessness Strategy</td>
<td></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 CDBG workshop.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Many Mansions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Housing, Services - Housing, Services - Children, Services - Elderly Persons, Services - Persons with Disabilities, Services - Homeless</td>
</tr>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Housing Need Assessment, Homeless Needs - Chronically homeless, Homeless Needs - Families with children, Homelessness Needs - Veterans, Homelessness Needs - Unaccompanied youth</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 CDBG workshop. Requested CDBG funds for security camera system for entire property, renovating gazebo, installing lights and painting at Bella Vista Apartments. Requested CDBG funds for Community Services Program. Outcome: $172,000 in CDBG funds for Decent and safe housing with 72 affordable units and $23,000 CDBG funds for public services to serve an estimate 500 clients.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Agency/Group/Organization</strong></td>
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<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
</tr>
<tr>
<td>15</td>
<td><strong>Agency/Group/Organization</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
</tr>
<tr>
<td>16</td>
<td><strong>Agency/Group/Organization</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
</tr>
<tr>
<td>17</td>
<td><strong>Agency/Group/Organization</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Homelessness Strategy</td>
</tr>
<tr>
<td>---------------------------</td>
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</tr>
<tr>
<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 and the Thousand Oaks Housing Element. Outcome: Facilitation of activities to implement Plan to End Homelessness in Ventura County and the Thousand Oaks Housing Element.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Ventura Council of Governments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional organization</td>
<td></td>
</tr>
<tr>
<td>Homelessness Strategy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Services-homeless</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventura County Regional Continuum of Care</td>
<td></td>
</tr>
<tr>
<td>Regional organization</td>
<td></td>
</tr>
<tr>
<td>Homelessness Strategy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Services-Persons with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Villa Esperanza Services</td>
<td></td>
</tr>
</tbody>
</table>

The Ventura Council of Governments (VCOG) board represents all 10 cities and the County of Ventura and serves as the regional Interagency Council on Homelessness (IACH). On an annual basis, the Ventura County Continuum of Care as directed by their board, provides a status progress report on homeless in Ventura County. VCOG as the IACH reviews, provides feedback, and approves the annual report.

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.
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 CDBG workshop.

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>WeeCare Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Children Services-Employment</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Economic Development</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Requested CDBG funds for BOOST Home based Childcare Micro Enterprise.</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>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>

Table 3 - Other local / regional / federal planning efforts
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, 2023 to January 10, 2024. A public hearing was held in person and via video conference on November 16, 2023. Nineteen persons were present in person and via videoconference, representing thirteen diverse organizations. Eight speakers provided testimony. 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 10, 2024 with the City receiving thirteen PY 2024 CDBG applications, addressed in this document under AP-20 Annual Goals and Objectives, AP-35 Projects, and AP-38 Project Summary.

Public Review of Draft 2024-25 Annual Action Plan occurred from April 2, 2024 to May 2, 2024. As of April 1, 2024, HUD has not released the PY 2024 CDBG allocation amount. City prepared the draft CDBG Action Plan for public review based on the estimated budget.

City Council Public Hearing occurred on May 7, 2024, with recommendations for the City Manager to 1) submit the 2024-25 CDBG Action Plan to HUD, 2) adjust the CDBG Action Plan if HUD revises allocations, and 3) finalize CDBG Action Plan documents. A list of the public speakers is included in the final Action Plan. All comments for the CDBG Action Plan process were accepted. City Council minutes are posted on the website at www.toaks.org.
## 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 comment 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 27, 2023, 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 received from November 1, 2023 to January 10, 2024 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 comment received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
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</tr>
<tr>
<td>2</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>On November 16, 2023, thirteen non-profit organizations attended the duly noticed Needs Assessment public meeting and administrative hearing via in person or videoconference. Eight public speakers provided comments as shown in the summary herewith.</td>
<td>Krol, Young, Sepulveda, Murata, Selvaggio, Nyandu, Peoples, and Youngman, 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>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
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<td>Summary of comments not accepted and reasons</td>
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</tr>
<tr>
<td>3</td>
<td>Newspaper Ad</td>
<td>Non-targeted/broad community</td>
<td>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 29, 2024); and (2) a Display Ad in the Thousand Oaks Acorn (March 29, 2024), 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 23, 2024.</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 comment received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
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<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 2024-25 CDBG Annual Action Plan at the duly noticed May 7, 2024, City Council meeting.</td>
<td>A. Gallagher and J. Young, provided comments. 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>
</tbody>
</table>

Table 4 – Citizen Participation Outreach
Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

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.

With the passing of the 2024 HUD budget into law on March 9, 2024, HUD published on May 7, 2024, the Thousand Oaks CDBG FY 2024-25 entitlement grant amount as $607,042. The City has an estimated $32,423.85 in prior year funds available. The CDBG 2024-25 budget is $639,465.85. At the public hearing on May 7, 2024, City Council discussed and approved the PY 2024 CDBG Action Plan budget. City Council authorized City Manager to adjust the allocation if HUD provides a revised FY 2024-25 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>Narrative Description</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></td>
<td>Thousand Oaks PY2024 allocation is $607,042. The prior year resources is $32,423.85. The estimated total for the remaining Con Plan years of PY2024 is $639,465.85.</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 2024, 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. Additionally, Rapid Rehousing (RRH) grant funds through the Ventura County Continuum of Care (VC CoC) will provide security deposits, rental assistance and utility payment assistance for those experiencing homelessness who need assistance with move in costs for permanent rental housing.

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 2024 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: $440,000</td>
<td>Rental units rehabilitated: 72 Household Housing Unit Homeowner Housing Rehabilitated: 22 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: $53,000</td>
<td>Public service activities other than Low/Moderate Income Housing Benefit: 680 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: $38,000</td>
<td>Homeless Person Overnight Shelter: 32 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: $108,466</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 | Many Mansions (HS9263): 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.  
Habitat for Humanity of Ventura County Home Rehabilitation (HS9264): 14A, Single Unit Rehabilitation at Mobile Home Parks; Critical repairs and rehabilitation of mobile home coaches owned and occupied by very low income.  
Senior Alliance for Empowerment (SAFE) Home Rehabilitation (HS9265): 14A, Single Unit Rehabilitation at Mobile Home Parks; Critical repairs and rehabilitation of mobile home coaches owned and occupied by very low-income. |
| 2 | Increase Social Services | Operational grants to the following non-profit providers and activities to benefit primarily low-income persons at risk for homelessness:  
• Many Mansions (BG2029): $23,000 for Community Services (05Z) and estimated goal to serve 500 clients.  
• Conejo Valley Senior Concerns (BG9818): $15,000 for Meals on Wheels Program (05A) and estimated goal to serve 150 clients.  
• St Vincent de Paul St Paschal Baylon (BG2029): $15,000 for Assistant to the Needy (05Q) and estimated goal to serve 30 clients. |
| 3 | Work to End Homelessness | Operational grants to the following non profits providers and activities to benefit primarily the homeless population:  
• Turning Point Foundation (BG9835): $23,000 for Our Place Safe Haven [03T] and estimated goal to serve 9 clients.  
• Harbor House (BG9836): $15,000 for Seasonal Shelter[03T] and estimated goal to serve 23 clients. |
<table>
<thead>
<tr>
<th></th>
<th>Goal Name</th>
<th>Goal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Effective Administration</td>
<td>21A General Program Administration (BGADMN) 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-35 Projects - 91.420, 91.220(d)

Introduction

As a result of needs identified during the City 2024-25 Needs Assessment public hearing (November 16, 2023) and based on the written applications submitted to the City by January 10, 2024, the City prepared a PY 2024 Annual Action Plan for the following CDBG activities:

- Multi Unit Residential Rehabilitation, 14B; Affordable, Multi-Unit Housing; $172,000.00
- Single Family Residential Rehabilitation, 14A; Single-Family Units; $268,000.00
- Public Social Services; Increase Social Services non-homeless; $53,000.00
- Public Social Services; Work to End Homelessness; $38,000.00
- CDBG Program Administration; $108,465.85

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2024 Multi Unit Residential Rehab MM Bella Vista</td>
</tr>
<tr>
<td>2</td>
<td>2024 Single Family Residential Rehabilitation Habitat for Humanity</td>
</tr>
<tr>
<td>3</td>
<td>2024 Single Family Residential Rehabilitation SAFE</td>
</tr>
<tr>
<td>4</td>
<td>2024 Public Social Services Grants Non Homeless</td>
</tr>
<tr>
<td>5</td>
<td>2024 Public Social Services Grants Homeless</td>
</tr>
<tr>
<td>6</td>
<td>2024 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>2024 Multi Unit Residential Rehab MM Bella Vista</td>
<td>Improve the Supply of Affordable Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rehabilitation Preservation of Existing Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CDBG: $172,000</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>6/30/2025</td>
</tr>
<tr>
<td></td>
<td><strong>Estimate the number and type of families that will benefit from the proposed activities</strong></td>
<td>An estimated 72 low-income family units will benefit from this activity.</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 installing security camera system for the entire property, renovating gazebo, installing lights, and painting.</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>2024 Single Family Residential Rehabilitation Habitat for Humanity</td>
<td>Improve the Supply of Affordable Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rehabilitation Preservation of Existing Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CDBG: $134,000</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>6/30/2025</td>
</tr>
<tr>
<td></td>
<td><strong>Estimate the number</strong></td>
<td>An estimated 10 very low income owner occupants will benefit from this activity.</td>
</tr>
<tr>
<td>and type of families that will benefit from the proposed activities</td>
<td>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 low income owner occupied units. Potential improvements include painting, doors, skirting, windows, ramps, flooring, permanent appliances and fixtures, water heaters, plumbing, electrical work, walk in shower, and grab bar installation. Work will be conducted by volunteers or employees of Habitat for Humanity.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Project Name</th>
<th>2024 Single Family Residential Rehabilitation SAFE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Improve the Supply of Affordable Housing</td>
<td></td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Rehabilitation Preservation of Existing Housing</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $134,000</td>
<td></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>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2025</td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>An estimated 12 low income senior owner occupants will benefit from this activity.</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Citywide Mobile Homes.</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Critical improvements to very low-income senior owner-occupied units. Potential improvements include replacing HVAC, roof, leveling, window, and water heater. Work will be performed by subcontractors chosen through a bidding procurement process.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>Project Name</th>
<th>2024 Public Social Services Grants Non Homeless</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Increase Social Services</td>
<td></td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Social Services</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $53,000</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>05 Public Social Services Grants; Operational grants to support 3 local,</td>
<td></td>
</tr>
</tbody>
</table>
### 2024 Public Social Services Grants Homeless

**Description**
03T Public Social Services Grants; Operational grants to support 2 local, non-profit organizations providing essential services to persons who are homeless.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>2024 Public Social Services Grants Homeless</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Area</td>
<td>Work to End Homelessness</td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Homelessness</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $38,000</td>
</tr>
<tr>
<td>Description</td>
<td>Operational grants to the following non-profit providers and activities to benefit primarily low-income persons at risk for homelessness:</td>
</tr>
<tr>
<td></td>
<td>• Many Mansions (BG2029): $23,000 for Community Services (05Z) and estimated goal to serve 500 clients.</td>
</tr>
<tr>
<td></td>
<td>• Conejo Valley Senior Concerns (BG9818): $15,000 for Meals on Wheels Program (05A) and estimated goal to serve 150 clients.</td>
</tr>
<tr>
<td></td>
<td>• St Vincent de Paul St Paschal Baylon (BG2029): $15,000 for Assistant to the Needy (05Q) and estimated goal to serve 30 clients.</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>32 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 grants to the following non profits providers and activities to benefit primarily the homeless population:</td>
</tr>
<tr>
<td>6</td>
<td>Project Name</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Target Area</td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
</tr>
</tbody>
</table>
|  | Needs Addressed | Rehabilitation Preservation of Existing Housing  
Social Services  
Homelessness |
|  | Funding | CDBG: $108,465 |
|  | Description | Use of up to 20 percent of the 2024 CDBG entitlement to reimburse the City for a portion of its costs to implement and manage the CDBG program. |
|  | Target Date | 6/30/2025 |
|  | Estimate the number and type of families that will benefit from the proposed activities | Approximately 800 lower-income City residents will benefit from the City CDBG-funded activities. |
|  | Location Description | Citywide in Thousand Oaks. |
|  | Planned Activities | 21A General Program Administration (BGADMN) 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. |
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; and St. Vincent de Paul St Paschal Baylon Assistance to the Needy.

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

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

The City is a CDBG exception grantee and based on the 2011-2015 American Community Survey (ACS) the City has a threshold of 36.29 percent.

All sites selected for CDBG-funded activities in 2024-25 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. The Housing Element identifies five goals and 19 Programs that focus on 1) Providing a wide range of housing opportunities for persons of all income levels; 2) Providing housing opportunities for persons with special needs; 3) Maintaining and improving the existing housing stock of the City by reducing housing deterioration; 4) Preserving existing affordable housing opportunities; and 5) Affirmatively furthering fair housing.

The City amended the Thousand Oaks Municipal Code (TOMC) to facilitate the development of future affordable housing units with City ordinances 1547-NS, 1555-NS, 1569-NS, 1698-NS, and 1719-NS. The City annually reviews the progress of Housing Element programs. The City also continues to take steps to remove governmental constraints on the maintenance, improvement, and development of housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City implemented the terms of certain City ordinances that 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.

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.

In October 2023, the City Council adopted Ordinance 1719-NS updating the Inclusionary Housing Program.

In December 2023, the City Council adopted a comprehensive update to the general plan. Within the limitations set by Measure, growth was reallocated within the City to increase housing options, the minimum density for was set for each residential property, and policies that increase housing options for the missing middle.

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 the 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 2024 Annual Action Plan describes the 5th year (2024-25) of the 5 year Consolidated Plan period (July 2020 to June 2025).

City prepared the Draft CDBG Action Plan for public review based on an estimated budget for a 30 day public review period. HUD released the PY 2024 CDBG allocation amount of $607,042 on its website on May 7, 2024. Following the City Council public hearing on May 7, 2024, City Council voted (5 to 0) to approve the submittal of the 2024-25 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 2024 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 2024-25 the City will focus its efforts on residential rehabilitation.

Multi-Family Improvements.

- Subrecipient, Many Mansions will be installing security camera system for the entire property, renovating gazebo, installing lights, and painting 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 low income households.
- Subrecipient, Senior Alliance for Empowerment will be rehabbing 12 mobile homes occupied by 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, and other services. Examples include Many Mansions Community Services Program and St. Vincent de Paul Assistance to the Needy.

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**

**2024 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 2023: 0BR $1,850; 1BR $2,200; 2BR $2,650; 3BR $3,640.

**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.

This Action Plan includes collaborations with the County of Ventura and the other cities in Ventura County to prepare the next 5 year Regional Consolidation Plan and update the Analysis of Impediments (AI) to Fair Housing Choice.
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 2024 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 2024; however, the City will monitor its PY 2024 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%

Annual Action Plan
2024

OMB Control No: 2506-0117 (exp. 09/30/2021)
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
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, May 7, 2025
Citizen Participation Comments


- Citizen Participation Plan (CPP) - City Council Resolution 2020-013
- Thousand Oaks Acorn Display Ad on 10/27/2023
- Ventura County Star Legal Notice on 10/27/2023
- Notification on City Website www.toaks.org
- Administrative Hearing Minutes on 11/16/2023
- 2024-25 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 forward to HUD and published in either the Action Plan or CAPER report.

c. **Minor Amendments**

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

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

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

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

7. **Performance Reports**

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

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

8. **Public Hearings**

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

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

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

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

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

(3) **Annual Performance Report Public Hearing**

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

b. **Public Notices**

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

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

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

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

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

c. Public Hearing Notices

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

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

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

d. Public Document Notices

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

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

e. **Substantial Amendment Notices**

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

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

9. **Access to Records**

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

10. **Technical Assistance**

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

11. **Complaints**

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

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

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

13. **Responsibility for Citizen Participation Plan**

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

14. **Changing the Citizen Participation Plan (PLAN)**

This PLAN can be revised only after the public has been notified of intent to modify it and only after the public has had a reasonable opportunity to review and comment on proposed changes.
15. Citizen Participation Process under Declaration of Disaster or Emergency

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

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

Al Adam, Mayor
City of Thousand Oaks, California

ATTEST:

Cynthia M. Rodriguez, City Clerk

APPROVED AS TO ADMINISTRATION:

Andrew P. Powers, City Manager

APPROVED AS TO FORM:

Tracy Friedl, Deputy City Attorney
CERTIFICATION

STATE OF CALIFORNIA
COUNTY OF VENTURA
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

May 26, 2020
Date Attested
Exhibit A

Residential Anti-Displacement and Relocation Plan

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

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

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

   (a) A description of the proposed assisted project.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Citizen Participation Process under Declaration of Disaster or Emergency

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

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

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

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

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

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

- For CDBG funding under FY 2019-20, FY 2020-21, and the CARES Act CDBG-CV funds, the City may provide a 5-day notice as allowed under a HUD waiver. To expedite the City's use of the CDBG-CV funds, HUD waived the requirements
under 42 U.S.C. 12705(a)(2) to the extent that it requires updates to the housing and homeless needs assessment, housing market analysis, and strategic plan and 24 CFR 91.220 and 91.320 to the extent the action plan is limited to a specific program year to permit the City to prepare substantial amendments to the City’s most recent annual action plan, including the 2019 annual action plan. The City will identify the proposed use of all funds and how the funds will be used to prevent, prepare for, and respond to coronavirus. HUD also waived 24 CFR 91.505 to facilitate the use of the CDBG-CV funds to the extent necessary to require submission of the substantial amendment to HUD for review in accordance with 24 CFR 91.500.

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

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

- HUD extended the deadline for City to submit action plans and other updates to the City’s consolidated plans submissions for FY 2019-20 and FY 2020-21 to August 16, 2021.
NOTICE OF ADMINISTRATIVE PUBLIC HEARING and
NOTICE OF 2024-2025 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 Thursday, November 16, 2023, at 6:00 p.m. in the Civic Arts Plaza Board Room, 2100 East Thousand Oaks Boulevard, 3rd Floor, Thousand Oaks, California and via videoconference/teleconference. Parking is free at the Civic Arts Plaza for Public Hearing attendees. 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.

Public Hearing to assess the community needs of lower-income Thousand Oaks residents and households ("Needs Assessment") for the period July 1, 2024 through June 30, 2025. 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 $646,000 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, 2023 through January 10, 2024 at 5:00 PM, interested parties are invited 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, 2023 and applications will be due by January 10, 2024 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 upon request from the Recording Secretary. 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 11th day of October, 2023.

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

PUBLISH: Ventura County Star, October 27, 2023 (Legal Notice)
Thousand Oaks Acorn, October 27, 2023 (Display Ad)
OH! THE HORROR
Creepy Kingdom founder’s love for Disney’s dark side began in T.O.

FOOTSTEPS OF THE ‘INVISIBLE’
Exhibit steps into the lives of kids caught in the foster care cycle

HEAR THE FIFTH ON THE FOURTH
New West takes on Beethoven’s masterpiece at the Kavli Theatre

ANY ‘WITCH’ WAY SHE CAN
In “The Witch’s Princess,” a young royal takes the reins of her own life

IN-PERSON HIRING EVENT

MEDICAL OFFICE ASSISTANTS:
• FRONT DESK CLINIC REGISTRATION
• CALL CENTER REPRESENTATIVE

To be considered for an onsite interview, please submit an online application at ventura.org/jobs for:
• Call Center Representative 1/1111 - Bilingual Required
• Medical Office Assistant 1/1111 (Regular and Per Diem Pool) - Customer Service

Onsite Selection Interviews
Saturday, November 4, 2023
9 AM - 2 PM
2901 N. Ventura Rd.
Ste. 200
Oxnard, CA

For more information, contact: HCACert.Team@ventura.org

NOTICE OF ADMINISTRATIVE PUBLIC HEARING and
NOTICE OF 2024-2025 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 Thursday, November 16, 2023, at 6:00 p.m. in the Civic Arts Plaza Board Room, 2100 East Thousand Oaks Boulevard, 3rd Floor, Thousand Oaks, California and via videoconference/teleconference. Parking is free at the Civic Arts Plaza for Public Hearing attendees.

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.

Public Hearing to assess the community needs of lower-income Thousand Oaks residents and households (“Needs Assessment”) for the period July 1, 2024 through June 30, 2025. 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 $496,000 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, 2023 through January 10, 2024 at 5:00 PM, interested parties are invited 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.

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 upon request from the Recording Secretary. 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 11th day of October, 2023.

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

THOUSAND OAKS ACORN
October 27, 2023
NOTICE OF ADMINISTRATIVE PUBLIC HEARING and NOTICE OF 2024-2025 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.

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Public Hearing to assess the community needs of lower-income Thousand Oaks residents and households ("Needs Assessment") for the period July 1, 2024 through June 30, 2025. 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 $446,000 or lesser, 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, 2023 through January 10, 2024 at 5:00 PM, interested parties are invited 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/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, 2023 and applications will be due by January 10, 2024 at 5:00 PM.

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

In compliance with the Americans with Disabilities Act, 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 upon request from the Recording Secretary. 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 11th day of October, 2023.

Signed by: Laura B. Maguire, City Clerk
City of Thousand Oaks, California

PUBLISH: October 27, 2023 Ad#5849719

Publication Cost: $391.46
Ad No: 0005849719
Customer No: 751863
PO #: CDBG Needs Assessment

# of Affidavits: 1
NOTICE OF PUBLIC HEARING

DATE AND TIME: Monday, October 17, 2011 at 6:00 p.m.
LOCATION: City Council Chambers, 155 Poli Street, Ventura, CA 93001

PURPOSE: The City Council will consider a Mills Act Agreement, a Mills Act Modification Agreement, and a Mills Act Revocation Agreement with the Ventura County Business Alliance.

All interested persons are invited to attend and be heard in person or by written statement relative to this matter.

For further information contact Jamie Griller, Assessor-Appraiser, at (805) 654-2310 or Jamie.Griller@venturacounty.ca.gov.

PUBLISHED: October 17, 2011
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>Time</th>
</tr>
</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>
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<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>

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 no longer required as of June 1, 2023. 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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2024-25 CDBG Program — Needs Assessment (Community Development and Public Services)

Between November 1, 2023 and January 10, 2024, 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, 2024 through June 30, 2025. In addition to available CDBG funds from prior years, the City estimates a portion of $614,000 in CDBG allocation for community development projects and public services (limited to 15% of the annual grant amount).

On Thursday, November 16, 2023, 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 grants, as well as other interested parties, are encouraged to attend. See Administrative Hearing Agenda below for meeting detail and option to participate via teleconference.

- Program Year 2024-25 Needs Assessment Letter (11/1/2023)
- Notices: Needs Assessment, Administrative Public Hearing, & Funding Applications
- Administrative Hearing Agenda
- 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
- Administrative Hearing Minutes (11/16/2023)
- Power Point from CDBG Workshop (11/16/2023)

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

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From November 1, 2023, through January 10, 2024, the City 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. The City also invites non-profit housing and community development providers to apply for such funds.

👉 On Thursday, November 16, 2023, at 6:00 PM, a “Needs Assessment Public Hearing” will be held in the Boardroom at City Hall. Applicants for the CDBG grants, as well as other interested parties, are encouraged to attend.

👉 Additional information is available at www.toaks.org/cdd or click through our link in bio. The posted Agenda includes a Zoom link for a teleconference option.
2024-25 Low-Income Residents' Needs Assessment

ADMINISTRATIVE HEARING
November 16, 2023

SUMMARY NOTES

CALL TO ORDER:

Community Development (CD) Interim Planning Manager/Hearing Officer Krystin Rice called the meeting to order at 6:00 p.m. in the Civic Arts Plaza Boardroom, 3rd Floor, City Hall, 2100 East Thousand Oaks Boulevard, Thousand Oaks, California and via videoconference. Assistant City Attorney Tracy Friedl was available for questions via videoconference; Office Supervisor Michelle McMurtry and Community Services Analyst Sarah Mailes were present via videoconference; CD Analyst Lynn Oshita and Recording Secretary Lori Goor were also present. In addition to staff, 19 persons were present in person and via videoconference, representing 13 organizations.

WELCOME:

After a brief welcome and the purpose of the hearing to receive comments on the unmet needs of lower-income City residents, Ms. Rice recognized Ms. Oshita for staff comments.

STAFF COMMENTS:

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

- The July 1, 2024 CDBG grant is estimated to be approximately $614,000. In addition, there are approximately $32,000 available from the prior year for a total community development project budget of $646,000.

- The City expects an approximate budget of $115,000 for City administration, $440,000 for community development projects, and $91,000 for public services that primarily benefit lower-income households.
Now through Wednesday, January 10, 2024, the City is soliciting CDBG funding applications from non-profit agencies seeking an award of CDBG funds to address an unmet need of the lower-income population 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 2024 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 HUD advises the City of the actual dollar amount of the City's CDBG entitlement grant. The City’s CDBG funding year begins in July 2024 and ends in June 2025.

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.

NEEDS ASSESSMENT:

Hearing Officer Rice opened the Public Hearing. She invited those present to provide comments on the needs of lower-income Thousand Oaks residents. There were eight speakers whose comments are summarized below.

Speaker In-person:

Ed Krol, St. Paschal Baylon St. Vincent de Paul, discussed his organization’s weekly food drive where on average, 125 cars per week pick up groceries. Provided $266,000 of food delivered from Food Share this year, accumulated $30,000 in food drives, purchased $40,000 of groceries, and $51,000 in grocery cards. They provided $85,581 in rental assistance covering 86 families with a goal to keep people in their homes. Other assistance was $16,500 in car repairs, insurance, and DMV registration, $1,300 in gas vouchers, and $12,500 in utility assistance. Looking forward to working with the City again with a CDBG grant.

Speakers via Videoconference:

Janet Young, Conejo Valley Senior Concerns, Director of Development, reviewed the senior needs assessment in Thousand Oaks which includes meals and help with social isolation. She reported the organization provided 70,000 freshly prepared meals per year through their Meals-On-Wheels program, of which 50,000 meals were for Thousand Oaks residents funded by the City of Thousand Oaks and by the Ventura County Area Agency on Aging. A Case Manager also conducts a needs assessment and connects seniors with appropriate services on other needs the resident may have. Volunteer drivers provide healthy connections to socially isolated seniors. They partner with
Manna to deliver pantry items. Their Adult Day Program provides respite care to seniors with Alzheimer's-related issues and the Caregiver Support Center provides vital programs through advocacy and education in navigating health insurance, finding transportation, and affordable housing. They provide incontinence supplies, emergency preparedness kits, free memory screening, and, in coordination with the Rotary Club, limited home repair and maintenance. They are grateful for the City convening the meeting to hear and understand the needs of seniors in the community.

Rena Sepulveda, Turning Point Foundation, stated they are a specialty homeless shelter and navigation center for those with mental illness which is a great need in the community where more work can be done. They thank the City for the support for Our Place Safe Haven.

Susan Murata, Hospice of the Conejo, Executive Director, stated they provide volunteer hospice and palliative care, and professional therapist-led grief support free of charge in the Conejo Valley. 88% of their clients are low- to extremely low-income residents. Providing care is expensive and greatly needed in Thousand Oaks. They are grateful for the opportunity to speak and past City support.

Danica Selvaggio, Big Brothers Big Sisters of Ventura County, Chief Executive Officer, stated their program offers one-on-one mentorship with a young person and a group mentoring program. They serve over 1,000 youth in Ventura County, including those in Thousand Oaks. They have seen improvement in grades, school participation, family dynamics and social circles, and mental health with their program.

Mpume Nyandu, HPP Cares, Stakeholder Relations & Outreach Director, described their organization that has been providing housing counseling for 13 years with a focus on affordable housing and homelessness. They would like to connect with the City to collaborate on these issues.

Katherine Peoples, HPP Cares, Executive Director, stated their HUD-approved counseling agency has homeless case workers in position, and they would like to work with the City on a housing solution to provide convertible units that can be put into in-fill lots in a matter of minutes to assist the unhoused.

Kris Youngman, Harbor House, stated they provide a variety of services to assist homeless, unhoused, low-income individuals and families.

The following were present in the audience, but did not speak:

- Heather Huffman, Livingston Memorial Visiting Nurses Association and Hospice
- Tamar Bezjian, Many Mansions, Senior Asset Manager
- Rich Sauer, Senior Alliance for Empowerment (SAFE)
The following were present via videoconference, but did not speak when called:

- Juan Jimenez Jr., Area Housing Authority of the County of Ventura
- Denise Avila, Area Housing Authority of the County of Ventura
- Kurt Gunning, Conejo Recreation and Park District
- Michael Braff, Conejo Recreation and Park District
- Andy Shoemaker, Habitat for Humanity of Ventura County
- Natalie Helton, Many Mansions
- Marie Cantor, Many Mansions
- Kathryn Goodspeed, Senior Alliance for Empowerment (SAFE)

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

- Sam Carr, Habitat for Humanity of Ventura County
- Rosalinda Vint, Women of Substance & Men of Honor

Hearing Officer Rice closed the public hearing at 6:30 p.m. on the CDBG Needs Assessment and thanked attendees for participating.

PUBLIC COMMENTS:

All attendees present in the Boardroom at City Hall and videoconference were provided the opportunity to speak.

CDBG WORKSHOP:

CD Analyst Oshita provided a presentation on the CDBG Application Workshop, including information about California Senate Bill 1439 which amended Government Code Section 84308 of the Political Reform Act which requires applicants to disclose campaign contributions to any City Council member totaling $250 or more since January 1, 2023, by the organization, their agents, consultants, or contractors. Ms. Oshita mentioned the CDBG application, 9-page application instructions, and reference materials are posted on the City’s website www.toaks.org/CDD. The workshop slides and the Needs Assessment Administrative Hearing Meeting Notes will be posted on the City’s web page. The signed CDBG application form and supporting documents, are due by 5 PM, on January 10, by email only to, CDBG@toaks.org. The presentation was followed by a question and answer period.

Maria Cantor, Villa Esperanza Services (Via Chat Feature on videoconference)

Question 1: What is the difference between a public service project and a CDBG project?
Answer to Question 1: CDBG Projects are related to community development activities, such as housing and commercial rehabilitation. CDBG Public Services, on the other hand, are activities that provide a type of service, such as a meals program or a free clinic. For more information, please visit the HUD Exchange website listed in the application instructions.

Ed Krol, St. Paschal Baylon St. Vincent de Paul (Via Boardroom at City Hall)

Question 2: Do we have to provide both the activity budget and the mission budget, and what is the difference? We have volunteers, are funded by donations, and don't know how many donations we will receive.

Answer to Question 2: The CDBG Budget is focused on the CDBG grant and expenditures that will use the CDBG grant. The Organization’s budget, on the other hand, includes all the agency’s program activities. For example, if an organization runs a food pantry program, a clothing program, and a rental assistance program, the organization’s budget includes the income and expenses from all three programs.

Mupme Nyandu, HPP Cares (Via Chat Feature on videoconference)

Question 3: Are applications limited to Ventura County residents or can any organization outside the City of Thousand Oaks submit an application?

Answer to Question 3: No, the organization does not need to be in Thousand Oaks. However, the CDBG activity does need to service and benefit Thousand Oaks residents.

Hearing Officer Rice reminded the audience the City is accepting CDBG Needs Assessment written comments until January 10, 2024, and thanked attendees for participating.

**ADJOURNMENT:**

There being no further business, Hearing Officer Rice adjourned the meeting at 7:00 p.m.

Summary notes approved on November 28, 2023 by:

[Signature]
Krystin Rice, Hearing Officer
Community Development Department
2024-25 CDBG Application Requests for Funding

From November 1, 2023, to January 10, 2024, 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 16, 2024. Nineteen persons were present in person and via videoconference, representing thirteen diverse organizations. Eight speakers provided testimony during the hearing or applicant workshop.

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

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project Type</th>
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<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>
<tr>
<td>WeeCare dba Upward</td>
<td>Micro-Enterprise Assistance</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conejo Recreation and Park District</td>
<td>Conejo Creek Program</td>
</tr>
<tr>
<td>Conejo Valley Senior Concerns</td>
<td>Meals on Wheels</td>
</tr>
<tr>
<td>Harbor House</td>
<td>Seasonal Shelter</td>
</tr>
<tr>
<td>Livingston Memorial VNA</td>
<td>Subsidized Care</td>
</tr>
<tr>
<td>Many Mansions</td>
<td>Community Services</td>
</tr>
<tr>
<td>Momentum Agencies</td>
<td>Supported Employment Initiative</td>
</tr>
<tr>
<td>St. Paschal Baylon</td>
<td>St. Vincent de Paul Assistant to Needy</td>
</tr>
<tr>
<td>Turning Point Foundation</td>
<td>Our Place Safe Haven: Emergency Shelter &amp; Navigation Center</td>
</tr>
<tr>
<td>Villa Esperanza Services</td>
<td>Employment Services AIDD</td>
</tr>
</tbody>
</table>
Citizen Participation Comments


- Ventura County Star Legal Notice on 3/29/2024
- Thousand Oaks Acorn Display Ad on 3/29/2024
- Notification on City Website www.toaks.co/cdd

All public comments were accepted. Comments include correcting minor typographical errors and the Turning Point Foundations agency’s description.

See next page.
NOTICE OF PUBLIC HEARING AND PUBLIC REVIEW

THE PUBLIC IS INVITED to review and comment on the Draft 2024-25 Action Plan prepared for the U.S. Department of Housing and Urban Development (HUD). The review period is from April 2, 2024, to May 2, 2024. The City Council will consider this document and any budget updates for recommendations following a public hearing scheduled for the May 7, 2024, City Council meeting.

The document outlines local community development and service needs, as well as how federal funds could be used to address those needs based on budget estimates.

The Draft 2024-25 Action Plan informs HUD on how the City of Thousand Oaks (City) expects to use the estimated $646,803.85 in annual and prior years’ Community Development Block Grant (CDBG) funds for programs and activities that primarily assist lower-income residents between July 1, 2024, and June 30, 2025. The money will be allocated to improve the quality of affordable housing units, supporting public and social services, and administering the program.

The document will be available on the City’s Community Development Department website, toaks.co/cdd. Beginning April 2, 2024, 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 2024-25 Action Plan for CDBG funds for programs and activities. This Public Hearing is scheduled to be heard by City Council on Tuesday, May 7, 2024, at 6:00 p.m., or as soon thereafter as the matter can be heard, in the Andrew P. Fox City Council Chambers/Scherr Forum Theatre, City Hall, 2100 Thousand Oaks Boulevard, Thousand Oaks, California 91362. Any person is privileged to attend and be heard on this matter. For further information, see the City Council Agenda.

Inquiries concerning this Public Hearing may be directed to: Community Development Department at (805) 449-2500. If you challenge the decision of the City Council on this matter in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, this public hearing. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the City Clerk Department, (805) 449-2151 at least 48 hours in advance to make your request.

DATED THIS 11th day of March, 2024

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

PUBLISH: Ventura County Star, March 29, 2024 (Legal Notice)
          Thousand Oaks Acorn, March 29, 2024 (Display Ad)
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The document outlines local community development and service needs, as well as how federal funds could be used to address those needs based on budget estimates. The Draft 2024-25 Action Plan informs HUD on how the City of Thousand Oaks (City) expects to use the estimated $46,803.8 in annual and prior years’ Community Development Block Grant (CDBG) funds for programs and activities that primarily assist lower-income residents between July 1, 2024, and June 30, 2025. The money will be allocated to improve the quality of affordable housing units, supporting public and social services, and administering the program.

The document will be available on the City’s Community Development Department website, oaksoftworks.org. Beginning April 2, 2024, written comments on the draft document will be accepted by Lynn Oshiro, Community Development Analyst at lynn@oaksoftworks.org, or mailed to City of Thousand Oaks, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91361.

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PUBLIC HEARING NOTICE

DATE AND TIME: Tuesday, April 9, 2024, at 5:00 p.m., or as soon thereafter as possible.
LOCATION: City Hall Council Chambers, 501 Poli Street, Ventura, CA.

This meeting will be a hybrid meeting, with attendees both in-person and virtually. To join the meeting virtually, click on the URL on the posted agenda (https://www.cityofventura.ca.gov/AgendaCenter). Joining the WebEx meeting will allow all virtual attendees to provide live comments and express opinions. The meeting will also be streamed live at https://www.cityofventura.ca.gov/718/Videos, on YouTube at https://www.YouTube.com/cityofventura/live, or on Cable TV – Channel 15.

PURPOSE: The City Council will consider adopting a proposed resolution revising the user fees and rates for various City services. If adopted, the revised fees will be effective July 1, 2024.

All interested persons are invited to be present and be heard. Written communications may be directed to City Council, 501 Poli Street, Ventura, CA 93001. For further information, contact Greg Morley, Chief Financial Officer, at gmorley@cityofventura.ca.gov.

Michael B. MacDonald, CMC
City Clerk
DATED: March 25, 2024
Publish: March 29, 2024

Pursuant to the California Government Code, please take notice: If you challenge the action described in this notice in court, you may be required to raise only those issues you or someone else raised at the public hearing, or in written correspondence delivered to the City of San Buenaventura or, prior to the public hearing.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk’s Office at (805) 449-4700 (Voice) or the California Relay Service (800) 795-4889. Notification by Thursday, April 4, 2024, at 12:00 p.m. will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC NOTICE

Uncollected Payments Conelo Recreation & Parks District

Pursuant to the California Government Code 50000-50056 provides that unclaimed payments which remain in the custody of the District officers for three years become the property of the District.

The following list of unclaimed payments have
NOTICE OF PUBLIC HEARING AND PUBLIC REVIEW

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The document will be available on the City's Community Development Department website, toaks.co/cdd. Beginning April 2, 2024, 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.

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Any person is privileged to attend and be heard on this matter. For further information, see the City Council Agenda.

Inquiries concerning this Public Hearing may be directed to: Community Development Department at (805) 449-2500. If you challenge the decision of the City Council on this matter in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, this public hearing. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the City Clerk Department, (805) 449-2151 at least 48 hours in advance to make your request.

DATED THIS 11th day of March, 2024

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

PUBLISH: Ventura County Star, March 29, 2024 (Legal Notice)
Thousand Oaks Acorn, March 29, 2024 (Display Ad)

Housing

From Page 1 —

make people’s lives better, and I think this is an example of that.”

The council had previously selected People’s Self-Help Housing as the developer of the site, which had been a hospital until 1976, when it was turned into a school.

The company has two years, with the opportunity for a one-year extension, to obtain the $50 million needed for construction. Representatives told the council that funding the project will be challenging but not impossible: they only need to subsidize $20 million because $30 million will come from the homebuyers.

Once the funds are secured, the city will transfer ownership of the property to Housing Land Trust Ventura County. Construction must be completed within three years of the transfer, or the city will repossess the land.

All the townhome units will be affordable, with at least 75% restricted to low-and very low-income households and the rest to moderate-income households.

Based on the median income for Ventura County, lower-income households of four earn below $106,250 and moderate-income households of four earn below $148,200. Prices of the units will be set at 30% to 40% of the buyers’ gross household income.

Though the developer has not yet established a process to select the 78 families that will be able to purchase units, People’s Self-Help representatives said they will likely use a lottery system because they expect there to be more families interested than homes available.

There is no requirement applicants currently live in Thousand Oaks, said city spokesperson Alexandra South.

Though there is a maximum resale price on the units, homeowners will be able to build equity and also pass on the property to their children if they also qualify as lower or moderate income.

“My far our greatest unmet need in Thousand Oaks is affordable housing,” said Councilmember David Newman, who made the motion for approval. “I believe everyone should have the same chance to earn equity that many people who came to Thousand Oaks in the first place got to earn.”

Councilmembers Adam, Newman, Bob Engler and Mikey Taylor, as well as the majority of public speakers, agreed that lower-income for-sale homes, rather than apartments, are needed in the community and that the townhomes would fit in well with the surrounding neighborhood.

They also said they appreciated staff’s efforts to protect the city against any possible issues with the developer given the conflicts with partner Shangri-La Industries in converting the former Quality Inn into permanent supportive housing for members of the county’s homeless population.

That project is now at risk of imminent foreclosure after the developer defaulted on unauthorized loans, according to a lawsuit the city filed against Shangri-La and the City of Thousand Oaks.

McNamee, however, said he did not support the for-sale aspect of the project and would have preferred affordable apartments so more residents could benefit.

He also said he feels it is wrong for the government to intervene in the housing market and essentially incentivize residents to remain lower income by providing homes for one group of people at the expense of another group.

“You’re penalizing them because they did it right,” McNamee said of residents who will not be eligible for the housing. “That’s a flat-out gift from the taxpayers and the government here to those 78 families, and we are not in the business of being a charity.”
PROOF OF PUBLICATION

Dominga Zambrano
City Of Thousand Oaks City Clerk
2100 E Thousand Oaks BLVD
Thousand Oaks CA 91362-2996

STATE OF WISCONSIN, COUNTY OF BROWN

The Ventura County Star, a newspaper published in the city of Camarillo, Ventura County, State of California, with circulation in the County of Ventura, State of California; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

03/29/2024

and that the fees charged are legal.
Sworn to and subscribed before on 03/29/2024

Legal Clerk

Notary, State of WI, County of Brown

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KATHLEEN ALLEN
Notary Public
State of Wisconsin
NOTICE OF PUBLIC
HEARING AND PUBLIC
REVIEW

THE PUBLIC IS INVITED
to review and comment on
the Draft 2024-25 Action Plan
prepared for the U.S.
Department of Housing and
Urban Development (HUD).
The review period is from
April 2, 2024, to May 2, 2024.
The City Council will
consider this document and
any budget updates for
recommendations following a
public hearing scheduled for
the May 7, 2024, City Council
meeting.
The document outlines local
community development and
service needs, as well as how
federal funds could be used
to address those needs based
on budget estimates.
The Draft 2024-25 Action
Plan informs HUD on how
the City of Thousand Oaks
(City) expects to use the esti-
mated $46,803.85 in annual
and prior years’ Community
Development Block Grant
(CDBG) funds for programs
and activities that primarily
assist lower-income residents
between July 1, 2024, and
June 30, 2025. The money
will be allocated to improve
the quality of affordable housing
units, supporting public and
social services, and adminis-
tering the program.
The document will be avail-
able on the City’s Commu-
nity Development Depart-
ment website, www.ccitydda.
Beginning April 2, 2024, writ-
en comments on the draft
document will be accepted
by Lynn Ohlfs, Community
Development Analyst at
ljohnson@citydps.org or mailed
to City of Thousand Oaks,
2100 Thousand Oaks Boule-
vard, Thousand Oaks, CA
91362.

NOTICE IS HEREBY
GIVEN that a Public Hear-
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Tuesday, May 7, 2024, at 6:00
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as the matter can be heard,
in the Andrew P. Fox City
Council Chambers/Scherr
Forum Theatre, City Hall,
2100 Thousand Oaks Boule-
vard, Thousand Oaks, Califor-
nia 91362. Any person is
privileged to attend and be
heard on this matter. For
further information, see the
City Council Agenda.
Inquiries concerning this
Public Hearing may be
directed to: Community
Development Department at
(805) 449-2500. If you chal-
lenge the decision of the City
Council on this matter in
court, you may be limited to
raising those issues you or
someone else raised at the
Public Hearing described in
this notice, or in written
correspondence delivered to
the City Council at, or prior
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compliance with the Ameri-
cans with Disabilities Act
(ADA), if you need special
assistance to participate in
this meeting, please contact
the City Clerk Department,
(805) 449-2151 at least 48
hours in advance to make
your request.
DATED THIS 11th day of
March, 2024
Signed: Laura B. Maguire,
City Clerk
City of Thousand Oaks, Califor-
nia
#9885880: 3/29/2024
Review and Comment on the Draft 2024-25 Action Plan prepared for the U.S. Department of Housing and Urban Development (HUD)

April 2, 2024 to May 2, 2024

The draft document describes how Community Development Block Grant (CDBG) funds will address local needs.

Document available at toaks.co/cdd
A. Gallagher and J. Young provided comments on the Conejo Valley Senior Concerns Meals on Wheels program and requested City Council consideration for additional public service funding. All comments were received.

Following the public hearing, the City Council approved by unanimous vote (5-0) to approve the submittal of the 2024-25 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.

See next page.
NOTICE OF PUBLIC HEARING AND PUBLIC REVIEW

THE PUBLIC IS INVITED to review and comment on the Draft 2024-25 Action Plan prepared for the U.S. Department of Housing and Urban Development (HUD). The review period is from April 2, 2024, to May 2, 2024. The City Council will consider this document and any budget updates for recommendations following a public hearing scheduled for the May 7, 2024, City Council meeting.

The document outlines local community development and service needs, as well as how federal funds could be used to address those needs based on budget estimates.

The Draft 2024-25 Action Plan informs HUD on how the City of Thousand Oaks (City) expects to use the estimated $646,803.85 in annual and prior years’ Community Development Block Grant (CDBG) funds for programs and activities that primarily assist lower-income residents between July 1, 2024, and June 30, 2025. The money will be allocated to improve the quality of affordable housing units, supporting public and social services, and administering the program.

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DATED THIS 11th day of March, 2024

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

PUBLISH: Ventura County Star, March 29, 2024 (Legal Notice)
Thousand Oaks Acorn, March 29, 2024 (Display Ad)

ccd:480-10\H:\COMMON\Housing & Redevelopment\2024CDBG\2024 LEGAL\Action Plan
AFFIDAVIT OF PUBLICATION

Dominga Zambrano
City Of Thousand Oaks City Clerk
2100 E Thousand Oaks BLVD
Thousand Oaks CA 91362-2996

STATE OF WISCONSIN, COUNTY OF BROWN

The Ventura County Star, a newspaper published in the city of
Camarillo, Ventura County, State of California, with circulation in
the County of Ventura, State of California; and personal knowledge
of the facts herein state and that the notice hereto annexed was
Published in said newspapers in the issue:

04/23/2024

and that the fees charged are legal.
Sworn to and subscribed before on 04/23/2024

[Signature]
Legal Clerk

[Signature]
Notary, State of WI, County of Brown

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[Signature]
KATHLEEN ALLEN
Notary Public
State of Wisconsin
NOTICE OF PUBLIC HEARING AND PUBLIC REVIEW

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DATED: THIS 11th day of April, 2024
Signed: Laura B. Mosquera,
City Clerk,
#10007470; 4/23/2024
The public is invited to review and comment on the Draft 2024-25 Action Plan prepared for the U.S. Department of Housing and Urban Development (HUD) from April 2 to May 2, 2024.

- The draft document describes how Community Development Block Grant (CDBG) funds will address local needs.
- City Council will consider the document during a public hearing scheduled for May 7, 2024.
- Learn more and access the document at www.toaks.org/cdd. The document will also be available at the City Hall Planning counter.
TO: Andrew P. Powers, City Manager
FROM: Kelvin Parker, Community Development Director
DATE: May 7, 2024
SUBJECT: FY 2024-25 Community Development Block Grant Action Plan

RECOMMENDATION:

1. Find that the federally funded activities related to the FY 2024-25 Community Development Block Grant (CDBG) Action Plan qualify for a Categorical Exemption under the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15301, Existing Facilities, and Section 15061(b)(3), Common Sense Exemption.

2. Find that the federally funded activities related to the FY 2024-25 CDBG Action Plan qualify for the following National Environmental Policy Act (NEPA) exemptions: a) “Categorically Excluded Subject to 58.5 Statutory Worksheets” and activities are categorically excluded and subject to 24 CFR 58.35(a)(3)(i) or 24 CFR 58.35(a)(3)(ii) and activities converted to exempt under 24 CFR 58.34(a)(12); b) “Categorically Excluded Not Subject to 58.5” and are exempt under 24 CFR 58.35(b)(2) or 24 CFR 58.34(a)(4); and c) exempt from determination under 24 CFR 58.34(a)(3).


4. Approve budget appropriation in FY 2024-25 in the amount of $39,400 from A/C #120-0000-438-1000 (CDBG Fund Revenue - Federal Grants/CDBG) as follows: $38,400 to A/C #120-1010-644-5920 (CDBG Fund Expenditure - Consultant/Contractual Grants and Donations) and $1,000 to A/C #120-1010-644-6920 (CDBG Fund Expenditure - Administrative Costs).

5. Authorize City Manager to adjust the budget and proposed allocations if HUD revises the amount of the City’s FY 2024-25 CDBG grant; and authorize City Manager to finalize and execute grant agreements and related documents in connection with FY 2024-25 CDBG Action Plan.

LEVINE ACT ITEM: Yes
FINANCIAL IMPACT:

$39,400 Increase to Adopted FY 2024-25 CDBG Fund Budget Fully offset by $39,400 Increase to Adopted FY 2024-25 CDBG Revenue Fund Budget. $575,000 is included in the Adopted FY 2024-25 CDBG Fund Budget. In addition, there is $32,423.85 in unused funds previously approved with prior CDBG grants, which is being reprogrammed for FY 2024-25 projects. The City’s anticipated FY 2024-25 CDBG Grant from HUD is $614,380.00 and $646,803.35 is the estimated total cost for projects, public services, and administration for FY 2024-25. From this funding, $115,803.85 will be used to offset grant administrative costs.

BACKGROUND:

Ventura County Regional Consolidated Plan (RCP)

The RCP is the five-year strategic umbrella plan for CDBG, HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) funding plans. The City, as a participating jurisdiction, annually updates the County’s long-range plan with an Action Plan that sets forth expenditures for that year’s CDBG funding.

In 2020, the County of Ventura formed HOME Consortium in partnership with the cities of Camarillo, Simi Valley, and Thousand Oaks, allowing HUD HOME funds to be managed regionally by the County of Ventura with an annual budget of $1.4 million. Prior to 2020, the City and non-profit affordable developers were under the very competitive State HOME Program from which the City last received a funding award in 2009.

The RCP includes the following high-priority needs for Thousand Oaks:

- Assistance for Senior Residents
- Homelessness
- Homeownership Opportunities
- Housing Support and Stability
- New Rental Housing
- Rehabilitation & Preservation of Existing Housing Units
- Social Services

Community Development Block Grant (CDBG)

As part of the CDBG program, HUD annually distributes an entitlement grant to U.S. counties and cities. These funds may be used for community improvements, such as housing, public facilities, and infrastructure, as well as grants to non-profit organizations delivering public and social services to the City’s low-income residents.
HUD regulations allow the City to use up to 20 percent of the annual grant to recover administrative costs to implement the CDBG program. HUD regulations also allow the City to use up to 15 percent of the annual grant to provide public and social services grants. At least 70 percent of all CDBG-funded activities must primarily benefit lower-income persons.

The CDBG grant amount fluctuates from year to year. This report proposed FY 2024-25 CDBG Action Plan for the City to be $646,803.85, which includes the City’s share of the annual Federal CDBG entitlement of $614,380.00 and prior year’s unused funds of $32,423.85.

**DISCUSSION/ANALYSIS:**

Housing shortages, extremely low vacancy rates, and the high costs of living in the City have caused many families and individuals to experience housing insecurity, homelessness, and/or the risk of becoming homeless. Maintaining existing multi-family and single-family affordable housing units is an important component of supporting the housing needs of City residents. Additionally, the City strives to support the local provisions of "essential" public and social services for vulnerable populations and very low-income individuals and households. This includes those who are unhoused or at risk of homelessness, the elderly, and residents with disabilities.

**Annual Needs Assessment**

The annual “Community Needs Assessment” was conducted for 70 days from November 1, 2023, to January 10, 2024, in accordance with the City's Citizen Participation Plan (City Council Resolution No. 2020-013). In this process, 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.

On Thursday, November 16, 2023, the City held an administrative “Needs Assessment” public hearing and CDBG grant workshop via both online and in-person attendance. Nineteen members of the public were present in person or via videoconference, representing 13 diverse organizations. Eight speakers provided testimony during the public comment portion of the meeting or at the workshop.

At the end of the needs assessment period on January 10, 2024, the City received 13 applications, of which nine were for CDBG Public Services and four were for CDBG Community Development Projects.
CDBG Grant Review Committee

The CDBG Grant Review Committee (Committee) was composed of City staff from the City Manager’s Office, and the Community Development and Finance Departments.

Prior to opening the application period, the Committee was tasked with creating the application, instructions, and evaluation guidelines. The Committee reviewed and assessed each application using a criterion and scoring matrix specific to the CDBG-funded programs.

All activities were assessed to ensure applicants followed federal rules, identified a community need, and proved that the proposed activity was ready to be implemented in a timely manner. The Thousand Oaks Housing Element goals and the priority list from the 2020-2024 Ventura County Regional Specific Plan were among the resources used by the Committee.

Due to limited funding, the Committee recommended approval for organizations that provided unduplicated and essential services, addressed previously identified priority needs within the City, had strong financial management skills, and had a reasonable understanding of HUD standards. The Committee’s application recommendations to the proposed CDBG Action Plan are summarized in Attachment #1. All new application activities are expected to begin July 1, 2024.

Proposed FY 2024-25 CDBG Action Plan Activities

The City’s FY 2024-25 Action Plan proposes CDBG-funded activities for the fifth year of the 2020-2025 Ventura County Regional Consolidated Plan. The County of Ventura, as the lead agency for the HOME Consortium, will be submitting documents to HUD.

The City expects to receive $614,380.00 in CDBG funds for the FY 2024-25 Action Plan. Additionally, $32,423.85 is available for reallocation from the 2021 and 2022 CDBG closed activities. The total FY 2024-25 CDBG budget is $646,803.85, as summarized in Attachment #2.

During the preparation of the draft Action Plan for the 30-day public review period, which started on April 2, 2024, HUD had not yet announced the specific amount of the HUD entitlement grant. In past years, HUD has made changes to the grant amount. For example, HUD cut the overall CDBG grant for 2020 by $88 and raised the total CDBG grant allocation for 2021 by $8,445. Should HUD’s authorized entitlement grant amount differ from the expected amount, City staff requests authorization for the City Manager to adjust the CDBG budget and execute grant

*CDBG Community Development Project Budget: $440,000*

The City received four proposals totaling $626,000 for Community Development activities. Three applications were for housing rehabilitation and one application was for childcare micro-enterprise.

With redevelopment funds no longer available, projects that rehabilitate existing multi-family and single-family affordable units are a high priority for the City. These projects are significant because they assist very low and low-income households who are at risk of becoming homeless. The three recommended FY 2024-25 CDBG projects and program activities are expected to benefit approximately 94 units occupied by very low and low-income Thousand Oaks residents as described in Table 1.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Activity</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Many Mansions</td>
<td>Bella Vista project includes the installation of a security camera system for the entire property, renovating the gazebo, installing new lights, and painting (72 affordable units) HS9263</td>
<td>$172,000</td>
</tr>
<tr>
<td>Habitat for Humanity of Ventura County</td>
<td>Habitat Home Repair Mobile Home Rehab for Low-Income Owner/Occupants (10 units) HS9264</td>
<td>$134,000</td>
</tr>
<tr>
<td>Senior Alliance for Empowerment (SAFE)</td>
<td>Mobile Home Rehab for Low-Income Senior Owner/Occupants (12 units) HS9265</td>
<td>$134,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Community Development Project</strong></td>
<td><strong>$440,000</strong></td>
</tr>
</tbody>
</table>

*CDBG Public/Social Services Budget: $91,000*

Nine proposals totaling $205,000 were received for Public / Social Services. The City supports the local delivery of essential public and social services to persons who are homeless or at risk of homelessness, and very low-income households who are disabled or seniors. The five recommended FY 2024-25 CDBG public service activities are expected to benefit approximately 712 extremely low, very low, and low-income Thousand Oaks residents as described in Table 2.
Table 2: CDBG Public/Social Services

<table>
<thead>
<tr>
<th>Agency</th>
<th>Non-Homeless Programs</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Many Mansions</td>
<td>Community Services to Many Mansions residents (500 clients) BG9828</td>
<td>$23,000</td>
</tr>
<tr>
<td>Conejo Valley Senior Concerns</td>
<td>Meals on Wheels (150 clients) BG9818</td>
<td>$15,000</td>
</tr>
<tr>
<td>St. Paschal Baylon / St. Vincent de Paul</td>
<td>Assistance to Needy (30 clients) BG2029</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Non-Homeless Program</strong></td>
<td><strong>$53,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency</th>
<th>Homeless Program</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turning Point Foundation</td>
<td>Our Place Safe Haven: Emergency Shelter and Navigation Center (9 clients) BG9835</td>
<td>$23,000</td>
</tr>
<tr>
<td>Harbor House</td>
<td>Seasonal Shelter (23 clients) BG9836</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Homeless Program</strong></td>
<td><strong>$38,000</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Non-Homeless and Homeless Programs</strong></td>
<td><strong>$91,000</strong></td>
</tr>
</tbody>
</table>

CDBG Administration Budget: $115,803.85

For FY 2024-25, the CDBG Program administration budget is expected to be $115,803.85, which is below the 20 percent maximum allowable threshold to recover a portion of CDBG costs. The administration budget includes City staff, issuance and publishing of public notices, printing, and overhead costs to ensure CDBG programs are monitored and in compliance with HUD’s regulations and requirements. The budget includes preparing for and implementing the Ventura County Regional Consolidated Plan and the Analysis of Impediments to Fair Housing Choice/Affirmatively Furthering Fair Housing. In addition, the budget includes the County of Ventura Fair Housing Program, a service provided free to all Thousand Oaks residents.

Environmental Review

The recommendations were reviewed pursuant to the California Environmental Quality Act (CEQA) and staff determined that all FY 2024-25 CDBG proposed activities are exempt from CEQA.

- The housing rehabilitation activities are exempt from CEQA pursuant to Section 15301 Existing Facilities, which consists of “the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.”
Although Public Service Programs and CDBG Administration provide various services to people, they do not propose any physical change to the environment. Therefore, they are exempt pursuant to Section 15061(b)(3) of the State CEQA Guidelines, in that they are “covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.”

The recommendations were reviewed pursuant to the National Environmental Policy Act (NEPA) and staff determined that all FY 2024-25 CDBG proposed activities are exempt or converted to exempt.

- Housing Rehabilitation activities were reviewed under the “Categorically Excluded Subject to 58.5 Statutory Worksheets” for rehabilitation of minor rehabilitation of single-family homes 24 CFR 58.35(a)(3)(i) and multifamily buildings 24 CFR 58.35(a)(3)(ii). These activities are categorically excluded subject to 24 CFR 58 and converted to exempt under 24 CFR 58.34(a)(12).

- Public Service activities are “Categorically Excluded Not Subject to 58.5” and are exempt under supportive (public) service under 24 CFR 58.35(b)(2) or 24 CFR 58.34(a)(4).

- Administration is exempt from determination under 24 CFR 58.34(a)(3).

Community Outreach

During the drafting of the Action Plan, the City used the following methods to reach out to the community:

- Legal notice in the local newspaper of record, the Ventura County Star.

- Prominent display ad in the Thousand Oaks Acorn, a free newspaper widely read by Thousand Oaks residents.

- City’s website on the Community Development Department page.

Notices were also provided to the local public housing authority, the Area Housing Authority of the County of Ventura, and Many Mansions for distribution to their residents.
The 2024-25 Action Plan was prepared in collaboration with public and local stakeholders. A draft copy of the Action Plan was posted to the City’s website and available at the City Hall Community Development public counter for public review for 30 days, from April 2, 2024 to May 3, 2024. All public comments received throughout the review process, including those received at the public hearing, will be incorporated into the final Action Plan document that will be presented to HUD.

An electronic copy of the proposed Action Plan is provided under separate cover for review by City Council, and a copy is posted on the City’s website at:

http://www.toaks.org/departments/community-development/planning/phd

**LEVINE ACT (California Government Code § 84308):**

This item is subject to the Levine Act. City Councilmembers who have received a campaign contribution of more than $250 (aggregated) within the preceding 12 months from a party or their agent/representative, or a financially-interested participant involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; or if applicable (2) return the portion of the contribution that exceeds $250 within 30 days from the time the official knew or should have known about the contribution, and participate in the proceeding.

All parties and their agents/representatives must disclose on the record of this proceeding any aggregated contribution of more than $250 made to any Councilmember within the preceding 12 months. Councilmembers are prohibited from accepting, soliciting, or directing a campaign contribution of more than $250 (aggregated) from a party, their agent/representative, or a financially interested participant during a proceeding and for 12 months following the date a final decision is made. In addition, a party, their agent/representative, or a financially interested participant is prohibited from contributing more than $250 (aggregated) to a Councilmember during a proceeding and for 12 months following the date a final decision is made.

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goals:

A. Create 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 socio-economic status.
C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

H. Participate in public-private and multi-jurisdictional opportunities to ensure residents have access to high levels of parks, recreation, education and leisure programs and services.

PREPARED BY: Lynn Oshita, Community Development Analyst

Attachments:
Attachment #1 – 2024-25 CDBG Recommended Activities Summary
Attachment #2 – 2024-25 CDBG Action Plan Budget

Documents Provided Under Separate Cover:
#1 – 2024-25 CDBG Action Plan –
http://www.toaks.org/departments/community-development/planning/phd
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<table>
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<th>CDBG Administration</th>
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<tr>
<td><strong>Total 2024-25 CDBG Administration</strong></td>
<td><strong>$ 115,803.85</strong></td>
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</table>
## 2024-25 CDBG ACTION PLAN BUDGET

**CDBG Resources:** $646,803.85

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>$614,380.00 2024-25 CDBG Entitlement Grant*</td>
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<tr>
<td>9,226.60 Reallocated Funds from 2021 HS0003</td>
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<tr>
<td>1,478.81 Reallocated Funds from 2022 HS9238</td>
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<tr>
<td>21,718.44 Reallocated Funds from 2022 BGADMN</td>
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<td><strong>$646,803.85 Total CDBG Resources</strong></td>
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<td></td>
</tr>
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<td>$115,803.85 for CDBG Program Administration, item F (~20%)</td>
<td></td>
</tr>
</tbody>
</table>

### A. Many Mansions – Bella Vista Apartments (HS9263)

- Installing security camera system for the entire property, renovating gazebo, installing lights, and painting (72 affordable units)
- $9,226.60 (2021 Fund) + 23,197.25 (2022 Fund) + 139,576.15 (2024 Fund) = $172,000

### B. Habitat for Humanity of Ventura County – Habitat Home Repair (HS9264)

- Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (10 units)
- $134,000.00

### C. Senior Alliance for Empowerment (SAFE) – Home Rehabilitation (HS9265)

- Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (12 units)
- $134,000.00

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

- Many Mansions, Community Services – BG9828 (500 clients) $23,000
- Senior Concerns, Meals on Wheels – BG9818 (150 clients) $15,000
- St. Vincent de Paul St. Paschal Baylon, Assist Needy – BG2029 (30 clients) $15,000

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

- Turning Point Foundation. Our Place Safe Haven – BG9835 (9 clients) $23,000
- Harbor House, Seasonal Shelter – BG9836 (23 clients) $15,000

### F. CDBG Program Administration

- Includes City’s Administration costs (BGADMN), County of Ventura Fair Housing Program cost (BG2024), & Ventura County Regional Consolidated Plan/Analysis of Impediment to Fair Housing Choice/Affirmatively Furthering Fair Housing (BGADMN).
- $115,803.85

### TOTAL 2024 CDBG BUDGET

$646,803.85

* Should HUD’s authorized entitlement grant amount differ from the expected amount, CDBG budget will be adjusted accordingly.

Version 2024-04

CDBG\480-25\H:\COMMON\Housing & Redevelopment\2024 CDBG\2024 CITY COUNCIL\ACTION PLAN\Prep\Attachment 2 CDBG Budget 2024
TO: Andrew P. Powers, City Manager, City Manager
FROM: Kelvin Parker, Community Development Director
DATE: May 7, 2024
SUBJECT: Agenda Item 10A – FY 2024-25 Community Development Block Grant Action Plan

With the passing of the 2024 U.S. Department of Housing and Urban Development (HUD) budget into law on March 9, 2024, HUD published today on its website (https://www.hud.gov/program_offices/comm_planning/budget/fy24) the City of Thousand Oaks Community Development Block Grant (CDBG) FY 2024-25 entitlement grant amount as $607,042. The difference from the estimated $614,380 amount is a reduction of $7,338. The revised CDBG Resources figure is now $646,803.85 as shown in Table A below.

<table>
<thead>
<tr>
<th>Table A: CDBG Resources as of May 7, 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 607,042.00</td>
</tr>
<tr>
<td>9,226.60</td>
</tr>
<tr>
<td>1,478.81</td>
</tr>
<tr>
<td>21,718.44</td>
</tr>
<tr>
<td><strong>$ 639,465.85</strong></td>
</tr>
</tbody>
</table>

Rather than reduce the amount of funding available to grantees, the shortfall will be taken from the Administration budget. With the revised Resources amount, the proposed CDBG Program Administration budget is reduced by $7,338 as shown in Table B below.

<table>
<thead>
<tr>
<th>Table B: CDBG Revised Budget as of May 7, 2024</th>
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</thead>
<tbody>
<tr>
<td>CDBG Activity</td>
</tr>
<tr>
<td>2024 CDBG Community Projects</td>
</tr>
<tr>
<td>2024 CDBG Public Services</td>
</tr>
<tr>
<td>2024 CDBG Administration</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
Staff recommendations #1, #2, #3, and #5 remain the same in the CDBG Staff Report. Whereas with HUD’s announcement, Staff Report recommendation #4 is amended to read:

Approve budget appropriation in FY 2024-25 in the amount of $32,062 from A/C #120-0000-438-1000 (CDBG Fund Revenue - Federal Grants/CDBG) to A/C #120-1010-644-5920 (CDBG Fund Expenditure - Consultant/Contractual Grants and Donations)

Revisions to the Financial Impact is amended to read:

$32,062 Increase to Adopted FY 2024-25 CDBG Fund Budget Fully offset by $32,062 Increase to Adopted FY 2024-25 CDBG Fund Revenue Budget. $575,000 is included in the Adopted FY 2024-25 CDBG Fund Budget. In addition, there is $32,423.85 in unused funds previously approved with prior CDBG grants, which is being reprogrammed for FY 2024-25 projects. The City’s FY 2024-25 CDBG Grant from HUD is $607,042 and $646,803.35 is the estimated total cost for projects, public services, and administration for FY 2024-25. From this funding, $108,465.85 will be used to offset grant administrative costs.

Revised attachments reflecting the $7,338 reduction in CDBG Entitlement grant along with a reduction in the CDBG Administration budget are included with this memo:
- Attachment #1 - 2024-25 CDBG Recommended Activities Summary Revised
- Attachment #2 - 2024-25 CDBG Action Plan Budget Revised

The 2024 CDBG Action Plan will be revised accordingly prior to the submission to HUD on May 17, 2024, by the County of Ventura.
# 2024-25 Community Development Block Grant Application Summary for Funding

Revised as of May 7, 2024

## 2024-25 CDBG Budget

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Version 2024-05
### 2024-25 CDBG ACTION PLAN BUDGET
Revised As of May 7, 2024

**CDBG Resources:** $639,465.85

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#### A. Many Mansions – Bella Vista Apartments (HS9263) $172,000.00
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#### B. Habitat for Humanity of Ventura County – Habitat Home Repair (HS9264) $134,000.00
- Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (10 units)

#### C. Senior Alliance for Empowerment (SAFE) – Home Rehabilitation (HS9265) $134,000.00
- Mobile Home Rehabilitation Rehab for Low-Income Owner/Occupants (12 units)

#### D. Public and Social Services Grants – Non-Homelessness $53,000.00
- Many Mansions, Community Services – BG9828 (500 clients) $23,000
- Senior Concerns, Meals on Wheels – BG9818 (150 clients) $15,000
- St. Vincent de Paul St. Paschal Baylon, Assist Needy – BG2029 (30 clients) $15,000

#### E. Public and Social Services Grants – Homelessness $38,000.00
- Turning Point Foundation. Our Place Safe Haven – BG9835 (9 clients) $23,000
- Harbor House, Seasonal Shelter – BG9836 (23 clients) $15,000

#### F. CDBG Program Administration $108,465.85
- Includes City’s Administration costs (BGADMN), County of Ventura Fair Housing Program cost (BG2024), & Ventura County Regional Consolidated Plan/Analysis of Impediment to Fair Housing Choice/Affirmatively Furthering Fair Housing (BGADMN).

**TOTAL 2024 CDBG BUDGET** $639,465.85

* Should HUD’s authorized entitlement grant amount differ from the expected amount, CDBG budget will be adjusted accordingly.

Version 2024-05
FY 2024-25 CDBG Action Plan

City Council
May 7, 2024

Slide #2

Request

- Find Action Plan activities are exempt from the provisions of the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

- Approve the FY 2024-25 CDBG Action Plan for submission to the US Department of Housing & Urban Development (HUD)

- Approve an increase in revenue budget appropriation by $32,062

- Authorize City Manager to adjust budget and allocations, if needed, finalize and execute grant agreements
Slide # 3

CDBG Resources
2024-25 Action Plan

$ 607,042.00  2024-25 CDBG Entitlement (as of 5/7/2024)
$ 32,423.85    Prior Year Reallocation
$ 639,465.85  Total Budget

Slide # 4

Community Outreach
2023-24 Action Plan

- Needs Assessment & NOFA: Nov. 1, 2023 to Jan. 10, 2024
- Administrative Public Hearing: November 16, 2023
- 30-Day Public Review Period: April 2 to May 2, 2024
- All comments will be included in final Action Plan to HUD
Slide # 5

CDBG Allocations
2024-25 Action Plan

$ 440,000.00 for Low-Income Housing Rehabilitation
$  91,000.00 for Public/Social Services (<15%)
$ 108,465.85 for Program Administration (<20%)
$  639,465.85 Total Budget

Many Mansions
• Bella Vista Apt (72 units)
• Installation of Security Cameras, Renovating Gazebo, Installing Lights, and Painting

Slide #6

Multi-Family Rehabilitation $ 172,000
Single-Family Rehabilitation $ 268,000

Habitat for Humanity of Ventura County
- Mobile Home (10 units)
- $134,000 CDBG Funds

Senior Alliance for Empowerment (SAFE)
- Mobile Home (12 units)
- $134,000 CDBG Funds

Public / Social Services $ 91,000

Non-Homeless Services
- Many Mansions $23,000
  Community Services (500 clients)
- Conejo Valley Senior Concerns $15,000
  Meals on Wheels (150 clients)
- St Vincent de Paul $15,000
  Community Services (30 clients)

Homeless Services
- Turning Point Foundation $23,000
  Our Place Safe Haven (9 clients)
- Harbor House $15,000
  Seasonal Shelter (23 clients)
CDBG Administration $ 108,465.85

- CDBG Staff Cost
- Public Noticing
- CDBG Program Monitoring

- Ventura County Regional Consolidated Plan
- Analysis of Impediment to Fair Housing Choice / Affirmatively Furthering Fair Housing
- Fair Housing Contract

Recommendations

1. Find federally funded Action Plan activities are exempt from California Environmental Quality Act (CEQA)

2. Find federally funded Action Plan activities are exempt from National Environmental Policy Act (NEPA)

3. Approve submittal to HUD 2024-25 Action Plan

4. Approve appropriation of $32,062 to FY 2024-25 revenue budget

5. Authorize City Manager to adjust allocations should HUD revise the 2024 CDBG grant total; finalize, and execute documents related to the Action Plan
# HUD Application and Certifications

<table>
<thead>
<tr>
<th>Application for Federal Assistance (SF-424)</th>
</tr>
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<tbody>
<tr>
<td>Assurances – Non-Construction Programs (SF-424B)</td>
</tr>
<tr>
<td>Assurances – Construction Programs (SF-424D)</td>
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<tr>
<td>Certifications</td>
</tr>
</tbody>
</table>
Application for Federal Assistance SF-424

* 1. Type of Submission:  
☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

* 2. Type of Application:  
☒ New  
☐ Continuation  
☐ Revision

* If Revision, select appropriate letter(s):

* 3. Date Received: [Redacted]

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

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

8. APPLICANT INFORMATION:

* a. Legal Name: City of Thousand Oaks

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

* c. UEI: VENMKJDXBNE3

d. Address:

* Street1: 2100 Thousand Oaks Blvd

Street2:

* City: Thousand Oaks

County/Parish:

* State: CA: California

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 91362-2903

e. Organizational Unit:

Department Name:  
Division Name:

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

Prefix:  
* First Name: Lynn

Middle Name:  

* Last Name: Oshita

Suffix:  

Title:  

Organizational Affiliation:  

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

* Email: Loshita@toaks.org
**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**
- City or Township Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

* Other (specify):

**10. Name of Federal Agency:**
- US Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**
- 14-218

**CFDA Title:**
- Community Development Block Grant (CDBG) Program

**12. Funding Opportunity Number:**

* Title:

**13. Competition Identification Number:**

* Title:

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

![Add Attachment] ![Delete Attachment] ![View Attachment]

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

Attach supporting documents as specified in agency instructions.
Application for Federal Assistance SF-424

16. Congressional Districts Of:
- a. Applicant: 26 CD
- b. Program/Project: 26 CD

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

Add Attachment  Delete Attachment  View Attachment

17. Proposed Project:
- a. Start Date: 07/01/2024
- b. End Date: 06/30/2025

18. Estimated Funding ($):

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<th></th>
<th>Amount</th>
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<td>a. Federal</td>
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<td>b. Applicant</td>
<td>0.00</td>
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<tr>
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</tr>
<tr>
<td>d. Local</td>
<td>0.00</td>
</tr>
<tr>
<td>e. Other</td>
<td>0.00</td>
</tr>
<tr>
<td>f. Program Income</td>
<td>0.00</td>
</tr>
<tr>
<td>g. TOTAL</td>
<td>607,042.00</td>
</tr>
</tbody>
</table>

* 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

Add Attachment  Delete Attachment  View Attachment

21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 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: 5/9/2024
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**

**TITLE**

City Manager

**APPLICANT ORGANIZATION**

City of Thousand Oaks

**DATE SUBMITTED**

5/9/2024
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.

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

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.

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

3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

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

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

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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.


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

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

APPLICANT ORGANIZATION
City of Thousand Oaks

DATE SUBMITTED
5/9/2024
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) ___2024-25 (one year)___[a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

[Signature]

5/9/2024

Signature of Authorized Official Date

City Manager

Title
OPTIONAL Community Development Block Grant Certification

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

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

Signature of Authorized Official  Date

City Manager

Title
Specific HOME Certifications

The HOME participating jurisdiction certifies that:

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

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

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

[Signature of Authorized Official]

5/9/2024

Date

City Manager

Title
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

______________________________
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.