

2004-2005 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Organization Name: City of Davis Community Mediation & Fair Housing Services

Street Address: 604 Second Street, Davis, CA 95616

Mailing Address: 23 Russell Blvd., Davis, CA 95616

E-Mail Address: egarcia@ci.davis.ca.us

Telephone Number: (530) 757-5691

Fax Number: (530) 757-6628

Contact: Elvia Garcia-Ayala **Address:** 604 Second St., Davis, CA 95616 **Phone:** (530)757-5691

Total Amount Requested: \$47,000.00

On-going Support

New Project

CDBG Eligible Category: Public Service & Administration

National Objective Compliance/Low and Moderate Income Benefit: Area Benefit

City Council Identified Critical Needs

1. Homeless Prevention Services
2. Housing

6. Beneficiary Information:

1,511 Total number of beneficiaries in program

1,139 Total number of beneficiaries served with CDBG funds

88% Percentage of the CDBG beneficiaries with low/moderate income

\$41.26 Cost per beneficiary (CDBG request/CDBG beneficiaries)

PROJECT NARRATIVE

a. Need

The City of Davis Community Mediation & Fair Housing Services Program addresses significant needs of Davis residents while ensuring the City's compliance with the requirements of the Community Development Block Grant (CDBG) and Housing Investment Partnership Program (HOME). The primary services provided by Community Mediation & Fair Housing Services are: 1) Education and outreach about fair housing and tenant/landowner issues; 2) Fair housing complaint intake, mediation, investigation, assessment and referral; and 3) Assessment of barriers to fair housing.

During the 2002-2003 fiscal year Community Mediation & Fair Housing Services achieved several significant accomplishments:

- Received and processed 1,235 requests for services and information.
- Opened and processed 276 fair housing and tenant/landowner cases.
- Conducted 21 fair housing and tenant/landowner mediation sessions.
- Conducted two fair housing workshops for housing consumers and providers.
- Conducted two fair housing seminars for prospective renters at UCD dormitories in collaboration with the resident advisors.
- Implemented recommendations of 2002 program self-evaluation including:
 - Development of a strategic plan to include development of formalized program mission, goals and objectives.
 - Identified needs and implemented changes to improve data collection instruments, software, procedures and monitoring systems.
 - Evaluated and revised data collection instruments, systems and policies.
 - Reviewed and revised administrative and operating policies and procedures. .

b. Benefit

The proposed services and activities will largely benefit very low, low, and moderate-income households. Low-income and fixed-income families are most vulnerable in these situations as they lack the resources to finance necessary repairs themselves or to move to other housing. Low income and fixed income households will benefit most from the information and housing counseling provided by Community Mediation & Fair Housing Services staff.

Limited English-speaking families, who are often not aware of their fair housing rights, will benefit from the information and other services provided by our programs. General information on fair housing and related health and safety issues will be made available daily on the telephone and through Spanish language outreach activities and workshops. Information and referral services will continue to be available through our office for individuals needing emergency housing, food, or other support services. Low income and limited English-speaking households will benefit most from the mediation services offered to assist in resolving a wide variety of tenant/landowner problems including rent issues, resolution of potential eviction actions, noise or disruptive behavior and allegations of illegal discrimination.

Individuals on fixed incomes such as many who are elderly or disabled will benefit from information and assistance related to various issues including: requests for reasonable accommodations and modifications, guidelines for ensuring accessibility, information to property managers about specific housing needs of disabled individuals, and individualized assistance with filing and resolving fair housing complaints. By providing information in English, Spanish, on the City's web page, on

audiotapes, on the telephone and in person, our program will benefit individuals and households and fixed income households in the community.

Community Mediation & Fair Housing Services will focus on expanding its capacity to help federally protected classes learn more about recognition and prevention of housing discrimination. The proposed fair housing activities are designed to enhance and continue to provide needed services to Davis residents while fulfilling the City's obligation to affirmatively further fair housing.

c. Other Resources and Collaboration

The City of Davis Mediation & Fair Housing Services program is the primary provider of mediation and fair housing services in Yolo County. Through the mediation-based fair housing services, the City successfully maximizes use of limited resources while providing appropriate and necessary services to the public. Community volunteers are a vital component of our program as they provide most of the direct mediation services in all fair housing and tenant/landowner cases mediated through our program. Volunteers also serve as ambassadors for the program and provide a critical link for information related to community needs. Community Mediation & Fair Housing Services complements the services provided by legal services and other social and support service providers in Yolo County.

Our mediation-based fair housing services are well recognized and individuals are referred for assistance by a variety of community organizations and City and County offices. City and County offices represent the primary referral sources of individuals seeking our services including Social Services, law enforcement agencies, code compliance and enforcement departments, UCD student groups, Yolo County Superior Court and City and County government officials.

d. Organizational Capacity

The City's Mediation & Fair Housing Services staff skillfully develops and implements procedures for effective fair housing case management and analysis. The program functions within the Parks and Community Services Department. The Dispute Resolution Specialist, under the supervision of the Social Services Administrator will continue to manage the City's Mediation & Fair Housing Services and provide direct services to Davis residents.

Community Mediation & Fair Housing Services has over ten years of experience handling fair housing issues and enjoys the support of community volunteers who contribute their time and skills in the provision of mediation services. As the primary provider of mediation and fair housing services in Yolo County, our program is capable of continuing to meet the fair housing needs of Davis residents. In order to increase accessibility, all our services are provided in English and Spanish and can be easily accessible by telephone, Internet or in person.

SCOPE OF SERVICES

Project Description

FAIR HOUSING SERVICES: There are four categories of fair housing services proposed for the 2004-2005 funding year.

- **Respond to Inquiries:** Program staff will respond to all inquiries regarding illegal housing discrimination based on race, sex, national origin, familial status, physical and mental disability, religion, and all other arbitrary forms of discrimination as defined in state, federal and local laws.
- **Complaint Investigation, Assessment and Referral:** Program staff will evaluate and conduct preliminary investigations of all housing discrimination complaints submitted by Davis residents. When an investigation shows evidence of illegal housing practices or policies, program staff will

refer cases to Department of Housing and Urban Development and Housing and Urban Development Department for enforcement and conduct case follow up activities as needed.

- **Education and Training:** Various community education methods will be employed to increase public awareness of the laws and issues surrounding fair housing. These methods will include: tester training workshops, fair housing workshops and seminars, outreach activities at community events, and speaking appearances before appropriate groups and organizations.
- **Technical Assistance:** Fair Housing services staff will work with CDBG and HOME grantees to ensure compliance with fair employment and housing regulations.
- **Mediation Services:** Mediation services will be offered in Spanish and English in all appropriate cases.

TENANT/LAND-OWNER DISPUTE RESOLUTION:

- **Information and Referral:** Fair housing and related information and referral will be provided in English and Spanish upon request, on the telephone, by mail and in person.
- **Mediation Services:** Mediation will be offered in Spanish and English in all appropriate cases.
- **Community Education and Outreach:** Various community education and outreach methods will be employed to increase public awareness of fair housing and tenant/landowner rights and responsibilities. Some of the methods include participation in community events, production and distribution of printed educational materials, and training events.

Target Group

Low, very low and moderate-income households are the general target population for the proposed activities. In addition, focused efforts will be made to reach limited English-speaking households and disabled individuals.

Outreach

Special efforts will continue to operate an outreach campaign designed to educate limited English-speaking residents about laws against housing discrimination. Using its resource network of community and civil rights organizations, agencies and churches, along with bilingual media contacts and written materials, Community Mediation & Fair Housing Services will provide fair housing information to individuals isolated by language and cultural barriers. In addition, staff will present workshops and seminars informing individuals about the housing complaint process and refer valid complaints to the appropriate regulatory agencies

TIMELINE

Type of Activity/Service	Completion Date
Conduct fair housing case intake and assessments, investigations and referrals.	Ongoing through 6/30/05
Provide conciliation, consultation and mediation services.	Ongoing through 6/30/05
Provide fair housing and tenant/landowner information and referral services on request.	Ongoing through 6/30/05
Participate in UCD Housing Day	February 28, 2005
Conduct 1 fair housing Tester training sessions.	June, 2005
Conduct 1 mediator training workshop. Spanish.	June 30, 2005
Conduct 1 fair housing training workshop for rental property managers and residents.	May, 2005
Conduct 1 fair housing training workshop for first-time student renters.	March , 2005
Conduct a minimum of 2 fair housing seminars in Spanish in collaboration with Davis Adult School, Woodland Community College, Migrant Education or the Department of Employment and Social Services.	June, 2005
Produce a minimum of 2 public service announcements in Spanish and air on Spanish-language radio and local cable TV stations.	June, 2005

PROJECT BUDGET

Budget Category	Proposed Project	Other Sources	Total
Salaries/Wages/Benefits	37,000	45,000	82,000
Contractual Services	2,000	8,000	10,000
Total Personnel Budget	39,000	60,000	92,000
Facility Rent/Maintenance	3,600	3,656	7,256
MIS & Telephone Services	3,100	4,000	7,100
Office Supplies	300	1,300	1,600
Equipment replacement/maintenance	200	2,000	2,200
Printing/Duplication/Postage	300	1,500	1,800
Staff Development/Training	500	2,500	3,000
TOTAL PROJECT BUDGET	\$47,000	\$74,956	\$114,956