



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: April 13, 2010

SUBJECT: 2010-2011 Community Development Block Grant Action Plan  
Presentation

### Report in Brief

Annually the City receives an allocation from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) program. The 2010-2011 CDBG Action Plan (**Attachment A**) is currently available for public comment until May 4, 2010. On May 4, 2010 a public hearing will be held at City Council. The information presented below is to allow City Council to comment on the proposed plan and ask questions of City staff prior to the plan's approval.

### Background

CDBG funds must be used for activities that assist lower-income persons and to eliminate conditions of blight from the community. For program year 2010-2011, the City is expected to receive \$630,540 in CDBG funds. These funds are expected to be available by July 1, 2010.

### Overview of 2010-2011 CDBG Budget

The City of Woodland 2010-2011 CDBG entitlement amount is expected to be \$630,540. Table 1 displays the breakdown of the full \$948,520 available in the City's 2010-2011 CDBG program. See **Attachment B** for the proposed 2010-2011 CDBG budget and staff recommended allocations.

**Table 1:**  
**2010-2011 CDBG Entitlement Budget**

USES	10-11 Entitlement	Unexpended Funds	TOTAL
20% Administration	\$126,108	\$0	\$126,108
15% Public Services	\$94,581	\$0	\$94,581
Public Facilities Improvements	\$409,851	\$317,980	\$727,831
<b>Total</b>	<b>\$630,540</b>	<b>\$317,980</b>	<b>\$948,520</b>

### **Administration**

As approved by City Council on March 4, 2008, 20 percent of entitlement is allocated to Planning and Administration activities. This is the maximum percentage of entitlement available for administration activities according to HUD guidelines. The total allocation for Administration for program year 2010-2011 is \$126,108.

### **Public Services:**

In 2010-2011, \$94,581 will be allocated to Public Service programs. According to HUD guidelines, a maximum of 15 percent of entitlement can be allocated to Public Service programs in addition to 15 percent of the previous year's program income. In addition to scoring the applications based on the rating and ranking system, City policy allocates a minimum of 40 percent of all public service funds for emergency food and shelter programs (\$37,832) and does not allow any grant awards less than \$6,000 per eligible public service program. Public service grants are used to provide services to lower-income residents of Woodland (including seniors and children), provide food and shelter to homeless residents, prevent homelessness, and offer other public services eligible under HUD guidelines.

### **Public Facilities and Improvements:**

As indicated in Table 1, \$409,851 in new entitlement is available for funding Public Facility (construction) projects. The unexpended funds (\$317,980) represent three previous year projects that have yet to be completed. Therefore, the total allocation available for Public Facilities construction projects is \$727,831. See **Attachment C** for a description of all the Public Facility construction projects being recommended for the 2010-2011 program year.

### **Discussion**

Many more applications were received this year than could be funded with the allocation available. The CDBG program received 16 applications totaling \$195,945 in public service grant requests, but the program only has \$94,581 available to allocate. For facility improvement applications, the CDBG program received eight applications totaling \$851,912 in grant requests and only had \$409,851 to allocate to new projects. For a full list of applications received see **Attachment D**.

To evaluate the applications staff followed the Rating and Ranking System approved by City Council on January 19, 2010. This year the scoring system was adjusted to give more weight to activities that funded needs that were identified as high priority in the new 2010-2014 Consolidated Plan. In general the top priority needs were –emergency food and shelter, youth services, health services for low-income families and special needs populations, job training, affordable housing, and ADA improvements. The rating system scores the applications based on objective criteria. These criteria are:

- Benefit to Low and Very Low Income Persons
- Activity Need and Justification
- Reasonableness of Cost Estimates
- Activity Management and Timeliness

- Readiness
- Experience and Organizational Capability
- Project Budget – evidence of sufficient funding

The 2010-2011 staff recommended grant allocations will provide needed support to the community's public services, including emergency food and shelter and youth services and improve accessibility in the community.

The CDBG program has seen great improvements in timeliness. It is expected that all previous CDBG construction projects, except for three projects will be completed by July 1, 2010. St. John's Emergency Generator project (\$136,000) has experienced constant delays from the Office of Statewide Health Planning and Development (OSHPD). The project's current anticipated completion date is June 30, 2010. CommuniCare's Peterson & John H. Jones Community Clinic Expansion (\$80,000) project has been unable to negotiate a lease agreement with Woodland HealthCare due to unforeseen issues. CommuniCare has begun looking at other possible locations. And finally, Yolo County Housing's Playground project (\$101,980) has been delayed until the TANA project has been closed out. Yolo County Housing is the project manager for the TANA project and this project must be completed before the playground project can begin.

### **Water Assistance Program**

The Action Plan includes public service funding for the City's new Water Assistance Program. This program is being developed in response to the new water rate increases. The rates will be more than doubled over a period of two-and-a-half years through a series of 20 percent increases that will take effect on January 1, 2010; July 1, 2010; July 1, 2011; and July 1, 2012. Although, the water rate increases are necessary in order to replace aging infrastructure, address water quality through the surface water project, improve water pressure throughout the City, conserve existing water supplies, and comply with State law that requires consumption based billing; the City understands that the increase may negatively impact low- and moderate-income households. Therefore, the Water Assistance Program will provide a \$15 - \$20 discount to qualifying households for no more than three-consecutive months (per CDBG guidelines). Staff will be asking for Council approval of the program on May 4, 2010. Once the program is approved, staff will market the program through the newspaper, utility bills, E-newsletter, and other media outlets. It is expected that the City will begin accepting applications as of July 1, 2010. Applicants will be accepted into the program on a first-come, first served basis while funds are available.

Since the program will be funded with CDBG funds, the Water Assistance Program must be reauthorized annually by City Council and the U.S. Department of Housing and Urban Development (HUD). Household will be required to reapply each year for the assistance.

### **Fiscal Impact**

Last year the CDBG program provided \$100,000 to Engineering's ADA Program, relieving the general fund of this obligation. This year, the CDBG recommended allocation has been more than

doubled to \$211,420 for the Engineering ADA Accessibility Program, allowing the City to meet its ADA obligations and relieve the General Fund of this expense.

Administrative costs of managing the CDBG program are funded entirely with CDBG administration funds. There is no other impact to the General Fund.

**Public Contact**

The draft 2010-2011 Annual Action Plan was made available for public review and comment on April 5, 2010 with the commenting period ending on May 4, 2010. Public notice was printed in the *Daily Democrat* and posted at City Hall. Comments that are received by May 4, 2010 will be incorporated into the final document.

Information regarding the CDBG program was also provided to the public through emails to interested parties and applicants and a public meeting held on March 4, 2010 to announce staff recommendations for the 2010-2011 CDBG program year. This item was also posted to the City Council agenda.

**Alternative Courses of Action**

No Action Required. The item is being presented to give City Council the opportunity to ask questions prior to the May 4, 2010 public hearing and Action Plan Approval.

**Recommendation for Action**

No Action Required.

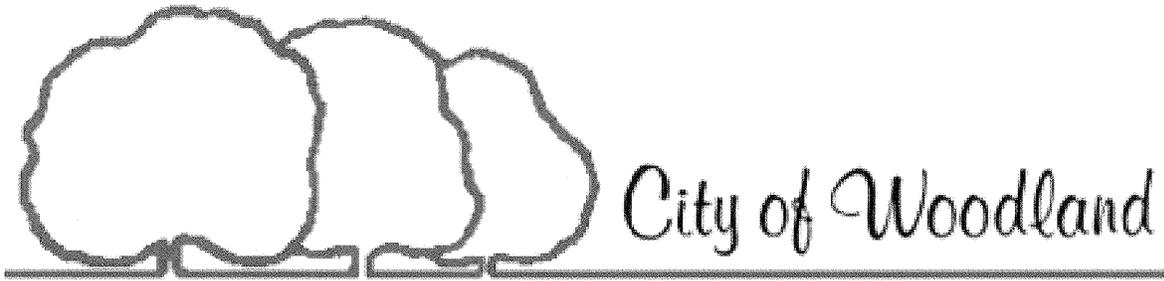
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City Manager

Attachment A: Draft 2010-2011 Action Plan  
Attachment B: 2010-2011 Budget  
Attachment C: Public Facility Project Descriptions  
Attachment D: List of Submitted Applications



**Consolidated Plan  
Five Year Strategic Plan  
Program Year 2010-2014  
Part V: 2010-2011 Action Plan**



## V. ONE-YEAR ANNUAL ACTION PLAN, 2010-2011

The One Year Annual Action Plan is the final element of the Consolidated Plan and establishes the specific actions that will be taken to address the City's priority needs and strategies. The Action Plan is submitted on an annual basis throughout the 5-year strategic plan period of the Consolidated Plan, 2010-2014. This first year Action Plan is for the 12-month period from July 1, 2010 to June 30, 2011.

To set priorities to meet the housing and non-housing needs in the City of Woodland, information was evaluated and analyzed from the data and needs assessment provided in the Consolidated Plan. The Action Plan is also based on input from the citizen participation process described below including the identification of priority community development needs.

Consistent with the overall goals of the U.S. Department of Housing and Urban Development, the City has identified the following five-year goals to pursue during 2010-2014.

### *GOALS*

- Promote the development of affordable housing in the City to meet the needs of very-low and low to moderate-income households as outlined in the Housing Element of the General Plan and Redevelopment Agency 5-year Implementation Housing Component.
- Revise the City's Inclusionary Housing Ordinance (6A) and Spring Lake Affordable Housing Ordinance to improve the Inclusionary Housing Ordinance Program and increase homeownership for low-income households.
- Support the preservation, maintenance and improvement of existing housing and the replacement of unsafe or dilapidated housing.
- Provide fair housing services to ensure that persons regardless of race, creed, color, national origin, religion, sex, family status, age, or handicap/disability have an equal opportunity to secure decent housing and are treated fairly in dealing with landlords, real estate brokers and lenders.
- Continue to support programs to address the need for emergency and transitional housing.
- Continue to support programs to transition homeless persons to permanent housing.
- Continue to support programs for the prevention of homelessness.
- Infrastructure improvements including water, sewer, and storm water improvements.

- Facilities for health care and youth centers.
- Accessibility for the physically disabled particularly through ADA improvements.
- Emergency food and shelter for the homeless and at risk homeless, youth services, health services, crime awareness activities, and fair housing counseling
- Job training, placement and other types of employment services.
- Partner with private commercial developers to develop/redevelop existing vacant or underutilized commercial sites in CDBG eligible areas.
- Address priority non-residential historic preservation needs in the Historic Downtown area.
- Provision of business loans to for-profit entities to carry out economic development, such as growing the industry or business in the City of Woodland.

All activities included in the Action Plan must meet at least one of three national objectives of the CDBG program. Those objectives are:

1. Provide benefit to low- and moderate-income persons;
2. Aid in the prevention or elimination of slums or blight; and
3. Meet community development needs having a particular urgency.

This Action Plan outlines the City of Woodland’s plan for the use of CDBG funds for the 2010-11 program year and includes a description of all planned housing and community development activities. The Action Plan also includes a description of citizen participation efforts and discussions on lead-based paint, anti-poverty strategy, fair housing, and coordination with other agencies.

## **A. ANNUAL FUNDING SOURCES**

### **Introduction**

The City’s CDBG grantee entitlement is \$630,540 for FY 2010-2011. Of this 20% of the entitlement amount, or \$126,108 may be used for planning and administrative costs. Of the entitlement a maximum of \$94,581, or 15% of entitlement, may be used for public services. At least seventy percent of all expenditures must benefit low- and moderate-income households.

During the 2010-2011 fiscal year, the City of Woodland will utilize several federal, state, local

and private resources to address housing and community development needs. Additionally, the City is actively seeking funding to address low- and moderate-income community development needs through a variety of funding sources. Below is a summary of the major funding resources that will be used to carry out activities.

### **CDBG Entitlement**

The U.S. Department of Housing and Urban Development notified the City of Woodland of its Program Year 2010 allocation on March 31, 2010; \$630,540 is available for fiscal year 2010-2011. CDBG funds can be used to address a wide range of activities including acquisition, rehabilitation, public facilities and infrastructure improvements, public services, and homeless assistance. The level of need for each project is determined by a table located in the Consolidated Plan (this table is located in **(Appendix A)**).

### **Program Income**

The City of Woodland receives program income from loan payoffs, lien repayments and other scheduled monthly loan payments. When housing rehabilitation loan payments or payoffs are made the revenue is recorded as program income. To date, the total program income received during 2009-2010 is \$1,044.20. These funds have been spent before entitlement funds and consequently have saved budgeted entitlement funds. Those unexpended entitlement funds will now be allocated to new projects in 2010-2011.

In April 2007, the City Council approved an amendment to the current Program Income Reuse Plan that will allow 15 percent of previous year's program income to be allocated to public service projects. With the minimal amount of program income the City received in 2009-2010 that option will not be utilized this year.

### **Other Resources**

During the 2006-2007 fiscal year, the City was successful in securing \$4 million in HOME funds from the State of California for the Rochdale Grange Community. This 44-unit multifamily affordable project will be constructed in the Spring Lake Specific Plan Area. It features 43 units that will be reserved for households earning no more than 50 percent of area median income. The project will be built by Neighborhood Partners, a for-profit affordable housing developer. The \$4 million HOME grant is approximately 20 percent of the \$14 million cost of the project. The remainder of the project will be funded through Mortgage Revenue Bonds, Tax Credit Equity, Deferred Developer Fees, and Multifamily Housing Program funds from the California Department of Housing and Community Development (HCD). The funds for this project are now available. The project started construction March 2010 and is expected to be completed mid-2011.

In 2007 the City received \$332,101 from the State of California's Workforce Housing Grant. These funds are awarded to Cities that have provided affordable housing in their communities.

The grant amount is determined by the number of affordable housing permits issued. Throughout 2009 the City has used a portion of these funds to construct off-site improvements, including a new bus stop, for the Casa del Sol Mobile home Park project.

Since 2007 the City has used CalHome, BEGIN, HOME, redevelopment tax-increment, and CDBG-Recovery funds to provide homebuyer assistance to low- and moderate-income homebuyers. The City hopes to continue the program if funding can be sustained.

The City with the help of the Homeless Coordinator and Yolo Wayfarer Center annually apply for funding for homeless assistance and service provider programs. The City of Woodland received a grant renewal under the Supportive Housing Program (SHP) in the amount of \$177,343 to assist the Yolo Wayfarer's transitional housing programs.

At the local level, the City may utilize redevelopment funds, defer development fees, and use housing monitoring fees to further develop, promote, and preserve affordable housing. The City of Woodland has made a commitment to work with a non-profit housing developer to use a CDBG Section 108 loan for the acquisition and rehabilitation of a mobile home park, known as Casa Del Sol Mobile home Park. Construction began in June 2008 and the second phase is nearing completion.

## **B. Citizen Participation Plan**

On January 4, 2010 a Notice of Funding Availability was published in the *Daily Democrat* and a letter was mailed to all past applicants announcing the availability of CDBG funds for the 2010-2011 program year. An application workshop was held on January 21, 2010.

The CDBG Review Team, made up of two city staff and a staff member of Yolo County's Community Services Block Grant program, reviews CDBG proposals and makes funding recommendations for the CDBG program. After staff's funding recommendations had been determined, a public meeting was held on March 4, 2010 to announce staff recommendations and receive comment. The meeting was publicly noticed in the *Daily Democrat* on February 25, 2010. Finally, staff has the responsibility to forward funding recommendations for consideration by the City Council at a public hearing. Citizens were notified in a public notice published on April 23, 2010, that the draft 2010-2011 City of Woodland Annual Action Plan was available for citizen review and comment. During the 30-day comment period from March 23 through April 20, 2010, the Annual Action Plan was made available to the public at the Woodland City Hall, City Clerk's office, the Woodland Public Library, and the City of Woodland website. All citizens' comments received were incorporated into the Plan.

Following the 30-day citizens' comment period, the Woodland City Council held a public hearing on April 20, 2010 to receive citizens' comments prior to adopting the final City of Woodland 2010-2011 Annual Action Plan. This meeting was noticed on April 5, 2010 in the *Woodland Daily Democrat*. (Public notices are included in **Appendix A**)

To date no citizen comments have been submitted.

### **C. Coordination and Institutional Structure**

The City will continue to focus on improving coordination and eliminating gaps in the institutional structure. The City has continued the liaison between the City and Yolo County Housing and consulted with them on other development opportunities within the City. In addition, the City continues to work to improve communication between divisions and departments, including the Redevelopment Agency, Building, Finance, Development Engineering, Public Works, and Parks and Recreation.

#### *Integrated Approach/Vision*

As stated in the Five-Year Strategic Plan, the City has integrated several required programs and plans into its Consolidated Plan to ensure that City government and related agencies work together on a uniform vision for the benefit of residents of the City. The CDBG work program reflects objectives that are contained in these plans and programs.

### **D. CDBG Work Program**

The City Council approved funding allocations for FY 2010-11 on April 20, 2010. The list of projects, with additional information, can be found in the **Appendix O**. The CDBG program will be implemented in accordance with the HUD Certifications presented in **Appendix N**. These projects are consistent with priority needs and the five-year goals identified in the Consolidated Plan.

During the 2010-11 program year the City updated its application rating system to evaluate public service and public facility (construction-like) applications separately (**Appendix M**). Public Service applications are scored more heavily on past performance and community need, while public facility applications are scored more heavily on readiness, past performance and organizational capability to carry out the program. In addition, the City adhered to a minimum public service grant of \$6,000 and reserved a minimum 40 percent of all public service funds to food and shelter programs. Staff will continue to implement public services in this manner.

A summary of the specific activities that will be implemented with the allocation of 2010-11 CDBG Entitlement funds (\$630,540) is provided in Table 1.

**Table 1. CDBG Summary Table 2010-2011**

CDBG Program/Activities	SOURCES		
	'10-'11 Entitlement	Unexpended Funds	Total Funds Available
<b>Planning And Administrative</b>			
Administration	\$126,108		
<b>Subtotal Planning, Administration</b>	\$126,108	\$0	<b>\$126,108</b>
<b>Public Facilities and Public Improvements</b>			
Housing Assistance Program	\$87,648		<b>\$87,648</b>
Summer House - Accessible Entrance [1]	\$12,000		<b>\$12,000</b>
St. John - ADA Compliance [2]	\$16,800		<b>\$16,800</b>
ADA Accessibility Program	\$211,420		<b>\$211,420</b>
Heidrick Ranch Duplex Build	\$38,983		<b>\$38,983</b>
Cottonwood Meadows Rehab Project	\$43,000		<b>\$43,000</b>
St. John - Emergency Generator		\$136,000	<b>\$136,000</b>
Communicare - Design of Clinic Expansion		\$80,000	<b>\$80,000</b>
Yolo County Housing Playground		\$101,980	<b>\$101,980</b>
<b>Subtotal Public Facilities and Public Improvements</b>	\$409,851	\$317,980	<b>\$727,831</b>
<b>Public Services</b>			
Year Round Shelter	\$15,000		<b>\$15,000</b>
Enough to Eat	\$15,000		<b>\$15,000</b>
Home Delivered Meals	\$10,000		<b>\$10,000</b>
Homeless Youth Support Services	\$9,835		<b>\$9,835</b>
Teen Success	\$9,873		<b>\$9,873</b>
S.T.E.P	\$9,873		<b>\$9,873</b>
Water Assistance Program	\$15,000		<b>\$15,000</b>
Fair Housing Services - Hotline	\$10,000		<b>\$10,000</b>
<b>Subtotal Public Services</b>	\$94,581		<b>\$94,581</b>
<b>Total Amount for CDBG Activities for FY 2009-10</b>	<b>\$630,540.00</b>	<b>\$317,980</b>	<b>\$948,520</b>

1 \$11,000 grant for construction plus \$1,000 for activity delivery

2 \$15,800 grant for construction plus \$1,000 for activity delivery

## Summary of Proposed Projects and Program

The following text summarizes each of the proposed activities in each category:

### *PLANNING AND ADMINISTRATION:*

- 1) Program: CDBG Administration  
Agency: City of Woodland  
Funding Amount: \$126,108  
HUD Matrix Code: 21A General Program Administration  
Citation: 570.206

#### Description:

Funding will cover costs of staff time and consultant services related to the overall administration of the City's CDBG program, including coordination, implementation, management, monitoring, reporting, and evaluation. Funds will also contribute to planning and citizen participation efforts required to implement grants under the CDBG program.

### *PUBLIC SERVICES:*

- 2) Program: Year Round Shelter  
Agency: Yolo Wayfarer Center  
Funding Amount: \$15,000  
HUD Matrix Code:  
Citation: 570.201(e)  
National Objective: 570.208(a)(2) – Low/Mod Limited Clientele

#### Description:

Provide case management services to homeless individuals and families residing in the Yolo Wayfarer Center's emergency shelter. After ten days families and individuals must comply with a case management plan to maintain their temporary residence at the shelter. Clients meet weekly with their case managers to identify accomplishments and areas to improve or change. The grant will also assist with utilities to operate the facility.

- 3) Program: Enough to Eat  
Agency: Food Bank of Yolo County  
Funding Amount: \$15,000  
HUD Matrix Code: 05 Public Service  
Citation: 570.201(e)  
National Objective: 570.201(a)(2) – Low/Mod Limited Clientele

Description:

The Enough to Eat Program is sponsored by the Food Bank of Yolo County and serves non-profit agencies located in Woodland. The inventory available to agencies is comprised of commodities obtained by America's Second Harvest Program, food drives, product donations by food suppliers and farmers, and food purchases by the Food Bank. Agencies can obtain commodities on a weekly basis and there is no maximum limit on poundage. CDBG funding will support the program's operations and food purchases.

- 4) Program: Home Delivered Meals to Low Income Seniors  
Agency: People Resources, Inc./ Elderly Nutrition Program  
Funding Amount: \$10,000  
HUD Matrix Code: 05 Public Service  
Citation: 570.201(e)  
National Objective: 570.208(a)(2) – Low/Mod Limited Clientele

Description:

The Home Delivered Meals Program provides frail homebound seniors with a home-delivered, hot, nutritious noon-time meals that is prepared fresh daily and served by volunteers throughout Woodland. Many of the seniors who receive home-delivered meals are recently discharged from the hospital and are completely bedridden with no family support or other assistance in purchasing food and preparing meals. CDBG will support the program's operations and food purchases.

- 5) Program: Homeless Youth Support Services  
Agency: Yolo Family Resource Center  
Funding Amount: \$9,835  
HUD Matrix Code: 05D Youth Services  
Citation: 570.201(e)  
National Objective: 570.208(a)(2) – Low/Mod Limited Clientele

Description:

The program provides youth with access to technology, structure, support, and materials to complete homework. Each student will also have a case plan consisting of academic and life goals. The program will be operated at the Yolo Family Resource Center where the student will have access to the network of services offered and services offered by the Center's partners. The homeless youth and youth at risk of homelessness participating in the program will be identified by Woodland Joint Unified School District and the Homeless Coalition. CDBG funding will support a trained youth leader who will be responsible for engaging youth and ensuring attendance in the program.

- 6) Program: Teen Success  
Agency: Planned Parenthood Mar Monte  
Funding Amount: \$9,873

HUD Matrix Code: 05D Youth Services  
Citation: 570.201(e)  
National Objective: 570.208(a)(2) – Low/Mod Limited Clientele

Description:

Addresses the issues of teen pregnancy by helping pregnant and parenting teen mothers between the ages of 13-18 years old, set and achieve short- and long-term goals and by developing healthy alternatives for teens instead of having more children. Facilitated group sessions meet for two hours weekly over the course of a year to provide a supportive environment for teen mothers to discuss issues facing adolescent parents. Childcare and nutritional snacks are provided during meets. CDBG funding will support group facilitators.

- 7) Program: Strength Through Education Program (S.T.E.P)  
Agency: Woodland Literacy Council/Woodland Public Library Literacy Service  
Funding Amount: \$9,873  
HUD Matrix Code: 05H Employment Training  
Citation: 570.201(e)  
National Objective: 570.208(a)(2) – Low/Mod Limited Clientele

Description:

S.T.E.P in partnership with the Yolo Wayfarer Center offers reading, writing, and comprehension skills in a goal-oriented one-on-one and small group educational situation. Residents work on goals centered on job skills, housing, health and family skills as well as basic literacy. Literacy is essential to an individual's successful transition from homelessness to living an independent life style. CDBG funding will support a part-time early childhood education tutor, part-time adult tutor, and learning materials.

- 8) Program: Water Assistance Program  
Agency: City of Woodland  
Funding Amount: \$15,000  
HUD Matrix Code: 05Q Subsistence Payments  
Citation: 570.204  
National Objective: 570.208(a)(2) – Low/Mod Limited Clientele

Description:

The City of Woodland's water rates will be increasing by 20 percent annually for the next three years. This will significantly impact low and moderate income homeowners' housing costs. This program will provide short-term assistance to low and moderate income households on their utility bills.

- 9) Program: Fair Housing Services  
 Agency: Legal Services of Northern California  
 Funding Amount: \$10,000  
 HUD Matrix Code: 05J Fair Housing Services  
 Citation: 570.206  
 National Objective: 570.208(a)(2) – Low/Mod Limited Clientele

Description:

The City will contract with Legal Services of Northern California to provide fair housing services through the Fair Housing Hotline Project, per its ongoing contract. This program provides free information and advice on fair housing issues, case intake and complaint processing, and investigation of alleged fair housing violations. Other services include fair housing education and outreach activities for rental property owners, managers, and consumers. During April, which is Fair Housing Month, the City holds a Fair Housing Workshop for housing providers and consumers. This activity is designed to affirmatively further fair housing objectives of Title VIII of the Civil Rights Act of 1968. CDBG funds will directly support fair housing services staff.

*CAPITAL AND OTHER PROJECTS*

- 10) Program: Housing Assistance Program  
 Agency: City of Woodland  
 Funding Amount: \$87,648  
 HUD Matrix Code: 14A Rehab; Single Unit Residential  
 Citation: 570.202  
 National Objective: 570.208(a)(3) – Low/Mod Household

Description:

This program assists households at or below 80 percent of the area median income with rehabilitation or homebuyer assistance through a maximum \$75,000 City loan. The program remedies deferred maintenance issues on privately-owned residential units. This program will generate program income when the housing assistance loans are repaid upon sale or transfer of title.

- 11) Program: Summer House – Accessible Entrance  
 Agency: Summer House  
 Funding Amount: \$12,000  
 HUD Matrix Code: 03B Handicapped Center  
 Citation: 570.201(c)  
 National Objective: 570.208(a)(2)(A) – Low/Mod Limited Clientele

Description:

This project will design and build an accessible entrance to Summer House’s transitional apartments and offices. Summer House provides residential support services to

developmentally disabled adults.

- 12) Program: St. John ADA Compliance  
Agency: St. John Retirement Village  
Funding Amount: \$16,800  
HUD Matrix Code: 03A Senior Center  
Citation: 570.201(c)  
National Objective: 570.208(a)(2)(A) – Low/Mod Limited Clientele

Description:

This project will replace five metal planks with ADA compliant handicapped ramps to facilitate the seniors' mobility between the residential cottages, the administration building and the Personal Care unit at St. John's Retirement Village.

- 13) Program: ADA Accessibility Program  
Agency: City of Woodland – Engineering Division  
Funding Amount: \$211,420  
HUD Matrix Code: 03L Sidewalks  
Citation: 570.201(c)  
National Objective: 570.208(a)(2)(A) – Low/Mod Limited Clientele

Description:

This project includes installation of curb ramps with some associated sidewalk and driveway repairs in various locations throughout the City to improve ADA accessibility. Emphasis will be placed on high use corridors within the City.

- 14) Program: Heidrick Ranch Duplex Build  
Agency: Habitat for Humanity  
Funding Amount: \$38,983  
HUD Matrix Code: 11 Privately Owned Utilities  
Citation: 570.201(l)  
National Objective: 570.208(a)(3) – Low/Mod Households

Description:

Habitat for Humanity is constructing a duplex for two very-low income families. CDBG funding will support a portion of the impact fees required to finance infrastructure necessary for the construction of the housing units.

- 15) Program: Cottonwood Meadows Rehab Project  
Agency: New Hope Community Development Corporation  
Funding Amount: \$43,000  
HUD Matrix Code: Rehab; Multi-Unit Residential  
Citation: 570.202  
National Objective: 570.208(a)(3) – Low/Mod Households

**Description:**

Cottonwood Meadows is a low-income senior complex. A majority of the residents are very frail and have mobility issues. The project will upgrade the walkways to address potential health and safety issues and the call for aid system, which is not sufficient for emergency situations where a frail senior may need immediate assistance.

*FUNDS FROM PREVIOUS YEARS*

While most funds allocated during previous years have been spent, there is some funding for capital improvement projects that will carry over from year-to-year. These programs, the amounts being carried into 2010-11, and the year the funds were originally allocated are all listed below.

- 1) Project: St. John – Emergency Generator  
Year: 2008-2009  
Carry-over amount: \$136,000
  
- 2) Project: Peterson & John H. Jones Community Clinic Expansion  
Year: 2009-2010  
Carry-over amount: \$80,000
  
- 3) Project: Yolo County Housing Playground  
Year: 2009-2010  
Carry-over amount: \$101,980

**E. General Priorities for Allocating Investment Geographically**

The City will focus program activities and projects in low- and moderate-income target areas, some projects include: ADA Accessibility Program and Summer House’s Accessible Entrance project. In addition, redevelopment and revitalization activities will take place within the Woodland Redevelopment Project Area. Program activities that benefit low- and moderate-income individuals and households, including public service and housing rehabilitation activities, will be available on a city-wide basis to income-eligible households.

**F. Relationship of Activities to Five-Year Goals and Strategies**

*HOUSING STRATEGY*

**STRATEGY:** Utilize the City’s Inclusionary Housing Ordinance and First-time Homebuyer Program to promote the development of affordable ownership and rental housing

**Goal:** The City will work to develop at least 75 Multi-family and/or single-family affordable

housing units over the next five years and revise the Inclusionary Housing Ordinance to increase homeownership opportunities.

Expected Outcome for 2010-2011: Construction will begin on a 44 very-low income apartment complex called Rochdale Grange. The City is continuing to explore financing for two additional affordable housing projects.

**STRATEGY:** Maintain and Improve Affordable Housing Monitoring program for rent-restricted units.

Goal: The City will continue to annually monitor the current inventory of more than 1,131 affordable multifamily rental units/apartments and senior designated housing units.

Expected Outcome for 2010-2011: City staff will continue to annually monitor the current inventory to be sure that the affordability restrictions are met.

**STRATEGY:** Partner with for-profit and non-profit housing developers for the development and/or rehabilitation of affordable housing by exploring various funding mechanisms including Federal Tax Exemption Bonds, Mortgage Revenue Bonds, Low Income Housing Tax Credits, Section 108, Redevelopment Agency Set Aside Tax Increment financing, State of California HOME funds, other new grant programs as they become available, and private financing.

Goal: The City will work to develop or rehabilitate 100 affordable housing units over the next five years.

Expected Outcome for 2010-2011: With its Inclusionary Housing Ordinance and the Spring Lake Affordable Housing requirements, the City has had increased activity. To date, 66 affordable for-sale housing units have been sold to eligible buyers. Rochdale Grange will begin construction in spring 2010 and is expected to be completed by mid-2011. The project will provide 44 very-low income units in the Spring Lake Specific Area.

**STRATEGY:** Preserve the City's existing housing stock for owner-occupied low- and moderate-income single-family residential units through the CDBG and other State funded Residential Rehabilitation Loan and Grant programs.

Goal: Rehabilitate 5 units over the next five years.

Expected Outcome for 2010-2011: The City is expected to rehabilitate two owner-occupied units in 2010-2011. Applications have been received and a wait list is being maintained.

**STRATEGY:** Continue to contract with a Fair Housing Agency to provide a variety of fair housing services including landlord tenant counseling and fair housing education.

Goal: Assist approximately 500 Woodland households with discrimination allegations, dispute,

counseling and education and outreach during the five years of the Plan.

Expected Outcome for 2010-2011: The City maintains its contract with Legal Services of Northern California (LSNC) to provide fair housing services. Under the contract, residents and landlords can call LSNC and ask questions in regards to fair housing. LSNC also presents an annual Fair Housing Workshop, generally in April as part of Fair Housing Month, to inform residents and landlords of various fair housing issues of interest.

## HOMELSSNESS

**STRATEGY:** Work with the County Homeless Coordinator and County Homeless Coalition to identify housing programs, support services and homeless prevention programs to address the needs of the homeless.

Goal: Ensure that homeless programs are effectively operated, new programs are added to meet gaps in services, and continue to partner in the Homeless Coordinator Project.

Expected Outcome for 2010-2011: The City supports the County Homeless Coordinator by providing funding for the position. The City also prioritizes at least 40 percent of its CDBG funding for Public Services for emergency food and shelter programs which directly benefit homeless or those at-risk of homelessness.

**STRATEGY:** Continue to fund agencies that provide emergency housing assistance and support services to assist the homeless and persons threatened with homelessness.

Goal: Assist approximately 1,000 Woodland residents during the five years of the Plan.

Expected Outcome for 2010-2011: The City prioritizes 40 percent of the Public Services portion of CDBG funding for emergency food and shelter programs. For 2010-2011 the recommended grant amounts equals \$34,910.

## PUBLIC FACILITIES AND INFRASTRUCTURE

**STRATEGY:** Work with the Public Works Department to identify urgent water, sewer, or storm water improvements in low- and moderate-income neighborhoods.

Goal: Complete one infrastructure improvement project over the next five-year period.

Expected Outcome for 2010-2011: CDBG staff will work closely with the Public Works Department to determine an eligible project.

**STRATEGY:** Construction or rehabilitation of public facilities providing health and youth services.

Goal: Construct public facility improvements at a minimum of three such facilities during the next five years.

Expected Outcome for 2010-2011: The Peterson and John H. Jones Clinic Expansion project will expand and consolidate CommuniCare health services in one central location.

**STRATEGY:** Continue the City's activities and efforts to remove materials and architectural barriers that restrict the mobility and accessibility of elderly and handicapped persons to public facilities within the City.

Goal: Complete five public improvement projects over the next five years to remove architectural barriers.

Expected Outcome for 2010-2011: The St. John ADA Compliance, Summer House accessible entrance, and ADA Accessibility project will remove architectural barriers and the specific service facilities and city-wide. The City's ADA Accessibility project will be focused on priority corridors in the City and suggested locations from the disabled community.

#### *PUBLIC SERVICES*

**STRATEGY:** The City will continue to fund agencies that provide assistance to the homeless population.

Goal: Provide emergency food, shelter and mental health services to over 5,000 homeless individuals or those "at-risk" of homelessness over the next five years.

Expected Outcome for 2010-2011: Provide a portion of the CDBG Public Services funds aimed at programs that assist the homeless and those at-risk of homelessness.

**STRATEGY:** The City will, with the assistance of local agencies, continue to support youth programs to primarily very low-, low- and moderate-income youth and families as a means of improving the quality of life and prevent youth from engaging in criminal activity or substance abuse.

Goal: Assist approximately 50 Woodland residents annually during the five years of the Plan.

Expected Outcome for 2010-2011: The Homeless Youth Support Services, S.T.E.P, and Teen Success programs will assist Woodland youth throughout program year 2010..

**STRATEGY:** The City will, with the assistance of local agencies, continue to support health services to primarily very low-, low-, and moderate-income individuals and families, and special needs populations such as victims of domestic violence, the homeless and mentally ill.

Goal: Assist approximately 300 Woodland residents annually during the five years of the Plan.

Expected Outcome for 2010-2011: The Peterson and John H. Jones Clinic Expansion project will improve and expand health services for low- and moderate-income persons in Woodland. And the City will continue to support this strategy and goal throughout program year 2010.

**STRATEGY:** The City will partner with local agencies to provide job training or other employment-like services to assist low- and moderate-income individuals in obtaining a new job.

Goal: Participate on the Workforce Investment Board (WIB).

Expected Outcome for 2010-2011: The S.T.E.P program provides literacy training required for employment opportunities.

**STRATEGY:** Explore the possibility of establishing a Neighborhood Revitalization Area to maintain and improve a low- and moderate income neighborhood in Woodland through code enforcement, graffiti removal, and crime awareness services.

Goal: Establish a Neighborhood Revitalization Area if it is found to be feasible.

Expected Outcome for 2010-2011: Collaborate with the Woodland Police Department, and code enforcement and planning staff to propose possible revitalization area boundaries.

#### *ECONOMIC DEVELOPMENT*

**STRATEGY:** Provide assistance to developers via CDBG Section 108, CDBG, and Redevelopment Agency Tax Increment financing as appropriate to support economic development objectives.

Goal: Provide financial assistance to two development projects and/or business assistance over the next five years.

Expected Outcome for 2010-2011: City staff will assist developers that bring forward projects in the Woodland Redevelopment Project Area.

**STRATEGY:** Preserve and improve the City's existing historic commercial buildings through the Façade Improvement Program to retain or attract businesses in the downtown area.

Goal: Rehabilitate two units over the next five years.

Expected Outcome for 2010-2011: The Redevelopment Agency's ongoing Façade Improvement Program provides financing to property owner's in the historic downtown to restore and improve historic storefronts.

**STRATEGY:** Provide financial assistance to for-profit entities/business to carry out an economic

development project, such as expansion of the business. An appropriate member of the business must have completed the Entrepreneurial Business Development class at Woodland Community College and/or developed an acceptable business plan.

Goal: Provide financial assistance to two businesses to either start-up or expand the business over the next five years.

Expected Outcome for 2010-2011: Continue to work with the Small Business Development Center to identify possible businesses that might benefit from this assistance.

## **G. Monitoring**

*CDBG Program Activities* – In 2007-2008 the City revised and updated its CDBG Monitoring Policies and Procedures based on HUD guidelines. The policies and procedures include detailed requirements for desk and on-site monitoring of subrecipients' programs, construction project monitoring, and consultant oversight. An annual calendar for project and program monitoring was developed to insure timely completion of CDBG monitoring. In addition, CDBG staff monitors all programs and financial activities on a monthly/quarterly basis, as appropriate.

*Financial Monitoring* – All project costs are paid on a reimbursement basis, rather than paid in advance. A request for reimbursement is required to have appropriate documentation attached to verify all expenditures.

A combination of data from the request and the program activities report provides the data necessary to input data into the IDIS system. Collecting this data throughout the program year is very helpful in compiling year-end reports. Requiring documentation for reimbursement allows the City to closely monitor program requirements and ensure program goals are being met.

*Davis-Bacon Compliance* – Davis-Bacon regulations require contractors and subcontractors to pay federal prevailing wage rates to employees in various labor classifications. These regulations are written out in the CDBG agreements between the City and the subrecipients. Compliance with Davis-Bacon standards is monitored through preconstruction conferences, on-site interviews, and labor compliance monitoring.

*Environmental Review* – Each project that is budgeted is first reviewed for compliance with the National Environmental Protection Agency regulations (NEPA). California Environmental Quality Act (CEQA) regulations may also apply. Projects that are community service in nature are exempt from NEPA. Projects that require further investigation after their environmental review are researched using feedback from environmental agencies. For projects that fall in this category, a description of the project is sent to the State Historic Preservation Office and to other applicable regulatory agencies for consultation. Once required consultations have been completed and any mitigation measures identified, the City prepares the appropriate paperwork, including the Statutory Worksheet and publishes a combined NOI/RROF and/or a

Finding regarding impacts (if the project is an Environmental Assessment [EA]). Once environmental clearance has been obtained, the project can move forward to the City of Woodland Planning Commission or City Council and/or bid, etc., as appropriate. All environmental reviews are monitored by Community Development Department staff.

#### **H. Fair Housing**

In fiscal year 2010-2011, the City will continue its contract with Legal Services of Northern California to provide fair housing services for the City of Woodland through the Fair Housing Hotline Project. This program will continue to provide free information and advice on fair housing issues, case intake/complaint processing, and fair housing counseling investigation of alleged fair housing violations. Other services include fair housing education/outreach activities for rental property owners, managers, and consumers. During Fair Housing Month, the City annually holds their Fair Housing Workshop for housing providers and consumers.

#### **I. Other Actions**

In the following paragraphs, the City describes actions it will take during the next year to address other pertinent issues. In addition, section IV of the Consolidated Plan addresses Efforts to Remove Barriers to Affordable Housing, Lead-Based Paint Hazard Reduction, and the City's Anti-Poverty Strategy, which will continue into the next year.

#### *OBSTACLES TO MEET UNDERSERVED NEEDS*

The City of Woodland is confident in the level of communication and contact that exists between various social services, housing, and economic development service providers. Information and referral services are provided to citizens upon request. The City always works to assist citizens in obtaining the information they require to meet their housing and supportive service needs.

The City has not identified any gaps in the City's Housing and Community Development programs and services provided. However, because the level of demand for these programs exceeds the supply of funding to meet the demand, City staff has committed to work with interested applicants to ready their projects for CDBG funding and improve their applications so they will be more competitive next year.

In addition, CDBG staff has been active in the Ten Year Plan to End Homelessness, preparation of the Homeless Prevention Rapid Re-Housing Application, and other county-wide efforts to obtain more funding resources for Woodland and Yolo County services.

#### *FOSTER AND MAINTAIN AFFORDABLE HOUSING*

The City continues to explore opportunities to develop affordable housing through collaborative efforts with both for-profit and non-profit developers. The need for affordable

housing is increasing and the City of Woodland will continue to be at the forefront of the creation of quality affordable housing. The City utilizes all available resources to foster and maintain affordable housing within the community. The City will also continue creating affordable housing through its Inclusionary Housing Program.

#### *STRUCTURES TO ENHANCE COORDINATION IN THE COMMUNITY*

During the 2010-2011 program year, the City will continue to:

- Ensure adequate coordination between public agencies, private entities, and community residents;
- Encourage non-profit agencies and for-profit and non-profit housing developers to be active in the housing and community development process
- Develop a close working relationship with Yolo County Housing, other departments in Yolo County, and the Yolo County Continuum of Care (A list of programs and services can be found in **Appendix I**);
- Work closely with service providers in the City to encourage collaboration.

It is recognized that these kinds of collaborative efforts can help the City and the various agencies to maximize service and needed funding, while minimizing administrative costs.

#### *PUBLIC HOUSING*

The City of Woodland collaborates with Yolo County Housing (YCH), the housing authority serving Yolo County, to provide for assisted housing needs in the City. YCH currently provides 452 Housing Choice Vouchers to Woodland residents and operates two low-income public housing projects, totaling 132 units.

In 2010-2011, City staff will continue to develop its relationship with Yolo County Housing and assist in developing programs in Woodland.

## Applicable Action Plan Appendices

**APPENDIX A**  
**Public Notices**

**PROOF OF PUBLICATION**

(2015:5 C.C.P.)

STATE OF CALIFORNIA

County of Yolo

The Daily Democrat

A newspaper of general circulation, printed and published daily in the City of Woodland, County of Yolo, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Yolo, State of California, under the date of June 30, 1952, and in accordance with the provisions of Title 1, Division 7, of the government Code of the State of California; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and to in any supplement thereof on the following dates to-wit:

February 25<sup>th</sup> 2010

All in the years 2010

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date at: Woodland  
California, this 25<sup>th</sup> day of February 2010

  
Signature

This space is for the County Clerk's Filing Stamp

Proof of Publication of

**CITY OF WOODLAND**

**PUBLIC NOTICE**

<p><b>PUBLIC NOTICE</b></p> <p><b>TO REVIEW PROPOSALS FOR 2010-2011 FUNDING FOR THE CITY OF WOODLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM</b></p> <p>Notice is given herewith that City of Woodland Community Development Block Grant (CDBG) staff will facilitate a Public Meeting to review proposals and applications for 2010-2011 CDBG</p>	<p>accommodations to assure accessibility at the meeting. Questions can be directed to Devon Horne, Redevelopment/Housing Analyst I at (530) 661-5837.</p> <p><b>AVISO PÚBLICO</b></p> <p><b>PARA REVISAR SOLICITUDES PARA FONDOS DEL PROGRAMA PARA EL DESARROLLO DE LA COMUNIDAD DE LA CIUDAD DE WOODLAND 2010-2011 (COMMUNITY DEVELOPMENT BLOCK GRANT)</b></p> <p>Se notifica por este medio que representantes del Programa para el Desarrollo de la Comunidad de la ciudad de Woodland (Community Development Block Grant - CDBG), tendrán una junta pública para revisar las propuestas y solicitudes para fondos del periodo</p>	<p>2010-2011 el día 4 de marzo del 2010 a 3:00 P.M. en la Sala del Consejo de la Ciudad, localizada en el 300 First St., en Woodland, California.</p> <p>Se invita a todas personas o grupos interesados para que asistan a la junta y den sus comentarios sobre el programa CDBG del periodo 2010-2011. De acuerdo con la ley ADA, si necesita ayuda para participar en la audiencia pública comuníquese con el Secretario Municipal. Se le pide al público, avisar con 72 horas de anticipación si requieren ayuda para hacer las adaptaciones razonables para asegurar accesibilidad a la audiencia pública. El ayuntamiento es accesible a personas discapacitadas. Las preguntas pueden ser dirigidas a Devon Horne, Analista de Desarrollo/Viviendas (530) 661-5837.</p>
<p>funding on March 4, 2010 at 3:00 P.M. in the City Council Chambers, City Hall, 300 First Street, Woodland, CA.</p> <p>All interested parties are invited to attend the meeting and provide citizen input on the 2010-2011 CDBG Program. In compliance with the ADA, if you need assistance to participate in this meeting, you should contact the City Clerk at (530) 661-5800. Notification 72 hours prior to the meeting will enable the City to make reasonable</p>		

**APPENDIX I**  
**Continuum of Care List of Programs**

Yolo County Homeless and Poverty Action Coalition (HPAC)  
**Services for Homeless and Low-Income Individuals and Families**  
 (This is not intended for direct client distribution or to be an all inclusive list of services in Yolo County)

Service Type	Program Description
<p><b>Free Meal Programs</b></p>	<p><b>Broderick Christian Center</b>                      110 Sixth Street, West Sacramento                      Monday – Friday 10:00 a.m.</p> <p><b>Davis Community Church (Snack Lunch)</b>                      412 C Street, Davis                      Monday – Friday 11:30 a.m. to 12:30 p.m.</p> <p><b>Davis Community Meals</b>                      St. Martin’s Episcopal Church Hall                      640 Hawthorne Lane, Davis                      Tuesday &amp; Thursday 5:45 to 6:30 p.m.                      Saturday 11:30 a.m. to 12:15 p.m.</p> <p><b>Elderly Nutrition Program (Meals on Wheels) – 530.662.7035</b>                      Provides seniors (60 years of age and older and their spouses, regardless of age) a nutritious hot noon meal, Monday-Friday in six communities in Yolo County. Call specific site for reservations at least 24 hours in advance. Limited transportation available. A home-delivery service for homebound, frail or disabled seniors is also available.</p> <ul style="list-style-type: none"> <li>• Davis Senior Center, 646 A Street – 530.757.5696</li> <li>• Esparto – 530.662.7035</li> <li>• Knights Landing Harbor Apartments, 9320 Mill Street</li> <li>• West Sacramento Senior Center, 664 Cummins Way – 916.373.5819</li> <li>• Winters Community Center, 201 Railroad Avenue – 530.795.4241</li> <li>• Woodland Senior Center, 2001 East Street – 530.661.5890</li> </ul> <p><b>Food not Bombs</b>                      Central Park                      Fifth and C Streets, Davis                      Sunday 11:30 a.m. to 12:30 p.m.</p> <p><b>Grace in Action</b>                      Grace House                      441 D Street, Davis                      Mon., Tues., &amp; Thurs. 12:00 to 2:00 p.m.</p> <p><b>Yolo Wayfarer Center</b>                      207 Fourth Street, Woodland                      Monday – Sunday 5:00 to 6:00 p.m.</p>
<p><b>Food Closet/ Distribution Programs</b></p>	<p><b>Broderick Christian Center – 916.372.0200</b>                      Provides one food basket per month to residents of West Sacramento. Distribution is at 110 Sixth Street and takes place on Wednesdays at 11:00 a.m.</p> <p><b>Food Bank of Yolo County – 530.668.0690</b>                      Provides grocery distribution on Fridays from 7:00 to 8:00 a.m. Distribution is at the agency’s warehouse, 1244 Fortna Avenue, Woodland and is on a lottery basis.</p> <p><b>Short Term Emergency Aid Committee – 530.758.5444</b>                      Provides families and individuals in Davis with five days worth of emergency food (three meals per person per day). One visit per month limit. Call with referrals.</p> <p><b>Yolo Wayfarer Center – 530.661.1218</b>                      Provides grocery distribution to eligible individuals Monday – Thursday at 207 Fourth Street, Woodland. Call for details as program changes based on availability of resources and staff. Walk-ins are okay. Every effort is made to accommodate emergency situations.</p>

<p><b>Food Closet/ Distribution Programs Cont.</b></p>	<p><b>First Baptist Food Closet</b> 512 First St., Winters 530.795.2821 Wednesday 10:00 a.m. – 12:00 p.m. One 3-day supply of food per month</p> <p><b>Pierce Food Closet</b> 2113 Manchester St., West Sacramento 916.371.6343 Thursday 1:00 – 3:00 p.m.</p> <p><b>Pole Line Rd. Baptist Church</b> 770 Pole Line Rd., Davis 530.753.4315 Mon., Tues., &amp; Fri. 9:00 a.m. – 12:00 p.m. Walk-ins okay</p> <p><b>Western Yolo Food Closet</b> 26479 Grafton St., Esparto 530.787.3586 M – F 8:00 a.m. to 5:00 p.m.</p>	<p><b>Manna House Food Pantry</b> Sixth &amp; Mill St., Knights Landing 530.666.5669 1<sup>st</sup> &amp; 3<sup>rd</sup> Thursday 3:30 – 5:00 p.m.</p> <p><b>First Southern Baptist of West Sacramento</b> 2124 Michigan Blvd., West Sacramento 916.371.2111 Call with referrals for 3-day food supply</p> <p><b>Holy Cross Food Locker</b> 1321 Anna St., West Sacramento 916.373.3318 M/W/F 4:00 – 5:00 p.m. DESS referral required</p> <p><b>Woodland Volunteer Food Closet</b> 509 College St., Woodland 530.662.7020 M – F 3:15 – 4:30 p.m. Call with referrals for 3-day, 1-time supply</p>
<p><b>Clothes Closets</b></p>	<p><b>Short Term Emergency Aid Committee</b> – 530.758.5444 Provides free clothing to needy families and vulnerable individuals in Yolo County. Also has a <i>Suit Up for Success</i> program that provides up to three complete outfits for individuals seeking employment with three more provided with first paystub. Agency referral required.</p> <p><b>Yolo Family Resource Center</b> – 530.406.7221 Provides a clothes closet for children ages 0-5 and a career clothes lending closet for women. Latino community given priority.</p> <p><b>Yolo Wayfarer Center</b> – 530.661.1218 Provides clothing vouchers for those in need. Program staff is available Monday through Friday from 1:00 to 4:00 p.m.</p>	
<p><b>Transportation</b></p>	<p><b>Broderick Christian Center</b> – 916.372.0200 Provides transportation to and from individual and work programs for customers of community and county agencies. One bus is wheelchair accessible. Medical transport services also available for a fee.</p>	
<p><b>Child Development Programs</b></p>	<p><b>Broderick Christian Center</b> – 916.372.0200 Provides early child development services to working or training low-income families in Yolo County on weekdays from 7:30 a.m. to 5:30 p.m. Apply in person at 110 Sixth Street, West Sacramento or by phone at 916.372.0200 ext.104.</p> <p><b>Yolo Crisis Nursery</b> – 530.758.6680 or toll-free 877.543.7752 (877.KIDSPLACE) Provides free emergency day respite care for Yolo County children, birth through five years of age, in a home-like setting. Services are voluntary and confidential. Call for details (24 hours). CA Licenses: 573609767, 573609766</p>	

<p><b>Prevention</b></p>	<p><b>Salvation Army</b> – 530.661.0346  <b>REACH</b> (Relief for Energy Assistance through Community Help)  Provides partial payments of household energy bills for low-income people who have no alternative form of assistance available to help them resolve their energy emergency.</p> <p><b>Short Term Emergency Aid Committee</b> – 530.758.5444  Agency referral required for all services. Assistance provided to Yolo County individuals and families at or below the federal poverty level.</p> <p><b>Eviction Prevention</b>  Provides rent payments for very-low income families with emergencies to keep them from being evicted from their homes.</p> <p><b>First Month Rent</b>  Provides funds to help Yolo County residents overcome the financial difficulty of paying first month’s rent to move into permanent housing.</p> <p><b>Helping Hand Program</b> (Miscellaneous Needs Program)  Provides assistance to help individuals and families to pay for essential daily expenses (e.g. legal documents, DMV, birth certificates, etc.).</p> <p><b>Utility Assistance</b>  Provides assistance to maintain or restore utilities for families and vulnerable individuals who are suffering a temporary economic hardship.</p> <p><b>Education Assistance Program</b>  Provides students with up to \$200 per semester (\$600 max.) for books and materials (subject to fund availability).</p> <p><b>Yolo Family Resource Center</b> – 530.406.7221  <b>Utility Assistance Program</b>  Provides utility payments for very-low income families and vulnerable individuals who are suffering a temporary economic hardship. Agency’s focus population is the Latino community.</p>
<p><b>Day Shelter/ Resource Centers</b></p>	<p>Provide access to phones, showers, mail, laundry, resources and referrals, etc.</p> <p><b>Broderick Christian Center</b> at 110 Sixth Street in West Sacramento.</p> <p><b>Davis Community Meals</b> at 1111 H Street in Davis.</p> <p><b>RISE, Inc.</b> at 16858 Yolo Ave. in Esparto.  No shelter services (e.g. showers, laundry). Serves the Capay Valley, Esparto, &amp; Madison.</p> <p><b>Yolo Family Resource Center</b> at 409 Lincoln Ave. in Woodland.  No shelter services (e.g. showers, laundry). Latino community given priority.</p> <p><b>Yolo Wayfarer Center</b> at 207 Fourth Street in Woodland.</p>
<p><b>Emergency Shelter</b></p>	<p><b>Davis Community Meals</b> – 530.753.9204  Provides beds for single adult men and women for up to 7 days, 3 times per year. Beds provided on a first-come, first-served basis at 1111 H Street, Davis between 5:45 and 9:00 p.m. Additional Cold Weather Shelter beds are available from November – March on a first-come, first-served basis.</p>

<p><b>Emergency Shelter Cont.</b></p>	<p><b>Sexual Assault and Domestic Violence Center</b> – 530.661.6336 Provides emergency shelter and supportive services for victims of sexual assault and domestic violence.</p> <p><b>Short Term Emergency Aid Committee</b> – 530.758.5444 Provides motel vouchers for Yolo County residents in need of temporary shelter. Customers must have an agency referral to receive services.</p> <p><b>Yolo Crisis Nursery</b> – 530.758.6680 or toll-free 877.543.7752 (877.KIDSPLACE) Provides a safe haven for Yolo County children less than 6 years of age, while parents/caregivers experiencing high levels of stress or significant hardship are provided with support and resources to resolve the crises and/or cope with the stress. Children may stay up to 30 days. Services are voluntary and confidential. Call to self-refer (24 hours). CA Licenses: 577001738</p> <p><b>Yolo Wayfarer Center</b> – 530.661.1218 Provides the county’s Cold Weather Shelter from mid-November – mid-March. The shelter is open the remainder of the year for Woodland residents. Check-in begins at 6:00 p.m. at 207 Fourth Street, Woodland.</p>
<p><b>Transitional Housing</b></p>	<p><b>Broderick Christian Center</b> – 916.372.0200 Provides family transitional housing and supportive services through a case-management approach with life skills classes.</p> <p><b>Davis Community Meals</b> – 530.753.9204 Provides transitional housing for families and single adult individuals. Includes supportive services through a case-management approach.</p> <p><b>Yolo Wayfarer Center</b> – 530.661.1218 Provides transitional housing for families and single adult individuals. Includes supportive services through a case-management approach. Family orientation on Tuesdays at 9:00 a.m. at Woodland Methodist Church, 212 Second St. in the Lamp Room (child care provided).</p>
<p><b>Permanent Supportive Housing</b></p>	<p><b>Community Housing Opportunities Corp.</b> – 530.757.4452 Provides permanent supportive housing opportunities for very low-, low-, and moderate-income households. Call for locations and program details.</p> <p><b>Davis Community Meals</b> – 530.756.4934 <b>Cesar Chavez Apartments</b> Provides 52 affordable single bedroom apartment units, including 19 units of permanent supportive housing for special needs families and individuals in Yolo County.</p> <p><b>Yolo Community Care Continuum</b> – 530.758.2160 Provides permanent supportive housing and short-term residential treatment for individuals with mental illness. Also offers day rehabilitation and support and referral services. Call for details. Some programs may require a referral from the County Department of Alcohol, Drug, and Mental Health Services.</p>
<p><b>Permanent Affordable Housing</b></p>	<p><b>Community Housing Opportunities Corporation</b> – 530.757.4452 Provides permanent housing opportunities for very low-, low-, and moderate-income households, including seniors. A Resident Services Program also provides residents with supportive services aimed at promoting self-sufficiency, personal growth, and community involvement.</p>

<p><b>Permanent Affordable Housing Cont.</b></p>	<p><b>Davis Community Meals</b> – 530.756.4934  <b>Cesar Chavez Apartments</b>  Provides 52 affordable single bedroom apartment units, including 19 units of permanent supportive housing for special needs families and individuals in Yolo County.</p> <p><b>Habitat for Humanity</b> – 530.668.4301  Provides funds and recruits volunteers to build and rehabilitate houses for the lowest possible cost. Houses are then sold to very low-income households earning less than 50% of the median income for the county. Prospective homeowners put in 500 hours of 'sweat equity' working on their own home. Habitat then sells them the house at low cost via a 0% interest mortgage held by Habitat. Mortgage payments are recycled to support future construction projects.</p> <p><b>Yolo County Housing Authority</b> – 530.662.5428 or 916.444.8982  Provides subsidized housing opportunities for families, elderly or persons with disabilities. Administers year-round and 6-month migrant farm-worker housing program. Housing referrals in Yolo County. Home ownership opportunities. Applicants must be income eligible households of two or more related persons or single people who are 62 years or older, handicapped, or permanently disabled.</p> <p><b>Yolo Mutual Housing Association</b> – 530.297.1032  Provides affordable housing based on the mutual housing model. This model offers residents key roles in decisions that affect their quality of life and financial stability through participation in resident councils.</p>
<p><b>Drug Treatment</b></p>	<p><b>Cache Creek Lodge, Inc.</b> – 530.662.5727  Offers a 30-day to six-month co-ed residential alcohol and drug treatment program, as well as, an intensive day, outpatient, anger management, ongoing family, aftercare, transitional housing, and short track outpatient programs.</p> <p><b>John H. Jones (CommuniCare Health Centers)</b> – 530.668.2400 or 916.371.1966  Clinics in West Sacramento and Woodland offer outpatient programs and services to aid individuals and families with substance abuse recovery, including a program for pregnant and post partem women with a child development component, Outpatient Substance Abuse Recovery Program (OSARP), Steps toward Active Recovery (STAR), Youth for Recovery Program, Dual Diagnosis Program, Teen Clinic, HIV/AIDS case management, confidential HIV testing, and Home Visiting.</p> <p><b>Yolo County Dept. of Alcohol, Drug &amp; Mental Health</b> – 530.666.8655  Beamer Street Alcohol Drug Detox &amp; Treatment Facility is a comprehensive, multifaceted treatment program that offers a wide range of services. Program length may vary from 72 hours to 28 days. It provides an educational experience for adult men and women who wish to develop and maintain a sober lifestyle. While living in a home-like atmosphere, residents learn the skills that enable them to take responsibility for their own lives. At the same time, they develop personal plans for recovery and support systems needed for maintaining sobriety. Residents learn about the effects of alcohol and drug abuse on all aspects of their lives by participating in an intensive series of group meetings and one-on-one sessions with staff. The program also includes Alcoholics Anonymous and Narcotics Anonymous meetings.</p>

<b>Drug Treatment</b>	<b>Yolo Wayfarer Center – 530.662.2699</b> <b>Walter’s House</b> A faith based residential program providing hope for a changed life in a beautiful facility situated in historic downtown Woodland. Walter’s House provides residential substance abuse treatment and specializes in the homeless population. Includes 30, 60, or 90-day intensive recovery programs followed by transitional housing support to resume self-sufficiency.
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**Appendix M**  
**Application Rating and Ranking System**

### CDBG Rating and Ranking System

The highest ranked proposals will be funded; see attached proposed rating and ranking sheet.

1. Rate and Rank applications based on the attached revised Rating and Ranking System. The highest ranked proposal will be funded; see attached proposed rating and ranking sheet.
2. For Public Service Applications only: establish a Professional Review Team, including two Redevelopment/Housing staff members, and one outside expert, to review, rate and rank application requests to establish an unbiased review process. The outside expert could be an individual from the Community Services Block Grant Program with expertise in grant application processing (outside of Redevelopment Division)
3. Establish a minimum of \$6,000 and maximum amount of \$15,000 per funding request, under the category of **Public Services**, (this funding category is limited to 15% of our annual grant allocation and has averaged \$85,000 annually).
4. At City's option, may only fund a special population, (Homeless, Seniors, Victims of Domestic Violence, Youth, etc.). The City Council could choose to exercise this option depending on the current needs and economic conditions in the community
5. Require 40% of the public service allocation to directly benefit food and shelter programs.
6. Require applicants to leverage requested grant amount. Higher points would be awarded to applicants who can demonstrate leveraging of CDBG dollars.
7. Encourage collaboration with other local agencies. Collaboration means efforts to prevent duplication of services and enhance efficiency. Bonus points will be awarded to applications that demonstrate collaboration.



**CITY OF WOODLAND**  
**Community Development Block Grant (CDBG)**  
**Application Rating and Ranking System**  
**PUBLIC SERVICE**

Texts underlined are the changes made to last year's Rating and Ranking System.

**Threshold Criteria** – Proposed programs or projects must be able to answer yes for only questions 1 – 5 in order to be eligible for CDBG funding and considered for rating and ranking process.

1. Does the program or project meet a national objective of the CDBG Program?
  2. Is the proposed program or project an eligible CDBG activity?
  3. Has applicant met timely expenditures of CDBG funding in prior year funding allocation? (New applicants are exempt.) Meaning all public service funds were expended by the end of the grant contract, June 30<sup>th</sup>.
  4. If awarded CDBG funds within the last year, were quarterly reports and reimbursement requests complete and submitted in a timely manner?
  5. Did applicant have any unresolved monitoring findings in the last year? (i.e. no income verification)
- 

**I. Benefit to Low and Very Low Income Persons – (Total 10 Points)**

Activities that benefit at least 51 percent low and very low income persons. (10 points)

Activities that meet either of the other two National Objectives (reduction/ elimination of slum/blight or urgent need). (5 points)

**II. Activity Need and Justification – (Total 25 Points)**

**Need – 5 Points**

The activity will be evaluated in terms of the documentation and justification of the unmet need in the community. Activities with excellent documentation and justification of the unmet need in the community will be awarded the maximum of 5 points (Good – 5 pts, Average – 3 pts, and Poor – 0 pts) In addition activities that serve the very lowest income levels will be given high consideration.



**Consolidated Plan Priority – 20 Points<sup>1</sup>**

Activities addressing a high, medium or low priority as identified in the Consolidated Plan will be awarded points as followed (20 Points = High, 10 Points = Medium, 5 Points = Low)

**III. Reasonableness of Cost Estimates – (Total 5 Points)**

The activity will be evaluated in terms of: 1) its impact on the identified need, 2) its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding.

**IV. Project Budget – (Total 20 Points)**

Points will be awarded based on evidence of sufficient funding to complete the program and applicant's ability to leverage the requested grant amount.

**V. Activity Management– (Total 20 Points)**

Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. This includes use of computer systems or other systems which track grant funding and the client results for the program which funds are being requested.

**VI. Experience and Organizational Capability – (Total 20 Points)**

The experience of the applicant, including the length of time in business and experience in undertaking programs/projects of similar complexity as the one for which funds are being requested will be evaluated. In addition, the capability and skills of administrative and program staff to carry out the program.

For those applicants that have not received CDBG funding in the past, allocation of points up to the maximum of 20 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the application.

**TOTAL POINTS AVAILABLE 100 points**

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<sup>1</sup> High Priorities are emergency food and shelter for the homeless and at risk homeless, youth services, health services, crime awareness activities, fair housing counseling, and job training.



**CITY OF WOODLAND**  
**Community Development Block Grant (CDBG)**  
**Application Rating and Ranking System**  
**PUBLIC FACILITIES (CONSTRUCTION)**

Texts underlined are the changes made to last year's Rating and Ranking System.

**Threshold Criteria** – Proposed programs or projects must be able to answer yes for only questions 1 – 4 in order to be eligible for CDBG funding and considered for rating and ranking process.

1. Does the program or project meet a national objective of the CDBG Program?
  2. Is the proposed program or project an eligible CDBG activity?
  3. If awarded CDBG funds within the last year, were quarterly reports and reimbursement requests complete and submitted in a timely manner?
  4. Did applicant have any unresolved monitoring findings in the last year? (e.g. Davis Bacon violations)
- 

**I. Benefit to Low and Very Low Income Persons – (Total 10 Points)**

Activities that benefit at least 51 percent low and very low income persons. (10 points)

Activities that meet either of the other two National Objectives (reduction/ elimination of slum/blight or urgent need). (5 points)

**II. Activity Need and Justification – (Total 20 Points)**

**Need – 5 Points**

The activity will be evaluated in terms of the documentation and justification that these construction improvements are needed and how the improvements benefit the community. Projects with excellent documentation and justification of for the project will be awarded the maximum of 5 points (Good – 5 pts, Average – 3 pts, and Poor – 0 pts)

**Consolidated Plan Priority – 15 Points<sup>2</sup>**

Activities addressing a high, medium or low priority as identified in the Consolidated Plan will be awarded points as followed (15 Points = High, 10 Points = Medium, 5 Points = Low)

---

<sup>2</sup> High priorities are infrastructure improvements including water, sewer, and storm water; facilities for health care and youth centers; accessibility for the physically disabled (ADA Improvements); non-residential historic preservation in the Downtown; and business loans for economic development



**III. Reasonableness of Cost Estimates – (Total 15 Points)**

The activity will be evaluated in terms of: 1) its implementation costs and funding request relative to its financial and project management resources and 2) source of construction estimates.

**IV. Project Budget – (Total 15 Points)**

Points will be awarded based on evidence of sufficient funding to complete the project. The applicant should explain if other funding sources were explored and why other funding sources could not be used on the project or could not be acquired.

**V. Readiness – (Total 20 points)**

Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to carry out the proposed project are available and ready. Maximum points will be given to activities that are ready to move forward quickly. Typically this means that the design and engineering work is underway or has been completed. This criterion takes into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner. The highest points will be given to construction projects that can be completed within 18 months.

**VI. Experience and Organizational Capability – (Total 20 Points)**

The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested will be evaluated. This includes the project management capability and skills of administrative and program staff to carry out the project and past performance on Woodland CDBG construction projects. Experience in managing other funding sources and leveraging federal dollars will be considered.

For those applicants that have not received CDBG funding in the past, allocation of points up to the maximum of 20 points will be awarded, dependent upon documentation of similar project management experience especially with federally –funded construction projects submitted with the application.

**TOTAL POINTS AVAILABLE 100 points**

**APPENDIX N**  
**HUD Certifications**

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2010-2011, 2011-2012, and 2012-2013, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a

source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. *Lobbying Certification*

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. *Drug-Free Workplace Certification*

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

City of Woodland  
300 First Street  
Woodland, CA 95695  
County of Yolo

Check  if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Attachment B  
2010-2011 CDBG Budget

CDBG Program/Activities	SOURCES
<b>Planning And Administrative</b>	<b>'10-'11 Entitlement</b>
Administration	\$126,108
<b>Subtotal Planning, Administration</b>	<b>\$126,108</b>
<b>Public Facilities and Public Improvements</b>	
Housing Assistance Program	\$87,648
Summer House - Accessible Entrance [1]	\$12,000
St. John - ADA Compliance [2]	\$16,800
ADA Accessibility Program	\$211,420
Heidrick Ranch Duplex Build	\$38,983
Cottonwood Meadows Rehab Project	\$43,000
St. John - Emergency Generator	
Communicare - Design of Clinic Expansion	
Yolo County Housing Playground	
<b>Subtotal Public Facilities and Public Improvements</b>	<b>\$409,851</b>
<b>Public Services</b>	
Year Round Shelter	\$15,000
Enough to Eat	\$15,000
Home Delivered Meals	\$10,000
Homeless Youth Support Services	\$9,835
Teen Success	\$9,873
S.T.E.P	\$9,873
Water Assistance Program	\$15,000
Fair Housing Services - Hotline	\$10,000
<b>Subtotal Public Services</b>	<b>\$94,581</b>
<b>Total Amount for CDBG Activities for FY 2009-10</b>	<b>\$630,540.00</b>

1 \$11,000 grant for construction plus \$1,000 for labor compliance

2 \$15,800 grant for construction plus \$1,000 for labor compliance

## Attachment C

### CDBG 2010-2011 Staff Recommendations: Public Facility Project Descriptions

1. Program: Housing Assistance Program  
Agency: City of Woodland  
Funding Amount: \$87,648

This program assists households at or below 80 percent of the area median income with rehabilitation or homebuyer assistance through a maximum \$75,000 City loan. The program remedies deferred maintenance issues on privately-owned residential units. This program will generate program income when the housing assistance loans are repaid upon sale or transfer of title.

2. Project: Summer House – Accessible Entrance  
Agency: Summer House  
Funding Amount: \$12,000

This project will design and build an accessible entrance to Summer House's transitional apartments and offices. Summer House provides residential support services to developmentally disabled adults.

3. Project: St. John ADA Compliance  
Agency: St. John Retirement Village  
Funding Amount: \$16,800

This project will replace five metal planks with ADA compliant handicapped ramps to facilitate the seniors' mobility between the residential cottages, the administration building and the Personal Care unit at St. John's Retirement Village.

4. Project: ADA Accessibility Project  
Agency: City of Woodland – Engineering Division  
Funding Amount: \$211,420

This project includes installation of curb ramps with some associated sidewalk and driveway repairs in various locations throughout the City to improve ADA accessibility. Emphasis will be placed on high use corridors within the City.

5. Project: Heidrick Ranch Duplex Build  
Agency: Habitat for Humanity  
Funding Amount: \$38,983

Habitat for Humanity is constructing a duplex for two very-low income families. CDBG funding will support a portion of the impact fees required to finance infrastructure necessary for the construction of the housing units.

6. Project: Cottonwood Meadows Rehab Project  
Agency: New Hope Community Development Corporation

## Attachment C

Funding Amount: \$43,000

Cottonwood Meadows is a low-income senior complex. A majority of the residents are very frail and have mobility issues. The project will upgrade the walkways to address potential health and safety issues and the call for aid system, which is not sufficient for emergency situations where a frail senior may need immediate assistance.

Attachment C  
List of Submitted Applications

<b>Applicant</b>	<b>Program Name</b>	<b>Requested Amount</b>
1 COW	Water Rebate Program	\$15,000
2 Yolo Wayfarer Center	Year Round Emergency Shelter	\$15,000
3 Food Bank	Enough to Eat	\$15,000
4 Elderly Nutrition Program	Home Delivered Meals	\$10,000
5 Legal Services	Fair Housing Services	\$10,000
6 Yolo Family Resource Center	Homeless Youth Support Services	\$9,835
7 Planned Parenthood	Teen Success	\$15,000
8 COW/Parks & Rec	Summertime Fun Club Scholarship	\$14,160
9 Woodland Literacy Council	S.T.E.P	\$10,000
10 YCCC	Supportive Housing Program	\$15,000
11 N. Cal Children's Therapy	CTC - Project Hope	\$14,800
12 Yolo Family Service Agency	Low-Income Counseling	\$15,000
13 SADVC	Shelter Program	\$10,000
14 Citizen's Who Care	In-home Support & Respite	\$9,900
15 CASA	Mentor's Bridging Access	\$11,250
16 Yolo Adult Day Health	Transportation	\$6,000
<i># of Applications = 16</i>		<i>Total Funding Requested</i>
		<i>\$195,945</i>

<b>Construction</b>		
1 COW/RDA	Housing Assistance	\$50,000
2 Summer House	Accessible Entrance	\$11,000
3 St. John Retirement Village	ADA Compliance/Road Repair	\$64,600
4 COW/Engineering	ADA Accessibility	\$377,000
5 Habitat for Humanity	Heidrick Ranch Duplex Build	\$77,966
6 New Hope Community Dev Corp	Cottonwood Meadows Rehab Proj	\$43,000
7 Friends of the Mission	New Affordable Housing Project	\$210,000
8 YCCC	Haven House Roof	\$18,346
<i># of Applications = 8</i>		<i>Total Funding Requested</i>
		<i>\$851,912</i>