

2006 – 2007 CDBG/HOME APPLICANT QUESTIONS AND RESPONSES

Name of Organization: **Davis Community Meals, Inc.**
Project Title: **Cesar Chavez**

1. Describe in detail DCM's involvement beyond ownership/development of this project. What specific services will DCM provide?

DCM will be providing the services of an on-site case manager. The goal of the case manager will be to help the special needs residents maintain their housing, seek resources both on-site and off-site of services that will assist the tenant in maintaining their housing, and mitigating any issues encountered in the community from the special needs residents. The on-site Case Manager will, upon request, assist tenants in: 1) identify and assess their needs, goals and resources; 2) develop a plan to address their needs and meet their goals; and, 3) provide referrals to appropriate community based organizations and mainstream resources. The Case Manager will also be available for crisis intervention, peer based classes, and community-building activities.

Tenant outreach and engagement strategies at Cesar Chavez will aim to engage tenants in relevant support services and community building activities towards the end goal of maintaining tenancy and supporting optimal individual self sufficiency and health. While outreach approaches will be tailored to the needs and desires of individuals, some fundamental practices will be consistently implemented.

(a) Tenant engagement will begin with the commitment meeting, the final step in the tenant selection process. During this meeting the Case Manager will review in detail what services are available on site at Olive Drive Apartments, as well as in the neighborhood and larger community. During this meeting the Case Manager/Case Manager will lay the groundwork for establishing an atmosphere of acceptance and trust in the Olive Drive community. The case manager will explain the role of the supportive services to the prospective tenant. An assessment of the needs of the tenant will be completed by the case manager.

(b) A case management intake will be scheduled within one week of move-in. Again, during this meeting the Case Manager will review in detail what services are available on site at Olive Drive Apartments, as well as in the neighborhood and larger community. At this meeting, the Case Manager will place emphasis on learning about each tenant's specific goals and aspirations. The availability of supportive services that meet the needs of the tenant will be discussed as well as accessing those services. If the tenant wishes to receive the services of the case manager, a written case plan will be drafted by the case manager with the tenant to set goals and steps to reach those goals. Both on-site and off-site services will be used to assist the tenant. The tenant will be requested to sign a written authorization to allow the on-site case manager to coordinate services with off-site providers such as mental health, STEAC, etc.

(c) Soon after initial occupancy, each tenant will be invited to fill out a survey asking them what kinds of classes and activities they might like to see available on site. A companion survey will have already been completed by Davis Community Meals large volunteer pool to identify their skill/interest areas as guest instructors and facilitators. Together the two will inform the types of special classes, activities and workshops that will be offered; i.e. money management, parenting, crafts, yoga, etc.

(d) A regularly updated bulletin board outside the Case Manager's office, flyers and monthly community meetings co-facilitated by property management and the Case Manager will regularly inform tenants of the services and programs offered on-site as well as the services available in the

broader community. All classes, activities and workshops will be offered to all residents at Cesar Chavez Plaza.

(e) The Case Manager will practice assertive outreach and engagement strategies and will be expected to have a minimum of 3 contacts (formal or informal interactions) with each tenant each month. During the initial case management meeting, the Case Manager will work with each tenant to determine their preferred method of outreach (knock on door, phone call, notice under the door) should these contacts not be met. The case manager will follow up regularly with those clients with a case plan to assess their plan, their progress towards meeting the goals of the plan, and any modifications or changes needed in the plan.

All of the services will be voluntary; participation in services will not be required as a condition of maintaining their tenancy. Services are offered, however, to support tenants to retain their housing; maintain and/or improve their mental health, chronic substance abuse issues, physical disabilities or chronic health conditions; build the skills necessary to become self sufficient; and to become active members of the community.

Generally, all records of group and other public meetings will be maintained by the recordation and filing of sign in sheets. In all one-on-one contacts with our on-site case manager, all records regarding service delivery will be confidential and will be maintained and updated with each client contact. The case manager will maintain a file on each special need resident. The file shall contain the assessment, intake, progress notes document each client contact, services provided, referrals made, and any other information relevant to the tenant. All files of current tenants will be maintained in the case manager's office.

2. Is this project a 53-unit, one-person per unit project? Please detail your calculations for determining the number of CDBG beneficiaries in your RFP. DT/LW

Cesar Chavez Plaza is composed of 52 one bedroom units and one two bedroom unit occupied by the manager and their household. As in other one bedroom affordable units in Davis the occupancy level is usually one person per unit. At Twin Pines Community it is exactly one person per unit in the ten one bedroom units there. Of those ten units, 6 are occupied by people with disabilities. We used a conservative method for arriving at 53 beneficiaries. On the occasion when there may be more than one person per unit the value per beneficiary of course will increase.

3. Does DCM operate a licensed social services agency? If not, how does this project propose to allocate funds to guarantee social services at this project?

We are not a licensed social services agency. We do have an in-kind funding commitment from the Yolo County Department of Alcohol, Drug and Mental Health along with commitments by ADMH, Yolo County DESS, STEAC, Communicare and the Yolo County Veterans Service Office for a variety of services to the special needs population. Additionally, we will be raising funds for the supportive services case manager from federal, state, and local sources along with private donations.

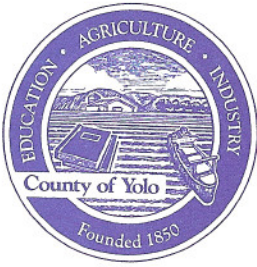
4. Can you respond to the comments made by Cindy Unger? As substantive as possible.

I do not recollect any specific comments she made.

**5. What "cuts" are being made to the scope of construction to reduce the gap between the project budget and construction bid? What is the county's stated term of commitment on their funding for the case manager at the project?
DT?LW**

Cuts of about \$170,000 are being made in the overall construction budget of approximately \$5.5 million. This amounts to about 3% of that budget. As we have found, in all projects there are numerous places for savings when you need to take a harder look at the budget. The cuts we are making are appropriate and have minimal impact on the overall level of quality of the project.

The County Department of Alcohol, Drug and Mental Health (ADMH unit) is committing an annual amount of \$75,000 to cover the cost of the social services coordinator position at Cesar Chavez Plaza. See copy of attached letter from them. The County ADMH unit is also providing in kind services of \$61,630. A second letter from the County Department of Employment and Social Services commits \$70,770 per year of in kind services to the 19 individuals at Cesar Chavez Plaza (letter also attached).



County of Yolo

Department of Employment and Social Services

25 North Cottonwood Street, Woodland, CA 95695
Phone: (530) 661-2750
www.yolocounty.org

Pam Miller, MSW
Director

March 14, 2006

William D. Pride
Executive Director
Davis Community Meals
PO Box 72463
Davis, CA 95617

Dear Mr. Pride,

Yolo County Department of Employment and Social Services is pleased to offer our collaboration with Cesar Chavez Plaza, 1220 Olive Drive, Davis, CA and with Davis Community Meals providing supportive services to the tenants in the 19 permanent supportive housing units at Olive Drive.

Our Department will provide Medi-Cal and Y-Chip health insurance, general assistance, employment counseling and assistance, and other services to the residents of the permanent supportive housing program at Cesar Chavez Plaza.

Based upon an estimate of serving 19 individuals in the program, the total value of these services is \$70,770.

Yolo County Department of Employment and Social Services is committed to providing services to the low-income and homeless populations in Yolo County. We are pleased to be collaborating with Cesar Chavez Plaza and Davis Community Meals in providing services to those in need.

Sincerely,

Pamela Miller, Director

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DEPARTMENT OF ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Tom N. Pinizzotto, Director

ADMINISTRATION

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Woodland, CA 95695

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March 8, 2006

William D. Pride
Executive Director
Davis Community Meals
P.O. Box 72463
Davis, CA 95616

Dear Mr. Pride:

The Yolo County Department of Alcohol, Drug and Mental Health (ADMH) is pleased to collaborate with Davis Community Meals and the Cesar Chavez Plaza affordable housing project, 1220 Olive Drive, Davis, CA to provide supportive services to the 19 permanent supportive housing units at the site.

Our understanding is that the 19 supportive housing units will be occupied by disabled households whose incomes do not exceed 25% of the Yolo County median income.

ADMH will provide an annual commitment of \$75,000 per year to fund the services coordination for the 19 disabled individuals living in these supportive housing units. This commitment will be an on-going effort to provide services coordination for these disabled households.

In addition, ADMH will provide substance abuse services, mental health counseling, mental health care and treatment, medication and other direct services to the tenants in the supportive housing program. The estimated value of these direct services is \$61,630.

We are pleased to be working in collaboration with Davis Community Meals and the Cesar Chavez Plaza project to provide services to this vulnerable population and those most in need.

Sincerely,

Tom Pinizzotto, Director