

CITY OF DAVIS
2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Organization Name: Yolo County Department of Employment & Social Services

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(Be sure to list the best contact to get information to the organization as quickly as possible.)

Total Proposal Request: \$ 29,965.68

(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) Basic Human Needs: Hunger Prevention Services _____

3) _____

PUBLIC SERVICE

NON-PUBLIC SERVICE

Beneficiary Information: N/A

_____ Total number of beneficiaries in program

_____ Number of beneficiaries in program to be 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 annual Homeless Summit held during the last week of March. 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 coordinated proposals, 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. With the current Coordinator's contract ending in June, an RFP for the position will be released in March 2005.

After an annual phone survey of homeless service providers, the Yolo Wayfarer Center was asked to continue providing the Cold Weather Shelter for 2004/2005. Yolo Wayfarer Center has provided the County's only Cold Weather Shelter for the past fourteen 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 utilizes 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 2005/2006 is in progress.

b. Benefit

The coordinator assisted the Coalition in obtaining almost \$1.3 million in state and federal funding this past year. Agencies benefiting from this funding that serve Davis residents include Davis Community Meals, the Short Term Emergency Aid Committee, and the Food Bank of Yolo County. 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. The coordinator also assisted the Coalition in the evaluation and selection of a Homeless Management Information System, required by HUD to qualify for certain federal funding. The Coalition expects to begin implementation this spring. Additionally, the Cold Weather Shelter served 179 unduplicated individuals and families and provided 2,063 bed nights last winter. Case management was also provided to those staying at the shelter seven days or more with 93% successfully following their program plan. Many individuals also received assessment and referral services while at the shelter. This includes 17 individuals that reported being from Davis, however, 32 consumers declined to state their area of origination. A transportation program that includes round-trip bus passes has been established to ensure access to individuals and families throughout the county.

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. In addition to the cities and county, Coalition members and partners include the Community Services Action Board, Davis Community Meals, Food Bank of Yolo County, Short Term Emergency Aid Committee, United Christian Centers, Yolo Wayfarer Center, Sexual Assault and Domestic Violence Center, Yolo Community Care Continuum, Community Housing Opportunities Corp., Yolo Crisis Nursery, Legal Services of Northern California, Community Services Planning Council, California Department of Housing and Community Development, and the US Department of Housing and Urban Development.

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. Fundraising activities may be requested in the event that grant funding is not available or is significantly reduced.
- Write and/or coordinate submission of grant proposals, making sure that all requirements are met and, if approved, following through until funds are received.
- 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).
- Support the Coalition in planning for the annual Homeless Summit and track resulting action plan to ensure Continuum of Care goals are addressed.
- Complete 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 currently meets the second Tuesday of each month.

These services will be carried out in light of the Prioritized List of Gaps in Services developed at the annual Homeless Summit held during the last week of March.

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. Preliminary figures from the point-in-time homeless count held on January 27, 2005 indicate a total of 829 homeless individuals and families in Yolo County with 121 of those counted in Davis.

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.

PERFORMANCE SCHEDULE

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. A Request for Proposals is being issued in March for the Homeless Coordinator position and, while the overall responsibilities of the position will not change, specific activities may vary.

List Activity	Completion Date
Cold Weather Shelter	11/01/05 – 03/31/06
	11/01/06 – 03/31/07
Homeless Coordinator	
<p><i>Write and coordinate the submission of a high quality annual Continuum of Care plan to the Federal Department of Housing and Urban Development (HUD).</i></p> <p>This objective is of primary importance as it drives all other Coordinator activities. Related activities include 1.) Participation in Regional Steering Committee (RSC) meeting, 2.) Facilitation of HUD directives, and 3.) Identification of best practices in homeless services.</p>	<p>Ongoing</p> <ul style="list-style-type: none"> • CoC Plan due in June/July. • RSC & ID of best practices are quarterly.
<p><i>Provide the Homeless Coalition with a 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.</i></p> <p>Related activities include 1.) Prospective research for appropriate national and regional private and public grant making sources, 2.) Monthly report profiling each potential grant opportunity, including eligibility requirements, source, timeline, and appropriateness, and 3.) Management of all aspects of letter of intent/grant proposal writing process as directed. Responsibilities may include but are not limited to research, writing of narrative, assembly, and submission.</p>	<p>Ongoing</p> <ul style="list-style-type: none"> • Monthly report due by the 15th. • EHAP & EFSP due Oct. – Dec. • FESG due May. • SHP due June/July.
<p><i>Provide community outreach and coordination activities to increase awareness and understanding of Coalition activities and service priorities.</i></p> <p>Related activities include 1.) Meeting with local government officials in each of the cities of Davis, West Sacramento, Winters, and Woodland, 2.) Interviewing new Coalition members and other appropriate partners to identify organizational priorities and collaborative opportunities, and 3.) Coordinating press releases.</p>	<p>Ongoing</p>
<p><i>Maintain regular oral, written, and electronic communication to appraise County and Homeless Coalition of project progress.</i></p> <p>Related activities include 1.) Monthly reports that outline Coordinator’s activities and progress on contract objectives, 2.) Annual report at the end of each fiscal year that summarizes the previous year’s activities, including information about grants awarded and Continuum of Care priorities addressed, as well as, an updated action plan for the next fiscal year, which will be based primarily on results of the annual Continuum of Care process, 3.) Monthly meetings with the Coalition Chair and County representative, and 4.) Monthly Coalition and Continuum of Care meetings.</p>	<p>Ongoing</p> <ul style="list-style-type: none"> • Monthly reports due by the 15th. • Coalition meets the 2nd Tuesday of the month. • Homeless Summit is the last week of March.

PERFORMANCE MEASUREMENTS

ACTIVITY (What the program does to fulfill its mission)	INDICATOR (The direct products of program activities) Service #s	OUTCOME (Benefits that result from the program)
Develop and maintain grants to support the work of the Coalition and its member agencies.	<ul style="list-style-type: none"> • Prospective research for new funding opportunities. • Monthly report profiling potential grant opportunities. • Management of all aspects of grant request (or as directed). 	<ul style="list-style-type: none"> • New funding and ongoing list of potential funding sources developed. • Agencies informed of funding opportunities. • Grant application deadlines are met and quality proposals are submitted. • Homeless services are maintained/improved.
Write and/or coordinate submission of grant proposals.	Applications submitted for the following grants (minimum): <ol style="list-style-type: none"> 1. Supportive Housing Program 2. Emergency Food & Shelter Program 3. Emergency Housing & Assistance Program 4. Federal Emergency Shelter Grant 	Agencies awarded approx. (subject to availability of funds): <ol style="list-style-type: none"> 1. \$330,000 (SHP) 2. \$96,000 (EFSP) 3. \$53,000 (EHAP) 4. \$433,000 (FESG)
Write and/or coordinate the submission of a high quality annual Continuum of Care (CoC) plan.	CoC Plan submitted to the US Department of Housing and Urban Development on time and scores well in the evaluation process.	<ul style="list-style-type: none"> • CoC Plan score qualifies agencies for Supportive Housing Program funds, an estimated \$330,000. • Plan ensures specific service needs of the homeless in our community are addressed.
Support the Coalition in planning for the annual Homeless Summit and track resulting action plan.	<ul style="list-style-type: none"> • Coordinator assists with planning for CoC meetings & Homeless Summit. • Coordinator tracks and updates action plan. 	<ul style="list-style-type: none"> • CoC process is successful, plan goals and service needs are addressed.
Complete a standard monthly report, outlining consultant activities.	Monthly report submitted by the 15 th of each month.	Oversight team is informed of coordinator activities, ensuring provision of contracted services.
Attend monthly Coalition meetings and Continuum of Care meetings as scheduled.	Coordinator presents prospective funding opportunities and updates on outstanding applications.	<ul style="list-style-type: none"> • Coordinator understands changing needs of coalition members and communities. • Agencies are aware of funding opportunities and timelines.

<p>Cold Weather Shelter operation from mid November to mid March.</p>	<ul style="list-style-type: none"> • 120 nights of shelter provided during the winter months. • 20 emergency shelter beds made available (minimum). 	<ul style="list-style-type: none"> • An estimated 180 unduplicated individuals and families will be served. • An estimated 2,000 bed nights will be provided. • Homeless individuals and families will be sheltered from the cold, preventing health complications. • Approx. 25% of those accessing the shelter receive ongoing case management services. • All shelter participants receive assessment and referral services as needed and/ or requested.
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**CITY OF DAVIS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

BUDGET SUMMARY FOR PROPOSED PROJECT*

Cost Shares

Cost Shares	Percent Population	Current FY2004/2005	Proposed FY2005/2006 (Cost maintained for FY 2006/07 – 2007/08)
City of Davis	36%	28,538.53	29,965.68
City of West Sacramento	19%	15,062.00	15,815.22
City of Winters	4%	3,170.95	3,329.52
City of Woodland	28%	22,196.64	23,306.64
County of Yolo	13%	10,305.58	10,820.94
Total	100%	79,273.70	83,238.00
Homeless Consultant	53%	42,015.06	44,116.14
Cold Weather Shelter	47%	37,258.64	39,121.86
Total	100%	79,273.70	83,238.00

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

* Please revise this form and annotate budget items as needed

NEW REQUIREMENTS: All applicants are requested to submit a copy of their organization's Operating Budget.