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Proposal  
May 9<sup>th</sup>, 2019

**Problem:**

A 2017 article “Homeless in College” from the CUNY University Faculty Senate website showed that “13% of students have been made homeless by the death or arrest of a custodial parent. Students can also find themselves without a place to live because of factors related to their sexual orientation. Undocumented immigrants can also face homelessness.” In the Daily News, it was reported by the #RealCollege Survey that 48% of the 22,000 CUNY students who responded to a 2018 survey said they were food insecure in the prior 30 days. Fifty-five percent of CUNY respondents were housing insecure in the previous year and 14% of respondents were homeless in the previous year. There is a need for a handbook that provides: salient information about safe shelters, food pantries and programs that are focused on providing homeless people with counseling, a pipeline program for affordable housing and jobs. In order to meet this need, I propose the implementation of a physical resource in the form of a Handbook for Homeless Students, to expand the resources that Homeless students can attain in their transitory lifestyle. On the New York City College of Technology campus, there are many efforts made to support the homeless population in general. Organizations like “We Can Help” has an initiative called “Operation Eat” that assists students with paying for lunch or eating on the weekends. The New York Public Interest Research Group Fund (NYPIRG) has organized events like the “Trick or Eat Ensemble” where students go door-to-door collecting food for people within the local Flatbush community. The NYPIRG office also organized a “Hygiene and Winter Clothing Drive” which assist people who were in need of clothing for the cold winter months. The donations received through this drive were donated to the Ali Forney Center, which is a medical center for LGBTQ youth in Manhattan. Although both of these organizations have sought out to help struggling students, these efforts have not been focused on New York City College of Technology students who are facing homelessness and food insecurity.

My proposal for implementing a Handbook for Homeless Students at New York City College of Technology will go into action as soon as I finish collecting the necessary materials. I hope to decrease the struggle CUNY students face as they fend for stability in their daily lives. We aim to create an easier life for students who suffer because of the lack of necessary products so that they can live a seemingly decent life. This manual will provide information for students who need resources such as health care, medical assistance, food as well as consistent shelter. Not only is the User’s Guide beneficial because it provides students with a vast amount of resources, but it is also a physical resource, that will benefit students who aren’t able to access the internet, or who don’t own technological devices. This Handbook for Homeless Students will act as a source of support for students who feel like they are lost in the world and will provide them with the proper guidance to take care of themselves until they have a stable living situation and work environment.

This handbook will provide information for students who need resources such as health care, medical assistance, and food, as well as consistent shelter. A user’s guide is beneficial because it will provide students with a vast amount of resources. It is also a physical resource that will benefit students who aren’t able to access the internet, or who don’t own technological

devices. Due to the transitory nature of their living situation, homeless students need a Handbook since they will have limited access to technological luxuries that can provide online information related to their current situation. Having this information would be salient for homeless students to support them in areas where they are currently lacking.

### **Solution:**

The implementation of a Handbook for Homeless students is necessary to inform struggling students of ways to gain assistance while they are off campus. Homeless students are lacking all the basic resources that students who have communal and familial support have. This handbook will give students a way to access information about safe places to sleep, places to get food, as well as areas where they can shower and wash their clothes. These students need a physical resource such as a handbook because they do not have access to the technological luxuries of the world.

A handbook can be defined as reference work that compiles collections of instructions, images and other information on a specific topic. This handbook would be a guide for students who require information regarding how to navigate their state of homelessness after the university is closed. Currently, the University is making efforts to assist struggling students, but the majority of the information available is only accessible online or in person. For students who are homeless, having technological devices such as phones and tablets are not a necessity. Due to the fact that they have a transitory lifestyle, these students require physical resources that can be carried on a day to day basis. A handbook is an ideal resource for homeless students because it is in a format that is better accessible for their current living situations.

While away from campus homeless students must secure sustenance (food/ meals), a place to sleep that won't put them in danger, a place to clean themselves up (shower, use the bathroom) somewhere to study and complete homework assignments and find a way to protect themselves from the dangers that can occur while sleeping on the street at night. Since these students are already struggling to maintain their lives, I believe that this handbook would be a beneficial addition to the necessities that carry around with them. This handbook addresses the problem above because it provides students who are constantly on the move with a tangible handheld resource that is easy to use. Not only will this resource be easily accessible but it will be durable to sustain under difficult weather conditions and any other kind of possible damage.

The topics that I aim to cover in this handbook are:

- Salient information about safe shelters such as closing times and gender and age requirements for admittance.
- Food pantries that provide healthy meals as well as their hours of operation.
- Programs that are focused on providing homeless people with counseling, a pipeline program for affordable housing and jobs.

These topics are the most salient topics to discuss because they are the major necessities homeless students need to live a quality life (Food, shelter, healthcare, and job). Since the content within the Handbook for Homeless students will target college students, the best way to organize the information would be by age range and gender. There are various resources for people facing homelessness and food insecurity. However, there are some resources that vary by age and gender. Some shelters only house men and other shelters specify that they only admit women and children. The Handbook for Homeless students will decrease the amount of time that

homeless people waste searching for proper resources by providing them with options where they met the basic requirements.

Within this handbook, I will have a chapter addressing each major aspect of sustaining a decent quality of life while facing homelessness and food insecurity. Each major aspect will be discussed in detail in an individual chapter that will explain how to combat major issues among the homeless population. The chapters that I will address in this book can be seen below:

- Shelter/ Shelters that only accept people by gender and familial status
- Food Stamps/ Directions on how to acquire food stamps
- Food Pantries/ Hours of Operation
- Soup Kitchens/ Kitchens that may offer special food for holidays
- Church Kitchens that Provide Groceries Weekly/ Saturday Morning grocery handouts
- Food Drives for Major Holidays / Initiatives like (Feed the 5000 at Churches like First Baptist Church of Crown Heights)
- Hospitals/ Free Clinics that are willing to provide services to homeless people
- Directions on How to Contact Programs that assist Homeless People
- Pipeline programs that provide Jobs/ paid occupations that help homeless people get a decent salary
- Programs that provide apartments/ specifically programs that provide apartments for people who stay in a shelter for a specific amount of time. (The Living in Communities (LINC) Rental Assistance programs)
- Security Stations that can be contacted in case of emergency/ Department of Homeless Services
- College Programs that assist students and their families

The chapter listed above will explain in detail the various resources that can be found within New York City. Each paragraph will provide contact information such as addresses, days of operation, and hours of operations, gender preferences, travel information and even tips on how to get the most out of each resource provided. This handbook is a guide book to make the lives of homeless students less difficult by organizing information that isn't readily available or easily accessed. Being homeless is one of the most difficult obstacles that a person can experience. However, there is always a way to survive after experiencing homelessness and food insecurity. The city provides many programs and initiatives that can provide assistance to those in need. This book will act as a reference guide to help homeless students find the hidden gems that aren't being utilized by students because they are unaware of them.

### **Timeline:**

The time that will need to be allotted for the completion of this resource is about six months. First I must gain the approval of the legitimacy of this project from counseling and student affairs on the New York City College Campus to avoid repetitiveness in our projects. After getting the approval of Counseling and Student Affairs I must next organize a meeting with Julia Jordan who is the director of the Faculty Commons office. Julia will be able to designate a time for me to organize the design of the handbook with the Faculty Commons and their student design team. It will take about two and a half months to work on compiling and organizing the available resources for homeless students in New York City.

The publishing time for a document of this caliber can vary based on the organizational components of the project and also the software used to complete the pdf. The organizational components that are needed to get a quote from a print company are:

- Quantity
- Book Dimensions
- Number of pages
- Type of cover – Regular heavyweight Paper with 2 staples in the spine, heavier cardboard with plastic coil binding or Double-O Wire binding
- Style of printing – Black and White or Color or – Color for the cover and B&W for the text. Cover printing on the outside or both outside and inside.

After choosing the specifications for the Handbook for Homeless Students I contacted an in-house printing company that is affiliated with the New York City College of Technology English department. United Print Group Incorporated is a printing company, based in Long Island City, New York United Print Group Incorporated has used their printing experience to provide their consumers with the quality product since 1980. This printing corporation has created many professional journals for the City Tech Writer publication. Upon contacting the printing corporation I received a consultation with one of the designers. During this consultation, I was informed of the major factors that are involved in completing a project of this magnitude. Some of the major factors that play a major role in turnaround time for the document are: the style of the document, specific quantity, requested bonding and formatting. First, the PDF must be designed for print using software such as Photoshop, adobe illustrator and frame maker. The pdf must be sent out to the United Print Group Inc. company for printing. In order for the documents to be printed the pdf file must be sent in the vector format, with embedded pictures and fonts as well as dimension and bound requirements. After consulting with Bill Linet after the PDF is completed in the proper format including the embedding of font and images the production time is five to seven times for a project of 500 books and twice the amount of time for a project of this size (1000 copies).

### **Cost of Handbook for Homeless Students:**

The cost of the project is dependent on the number of copies that we want to print, as well as the specs for each copy (55 double-sided B + W pages, a laminate cover of five by 8 and a half). After consulting with Bill Linet from the United Print group incorporated, the price for 500 books would be \$ 1725.00. The bulk price is based on specific aspects for the book that I chose to provide a durable and easily transportable handbook for homeless students. First I decided on the number of books, which is 500 books total. I decided on 500 books because the current enrollment at New York City College of Technology is about 17,000 students. Since the population of Homeless students at New York City College of Technology is undocumented I decided that 1000 books (which covers 2.5% of the population of students) would be a good start. Another key factor that played a major role in the production of the Handbook for homeless students quoted price is the dimensions of the book. After careful consideration of the transitory nature of homeless students, I decided to request a 5 by 8 1/2 inch handbook. I came to this conclusion after taking into consideration the advice I received during my consultation. Bill Linet explained to me that universities that he's work with, in the past had difficulties getting students to carry around handbooks that had larger dimensions, in short, smaller is better. This book will contain 55 double-sided pages, which will have a standard style of printing. The book

will have a black and white font, with a color cover which is an extra fee. For the bonding of the book, I chose a heavyweight but durable bonding style. This style of bonding includes a heavyweight cover with two staples in the spine, which will be able to withstand wear and tear. The books will come up to a total price of \$1725.50 for \$500 copies. The remaining funds of \$3,274.50 will be used to purchase care packages for students who come in to pick up the Handbook for Homeless Students. The breakdown of the funds used for the care packages and the specifications for the handbook can be seen below:

**Key Specifications for Handbook for Homeless Students:**

Description	Booklet
Quantity of Book	500
Pages	56 pages plus cover
Size	5.5 inches by 8.5 inches
Cover	Cover prints 4/0 digital on 100.0 lb. Gloss Text
Text	Text Prints 1/1 (black) on 80.0 lb. opaque text
Prepress	Show pdf for approval
Finishing	Trim, fold, saddle-stitch; pack in boxes
Type of Cover	Regular heavyweight paper with 2 staples in the spine
Style of Print	Color for the cover and Black and White for the text
Subtotal	\$ 1,725.50

**Care Packages:**

Item	Sales Price	Quantity/ Estimated Price
Crave Box (30 Count Care Package Mixed Natural Bars Nuts Fruit Chews)	\$ 23.95 Each	65 (\$1636.41)
Convenience Kits Men's Premium 20-PC Necessities Travel Kit, Care Products	\$ 17.21 Each	40 (\$780.49)
Convenience Kits Women's Premium 20 PC Travel Kit Hair & Skin Products	\$ 18.81 Each	40 (\$848.69)
Subtotal	\$ 2,987.55	
Shipping & Handling	\$ 131.26	
Total before tax	\$ 3,118.81	
Tax	\$ 132.00	
Order Total:	\$ 3,250.81	

There will be a remainder of \$23.69 which will be useful to have just in case there are any extra fees. Some fees that can be added on later once the transaction is completely arranged is for expedited shipping and handling or package insurance in case the care packages are damaged. After doing a quick overview of the budget breakdown, it is apparent that there will be more funds allocated to the hygienic care kit for women students than males. There is no discrepancy in how the funds have been used in this project. Women and Men are both equally as important. However, the hygiene packages for women are \$1.61 more than the male packages. More money has to be delegated to the care packages for women so that I can purchase an equal amount for both men and women who are currently homeless. The funds that are allocated to me will be strictly used to create the handbook and purchase care packages for students who are in need of sustenance as well as hygienic products. Although these care packages may not provide long-lasting assistance to students, we feel that the pairing the handbooks with care packages will be very beneficial for people facing homelessness and food insecurity.

Mr. J Carlson  
The NYCCT Budget Office  
25 Chapel Street  
Howard Building, Room 1123  
Brooklyn, NY 11201

Dear Mr. Carlson,

May this cover letter serve as your introduction to the Handbook for Homeless Student's project which is based at New York City College of Technology. The goal of this project is to increase stability in the lives of students at New York City College of Technology who are facing homelessness and food insecurity. As the Executive Director and organizer of this project I submit my proposal for review. I am requesting a donation of \$5,000.00, which will cover the publishing and design expenses for this project. The Handbook for Homeless Student's is a reference work that compiles collections of instructions, images and other information on related to student Homelessness. This handbook will be a guide for students who require information regarding how to navigate their state of homelessness after the university is closed. In this guide I will provide information like:

- Salient information about safe shelters such as closing times and gender and age requirements for admittance.
- Food pantries that provide healthy meals as well as their hours of operation.
- Programs that are focused on providing homeless people with counseling, a pipeline program for affordable housing and jobs.

With your support, I propose to provide students who are currently struggling with homelessness and food insecurity with a manual of resources that will assist them in sustaining a better quality of life. The Handbook for Homeless Students is necessary to inform struggling students of ways to gain academic and personal assistance while they are off campus. Homeless students are lacking all the basic resources that students who have communal and familial support have. This handbook will give students a way to access information that can be transported with them as they continue their search for refuge. Homeless students need a physical resource such as a handbook because they do not have access to technological luxuries. Not having this handbook would be problematic for homeless students because they would be in danger of being arrested for loitering and possibly turn to a life of crime to support themselves. By investing in this project you will be providing an invaluable resource to students who are struggling to balance their personal and academic lives.

If you are interested in donating to this project please contact me at your earliest convenience. I look forward to hearing from you soon. I can be reached at (347) 731-5356 from 9:00 a.m. until 4:00 p.m. CST Monday through Friday. You can also fax material to me at (718) 774-3416.

Sincerely, Cherishe Cumma, BS Professional and Technical Writing Student at NYCCT

## **Project Needs and Description:**

The Handbook for Homeless Students is a physical resource that can be utilized by homeless students who are unaware of the various programs and initiatives that can assist them. This unique handbook will help create new paths and options for the users' livelihood, while also promoting ways in which students can increase their academic standing, as well as their mental health. It will promote a healthier way for students to attain a proper education and find security. The goal for this project is to support students who are currently struggling with homelessness and food insecurity by providing them with a manual of resources to help improve their quality of life. By providing students with extra support, we can help students become successful so that they can graduate and gain their diploma.

Homelessness in New York is increasing, specifically among CUNY students. Due to the fact that the broader homeless population is also increasing, students seeking shelter are having difficulty finding housing. Many of these students are also struggling to pay tuition and are facing food insecurity. There are many reasons students become homeless. According to the article "Homeless in College" written by Emily Tai Young, "13% of students have been made homeless by the death or arrest of a custodial parent. Students can also find themselves without a place to live because of factors related to their sexual orientation. Undocumented immigrants can also face homelessness." This quote sheds light on the struggles that various CUNY students face and are continuously facing each and every semester. Therefore, I propose to develop the Handbook for Homeless Students Initiative for New York City College of Technology to provide resources for students facing home and food insecurity.

It is imperative to implement a Handbook for Homeless Students Initiative at New York City College of Technology to take care of students who are facing difficult circumstances. College can be a difficult transitive experience for students who have financial and communal support. Students who are not provided with basic needs such a food and shelter will have more of a difficult time assimilating to college life. By creating a book that can provide students with resources, struggling student can have hand held assistance to support them during the time of struggle. Due to the transitory nature of their living situation, homeless students need a Handbook since they will have limited access to technological luxuries that can provide online resources. Having this information would be salient for homeless students to support them in areas where they are currently lacking in.

Some of the current resources that New York City College of Technology has to assist struggling students are:

- CUNY Edge Program (Provides Counseling Services, Job Search Assistance, Individualized academic, personal and career planning/advising, Social Services Referrals, Tutoring Center-Specialized tutoring in reading, writing and math)
- NYPIRG Events to assist homeless students
- Online Open lab Resource page called "What are some of the ways New York City helps the homeless?"
- Online information about the Department of Homeless Services Hotline
- Online information about GLBT National Health Care Center

Many of the resources above can only be found by accessing the online New York City College of Technology website. However, students who are homeless may not have access to computers or cellphones which could help them find and utilize this information. Due to the fact that digital information is the most popular way of obtaining knowledge, handbook and print sources are being phased out. However, for students who are constantly in search of a place to stay procuring online resources is not always an option, which is why this manual is in my opinion a necessity.

This manual will provide information for students who need resources such as health care, medical assistance, and food, as well as consistent shelter. A user's guide is beneficial because it will provide students with a vast amount of resources. It is also a physical resource that will benefit students who aren't able to access the internet, or who don't own technological devices. This "Handbook for Homeless Students Initiative" will fill the void for students who are currently homeless or are in the process of becoming homeless by assisting them in their time of need. This resource will act as a road map to help students navigate through college as well as their lives and ultimately reach their goals despite their current hardships. This guide will act as a source of support for students who feel like they are lost in the world and will provide them with the proper guidance to take care of themselves until they have a stable living situation and work environment.