

CITY OF DAVIS
2007-2008 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Organization Name: DAVIS COMMUNITY MEALS

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

Total Proposal Request: \$14,000.00

(Check One) X On-going Support X 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) _____
- 3) _____

PUBLIC SERVICE X

NON-PUBLIC SERVICE _____

Beneficiary Information:

45 Total number of beneficiaries in program
45 Total number of beneficiaries in program served with CDBG funds
100% Percentage of the CDBG beneficiaries with low/moderate income
\$311.11 Cost per CDBG beneficiary (CDBG Request/CDBG Beneficiaries)

Project Narrative

a. Need

The city of Davis has approximately 120 to 140 homeless individuals living within its jurisdiction. According to a point-in-time census of the homeless population in Davis in December 2003 there were 119 homeless individuals. In a similar census in January 2005, it was found that there were 121 homeless individuals. The census was conducted by the Yolo County Homeless Coalition and the Yolo County Department of Employment and Social Services. Of the number of homeless in Davis, approximately 50% of this population is temporarily housed in emergency shelters or transitional housing facilities provided by Davis Community Meals and at the Wallace-Vanucci Domestic Violence Shelter.

Of the 60-80 individuals who are homeless and not temporarily housed, they reside on the streets, pathways, fields and other areas not meant for human habitation. Most suffer from serious mental illnesses and/or substance abuse issues. Some are physically disabled. Almost all are unemployed and lack any form of income. Many would qualify as "chronically homeless" in that they have been homeless for greater than a year and also are mentally ill, physically disabled or suffer from chronic substance abuse.

During our first year of operation, from January 23, 2006 to April 30, 2006, we provide shelter to 36 homeless individuals; 8 women and 28 men.

b. Benefit

The cold weather shelter would address several problems. Homeless clients be provided a warm, safe living environment sheltered from the elements. With the encouragement and assistance of staff, volunteers, and their peers, they would be offered resource and referral assistance and encouraged to modify and seek assistance for mental health and substance abuse issues. For some, it will be a stepping stone for them to be more willing to seek assistance and take positive steps to deal with their being homeless.

c. Other Resources and Collaboration

Funding for the 2006-2007 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 state/county CDBG 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.

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 began operations in 2001. Our cold weather shelter began operations in January 2006. We currently employ 13 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. Cold Weather Shelter-Davis Community Meals proposes to operate a Cold Weather Shelter (CWS) for 10 homeless men and women at 512 Fifth Street, Davis, CA. The CWS would be open from approximately November 15, 2007 to March 31, 2008. The project would operate as a cold weather shelter for 10 individuals; 8 men and 2 women. The shelter would be open from the hours of 6:00 pm through 8:00 am the following morning. The 8 men would be housed in the 2 bedrooms, in bunk beds or other bedding. The 2 women would be housed in the front living room. The front living room would operate as a community room from 6 to 10 pm each evening and would then be converted to the women's bedroom. The women would be provided with bunk beds, sleeper sofas, or other bedding.

The project would be staffed by DCM staff and volunteers. It would consist of no less than 2 volunteers/staff at all hours between 6 pm and 11 pm and with 2 volunteers/staff from 11 pm to 8 am.

Potential residents for the shelter would be required to obtain a voucher from our resource center each day during the hours of 8 am to 2 pm weekdays and from 8 am to 12 noon on the weekends. Residents would be allowed into the shelter each evening at 6 pm and only residents with vouchers would be allowed to stay. Intakes for residents would be conducted by staff and volunteers each evening at 6 pm. The intake procedure will consist of a brief interview with prospective shelter residents. It will be similar to the intake procedure at our other facility at 1111 H Street. Staff/volunteers will briefly interview each prospective resident for basic demographic information and go over a brief questionnaire requesting information about any physical and mental health issues that may need to be addressed by the staff/volunteers. The interview

process allows staff/volunteers to observe the client and make a determination under our policies and guidelines of whether they are appropriate to stay in the shelter for the night. If they are found appropriate, they will be required to sign the house rules form that specifies and defines appropriate behavior while in the shelter and on shelter grounds. If they are not found appropriate, they will be denied admission to the shelter and be given a list of other resources that they may access for shelter needs.

Once admitted, they will be provided with bedding and a bed space. Simple meals will be provided; generally, sandwiches. Residents will not be allowed to leave the shelter after admission. Residents who leave the shelter will not be allowed back into the shelter until they reapply the following night. Books, television, games and other items will be provided to residents. Staff will monitor the facility regularly both inside and out to ensure the safety and security of all persons in the residence and that non-residents and those not admitted are not loitering on the property. All residents will be required to be in bed and lights will go out at 11 pm each evening. The 2 staff/volunteers who spend each night at the shelter will continue to monitor the residence throughout the night. Residents will be required to get up and clean up their bed area at 6:30 am each day. All residents will be required to vacate the shelter by 7:30 am each day. From 7:30 to 8 am, staff/volunteers will clean the facility for its use that evening. Loitering in or around the property will be forbidden to residents during the day and anti-loitering signs will be posted.

All residents will be provided information about resources for homeless individuals throughout Davis and Yolo County; including resources to get food and clothing, other shelter and transitional housing resources, substance abuse treatment, mental health care, employment counseling and training. All will be referred to our day shelter and resource center to wash their clothing, take showers, get new clothing if needed, and for a variety of other supportive services. Our day shelter is approximately 1 mile away from the shelter location. The day shelter provides bus tickets for clients to access services offered by various county agencies in Woodland and West Sacramento.

Once admitted an individual will be allowed to stay at the shelter for 14 consecutive nights provided they abide by all of the shelter rules and check in each night by no later than 6 pm. If they have not checked in by 6 pm, their bed space will be given to another prospective resident. After 14 days, they will not be eligible for a bed space for 1 day and may then seek a shelter bed again. All beds shall be available on a first come, first served basis except for clients who continue from night to night for the 14 day period. Each resident must obtain a voucher every day to reside at the shelter.

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 35 individuals during the operation of the cold weather shelter. The shelter's target population consists of the homeless and chronically homeless in Davis and the surrounding area. It would provide shelter to adult men and women only. This shelter is unique in that DCM is proposing to allow individuals to stay in the shelter that may be under the influence of drugs and alcohol, provided that they are capable of behaving in an appropriate manner within the community setting of the shelter. This shelter would serve a different population than DCM's shelter at 1111 H Street and the countywide shelter in Woodland, which both require that individuals not be under the influence of drugs or alcohol at the time of admission to the shelter. DCM has these requirements at the H Street shelter in order to encourage the 14 residents in their existing transitional housing program to maintain their sobriety and work towards rehabilitation. It is proposed that the Fifth Street shelter would provide temporary housing during the cold weather months to homeless individuals who have ongoing substance abuse issues and often a mental illness.

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 conducts outreach to individuals living on the streets and other areas of Davis and the surrounding area. The outreach specialists work in all areas of the city of Davis and the immediate surrounding area outside its jurisdictional boundaries. The outreach specialist's job function is to make contact with all homeless individuals, provide appropriate referrals and necessities when requested, and seek to work with the individual to access services such as mental health, shelter services, substance abuse services, etc. Most, if not all, of the individuals being served being served are "chronically homeless" individuals with a major mental illness and/or a chronic substance abuse problem.

PERFORMANCE SCHEDULE

Work Plan (Identify activities and completion dates)

List Activity

Completion Date

Cold Weather Shelter:

Conduct volunteer training and recruitment	September 2007
Fundraising	Ongoing
Conduct Neighborhood Meetings	November 2007
	January 2008
Evaluate Program	April 2008

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)
Provide Cold Weather Shelter to Adult Individuals	Provide no less than 1,500 bed nights per year	Homeless Individuals are provided a safe and stable environment
Individuals referred to or provided mental health and/or substance abuse counseling	7 Participants provided with counseling	Homeless individuals overcome barriers to self-sufficiency
Individuals referred to or provided other housing opportunities	6 Participants move into transitional, supportive or other housing	Homeless individuals become more stable

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

BUDGET SUMMARY

Budget Category	Proposed Project	Other Source	Total
A. Salaries and Wages	\$9,250	\$11,450	\$20,700
B. Fringe Benefits and Payroll	\$2,415	\$2,886	\$5,301
C. Consultant/Contract Services			
Total Personnel Budget	\$11,665	\$14,336	\$26,001
D. Rent (Family THP monthly rent)	\$-0-	\$-0-	\$-0-
E. Utilities	\$400	\$400	\$800
F. Telephone	\$50	\$150	\$200
G. Office/House Supplies and Postage	\$400	\$674	\$1,074
H. Equipment-drug testing supplies	\$-0-	\$-0-	\$-0-
I. Printing/duplication	\$35	\$90	\$125
J. Travel/Conferences	\$-0-	\$-0-	\$-0-
K. Insurance	\$200	\$400	\$600
L. Transportation**	--	--	--
M. Food Procurement	\$300	\$200	\$500
N. Other Office expense (accounting, misc.)	\$150	\$350	\$500
O. Other Facility expense (taxes, maint., laundry service)	\$800	\$1000	\$1,800
P. Other Program expenses()	--	--	--
TOTAL NON PERSONNEL BUDGET	\$2,335	\$3,264	\$5,599
TOTAL PROJECT BUDGET	\$14,000	\$17,600	\$31,600

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

E'ee Wage-Source	Total Amount	Undedicated	ShelterAdmin	Case Manager	RCC	Outreach	VolCoor	D/A Coun	O'night Staff	Bill P.	Total
SHP	\$96,309		\$25,815	\$11,831	\$12,390		\$3,009	\$9,404	\$31,319	\$2,541	\$96,309
FESG	\$48,906		\$6,679	\$0	\$8,107	\$16,558	\$3,821	\$8,077		\$5,664	\$48,906
EHAP	\$0			\$0	\$0		\$0	\$0	\$0	\$0	\$0
CDBG	\$10,690	\$10,690									\$0
CSBG	\$13,500									\$13,500	\$13,500
State CDBG	\$20,886			\$13,515	\$0					\$7,371	\$20,886
TOTAL	\$190,291	\$10,690	\$32,494	\$25,346	\$20,497	\$16,558	\$6,830	\$17,481	\$31,319	\$29,076	\$190,291
		Dedicated	\$179,601								
		Undedicated	\$10,690								
		Total	\$190,291								

	A	B	C	D
1	Budget 2006-2007	INCOME		
2	5100-Contributions			
3		5120 Individuals	\$45,000	
4		5130 NonProfits	\$18,000	
5		5131 Rumsey Tribe Grant	\$10,000	
6		5132 United Way	\$4,000	
7		5140 Business	\$15,000	
8		5150 Jar at Meals	\$600	
9		5160 Community Cans	\$300	
10		Total 5100 Contributions		\$92,900
11	5200 Grants			
12		5220 CDBG	\$22,000	
13		5225 HOME	\$0	
14		5230 CSBG	\$29,500	
15		5235 PATH	\$15,000	
16		5240 FESG	\$50,162	
17		5250 FEMA	\$13,000	
18		5260 EHAP	\$10,674	
19		5270 SHP	\$104,211	
20		5275 State CDBG	\$3,000	
21		Total 5200 Grants		\$247,547
22	5300 Fundraisers			
23		5320 Thanksgiving in April	\$0	
24		5340 Concert	\$0	
25		5350 Giving Tree	\$0	
26		5365 Open House Fundraiser	\$4,000	
27		5370 Other FR Event	\$12,500	
28		Total 5300 Fundraisers		\$16,500
29	5400 Other Income			
30		5420 Interest Income	\$1,000	
31		5440 Vehicle Donations	0	
32		Total 5400 Income		\$1,000
33				
34		Total Income		\$357,947
35				
36		EXPENSES		
37				
38	7100 Resource Center			
39		7120 RC Maintenance and Repairs	\$1,375	
40		7130 RC Utilities	\$4,000	
41		7135 RC Telephone	\$1,100	
42		7140 RC Shelter Supplies	\$1,250	
43		7145 RC Printing and Reproduction	\$500	
44		7150 RC Property Taxes	\$125	
45		7230 RC Travel Expenses	\$150	
46		7260 RC Drug/Med Testing	\$625	
47		7290 RC Other Program Expenses	\$1,625	
48		Total 7100 Expenses		\$10,750
49	7300 Transitional Housing			
50		7310 TH Lease Expense	\$42,480	
51		7320 TH Maintenance and Repairs	\$5,500	
52		7329 Truck and Equipment Rental	\$300	
53		7330 TH Utilities	\$12,000	
54		7335 TH Telephone	\$3,300	
55		7340 TH Shelter Supplies	\$3,750	
56		7345 TH Pringing and Reproduction	\$1,500	
57		7350 TH Property Taxes	\$450	
58		7430 TH Travel Expenses	\$1,000	
59		7460 TH Drug Med Testing	\$1,875	

	A	B	C	D
60		7480 TH Storage Facility	\$0	
61		7490 TH Other Program Expenses	\$3,000	
62		Total 7300 Expenses		\$75,155
63	7500 Meals Program			
64		7520 Client Transportation	\$1,500	
65		7525 Supplies for Meals	\$750	
66		7535 Food Procurement	\$3,500	
67		Total 8500 Meals Program		\$5,750
68	8100 Office Expenses			
69		8110 Rent	\$5,580	
70		8120 Office Supplies	\$2,000	
71		8130 Printing and Copying	\$3,000	
72		8140 Postage	\$1,800	
73		8150 Telephone	\$600	
74		8160 Advertising	\$400	
75		8170 Service Charges	\$100	
76		8180 Other	\$100	
77		Total 8100 Office Expenses		\$13,580
78	8300 Insurance			
79		8320 Insurance	\$7,000	
80		Total 8300 Insurance Expense		\$7,000
81	8400 General Administration			
82		8420 Legal and Accounting	\$5,500	
83		8430 Travel Expenses	\$500	
84		8435 Conference Expenses	\$400	
85		8440 Promotion of DCM	\$300	
86		8450 Miscellaneous Expenses	\$400	
87		8480 General Administration	\$1,000	
88		Total 8400 General Expenses		\$8,100
89	8600 Labor Costs			
90				
91		8622 Professional Staff Wages	\$158,258	
92		8625 Overnight Staff Wages	\$35,815	
93		8630 Employee Benefits Total	\$11,460	
94		8640 Payroll Expenses		
95		8641 Employer FICA	\$12,032	
96		8642 Employer Medicare	\$2,814	
97		8643 CA Unemployment Ins.	\$2,550	
98		8644 Employment Training Tax	\$49	
99		Total 8640 Payroll Expense	\$17,445	
100		8645 Workers Comp Ins. Total	\$12,902	
101		8650 Bank Payroll Processing Fee	\$1,600	
102		Total 8600 Labor Costs		\$237,480
103				
104				
105		TOTAL EXPENSES		\$357,815
106				
107				
108		NET INCOME/LOSS		\$132