

**CITY OF DAVIS**  
**2004-2005 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

**Organization Name:** Yolo County Department of Employment and Social Services

Street Address: 25 North Cottonwood St., Woodland, CA 95695  
Mailing Address: Same  
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Contact: Amara Pickens Address: Same – Attention Contract Unit Phone: (530) 661-2750  
(Be sure to list the best contact to get information to the organization as quickly as possible.)

**Total Proposal Request:** \$ 28,539.00

(Check one)  On-going Support  New Project

**CDBG Eligible Category:** Other: Administration  
(See List A)

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

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

- 1) Basic Human Needs: Homeless Prevention Services
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

PUBLIC SERVICE  NON-PUBLIC SERVICE

**Beneficiary Information:** N/A

- \_\_\_\_\_ Total number of beneficiaries in program
- \_\_\_\_\_ Total number of beneficiaries in program served with CDBG funds
- \_\_\_\_\_ Percentage of the CDBG beneficiaries with low/moderate income
- \$\_\_\_\_\_ Cost per CDBG beneficiary (CDBG Request/CDBG Beneficiaries)

## **PROJECT NARRATIVE**

### **a. Need**

The Yolo County Homeless Coordination Project provides funding for the Yolo County Homeless Coordinator and the Yolo County Cold Weather Shelter. This project represents a joint powers agreement between the County of Yolo and the cities of Davis, West Sacramento, Winters, and Woodland. The Homeless Coordination Project has allowed the Yolo County Homeless Coalition to successfully coordinate its efforts toward alleviating the problems of homelessness and to obtain funding through collaborative relationships.

The Homeless Coordinator, Mr. Sam Alongi of Third Sector Strategies, works with the Homeless Coalition to develop and maintain grants and conduct research to support grant proposals. These services are carried out in light of the Prioritized List of Gaps in Services developed at the Homeless Summit held on March 26, 2003. Most of the funding for homeless services in Yolo County comes from Federal and State agencies and private foundations. The Coordinator's work is particularly important because much of this funding is allocated on a competitive basis. If the agencies providing homeless services in Yolo County collaborate and submit a single proposal, chances for competing successfully are greatly enhanced. The Homeless Coordinator fulfills the need to coordinate this effort by identifying successful proposal strategies and facilitating the preparation and consolidation of joint proposals, as well as, providing technical support.

After an annual phone survey of homeless service providers, the Yolo Wayfarer Center was asked to continue providing the Cold Weather Shelter for 2003/2004. Yolo Wayfarer Center has provided the County's only Cold Weather Shelter for the past thirteen years. Since the number of beds available in the county does not currently meet demand, the Cold Weather Shelter is important to the health and safety of the homeless during the winter months. As in previous years, the Center will utilize a combination of their building at 201 North Street in Woodland and rooms at a local motel to provide shelter services. Eighteen (18) beds will be provided at 201 North Street and, depending on need, up to seven (7) additional beds will be provided at a Woodland motel. The shelter will maintain a clean and sober environment. No alcohol, drugs, or clients under the influence will be tolerated at the shelter. The annual phone survey for 2004/2005 will be conducted in March.

### **b. Benefit**

The coordinator assisted the Coalition in applying for about \$2.4 million last year and agencies have recently been notified of over \$600,000 in federal and state grants. This represents a successful Continuum of Care planning process, which facilitates coordination between non-profit organizations, businesses, and governmental agencies providing services to low income and homeless populations in the community. Additionally, the Cold Weather Shelter served 177 individuals and families and provided over 2,700 bed nights in 2002/2003. Many of these individuals also received case management, assessment, and referral services while at the shelter.

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

The County of Yolo and the cities of West Sacramento, Winters, and Woodland share in the funding of this project. Cost sharing ratios are based on population estimates from the 2000 United States Census. A main goal of the Project and the Yolo County Homeless Coalition is the coordination of services to prevent duplication.

### **d. Organizational Capacity**

The County of Yolo and the cities of Davis, West Sacramento, Winters, and Woodland have collaborated on the Homeless Coordination Project since February 1988. The Program meets a unique need for homeless services coordination and has proven to be successful in meeting its goals. The project has been used as a national model of service coordination by the Federal Department of Housing and Urban Development (HUD). The

governing bodies are the Yolo County Board of Supervisors and the respective city councils.

## SCOPE OF SERVICES

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

The **Homeless Coordinator** will provide the following services:

- Develop and maintain grants to support the work of the Coalition and its member agencies with a focus on collaborative grant opportunities.
- Write and/or coordinate submission of grant proposals, making sure that all requirements are met.
- Conduct research and evaluate the effectiveness of homeless services in Yolo County, reporting this information to the Coalition on a regular basis and to State and local agencies as needed.
- Write and/or coordinate the submission of a high quality annual Continuum of Care plan to the Federal Department of Housing and Urban Development (HUD).
- Prepare, process, and administer the Cold Weather Shelter contract, reporting statistics in the monthly report (see Reporting Requirements section).
- Prepare a standard monthly report, outlining consultant activities submitted to the Coalition Chair, the County, and the four cities of Davis, West Sacramento, Winters, and Woodland.
- Attend monthly Coalition meetings and Continuum of Care meetings as scheduled. The Coalition meets the first Tuesday of each month.
- Facilitate interagency coordination to improve the delivery of Medi-Cal services where possible.

These services will be carried out in light of the Prioritized List of Gaps in Services developed at the Homeless Summit held on March 26, 2003. The 2004 Homeless Summit will be held in West Sacramento on March 31<sup>st</sup> and will result in an updated list of gaps in services.

**Cold Weather Shelter** services shall be provided in the following manner:

1. Shelter shall be open during the Fall and Winter for 120 nights
2. Shelter shall be held at a location as deemed necessary by the Executive Director to provide the service. The Director of Social Services shall be notified the immediate business day following any change in shelter location from the customary site.
3. The operating agency shall set evening hours, morning closure, intake procedures, and guest policies, as it deems necessary to operate the shelter in a professional, safe, and decent manner. The shelter must be open to all persons, regardless of race, religion, sex, and age, and that any denial of access to the shelter must be based upon adopted guest policies related to behavior, intoxication, protection of minors, and/or lack of need criteria.
4. Shelter shall be operated in a manner consistent with municipal fire safety regulations and occupancy requirements. An operable telephone and emergency phone number must be available at all times during operation of the Shelter.
5. Should the Executive Director determine that a significant number of persons cannot be sheltered due to a lack of beds, the Executive Director shall notify the Director of Social Services as to the number of persons being turned away from the shelter.
6. Closure: The Executive Director may determine that closure of the shelter is necessary due to the following conditions: 1) Unusually warm weather 2) Lack of guests 3) Conditions which render the Shelter building unsafe for occupancy.

If the Executive Director takes action to close the Shelter, the Director of Social Services must be notified the next business day following closure as to the reason for closure and the plans for reopening the shelter, if any.

**b. Target Group**

The project serves the homeless and very low-income of Davis, West Sacramento, Winters, Woodland, and Yolo County.

**c. Outreach**

As part the Continuum of Care Plan prepared by the Homeless Coordinator, local community meetings are held to gain community input into program successes and areas for improvement in service delivery. Additionally, the Homeless Coalition's member agencies all participate in outreach activities.

## TIMELINE

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

The Homeless Coordination Project is currently in operation and, if funded, will continue to operate throughout the grant period.

List Activity	Completion Date
<b>Cold Weather Shelter</b>	11/01/03 – 03/31/04
	11/01/04 – 03/31/05
<b>Homeless Coordinator</b>	
Comprehensive set of grant development and grant writing services to maintain and enhance current programs as well as address consensus priorities and the gaps in homeless services.	Ongoing
Increase the level of data available to agencies to support grant writing by: <ul style="list-style-type: none"> <li>• Assessing the state of homeless services in Yolo County.</li> <li>• Identifying and securing funding for a Homeless Management Information System (HMIS), a HUD requirement.</li> </ul>	Ongoing 10/31/04
<ul style="list-style-type: none"> <li>• Developing and/or refining evaluation tools and implementation timetables to better assess effectiveness of homeless services in Yolo County.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• Developing targeted survey instruments to assess knowledge/understanding of homelessness and homeless services in Yolo County.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• Conducting surveys (internet-based or mail).</li> </ul>	Months 12 (July 2003), 18, 24, 30, and 36
<ul style="list-style-type: none"> <li>• Data analysis.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• Researching and reporting on best practices in homeless services.</li> </ul>	Ongoing
Regular oral, written and electronic communication to apprise grantor of project progress, including monthly reports and information meetings.	Ongoing
Write and/or coordinate the submission of a high quality annual Continuum of Care plan to the Federal Department of Housing and Urban Development (HUD).	June 2004
Facilitate interagency coordination to improve the delivery of MediCal Services where possible.	Ongoing

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

***BUDGET SUMMARY FOR PROPOSED PROJECT\****

**COST SHARES**

Cost Shares	Percent Population	FY2002/2003	FY2003/2004	FY2004/2005
City of Davis	36%	25,885.29	27,179.55	28,538.53
City of West Sacramento	19%	13,661.68	14,344.76	15,062.00
City of Winters	4%	2,876.14	3,019.95	3,170.95
City of Woodland	28%	20,133.00	21,139.65	22,196.64
County of Yolo	13%	9,347.47	9,814.84	10,305.58
<b>Total</b>	100%	71,903.58	75,498.76	79,273.70
Homeless Consultant	53%	38,108.90	40,014.34	42,015.06
Cold Weather Shelter	47%	33,794.68	35,484.42	37,258.64
<b>Total</b>	100%	71,903.58	75,498.76	79,273.70

Note: Cost shares are based on population estimates from the 2000 Census.

\* Please revise this form and annotate budget items as needed