



## **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 and Poverty Action Coalition (HPAC) (formerly 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, Ms. Janice Critchlow, works with HPAC 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 month 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 Cold Weather Shelter for the past sixteen 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 homeless individuals and families during the winter months. While the Yolo Wayfarer Center's new facility on North Street in Woodland has a much greater capacity, this project ensures that 20 beds are available to serve the homeless from all areas of the county. The shelter maintains a clean and sober environment. No alcohol, drugs, or clients under the influence will be tolerated at the shelter. A survey of prospective service providers will be conducted in February 2007 to determine whether other homeless service providers are interested in providing Cold Weather Shelter services for the next two years.

### b. **Benefit**

The Homeless Coordinator assisted the Coalition in obtaining almost \$860,000 in state and federal funding this past year and a federal award of about \$400,000 is pending. Agencies benefiting from this funding that serve Davis residents include Davis Community Meals, People's Resources, Yolo Crisis Nursery, Short Term Emergency Aid Committee, Sexual Assault and Domestic Violence Center, Yolo Community Care Continuum, and 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 Cold Weather Shelter served 260 unduplicated individuals and families and provided 2,428 bed nights during the last cold weather season. Case management was also provided to those staying at the shelter with 75% successfully following their program plan. Many individuals also received assessment and referral services while at the shelter. Seventeen of the individuals receiving shelter services reported being from Davis, however, 73 individuals declined to state their area of origination. The Homeless and Poverty Action Coalition has established a transportation program that includes round-trip bus tickets 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 collaborate and share in the funding of the Homeless Coordination Project. The total annual cost of the program is \$80,116. A main goal of the Project and the Yolo County Homeless and Poverty Action Coalition (HPAC) is the coordination of services to prevent duplication. While Davis Community Meals recently implemented a cold weather shelter program, it does not meet the demand for shelter during this period. In addition to the cities and the county, HPAC 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. Use of other potential funding sources would most likely reduce the amount available for local service providers. Additionally, the amount available through many of these sources has been significantly reduced due to budget cuts over the past several years.

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** carries out their duties with the goal of eliminating the identified gaps in services resulting from the annual Continuum of Care process. The Coordinator's

primary duties include:

1. Developing and maintaining grants to support the work of the Coalition and its member agencies with a focus on collaborative grant opportunities; writing and/or coordinating the submission of grant proposals, including the Continuum of Care Plan.
2. Supporting the Coalition in planning for the annual Homeless Summit and tracking the resulting action plan to ensure Continuum of Care goals are addressed.
3. Attending monthly Coalition meetings and Continuum of Care meetings as scheduled and provide information as requested by the Coalition.
4. Assisting the Coalition with public relations.

**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 the Yolo Wayfarer Center (Christian Mission) located at 207 Fourth Street, Woodland, California
2. The Shelter shall be open during the fall and winter for not less than 120 nights.
3. The Shelter shall provide not less than 20 beds per night.
4. Hours of Operations are from 7:00 p.m. until 7:00 a.m., seven days per week.

b. **Target Group**

The project serves the homeless and very low-income of Davis, West Sacramento, Winters, Woodland, and throughout Yolo County. According to the point-in-time homeless count held on January 27, 2005, there were 699 homeless individuals observed and 172 individuals on waiting lists for a total of 871 homeless individuals. The estimated total Yolo County population for 2002 is 180,856. The estimated homeless from the point-in-time count represent approximately 0.5% of the total county population. Approximately 44% of the observed homeless were in West Sacramento, 38% of the observed homeless were in Woodland, 17% of the observed homeless were in Davis, and 1% was observed in rural areas. These percentages are based only on the observed homeless; homeless individuals on waiting lists are not included in the percentages.

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 and Poverty Action Coalition's member agencies all participate in outreach activities.

## PERFORMANCE SCHEDULE

**Work Plan** (Identify activities and completion dates)

List Activity	Completion Date
<b>Cold Weather Shelter</b>	11/01/06 – 03/31/07
<b>Homeless Coordinator</b>	
<p>1. Develop and maintain grants, including but not limited to Community Development Block Grant, Federal Emergency Shelter Grant, Supportive Housing Program/Continuum of Care, Emergency Housing Assistance program, Emergency Food and Shelter Program and Community Services Block Grant, to support the work of the Coalition and its member agencies with a focus on collaborative grant opportunities. Grant writing for individual agencies is permitted if it addresses a prioritized gap in services and award amounts will be counted toward performance goals. The grants should be federal, state, local and private.</p> <p>a. Research and present, orally and in writing, funding opportunities that are available to Coalition member agencies at the monthly Coalition meeting. Funding opportunities may be federal, state, local and private and may, but need not be, collaborative in nature. Information on funding opportunities may be used by Coalition member agencies to write their own grant applications to these funding opportunities.</p> <p>2. Write and/or coordinate submission of grant proposals, making sure that all requirements are met, and, if approved, following through until funds are received. The Coordinator is responsible for coordinating and writing collaborative proposals, including but not limited to obtaining signatures and local government approvals. When the Coordinator writes and coordinates individual proposals as approved by the County and the Coalition to address a prioritized gap in services, the Coordinator is responsible for obtaining signatures and local government approvals. For all individual proposals written by an applicant agency, the Coordinator is responsible for reviewing and providing technical assistance; applicant agency is responsible for obtaining signatures and approvals.</p> <p>3. Write and coordinate the submission of a high quality annual Continuum of Care plan to the Federal Department of Housing and Urban Development (HUD).</p> <p>4. Support the Coalition in planning for the annual Homeless Summit and track resulting action plan to ensure Continuum of Care goals are addressed.</p>	<p>Ongoing through June 30, 2008</p> <p>Report due monthly by the 15<sup>th</sup> Presents at monthly HPAC meetings</p> <p>Ongoing and based on grantor timelines</p> <p>Based on HUD timeline – Spring (June)</p> <p>March 14, 2007 (Homeless Summit) and ongoing</p>

List Activity	Completion Date
5. Attend monthly Coalition meetings and Continuum of Care meetings as scheduled and provide information as requested by the Coalition.	Monthly on the 4 <sup>th</sup> Wednesday
6. Provide written monthly reports and a final report at the end of each fiscal year, including information showing compliance with performance measures.	Monthly by the 15 <sup>th</sup> Annually by July 31 <sup>st</sup>
7. Meet monthly with the Coalition Chair and designated County representative(s) as requested by the Director, to provide updates on the activities included in the monthly report and upcoming events.	Monthly as scheduled
8. Meet no less than twice per year with representatives from the County and Cities as requested by the Director, to provide information on current issues, including trends in funding, and gain an understanding of each community's concerns and priorities.	TBD
9. Participate in fundraising activities (i.e. special events, newspaper inserts, etc.) designed by the Coalition to benefit all Coalition member agencies.	Ongoing
10. Assist the Homeless Coalition with public relations as requested by the Director, by speaking about research and analysis at public forums, writing letters and reports to funding sources, and writing articles and press releases for local papers.	Ongoing

### 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)
Cold Weather Shelter (operation from mid November to mid March)	120 nights of shelter provided during the winter months.  20 emergency shelter beds made available (minimum).	An estimated 260 unduplicated individuals and families will be served.  An estimated 2,428 bed nights will be provided.  Homeless individuals and families will be sheltered from the cold, preventing health complications.

		<p>Approx. 25% of those accessing the shelter receive ongoing case management services.</p> <p>All shelter participants receive assessment and referral services as needed and/ or requested.</p>
<p>Coordination: Grant Writing</p>	<p>Prospective research for new funding opportunities.</p> <p>Monthly report profiling potential grant opportunities.</p> <p>Management of all aspects of grant request (or as directed).</p> <p>Applications submitted for the following grants (minimum): Supportive Housing Program, Emergency Food &amp; Shelter Program, Emergency Housing &amp; Assistance Program, Federal Emergency Shelter Grant, CSBG.</p> <p>CoC Plan submitted to the US Department of Housing and Urban Development on time and scores well in the evaluation process.</p>	<p>10% increase in the number of grants applied for and received.</p> <p>10% increase in the amount of funding (grant applications and fundraising activities) received.</p> <p>Increase in the Continuum of Care Plan score. Qualifies agencies for Supportive Housing Program funds, an estimated \$330,000.</p> <p>Grant application deadlines are met and quality proposals are submitted.</p> <p>Homeless services are maintained and improved.</p>
<p>Coordination: Reporting</p>	<p>Coordinator tracks and updates HPAC action plan.</p> <p>Monthly activity report submitted by the 15<sup>th</sup> of each month and final report submitted by July 31<sup>st</sup>.</p> <p>Monthly funding opportunity report submitted at each YCHC meeting.</p> <p>Coordinator presents</p>	<p>Action plan helps ensure specific service needs of the homeless in our community are addressed.</p> <p>New funding and ongoing list of potential funding sources developed.</p> <p>Agencies informed of funding opportunities.</p> <p>Oversight team is informed of</p>

	prospective funding opportunities and updates on outstanding applications.	coordinator activities, ensuring provision of contracted services.
Coordination: Meetings	<p>Coordinator assists with planning for CoC meetings &amp; Homeless Summit.</p> <p>Two informational meetings held with designated representatives from the county and each of the four Cities.</p> <p>Attends monthly meetings with YCHC Chair and County representative.</p> <p>Attends monthly YCHC and Continuum of Care meetings Attended/presented at public forums upon request.</p>	<p>Ensures CoC meetings meet information needs for planning and reporting activities.</p> <p>Coordinator understands changing needs of coalition members and communities.</p> <p>Agencies are aware of funding opportunities and timelines.</p>

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

*BUDGET SUMMARY FOR PROPOSED PROJECT\**

COST SHARES

<b>Jurisdiction</b>	<b>Cost Shares</b>	<b>FY2006/2007</b>	<b>FY2007/2008</b>	<b>FY2008/2009</b>
City of Davis	25%	20,029	20,029	20,029
City of West Sacramento	25%	20,029	20,029	20,029
City of Woodland	25%	20,029	20,029	20,029
County of Yolo	25%	20,029	20,029	20,029
<b>Total</b>	100%	80,116	80,116	80,116
Homeless Coordinator	---	40,116	40,116	40,116
Cold Weather Shelter	---	40,000	40,000	40,000
<b>Total</b>		80,116	80,116	80,116

**\* 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.