SECTION 7

2013-2014

COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FORM
CITY OF DAVIS
2013-2014 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Part I: Participant Information:

1. Organization Name: City of Davis

   Street Address: 1818 5th St., Davis, CA. 95616
   Mailing Address: same
   E-mail Address: mgoodison@cityofdavis.org
   Phone Number: 530-747-5858
   Fax Number: 530-297-5410
   Contact: Mike Goodison Address: same Phone: 747-5858
   (Be sure to list the best contact to get information to the organization as quickly as possible.)

2. Total Proposal Request: $100,000

   (Check one) X On-going Support _____ New Project

3. CDBG Eligible Category: Program Administration

   (See List A)

4. National Objective Compliance/Low and Mod Benefit: N/A

   (See List B)

5. City Council Identified Critical Needs: (See Section 8)

   1) N/A
   2) __________________________
   3) __________________________

   PUBLIC SERVICE _____ NON-PUBLIC SERVICE X

6. Beneficiary Information:

   N/A Total number of beneficiaries in program
   _____ Number of beneficiaries in program to be served with CDBG funds
   _____ Percentage of the CDBG beneficiaries with low/moderate income
   _____ Cost ($) per CDBG beneficiary (CDBG Request/CDBG Beneficiaries)
7. PROJECT NARRATIVE

a. Need

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. These requirements include:

- Assure that all projects are eligible for use of CDBG funds.
- Assure all subcontracts comply with federal overlay requirements and conditions of grant funding.
- Assure that required planning and evaluation activities are completed and that required public hearings are conducted.
- Assure that programs and activities are accessible to persons with disabilities.
- 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.
- Assure completion of environmental review documents for all CDBG activities in accordance with the National Environmental Policy Act (NEPA).
- Assure that lead-based paint is not used, and if necessary, abated in all funded-CDBG projects.
- Assure that Federal Labor Standards in accordance with the Davis-Bacon Act and related requirements are met.
- Assure that contractors working on CDBG funded projects are not debarred, suspended or otherwise ineligible to participate.
- Assure that there are no conflicts of interest in implementing the CDBG program.
- Assure that record keeping is thorough and up to date.
- Assure effective resolution of any monitoring and audit findings.

b. Benefit

City staff is committed to ensuring that the programs are maintained with high standards of quality, creativity and maximum benefit to Davis residents. 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 to receive federal funding.
c. **Other Resources and Collaboration**

The City combines CDBG and HOME administrative services together resulting in cost savings.

d. **Organizational Capacity**

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.
8. SCOPE OF SERVICES

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

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.

b. **Target Group**

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.

c. **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.

9. PERFORMANCE SCHEDULE

**Work Plan**  (Identify activities and completion dates)

<table>
<thead>
<tr>
<th>List Activity</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Program Administration</td>
<td>June 30, 2014</td>
</tr>
</tbody>
</table>

10. PERFORMANCE MEASUREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>INDICATOR</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Administration – Distribute CDBG funds to eligible activities.</td>
<td>Completed reports and expenditure of CDBG funds in accordance with requirements.</td>
<td>Continued CDBG funding by HUD.</td>
</tr>
</tbody>
</table>
## 11. BUDGET SUMMARY FOR PROPOSED PROJECT*

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Proposed Project &quot;CDBG&quot; Portion</th>
<th>Other Funds (Non-CDBG)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Direct Project Related Costs</td>
<td>General Admin Costs of Service Provider</td>
</tr>
<tr>
<td>A. Salaries &amp; Wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Consultant/Contract Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PERSONNEL BUDGET</strong></td>
<td><strong>$100,000</strong>*</td>
<td></td>
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<tr>
<td>D. Office Rent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Utilities</td>
<td></td>
<td></td>
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<tr>
<td>F. Telephone</td>
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<td></td>
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<tr>
<td>G. Office Supplies</td>
<td></td>
<td></td>
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<tr>
<td>H. Equipment</td>
<td></td>
<td></td>
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<tr>
<td>I. Printing/Duplication</td>
<td></td>
<td></td>
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<tr>
<td>J. Travel/Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Other (Specify)</td>
<td></td>
<td>$100,000***</td>
</tr>
<tr>
<td><strong>TOTAL NON-PERSONNEL BUDGET</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROJECT BUDGET</strong></td>
<td><strong>$100,000</strong>*</td>
<td></td>
</tr>
</tbody>
</table>

* Breakdown of costs is to be determined by the City Council budget process. It is anticipated that the majority of funding will go towards employee salaries.