

NOTE: Because of the inherently similar components of CDBG and HOME Administration, the City of Davis CDBG and HOME Administration applications are very similar.



**CITY OF DAVIS  
2005-2006 HOME INVESTMENT PARTNERSHIPS PROGRAM APPLICATION**

**Organization Name:** City of Davis

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(Be sure to list the best contact to get information to the organization as quickly as possible.)

**Total Proposal Request: \$ 57,614**

(Check one) XXX On-going Support  New Project

**HOME Eligible Category:** Administration  
(See List A)

**National Objective Compliance/Low and Mod Benefit:** N/A  
(See List B)

**City Council Identified Critical Needs:**

**NOTE: Administration is an activity required as part of the Community Development Block Grant and HOME programs. Thus, these activities will not be scored in terms of need and benefit per low-income resident.**

## **PROJECT NARRATIVE**

### **a. Need**

Administration is a required element of both the Community Development Block Grant (CDBG) and the Housing Investment Partnerships Program (HOME). As a condition of accepting the CDBG and HOME grants, the City of Davis has agreed to meet the basic monitoring and oversight responsibilities inherent in both programs. These requirements include:

- Assure that all projects are eligible for use of CDBG and HOME funds.
- Assure that required planning and evaluation activities are completed. This task includes the development and update of the Consolidated Plan, an extensive community development document based on the General Plan Update and a series of public hearings and surveys.
- Assure that handicapped accessibility requirements are met.
- Assure that non-discrimination policies are developed, implemented and enforced.
- Assure that contracting and employment are completed in a fiscally responsible and non-discriminatory manner.
- Complete environmental review of all projects. This review includes extending documents prepared to meet California environmental law documents to include all federal environmental requirements.
- To monitor flood control and emergency services requirements for each of the housing and public facilities projects.
- To assure that lead based paints are not used and are removed in all CDBG projects.
- To assure that Labor Standard requirements are met. Generally, this means that CDBG and HOME staff must work with sub-grantees to make sure that prevailing wages are paid to people who work on CDBG and HOME projects, and to assure that contractors obey labor laws.
- To assure that CDBG and HOME contractors do not use de-barred, suspended, or ineligible contractors.
- To assure that there is no conflict of interest in the conduct of the CDBG and HOME programs.
- To assure that costs associated with the use of CDBG and HOME funds are eligible.
- To assure that audit requirements are met.
- To assure that record keeping is up-to-date and thorough.

The City of Davis' Administration program has been successful in completing the growing number of federal requirements during the eighteen-year operation of the program.

In addition, the City of Davis has determined that certain activities are inherent in the effective management of these social services programs. The following are also priorities in CDBG and HOME administration:

1. Coordination of CDBG and HOME funding with City of Davis Redevelopment Housing Set-Aside and Affordable Housing Trust Funds.
2. Assisting CDBG, HOME and other affordable housing developers in securing additional funding for housing projects.
3. Maintaining records adequate to assure qualified renters and owners live in affordable units in Davis.
4. Assuring that City of Davis policies promote permanently-affordable housing aimed at meeting the needs of low and very low-income residents.
5. Managing the development of loan agreements with affordable housing developers in a manner that both maximizes leveraging of resources and return on city investment.
6. Participate in the outreach to neighbors of affordable housing projects, including coordination and facilitation of neighborhood meetings, workshops and project tours.
7. Maintaining public outreach programs to describe and promote affordable housing in Davis, including Web pages, streaming video archives, press releases and representing the city at conferences, meetings and tours.

In 2004/2005 the CDBG funds have been used to assist in the completion of the work of the Affordable Housing Task Force, for the transition of affordable housing responsibilities to the Social Services Commission, in the analysis of issues related to the revised Affordable Housing Ordinance and in the analysis of the proposed middle income affordable housing requirements.

#### **b. Benefit**

City staff is committed to assuring that the programs are maintained with high standards of excellence, creativity and maximum benefit to Davis residents. To that end, administrative staff also uses administrative funds for the following purposes:

- A joint project to cover administrative costs associated with the coordination of services to homeless residents. The proposal from Yolo County Social Services for the Homeless Coordination project is included under a separate tab in this section.
- Mediation and conciliation-based fair housing services. CDBG and HOME funds are used to meet all federal requirements for fair employment and housing through a service that benefits all Davis residents. The proposal for use of CDBG and HOME funds for Fair Housing Services is included under a separate tab in this section.
- Technical assistance for CDBG and HOME grantees. During recent years CDBG and HOME administrative funds have been used to expand the record keeping,

- database and fiscal management systems of grantees, to aid in comprehensive planning and to aid in outreach to under-served populations.
- Coordination of the Social Services Commission which aids the City Council in funding and policy decisions.
  - Implementation of a comprehensive Citizen Participation Plan, which informs residents of CDBG and HOME priorities, encourages participation in decisions and provides feedback related to use of CDBG and HOME funds. This report also allows all eligible housing and public service organizations to apply for HUD funding, even if the groups do not receive CDBG or HOME funds.
  - Formation of the five year Consolidated Plan, which allows the city to continue to receive federal funding.

### **c. Other Resources and Collaboration**

The City of Davis has a collaborative CDBG and HOME program. Most other cities directly use CDBG and HOME resources on City and Redevelopment Agency programs. Instead, the City of Davis uses over 20 community-based, non-profit organizations to serve the needs of low-income residents in Davis. The City of Davis uses volunteers extensively in the mediation-based fair employment and housing services, and gives priority to CDBG and HOME grantees that use volunteers and collaborate with other agencies.

### **d. Organizational Capacity**

The City of Davis Administrative staff has received excellent evaluations during recent monitoring visits and audits conducted by the U.S Department of Housing and Urban Development (HUD). The current staff has been working on the CDBG grant program since 1990 and on the HOME program since its inception in 1995.

## **SCOPE OF SERVICES**

### **a. Project Description** (Activity Summary: Describe the activities of the proposed budget)

CDBG and HOME funds can be used to pay reasonable administrative costs related to the programs. The CDBG and HOME staff will continue to meet all of the federal requirements and will complete implementation of two major HUD requirements:

- Completion of the five-year Consolidated Planning process
- Completion of supporting guidelines and analysis to implement the revised Affordable Housing Ordinance.
- Enhancement of the Integrated Disbursement and Information System (IDIS)
- Enhancement of the Lead-Based Paint requirements
- Continued targeted evaluation of CDBG and HOME projects.

**CITY OF DAVIS  
HOME INVESTMENT PARTNERSHIPS PROGRAM  
BUDGET SUMMARY**

<b>Budget Category</b>	<b>Proposed Project</b>	<b>Other Sources</b>	<b>Total</b>
A. Salaries and Wages	26,514		26,514
B. Fringe Benefits	9,600		9,600
C. Consultant/Contract Services			
<b>TOTAL PERSONNEL BUDGET</b>	<b>36,114</b>		<b>36,114</b>
D. Office Rent	3,000		3,000
E. Utilities: MIS Charges	5,000		5,000
F. Telephone	1,000		1,000
G. Office Supplies	1,000		1,000
H. Equipment			
I. Printing/Duplication	1,200		1,200
J. Travel/Conferences Required Training	2,000		2,000
K. Other /Audit	9,500		9,500
<b>TOTAL NON-PERSONNEL</b>	<b>21,500</b>		<b>21,500</b>
<b>TOTAL BUDGET</b>	<b>57,614</b>		<b>57,614</b>