

# City of Sebastopol



**Proposal:  
24x7 Safe Parking Village for Morris Street & Other Vehicles**

**November 2021**

Service Provider: Sonoma Applied Village Services - SAVS



Sonoma Applied Village Services

A handwritten signature in black ink that reads "Adrienne Lauby". The signature is fluid and cursive.

Adrienne Lauby, President

1275 4th Street, Suite #101, Box 196, Santa Rosa, CA 95404

Phone: (707) 795-2890

Private Non-Profit Federal Tax ID Number: 83-4609220

## Proposal: 24x7 Safe Parking RV Village

### **PROPOSAL OVERVIEW**

Sonoma Applied Village Services (SAVS) proposes to quickly install a 24x7 Safe Parking Village modeled on and expanding the Santa Rosa Finley Tent Village, which so successfully served a portion of the chronically homeless subpopulation of Sonoma County in 2020. The SAVS village will support up to 35 individuals, providing safe distancing and healthcare access to prevent further spread of COVID-19, following government regulations for COVID safety and health.

### **SAVS QUALIFICATIONS**

- SAVS and our partners have operated safe parking programs in the past and have been working full-time on the street with homeless individuals for the past three years.
- SAVS is uniquely positioned to connect with the sub-population that is not currently being served by most homeless agencies as our focus is on supporting clients that live in encampments.
- SAVS successfully completed a 2021 contract with the County to provide outreach and placed 29 clients into shelters and 8 people into long term housing. SAVS is currently executing a 2022 contract for the County.
- SAVS is certified to use HMIS and provides ongoing Sonoma County HMIS reporting.

## Program Description

### **Village Setup**

SAVS will set up and operate a safe parking village with a mix of vans, trailers and RVs which are used as primary residences for the homeless people of Sebastopol. We will provide basic sanitary and water facilities, a waste management system, security and some individual whole-person-care support for the residents.

This includes the following:

- At least Three Porta Potties, one of which will be ADA compliant
- Two Hand Washing Stations.
- Trash Cans, Recycling and Weekly Trash Pick Up
- Potable water
- Common “cold kitchen” tent for food preparation and dining (No open fires)
- Electricity: Electrical hook ups for cell phone charging, refrigerated insulin, CPAP or other medical equipment use. Other electrical use research is underway.

### **Village Resident Services**

#### **Health and Social Services**

SAVS will provide access to basic healthcare, including COVID testing and vaccinations, through the Sonoma County Health Clinics. We expect to work with West County Community Health, especially their Sebastopol office, to set up ongoing health care for our residents.

### **Emotional, Physical and Life Support**

The SAVS Project Manager will coordinate with other outreach and support workers to bring needed services to the site. We will invite and include the Sonoma County Whole Person Care Team for those with chronic mental illnesses, the Interdepartmental Multi-Disciplinary Team (IMDT), Public Health Workers, and others. This support will be assisted by SAVS outreach workers Cheryl Rood and Andrea Backer, and Jennifer Lake of West County Community Services, all of whom will be active at the camp working with individuals who want to work one-on-one to access county services as they take steps toward more stability in their lives. Homeless Action's Sebastopol Working Group will assist the Project Manager with outreach and resident support.

### **Security**

The camp will have any necessary fencing and provide on-site security for the first 30-60 days. After startup, with agreement by the police and city staff, SAVS staff and the resident onsite manager will provide site security. It is important to note that both Los Guilicos and the Finley Center operators stated that there is no need for on-site security once the site is operating normally.

### **Covid Safety protocols**

We will secure the assistance of a County health providers and Health Officers to fulfill the following protocols:

Everyone who resides in the camp must agree to be tested within the first week. Three times a week, everyone in the camp will have their temperature taken and be asked the basic Covid symptom questions.

Those who are not vaccinated will be tested every week with a rapid response test. Anyone with any symptom of the COVID-19 virus will be tested with a rapid response test. Anyone who tests positive will be quarantined for at least 14 days or until there are no more symptoms, whichever is longer.

SAVS will work with the County quarantine facilities and County health to establish other protocols as necessary so that everyone in the camp is as safe as possible from the delta variant and any developing variants.

### **Resident Policies and Leadership**

- No fires will be allowed, either for warmth or cooking.
- No violence, weapons, or drug dealing.
- There will be community standards for noise and other disturbances.
- Smoking only in smoking areas.
- Gate locked at 9 pm, individuals can enter/exit via a keypad system.
- Only chairs and small tables will be allowed outside vehicles. Piles of unorganized personal property will not be allowed.
- Residents will be required to agree to and abide by a written set of village regulations. The SAVS 24/7 Operations Manual is available upon request at [tinyvillages@sonomavillages.org](mailto:tinyvillages@sonomavillages.org).

**Resident Management Team**

There will be an on-site resident manager who lives in the village. Additionally, we will establish a 3-person resident management team that will interface with residents to ensure that health and safety protocols are followed and that interpersonal issues are resolved. They will be assisted by the SAVS full time program manager.

**Community Participation**

SAVS is a collaborative organization. We believe that the camp residents are fully members of the Sebastopol community. We will encourage them to participate in public events and other civic engagement activities.

We currently work with the West County Homeless Advocates and the Homeless Action!'s Sebastopol Working Group, and we have a good relationship with West County Community Services. We will encourage these, as well as other groups and individuals to participate in the camp life as volunteers. Initially, this will revolve around the providing of meals and one-on-one "Buddy" activities. But, it may evolve into group activities such as AA/NA meetings, small social gatherings to sing, play games, and/or group activities for art, exercise etc.

**Good Neighbor Policy**

This will be a 24/7 site and, due to covid, many of the residents are likely to be in residence at the camp much of the time. No one will be allowed to linger in the immediate area around the site after they leave the camp. In addition, weekly litter patrols of the area will take place.

As soon as appropriate, SAVS and local volunteers will canvass at least the four blocks surrounding the camp neighborhood in advance to explain why the camp is coming, answer questions, and provide a number to call for concerns. We will place a sign at the gate with a 24/7 hotline for any issues. We will attend any neighborhood and Council meetings to answer questions as needed and, if the neighbors are willing, will set up a neighborhood advisory group with regular monthly meetings to address concerns in an ongoing way.

**Food Preparation**

SAVS will facilitate access to food sourcing through our partnerships with the Redwood Empire Food Bank and other community resources. We will also work with our volunteer partners to deliver occasional hot prepared meals for the village.

**Insurance**

SAVS will carry liability insurance for the camp and indemnify the City of Sebastopol.

## Program Outcomes & Measurement

This program is created to deliver three primary outcomes: First, to safely house 20-40 individuals in a temporary emergency shelter. Second, to limit COVID exposure and illness. Third, to prepare these residents for transition to permanent housing.

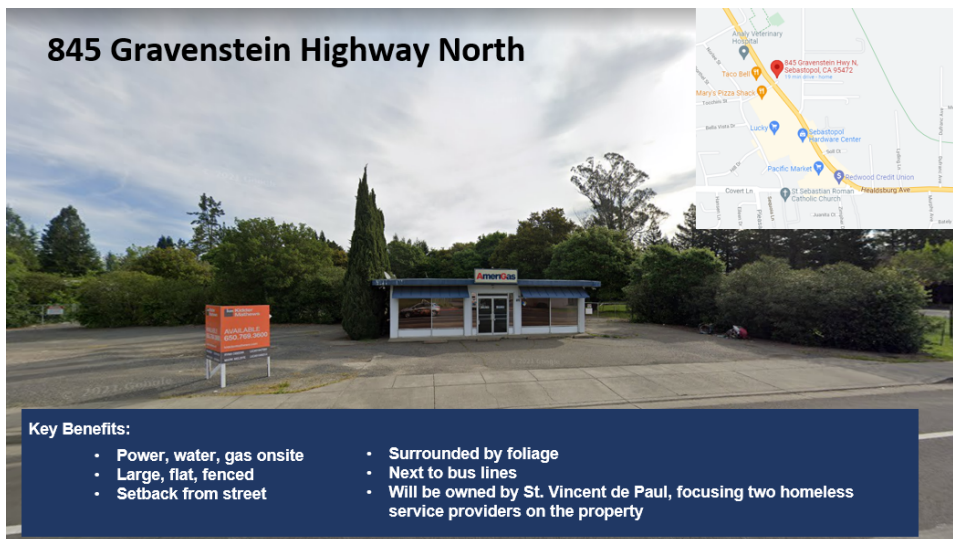
### Key Program Measurables

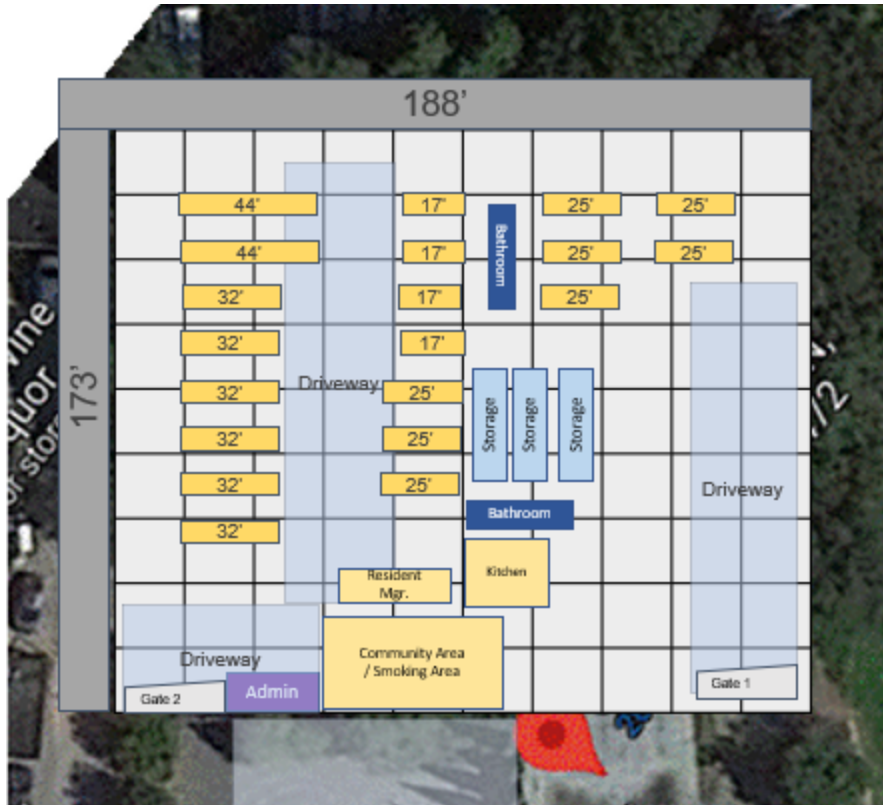
- 20-35 individuals housed and provided with access to healthcare services through December 2022
- A minimum of 10 clients readied for submission into EHV vouchers by March 2022
- Safety/security/aesthetic issues successfully managed on site

## Proposed Site Plan

Total Estimate:

- 20 RVs for approximately 25 (up to 35) people
- 3-6 Porta Potties, Kitchen, Common Area
- Storage Units, Resident Manager trailer
- Admin trailer





## Program Budget

SAVS focuses on delivering highly dignified, professional, low-cost services. SAVS has proven that it works on budget and on time.

- The project will be funded by combining multiple funding sources including an anticipated \$80,000 granted from the County to Sebastopol to cover Q4 expenses. If that grant does not materialize, SAVS requests the city of Sebastopol grant up to \$60,000 in rent for the year.

### SAVS 24 x 7 Safe Parking Village

Sebastopol Gravenstein Highway RV Village

Jan 1 2022 - Dec 31, 2022

	Project Budget
<b>Total Residents</b>	20 RVs      35
<b>Site Startup / Capital</b>	
	\$54,000
<b>Operating Costs</b>	
Personnel	\$169,832
Security	\$75,000
Rent/Repairs (to Structures)	\$60,000
Food Program	\$35,000
Wrap Around Services*	\$66,000
Utilities (sanitation, propane, electric, water)	\$73,800
Insurance	\$11,250
Transportation Fuel/Bus Tickets/Maintenance	\$0
COVID Precautions / Testing	\$3,375
Advocate Fund	\$4,500
Mentor Program Expenses	\$5,625
<b>Operating Budget</b>	<b>\$571,382</b>
Administrative/Indirect Costs	\$27,159
<b>Total Cost Year 1</b>	<b>\$598,541</b>
Cost per resident per month	\$1,425
<b>Sources of funding</b>	
ESG-CV State Grant	\$368,000
ESG-CV County	\$150,000
Sonoma County Funding	\$80,000
<b>Total Funding</b>	<b>\$598,000</b>

\*Wrap around include job training, mental health counseling, addiction counseling & connection to government assistance. Includes Services Manager

## Site Opening Plan

SAVS proposes opening a new Safe Parking Village at 845 Gravenstein highway. The site will have up to 20 RV trailers, a food tent, storage containers, administrative shed, lighting, gates and fences. The site requires water and power (preferably in the form of electric service, alternately from a generator) to operate.

The opening plan has two major groupings of activities. Pre-Production and Site Preparation. We expect the site to be open 6 weeks after we begin site preparation and are targeting January 15<sup>th</sup> as the move-in date. If we can move quickly through Pre-Production, we can open the site more quickly.

### Pre-Production Milestones - November

- Sebastopol city approves the project and signs a letter of intent that goes to the Continuum of Care (CoC) funding committee.
- CoC approves the project
- Insurance liabilities are understood (we believe key concerns are related to flood and fire)
- Contract with City is written and completed, lease with SVdP is completed, funding contract with county is completed.
- Sebastopol defines all requirements for permitting – SAVS and Sebastopol work to complete each requirement or define exactly what needs to be built/designed to comply with zoning requirements.
- Begin hiring process for Village staff

### Site Preparation – December

#### Physical Setup

- Clearing & Grading – Clear the site of debris and containers. Flatten.
- Utility Installation
- Securing the site – We will install lighting and signage, install the fencing and security cameras.
- Setup the admin / food “buildings” = Purchase and install kitchen tent, site furniture, storage containers and admin shed.

#### Services Setup

- Confirm site staff and train
- Identify and hire these service providers: Portable Toilet / Sinks / RV Cleanout Service, Propane, Trash, Telecom/Wi-Fi, Mobile Shower

**Move In-January 6-Weeks after completing Pre-Production Items – targeting January 15, 2021 or sooner.**