

**CITY OF DAVIS**  
**2009-2010 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

**Organization Name: DAVIS COMMUNITY MEALS**

Street Address: 202 F Street, Davis, CA 95616  
Mailing Address: P.O. Box 72463, Davis, CA 95617  
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Contact: Bill Pride Address: P.O. Box 72463, Davis, CA 95617 Phone: (530) 756-4008  
(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 Services
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

PUBLIC SERVICE X NON-PUBLIC SERVICE \_\_\_\_\_

**Beneficiary Information:**

60 Total number of beneficiaries in program  
60 Number of beneficiaries in program to be served with **CDBG** funds  
100% Percentage of the **CDBG** beneficiaries with low/moderate income  
\$233.33 Cost per **CDBG** beneficiary (CDBG Request/CDBG Beneficiaries)

**Project Narrative**

**a. Need**

The city of Davis has approximately 110 to 130 homeless individuals living within its jurisdiction. According to various point-in-time census' of the homeless population in Davis in December 2003 there were 119 homeless individuals, in January 2005, 121, January 2007, 86, and in the most recently conducted census in January 2009, 114, homeless men, women and children in Davis. The census was conducted by the Yolo County Homeless and Poverty Action Coalition and the Yolo County Department of Employment and Social Services. Of the number of homeless in Davis, approximately 50-60% of this population is temporarily housed in emergency shelters or transitional housing facilities provided by Davis Community Meals, the Interfaith Rotating Winter Shelter and at the Wallace-Vanucci Domestic Violence Shelter.

Of the 55-65 individuals who are homeless and not temporarily housed, they reside on the streets, pathways, fields and other areas not meant for human habitation. Many 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 third year of operation, from November 21, 2007 to March 31, 2008, we provided shelter to 66 homeless individuals. They spent a total of 1,184 nights in our shelter during this period and the shelter had an occupancy rate of 90%.

**b. Benefit**

The cold weather shelter would address several problems. Homeless clients are 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 2009-2010 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 Food and Shelter Program (EFSP formerly known as FEMA), Federal Emergency Shelter Grants (FESG), HUD Supportive Housing Program, and other 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 and Poverty Action Coalition, a collaboration between Yolo Wayfarer Center, Broderick Christian Center, CHOC, STEAC (Short Term Emergency Aid Committee), the Food Bank of Yolo County, Yolo Community Care Continuum, Yolo County Housing Authority, Yolo Family Resource Center, Yolo Crisis Nursery, SADVC (Sexual Assault and Domestic Violence Center), Yolo County Department of Employment and Social Services, Yolo County Department of Alcohol, Drug, and Mental

Health, all jurisdictions in Yolo County 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. We began a cold weather shelter in January 2006. Our permanent supportive housing program opened in November 2007. We opened a program housing former foster youth in August 2008. 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, 2009 to March 31, 2010. 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 6:30 pm. If they have not checked in by 6:30 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 60 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  
 Fundraising  
 Conduct Neighborhood Meetings  
 Evaluate Program

October/November 2009  
 Ongoing  
 September/October 2009  
 April 2010

**PERFORMANCE MEASUREMENTS**

<b>ACTIVITY</b> (What the program does to fulfill its mission)	<b>INDICATOR</b> (The direct products of program activities)  Service #s	<b>OUTCOME</b> (Benefits that result from the program)
<b>Provide Cold Weather Shelter to Adult Individuals</b>	<b>Provide no less than 1,200 bed nights per year</b>	<b>Homeless Individuals are provided a safe and stable environment</b>
<b>Individuals referred to or provided mental health and/or substance abuse counseling</b>	<b>7 Participants provided with counseling</b>	<b>Homeless individuals overcome barriers to self-sufficiency</b>
<b>Individuals referred to or provided other housing opportunities</b>	<b>6 Participants move into transitional, supportive or other housing</b>	<b>Homeless individuals become more stable</b>

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

**BUDGET SUMMARY**

<b>Budget Category</b>	<b>Proposed Project</b>	<b>Other Source</b>	<b>Total</b>
A. Salaries and Wages	\$9,250	\$12,450	\$21,700
B. Fringe Benefits and Payroll	\$2,415	\$2,886	\$5,301
C. Consultant/Contract Services			
<b>Total Personnel Budget</b>	<b>\$11,665</b>	<b>\$15,336</b>	<b>\$27,001</b>
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()	--	--	--
<b>TOTAL NON PERSONNEL BUDGET</b>	<b>\$2,335</b>	<b>\$3,264</b>	<b>\$5,599</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$14,000</b>	<b>\$18,600</b>	<b>\$32,600</b>

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

**NEW REQUIREMENTS:** All applicants are requested to submit a copy of their organizations Operating Budget.

	A	B	C	D	E	F
1	<b>Budget 2008-2009 Approved</b>	<b>INCOME</b>				
2	<b>5100-Contributions</b>					
3		5120 Individuals	\$40,000			
4		5130 NonProfits	\$30,000			
5		5131 Rumsey Tribe Grant	\$10,000			
6		5132 United Way	\$4,000			
7		5140 Business	\$20,000	(see below)		
8		5150 Jar at Meals	\$600			
9		5160 Community Cans	\$300			
10		<b>Total 5100 Contributions</b>		<b>\$104,900</b>		
11	<b>5200 Grants</b>					
12		5220 CDBG	\$25,750			
13		5225 HOME	\$0			
14		5230 CSBG	\$28,000			
15		5235 PATH	\$0			
16		<b>5240 FESG</b>	<b>\$66,883</b>			
17		5250 FEMA	\$13,000			
18		5260 EHAP	\$12,965			
19		5270 SHP	\$104,211			
20		<b>5275 State CDBG</b>	<b>\$65,383</b>			
21		<b>5280 ADMH</b>	<b>\$50,000</b>			
22		TAY	\$36,300			
23		<b>Total 5200 Grants</b>		<b>\$402,492</b>		
24						
25						
26	<b>5300 Fundraisers</b>	5320 Thanksgiving in April	\$0			
27		5340 Concert	\$0			
28		5350 Giving Tree	\$0			
29		5365 Open House Fundraiser	\$0			
30		5370 Other FR Event	\$12,500			
31		<b>Total 5300 Fundraisers</b>		<b>\$12,500</b>		
32	<b>5400 Other Income</b>					
33		5420 Interest Income	\$1,000			
34		5440 Vehicle Donations	0			
35		<b>Total 5400 Income</b>		<b>\$1,000</b>		
36						
37		<b>Total Income</b>		<b>\$520,892</b>		
38						
39	<b>EXPENSES</b>					
40						
41	<b>7100 Resource Center</b>					
42		7120 RC Maintenance and Repairs	\$4,000			
43		7130 RC Utilities	\$4,000			
44		7135 RC Telephone	\$1,300			
45		7140 RC Shelter Supplies	\$1,750			
46		7145 RC Printing and Reproduction	\$500			
47		7150 RC Property Taxes	\$125			
48		7230 RC Travel Expenses	\$150			
49		7260 RC Drug/Med Testing	\$625			
50		7290 RC Other Program Expenses	\$1,000			
51		<b>Total 7100 Expenses</b>		<b>\$13,450</b>		
52	<b>7300 Transitional Housing</b>					
53		7310 TH Lease Expense	\$72,156			
54		7320 TH Maintenance and Repairs	\$12,000			
55		7329 Truck and Equipment Rental	\$300			
56		7330 TH Utilities	\$12,000			
57		7335 TH Telephone	\$4,100			
58		7340 TH Shelter Supplies	\$5,250			
59		7345 TH Printing and Reproduction	\$2,000			
60		7350 TH Property Taxes	\$450			
61		7430 TH Travel Expenses	\$1,000			
62		7460 TH Drug Med Testing	\$1,875			
63		7480 TH Storage Facility	\$0			
64		7490 TH Other Program Expenses	\$2,000			
65		<b>Total 7300 Expenses</b>		<b>\$113,131</b>		
66	<b>7500 Meals Program</b>					
67		7520 Client Transportation	\$1,500			

	A	B	C	D	E	F
68		7522 Cleaning Company	\$750			
69		7525 Supplies for Meals	\$2,000			
70		7535 Food Procurement	\$6,000			
71		<b>Total 8500 Meals Program</b>		<b>\$10,250</b>		
72	<b>8100 Office Expenses</b>					
73		8110 Rent	\$6,780			
74		8120 Office Supplies	\$2,000			
75		8130 Printing and Copying	\$2,500			
76		8140 Postage	\$2,000			
77		8150 Telephone	\$600			
78		8160 Advertising	\$1,000			
79		8170 Service Charges	\$600			
80		8180 Other	\$100			
81		<b>Total 8100 Office Expenses</b>		<b>\$15,580</b>		
82	<b>8300 Insurance</b>					
83		8320 Insurance	\$7,000			
84		<b>Total 8300 Insurance Expense</b>		<b>\$7,000</b>		
85	<b>8400 General Administration</b>					
86		8420 Legal and Accounting	\$5,500			
87		8430 Travel Expenses	\$500			
88		8435 Conference Expenses	\$400			
89		8440 Promotion of DCM	\$750			
90		8450 Miscellaneous Expenses	\$400			
91		8480 General Administration	\$7,000			
92		<b>Total 8400 General Expenses</b>		<b>\$14,550</b>		
93	<b>8600 Labor Costs</b>					
94		8622 Professional Staff Wages	\$210,790			
95		8625 Overnight Staff Wages	\$47,008			
96		8630 Employee Benefits Total	\$16,944			
97		8640 Payroll Expenses				
98		8641 Employer FICA	\$15,983			
99		8642 Employer Medicare	\$3,738			
100		8643 CA Unemployment Ins.	\$2,550			
101		8644 Employment Training Tax	\$49			
102		Total 8640 Payroll Expense	\$22,320			
103		8645 Workers Comp Ins. Total	\$10,713			
104		8650 Payroll Processing Fee	\$2,100			
105		<b>Total 8600 Labor Costs</b>		<b>\$309,875</b>		
106						
107						
108		<b>TOTAL EXPENSES</b>		<b>\$483,836</b>		
109						
110						
111		<b>NET INCOME/LOSS</b>		<b>\$37,056</b>		
112						
113						
114	Capitol	<b>Capitol Budget</b>				
115		Bathroom Remodel	25000			
116		St. M's Stove	1250			
117			26250			
118						
119		1. \$10,000 of the contributions in the 5140 Business Category is deemed contingent.				
120		2. The budget will be reassessed in August/September after we have heard about the FE				
121		3. The issue of staff raises/bonuses will be discussed later this year				