

SECTION 6

CDBG AND DISCRETIONARY GRANTS
APPLICATION WORKSHEETS AND INSTRUCTIONS

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2006-2007 CDBG APPLICATION WORKSHEETS AND INSTRUCTIONS

(Note: These worksheets contain instructions and notes to be used to complete the application, but should not be used as the application itself. Application forms are in Section 7 of this guideline, available on disk (upon request), and online at www.cityofdavis.org/pcs/cdbg/)

Organization Name: Yolo County Department of Employment and Social Services

Street Address: 25 N. Cottonwood St., Woodland, Ca. 95695

Mailing Address: Same as above

E-mail Address: amara.pickens@yolocounty.org or jan.wolff@yolocounty.org

Phone Number: (916) 375-6291

Fax Number: (916) 375-6203

Contact: Amara Pickens Address: Same as above Phone: (530) 661-2750 Ext. 9730

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

Total Proposal Request: \$ 26,859.00

(Check one) On-going Support New Project

CDBG Eligible Category: Other: Administration
Public Service
(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 (You may adjust the spacing as necessary, however the body of the application may not exceed four (4) pages, excluding the performance schedule and budget.)

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.

The Yolo Wayfarer Center has provided the County's only Cold Weather Shelter for the past fifteen years. Since the number of shelter beds available in the county does not currently meet demand, the Cold Weather Shelter is important to the health and safety of the homeless individuals and families during the winter months. Because of delays in the construction of the Wayfarer's new facility on North Street, the Center is using a county facility on C Street in Woodland. Twenty (20) beds are provided at the C Street location. The shelter maintains a clean and sober environment. No alcohol, drugs, or clients under the influence will be tolerated at the shelter. The annual phone survey for 2006/2007 will be conducted in March 2006 to determine whether other homeless service providers are interested in providing Cold Weather Shelter services for the year.

b. Benefit

The Homeless Coordinator assisted the Coalition in obtaining over \$833,000 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, the Sexual Assault and Domestic Violence Center, and the Food Bank of Yolo County. The Homeless Coordinator writes and coordinates the submission of a high quality Continuum of Care plan 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 began implementation of HMIS using ClientTrack in January 2006. Additionally, based on usage to date the Cold Weather Shelter projects serving 203 unduplicated individuals and providing 1,348 bed nights for the 05/06 cold weather season. We anticipate serving 271 individuals and providing 1,793 bed nights for the 06/07 cold weather season. Case management is also provided to those staying at the shelter three days or more with 95% successfully following their program plan. Many individuals also received assessment and referral services while at the shelter. Sixteen of the individuals receiving shelter services reported being from Davis, however, 49 individuals declined to state their area of origination. A transportation program that includes round-trip bus passes has been established to ensure shelter 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 the Homeless Coordination 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 the county, Yolo County Homeless 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 Corporation, 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 project 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:

1. Provide the Yolo County Homeless Coalition (YCHC) 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.
2. Write and coordinate the submission of a high quality Continuum of Care Plan to the Federal Department of Housing and Urban Development (HUD). As this is a primary funding source, the Coordinator will maintain a detailed understanding of the programs and application process.
3. Maintain a current understanding of the issues of homelessness at the federal, state, and local level, including trends in programs, funding, and community concerns.
4. Maintain regular oral, written, and electronic communication to appraise the Homeless Coalition, County, and the four cities of Davis, West Sacramento, Winters, and Woodland of project progress.

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. The Cold Weather Shelter and related services to the homeless in Yolo County shall be held at a County facility located at 255 C Street, Woodland, California
2. The Shelter shall be open during the fall and winter 2005/2006 for not less than 120 nights.
3. The Shelter shall provide not less than 20 beds per night.
4. Hours of Operations are from 6:00 p.m. until 11:30 a.m., seven days per week. Persons seeking services shall not appear at the Shelter until 15 minutes prior to opening.
5. Upon closing of the Shelter at 11:30 a.m. each day, shelter staff shall transport persons staying in the Shelter to another location.
6. Shelter staff shall ensure that:
 - a. Loitering is prohibited in the vicinity of the Shelter.
 - b. Drugs or alcohol are prohibited within and in the vicinity of the Shelter.
 - c. All disturbances will be reported immediately to the appropriate jurisdiction.
 - d. The area around the Shelter is cleaned prior to the opening and after the closing each day. No debris or personal property is on site during non-operating hours.
7. Shelter staff may 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; provided.
8. 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.

9. The Shelter shall be operated in a manner consistent with municipal fire safety regulations and occupancy requirements.
10. An operable telephone and emergency phone number must be available at all times during operation of the Shelter.
11. Should shelter staff determine that a significant number of persons cannot be sheltered due to a lack of beds, the Contractor shall immediately notify the Director as to the number of persons being turned away from the Shelter.
12. Closure: Shelter staff may determine that closure of the shelter is advisable due to the following conditions:
 - Unusually warm weather
 - Lack of guests
 - Conditions which render the Shelter building unsafe for occupancy

Shelter staff shall notify the Director immediately if shelter staff deems it advisable to change the shelter location from the approved site; provided, however, that shelter staff shall not change the shelter location without the approval of the Director or his/her designee as set forth above.

13. If Director approves action to close the Shelter, shelter staff shall notify the Director by the next business day following closure as to 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 throughout 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	11/01/06 – 03/31/07
Homeless Coordinator	
<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:</p> <ol style="list-style-type: none"> 1) Interview YCHC members and appropriate partners to identify organizational priorities and collaborative opportunities, 2) Conduct prospective research for appropriate national and regional private and public grant making sources, including eligibility requirements, source, timeline, and appropriateness, 3) Profile each potential funder detailing organizational history, funding priorities, recent grantmaking history, contact information, timetables, and funding availability, and 4) Manage all aspects of the letter of intent/grant proposal writing process for key grants (SHP and FESG), provide support as requested on annual grants (EHAP and EFSP), and provide guidance and requested writing of narrative and assembly for YCHC approved new funding opportunities. 	<p>Ongoing</p> <p>Coordinator will meet with YCHC members quarterly.</p>
<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:</p> <ol style="list-style-type: none"> 1) Reviewing NOFA and attending HUD webcast, reporting changes from previous year to applicant agencies and providing advice and technical assistance as necessary, 2) Leading Continuum of Care (CoC)/SHP meetings with applicant agencies and guide them through the specifics of forms and signatures required to complete their applications, 3) Structuring and adhering to timeline for application activities, and 4) Drafting and releasing for review no later than one week prior to the submission deadline. 	<p>CoC Plan due in June/July 2006</p>

List Activity	Completion Date
<p><i>Maintain a current understanding of the issues of homelessness at the federal, state, and local level, including trends in programs, funding, and community concerns.</i></p> <p>1) Attend regional meetings, including the Northern/Central Valley Homeless Roundtable and Regional Steering Committee (RSC) meetings. Verbally report on topics, best practices and trends at YCHC meetings, including information about new/pending legislation.</p> <p>2) Meet no less than twice per year with representatives from the County and cities to provide information on current issues, including trends in funding, and gain an understanding of each community's concerns and priorities.</p>	<p>Ongoing</p> <p>RSC meetings are quarterly.</p>
<p><i>Maintain regular oral, written, and electronic communication to appraise the cities of Davis, West Sacramento, Winters, and Woodland, the County, and the Homeless Coalition of project progress.</i></p> <p>Related activities include:</p> <p>1) Submit monthly reports that outline Coordinator's activities and progress on contract objectives (reports will be distributed to the YCHC Chair, the County, and the cities of Davis, West Sacramento, Winters, and Woodland),</p> <p>2) Submit an annual report at the end of each fiscal year that includes a narrative of accomplishments, including resulting YCHC and community benefits and service gaps addressed. Additionally, the report will include a table of grants applied for and, if funded, the dollar amount broken down by agency and programs funded. A final, cumulative funding opportunity report will be attached to the report,</p> <p>3) Attend monthly meetings with the Coalition Chair and County representative to monitor activities, address needs and concerns, and set YCHC meeting agendas, and</p> <p>4) Attend monthly Homeless Coalition and Continuum of Care meetings and provide support upon request, which may include the annual Homeless Summit and joint fundraising projects.</p>	<p>Ongoing</p> <ul style="list-style-type: none"> • Monthly reports due by the 15th. • Annual report due no later than 30 days from the end of the fiscal year • 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. \$411,000 (SHP) 2. \$101,000 (EFSP) 3. \$57,000 (EHAP) 4. \$433,000 (FESG)
Write and/or coordinate the submission of a high quality annual 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.
Cold Weather Shelter operation from mid November to mid March.	<ul style="list-style-type: none"> • 120 nights of shelter provided during the winter months. 	<ul style="list-style-type: none"> • An estimated 203 unduplicated individuals and families will be served.

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)
	<ul style="list-style-type: none"> • 20 emergency shelter beds made available (minimum). 	<ul style="list-style-type: none"> • An estimated 1,348 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.

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

BUDGET SUMMARY FOR PROPOSED PROJECT*

Cost Shares

Cost Shares	Percent Population	Current FY 2005/2006	Proposed FY 2006/2007 (Cost maintained for FY 2006/07 – 2007/08)
City of Davis	36%	\$26,859	\$26,859
City of West Sacramento	19%	\$14,176	\$14,176
City of Winters	4%	\$2,984	\$2,984
City of Woodland	28%	\$20,891	\$20,891
County of Yolo	13%	\$9,699	\$9,699
Total	100%	\$74,609	\$74,609
Homeless Consultant	53%	\$39,542.77	\$39,542.77
Cold Weather Shelter	47%	\$35,066.23	\$35,066.23
Total	100%	\$74,609	\$74,609

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.

