

## 2007-2008 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

**Organization Name:** City of Davis Community Mediation & Fair Housing Services

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**Total Amount Requested:** \$47,000

On-going Support

New Project

**CDBG Eligible Category:** Fair Housing Administration

**National Objective Compliance/Low and Moderate Income Benefit:** Area Benefit

### City Council Identified Critical Needs

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

## **PROJECT NARRATIVE**

### **a. Need**

The City of Davis Community Mediation & Fair Housing Services Program addresses significant needs of Davis residents while ensuring the City's compliance with the requirements of the Community Development Block Grant (CDBG) and Housing Investment Partnership Program (HOME). The primary services provided by Community Mediation & Fair Housing Services are: 1) Education and outreach about fair housing and tenant/landowner issues; 2) Fair housing complaint intake, mediation, investigation, assessment and referral; and 3) Assessment of barriers to fair housing 4) Monitoring sub grantee compliance with fair employment and housing guidelines and regulations. During the 2006-2007 fiscal year Community Mediation & Fair Housing Services achieved several significant accomplishments:

- Received and processed requests for services and information.
- Opened and processed fair housing and tenant/landowner cases.
- Conducted 13 fair housing and tenant/landowner mediation sessions.
- Conducted two fair housing workshops for housing consumers and providers.
- Conducted one educational seminar with limited English speaking residents.

### **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. Low income and fixed income households will benefit most from the information and housing counseling provided by Community Mediation & Fair Housing Services staff.

Individuals on fixed incomes such as many who are elderly or disabled will benefit from information and assistance related to 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 and on the City's web page, on audiotapes, on the telephone and in person, Davis residents will benefit from increased access to services and information.

Community Mediation & 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 enhance and continue 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 Mediation & Fair Housing Services program is the primary provider of mediation-based fair housing services in Yolo County. Through the mediation-based fair housing services, the City successfully maximizes use of limited resources while providing appropriate and necessary services to the public. Community volunteers are a vital component of our program as they provide most of the direct mediation services in all fair housing and tenant/landowner cases mediated through our program. Volunteers also serve as ambassadors for the program and provide a critical link for information related to community needs. Community Mediation & Fair Housing Services complements the services provided by legal services and other social and support service providers in Yolo County.

Our mediation-based fair housing services are well recognized and individuals are referred for assistance by a variety of community organizations and City and County offices. City and County offices represent the primary referral sources of individuals seeking our services including Social Services, law enforcement agencies, code compliance and enforcement departments, UCD student groups, Yolo County Superior Court and City and County government officials.

**d. Organizational Capacity**

The City's Mediation & Fair Housing Services staff skillfully develops and implements procedures for effective fair housing case management and analysis. The program functions within the Parks and Community Services Department. Community Mediation & Fair Housing Services has over fifteen years of experience handling fair housing issues and enjoys the support of community volunteers who contribute their time and skills in the provision of mediation services. As the primary provider of mediation-based fair housing services in Yolo County, our program is capable of continuing to meet the fair housing needs of Davis residents. In order to increase accessibility, all our services are provided in English and Spanish and can be easily accessible by telephone, internet and in person.

## **SCOPE OF SERVICES**

### **Project Description**

**FAIR HOUSING SERVICES:** There are five categories of fair housing services proposed for the 2007-2008 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, and all other arbitrary forms of discrimination as defined in state, federal and local laws.
- **Complaint Investigation, Assessment and Referral:** Program staff will evaluate and conduct preliminary investigations of all housing discrimination complaints submitted by Davis residents. When an investigation shows evidence of illegal housing practices or policies, program staff will refer cases to Department of Housing and Urban Development and Housing and Urban Development Department for enforcement and conduct case follow up activities as needed.
- **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: tester training workshops, fair housing workshops and seminars, outreach activities at community events, and speaking appearances before appropriate groups and organizations.
- **Technical Assistance:** Fair Housing services staff will work with CDBG and HOME grantees to ensure compliance with fair employment and housing regulations.
- **Mediation Services:** Mediation services will be offered in Spanish and English in all appropriate cases.
- **Fair Housing Administration:** Fair Housing Services staff works will participate in implementation of monitoring systems to ensure City and sub grantee compliance with all CDBG and HOME funded activities and programs.

### **TENANT/LAND-OWNER DISPUTE RESOLUTION:**

- **Information and Referral:** Fair housing and related information and referral will be provided in English and Spanish upon request, on the telephone, by mail and in person.
- **Mediation Services:** Mediation will be offered in Spanish and English in all appropriate cases.
- **Community Education and Outreach:** Various community education and outreach methods will be employed to increase public awareness of fair housing and tenant/landowner rights and

responsibilities. Some of the methods include participation in community events, production and distribution of printed educational materials, and training events.

### **Target Group**

Low, very low and moderate-income households are the target population for the proposed activities. In addition, focused efforts will be made to reach limited English-speaking households and disabled individuals.

### **Outreach**

Special efforts will continue to operate an outreach campaign designed to educate limited English-speaking residents about laws against housing discrimination. Using its resource network of community and civil rights organizations, agencies and churches, along with bilingual media contacts and written materials, Community Mediation & Fair Housing Services will provide fair housing information to individuals isolated by language and cultural barriers. In addition, staff will present at least one fair housing workshop focused on informing individuals about fair housing laws and remedies.

### **PERFORMANCE SCHEDULE** Work Plan (Identify activities and completion dates)

<b>Type of Activity/Service</b>	<b>Completion Date</b>
Conduct fair housing case intake and assessments, investigations and referrals.	Ongoing through 6/30/08
Provide conciliation, consultation and mediation services.	Ongoing through 6/30/08
Provide fair housing and tenant/landowner information and referral services on request.	Ongoing through 6/30/08
Participate in UCD Housing Day	February, 2008
Conduct 1 mediator training workshop.	August, 2007
Conduct 1 fair housing training workshop for rental property managers and residents.	April, 2008
Conduct 1 fair housing training workshop for first-time renters.	April, 2008
Review and implement monitoring system/process.	January, 2008

### **PERFORMANCE MEASUREMENTS**

<b>ACTIVITY</b>	<b>INDICATOR</b>	<b>OUTCOME</b>
Implement public fair housing public education events.	Expand understanding of fair housing laws amongst housing providers and consumers.	Improved adherence to fair housing laws and practices.
Develop and implement improved systems for monitoring and ensuring compliance with CDBG and HOME program requirements	Monitoring system includes specific items related to fair housing compliance.	Improved program performance by and increased benefits to program participants and the general public.

**BUDGET SUMMARY FOR PROPOSED PROJECT**

<b>Budget Category</b>	<b>Proposed Project “CDBG Portion”</b>	<b>Other Sources</b>	<b>Total</b>
A. Salaries and Wages/Benefits	45,000		45,000
<b><i>TOTAL PERSONNEL BUDGET</i></b>	\$45,000		\$45,000
D. Office Rent			
E. Utilities			
F. Telephone	300		
G. Office Supplies/equipment	300		
H. Equipment	400		
I. Printing/Duplication			
J. Travel/Conferences	500		
K. Other (Specify)			
<b><i>TOTAL NON-PERSONNEL BUDGET</i></b>	\$2,000		\$2,000
<b>TOTAL PROJECT BUDGET</b>	<b>\$47,000</b>		<b>\$47,000</b>