

**CITY OF DAVIS
2010-2011 COMMUNITY DEVELOPMENT BLOCK and
HOME INVESTMENT PARTNERSHIPS PROGRAM
GRANT APPLICATION**

Organization Name City of Davis

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Total Proposal Request: CDBG: \$ 106,756

Total Proposal Request: HOME: \$ 58,011

(Check one) On-going Support New Project

CDBG Eligible Category: Administration
(See List A)

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

City Council Identified Critical Needs:

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.

NOTE: Because of the inherently similar components of CDBG and HOME Administration, the City of Davis CDBG and HOME Administration applications are combined in one application.

PROJECT NARRATIVE

a. Need

Administration is a required element of both the Community Development Block Grant (CDBG) and the HOME 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. As a CDBG grantee and HOME participating jurisdiction, the City may use up to 20% of each year's CDBG allocation and up to 10% of its HOME allocation for reasonable administrative and planning costs. Generally, eligible costs include staff salaries and related costs necessary for effective program administration and to ensure that all CDBG and HOME monies are used in accordance with all applicable federal requirements. 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 Annual Action plan and Five-Year Consolidated Plan, an extensive community development document based on the General Plan Update and conducting all necessary 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 preparing all required documents to meet California environmental laws (CEQA) and federal environmental (NEPA) requirements.
- Assure that lead-based paints are not used and are abated in all CDBG and HOME projects.
- Assure that Labor Standards requirements are met. Generally, this means that CDBG/HOME staff must work with sub-grantees to make sure that prevailing wages are paid to people who work on CDBG and HOME construction projects, and to assure that contractors comply with all applicable labor laws.
- Assure that CDBG and HOME contractors do not use de-barred, suspended, or ineligible contractors.
- Assure that there is no conflict of interest in the conduct of the CDBG and HOME programs.
- Assure that costs associated with the use of CDBG and HOME funds are eligible.
- Assure that audit requirements are met.
- Assure that record keeping is up-to-date and thorough.
- Assure effective resolution of monitoring and audit findings.

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 program administration:

1. Coordination of CDBG and HOME funding with City of Davis Redevelopment Agency 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.

b. Benefit

City staff is committed to ensuring 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 reconciliation-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 and ADA Advisory Subcommittee which aid 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.
- Development of the five year Consolidated Plan and Annual Action Plan, which allow 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 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 continues its commitment to fostering excellence in all staff functions related to CDBG program administration. CDBG administrative staff has been successful in maintaining collaborative relationships with key City staff that provide expertise as needed with implementation of funded projects and administrative functions. City support staff resources and Executive Management staff expertise from other city departments including Financial Services, Parks and Community Services, Public Works and Community Development are used successfully to enhance CDBG program administration. During the current program year, CDBG and HOME administrative staff has successfully participated in the City’s annual single audit.

SCOPE OF SERVICES

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

The CDBG and HOME administrative staff will continue to ensure the City meets all of the federal requirements and will work on implementation of two major goals:

- Enhancement of the City’s performance reflected in the federal Integrated Disbursement and Information System (IDIS)
- Implement improved systems for monitoring and ensuring compliance with CDBG and HOME program requirements.

PERFORMANCE SCHEDULE/PERFORMANCE MEASUREMENTS

ACTIVITY	COMPLETION DATE	INDICATOR	OUTCOME
Timely and accurate completion of project and program reports generated by the Integrated Disbursement and Information System (IDIS) through input of current and accurate data.	Ongoing 7/1/2010 through 6/30/2011	IDIS reports reflect current and accurate program and project data.	Improved program performance ratings and reports.
Develop and implement improved systems for monitoring and ensuring compliance with CDBG and HOME program requirements	Ongoing 7/1/2010 through 6/30/2011	Monitoring system is documented and maintained current.	Improved program performance by sub-recipients, and increased benefits to program participants.

**CITY OF DAVIS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

BUDGET SUMMARY

(Note: The funding allocation for CDBG “city administration” is \$161,817 (20%) based on an estimated grant allocation of \$809,087. With this proposed budget and the potential funding of the mediation/fair housing services and the homeless coordination program, the total administration budget should be within the required 20% cap. The distribution of funds within this budget is subject to change pending city budget approval and the grant allocation from HUD.

Budget Category	Proposed Project	Other Sources	Total
A. Salaries and Wages	\$77,316		\$77,316
B. Fringe Benefits			
C. Consultant/Contract Services			
TOTAL PERSONNEL BUDGET	\$77,316		\$77,316
D. General Office Supplies	\$500		\$500
E. Small Tools & Equip.	\$200		\$200
F. Building Maintenance	\$8,190		\$8,190
G. Internal Duplication	\$580		\$580
H. Internal Postage	\$251		\$251
I. MIS – Support Services	\$4,525		\$4,525
J. Equip. Replacement	\$99		\$99
K. Software Replacement	\$113		\$113
L. Insurance Liability	\$1,596		\$1,596
M. Courier	\$432		\$432
N. Office Equip/Duplicating Machine Maintenance	\$1,200		\$1,200
O. Auditing	\$5,084		\$5,084
P. Legal	\$400		\$400
Q. Advertising	\$900		\$900
R. Professional Services	\$428		\$428
S. Printing & Binding	\$300		\$300
T. Telephone	\$1,200		\$1,200
U. Outside Postage/Delivery	\$150		\$150
V. Misc. Travel/Meetings	\$825		\$825
W. Staff Development	\$2,467		\$2,467
TOTAL NON-PERSONNEL	\$29,440		\$29,440
TOTAL BUDGET	\$106,756		\$106,756

**CITY OF DAVIS
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)**

BUDGET SUMMARY

(Note: The maximum funding allocation for HOME “city administration” is \$58,011 (10%) based on an estimated grant allocation of \$580,115. The distribution of funds within this budget is subject to change pending city budget approval and the grant allocation from HUD.)

Budget Category	Proposed Project	Other Sources	Total
A. Salaries and Wages	\$46,954		\$46,954
B. Fringe Benefits			
C. Consultant/Contract Services			
TOTAL PERSONNEL BUDGET	\$46,954		\$46,954
D. General Office Supplies	\$172		\$172
E. Building Maintenance	\$4,579		\$4,579
F. Internal Duplicating	\$216		\$216
G. Internal Postage	\$216		\$216
H. MIS – Support Services	\$2,072		\$2,072
I. Equip. Replacement	\$22		\$22
J. Software Replacement	\$113		\$113
K. Insurance Liability	\$540		\$540
L. Courier	\$325		\$325
M. Auditing	\$1,502		\$1,502
N. Advertising	\$200		\$200
O. Outside Postage	\$78		\$78
P. Staff Development	\$1,022		\$1,022
TOTAL NON-PERSONNEL	\$11,057		\$11,057
TOTAL BUDGET	\$58,011		\$58,011