CITY OF DAVIS
2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Organization Name: City of Davis - Fair Housing Services

Street Address: 1818 5th Street, Davis CA 95616

Mailing Address: Same as street

Email Address: dfoster@cityofdavis.org

Fax Number: (530) 297-5410

Contact: Danielle Foster Address: Same as street Phone: (530) 747-5853
(Be sure to list the best contact to get information to the organization as quickly as possible.)

Total Proposal Request: $35,000

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

CDBG Eligible Category: City Administration - Fair Housing (See List A)

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

City Council Identified Critical Needs: (See List C)

1) Compliance with federal funding requirements
2) __________________________________________
3) __________________________________________

PUBLIC SERVICE _______ NON-PUBLIC SERVICE X

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

_______ Total number of beneficiaries in proposed project
_______ 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)
CITY OF DAVIS
2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

PROJECT NARRATIVE

a. Need

City of Davis - Fair Housing Services address significant civil rights and conflict resolution needs of Davis residents while ensuring the City’s compliance with the requirements of the Community Development Block Grant (CDBG) and Housing Investment Partnerships (HOME) Programs. The primary services provided by the City of Davis - Fair Housing Services are:

1) Education and outreach about fair housing and tenant/landowner issues;
2) Fair housing complaint intake and referral;
3) Assessment of barriers to fair housing choice; and
4) Monitoring sub-recipient compliance with fair employment, housing guidelines, and regulations. So far during the 2013-2014 fiscal year, Fair Housing Services have achieved and plans to achieve the following accomplishments:

- Conducted intake, assessment, consultation and referral of over 150 customers through fair housing calls/walk-ins.
- Will participate in community outreach and education events at UC Davis, including Housing Day on February 11th, during which an expected 1600 students will be in attendance and will receive informational handouts.
- Will conduct a Fair Housing Training Seminar for renters and rental housing providers with Legal Services and Yolo County Housing in conjunction with Fair Housing Month in April.
- Will provide Fair Housing information and outreach at City-sponsored service faire, “Celebrate Davis”.
- Will continue to enhance the City’s Fair Housing webpage with additional fair housing resources and referral contacts for public access and convenience.

b. Benefit

The proposed services and activities will largely benefit very low, low, and moderate-income households. Low-income and fixed-income families are most vulnerable in these situations as they lack the resources to finance necessary repairs themselves or to move to other housing. Due to these realities, low income and fixed income households will benefit most from the information and housing counseling provided by the City of Davis - Fair Housing Services staff.

Individuals on fixed-incomes, including many who are elderly or disabled will benefit from information and assistance for various issues including: requests for reasonable accommodations and modifications, guidelines for ensuring accessibility, information to property managers about specific housing needs of disabled individuals, and individualized assistance with filing and resolving fair housing complaints. By providing information in different formats, including the City’s fair housing webpage, on the telephone and in person, Davis residents and workforce will benefit from increased access to services and information. City of Davis - Fair Housing Services will focus on expanding its capacity to help federally-protected classes learn more about recognition and prevention of housing discrimination. The proposed fair housing activities are designed to provide needed services to Davis residents, while fulfilling the City’s obligation to affirmatively further fair housing.
c. **Other Resources and Collaboration**

The City of Davis - Fair Housing Services program is the primary provider of fair housing services in Yolo County. Through the fair housing services, the City successfully maximizes use of limited resources while providing appropriate and necessary services to the public. Fair Housing Services complement the services provided by Legal Services of Northern California, the University of California at Davis and other social service providers in Yolo County.

Our fair housing services are well-recognized and individuals are referred for assistance by a variety of community organizations as well as City and County offices. City and County offices represent the primary referral sources of individuals seeking our services including the Department of Employment and Social Services, law enforcement staff, code compliance and enforcement departments, University of California at Davis student groups, Yolo County Superior Court and City and County government elected officials. The City's Fair Housing program will continue to collaborate with local legal professionals to provide fair housing education to Davis residents and to provide program staff who offer technical assistance, resources, referrals, and assistance in filing of fair housing complaints.

d. **Organizational Capacity**

The City's Fair Housing Services staff skillfully provides effective fair housing and affordable housing resource and referral information. The program resides within the city's City Manager's Office. Davis Fair Housing Services has over nineteen years of experience handling fair housing issues.
SCOPE OF SERVICES

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

**FAIR HOUSING SERVICES:** There are six categories of fair housing services proposed for the 2014-2015 program year.

- **Respond to Resident Inquiries:** Program staff will respond to all inquiries regarding illegal housing discrimination based on race, sex, national origin, familial status, physical and mental disability, religion, sexual orientation, and all other arbitrary forms of discrimination as defined in state, federal and local laws.
- **Complaint Referral:** Program staff will refer cases to the California Department of Fair Employment and Housing and the Federal Department of Housing and Urban Development for enforcement and to conduct case investigation and follow-up activities.
- **Education and Training:** Various community education methods will be employed to increase public awareness of the laws and issues surrounding fair housing. These methods will include: fair housing workshops and seminars, outreach activities at community events, speaking appearances before appropriate groups and organizations, and continued enhancement of website resource information. Staff also plans to continue collaborating with Legal Services of Northern California and local housing agencies on new program handouts and future training events.
- **Technical Assistance and Monitoring:** Fair Housing Services staff will work with CDBG and HOME grantees to ensure compliance with fair employment and housing regulations.

**TENANT/LANDOWNER DISPUTE RESOLUTION:**

- **Information and Referral:** Fair housing and related information and referrals will be provided in English and Spanish upon request, on the telephone, by mail and in person.
- **Community Education and Outreach:** Various community education and outreach methods will be employed to increase public awareness of fair housing and tenant/landlord rights and responsibilities. Some of the methods include participation in community events, production and distribution of printed educational materials, and training events. Staff plans to continue contacting Legal Services of Northern California for review of printed materials and creation of new handouts, as needed, in order to ensure that wording of the information is up-to-date.

b. **Target Group**

Very-low, low and moderate income households are the target population for the proposed activities. In particular, there are many first-time renters in Davis who are not aware of their rights and responsibilities, which this program assists.

c. **Outreach**

Special efforts will continue to implement an outreach campaign designed to educate limited English-speaking residents, residents with disabilities, and newly relocated residents about laws against housing discrimination. Staff will utilize the resource network of community and civil rights organizations, agencies and churches, along with bilingual media contacts and written materials to disburse important information. Fair Housing Services will provide fair housing information to individuals isolated by language or other communication barriers.
**PERFORMANCE SCHEDULE**

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

<table>
<thead>
<tr>
<th>List Activity</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>Conduct fair housing case intake and assessments, provide resources and referrals.</td>
<td>July 2014 – June 2015</td>
</tr>
<tr>
<td>Provide fair housing and tenant/landlord information and referral services on request.</td>
<td>July 2014 – June 2015</td>
</tr>
<tr>
<td>Provide information at Student Housing Day community outreach event</td>
<td>February 2015</td>
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<tr>
<td>Provide information at Celebrate Davis! community outreach event</td>
<td>May 2015</td>
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<tr>
<td>Partner in Fair Housing Training-Workshop for rental property managers and residents throughout Yolo County.</td>
<td>April 2015</td>
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**PERFORMANCE MEASUREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>INDICATOR</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement fair housing public education events.</td>
<td>A minimum of 25 local housing provider organizations will participate in fair housing seminar(s).</td>
<td>Improved knowledge and adherence to fair housing laws and practices which leads to prevention of fair housing violations.</td>
</tr>
<tr>
<td>Assist residents by responding to fair housing inquiries.</td>
<td>A minimum of 150 low income housing consumers will receive fair housing information and referral assistance.</td>
<td>Residents gain improved knowledge of fair housing rights and responsibilities.</td>
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**CITY OF DAVIS**
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

*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>
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<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>$28,500</td>
<td></td>
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<tr>
<td>B. Fringe Benefits</td>
<td></td>
<td></td>
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<tr>
<td>C. Consultant/Contract Services</td>
<td>$5,000</td>
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<tr>
<td><strong>TOTAL PERSONNEL BUDGET</strong></td>
<td><strong>$33,500</strong></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>
<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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<tr>
<td>H. Equipment</td>
<td></td>
<td></td>
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<tr>
<td>I. Printing/Duplication</td>
<td>$1,500</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></td>
<td></td>
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<tr>
<td><strong>TOTAL NON-PERSONNEL BUDGET</strong></td>
<td><strong>$1,500</strong></td>
<td></td>
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<tr>
<td><strong>TOTAL PROJECT BUDGET</strong></td>
<td><strong>$35,000</strong></td>
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* Final budget decisions will be made by City Council through the annual budget process.