

**CITY OF DAVIS**  
**2020-2021 HOME INVESTMENT PARTNERSHIPS PROGRAM 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:** \$ \$40,000    **Minimum Request:** \$ 10% of Grant Total

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

Yes     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)

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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 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.

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).

**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 HOME Program in compliance with Title 24, Part 92 of the Code of Federal Regulations.

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.
- 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 HOME funding. The process shall encourage the participation of local and regional affordable housing developers.

**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 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. HOME administrative staff also continues to prioritize relationship-building with HOME 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)

While the City does not collaborate with a specific agency to administer the HOME grant program, City staff receives technical assistance from surrounding agencies administering HOME programs, and provides assistance when requested to these agencies. Internal cost savings in administrative programs are achieved by combining CDBG and HOME administrative services together.

### PERFORMANCE MEASUREMENTS AND SCHEDULE

<b>ACTIVITY</b> (What the program does to fulfill its mission)	<b>INDICATOR</b> (The direct products of program activities) <b>SERVICE #s</b>	<b>OUTCOME</b> (Benefits that result from the program)	<b>COMPLETION DATE</b> (When the specific task is completed)
Program Administration – Distribute HOME funds to eligible activities.	Completed reports and expenditure of HOME funds in accordance with requirements.	Continued HOME funding by HUD.	June 30, 2019

**BUDGET SUMMARY FOR PROPOSED PROJECT**

Budget Category	Proposed Project "HOME" Portion		Other Funds (Non-HOME)				
	Direct Project Related Costs	General Admin Costs of Service Provider	Other Federal Funds	State/Local Funds	Private Funds	Other	Totals
A. Salaries & Wages							
B. Fringe Benefits							
C. Consultant/Contract Services							
<b>TOTAL PERSONNEL BUDGET</b>							
D. Office Rent							
E. Utilities							
F. Telephone							
G. Office Supplies							
H. Equipment							
I. Printing/Duplication							
J. Travel/Conference							
K. Other (Specify)	\$40,000*						
<b>TOTAL NON-PERSONNEL BUDGET</b>							
<b>TOTAL PROJECT BUDGET</b>	<b>\$40,000*</b>						

\* The breakdown of costs is determined by the City Council during the budget process, however it is anticipated that the majority of funding will go towards employee salaries.