

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

**Organization Name:** Short Term Emergency Aid Committee

Street Address: 1900 E. 8th, Davis, CA. 95616  
Mailing Address: 1900 E. 8th, Davis, CA. 95616  
E-mail Address: steac@steac.org  
Phone Number: 530-758-8435  
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Contact: Susan Simon Address: 1900 E. 8th, Davis, CA. 95616 Phone: 530-758-8435  
(Be sure to list the **best contact** to get information to the organization as quickly as possible.)

**Total Proposal Request:** \$ \$15,000

(Check one)  On-going Support  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) Hunger Prevention Services
- 2) Homeless Prevention Services
- 3) Programs to Support Independent Living

PUBLIC SERVICE  NON-PUBLIC SERVICE

**Beneficiary Information:**

3,682 Total number of beneficiaries in program  
2,757 Number of beneficiaries in program to be served with **CDBG** funds  
100 Percentage of the **CDBG** beneficiaries with low/moderate income  
\$5.44 Cost (\$) per **CDBG** beneficiary (CDBG Request/CDBG Beneficiaries)

## PROJECT NARRATIVE

### a. Need

With the struggling economy, there is a continued need to provide free food to low-income Davis residents. The need includes providing critical support for a growing population of homeless, which is reflected by the increasing number seeking assistance from the food closet operated by the Short Term Emergency Aid Committee. STEAC's data show that the closet served 166 homeless in 2008, compared to 44 homeless in 2006. In addition, homeless are increasingly becoming repeat users of the closet, which indicates that they have few other sources of food.

Demand for food from the food closet continues to be high. This is consistent with the latest data from the California Health Interview Survey, which was conducted by University of California Los Angeles, and showed that as many as 35,000 Yolo County adults are having difficulty providing food for their families. Of those, some 12,000 are going without food and are constantly hungry.

STEAC data show that more families are visiting the closet. In 2008, 668 families visited the closet based on unduplicated data, compared to 642 in 2006. Nearly half of these consisted of families with children. In 2008, 125 families headed by a single female who was living on one income visited the closet (an increase from 99 in 2006). STEAC data show that families are repeating their visits to the closet slightly more often than others. STEAC limits use of the food closet to one visit per month. The following shows how the closet was in 2008:

<b>Food Closet Service</b>	<b>2008*</b>
Persons served, (unduplicated)	1,794
Families served, (unduplicated)	668
Homeless	166
Total Meals (unduplicated)	26,910**
Total Person served (duplicated)	3, 682
Total Meals (duplicated)	55,230

\* Calendar year.

\*\* STEAC provides each client with enough food for 15 meals.

In 2009, STEAC expects to see heightened demand for food, because of the increased number of Davis residents who will lose jobs as the recession deepens. As federal, state and local budgets decline; low-income residents will increasingly turn to STEAC for assistance for food.

The food closet service directly or indirectly meets three of the city's critical needs: hunger, homeless prevention and programs to support independent living. The food closet fills critical needs of those who are hungry, including an increasing number of homeless individuals and families. After receiving free food, families have more money to pay for rent and utilities, which are critical to their remaining in their homes. Additionally, STEAC's other programs such as rental, utility and education assistance and Suit Up for Success, which provides clothes to wear during job interviews, complement the food closet service, providing additional support for struggling families.

After an assessment of food being distributed from the closet in September 2006 by the University of California Davis Nutrition Department, STEAC identified the need to improve the nutritional value of the items being distributed. The mix of food being distributed to each client had been expanded with a goal of providing nutritionally balanced meals, but the types of items in the closet depends on donations, which make up some 75 percent of the food passing through the closet.

In response to the nutrition assessment, STEAC established a weekly pick-up of produce from the Davis Farmer's Market. According to UCD, low-income families would have to spend 40 to 70 percent of their grocery money on fruits and vegetables to meet current dietary guidelines. STEAC now disperses seasonal fruits and vegetables in its food packs on a weekly basis. Additionally, nutrition education materials on diet and food preparation, provided by the Yolo County Food Bank, are offered to clients when they receive their food packs.

Over the years, STEAC has observed that food drives bring in mostly canned and dry goods, but no fresh fruit and vegetables, frozen meat, bread, eggs, cooking oil, sugar free or low-sugar cereal and perishable items. There is a need to purchase these items in order to be able to provide food for nutritionally balanced meals. In addition, STEAC's volunteers have observed an increased demand for food for seniors and infants, such items as formula, nutritional supplements and other items.

#### **b. Benefit**

Low-income persons will benefit by receiving food for nutritious meals. The closet helps prevent hunger by providing low-income Davis residents with enough food for three meals a day for five days. Amount of food is tailored to the size of the family.

The CDBG-Davis grant allows STEAC to purchase food, which allows the organization to allocate more funding to provide assistance for the other programs in order to help low-income residents become independent and self-sufficient.

#### **c. Other Resources and Collaboration**

STEAC, which employs one part-time staff member and a number of consultants, is highly dependent on collaboration with others:

- Over 50 regular volunteers work in the food closet, which is located on city-owned property at 508 D St. in Davis (Another 150 volunteers provide assistance with STEAC's other programs).
- Seven community food drives collect over 75,000 pounds of non-perishable items per year. These drives include participation by postal service employees, Davis Realtors, boy and girl scouts, service clubs, civic organizations, churches, schools, fraternities and sororities and many individuals. Each year thousands of Davis residents donate to the food drives.
- Nearly 360 families donated food as part of the 2008 Holiday Adopt-A-Family Program. Local schools and community organizations donate several thousand pounds of food during the holidays.
- STEAC regularly purchases food from the Food Bank of Yolo County at discounted prices.
- STEAC is an active member of the Homeless Poverty & Action Coalition of Yolo County.
- Food closet volunteers continue to use a truck that was donated by Sam Harrison.
- Davis Waste Removal provides free commercial garbage service.
- Each Saturday, STEAC volunteers collect unsold fruits and vegetables from vendors at the Davis Farmer's Market for distribution from the food closet.

The 2008-09 fiscal year food closet budget is \$31,691. In addition to CDBG, grant support for the food closet is received from the Davis Food Coop and St. Martin's Episcopal Church. Charitable donations raised from STEAC's 2,800 donors pay for all administrative costs not covered by the CDBG grant and restricted private donations. In the past, STEAC has been provided free storage space at the Yolo County Food Bank. However, STEAC must now pay \$8,400 annually to rent space to store food.

**d. Organizational Capacity**

STEAC is a California nonprofit corporation that was founded in 1967 and has earned tax-exempt status under Section 501(c)(3) of the IRS Code (Tax Id Number: 94-6138684).

STEAC provides material assistance in the form of food and clothing. Cash assistance is provided for rent, utilities, interview outfits, educational assistance and miscellaneous expenses to Yolo County families and individuals with incomes at or below the poverty level. In 2008, STEAC provided assistance to 2,873 families, which included 7,175 individuals. Assistance was provided to 3,058 children and 533 homeless individuals. In fiscal year 2008-09, STEAC expects to receive \$91,583 income from various government agencies and nonprofit agencies, such as United Way and private foundations. STEAC employs one, part time staff member and contracts for services for database management, annual audit, grant management and public relations.

**SCOPE OF SERVICES**

**a. Project Description**

Funding from CDBG will be used to purchase food to augment donations for the STEAC food closet. With CDBG funding, STEAC will provide meals to 2,757 individuals, which means with the funds STEAC will be able to provide enough food for 41,310 meals.

STEAC takes pride in providing nutritious food to low-income Davis residents throughout the year. Unfortunately, the food received from STEAC's seven food drives is not of sufficient type and quality to provide for nutritious meals. Drives do not provide enough food to meet the demand from the closet. With CDBG funds, food purchases will include such items as canned fruit, vegetables, tomato sauce, meals in a can, rice, pastas, dry grains and other staples, meat, bread, eggs, margarine and other perishables that are stored in refrigerators and freezers. STEAC purchases food at a greatly discounted rate from the Food Bank of Yolo County and is provided limited food from the U.S. Department of Agriculture. Other items are purchased from commercial grocery stores.

**b. Target Group**

The target group for this work consists of Davis residents with incomes at or below the federal poverty level. Emphasis is placed on serving families and the homeless. STEAC will provide food for 2,757 individuals (unduplicated) and 918 families (unduplicated). An estimated 126 homeless (unduplicated) will be served. STEAC rules allow only one visit to the food closet per month. Many take advantage of the service on a regular basis. During 2008, 3,682 individuals (duplicated) used the STEAC food closet. During that same period, the closet served 1,371 families (duplicated).

**c. Outreach**

Outreach to inform those in the community of the food closet service is performed in these ways:

- For outreach to clients, the STEAC services access line number is listed in the telephone book and in directories of social service agencies and nonprofit organizations in the area.
- Information about the food closet, printed in English and Spanish, is distributed to agencies, such as the Food Bank of Yolo County, Davis Resource Center, Yolo County Department of Social Services, Migrant Education, libraries, in Davis schools and via many other nonprofit social service groups.
- Prospective clients are made aware of the food closet services at the holiday program.
- STEAC food closet information is included on its web site at <http://www.steac.org>.
- STEAC sends informational mailings to schools, churches, community groups and public agencies.
- The food closet coordinator hosts field trips to the food closet for scout troops to teach them about public service and STEAC's role in the community.
- STEAC volunteers regularly conduct training sessions to inform staff at public and nonprofit agencies about services.
- For outreach for food drives, STEAC volunteers routinely reach out to those who have sponsored food drives in the past, in particular the public schools, providing an opportunity for students to become involved in public service. In addition, information for those wanting to sponsor a food drive is available on the STEAC web page, in regular newspaper articles and in brochures that are regularly mailed to civic groups, nonprofits, churches and to individuals. Dates of food drives are coordinated via STEAC's web site, with other agencies and nonprofit groups and with various community calendars made available on the Internet.

### **PERFORMANCE SCHEDULE**

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

<u>List Activity</u>	<u>Completion Date</u>
Food is purchased on an as-needed basis	6-30-2010
Food is distributed daily	6-30-2010
Seven community food drives	6-30-2010

### **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)
Purchase food to augment donations from community drives	Quantity and type of food purchased	Low-income Davis residents' benefit by gaining access to food from the closet.
Distribute food to low-income residents of Davis	Number of individuals and families served	Individuals and families are not hungry, which means they can live productive lives and be able to pay rent and utilities.
Provide nutritious food	Number of nutritious items purchased	Health is improved by eating nutritious food.

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

*BUDGET SUMMARY FOR PROPOSED PROJECT\**

<b>Budget Category</b>	<b>Proposed Project “CDBG Portion”</b>	<b>Other Sources</b>	<b>Total</b>
A. Salaries and Wages	0	2,150	2,150
B. Fringe Benefit	0	53	53
C. Consultant/Contract Services	0	0	0
<b><i>TOTAL PERSONNEL BUDGET</i></b>	<b>0</b>	<b>2,203</b>	<b>2,203</b>
D. Warehouse Storage Rent	0	8,400	8,400
E. Utilities	0	1,800	1,800
F. Telephone	0	288	288
G. Office Supplies	0	0	0
H. Equipment	0	1,000	1,000
I. Printing/Duplication	0	0	0
J. Travel (fuel & maintenance for truck)	0	0	1,000
K. Other (Specify)	0	0	0
L. Food Purchases	15,000	2,000	17,000
<b><i>TOTAL NON-PERSONNEL BUDGET</i></b>	<b>15,000</b>	<b>13,488</b>	<b>29,488</b>
<b>TOTAL PROJECT BUDGET</b>	<b>15,000</b>	<b>15,691</b>	<b>31,691</b>

**\* 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.

**Short Term Emergency Aid Committee  
Annual Budget 2008-09**

(July 1, 2008 – June 30, 2009)

**REVENUE**

**Restricted Grants**

\$ 13,583	CDBG - Davis
\$ 10,000	CDBG - Woodland, General
\$ 10,000	CSBG
\$ 11,000	Education
\$ 17,000	EFSP
\$ -	EHAP
\$ 2,000	PATH
\$ 8,000	United Way - Woodland
\$ 20,000	Private Foundations
<b>\$ 91,583</b>	<b>Total Restricted Grants</b>

**Contributions**

Unrestricted Grants

\$ 40,000	Business
\$ 10,000	Churches
\$ 5,000	Professional Organizations
\$ 5,000	Special Events
\$ 130,000	Individual Donors
\$ 5,000	U W Donors
<b>\$ 195,000</b>	<b>Total Contributions</b>

\$ 9,000 Interest Income

**\$ 295,583 TOTAL REVENUE**

**EXPENSES**

**Direct Client Expense**

\$ 900	Clothing
\$ 8,500	Education
\$ 40,350	Eviction Prevention
\$ 35,196	First Months Rent
\$ 15,000	Food
\$ 17,280	Misc ( Gas, Med, etc. )
\$ 3,000	Short Term Housing
\$ 1,000	Suit Up for Success
\$ 15,000	Utility Assistance
<b>\$ 136,226</b>	<b>Total Direct Client Expense</b>

<b>Indirect Expenses</b>	
\$ 6,700	Audit
\$ 1,000	Auto Expense
\$ 1,000	Consultants
\$ 800	Dues, Subsc.
\$ 500	Equipment
\$ 7,400	Holiday Program
\$ 2,000	Fund Raising
\$ 6,270	Insurance
\$ 375	Licenses
\$ 2,750	Maint. & Repairs
\$ 2,500	Postage
\$ 700	Printing
\$ 7,800	Rent
\$ 1,200	Supplies
\$ 5,100	Telephone
\$ 3,500	Utilities
<b>\$ 49,595</b>	<b>Total Non-Staff Expense</b>
-	<b>Staffing Cost</b>
\$ 900	Worker Comp Ins
\$ 10,400	P/R Taxes & Benefits
\$ 43,680	Salary - Executive Director
\$ 24,210	Salary - Fund Raising Asst.
<b>\$ 79,190</b>	<b>Total Staff Expense</b>
<b>\$ 128,785</b>	<b>TOTAL INDIRECT EXPENSES</b>
<b>\$ 265,011</b>	<b>TOTAL EXPENSES</b>
<b>\$ 295,583</b>	<b>TOTAL INCOME</b>
<b>\$ 30,572</b>	<b>EXCESS or ( DEFICIT )</b>

## Sexual Assault & Domestic Violence Center Board of Directors

NAME	OCCUPATION	MEMBER SINCE
<b>President</b>		
<b>Jonathan Raven</b>	Assistant Chief Deputy District Attorney Yolo County District Attorney	August 2004
E-mail: <a href="mailto:jonathan.raven@yolocounty.org">jonathan.raven@yolocounty.org</a>		
<b>Vice-President</b>		
<b>Carey Sullivan</b>	Chief of Police Woodland Police Department	April 2003
E-mail: <a href="mailto:carey.sullivan@cityofwoodland.org">carey.sullivan@cityofwoodland.org</a>		
<b>Nick Concolino</b>	Law Enforcement Consultant	December 1998
E-mail: <a href="mailto:nconcolino@aol.com">nconcolino@aol.com</a>		
<b>Steve Mount</b>	Deputy District Attorney Yolo County D.A.'s	August 2005
E-mail: <a href="mailto:steve.mount@yolocounty.org">steve.mount@yolocounty.org</a>		
<b>Ed Prieto</b>	Sheriff Yolo County	March 2006
E-mail: <a href="mailto:ed.prieto@yolocounty.org">ed.prieto@yolocounty.org</a>		
<b>Betsy Marchand</b>	Tribal Gaming Commissioner Rumsey Rancheria	January 2007
E-mail: <a href="mailto:marchandbam@aol.com">marchandbam@aol.com</a>		
<b>Diana Williams</b>	Chief Deputy Director Yolo County DESS	January 2007
E-mail: <a href="mailto:diana.williams@yolocounty.org">diana.williams@yolocounty.org</a>		
Secretary/Treasurer		
<b>Michelle Dowling</b>	Management Analyst	April 2008
E-mail: <a href="mailto:mcobb@davisca.com">mcobb@davisca.com</a>		
Secretary/Treasurer		
<b>Anna Del Castillo</b>	Casino Inventory Control/ Shipping and Receiving Manager	April 2008
E-mail: <a href="mailto:bellabartending@att.net">bellabartending@att.net</a> <a href="mailto:ADelCastillo@cachecreek.com">ADelCastillo@cachecreek.com</a>		
<b>Mindy Romero</b>	Advanced Graduate Student Department of Sociology U.C. Davis	June 2008
E-mail: <a href="mailto:msromero@ucdavis.edu">msromero@ucdavis.edu</a>		
<b>Joe De Ulloa</b>	Real Estate Investor	November 2008
E-mail: <a href="mailto:sacinvestor@yahoo.com">sacinvestor@yahoo.com</a>		