

CITY OF DAVIS
2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

PART ONE:

Organization Name: City of Davis

Name: Kelly Stachowicz **Title:** Assistant City Manager **Phone:** (530) 757-5602

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PART TWO:

Proposed Project Location: 23 Russell Blvd., Suite 1, Davis CA 95616

Total Proposal Request: \$ \$121,000 **Minimum Request:** \$ Up to 20% of Grant Total

CDBG Eligible Category: Program Administration
(See List A in Application Packet)

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

City Council Identified Critical Needs: (See List C in Application Packet)

- 1) N/A
- 2) _____
- 3) _____

Beneficiary Information:

<u>N/A</u>	Total number of unduplicated beneficiaries in proposed project
<u>N/A</u>	Number of unduplicated beneficiaries in program to be served with CDBG funds
<u>N/A</u>	Percentage of the CDBG beneficiaries with low/moderate income
<u>N/A</u>	Cost (\$) per CDBG beneficiary (CDBG Request/# of units of service/CDBG Beneficiaries)
<u>N/A</u>	Unit of service to determine cost per beneficiary (meal, grocery bag, kit, hour, day/night, week, etc) (Public Services Only)

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PART THREE: Scope of Proposal

a. Need/Target Group (Describe the need for the activity and the group being served)

Administration is a required element of the Community Development Block Grant (CDBG) Program. As a condition of accepting the CDBG funds, the City of Davis has agreed to meet the basic monitoring and oversight responsibilities inherent in the program. As a CDBG entitlement jurisdiction, the City may use up to 20% of each year's CDBG allocation for reasonable administrative and planning costs, which offsets the need for City general funds. Eligible costs include staff salaries and related costs necessary for effective program administration and to ensure that all CDBG funds are used in accordance with all applicable federal requirements. A portion of the CDBG administrative funds is required to be used for Fair Housing activities, but that application is provided separately.

The City will ensure that the minimum requirement of 70 percent of the persons benefiting from CDBG funded activities will be low-and moderate-income persons.

b. Project Description/Benefit (Activity Summary: Describe the activities of the proposed budget and benefit)

The City will provide in-house administration services to operate the CDBG Program in compliance with Title 24, Part 570 of the Code of Federal Regulations.

To that end, administrative staff also uses administrative funds for the following purposes:

- Technical assistance for CDBG applicants.
- Coordination of the Social Services Commission and ADA Community Advisors which aid the City Council in funding and policy decisions.
- Implementation of a comprehensive Citizen Participation Plan, which informs residents of CDBG priorities, encourages participation in decisions and provides feedback related to use of CDBG funds.
- Development of the five year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER), which allows the City to continue receiving federal funding.
- Completion of all required monitoring and reporting, including Section 3, Minority and Women-owned Businesses and Enterprises outreach, Prevailing Wage, annual project inspections and program monitoring, etc.

c. Outreach (Describe the outreach your organization will provide for the CDBG-funded project, as well as provide a list of the languages currently included in your organizational outreach)

The City will conduct an annual request for proposals process to select eligible activities for CDBG funding. The process shall encourage the participation of local and regional social services organizations that principally benefit low- and moderate-income persons.

d. Organizational Capacity (Summarize your organizational capacity for the proposed project)

The City continues its commitment to foster excellence in all staff functions related to CDBG program administration. CDBG administrative staff has been successful in maintaining collaborative relationships with other City staff that provide expertise as needed with implementation of funded projects and administrative functions. CDBG administrative staff also continues to prioritize relationship-building with CDBG recipients in an effort to ensure a supported environment of technical assistance.

e. Partnerships and Other Resources (List other agencies you collaborate with and indicate whether or not your proposed project is duplicative of other projects operated by local public or non-profit organizations)

The City contracts and City staff collaborates with Yolo County Housing to administer the CDBG grant program, providing technical assistance while administering CDBG programs. City partners with all CDBG recipients and other City departments to ensure service goals are met for all programs/projects. Internal cost savings in administrative programs are achieved by combining CDBG and HOME administrative services together.

The City does not directly have clients. City services have been impacted in that City buildings have been closed to the public for almost a year, impacting the way services are provided to the public. The City and staff have adapted methods of communication, document delivery, receipt and signing via legal electronic means. The City and staff have been impacted tremendously by the influx of CARES Act funds, program/project development for approved funds, change submittals to HUD for implementation and approval and added administration of these funds, in relation to COVID-19 and it's impacts to the community.

PERFORMANCE MEASUREMENTS AND SCHEDULE

ACTIVITY (What the program does to fulfill its mission)	INDICATOR (The direct products of program activities) SERVICE #s	OUTCOME (Benefits that result from the program)	COMPLETION DATE (When the specific task is completed)
Program Administration - Distribute CDBG funds to eligible activities.	Completed reports and expenditure of CDBG funds in accordance with requirements	Continued CDBG Funding by HUD	June 30, 2024

**CITY OF DAVIS
BUDGET SUMMARY FOR PROPOSED PROJECT**

Program year 2023-24 Budget Category	CDBG/HOME Portion			Other Funds for Project (Non-CDBG/HOME)					Totals
	Salaries & Wages	Fringe Benefits	Total Salary + Fringe	Other Federal Funds	State Funds	Local Funds	Private Funds (List Source)	Other (List Source)	
Salaries/Wages (Specify each position)									
Direct Service Personnel									
1			0.00						\$0.00
Administrative Personnel									
City Staff	\$16,250	\$8,750	\$25,000						\$25,000
Consultant/Contract Services	\$81,000	Included	\$81,000						\$99,000
TOTAL PERSONNEL BUDGET	\$97,250	\$8,750	\$106,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,000
Supplies and Equipment for Service Delivery									
ADMINISTRATIVE COST BUDGET									
Office Rent									\$0.00
Utilities									\$0.00
Telephone	\$1,500								\$1,500
Office Supplies	\$1,200								\$1,200
Project Supplies (Specify)									\$0.00
Printing	\$3,500								\$3,500
Advertising	\$3,800								\$3,800
Training									\$0.00
Internet/Computers	\$1,000								\$1,000
Postage	\$2,000								\$2,000
Other (Specify) Legal/Auditing	\$2,000								\$2,000
TOTAL ADMIN COST BUDGET	\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000
TOTAL PROJECT BUDGET	\$121,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121,000

* Please revise this form and annotate budget items as needed

All applicants are requested to submit a copy of their organization's Operating Budget.