



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: July 7, 2009

SUBJECT: Approve Homeless Coordination Project Agreement

Report in Brief

Since July 1996 the City has partnered with the other cities of Yolo County and the County supporting the countywide Homeless Services Coordinator and Cold Weather Shelter Program. This project contracts for a coordinator to seek state, federal and private grants for countywide homeless services, and funds the cold weather shelter at the Yolo Wayfarer Center. The total cost of one year of the three-year contract is \$80,116 with the City of Woodland's share being \$20,029.

Staff recommends that the City Council approve the accompanying resolution renewing the three-year Homeless Coordination Project Agreement (**Attachment A**) and authorize the Mayor to execute the agreement.

Background

Since July 1996, the Homeless Service Coordination Project has provided two services. First, the contract provides funding for a county-wide Homeless Coordinator. The individual is responsible for identifying and researching collaborative grant opportunities as well as assisting the Homeless and Poverty Action Coalition (HPAC) member agencies in developing grant applications. This is an essential service given that the number of homeless continues to increase. From 2007 to 2009 the amount of homeless individuals in Yolo County increased by 19% (77 individuals) according to the 2009 Homeless Census Data Report (**Attachment B**).

Second, the contract provides funding for a county-wide Cold Weather Shelter, the Yolo Wayfarer Center, and related services provided at that location, including a daily breakfast. According to the FY 2010 contract the Shelter must provide 20 beds per night from November to March.

Discussion

Since 1996 the Homeless Coordination Project contract amount has increased from \$54,825.13 to \$80,116. Staff is not recommending an increase in the contract amount from the previous FY 2006 to FY 2009 contract. In addition, since 1996 the amount each jurisdiction has contributed to the total

contract amount has varied depending on the methodology used. Prior to the FY 2006 contract the amount contributed by each jurisdiction was determined proportionally based on population. Beginning in FY 2006 the four jurisdictions negotiated a contract where the cost share of the contract would be distributed in equal proportions. Multiple methods of calculating the contract's cost share has been discussed; however, city and county staffs have yet to determine a calculation that they agree is better than evenly dividing the contract amount. In addition, the services offered by the Homeless Coordinator are distributed equally among the cities and the County and benefit the entire community as a whole.

Jurisdiction	Cost Shares	FY 2009/2010		
		Homeless Coordinator	Cold Weather Shelter	Total
City of Davis	25%	\$20,029	0	\$20,029
City of West Sacramento	25%	\$10,043.50	\$9,985.50	\$20,029
City of Woodland	25%	\$10,043.50	\$9,985.50	\$20,029
County of Yolo	25%	0	\$20,029	\$20,029
Total	100%	\$40,116	\$40,000	\$80,116

The terms of the Agreement are scheduled to begin July 1, 2009 continuing for the next three years. It can be amended within the three year period if desired by providing written notice to the other parties by May 15th of the proceeding fiscal year (Section 13) and agreed to by the other parties in writing (Section 14).

Yolo County's Department of Employment and Social Services (DESS) released a Request for Proposals (RFP) in April 2009. DESS received three responses and interviewed all three applicants. A member of the City of Woodland's Redevelopment staff did participate in the selection of the Homeless Coordinator, including reviewing the Request for Qualifications proposals and serving on the interview panel. The interview panel selected Janice Critchlow as the Homeless Coordinator.

Fiscal Impact

The City of Woodland's contribution to the contract is \$20,029. During the three year period of the contract the City will annually receive \$17,194 in housing monitoring fees. These fees will pay for a portion of the contract. The remaining portion, \$2,835 will impact the General Fund. This expense has already been included in the FY 2010 budget.

In the future, staff is exploring the option of using the Community Development Block Grant (CDBG) to fund this contract.

Public Contact

Posting of the City Council agenda

Alternative Courses of Action

1. Approve the accompanying resolution renewing the three-year Homeless Coordination Project Agreement and authorize the Mayor to execute the agreement;
2. Do not approve the accompanying resolution and direct staff to renegotiate the contract terms;
3. Do not approve the accompanying resolution and do not renew the three-year Homeless Coordination Project Agreement.

Recommendation for Action

Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Devon Horne,
Redevelopment/Housing Analyst

Reviewed by: Cynthia Shallit
Redevelopment Manager

Reviewed by: Barry Munowitch, AICP
Assistant City Manager

Mark G. Deven
City Manager

Attachment A: Homeless Coordination Project Agreement
Attachment B: 2009 Homeless Census Data Report
Attachment C: Resolution

AGREEMENT No. _____
(Agreement for the Homeless Coordination Project)

This Agreement, is made and entered into this 1st day of July, 2009, by and among the County of Yolo, a political subdivision of the State of California (“County”), and the City of Davis, City of West Sacramento, City of Winters, and City of Woodland, each of which is a municipal corporation (“City” or “Cities”).

WITNESSETH

RECITALS:

1. The parties hereto desire to continue activities begun on February 15, 1988 pursuant to Yolo County Agreement No. 88-36, and continued by Agreement Nos. 90-23, 93-154, 96-162, 99-297, 02-268, 05-275 and 06-284 to:
 - A. Improve and expand services to homeless and very poor citizens of Yolo County,
 - B. Increase funding for local agencies serving the homeless and very poor citizens of Yolo County,
 - C. Increase the efficiency with which grant funds are obtained and managed by these agencies; and
 - D. Develop and maintain the resources necessary for these agencies to fulfill their missions.
2. For this reason, the parties hereto enter into this Agreement.

AGREEMENTS:

1. COUNTY, in and for consideration of the covenants, conditions, agreements, and stipulations set forth in this Agreement, does hereby agree to furnish to the parties hereto, in fiscal year 2009/2010, the homeless services coordination and cold weather shelter services and materials as set forth in Attachments A (Homeless Coordinator Scope of Work), B (Yolo County Homeless Services Network), and C (Cold Weather Shelter Scope of Services), in accordance with the budget and cost shares set forth in Attachments D (Budget) and E (Cost Shares).

Each of the parties shall participate in the Yolo County Homeless and Poverty Action Coalition as set forth in Attachments A – E.

The foregoing notwithstanding, Director of the Department of Employment and Social Services of COUNTY and the Managers of the CITIES may, by written agreement, modify the budget and cost shares set forth in Attachments D and E, the Homeless Coordinator Scope of Work set forth in Attachment A and/or the Cold Weather Shelter Scope of Services set forth in Attachment C.

For each year after fiscal year 2009/2010, the COUNTY shall submit to the CITIES each year by August 15th final reports for both the homeless coordinator’s activities and cold weather shelter services.

2. Licenses:

COUNTY shall secure and maintain throughout the term of this agreement all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice expert professional services required in this Agreement.

3. Standards:

COUNTY shall perform the services described in a professional and business-like manner. All work products shall be prepared in accordance with the standards of quality satisfactory to the CITIES.

4. Personnel:

COUNTY shall assign only competent personnel to perform services pursuant to this agreement.

5. Exculpatory Clause:

Each party (the indemnifying party) shall indemnify, defend, and hold harmless the other parties, their officers, agents, employees, and volunteers from and against all claims, demands, losses, damage, liability, cost and expenses of whatsoever nature including court costs and counsel fees accruing or resulting to any person, firm, or corporation who may be injured by the acts or omissions of the indemnifying party in the performance of this Agreement.

6. Records:

COUNTY shall maintain a complete and accurate program and accounting reports showing the services performed by each in connection with the performance of this Agreement, including working papers in any way associated with the performance of this Agreement and shall make such records available for inspection by authorized representative of each CITY at any reasonable time during the performance of this Agreement and for a period of three (3) years from and after the date of final payment.

7. Independent Contractor:

It is specifically understood and agreed that the COUNTY is an independent contractor and is not subject to the direction and control of any CITY except as to the final result. COUNTY shall be solely liable and responsible to pay all required taxes and other personnel and retirement obligations, including, but not limited to, withholding and Social Security. COUNTY agrees to indemnify and hold each CITY harmless from any such liabilities that it may incur to the Federal or State governments as a consequence of this contract.

8. Time:

Time is of the essence of this Agreement.

9. Alteration:

The parties reserve the authority to modify the terms of this Agreement, however, no alteration or

variation of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understandings or agreements not incorporated herein, shall be binding on any of the parties hereto.

10. Laws:

The COUNTY shall comply fully with all applicable Federal, State, and local laws, ordinances, regulations, and permits. The COUNTY shall secure any new permits required by authorities having jurisdiction over the project, and shall maintain any presently required permits.

11. Successors:

This Agreement shall inure to the benefit and bind the successors of each of the parties.

12. Payment:

Each party hereto, for and in consideration of the covenants, conditions, agreements, and stipulations herein expressed, does hereby agree to pay the sums set forth in Attachment E (Cost Shares) by December 31st of each contract year. Any unexpended funds shall be returned to the cities according to the Cost Shares set forth in Attachment E no later than November 30th of each contract year.

13. Term:

The term of the Agreement shall commence July 1, 2009 and shall continue through June 30, 2012. Any party, at its sole option, may rescind their agreement to participate in this project for the forthcoming fiscal years by providing written notice to the other parties by May 15th of the proceeding fiscal year.

14. Amendment:

This Agreement may be amended only by written instrument signed by each party.

15. Notice:

All notices authorized or required by this Agreement shall be deemed to be served and effective for all purposes on the date on which they are reduced to writing and deposited in the United States mail, postage prepaid and addressed as follows:

County of Yolo
Clerk of the Board
625 Court Street, Room 204
Woodland, CA 95695

Bill Emlen, City Manager
City of Davis
23 Russell Boulevard
Davis, CA 95616

County of Yolo
DESS Director
25 North Cottonwood Street
Woodland, CA 95695

Toby Ross, City Manager
City of West Sacramento
1110 West Capitol Ave., 3rd Floor
West Sacramento, CA 95691

Mark Deven, City Manager
City of Woodland
300 First Street
Woodland, CA 95695

John W. Donlevy, Jr., City Manager
City of Winters
318 First Street
Winters, CA 95694

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year above set forth.

COUNTY OF YOLO

CITY OF DAVIS

By _____
Mike McGowan, Chair
Board of Supervisors

By _____
Ruth Asmundson, Mayor

ATTEST:
Ana Morales, Clerk
Board of Supervisors

ATTEST:

By _____
Margaret Roberts, City Clerk
(Seal)

By _____
Deputy
(Seal)

CITY OF WINTERS

By _____
Michael Martin, Mayor

Approved as to Form:

ATTEST:

By _____
Robyn Truitt Drivon, County Counsel

By _____
Nanci Mills, City Clerk
(Seal)

CITY WEST SACRAMENTO

CITY OF WOODLAND

By _____
Christopher Cabaldon, Mayor

By _____
Marlin H. "Skip" Davies, Mayor

ATTEST:

ATTEST:

By _____
Kryss Rankin, City Clerk
(Seal)

By _____
Sue Vanucci, City Clerk
(Seal)

ATTACHMENT A
HOMELESS COORDINATOR
SCOPE OF WORK

July 1, 2009 through June 30, 2010

The Contractor will carry out duties with the goal of eliminating gaps in services as identified by the Homeless and Poverty Action Coalition. In addition, the Contractor shall provide the following services:

1. Identify and research grants, and work with the Coalition to develop grant applications, to support the work of the Coalition and its member agencies with a focus on collaborative grant opportunities. Grants shall include but are 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
 - Community Services Block Grant

Grant writing for individual agencies is permitted if it addresses an identified gap in services and award amounts will be counted toward performance measures contained in **Exhibit B** of the RFP and set forth in the contract.

The grants should be federal, state, local and private.

- a. Research and present, orally and in writing, funding opportunities that are current and 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.
 - b. Maintain a log in Excel spreadsheet form of grants identified, researched and presented to the Coalition. In addition to other relevant information, the log shall contain:
 - the name of the grants applied for
 - the grants received by agency and by amount, and
 - a cumulative total of grant funds applied for and received.
2. Participate in fundraising activities upon request.
 3. 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 Homeless Coalition to

address a 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.

4. Write and coordinate the submission of a high quality annual Continuum of Care plan to the Federal Department of Housing and Urban Development (HUD).
5. Plan the annual Continuum of Care community meetings and track resulting action plan to ensure Continuum of Care goals are addressed.
6. Attend monthly Coalition meetings and Continuum of Care meetings as scheduled and provide information as requested by the Coalition. The Coalition currently meets the fourth Wednesday of each month.
7. Provide written monthly reports and a final report at the end of each fiscal year in a format specified by the County, including information showing compliance with performance measures contained in **Exhibit B** of the RFP and set forth in the contract. Monthly reports are due with Contractor's monthly billing, no later than the 15th of the month. The annual report is due no later than 30 days after the end of the County fiscal year. Contractor shall provide monthly reports and billing to DESS' Financial Management Division and the Assistant Director of DESS' Children and Adult Services Division. Contractor shall also send copies of the reports to the Coalition Chair, and the City Managers, or designees, for the cities of Davis, West Sacramento, Winters, and Woodland.
8. 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.
9. Coordinate meetings 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.
10. Assist the Homeless and Poverty Action 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.

Please advise the County whether this attachment contains useful information that you want to keep in this agreement. If this information is not useful, we will remove the attachment.

ATTACHMENT B

YOLO COUNTY HOMELESS SERVICES NETWORK

INTAKE AND ASSESSMENT

- Yolo County Department of Employment and Social Services: Information and Referral
- Yolo County Department of Alcohol, Drug, and Mental Health Services
- Yolo Wayfarer Center
- Davis Community Meals: Resource Center
- Broderick Christian Center West Sacramento: Emergency Services
- Yolo Community Care Continuum
- Sexual Assault and Domestic Violence Center: Therapy Services
- Short Term Emergency Aid Committee (STEAC): Access Line

EMERGENCY SHELTER

- Sexual Assault and Domestic Violence Center
- Yolo County Cold Weather Shelter
- Davis Community Meals: Emergency Shelter
- STEAC: Motel Vouchers, Eviction Prevention, Utility Assistance

EMERGENCY SUPPORT

- Yolo Wayfarer Center: Food Closet, Clothes Closet, and Hot Meals
- Yolo County Hunger Coalition: Supported Food Closets
- Broderick Christian Center: Emergency Services/Day Shelter
- Davis Community Meals: Day Shelter/Resource Center
- Winters Food Closet
- STEAC: Food, Clothing, and Furniture Closet
- Woodland Volunteer Food Bureau

ATTACHMENT C
COLD WEATHER SHELTER SCOPE OF SERVICES
FOR
FALL AND WINTER 2009/2010

Following are the minimum service requirements of this contract:

The Contractor will provide Cold Weather Shelter services in the following manner:

1. The Cold Weather Shelter and related services will be provided at 207 Fourth Street in Woodland, California.
2. The Shelter shall be open a total of 120 nights per program year, from November 15th to March 15th unless, with consent of the Director, weather conditions warrant a later or earlier opening or closing date.
3. The Shelter shall provide not less than 20 beds per night.
4. Contractor shall provide the following items to cold weather shelter clients staying at the shelter:
 - a. On site breakfast each morning.
 - b. Necessary personal cleaning and hygiene items, including but are not limited to: bedding, towels, soap, shampoo, toothbrushes, toothpaste, combs, and toilet paper.
 - c. Case management after five nights of shelter services. Upon the fifth night of receiving shelter services, each client must meet with a case manager who completes a full intake, which includes client's history of homelessness, employment and income. Staff then helps client identify goals to reach independence and develops a plan to assist client in reaching those goals.
 - d. Help with accessing resources including SSI, disability, Veterans benefits, medical assistance, employment and housing assistance. Contractor shall assist up to 65% of the clients seeking emergency shelter in obtaining income and housing.
5. Hours of operation from 6:00 p.m. until 7:00 a.m., seven days per week.
6. The Contractor shall ensure that:
 - a. Loitering is prohibited in the vicinity of the Shelter.
 - b. Drugs and alcohol are prohibited within, and in the vicinity of the Shelter.
 - c. All disturbances will be reported immediately to the appropriate jurisdiction's law enforcement agency.
 - 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. The Shelter shall 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 policies related to guest behavior, intoxication, protection of minors, violations of program rules, and/or

lack of need criteria.

8. The Shelter shall be operated in a manner consistent with municipal fire safety regulations and occupancy requirements.
9. An operable telephone and emergency phone number shall be available at all times during operation of the Shelter.
10. Should the Contractor determine that a significant number of persons cannot be sheltered due to a lack of beds, the Contractor shall immediately notify the Director.
11. The Contractor shall notify the Director immediately if Contractor deems it advisable to change the Shelter location from the approved site. Contractor shall not change the Shelter location without the approval of the Director.
12. Closure: The Contractor may determine that closure of the Shelter is advisable due to the following conditions:
 - a. Unusually warm weather
 - b. Lack of guests
 - c. Conditions which render the Shelter building unsafe for occupancy

If Director approves action to close the Shelter, the Contractor shall notify the Director by the next business day following closure as to the plans for reopening the Shelter, if any.

ATTACHMENT D
BUDGET STATEMENT

Fiscal Year 2009/2010

Homeless Coordinator	\$40,116.00
Cold Weather Shelter	<u>\$40,000.00</u>
Total FY 2009/2010	\$80,116.00

Fiscal Year 2010/2011

Homeless Coordinator	\$40,116.00
Cold Weather Shelter	<u>\$40,000.00</u>
Total FY 2010/2011	\$80,116.00

Fiscal Year 2011/2012

Homeless Coordinator	\$40,116.00
Cold Weather Shelter	<u>\$40,000.00</u>
Total FY 2011/2012	\$80,116.00

ATTACHMENT E
COST SHARES

For Fiscal Year 2009/2010, and each fiscal year thereafter

Jurisdiction	Cost Shares	FY 2009/2010		
		Homeless Coordinator	Cold Weather Shelter	Total
City of Davis	25%	\$20,029	0	\$20,029
City of West Sacramento	25%	\$10,043.50	\$9,985.50	\$20,029
City of Woodland	25%	\$10,043.50	\$9,985.50	\$20,029
County of Yolo	25%	0	\$20,029	\$20,029
Total	100%	\$40,116	\$40,000	\$80,116

The Yolo County Homeless and Poverty Action Coalition

2009 Homeless Census Data Report

INTRODUCTION

The Yolo County Homeless & Poverty Action Coalition¹ (HPAC) conducted a count of the homeless on January 29, 2009. The count included a survey component and was a collaborative effort of community volunteers, including homeless and formerly homeless individuals, and HPAC member and partner agencies.

The federal Department of Housing and Urban Development (HUD) requires that a point-in-time homeless count occur within specific guidelines in order to qualify for Continuum of Care Supportive Housing Program (SHP) funding. Yolo County homeless services providers currently receive about \$415,000 annually in SHP funding. The count also provides information that allows service providers to target services to meet the specific needs of the homeless in our communities.

It is important to recognize that this is a point-in-time count or *snapshot*, reflecting those persons identified as homeless on the day of the count during a limited timeframe; it is not an absolute number. Many individuals and families move in and out of homelessness over the course of a year. The Corporation for Supportive Housing estimates that 5 to 10 percent of low-income households in a community may experience homelessness at some point during a 12 month period. Applying this to Yolo County using data from the 2000 U.S. Census, between 1,119 and 2,238 people in our community may experience homelessness over the course of a year.

METHODOLOGY

Administration and Survey Development

The survey included both sheltered and unsheltered homeless individuals and families. A Coalition subcommittee oversaw development of the surveys and count protocol. The surveys were developed to capture the information required to complete HUD's Continuum of Care application. Surveys were limited to one page due to the limited timeframe allowed for the count and to encourage participation. Questions were included to identify possible duplication (i.e., a person counted more than once).

Separate surveys were developed for the sheltered and unsheltered counts due to differences in the information required to complete the Continuum's application (see attachments for the surveys). Additionally, HUD requires that the following definitions be used in collecting data to complete the application.

- ❖ A person is considered **homeless** only when he/she is:
 - living in places not meant for human habitation
 - living in an emergency shelter
 - living in transitional housing for the homeless but originally came from the streets or an emergency shelter

¹ HPAC is an affiliation of public sector groups and private, non-profit agencies. Its mission is to provide leadership on homelessness and poverty in Yolo County with the vision to create and sustain a comprehensive, coordinated and balanced array of human services for homeless and low-income individuals and families within Yolo County.

❖ A **chronically homeless person** is:

- an unaccompanied homeless individual
- who has either been continually homeless for at least a year, or
- has had at least four episodes of homelessness in the past three years, and
- has a disabling condition, including:
 - diagnosable substance use disorder
 - serious mental illness
 - developmental disability, or
 - chronic physical illness or disability such as the co-occurrence of two or more of these conditions

Designated subcommittee members became the count coordinators for their respective communities as follows:

Davis: Bill Pride, Davis Community Meals

West Sacramento: Sharon Wagner, Broderick Christian Center

Winters/Unincorporated Areas: Amara Pickens, Dept. of Employment and Social Services

Woodland: Leona Jull, Yolo Wayfarer Center

Coordinators were responsible for local volunteer recruitment and training. In selecting volunteers and creating teams, the coordinators considered needs such as cell phones and transportation. Each of the cities of Davis, West Sacramento, and Woodland recruited twelve volunteers (six teams of two). Ideally, teams consisted of a homeless/formerly homeless individual and another volunteer. Homeless/formerly homeless volunteers each received a \$20 gift certificate.

Local law enforcement was determined to have the best knowledge of locations that homeless persons frequent in the City of Winters and the unincorporated areas. The Housing Programs Manager partnered with the police officer on patrol to conduct the count in the City of Winters and volunteers from the Department of Employment and Social Services went out with on-duty Sheriff's deputies to conduct the count in the unincorporated areas.

Unsheltered (*Street*) Count Protocol

Volunteers arrived at their coordination site at 6:00 a.m. to receive their materials and area assignments and review instructions. Materials included a map designating their area assignment, pencils, clipboards, surveys, and a copy of the count protocol and safety information.

Each team designated a Counter and a Recorder. The Counter called out information for each homeless individual sighted so that the Recorder could complete the first two questions on the survey, which was the minimum information required for the count of each individual. The Recorder then approached the individual to complete the interview portion of the survey (with exceptions for sleeping individuals and safety concerns).

Volunteers were instructed to use their best judgment as to who was potentially homeless and to survey all willing participants to validate their observation. Teams had until 12:00 p.m. (noon) to cover their assigned area, at which time they returned to their coordination site, reviewed their surveys for accuracy, and turned in all materials to the site coordinator.

Sheltered Count Protocol

The sheltered count occurred on January 28th, the night before the unsheltered count, from 6:00 – 8:00 p.m. It was conducted by staff at each agency with qualifying programs, which included emergency shelters, transitional housing, and hotel/motel voucher programs. It did not include waiting lists or those staying in motels the night of the count. While an in-person interview was preferred, providers were allowed to complete surveys using case-file information to ensure an accurate count of all program participants.

RESULTS

Results of this survey do not directly correlate with the need for services as individuals and families move in and out of homelessness over time. Situations resulting in homelessness are complex and linked to issues of poverty.

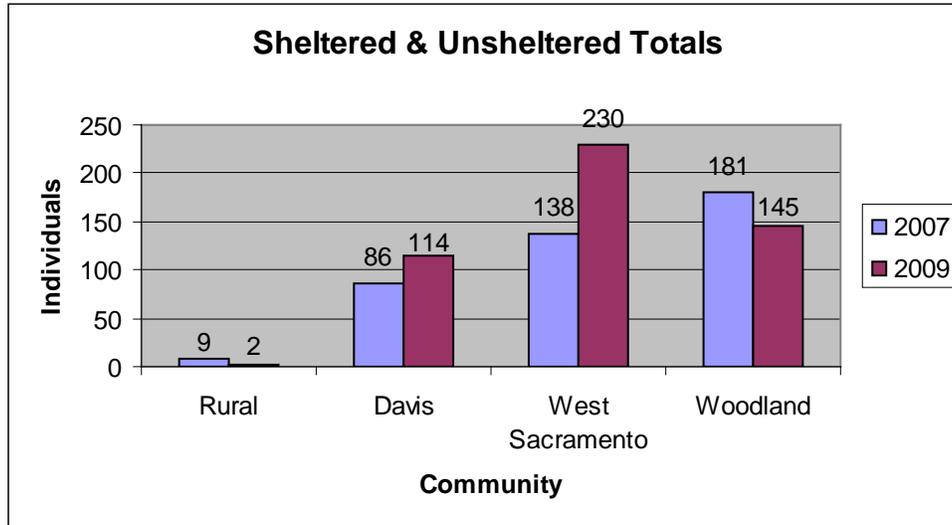
Tables do not include the City of Winters because there were no homeless persons identified there on the day of the count. Those in the *Gender Unknown* category were observed and thought likely to be homeless, but were not interviewed due to logistical concerns (e.g. sleeping in a car, tent, doorway, etc. or in a location known to be frequented by homeless individuals, but at some distance and not approachable due to safety concerns).

Summary

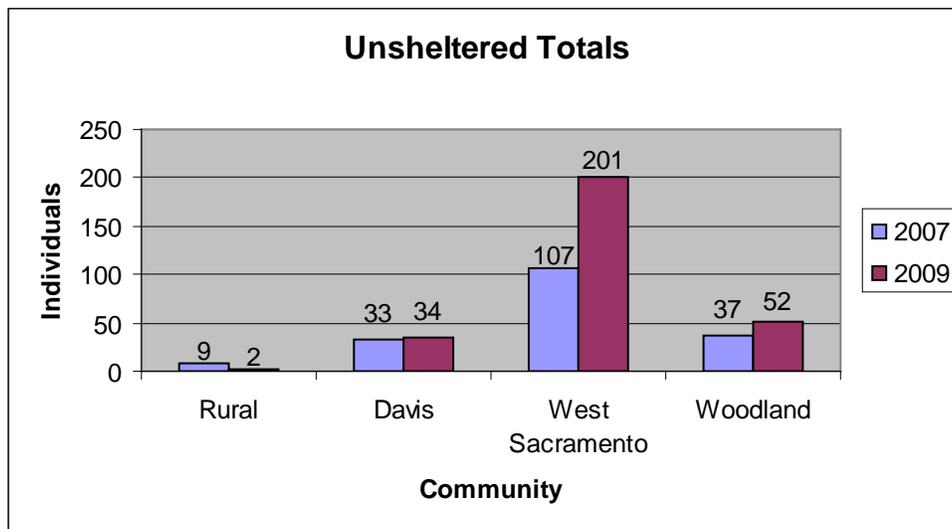
The following table gives combined totals for both the sheltered and unsheltered counts.

	Rural	Davis	West Sac.	Woodland	Total
Men	2	60	137	75	274
Women	0	31	67	35	133
Gender Unknown	0	0	0	3	3
Children (under 18)	0	23	26	32	81
Total	2	114	230	145	491
Families with Children	0	9	16	16	41
Number of Persons in Families with Children	0	32	45	49	126

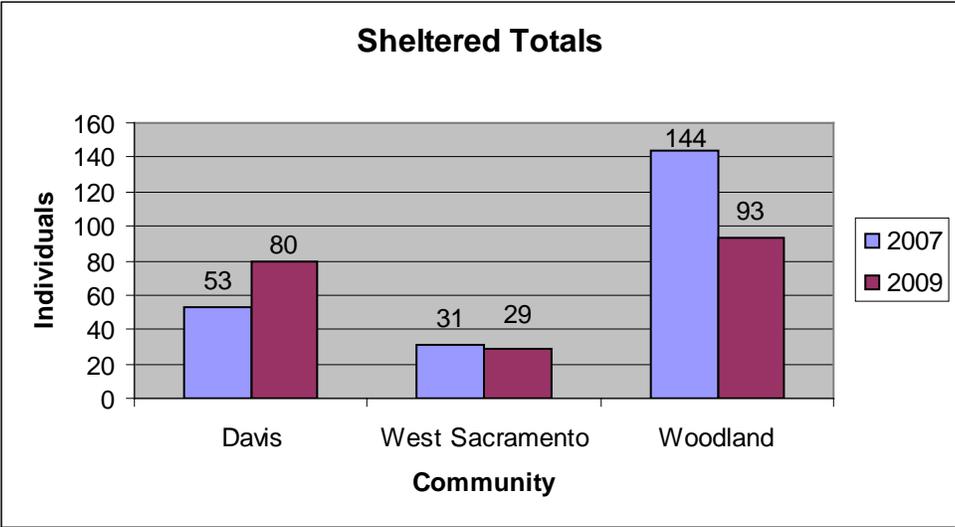
The overall count is up about 19% from 2007 by 77 individuals. There was an increase in the number of homeless in Davis and West Sacramento by 28 and 92 individuals respectively. There was a decrease in Woodland by 36 individuals. The following graph compares the 2007 and 2009 sheltered and unsheltered combined totals.



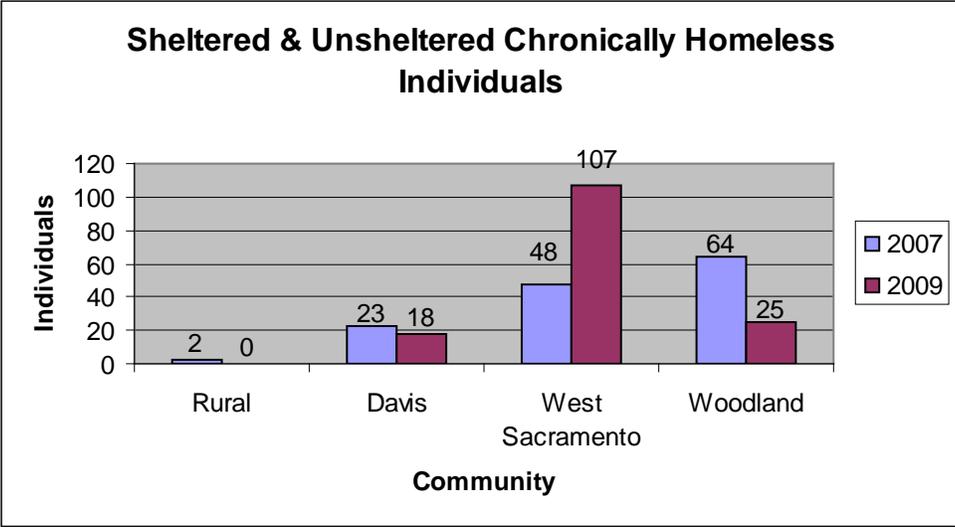
Notable in the unsheltered count was an increase in the West Sacramento count from 107 to 201 individuals and in Woodland from 37 to 52 individuals. The following graph compares the 2007 and 2009 unsheltered totals.



In the sheltered count, Davis increased from 53 to 80 individuals and Woodland decreased from 144 to 93 individuals. The primary reason for the decrease in the number of sheltered individuals in Woodland was program cuts due to reductions in funding for the transitional housing programs at the Yolo Wayfarer Center. There were 111 individuals counted in 2007 and 52 individuals in 2009. The following graph compares 2007 and 2009 sheltered totals.



HUD places an emphasis on services for chronically homeless individuals (defined on page three). The following table compares 2007 and 2009 chronically homeless totals.



Data Tables

**SHELTERED & UNSHELTERED
COUNT**

	Rural	Davis	West Sac.	Woodland	Total
Households with Dependent Children	0	9	16	16	41
Number of Persons in these Households	0	32	45	49	126

Households without Dependent Children	2	82	177	95	356
Number of Persons in these Households	2	82	185	96	365

Chronically Homeless Individuals	0	18	107	25	150
----------------------------------	---	----	-----	----	------------

Men	2	60	137	75	274
Women	0	31	67	35	133
Gender Unknown	0	0	0	3	3
Children	0	23	26	32	81
Total	2	114	230	145	491

UNSHELTERED COUNT

	Rural	Davis	West Sac.	Woodland	Total
Households with Dependent Children	0	0	7	0	7
Number of Persons in these Households	0	0	16	0	16

Households without Dependent Children	2	34	177	51	264
Number of Persons in these Households	2	34	185	52	273

Chronically Homeless Individuals	0	4	107	12	123
----------------------------------	---	---	-----	----	------------

Men	2	25	135	37	199
Women	0	9	58	12	79
Gender Unknown	0	0	0	3	3
Children	0	0	8	0	8
Total	2	34	201	52	289

Data Tables, continued

SHELTERED COUNT

		Rural	Davis	West Sac.	Woodland	Total
Emergency	Households with Dependent Children	0	3	0	4	7
	Number of Persons in these Households	0	7	0	12	19
	Households without Dependent Children	0	37	0	26	63
	Number of Persons in these Households	0	37	0	26	63
Transitional	Households with Dependent Children	0	6	9	12	27
	Number of Persons in these Households	0	25	29	37	91
	Households without Dependent Children	0	11	0	18	29
	Number of Persons in these Households	0	11	0	18	29
	Chronically Homeless Individuals	0	14	0	13	27
	Severely Mentally Ill	0	9	6	13	28
	Chronic Substance Abuse	0	14	7	28	49
	Veterans	0	1	0	3	4
	Persons with HIV/AIDS	0	0	0	0	0
	Victims of Domestic Violence	0	15	4	24	43
	Unaccompanied Youth (Under 18)	0	0	0	0	0
	Men	0	35	2	38	75
	Women	0	22	9	23	54
	Gender Unknown	0	0	0	0	0
	Children	0	23	18	32	73
	Total	0	80	29	93	202

Chronically Homeless Individuals in Families

The current federal definition of a chronically homeless person does not include persons in families. Many service providers believe that the definition should be expanded to include persons that meet the other conditions of chronic homelessness but are part of a family unit. These family members may face many of the same challenges as single individuals, while also dealing with family maintenance issues. The following table identifies the number of chronically homeless individuals in families. It is intended for use within Yolo County. It was not included in the figure reported to HUD.

Chronically Homeless Individuals in Families

	Rural	Davis	West Sac.	Woodland	Total
Unsheltered	0	0	2	0	2
Sheltered	0	4	4	8	16
Total	0	4	6	8	18

REVISIONS SUGGESTED FOR THE 2011 CENSUS

- Revise methodology and survey tools to maintain compliance with HUD guidelines and best practices as needed.

ATTACHMENTS

1. Unsheltered Survey
2. Sheltered Survey

Unsheltered Point-in-Time Count	Location (circle): Davis / West Sacramento / Winters
January 29, 2009 from 6:00am – noon	Woodland / Unincorporated

Instructions: Complete one form per individual or family that you believe is homeless. Questions 1 and 2 should be completed based on your observation. The remainder should be completed based on an in-person interview with willing adult participants. Interview questions are reprinted on the back for two-adult families (with or without children; married or not). Print to be read aloud is in bold.

1. Record the count (number):

Male	
Female	
Gender Unknown	
Children (under 18)	
TOTAL	

2. Record the location (check):

Street/Walking Around	Park
Car/Camper	Roadways/Bridges
Shelter (Service Provider)	Doorway/Alley
Hand-Built Structure	Field/Rural Area
Other (list):	

If the individual is awake and approachable, complete the following interview.

Introduction: Hello, my name is (NAME) and I am a volunteer for the Yolo County Homeless and Poverty Action Coalition. We are asking everyone a few questions about their housing situation and service needs. Your answers are confidential.

3. Did someone else already ask you to participate in this survey today (circle)?
- a. Yes (conclude interview) b. No c. Refused/Don't Know
4. Would you like to participate (circle)?
- a. Yes b. No (stop interview)
5. Is the place that you consider to be your home or the place where you live a room, an apartment, a house, a shelter, or a spot in some public place (circle best fit)? (Conclude if not homeless.)
- Vehicle / Tent / Garage / Church / Apartment / Motel / Outside / Public Place / Refused/Don't Know
6. Have you been continuously without a home 12 months or more (circle)?
- a. Yes b. No c. Refused/Don't Know
7. Where did you sleep last night (circle best fit)?
- Vehicle / Tent / Garage / Church / Apartment / Motel / Outside / Public Place / Refused/Don't Know
8. In the past three years, have you been without a home at least four times (circle)?
- a. Yes b. No c. Refused/Don't Know
9. Do you consider yourself to have or has someone else such as a close friend, relative or health care professional told you that you have (circle):
- | | | | |
|--|-----|----|--------------------|
| a. A substance use disorder? | Yes | No | Refused/Don't Know |
| b. A serious mental illness? | Yes | No | Refused/Don't Know |
| c. A developmental disability? | Yes | No | Refused/Don't Know |
| d. A chronic physical illness or disability? | Yes | No | Refused/Don't Know |
10. Do you have any children under the age of 18 years living with you? If so, how old are they?
- a. Yes b. No c. Refused/Don't Know Age(s): _____
11. What is your first and last initial (record)? _____ Refused/Don't Know

Conclusion: Thank you for your participation. Here is a brochure for services in your area.

Exact Time (record): _____ For two-adult families, is this an adult male or female (circle)? M F

Reprinted interview questions for two-adult families (with or without children; married or not).

Introduction: Hello, my name is (NAME) and I am a volunteer for the Yolo County Homeless and Poverty Action Coalition. We are asking everyone a few questions about their housing situation and service needs. Your answers are confidential.

3. Did someone else already ask you to participate in this survey today (circle)?
a. Yes (conclude interview) b. No c. Refused/Don't Know
4. Would you like to participate (circle)?
e. Yes b. No (stop interview)
5. Is the place that you consider to be your home or the place where you live a room, an apartment, a house, a shelter, or a spot in some public place (circle best fit)? (Conclude if not homeless.)
Vehicle / Tent / Garage / Church / Apartment / Motel / Outside / Public Place / Refused/Don't Know
6. Have you been continuously without a home 12 months or more (circle)?
b. Yes b. No c. Refused/Don't Know
7. Where did you sleep last night (circle best fit)?
Vehicle / Tent / Garage / Church / Apartment / Motel / Outside / Public Place / Refused/Don't Know
8. In the past three years, have you been without a home at least four times (circle)?
b. Yes b. No c. Refused/Don't Know
9. Do you consider yourself to have or has someone else such as a close friend, relative or health care professional told you that you have (circle):
b. A substance use disorder? Yes No Refused/Don't Know
f. A serious mental illness? Yes No Refused/Don't Know
g. A developmental disability? Yes No Refused/Don't Know
h. A chronic physical illness or disability? Yes No Refused/Don't Know
10. Do you have any children under the age of 18 years living with you? If so, how old are they?
b. Yes b. No c. Refused/Don't Know Age(s): _____
11. What is your first and last initial (record)? _____ _____ Refused/Don't Know

Conclusion: Thank you for your participation. Here is a brochure for services in your area.

Exact Time (record): _____ For two-adult families, is this an adult male or female (circle)? M F

Observational Comments:

Instructions: Complete one survey per individual or family that you believe is homeless. Questions 1 and 2 should be completed based on your observation & knowledge of individuals. The remainder should be completed based on an in-person interview with willing adult participants. Interview questions are reprinted on the back for two-adult families (with or without children; married or not). Print to be read aloud is in bold.

2. Record the count (number):

Male	
Female	
Gender Unknown	
Children (under 18)	
TOTAL	

2. Record the location (check):

BCC – Transitional		SADVC – Transitional	
DCM – Emergency		YCCC – Safe Harbor	
DCM – Transitional		YWC – Emergency	
SADVC – Emergency		YWC – Transitional	
Other (list):			

Introduction: Hello, my name is (NAME) and I am a volunteer for the Yolo County Homeless and Poverty Action Coalition. We are asking everyone a few questions about their housing situation and service needs. Your answers are confidential.

4. Did someone else already ask you to participate in this survey today (circle)?

- a. Yes (conclude interview) b. No c. Refused/Don't Know

5. Would you like to participate (circle)?

- i. Yes b. No (Stop Interview)

6. Have you been continuously without a home 12 months or more (circle)?

- a. Yes b. No c. Refused/Don't Know

7. In the past three years, have you been without a home at least four times (circle)?

- a. Yes b. No c. Refused/Don't Know

7. Do you consider yourself to have or has someone else such as a close friend, relative or health care professional told you that you have (circle):

- c. A substance use disorder? Yes No Refused/Don't Know
 j. A serious mental illness? Yes No Refused/Don't Know
 k. A developmental disability? Yes No Refused/Don't Know
 l. A chronic physical illness or disability? Yes No Refused/Don't Know
 m. HIV or AIDS? Yes No Refused/Don't Know

8. Are you a military Veteran (circle)?

- a. Yes b. No c. Refused/Don't Know

9. Are you or have you been a victim of Domestic Violence (circle)?

- b. Yes b. No c. Refused/Don't Know

10. Do you have any children under the age of 18 years living with you? If so, how old are they?

- c. Yes b. No c. Refused/Don't Know Age(s): _____

11. What is your first and last initial (record)? _____ Refused/Don't Know

Conclusion: Thank you for your participation. Here is a brochure for services in your area.

Exact Time (record): _____ For two-adult families, is this an adult male or female (circle)? M F

Reprinted interview questions for two-adult families (with or without children; married or not).

Introduction: Hello, my name is (NAME) and I am a volunteer for the Yolo County Homeless and Poverty Action Coalition. We are asking everyone a few questions about their housing situation and service needs. Your answers are confidential.

3. Did someone else already ask you to participate in this survey today (circle)?

- a. Yes (conclude interview) b. No c. Refused/Don't Know

4. Would you like to participate (circle)?

- a. Yes b. No (Stop Interview)

5. Have you been continuously without a home 12 months or more (circle)?

- a. Yes b. No c. Refused/Don't Know

6. In the past three years, have you been without a home at least four times (circle)?

- a. Yes b. No c. Refused/Don't Know

7. Do you consider yourself to have or has someone else such as a close friend, relative or health care professional told you that you have (circle):

- | | | | |
|---|-----|----|--------------------|
| a. A substance use disorder? | Yes | No | Refused/Don't Know |
| 10. A serious mental illness? | Yes | No | Refused/Don't Know |
| 11. A developmental disability? | Yes | No | Refused/Don't Know |
| 12. A chronic physical illness or disability? | Yes | No | Refused/Don't Know |
| 13. HIV or AIDS? | Yes | No | Refused/Don't Know |

a. Are you a military Veteran (circle)?

- i. Yes b. No c. Refused/Don't Know

9. Are you or have you been a victim of Domestic Violence (circle)?

- a. Yes b. No c. Refused/Don't Know

10. Do you have any children under the age of 18 years living with you? If so, how old are they?

- a. Yes b. No c. Refused/Don't Know Age(s): _____

11. What is your first and last initial (record)? _____ Refused/Don't Know

Conclusion: Thank you for your participation. Here is a brochure for services in your area.

Exact Time (record): _____ For two-adult families, is this an adult male or female (circle)? M F

Observational Comments:

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND TO APPROVE THE HOMELESS COORDINATION PROJECT
AGREEMENT**

WHEREAS, the City of Woodland (“City”) has annually participated in the Homeless Coordination Project Agreement with the Cities of West Sacramento, Davis, and Winters and the County of Yolo since 1996;

WHEREAS, the Homeless Coordination Project provides two services; a Homeless Coordinator responsible for identifying and applying for collaborative grant opportunities that will assist the County’s homeless initiative; and funding of the Cold Weather Shelter in Woodland from November to March;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1: This City Council hereby finds and determines that the foregoing recitals are true and correct;

Section 2: This City Council hereby approves the Homeless Coordination Project Agreement;

Section 3: This City Council hereby authorizes the Mayor to execute the agreement;

Section 4: This Resolution shall take effect from and after the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED this 7th day of July, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Marlin H. “Skip” Davies, Mayor

ATTEST:

Sue Vannucci, City Clerk

APPROVED AS TO FORM:

w Morris, City Attorney

Andre