CITY OF DAVIS
2013-2014 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: $30,000

Is the applicant claiming status as a Non-Profit Community Housing Development Organization (CHDO)? (Applicants will be required to provide qualifying documentation)

_____ Yes  ____X____ No

HOME Eligible Activities Category: HOME Program Administration
(See List A)

Low Income Benefit: N/A
(See List B)

City Council Identified Critical Needs: (See List C)

1) N/A
2) 
3) 

Beneficiary Information:

N/A Total number of beneficiaries in proposed project
_____ Number of beneficiaries in proposed project to be served with HOME funds
_____ Percentage of the HOME beneficiaries with low income
_____ Cost ($) per HOME beneficiary (HOME Request/HOME Beneficiaries)
a. Need

Administration is a required element of the Home Investment Partnerships Program (HOME). As a condition of accepting the HOME funds, the City of Davis has agreed to meet the basic monitoring and oversight responsibilities inherent in the program. As a HOME participating jurisdiction, the City may use up to 10% of its HOME 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 HOME funds are used in accordance with all applicable federal requirements. These requirements include:

- Assure that all projects are eligible for use of HOME 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 HOME activities in accordance with the National Environmental Policy Act (NEPA).
- Assure that lead-based paint is not used, and, if necessary, abated in all HOME-funded projects.
- Assure that Federal Labor Standards in accordance with the Davis-Bacon Act and related requirements are met.
- Assure that contractors working on HOME funded projects are not debarred, suspended or otherwise ineligible to participate.
- Assure that there are no conflicts of interest in implementing the HOME program.
- Assure that record keeping is thorough and up to date.
- Assure effective resolution of any monitoring and audit findings.

In addition, the City has determined that certain activities are inherent in the effective management of affordable housing programs and projects. The following are also priorities in the HOME Administration:

1. Coordination of HOME funding with Affordable Housing Trust Funds and other local sources, if available.
2. Writing project support/commitment letters for HOME 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 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 returns on City investment.
6. Participate in the outreach to neighbors of affordable housing projects, including coordination and facilitation of neighborhood meeting, workshops and project tours.
7. Maintaining public outreach programs to describe and promote affordable housing in Davis, including website 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 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 and HOME 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 and HOME priorities, encourages participation in decisions and provides feedback related to use of CDBG and HOME 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 HOME program administration. HOME 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.
SCOPES 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 HOME Program in compliance with Title 24, Part 92 of the Code of Federal Regulations.

b. Target Group

For rental housing and rental assistance, the City will ensure that not less than 90 percent of the households receiving assistance are households whose annual incomes do not exceed 60 percent of the median income for Yolo County, as determined and made available by HUD. The remainder of the households receiving such assistance are households that qualify as low-income household (i.e., households whose annual income do not exceed 80 percent of the median income for Yolo County) as determined and made available by HUD.

For homeownership assistance, the City will ensure that 100 percent of HOME funds are invested in dwellings units that are occupied by households that qualify as low-income households (i.e., households whose annual income do not exceed 80 percent of the median income for Yolo County).

c. Outreach

The City will conduct an annual request for proposals process to select eligible activities for HOME funding. The process shall encourage the participation of local and regional affordable housing developers.

PERFORMANCE SCHEDULE

(Prepare a Work Plan for implementation/completion of the services and activities identified in the Scope of Services.)

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

PERFORMANCE MEASUREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>INDICATOR</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Administration – Distribute HOME funds to eligible activities.</td>
<td>Completed reports and expenditure of HOME funds in accordance with requirements.</td>
<td>Continued HOME funding by HUD.</td>
</tr>
</tbody>
</table>
### Budget Summary for Proposed Project*

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Proposed Project &quot;HOME&quot; Portion</th>
<th>Other Funds (Non-HOME)</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>
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<tr>
<td>C. Consultant/Contract Services</td>
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<tr>
<td><strong>TOTAL PERSONNEL BUDGET</strong></td>
<td></td>
<td></td>
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<tr>
<td>D. Office Rent</td>
<td></td>
<td></td>
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<tr>
<td>E. Utilities</td>
<td></td>
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<td>F. Telephone</td>
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<tr>
<td>G. Office Supplies</td>
<td></td>
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<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>
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<td></td>
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<tr>
<td>K. Other (Specify)</td>
<td>$30,000*</td>
<td></td>
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<tr>
<td><strong>TOTAL NON-PERSONNEL BUDGET</strong></td>
<td>$30,000*</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROJECT BUDGET</strong></td>
<td>$30,000*</td>
<td></td>
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</tbody>
</table>

* Breakdown of cost is to be determined by the City Council budget process. It is anticipated that the majority of the funds will go towards staff salaries.

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