

City of Camarillo

FY 2016-2017 Action Plan First Amendment



May 11, 2016 (Adopted)
September 28, 2016 (Amendment)

Community Development Department
601 Carmen Drive
Camarillo, CA 93010

Table of Contents

Executive Summary	1
AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)	1
PR-05 Lead & Responsible Agencies - 91.200(b)	4
AP-10 Consultation - 91.100, 91.200(b), 91.215(l)	5
AP-12 Participation - 91.105, 91.200(c)	9
Expected Resources	10
AP-15 Expected Resources - 91.220(c)(1,2)	10
Annual Goals and Objectives.....	13
AP-20 Annual Goals and Objectives - 91.220(c)(3)&(e)	13
AP-35 Projects - 91.220(d)	14
AP-38 Project Summary	15
AP-50 Geographic Distribution - 91.220(f).....	21
Affordable Housing	22
AP-55 Affordable Housing - 91.220(g)	22
AP-60 Public Housing - 91.220(h).....	22
AP-65 Homeless and Other Special Needs Activities - 91.220(i)	23
AP-75 Action Plan Barriers to Affordable Housing - 91.220(j)	24
AP-85 Other Actions - 91.220(k)	26
Program Specific Requirements	29
AP-90 Program Specific Requirements - 91.220(l)(1,2,4)	29
Appendix A: Outreach.....	A-1
Appendix B: Certifications.....	B-1
Appendix C: Standard Forms (SF 424).....	C-1

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Camarillo lies in the center of Ventura County, midway between Santa Barbara and Los Angeles. The City is economically diverse and provides a range of employment, lifestyle, and housing opportunities. Camarillo is nearly 20 square miles in area and is surrounded by agricultural greenbelts and hillside open space. This Fiscal Year (FY) 2016-2017 Action Plan was prepared using the eCon Planning Suite system developed by HUD and covers the planning period of July 1, 2016, through June 30, 2017. The system prescribes the structure and contents of this document, following the Federal Consolidated Planning regulations.

[The City adopted the FY 2016-2017 Action Plan on May 11, 2016. The City is now amending the FY 2016-2017 Action Plan to address the use of unallocated funds from previous years. The City intends to identify deteriorating rental housing properties with more than 51 percent low and moderate income tenants, and offer the property owners financial assistance for rehabilitation in exchange for long-term affordability restriction on the property.](#)

2. Summarize the objectives and outcomes identified in the Plan

This Action Plan incorporates outcome measures for activities in accordance with the Federal Register Notice dated March 7, 2006, which require the following Performance Measure Objectives/Outcomes to be associated with each activity funded:

General Objective Categories- Activities will meet one of the following:

- Decent Housing (DH)
- A Suitable Living Environment (SL)
- Economic Opportunity (EO) General

Outcome Categories- Activities will meet one of the following:

- Availability/Accessibility (1)
- Affordability (2)
- Sustainability (3)

The City of Camarillo has a range of housing and community development needs. CDBG funds alone are not adequate to address the various needs identified during the public outreach process and summarized in the Needs Assessment of the Regional CP. Recognizing the national objectives of these funding programs and specific program regulations, the City intends to use its CDBG funds to coordinate programs, services, and projects to create a decent and suitable living environment to benefit low- and moderate-income households and those with special needs. The priorities established in the FY 2015-2019 Regional Consolidated Plan (CP) are as follows:

High Priority

- Improve the quality and accessibility of ownership and rental housing through rehabilitation
- Increase the availability of affordable ownership and rental housing
- Provide supportive services for lower and moderate income residents, persons with disabilities, seniors, youth, and other special needs populations

- Provide housing opportunities and supportive services for the homeless and persons at risk of homelessness
- Improve or construct public facilities that support lower and moderate income residents and persons with special needs
- Improve or construct infrastructure that will benefit lower and moderate income residents and persons with special needs
- Enhance economic development opportunities for lower and moderate income residents
- Promote equal housing opportunity
- Planning and administration

3. Evaluation of past performance

In FY 2014-2015, the City of Camarillo provided financial assistance to a number of agencies that assist the homeless and other persons with special needs. With the City's assistance, these agencies served over 750 homeless persons, 1,300 seniors, 1,100 at-risk youth, and 120 lower- and moderate-income persons. In addition, the City is in the process of rehabilitating a total of 15 housing units through its Owner-Occupied Residential Rehabilitation Program and its partnership with Habitat for Humanity. Camarillo is also firmly committed to affirmatively furthering fair housing. The City continues to contract with the Housing Rights Center (HRC) to provide fair housing services to its residents and, in FY 2014-2015, nearly 100 Camarillo residents were assisted by HRC.

4. Summary of citizen participation process and consultation process

The City of Camarillo held the first public workshop on December 2, 2015, where an overview of the CDBG program as well as potential eligible activities were presented. Applications and procedure guides for CDBG funds were provided at the workshop. Representatives from seven agencies attended the meeting.

The City's Department of Community Development advertised the availability of funds and invited interested and qualified non-profit organizations to submit proposals for funding. The deadline for funding applications was January 22, 2016. These applications were then reviewed by the City Council, which is responsible for determining the allocation of funds.

The City Council conducted a Public Hearing on March 9, 2016 for the allocation of funds. A 30-day public review of the Draft Action Plan and proposed funding allocation was provided from April 7 through May 6, 2016. The City Council held a second Public Hearing for the adoption of the Action Plan on May 11, 2016.

[The City released the Draft Amendment to the FY 2016-2017 Action for the mandatory 30-day public review on August 29, 2016. The City Council will conduct a public hearing on September 28 to receive public comments and to consider approval of the amendment.](#)

5. Summary of public comments

A summary of the public comments received is provided in Appendix A.

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

All comments were received.

7. Summary

The City of Camarillo has undertaken diligent and good faith efforts in outreaching to all segments of the community that may benefit from the City's CDBG program.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	Camarillo	Department of Community Development

Table 1 – Responsible Agencies

Narrative

The City's CDBG program is administered by the City of Camarillo Department of Community Development.

Consolidated Plan public contact information

For matters concerning the City of Camarillo's CDBG program, please contact: Oksana Buck, Associate Planner, Community Development Department, 601 Carmen Drive, Camarillo, CA 93010, (805) 388-5367.

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

1. Introduction

As part of the development of this Action Plan, the City conducted an outreach program to consult and coordinate nonprofit agencies, affordable housing providers, and government agencies regarding the needs of the low- and moderate-income community. The outreach program has been summarized in the Executive Summary and Citizen Participation sections of the Action Plan.

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)).

During FY 2016-2017, Camarillo will continue to participate in housing and community development forums, discussions and one-on-one contact with citizens, public groups and surrounding communities. Part of this is making sure that Camarillo continues to do what we have done well and part is examining ways that Camarillo can proactively guide the resolution of shared community action activities. This includes hosting forums at the public library community room, participating in community consortia to resolve community issues, and making sure that City staff is available for compassionate one-on-one discussions with local citizens.

In addition, the City of Camarillo joined the County and the cities of Simi Valley, Thousand Oaks, and San Buenaventura to prepare a Regional Consolidated Plan for the FY 2015-2019 planning period. The City also participated in the Regional Analysis of Impediments (AI) to Fair Housing Choice update that covers all jurisdictions in the County.

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 is committed to funding programs with CDBG funds that have a strong emphasis on addressing housing needs citywide and the ongoing "continuum of care" for the homeless. For FY 2016-2017, Camarillo's CDBG funds will be used to address a continuum of care that supports:

- Turning Point Foundation - addresses the needs of the chronic homeless mentally ill.
- RAIN – provides transitional housing that addresses the needs of homeless families.
- Interface – provides preventive measures through the "211" assistance program.
- Older Adult Services and Intervention Services (OASIS)
- Livingston Memorial Visiting Nurse Association (LVMNA)
- St. Vincent de Paul, Padre Serra Conference (SVDP)

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 Camarillo does not receive ESG funds.

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

Table 2 – Agencies, Groups, Organizations Who Participated

1	Agency/Group/Organization	Interface
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-Victims Services-Substance Abuse
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the workshop on December 2, 2015 and asked questions pertaining to the CDBG program.
2	Agency/Group/Organization	County of Ventura - Rain Project
	Agency/Group/Organization Type	Services-Housing Services-Homeless Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs-Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the workshop on December 2, 2015 and asked questions pertaining to the CDBG program.
3	Agency/Group/Organization	Livingston Memorial Visiting Nurse Association
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the workshop on December 2, 2015 and asked questions pertaining to the CDBG program.
4	Agency/Group/Organization	Long-Term Care Services of Ventura County Ombudsman Program
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the workshop on December 2, 2015 and asked questions pertaining to the CDBG program.
5	Agency/Group/Organization	Turning Point Foundation
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the workshop on December 2, 2015 and asked questions pertaining to the CDBG program.
6	Agency/Group/Organization	OASIS
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the workshop on December 2, 2015 and asked questions pertaining to the CDBG program..
7	Agency/Group/Organization	Habitat for Humanity Ventura County, Inc.
	Agency/Group/Organization Type	Housing Services-Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended the workshop on December 2, 2015 and asked questions pertaining to the CDBG program.

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

All applicable agencies and agency types were consulted.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Continuum of Care Alliance	Potential funding allocations to address homeless needs will complement the CoC Strategy.
Ten-Year Plan to End Homelessness	Continuum of Care Alliance	Potential funding allocations to address homeless needs will be consistent with the Ten-Year Plan to End Homelessness

Table 3 – Other local / regional / federal planning efforts

Narrative

Refer to Appendix A for proof of publication and summary of public comments received.

AP-12 Participation - 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The City of Camarillo held the first public workshop on December 2, 2015, where an overview of the CDBG program as well as potential eligible activities was presented. Applications and procedure guides for CDBG funds were provided at the workshop. Representatives from seven agencies attended the meeting to obtain information on how to apply for CDBG funding.

The City's Department of Community Development advertised the availability of funds and invited interested and qualified non-profit organizations to submit proposals for funding. The deadline for funding applications was January 22, 2016. These applications were then reviewed by the City Council, which is responsible for determining the allocation of funds.

The City Council conducted a public hearing on March 9, 2016 for the allocation of funds. A 30-day public review of the Draft Action Plan and proposed funding allocation was provided from April 7 through May 6, 2016. The City Council held a second Public Hearing for the adoption of the Action Plan on May 11, 2016.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	CDBG Workshop	Service Providers	Representatives from seven agencies attended this workshop.	A summary of comments received can be found in Appendix A.	All comments were accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

A number of housing and community development resources are currently available in the City. They include:

- Community Development Block Grant (CDBG) funds
- General funds
- HUD Section 108 Loan funds
- HUD Housing Choice Voucher Program (through the Area Housing Authority of the County of Ventura)
- California Housing Finance Agency funds (CalHFA)
- State Housing and Community Development (HCD) housing funds
- State transportation funds

Anticipated Resources

In addition to the City's FY 2016-2017 annual allocation of \$281,099, the City anticipates an approximate balance of \$541,471 unallocated for FY 2016-17. The source of this money is as follows:

- 1) \$385,795 in funds carried over from previous years. This amount is primarily a combination of program income and unspent funds from the City's housing rehabilitation program.
- 2) \$125,000 is a CDBG loan anticipated to be re-paid during this FY 2016-2017 by KDF Properties, owner of the senior affordable housing. KDF has asked the City to extend their ground lease and the City agreed if the \$125,000 CDBG loan is repaid. The loan was issued in 1999.
- 3) \$4,000 is a CDBG downpayment assistance loan anticipated to be re-paid in FY 2016-2017. The homeowner is refinancing their home and is taking a cash-out, which triggers a partial repayment of a forgivable loan. The loan was issued in 2003 for \$6,000.
- 4) About \$26,676 is a CDBG four-percent interest loan issued in 2011 for a housing rehabilitation project through Comprehensive Housing Services, Inc. The original loan amount was \$25,000.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	281,099	<u>155,676</u>	<u>385,795</u>	<u>822,570</u>	838,901	The estimated amount of CDBG funds available over the five-year planning period was generally based on allocation from FY 2015, excluding funds carried over from prior years. <u>In addition, the City anticipates a balance of \$541,471 in unallocated funds to be available for FY 2016-2017. The City is amending this Action Plan to address the potential uses for these funds.</u>

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 utilizes CDBG funds for its housing and community development activities. The City's goal is to leverage federal, state, and local funds to maximize the number of households that can be assisted.

It is expected that the City of Camarillo and a variety of human service and housing agencies will pursue funding from private, local, state, and federal resources to assist with their delivery of services for those with special needs. The resources that can reasonably be expected to be available to assist persons with special needs include federal (CDBG), state grants, and local public and private sector resources. It is anticipated that these resources will be used to support the provision of housing and services to those in need.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not currently own any vacant land or property that will be used during FY 2016-2017 to meet the needs identified in the Regional CP.

Discussion

See discussions above.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Quality of Housing	2015	2019	Affordable Housing		Improve Quality of Housing	CDBG: \$724,185	Homeowner Housing Rehabilitated: 44 Household Housing Unit
2	Provide Non-Homeless Supportive Services	2015	2019	Non-Homeless Special Needs		Provide Non-Homeless Supportive Services	CDBG: \$18,000	Public service activities other than Low/Moderate Income Housing Benefit: 1,420 Persons Assisted
3	Provide Services to the Homeless	2015	2019	Homeless		Provide Services to the Homeless	CDBG: \$24,165	Public service activities other than Low/Moderate Income Housing Benefit: 1,829 Persons Assisted
4	Fair Housing Opportunity	2015	2019	Non-Homeless Special Needs		Fair Housing Opportunity	CDBG: \$8,000	Public service activities other than Low/Moderate Income
5	Planning and Administration	2015	2019	Administration		Planning and Administration	CDBG: \$48,220	

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Quality of Housing
	Goal Description	
2	Goal Name	Provide Non-Homeless Supportive Services
	Goal Description	
3	Goal Name	Provide Services to the Homeless
	Goal Description	
4	Goal Name	Fair Housing Opportunity
	Goal Description	
5	Goal Name	Planning and Administration
	Goal Description	

Table 7 – Goal Descriptions

AP-35 Projects - 91.220(d)

Introduction

This plan outlines the action steps that Camarillo will use to address housing and community development needs in the City. The plan includes a listing of activities that the City will undertake during FY 2016-2017 (July 1, 2016 through June 30, 2017) that utilize CDBG funds. For FY 2016-2017, the City has a total CDBG allocation of \$281,099.

#	Project Name
1	City of Camarillo Housing Rehabilitation Loan/Grant Program
2	211 Ventura County (Interface Children and Family Services)
3	Long Term Care Ombudsman Program (Long Term Care Services of Ventura County)
4	OASIS (Older Adult Services and Intervention System) Program (Catholic Charities)
5	RAIN Transitional Living Center (County of Ventura Human Services Agency)
6	Our Place Safe Haven - OPSH (Turning Point Foundation)
7	Subsidized Care Program (Livingston Memorial Visiting Nurse Association)
8	Volunteers Assisting the Elderly (Caregivers)
9	Fair Housing Program
10	Planning and Administration
11	Society of St. Vincent de Paul, Padre Serra Conference (SVDP)
12	Rental Housing Rehabilitation Loan Program

Table 8 – Project Information

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

During the preparation of the FY 2015-2019 Regional CP it was once again confirmed that Camarillo has a wide range of public and non-profit agencies supporting the continuum of care. The City is also poised to assist with housing programs.

However, the major obstacle to overcoming local challenges is diminishing funding sources. The City's CDBG allocation in FY 2016-2017 decreased approximately one percent from the previous year.

Furthermore, as of February 1, 2012, the Camarillo Corridor Redevelopment Agency was dissolved pursuant to State Legislation and a December 2011 California Supreme Court decision. As a result, the City will no longer be able to generate tax increment financing to support housing and community improvement projects in the City.

AP-38 Project Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	City of Camarillo Owner-Occupied Residential Rehabilitation Loan/Grant Program
	Target Area	Citywide
	Goals Supported	Improve Quality of Housing
	Needs Addressed	Improve Quality of Housing
	Funding	CDBG: \$ 182,714
	Description	The City of Camarillo's Owner-Occupied Residential Rehabilitation Loan/Grant Program helps lower-income homeowners with needed property repairs and improvements to eradicate substandard living conditions and attain compliance with minimum property standards.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 12 households may be assisted.
	Location Description	This program is available to income-eligible households citywide.
	Planned Activities	The assistance is provided in the form of a low- or zero interest loan of up to \$25,000 to qualifying households, with no repayment for 50 years, or until the property is sold or transferred to a new owner. In rare instances, grants are made to extremely-low income applicants of qualifying properties.
2	Project Name	211 Help Line (Interface Children and Family Services)
	Target Area	Citywide
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: \$5,000
	Description	Interface's 211 Ventura County is a one stop resource that guides individuals and families to other programs and agencies that might prevent them from becoming homeless. The agency also offers counseling and safe haven shelter for homeless, abused, and runaway children; a battered women's shelter; linkage of high-risk children with donated medical care, and referrals to social service agencies. Interface Children and Family Services provides the 2-1-1 Help Line, as well as other child and family programs, including Youth Crisis and Cool Home Services, Domestic Violence Services, and Children's Resource Program.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Interface Children and Family Services estimates that 1,260 low-income Camarillo residents will be served in FY 2016-2017.

	Location Description	This program is available to income-eligible households citywide.
	Planned Activities	Funds will be used for the operation of the 211 Help Line, that is available 24 hours a day (and provides referrals on family emergencies, crisis situations, shelter, battery and abuse, and counseling), a key resource and referral point during personal crisis and emergencies.
3	Project Name	Long Term Care Ombudsman Program (Long Term Care Services of Ventura County)
	Target Area	Citywide
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: \$7,300
	Description	Long Term Care Services is an advocate for the elderly in skilled nursing homes and residential care facilities.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	According to the applicant, there are 32 residential and skilled nursing facilities in Camarillo. Ombudsman estimates that 1,200 persons will be served in FY 2016-2017.
	Location Description	This program is available to seniors citywide.
	Planned Activities	Some of the Ombudsman services include pre-placement counseling, monitoring visits to long-term care facilities and investigating complaints, and help residents form resident councils so they can advocate for themselves.
4	Project Name	OASIS (Older Adult Services and Intervention System) Program (Catholic Charities)
	Target Area	Citywide
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: \$4,500
	Description	This program provides information, referral and case management services for seniors living in their own homes and in the community.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	OASIS estimates that 80 low-income elderly persons will receive assistance from the program in FY 2016-2017.
	Location Description	This program is available to seniors citywide.
	Planned Activities	Funds will be used to provide assessment, care planning, and referral to social service agencies for seniors.
5	Project Name	RAIN Transitional Living Center (County of Ventura Human Services Agency)
	Target Area	Citywide
	Goals Supported	Provide Services to the Homeless
	Needs Addressed	Provide Services to the Homeless
	Funding	CDBG: \$7,800

	Description	The RAIN project offers transitional housing for homeless individuals and families at their shelter. The facility offers residents a fresh start and an opportunity to rebuild their life.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	RAIN estimates that 12 homeless persons from Camarillo will be served in FY 2016-2017.
	Location Description	The CDBG funds would assist the operation of the transitional housing facility, which is located in the unincorporated area of the county on South Lewis Road, approximately 2.5 miles south of Pleasant Valley Road.
	Planned Activities	Funds will be used to provide transitional housing, intensive case management and supportive services to homeless individuals and families.
6	Project Name	Our Place Safe Haven - OPSH (Turning Point Foundation)
	Target Area	Citywide
	Goals Supported	Provide Services to the Homeless
	Needs Addressed	Provide Services to the Homeless
	Funding	CDBG: \$4,865
	Description	Turning Point Foundation provides safe haven and single-room occupancy housing for the homeless mentally ill at their shelter in Ventura. The safe haven program provides 24-hour supervision and support to their clientele. The shelter offers a drop-in center to get a hot meal, take a shower, and receive additional support and assistance. The agency also provides ten units of single room occupancy housing.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Turning Point Foundation estimates that five (5) Camarillo residents will be served in FY 2016-2017.
	Location Description	Turning Point Foundation assists the homeless mentally ill at its homeless shelter in Ventura, as well as at the 23-unit Villa Calleguas Apartments that are located on Lewis Road, south of Camarillo.
Planned Activities	Funds will be used for the operation of Our Place Safe Haven, a 10 bed shelter for persons who are homeless and mentally ill.	
7	Project Name	Subsidized Care Program (Livingston Memorial Visiting Nurse Association)
	Target Area	Citywide
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: \$4,200
	Description	LMNVA (Livingston Memorial Visiting Nurse Association) provides quality home health, compassionate medical hospice and vital family support to under-insured, low-income Camarillo residents, including seniors, who could not otherwise afford it.
Target Date	06/30/2017	

	Estimate the number and type of families that will benefit from the proposed activities	Livingston anticipates providing 65 low-income Camarillo residents with services, including nursing, social work, occupational and physical therapy, nutrition, palliative care, bathing, and in-home support.
	Location Description	This program provides home health care for eligible Camarillo residents citywide.
	Planned Activities	Funds will be used to provide quality home health care, hospice, and personal assistance to underinsured or indigent residents of Camarillo.
8	Project Name	Volunteers Assisting the Elderly (Caregivers)
	Target Area	Citywide
	Goals Supported	Provide Non-Homeless Supportive Services
	Needs Addressed	Provide Non-Homeless Supportive Services
	Funding	CDBG: \$2,000
	Description	Caregivers' mission is to promote the health, well-being, dignity, and independence of frail, home-bound elders through one-on-one relationships with trusted volunteers.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Caregivers anticipates assisting a minimum of 75 low-income Camarillo residents in FY 2016-2017.
	Location Description	This program is available to seniors citywide.
	Planned Activities	Funds will be used to support Caregivers' ongoing operations, which include continuing to improve the quality and cost effectiveness of care for Camarillo's frail, homebound seniors, by recruiting and training new volunteers.
9	Project Name	Fair Housing Program
	Target Area	Citywide
	Goals Supported	Fair Housing Opportunity
	Needs Addressed	Fair Housing Opportunity
	Funding	CDBG: \$8,000
	Description	The Camarillo Fair Housing program will ensure that those seeking housing services are not the subject of discrimination, nor the victim of fraudulent, or otherwise, misinformed landlord activity.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	This program is available to all residents, housing providers, and housing professionals citywide.
	Planned Activities	Camarillo will continue to be part of the Ventura County Fair Housing Consortium and CDBG funds will be used to provide fair housing counseling and educational seminars to tenants and landlords.

10	Project Name	Planning and Administration
	Target Area	Citywide
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$48,220
	Description	To ensure the effective use of CDBG funds, the City must allocate money towards planning and monitoring.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	This CDBG program is administered at City Hall.
Planned Activities	CDBG funds will be used to oversee the day-to-day operation of the CDBG program and maintain compliance with the HUD regulations and to oversee the day-to-day program administration, CDBG-mandated activities, such as program monitoring, environmental review, and fair housing activities. This includes the preparation of the annual Action Plan as well as monitoring of program subrecipients. Staff time is also spent evaluating sites for affordable housing, completing the environmental review, program monitoring and other HUD mandated activities.	
11	Project Name	Society of St. Vincent de Paul, Padre Serra Conference (SVDP)
	Target Area	Citywide
	Goals Supported	Provide Services to the Homeless
	Needs Addressed	Provide Services to the Homeless
	Funding	CDBG: \$6,500
	Description	SVDP is operated entirely by volunteers, devoting 97 percent of all monies to providing emergency shelter and other essentials to the homeless and emergency aid to the working poor.
	Target Date	06/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	SVDP estimates that 552 low-income Camarillo residents will be served in FY 2016-2017.
	Location Description	This program is to operate the West Ventura County Winter Shelter.
Planned Activities	SVDP services will provide emergency shelter to the homeless and essentials are provided to individuals after an emergency situation arises. This may include a motel stay, rental payment or deposit, utility payment, car repair, gas card, food card, clothing/shoes for a job interview, or other essential need. After helping address an individual or a family's initial emergency, SVDP educates and refers them to programs that can help and empower them to become self-sufficient. Ninety-five percent of support goes to Camarillo families.	
12	Project Name	City of Camarillo Rental Housing Rehabilitation Program
	Target Area	Citywide
	Goals Supported	Improve Quality of Housing

<u>Needs Addressed</u>	<u>Improve Quality of Housing</u>
<u>Funding</u>	<u>CDBG: \$400,000</u>
<u>Description</u>	<u>Some multi-family rental housing properties in the City occupied primarily by low- and moderate-income tenants are experiencing deferred maintenance. These property owners often do not have the financial means to make the necessary repairs. The City intends to identify these properties and offer financial assistance. The terms of financial assistance will be negotiated with the property owners in exchange for a commitment to maintain at least 51% of the units affordable to low- and moderate-income households..</u>
<u>Target Date</u>	<u>06/30/2017</u>
<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>The City anticipates providing up to \$100,000 per loan, with an estimated 32 apartment units benefitting from the assistance. At least 51% of these units will be occupied by low- and moderate-income households.</u>
<u>Location Description</u>	<u>This program is available to eligible apartment complexes citywide.</u>
<u>Planned Activities</u>	<u>The City will identify multi-family rental properties that are in need of rehabilitation and repairs. As an initial effort, four buildings containing a total of 32 units were identified along Ventura Blvd. The City will work with the property owners to conduct income surveys for the existing residents. The income survey will determine whether at least 51% of the units are occupied by low- or moderate-income households to meet the national objective of <i>benefit to low- and moderate income persons</i>. The City will work with the property owners to negotiate the terms of financial assistance. In exchange for the financial assistance, the City will require an affordable housing agreement to preserve the affordability of at least 51% of the units. The City will work with the property owners to create a scope of work for approximately \$100,000 in rehabilitation activities per building, draft the affordable agreement, and monitor compliance with the affordable agreement.</u>

AP-50 Geographic Distribution - 91.220(f)

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

The City is committed to funding programs with CDBG funds that have a strong emphasis on addressing housing needs citywide and the ongoing "continuum of care" for the homeless. The programs, particularly its housing programs, provide opportunities to help improve the quality of life of the low income residents citywide with no geographic emphasis. Additionally, potential lead-based paint hazards are being addressed through the residential rehabilitation process citywide

Geographic Distribution

Target Area	Percentage of Funds
Not Applicable	Not Applicable

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Camarillo has a diversity of neighborhoods within the community; however, use of CDBG funds is not concentrated within any particular area of the City. This is because there are not any significant concentrations of low income families and/or racial/minority concentration in which assistance will be directed during the five-year Regional CP period.

Discussion

See discussions above.

Affordable Housing

AP-55 Affordable Housing - 91.220(g)

Introduction

The City plans to utilize CDBG funds to support residential rehabilitation programs for Camarillo residents. These activities are expected to provide rehabilitation assistance to 13 households.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	45
Special-Needs	0
Total	45

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	45
Acquisition of Existing Units	0
Total	45

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

See discussions above.

AP-60 Public Housing - 91.220(h)

Introduction

The public housing needs of Camarillo residents are met by the Area Housing Authority of the County of Ventura (AHACV). AHACV owns five apartment complexes in Camarillo with a total of 374 units and is in the process of rehabilitating Bradford Apartments. However, these projects are affordable housing owned and administered by AHACV but not considered conventional public housing units.

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

There are no public housing units located in the City of Camarillo.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

AHACV has established resident councils at all of their apartment complexes in Camarillo. They also have a resident coordinator to address the concerns of the residents and to ensure they are involved in the management of their apartment complex.

Homeownership classes are also offered by AHACV each month that describe the federal, state, local and private initiatives that can assist public housing residents to become home owners. Camarillo residents are also invited to the home ownership classes.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

See discussions above.

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

Introduction

Factors contributing to the rise in homelessness include a lack of housing affordable to low- and moderate-income persons, increases in the number of persons whose income falls below the poverty level, reductions in subsidies to the poor, drug/alcohol abuse, and the de-institutionalization of the mentally ill. The recent housing market and economic conditions have also resulted in some families facing homelessness due to foreclosures, unemployment, and/or underemployment.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City's Police Department assists in referring homeless persons in need of assistance to shelters and programs available in the County. Specifically, the Police Department refers the homeless to Project H.O.P.E. (Helping Our community Progress Efficiently). Project H.O.P.E. addresses homeless issues in Camarillo with three purposes: 1) to educate, identify, assess, support, and encourage the consumer (homeless populace) to progress forward in life by offering life sustainable options; 2) to find proper placement for the consumer by three different means; and 3) to establish policies and procedures for law enforcement and the City of Camarillo's Code Enforcement program to use as a guide to handle various calls for service when dealing with the consumers in the field.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City amended its Zoning Code in 2013 to address the provision of emergency shelters, transitional housing, and supportive housing in the community, pursuant to SB 2. The FY 2016-2017 Action Plan also includes funding for various shelter programs.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

For FY 2016-2017, Camarillo's CDBG funds will be used to address a continuum of care that supports:

- Turning Point Foundation - addresses the needs of the chronic homeless mentally ill.
- RAIN - provides transitional housing that addresses the needs of homeless families.
- Interface - provides preventive measures through the "211" assistance program.
- St. Vincent de Paul – provides emergency shelter and resources to the homeless and emergency aid to the working poor.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Camarillo recognizes that it is more effective to keep families from becoming homeless whereas once they become homeless significant community resources must be employed to rehouse them. As a result, Camarillo intends to continue the homeless prevention programs that have been implemented for over 20 years. This includes supporting the Interface "211" program, a one stop resource on programs that can guide individuals and families to programs that might prevent them from becoming homeless. In FY 2016-2017, the City plans to provide assistance to St. Vincent de Paul to provide emergency shelter and other essentials to the homeless and emergency aid to the working poor.

Discussion

See discussions above.

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	NA
Tenant-based rental assistance	NA
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	NA
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	NA
Total	NA

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

Introduction

The City recognizes that barriers to affordable housing exist and continues to employ strategies to overcome them.

Lack of Affordable Housing Funds: The availability of funding for affordable housing has been severely affected by the dissolution of redevelopment agencies in the State of California.

State Prevailing Wage Requirements: The State Department of Industrial Relations (DIR) expanded the kinds of projects that require the payment of prevailing wages. Prevailing wage adds to the overall cost of development.

Environmental Constraints: California's recent drought may impact housing development in Ventura County during the CP period. At least one city in Ventura County is considering a residential growth management strategy, in part because of concerns about water availability.

Environmental Protection: State law (California Environmental Quality Act and California Endangered Species Act) and federal law (National Environmental Policy Act and Federal Endangered Species Act) regulations require environmental review of proposed discretionary projects (e.g., subdivision maps, use permits, etc.). Costs resulting from the environmental review process are also added to the cost of housing.

SOAR Ordinances: In 1995, the voters within the City of San Buenaventura passed an initiative that requires an affirmative vote of the electorate for any General Plan amendment affecting Agricultural designated land. In late-1998 and early 1999, the voters or the city council of the cities of Camarillo, Moorpark, Oxnard, Simi Valley, and Thousand Oaks, as well as the unincorporated area of the County, approved similar initiatives/ordinances. The City of Santa Paula followed suit in 2000 and the City of Fillmore in 2002. These initiatives and ordinances became collectively known as Save Open-space and Agricultural Resources (SOAR) ordinances. With the exception of San Buenaventura, which requires a public vote to amend land designated Agricultural, the SOAR ordinances establish urban boundaries around each jurisdiction, outside of which urban development and/or the extension of urban services can occur only with voter approval. Most of the SOAR ordinances remain in effect until 2020. The SOAR Ordinance may act as a constraint to future urban development.

Planning and Development Fees: Development fees and taxes charged by local governments also contribute to the cost of housing. A number of jurisdictions in Ventura County, however, offer fee waivers for affordable housing developments.

Permit and Processing Procedures: The processing time required to obtain approval of development permits is often cited as a contributing factor to the high cost of housing. Unnecessary delays add to the cost of construction by increasing land holding costs and interest payments.

Davis-Bacon Prevailing Wages: A prevailing wage must be paid to laborers when federal funds are used to pay labor costs for any project over \$2,000 or on any multi-family project over eight units. The prevailing wage is usually higher than competitive wages, raising the cost of housing production and rehabilitation activities. Davis-Bacon also adds to housing costs by requiring documentation of the prevailing wage compliance.

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

One of the greatest barriers to affordable housing is the recent turmoil in the housing market. Between 2010 and 2012, very few housing units were built in the City, a stark contrast to the 646 dwelling units completed in 2006 alone. In 2008, Camarillo completed the 13-unit Meadowbrook apartments and the 34-unit Courtyard apartments, which provided housing for very low income families. Both were built by AHACV. In addition, the 384-unit AMLI Spanish Hills project was completed in 2014, which included 40 units affordable to lower- and moderate-income households. The local economy is recovering; however, the City does not anticipate significant numbers of housing units being built in Camarillo in the near future. Camarillo will continue to rehabilitate homes. This will ensure that affordable housing is preserved in Camarillo.

Another significant barrier is the diminishing funding sources for affordable housing. Specifically, the dissolution of the Camarillo Corridor Redevelopment Agency, which took effect February 1, 2012, has severely compromised the City's ability to provide affordable housing in future years. With the dissolution of the Redevelopment Agency, the City will not generate tax increment financing, a major funding source for the creation of affordable housing

in Camarillo. Mira Vista Apartment and Meadowbrook Apartments – two affordable housing projects in the City – were subsidized with redevelopment housing set-aside funds.

Discussion

See discussions above.

AP-85 Other Actions - 91.220(k)

Introduction

Priority Needs established in the FY 2015-2019 Regional CP, which form the basis for establishing objectives and outcomes in the Camarillo FY 2016-2017 One-Year Action Plan, are as follows:

High Priority

- Improve the quality and accessibility of ownership and rental housing through rehabilitation
- Increase the availability of affordable ownership and rental housing
- Provide supportive services for lower and moderate income residents, persons with disabilities, seniors, youth, and other special needs populations
- Provide housing opportunities and supportive services for the homeless and persons at risk of homelessness
- Improve or construct public facilities that support lower and moderate income residents and persons with special needs
- Improve or construct infrastructure that will benefit lower and moderate income residents and persons with special needs
- Enhance economic development opportunities for lower and moderate income residents
- Promote equal housing opportunity
- Planning and administration

Actions planned to address obstacles to meeting underserved needs

The major obstacle to overcoming local challenges is diminishing funding sources. The City's CDBG allocation in FY 2016-17 decreased approximately one percent from the previous year. Furthermore, as of February 1, 2012, the Camarillo Corridor Redevelopment Agency was dissolved pursuant to State Legislation and a December 2011 California Supreme Court decision. The City will no longer be able to generate tax increment financing to support housing and community improvement projects in the City.

Actions planned to foster and maintain affordable housing

The largest provider of affordable housing in Camarillo is AHACV. Through units owned by the AHACV and the Housing Choice Voucher program, over 447 Camarillo households are currently being assisted with rental housing. The City's Department of Community Development is also a major player in terms of fostering and maintaining affordable housing through its support of housing rehabilitation programs, planning and research activities, technical assistance for housing providers, and the administration of CDBG funds, many of which go to housing-related projects.

However, most of the new affordable housing development in Camarillo has come from for-profit developers. Camarillo has an inclusionary housing policy that requires affordable housing to be incorporated into market rate developments. In addition, the City offers increases in density, a so-called "density bonus" to developers who include affordable housing. The City has also partnered with for-profit developers in building affordable housing. As a result

of this program, over 985 units of affordable housing have been built since 2006. Including 40 units at the AMLI Spanish Hills apartments in the City of Camarillo, which were completed in 2015 as a result of a density bonus.

Actions planned to reduce lead-based paint hazards

Camarillo has provided a CDBG-funded residential rehabilitation program since 1987. For FY 2016-2017, the City has allocated funding to the Housing Rehabilitation Program for the rehabilitation of 12 homes.

Prior to rehabilitating the dwelling the City investigates the structure for lead-based paint hazards. The reason this is important is because lead-based paint was banned by the United States government from residential use in 1978. In spite of this, lead poisoning remains a serious problem especially in areas which have a concentration of older homes. The City of Camarillo has over 25,000 residential properties. Of these residences, 53 percent of the residences within Camarillo were constructed prior to 1978; approximately 167 residences were constructed prior to 1940. According to HUD's 1991 report to the U.S. Congress, an estimated 80% of housing built between 1940 and 1959 and 90 percent of housing built prior to 1940 contains lead-based paint.

Housing units built prior to 1978 before stringent limits on the amount of lead in paint were imposed may have interior or exterior building components coated with lead-based paint. Housing units built before 1970 are the most likely to need rehabilitation and to have lead-based paint in deteriorated condition. Lead-based paint becomes hazardous to children under age six and to pregnant women when it peels off walls or is pulverized by windows.

The City will continue to educate residents on the hazards of lead-based paint and utilize lead-safe practices in the provision of the residential rehabilitation program.

Actions planned to reduce the number of poverty-level families

Camarillo's "anti-poverty" strategy is to support the City's continuum of care that insures that local residents are housed and fed, and have the ability to obtain gainful employment. This is achieved by support from local churches that makes sure that local families are fed as well as the City's continuum of care that provides food and support services to bring families and individuals out of poverty. These actions will continue during FY 2016-2017 and will result in reduced numbers of families in crisis.

Actions planned to develop institutional structure

The City of Camarillo does not anticipate significant changes in the institutional structure in FY 2016-2017. The City of Camarillo Community Development Department encourages cooperation among the various City departments that implement governmental programs as well as agencies, both public and non-profit, in delivering housing and public service activities. These efforts have worked for over 20 years and have resulted in positive relationships with neighboring governments and efforts with local non-profits, networking, and cooperative solutions to local and regional issues. The City does not anticipate changes in the present institutional structure.

Actions planned to enhance coordination between public and private housing and social service agencies

During FY 2016-2017, Camarillo will continue to participate in housing and community development forums, discussions and one-on-one contact with citizens, public groups and surrounding communities. Part of this is making sure that Camarillo continues to do what we have done well and part is examining ways that Camarillo can proactively guide the resolution of shared community action activities. This includes hosting forums at the public library community room, participating in community consortia to resolve community issues, and making sure that City staff is available for compassionate one-on-one discussions with local citizens.

In addition, the City of Camarillo joined the County and the cities of Simi Valley, Thousand Oaks, and Ventura in preparing a Regional Consolidated Plan for the FY 2015-2019 planning period. The City is also participating in the Regional Analysis of Impediments (AI) to Fair Housing Choice update that covers all jurisdictions in the County.

Discussion

See discussions above.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.220(l)(1,2,4)

Introduction

The following describes other program-specific requirements.

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.	100.00%

Discussion

See discussions above.

Appendix A: Outreach

Meeting Notes

Camarillo Community Workshop: December 2, 2015

Location: Camarillo Library

Representatives from a total of seven agencies, organizations, and community groups attended the workshop to receive information on how to apply for CDBG funding.



CITY OF CAMARILLO WORKSHOP

FY 2016-17

Community Development Block Grant Program and City of Camarillo Community Service Grants

The City of Camarillo is holding a workshop for non-profit groups and agencies seeking Community Development Block Grant (CDBG) and Community Service Grants funding for Fiscal Year 2016-17. The workshop will be held on:

**Wednesday, December 2, 2015 – 2 p.m. to 4 p.m.
Camarillo Library, 4101 Las Posas Road**

Please attend the workshop if you plan to request CDBG or Community Service Grants funding from the City of Camarillo. Information regarding the Application packets for each of the grant programs will be distributed at the workshop. (Note: Applications will be available on the city's website - www.cityofcamarillo.org - after December 2, 2015.)

CDBG funds come from the United States Department of Housing and Urban Development and are to be used to create viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities for low-income persons. CDBG funds may be used for housing, public services, public facilities, and economic development activities.

Community Service Grant funds come from the City of Camarillo and support projects sponsored by non-profit organizations. This does not include city co-sponsored events such as Concerts in the Park, the Holiday Parade, the 4th of July celebration, or the Fiesta. Those programs will not be required to compete in the grant program, as they will be included in the normal budget process.

The Community Development Block Grant and the Community Service Grant programs have SEPARATE applications. Please complete the appropriate application for the specific program being applied for.

Application filing deadline: Friday, January 22, 2016

On Wednesday, March 10, 2016 at 7:30 p.m., the Camarillo City Council is tentatively scheduled to conduct a public hearing on the Community Development Block Grant program.

On Wednesday, March 24, 2016 at 7:30 p.m., the Camarillo City Council is tentatively scheduled to conduct a public hearing on the Community Service Grants program.

For questions or more information, please contact:

CDBG Program

Dept. of Community Development (805.388.5360)
planningdept@cityofcamarillo.org

Community Service Grants Program

Licette Maldonado (805.388.5327)
lmaldonado@cityofcamarillo.org

Sign-in Sheets

16/17 CSG/CDBG

CDBG/CSG WORKSHOP
December 2, 2015

(CDBG
CSG)

NAME	AGENCY	CONTACT INFO (PHONE #/EMAIL)	GRANT INTEREST:	FIRST-TIME ATTENDEE?
Zena Sepulveda	Turning Point Foundation	805-652-0000 x.112 zsepulveda@turningpointfoundation.org	CDBG	Agency has administrative team that will grow meeting
PAUL STRAUSS		805-484-2485 PGSTRAUS@QUERIBO.NET		YES
TINA McDONALD	USA RAIN TLE	(805) 389-3308 tina.mcdonald@venam.org	yes	NO
Laura Bender	HER Hope & Empowers Restoration	805-990-9966 benderlaura05@gmail.com	yes	yes
CSG Tanya Carelli	Girl Scouts of CA Central Coast	800 822 2427 tcarelli@girlscoutsofca.org	yes	yes
CSG Linda Martinez	Adolfo Camarillo High School Music Boosters	805-377-0715 LindaMartinez@yahoo.com	CSG	NO
JOHN GARCIA	Interface Children And Family Services	JohnG@icfs.org 805-485-8114	CDBG	NO
LISA HAGY	ONASIS	Lisa Hagy lhagy@ceenrhhs.org	CDBG	NO
CSG Jeanette Villanueva	Brain Injury Center	(805) 483-1213 jeanette@braininjurycenter.org		NO
Kathy Terry	LTC Ombudsman	805-656-1986 kterry@ombudsmanadventures.org	CDBG	yes

CDBG/CSG WORKSHOP
December 2, 2015

(CDBG
or
CSG)

NAME	AGENCY	CONTACT INFO (PHONE #/EMAIL)	GRANT INTEREST:	FIRST-TIME ATTENDEE?
Mikaeli King	Individual (ASWAV)	805-490-4110	not sure	✓
SUSAN COLE	FUSION PERFORMING DANCE ACADEMY - ECOS DE ESPAÑA	310 316-0906	YES	YES
Debbie Jones	HER.			✓
Ellen Johnson	Livingston Memorial VNA	ejohnson@lunva.org	CDBG	
CSG KAREN GATCHEL	New West Symphony	805-558-4412 kgatchel@newwestsymphony.org	COMM SVC	
CSG KAREN GATCHEL	SAVE OUR KIDS' MUSIC	805-383-6767 saveourkidsmusic@gmail.com	COMM SVC	
CSG Rona Koe	Halaau Hula O Pualanina'aua'ali'ioha	(805) 517-HULA hula805@verizon.net	Comm. servs	YES
FELIPE FLORES	HABITAT FOR HUMANITY VENTURA COUNTY	(805) 485-6065 felipef@habitatventura.org	YES	NO
CSG Daniel Cook	ACHS Music Dept.	daniel.cook@ouhsd.k12.ca.us	yes	yes



CITY OF CAMARILLO COMBINED PUBLIC NOTICE

AVAILABILITY OF DRAFT FY 2016-17 ACTION PLAN and PUBLIC HEARING

In accordance with U.S. Department of Housing and Urban Development (HUD) regulations, the City of Camarillo will release a Draft 2016-17 Action Plan for a 30-day public review period beginning on April 6, 2016, and ending on May 6, 2016.

The Draft 2016-17 Action Plan provides a comprehensive one-year strategy that addresses the use of Community Development Block Grant (CDBG) funds to meet the goals of providing decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons. The CDBG funds will be spent during the next program year (July 1, 2016, to June 30, 2017).

The Draft 2016-17 Action Plan will be available for public review beginning on April 6, 2016, at the Community Development Department located at Camarillo City Hall, 601 Carmen Drive, and at the Camarillo Library located at 4101 Las Posas Road. The plan is also available on the City's website at www.cityofcamarillo.org.

The Camarillo City Council will conduct a **public hearing on Wednesday, May 11, 2016**, at 7:30 p.m., in the Council Chambers located at 601 Carmen Drive, Camarillo, to receive public comments on the Draft 2016-17 Action Plan and to approve the final document for submission to HUD. All interested persons are encouraged to submit comments on the draft plan on, or before, the May 11, 2016, public hearing. Comments may be submitted by e-mail, fax, or mail, to Oksana Buck, Associate Planner at:

Department of Community Development
601 Carmen Drive
Camarillo, CA 93010
Ph: 805.388.5367
Fax: 805.388.5388
obuck@cityofcamarillo.org

Any person interested in this matter is invited to attend and present testimony either for or against the above item. If you challenge the proposed action in court, you may be limited to raising only those issues that 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 the public hearing on May 11, 2016.

In compliance with the American With Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 805.388.5316. Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II.)

Please do NOT Print: F:\C D B G\2016\ACTION PLAN\NEWSPAPER DOCS\2016 04-06 Display Ad 30 day review PH.docx

I agree this ad is accurate and as ordered.

**CITY OF CAMARILLO
COMBINED PUBLIC NOTICE**

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Publish: April 6, 2016 Ad No.1025052

Appendix B: Certifications

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, which means it will conduct an Analysis of Impediments (AI) to Fair Housing Choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

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, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless

the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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 CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Dave Norman

5/12/16
Date

City Manager
Title

Specific CDBG 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 provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current Consolidated Plan (or Comprehensive Housing Affordability Strategy) 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 certifies that 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 activities which the grantee certifies are designed to meet other community development needs having a 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).
2. **Overall Benefit.** The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s) 2014-2015, 2015-2016 and 2016-2017 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. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, 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 USC 2000d), the Fair Housing Act (42 USC 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.



Dave Norman

5/12/16
Date

City Manager

OPTIONAL CERTIFICATION - CDBG

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 a 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 a 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.

 N/A
Signature/Authorized Official

 N/A
Date

 N/A
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. 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.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

City of Camarillo

601 Carmen Dr.

Camarillo, CA 93010

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

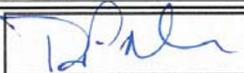
"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Appendix C: Standard Forms (SF 424)

1. SF 424 (See forms on the following page)

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 5/2/2016	4. Applicant Identifier: B-16-MC-06-0587	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Camarillo		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 95-2313271	* c. Organizational DUNS: 0702070060000	
d. Address:		
* Street1: 601 Carmen Drive	Street2: <input type="text"/>	
* City: Camarillo, CA	County/Parish: <input type="text"/>	
* State: CA: California	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 93010-2904	
e. Organizational Unit:		
Department Name: Community Development	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	* First Name: Oksana	
Middle Name: <input type="text"/>	* Last Name: Buck	
Suffix: <input type="text"/>	Title: Associate Planner	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 805-388-5367	Fax Number: <input type="text"/>	
* Email: obuck@cityofcamarillo.org		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <input type="text" value="C: City or Township Government"/>	
<p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/>	
<p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/>	
<p>* Other (specify):</p> <input type="text"/>	
<p>* 10. Name of Federal Agency:</p> <input type="text" value="US Department of Housing and Urban Development (HUD)"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14.218"/>	
<p>CFDA Title:</p> <input type="text" value="Community Development Block Grant"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text" value="N/A"/>	
<p>* Title:</p> <input type="text" value="Title I Entitlement, Sec. 106(b)"/>	
<p>13. Competition Identification Number:</p> <input type="text"/>	
<p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="Fiscal Year 2016-17. CDBG program activities include homeless and non-homeless special services, housing rehabilitation, fair housing and program administration"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	24th
* b. Program/Project	24th
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date:	07/01/2016
* b. End Date:	06/30/2017
18. Estimated Funding (\$):	
* a. Federal	281,099.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	281,099.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix:	Mr.
* First Name:	Dave
Middle Name:	
* Last Name:	Norman
Suffix:	
* Title:	City Manager
* Telephone Number:	805-388-5307
Fax Number:	805-388-5318
* Email:	citymanager@cityofcamarillo.org
* Signature of Authorized Representative:	
* Date Signed:	5/12/16