

**CITY OF DAVIS**  
**2003-2004 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

**Organization Name:** DAVIS COMMUNITY MEALS

Street Address: 1111 H Street, Davis, CA 95616  
Mailing Address: P.O. Box 72463, Davis, CA 95617  
E-mail Address: DCMBillP@juno.com  
Phone Number: (530) 756-4008  
Fax Number:

4008 Contact: Bill Pride Address: P.O. Box 72463, Davis, CA 95617 Phone: (530) 756-  
4008 (Be sure to list the best contact to get information to the organization as quickly as possible.)

**Total Proposal Request:** \$24,000.00

(Check One) X On-going Support \_\_\_\_\_ New Project

**CDBG Eligible Category:** Public Service  
(See List A)

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

**City Council Identified Critical Needs:** (See List C)

- 1) Homeless Prevention Services
- 2) Hunger Prevention Services
- 3) \_\_\_\_\_

PUBLIC SERVICE X NON-PUBLIC SERVICE \_\_\_\_\_

**Beneficiary Information:**

833 Total number of beneficiaries in program  
608 Total number of beneficiaries in program served with CDBG funds  
100% Percentage of the CDBG beneficiaries with low/moderate income

## **Project Narrative**

### **a. Need**

Davis Community Meals (DCM) provided 4,593 meals to 225 unduplicated low-income and homeless individuals and families in 2002. DCM also operates a year-round emergency shelter, transitional housing programs, and day shelter/resource centers. In 2002, our emergency shelter and transitional housing program for adult men and women at 1111 H Street provided overnight accommodations to 131 unduplicated individuals who spent a total of 5,314 bed nights in the shelter. Our Family Transitional Housing Program provided housing to 11 families during 2002. The families consisted of 12 adults and 15 children. They spent a total of 3,969 bed-nights in our facilities. Our Day Shelter/Resource Center provided services to 450 unduplicated individuals, 213 adults and 237 children. Of the total number served in all of our programs, there were 267 homeless men, women and children. 41 were homeless veterans. The services provided in our resource centers may be as simple as a shower or laundry service or as extensive as employment assistance, drug/alcohol counseling, parenting classes and child development services, or life skills counseling. Every person served was low or very low-income. The number of individuals served points to the need for homeless prevention services, hunger prevention services, and the housing services offered by our programs.

### **b. Benefit**

The meals offered at St. Martin's Church on Tuesdays and Saturdays are balanced and ample in both variety and quantity. They provide a nourishing and well-balanced nutritional meal to individuals and families who might not otherwise receive any meal. DCM's emergency shelter, transitional housing programs and resource centers address many problems in the community. The first is the problem of homelessness. Homeless clients work toward identified goals of self-sufficiency and obtaining permanent housing with the encouragement and assistance of staff, volunteers, and their peers. The shelter and resource center work together to assist low-income and/or homeless individuals and families to achieve self-sufficiency and thereby increase self-esteem and participation in society

Providing a variety of services, from housing and benefit counseling, to assistance in searching for employment and referrals to mental and other health services, the resource center gives homeless and other low-income Davis residents a place to identify and meet their needs.

### **c. Other Resources and Collaboration**

Funding for the 2003-2004 operations of DCM will be derived from a number of sources: individuals, business and corporate donations, contributions from non-profits, fundraising events, Yolo County Community Services Block Grant (CSBG), Davis CDBG, the Emergency Housing Assistance Program (EHAP), the Emergency Food and Shelter Program (EFSP formerly known as FEMA), Federal Emergency Shelter Grants (FESG), HUD Supportive Housing Program, and Proposition 10 funding. We will continue to apply for these funds and other available funding sources. The shelter, resource center,

and transitional housing programs rely extensively on community volunteers. The meals program is staffed entirely by volunteers from the community. We receive substantial in-kind donations, such as food, clothing, and blankets, to assist our clients in all of our programs.

We are a member of the Yolo County Homeless Coalition, a collaboration between Yolo Wayfarer Center, Broderick Christian Center, STEAC (Short Term Emergency Aid Committee), the Food Bank of Yolo County, Yolo Community Care Continuum, Yolo Crisis Nursery, SADVC (Sexual Assault and Domestic Violence Center), Yolo County Department of Social Services, Yolo County Department of Alcohol, Drug, and Mental Health, and other organizations to serve the needs of the homeless and low-income in Yolo County. We collaborate with Lekotek Family Resource Center, Yolo Connections, and Communicare Health Centers in the Davis Family Resource Center.

**d. Organizational Capacity**

Davis Community Meals is a nonprofit 501(c)(3) corporation, governed by a Board of Directors, which is elected annually to overlapping terms by the general membership. DCM officially incorporated in August 1990 and began operations as a meals program in February 1991. The shelter and resource center began operating in 1993. The transitional housing program began in 1995. The Family Transitional Housing Program and Family Resource Center began operations in 2001. We currently employ 14 staff. Our target population is not served with these services by any other organization in the City of Davis.

**Scope of Services**

The CDBG funding requested in this proposal will fund the following described programs:

**1. Emergency Shelter/Transitional Housing Program for Adult**

**Individuals-**The emergency shelter/transitional housing program for adult men and women and the resource center is located at 1111 H Street. The emergency shelter/transitional-housing program accommodates 16 people per night (12 men and 4 women), not including overnight staff and volunteers. Of the 16 available beds 14 are reserved for persons in our transitional housing program and at two are reserved for emergency shelter. Clients in our transitional housing program are allowed to stay up to a maximum of 18 months. Clients in our emergency shelter program are limited to staying for seven consecutive nights with a maximum of 21 nights per year. All clients in this program fall into the very low income and no income category.

The emergency shelter/transitional housing program for adult men and women is staffed by an program supervisor/career counselor, case manager, substance abuse counselor, resource center coordinator, volunteer coordinator, paid overnight staff and a large number of volunteers. Supportive services are offered to clients in our transitional housing program such as life skills training, employment counseling, substance abuse counseling, mental health counseling, public benefit counseling, referrals to other public and private agencies, and permanent housing counseling and assistance.

**2. Day Shelter/Resource Center-**The resource center is located with the shelter in the same facility, and is open Monday through Friday, 8:00 a.m. to noon. At the resource center, staff and trained volunteers provide housing assistance, benefit counseling, employment assistance and mental health and substance abuse referrals to homeless and low-income community members. It also allows homeless and low-income individuals and families a place to shower, wash clothing, make telephone calls, receive food, clothing and blankets, and other similar services.

The Family Resource Center is open during the weekday afternoons from 8:00 a.m. to 2:00 p.m. at 1111 H Street. This is a collaborative project with Yolo Connections, Communicare Health Centers, and the Lekotek Family Resource Center using Proposition 10 funding. It involves a Sister/Friend providing case management services and our resource center coordinator providing services to a target population of families with minor children ages 0-5. Services are offered in the areas of child development, parent/child playgroups, substance abuse counseling, employment counseling, food, clothing, mentoring, parenting classes, life skills classes, and permanent housing assistance.

**3. Family Transitional Housing Program-**The Family Transitional Housing program provides transitional housing services for eight families at scattered sites in Davis, including 512 5<sup>th</sup> Street. Supportive services are offered to clients such as life skills training, employment counseling, substance abuse counseling, mental health counseling, public benefit counseling, referrals to other public and private agencies, and permanent housing counseling and assistance.

All of the CDBG funding sought in this proposal will be used for direct services to homeless and low-income individuals. A portion of the funding is intended for the salaries of personnel such as overnight staff, case managers, resource center coordinator, substance abuse counselor and volunteer coordinator. The balance of the funding is for operating expenses.

**b. Target Group**

DCM expects to serve 200 individuals at our meals program, 170 individuals in the shelter/transitional-housing program, 15 families in the family transitional housing program, and 250 individuals in the resource center. The persons served will range from persons with no income to the very low and low income. We will provide approximately 5,180 bed nights in the shelter and 5,470 bed nights in the family transitional program. Beneficiaries of these programs are homeless and/or low- or very low-income individuals and families residing in the city of Davis, Yolo County.

**c. Outreach**

Information about the meals program, homeless shelter and resource center is now well known in Davis among the target population and likely referral centers (welfare and health agencies, police department, religious organizations). In addition, information is publicized through a variety of sources:

- Articles in local newspapers: *Davis Enterprise, California Aggie.*
- Fliers posted in high traffic areas where they are likely to be seen by

intended beneficiaries (e.g., public transportation centers, Yolo County Department of Social Services, local religious establishments, grocery store bulletin boards).

- “Business cards” with information on the meals program.
- Referrals from local service providers, such as Communicare, STEAC, Yolo Community Care Continuum, Yolo County Mental Health, Mental Health Association.
- Word-of-mouth.
- Police Department officers have been informed about shelter intake and bed reservation procedures enabling them to share this information with prospective beneficiaries.

Additionally, Davis Community Meals in collaboration with the Davis Police Department and Yolo County Mental Health operate the Street Outreach Program. The program is supported by DCM staff, a mental health worker, and a Davis Police Officer who spend several hours weekly visiting homeless individuals in various areas of town. The team seeks to meet some immediate needs of food, clothing and other necessities of the individuals encountered. They provide a card to them that explains a wide variety of supportive services available to them in Davis and Yolo County and the appropriate contact information, especially mental health and substance abuse programs. The long-term goal of the program is to convince these chronically homeless individuals to accept supportive services and become housed, whether in a shelter or supportive housing environment.

## TIMELINE

### List Activity

### Completion Date

#### **Emergency Shelter and Transitional Housing:**

Conduct volunteer training and recruitment	Monthly
Fundraising	Ongoing
Operate homeless shelter	Ongoing, year-round
Conduct evaluation	September 2003
AfterCare Program	November 2003
Evaluate Data Collection	September 2003
Family Emergency Shelter	March 2004
Expand Emergency Shelter for Individuals	May 2004

#### **Resource Center:**

Refine and enhance current programs	Ongoing
Conduct outreach to potential clients	Ongoing
Train and recruit volunteers	Ongoing
Conduct evaluation	October 2003
Evaluate Data Collection	November 2003

#### **Family Transitional Housing**

Conduct Outreach	Ongoing
Evaluate Data Collection	November 2003
Furniture Storage Facility	September 2003
Permanent Site Acquisition	May 2004

**CITY OF DAVIS  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**BUDGET SUMMARY**

<b>Budget Category</b>	<b>Proposed Project</b>	<b>Other Source</b>	<b>Total</b>
A. Salaries and Wages	\$13,448	\$154,649	\$168,097
B. Fringe Benefits and Payroll	\$2,532	\$29,116	\$31,648
C. Consultant/Contract Services			
<b>Total Personnel Budget</b>	<b>\$15,980</b>	<b>\$183,765</b>	<b>\$199,745</b>
D. Rent	--	\$46,380	\$46,380
E. Utilities	\$1,000	\$9,000	\$10,000
F. Telephone	\$400	\$3,600	\$4,000
G. Office/House Supplies and Postage	\$1,000	\$8,700	\$9,700
H. Equipment-drug testing supplies	\$500	\$2,000	\$2,500
I. Printing/duplication	\$400	\$3,600	\$4,000
J. Travel/Conferences	\$150	\$200	\$350
K. Insurance	\$570	\$5,130	\$5,700
L. Transportation**	--	\$1,200	\$1,200
M. Food Procurement	--	\$5,000	\$5,000
N. Other Office expense (accounting, misc.)	\$600	\$4,235	\$4,835
O. Other Facility expense (taxes, maint.)	\$1,000	\$6,450	\$7,450
P. Other Program expenses(Storage Facility Lease)	\$2,400	--	\$2,400
<b>TOTAL NON PERSONNEL BUDGET</b>	<b>\$8,020</b>	<b>\$95,495</b>	<b>\$103,515</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$24,000</b>	<b>\$279,260</b>	<b>\$303,260</b>

**\*Please Revise this form and annotate budget items as needed.**

	A	B	C	D
1	<b>2003-2004 Proposed Budget</b>	<b>INCOME</b>		
2	<b>5100-Contributions</b>			
3		5120 Individuals	\$25,000	
4		5130 NonProfits		
5		5131 Rumsey Tribe Grant	\$10,000	
6		5132 United Way	\$3,000	
7		5130 Other-NonProfits	\$10,000	
8		Total 5130	\$23,000	
9		5140 Business	\$8,000	
10		5150 Jar at Meals	\$600	
11		5160 Community Cans	\$100	
12		Other	0	
13		<b>Total 5100 Contributions</b>		\$56,700
14	<b>5200 Grants</b>			
15		5220 CDBG	\$24,000	
16		5230 CSBG	\$15,000	
17		5240 FESG	\$57,500	
18		5250 FEMA	\$7,775	
19		5260 EHAP	\$12,565	
20		5270 SHP	\$104,210	
21		5275 Prop 10 Grant	\$23,638	
22				
23		<b>Total 5200 Grants</b>		\$244,688
24	<b>5300 Fundraisers</b>			
25		5320 Thanksgiving in April	\$0	
26		5340 Concert	\$0	
27		5350 Giving Tree	\$0	
28		<b>Total 5300 Fundraisers</b>		\$0
29	<b>5400 Other Income</b>			
30		5420 Interest Income	\$1,000	
31		5440 Vehicle Donations	0	
32		<b>Total 5400 Income</b>		\$1,000
33				
34		<b>Total Income</b>		\$302,388
35				
36		<b>EXPENSES</b>		
37	<b>8100 Office Expenses</b>			
38		8110 Rent	\$4,800	
39		8120 Office Supplies	\$2,200	
40		8130 Printing and Copying	\$4,000	
41		8140 Postage	\$1,500	
42		8150 Telephone	\$4,000	
43		8160 Advertising	\$600	
44		8170 Service Charges	\$500	
45		8180 Other	\$100	
46		<b>Total 8100 Office Expenses</b>		\$17,700
47	<b>8200 Facilities Expense</b>			
48		8220 Maintenance and Repairs	\$7,000	
49		8230 Utilities	\$10,000	

	A	B	C	D
50		8240 Shelter Supplies	\$6,000	
51		8250 Property Taxes	\$450	
52		8280 Housing Construction	\$0	
53		8290 Other	\$800	
54		<b>Total 8200 Facilities Expenses</b>		\$24,250
55	<b>8300 Insurance</b>			
56		8320 Insurance	\$5,700	
57		<b>Total 8300 Insurance Expense</b>		\$5,700
58	<b>8400 General Administration</b>			
59		8420 Legal and Accounting	\$2,500	
60		8440 Promotion of DCM	\$100	
61		8450 Miscellaneous Expenses	\$35	
62		8480 General Administration	\$100	
63		<b>Total 8400 General Expenses</b>		\$2,735
64	<b>8500 Programs</b>			
65		8520 Client Transportation	\$1,200	
66		8525 Supplies for Meals	\$1,000	
67		8530 Travel Expenses	\$250	
68		8535 Food Procurement	\$4,000	
69		8540 Conference Expenses	\$100	
70		8560 Drug/Med Testing	\$2,500	
71		8570 Family THP Lease	\$41,580	
72		8571 Storage Facility Lease	\$2,400	
73		8590 Other Program Expenses	\$100	
74		<b>Total 8500 Programs</b>		\$53,130
75	<b>8600 Labor Costs</b>			
76		<b>8620 Employee Gross Wages</b>		
77		8622 Professional Staff Wages	\$127,732	
78		8625 Overnight Staff Wages	\$40,365	
79		8620 Gross Wages-Other	\$0	
80		<b>Total 8620 Gross Wages</b>	\$168,097	
81		<b>8630 Employee Benefits Total</b>	\$3,600	
82		<b>8640 Payroll Expenses</b>		
83		8641 Employer FICA	\$10,450	
84		8642 Employer Medicare	\$2,412	
85		8643 CA Unemployment Ins.	\$1,241	
86		8644 Employment Training Tax	\$45	
87		<b>Total 8640 Payroll Expense</b>	\$14,148	
88		<b>8645 Workers Comp Ins. Total</b>	\$12,500	
89		<b>8650 Bank Payroll Processing Fee</b>	\$1,400	
90				
91		<b>Total 8600 Labor Costs</b>		\$199,745
92				
93		<b>TOTAL EXPENSES</b>		\$303,260

<b>2003 Davis Community Meals Board of Directors</b>							
<b>Position</b>	<b>FirstName</b>	<b>LastName</b>	<b>Occupation</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zipcode</b>
President	Lynn	Zender	Social Worker	2202 Alameda Ave.	Davis	CA	95616
Vice President	David	Shelledy	Attorney	352 Sandpiper Dr.	Davis	CA	95616
Treasurer	Michael	Maher	UCD Professor	42 Parkside Dr.	Davis	CA	95616
Secretary	Sandra	Jones	Case Manager	2521 Amapola Drive	Davis	CA	95616
Board Member	Ernie	Biberstein	Retired University Professor	508 12th Street	Davis	CA	95616
Board Member	Paul	Doroshov	Davis Police Officer	1925 Dorris Court	Dixon	CA	95610
Board Member	Paul	Hart	Davis Waste Removal	P.O. Box 496	Davis	CA	95617
Board Member	Julia	Hunter-Blair	International House	409 Ninth Street	Davis	CA	95616
Board Member	Jerry	Kaneko	Retired City Councilmember	556 Reed Dr.	Davis	CA	95616
Board Member	Roy	Kanoff	Retired	44510 S. El Macero Blvd.	Davis	CA	95618
Board Member	Mary	McComb	Attorney	1915 Georgia Place	Davis	CA	95616
Board Member	Alison	Pease	Attorney	706 Hacienda Avenue	Davis	CA	95616
Board Member	Celso	Pena Jr.	Bank Operations Manager	1381 Leo Way	Woodland	CA	95776
Ex Officio			Rector St. Martin's	640 Hawthorn Lane	Davis	CA	95616
Executive Director	William	Pride		3021 Campbell Place	Davis	CA	95616