

**Sunnyvale Community Services**

725 Kifer Road, Sunnyvale, CA 94086 408.738.4321

Working to Prevent Homelessness and Hunger

March 31, 2015

City of Sunnyvale Housing Division
Attention: Housing Officer
456 W. Olive Avenue
Sunnyvale, CA 94088

Dear Housing Officer,

Sunnyvale Community Services (SCS) is submitting the attached application for 2015-2016 Homelessness Prevention and Rapid Re-Housing (HPRR) Program Funding.

We are requesting funding of \$250,000.00, which we will budget for services to prevent homelessness and rapidly re-house residents of Sunnyvale.

Sunnyvale Community Services has worked to prevent homelessness and hunger in Sunnyvale since 1970. We have extensive experience in distributing financial aid as well as other supportive services for the most needy in Sunnyvale. We were selected to distribute all of the HPRP (Homelessness Prevention and Rapid Rehousing Program) funds in Sunnyvale in 2009-2012, and we have a strong track record in managing government contracts within Sunnyvale.

With this funding, Sunnyvale Community Services will leverage our large network of partner agencies and coordinate supportive services to help low-income residents re-locate to affordable housing and/or retain housing, preventing homelessness in our community.

Best Regards,

A handwritten signature in black ink, appearing to read 'Marie Bernard', with a long horizontal flourish extending to the right.

Marie Bernard
Executive Director



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 408.738.4321

Working to Prevent Homelessness and Hunger

**Application to
City of Sunnyvale**

Sunnyvale Community Services

**Homelessness Prevention and Rapid Re-housing (HPRR)
FY 2015-16**

1) Amount of HPRR funding requested: \$250,000.00

2) Name and primary contact information for applicant (lead) agency:

Marie Bernard
Executive Director
Sunnyvale Community Services
725 Kifer Road
Sunnyvale, CA 94086
(408) 738-0121
mbernard@svcommunityservices.org

3) Name and primary contact information of any proposed sub-grantee agencies:

Anky van Deursen
Director Dispute Resolution Programs
Project Sentinel
1490 El Camino Real, Santa Clara, CA 95050
Tel: (408) 470-3735

Patrick Soricone
Vice President Community Impact
United Way Silicon Valley
1400 Parkmoor Avenue, Suite 250, San Jose, CA 95126
(408) 345-4337

4) A description of each type of service or assistance proposed to be provided with HPRR funds, and which agency and staff member will be responsible for that service and/or type of assistance:

Sunnyvale Community Services (SCS) is proposing a Homeless Prevention and Rapid Rehousing (HPRR) program that will assist families and seniors who are homeless or at risk of homelessness. The program will combine supportive services with short-term financial

assistance to help clients relocate to affordable housing and/or to retain housing. We plan to assist 48 families (100 individuals) in one year with HPRR funding. 59% of the funds will be directly used for financial aid to low-income families and individuals.

Staff resources will include a Housing Specialist Case Manager who will connect tenants with landlords and bring an understanding of tenant rights, leases, and the financial requirements to move into rental properties and retain housing. Financial aid for up to six months will include coverage of full or partial rent payments, rental deposits, moving costs, and/or utility bills. Supportive services will include budgeting assistance, credit repair counseling, help with housing searches, and referrals to other benefits and services to help stabilize housing. Clients will also be eligible to participate in our year-round food assistance distributions and health and wellness workshops; and to be assisted with referrals to onsite legal and fair housing services and free tax return preparation services, free or low-cost transportation vouchers, and on-site applications for benefits and services including Food Stamps (CalFresh) and MediCal from Social Services Agency.

Note: We appreciate the flexibility to adjust spending over the allowable grant period of 24 months, dependent on other funding requests.

HPRR Program Elements:

Sunnyvale Community Services' HPRR program will include the following components:

- **Housing Specialist Case Management**, working to help families to retain housing or move into affordable housing. This service will be delivered by the SCS Emergency Assistance staff.
- **Financial Aid** for rent, rental deposits, utility bills. Financial aid duration and amount will be evaluated on a case-by-case basis and will not exceed more than 6 calendar months. These funds may be augmented by other funding sources. This service will be delivered by the SCS Emergency Assistance staff, with fiscal administration by the SCS Finance staff.
- **Financial education** workshops and tools, workshops on how to be a good tenant, and credit repair counseling services. Our partner agencies (Project Sentinel and/or United Way Silicon Valley) will deliver these services, with administrative support by SCS.
- **Comprehensive Emergency Assistance** including year-round food assistance, in-kind assistance including holiday gifts and school supplies, and referrals to benefits and services. These services will be delivered by our overall agency staff and volunteers. These services will not be billed to the HPRR program.

5) Address of primary location(s) where Sunnyvale clients will receive services:

Sunnyvale Community Services
725 Kifer Road, Sunnyvale, CA 94086

6) A proposed budget showing the total amount of funds requested for each of the following:

- a. Overall grant administration
- b. Direct financial assistance for eligible cost types
- c. Services to be provided (i.e., staffing and related operational or program delivery)

expenses). Indicate separate cost sub-totals for each separate service type proposed (prevention, re-housing, legal, case management, housing search, initial client intake/eligibility screening, etc.)

We have proposed a budget over 12 months. We appreciate the flexibility to adjust the budget pending other funding decisions. We will leverage funding for financial assistance and staffing costs and notify the City of Sunnyvale if other funding allows us to extend the program through FY 2016-17.

FY 2015-16 proposed budget

Line item	Amount	% of total budget
Overall Grant/Financial Administration - Research Analyst: \$4,250 - Finance Director: \$5,750	\$ 10,000	4%
Direct Financial Assistance	\$148,500	59%
Staffing – 100% of Housing Specialist (Includes taxes & benefits)	\$ 58,000	23%
Staffing – 11% of Director of Emergency Assistance (Includes taxes & benefits)	\$ 11,500	5%
Financial Education/credit repair (Sub-Contracted)	\$ 22,000	9%
TOTAL	\$250,000	100%

7) A proposed timeline for delivery of services and expenditure of all of the requested grant funds:

Homelessness Prevention:

24 families/cases (50 individuals) will receive assistance to retain housing and avoid eviction and utility shut-offs.

Families/individuals will receive case management, financial education, credit repair counseling, and financial aid services for an average of 6 months. Families/individuals will be monitored up to 6 months after assistance to assess housing retention. (Monitoring period may extend beyond grant period.)

Rapid Re-housing:

24 families/cases (50 individuals) will be assisted to be rapidly housed or relocated into more affordable housing with utilities turned on.

Families/individuals will receive assistance in locating affordable housing, case management, financial education, credit repair counseling, and financial aid services for an average of 6 months up to 12 months. Families/individuals will be monitored up to 6 months after assistance to assess housing retention. (Monitoring period may extend beyond grant period.)

Q1- July 1-September 30: 12 families (25 individuals) assisted

Q2- October 1 – December 30:	12 families (25 individuals) assisted
Q3- January 1 – March 30:	12 families (25 individuals) assisted
Q4 – April 1 – June 30:	12 families (25 individuals) assisted
Totals:	48 families (100 individuals) assisted

8) Any focus or targeting of particular client types (which may include all or a portion of the proposed services), such as domestic violence victims, families with children, homeless youth, seniors, chronically homeless, clients with substance abuse issues, and/or disabled clients.

Our clients are Sunnyvale residents who are the working poor, homeless individuals and families, and seniors and disabled individuals living on fixed incomes. 96% have extremely-low to low incomes. We serve all ages.

Other background information:

Subcontracting:

Sunnyvale Community Services will plan to subcontract or sub-grant with Project Sentinel and/or United Way Silicon Valley for provision of certain specialized services, such as legal assistance, credit counseling, and financial education. This subcontract or sub-grant amount will equal approximately 10% or less of the total HPRR grant.

Nonprofit Status:

Sunnyvale Community Services is a registered 501(c)(3) non-profit agency located in Sunnyvale. We provide services to low-income Sunnyvale clients at our site at 725 Kifer Road in Sunnyvale. We are open for financial aid clients each weekday from 9:00- 11:30 am and 1:30 – 4:00 pm, with food distributions from 8:00 am – 5:00 pm six days per month and from 10:00 – 11:30 am eight days a month.

Financial Stability and Experience:

We have consistently had “clean” financial audits with no findings since 1990, as far back as our records go. Our annual budget this year is \$5,258,676.00. We have extensive experience managing government contracts, including decades of CDBG funding through the City of Sunnyvale, Federal EFSP (Emergency Food and Shelter Program) funding through FEMA, and County Safety Net funding. As the fiscal agent for the Season of Sharing for all of Santa Clara County, we manage the distribution of over \$900,000 in emergency assistance funds for rent, rental deposits, utility bills, and other financial emergencies.

Attachments:

- Letter from Executive Director
- Pages 5-10 of Human Services Funding Application FY2015-16
- Copy of Client Budget Form
- Copy of Policy Accommodating Disabilities
- Letters of Support
- USB Drive



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 408.738.4321

Working to Prevent Homelessness and Hunger

March 31, 2015

City of Sunnyvale Housing Division
Attention: Housing Officer
456 W. Olive Avenue
Sunnyvale, CA 94088

Dear Housing Officer,

This letter describes our compliance with the requirement for a “Board Resolution authorizing submittal of proposal.”

According to our agency By-Laws, on page 7:

“The President shall have authority to act on behalf of the Board in the event of an emergency in which Board approval is required and the time constraints do not allow for compliance with other meeting and approval options as contained within these By-Laws. Any such action taken by the President shall be submitted for ratification at it’s next regular meeting.”

The Executive Committee of the Board of Directors of Sunnyvale Community Services, which is chartered to act on behalf of the Board of Directors, has approved this resolution on February 11th, 2015 to endorse our submission of this proposal to the City of Sunnyvale for HPRR projects funding in 2015-16.

This resolution was reviewed by the full board of directors in March 14, 2015.

Please let me know if you have any questions regarding this requirement on the proposal. Thank you!

Best Regards,

A handwritten signature in black ink, appearing to read 'Marie Bernard', with a long horizontal flourish extending to the right.

Marie Bernard
Executive Director

Application Form
City of Sunnyvale Human Services Funding
January 2015

SECTION 2: PROGRAM INFORMATION

A. Program Overview and Target Clientele

1. Provide a brief description of the proposed Program, including the specific services to be provided to Sunnyvale clients with funds from the City of Sunnyvale. Describe your target clientele in terms of age group, income level, household type, etc.

Sunnyvale Community Services (SCS) is proposing a Homeless Prevention and Rapid Rehousing (HPRR) program that will assist families and seniors who are homeless or at risk of homelessness. The program will combine supportive services with short-term financial assistance to help clients relocate to affordable housing and/or to retain housing. We plan to assist 48 families (100 individuals) in one year with HPRR funding. Staff resources will include a Housing Specialist Case Manager who will connect tenants with landlords and bring an understanding of tenant rights, leases, and the financial requirements to move into rental properties and retain housing. Financial aid for up to six months will include full or partial rent payments, rental deposits, moving costs, and/or utility bills. Supportive services will include budgeting assistance, credit repair counseling, help with housing searches, and referrals to other benefits and services to help stabilize housing. Clients will also be eligible to participate in our year-round food assistance distributions and health and wellness workshops, on-site referrals to legal and fair housing services and free tax return preparation services, free or low-cost transportation vouchers, and on-site applications for benefits and services for Food Stamps (CalFresh) and MediCal from Social Services Agency. Our clients are Sunnyvale residents who are the working poor, homeless individuals and families, and seniors and disabled individuals living on fixed incomes. 96% have extremely-low to low incomes. We serve all ages. NOTE: We appreciate the flexibility to adjust spending over the allowable period of 24 months, dependent on other funding requests.

2. Describe the type of needs(s) that the proposed Program would address, its impact on Sunnyvale, and which need or objective of the City's Consolidated Plan it is primarily intended to meet.

Our HPRR program will address the goal of Alleviation of Homelessness in the City's consolidated plan. As the safety net agency for the City of Sunnyvale, SCS sees first-hand the effects of soaring housing costs. According to the 2015 Index from Joint Venture Silicon Valley: "...high housing costs can limit families' ability to pay for basic needs, such as food, health care, and clothing." Our typical financial aid case for one month of rental assistance is now \$1,500 and rising, with more Sunnyvale families and seniors taking out predatory payday loans just to pay a utility bill or car repair. When a renter has a past eviction, landlords can require double the security deposit. It's not unusual for it to take 60 days or more to find affordable housing, and often families must move to a different city or even leave Santa Clara County to stay housed. Searching for housing is always stressful. For low-income workers with two or three part-time jobs, or seniors who have lived for decades in Sunnyvale, it is also extremely time consuming and requires expert knowledge and persistence. That is why we have prioritized adding a Housing Specialist Case Manager to help families stay housed or relocate to more affordable housing. Renters need to know how to read a lease. They need to know about affordable housing options and housing subsidies they are entitled to receive. Many need financial education and budgeting assistance. They may not know how to be good tenants. Most low-income families lack resources for moving. All of these issues need to be addressed to help low-income families and seniors have a decent chance to relocate and/or retain housing they can afford. Giving them that help is our goal with this HPRR program.

Application Form
City of Sunnyvale Human Services Funding
January 2015

3. Describe the Program's client eligibility requirements. Note if the clients are at-risk and/or an under-served population, and explain why.

Our emergency financial assistance is available to our clients who have experienced a temporary and documented crisis. Our clients are extremely low- to low-income individuals, families, and seniors. Based on our overall client population, 39% are children 0-17 and 14% are seniors 65 and older. We are designated by United Way as the Emergency Assistance Network agency (EAN) for all zip codes in Sunnyvale. Approximately 5% of our clients are homeless or are referred from another agency (e.g. victims of domestic violence). Caseworkers verify required information: proof of residency, number in family, family income, and evidence of the family's presenting problem(s). All financial assistance clients receive budget counseling and must complete a three-month budget form with the following information: last and current months' income and expenses showing the problem and the next month's figures showing how our help will eliminate the problem. In all rent cases, caseworkers call the County Assessor's office to verify the owner or landlord of record. If all information is complete and verified, we can cut a check the same day to prevent evictions or move a family into housing.

4. What other private or public organizations are now, or will be, addressing the same needs as the proposed program? List and describe the services provided by each agency to address these needs. Explain how the proposed program augments rather than duplicates the services of others. Describe how your agency collaborates with similar or complimentary service providers.

SCS has had a unique role in Sunnyvale since our founding in 1970. As the City's designated Emergency Assistance Network (EAN) agency, we are the primary source of emergency financial aid as well as food and in-kind support for all Sunnyvale zip codes. We were recently informed that Salvation Army in Sunnyvale can no longer offer financial aid for any bills due to funding cuts. We collaborate with many faith communities including St. Vincent dePaul chapters, who have very limited funds for financial assistance. Several nonprofits use our office space free of charge to offer services in Sunnyvale, e.g. SALA, Second Harvest Food Bank's CalFresh Food Stamps Outreach, Santa Clara County Social Services Agency, and AARP free tax preparation services. We actively participate as members of the County-wide Support Providers Network (SPN), the Safety Net for the County, and the Silicon Valley Council of Nonprofits. We are a United Way Partner Agency, and are the designated Sunnyvale agency for VTA's low-price bus passes.

5. Describe any direct, quantifiable cost savings your proposed program would generate for the City, such as reducing a need for city services, (police, etc.). Attach any reports or other documentation supporting your estimates of city savings. Do not include cost savings to other public or private entities (county, state, federal agencies, or businesses).

The cost of homelessness can be quite high. Incarceration, police intervention, and emergency shelter expenses can add up quickly, making homelessness surprisingly expensive for municipalities and taxpayers. Homelessness quickly leads to loss of income which reduces City tax revenues. Estimates from Santa Clara County and national sources cite local costs of \$61,000/year due to one person being homeless in a community.

In contrast, SCS can make very efficient use of HPRR funds. 92% of our agency budget goes directly to program costs, with only 8% used for administrative or fundraising. SCS has consistently received the highest 4-star rating from Charity Navigator for three years, demonstrating strong fiscal responsibility. We have processes to ensure that all City funding is used to quickly treat financial emergencies.

Application Form
City of Sunnyvale Human Services Funding
January 2015

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year (must be consistent with Section 1.C).

Sunnyvale funded Clients: 100 Total Program Clients: 100

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2015-16 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

Yes No (If Yes, continue, if No, go to "B. Objectives")

- b. How many additional Sunnyvale clients are expected to be:

Extremely Low Income 50 Very Low Income 30 Low Income: 20

Please complete the table below, using actual client data from prior years; only for the specific program for which you are requesting City funds:

Time Frame	Number of Sunnyvale Clients Served with City Funds*	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years				
FY 2013-14				
Estimated for FY 2015-16	100	100	\$250,000.00	\$2,500.00

* If not funded previously by the City, enter the number of Sunnyvale clients served with any source of funds.

Application Form
City of Sunnyvale Human Services Funding
January 2015

Please provide the number of unduplicated Sunnyvale clients served by income level and special needs, if any:

	2013-2014 Actual	2015-2016 Proposed		2013-2014 Actual	2015-2016 Proposed
	SUNNYVALE ONLY			SUNNYVALE ONLY	
Extremely Low Income (0%-30% AMI)		50	Youth (0-18 years)		25
Very Low Income (31%-50% AMI)		30	Adults (19-61 years)		60
Low Income(51%-80% AMI)		20	Seniors (62+ years)		15
Moderate Income (81%-120% AMI)		0	Disabled Individuals		not known
Above Moderate Income (120%+ AMI)		0	Other Special Needs		not known
Total		100	Total		100

B. Objectives

For each program objective, please indicate the proposed type and number of units of service to be provided during the next fiscal year. Units of service are those units that will be used to calculate program performance and justify reimbursement requests. You must include at least one type of unit, and may include up to four types.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
eviction prevention for a family/case	6 cases	6 cases	6 cases	6 cases	24 cases
rapid rehousing for a family/case	6 cases	6 cases	6 cases	6 cases	24 cases

Application Form
City of Sunnyvale Human Services Funding
January 2015

C. Program Administration and Monitoring

1. Use the table and space below to briefly describe how the program will be managed and administered, including proposed staff time and staff functions.

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Director Emergency Services **	Overall program management	102,500	37.5	11%	11,500
Housing Specialist Case Mgr.*	Housing Search, Retention	58,000	37.5	100%	58,000
Finance Director ** (admin)	Fiscal management, reporting	102,500	37.5	6%	5,750
Research Analyst ** (admin)	Data analysis, reporting	42,510	25	10%	4,250

* NOTE: salary costs include taxes and benefits.

** NOTE: salary costs include taxes (not benefits).

The total staffing costs allocated to this program = \$79,500. The majority of staffing costs are to fund a full time Housing Specialist Case Manager. Administrative costs = \$10,000 (4% of grant total). We are not including any costs for our Caseworker team who does all the initial client intake and screening for eligibility as well as referrals for non-housing-related services.

2. How will the effectiveness of your program be measured during each year of the grant?

Our overall goals are the same every year: to provide assistance to every eligible client, and we did so again in 2013-14, with record amounts of financial aid and food assistance. SCS' lean staff of 13.5 headcount is matched by over 1,000 volunteers equal to >15 headcount, greatly reducing our overhead. Our administrative costs have consistently been below 10%. Total success is having enough money and food to serve every eligible family, and we have done so for the last 25 years, as far back as our records go. We measure the number of un-duplicated individuals served as well as the number and value of each service. We review and certify every individual family case and every service, including referrals to other agencies. All cases and services are recorded and tracked in SCS' database. We measure the following by quarter and annually:

- Number of families and seniors participating
- Number of un-duplicated individuals participating
- Number of individual services delivered by category (e.g. one month of senior food)
- Demographics for individuals (e.g. age, race, sex)
- Overall agency funding for emergency assistance (financial and in-kind)
- Annual client satisfaction survey (Goal is to have 80% rate SCS an average of "4" on a 5-point scale.)

Application Form
 City of Sunnyvale Human Services Funding
 January 2015

3. Describe your policies and procedures for assuring that people with disabilities and/or limited English proficiency have equal access to services and benefits. Attach your agency's Language Access Policy and disability-related policies, if any.

SCS facilities and restrooms are fully accessible for those with physical disabilities. Our entrances have no steps and are easy to navigate. Out of 13.5 headcount, we have seven staff who are bi-lingual. Five are bilingual in Spanish, one is bilingual in Spanish and Tagalog, and one is bilingual in French. We also have bilingual volunteers on food distribution days, and regularly recruit volunteers who can speak and write in different languages including Mandarin and Russian. Many of our front desk administrative volunteers are bi-lingual. Our volunteer training includes specific instructions to support clients needing bi-lingual assistance or physical accommodations. Our client information sheets are printed in English and Spanish, and translated into other languages as needed. We accommodate clients as well as staff with physical or sensory disabilities, sight and hearing disabilities, those with companion animals, and persons with mental disabilities.

4. Provide a brief general description of your agency and the services it provides. Describe your agency's experience in providing the proposed services. If previously funded by the City, what goals and accomplishments were achieved with City funds?

SCS addresses immediate critical needs to help families retain a financial foothold while working toward self-sufficiency. We serve every eligible client who comes to us for help, never turning anyone away due to lack of resources, even though that has become increasingly challenging with the growing need for help. We served 6,671 individuals last year, disbursing \$876,825 in financial aid, an increase of 3% from the prior year, and distributing over 850 tons of food. In 2014 we provided a record number of 1,300 school children with backpacks filled with school supplies and a \$25 gift card for new shoes. Sadly, 100 of these children are homeless or couch-surfing. We are the only agency in Sunnyvale providing comprehensive services to prevent homelessness and hunger. For the third year in a row, SCS has received the highest 4-star rating from Charity Navigator for consistently demonstrating strong fiscal responsibility. Our 1,000+ volunteers equal over 15 full-time equivalent headcount, and we work collaboratively with over 50 community organizations in Santa Clara County. This is our first HPRR program. Previously we have received annual CDBG funding for food assistance and/or financial aid, and also received HPRP/Stimulus funding through the City of Sunnyvale in 2009-2012.

5. Explain how your agency collects client eligibility and demographic data, consistent with CDBG requirements for public services programs. Attach a copy of your client application or income verification form.

Our emergency financial assistance is available to our clients who have experienced a temporary and documented crisis. Our clients are extremely low- to low-income individuals, families, and seniors. Based on our overall client population, 39% are children 0-17 and 14% are seniors 65 and older. We are designated by United Way as the Emergency Assistance Network agency (EAN) for all zip codes in Sunnyvale. Approximately 5% of our clients are homeless or are referred from another agency (e.g. victims of domestic violence). Caseworkers verify required information: proof of residency, number in family, family income, and evidence of the family's presenting problem(s). All financial assistance clients receive budget counseling and must complete a three-month budget form with the following information: last and current months' income and expenses showing the problem and the next month's figures showing how our help will eliminate the problem. In all rent cases, caseworkers call the County Assessor's office to verify the owner or landlord of record. If all information is complete and verified, we can cut a check the same day to prevent evictions or move a family into housing.

SUNNYVALE COMMUNITY SERVICES
 725 KIFER ROAD, SUNNYVALE, CA 94086

NAME: Case #

DATE: _____

2013 - 2014 BUDGET SHEET

Pay Schedule: Client Monthly/B-Mthly/Wkly. Spouse: Monthly/B-Mthly/Wkly.

MONTHLY INCOME	Last Month: Oct	This Month: Nov	Next Month: Dec
Client's NET: Pay / EDD / SDI / SSI / SSA			
Spouse's NET: Pay / EDD / SDI / SSI / SSA			
Other NET: Carry over			
CalFresh			
CalWorks			
Total Monthly Incm.	0	0	0
MONTHLY EXPENSES			
Rent or Mortgage			
Taxes (Homeowner)			
Utilities: PGE / ComServe			
Utilities: Wtr/Garbage/Sewer Mnthly/Bi-Mo.			
Telephone/Cell			
Food(over CalFresh)			
Toiletries(not covered by CalFresh)			
Health Ins.			
Medical Needs(Rx, doctor co-pay)			
Car Payment			
Auto Insurance			
Transportation(VTA, gas, tolls, parking)			
Child Care			
Clothing/Diapers			
Cleaning/Laundry			
Installment pymnts./Credit cards/loans			
Cable Television			
Total Monthly Expn.	0	0	0
Total Income(Sec.1)	0	0	0
Less Total Expn.(Sec.2)	0	0	0
MONTHLY BALANCE	0	0	0
CalFresh<removed>	0	0	0
Revised Incm.	0	0	0
Less Total Expns.	0	0	0

**Sunnyvale Community Services
Accommodating Disabilities and Life-Threatening Illnesses**

**Policy 40
Date: 4/00**

POLICY STATEMENT

Sunnyvale Community Services provides necessary and reasonable accommodations for employees and qualified applicants who have physical and mental disabilities. Possible accommodations depend on the situation. Sunnyvale Community Services recognizes and supports the desire of employees with life-threatening illnesses to continue working.

PROCEDURES

Disabilities

1. If an employee believes that he/she needs an accommodation, the employee is strongly encouraged to tell the supervisor or Executive Director about any limitations or restrictions he or she may have in performing the essential duties of the job. The employee is encouraged to suggest how Sunnyvale Community Services can accommodate those restrictions.
2. A fitness-for-duty examination may be required if medical advice is necessary to support the employee's request.
3. Accommodations decisions are made on a case-by-case basis considering both individual and business needs. The agency will determine whether the employee's request is reasonable and can be met without undue hardship, and the employee's supervisor will notify the employee of the decision.

Life-Threatening Illness

1. An employee with a life-threatening illness may continue working if the employee is medically able to work and if after an objective appraisal the employee can satisfactorily perform his or her job.
2. The agency may require a medical opinion of the employee's fitness for work and ability to safely perform the job.
3. If job accommodations are considered necessary by a doctor to enable the employee to continue working, Sunnyvale Community Services will provide reasonable accommodations—that is, accommodations that do not impose an unreasonable burden on the agency.
4. The agency will also protect the employee's privacy by keeping any medical information he or she provides confidential, restricted to those with a business need to know.



Restoring Hope Through the Dignity of Work

1671 THE ALAMEDA, SUITE 306 • SAN JOSE, CA 95126

March 24, 2015

To whom it may concern,

I am writing in support of Sunnyvale Community Services' application for funding through Sunnyvale's Homeless Prevention and Rapid Rehousing program.

Downtown Streets Team and SCS have been partnering to address homelessness in Sunnyvale since 2012. During that time they have worked closely with the City of Sunnyvale on the administration of and reporting on CDBG funding. Further, from 2009-2012 they provided financial assistance to Extremely Low and Very Low income households in Sunnyvale through HPRP funds. Without these efforts – along with SCS's commitment to providing food and other basic needs to Sunnyvale's residents – I am positive that the number of homeless individuals from and in Sunnyvale would be significantly higher. Thus, I cannot think of a better organization to administer this new round of HPRR funding to prevent further incidences of homelessness and to help quickly those unfortunate families who do find themselves without a home.

In addition to its strong record of working cooperatively with the City on the administration of government grants, SCS has shown a strong commitment to and compassion for the many people whom it serves each year. Marie Bernard, SCS's Executive Director, has an aptitude and passion for identifying the issues leading up to homelessness and developing solutions to address them, which has led SCS to take an holistic approach that includes everything from basic needs to housing.

Downtown Streets Team will assist Sunnyvale Community Service through referrals and support of homeless clients to help ensure the success of this much-needed program.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Pensinger". The signature is written in a cursive, flowing style.

Greg Pensinger
Project Manager | Sunnyvale Team
1671 The Alameda, Suite 306
San Jose, CA 95126
(650) 833-8663
greg@streetsteam.org

NORTH COUNTY
(650) 969-8656

SOUTH COUNTY
(408) 847-7252



ATTACHMENT 1

CENTRAL OFFICE
160 EAST VIRGINIA ST.
SUITE 260
SAN JOSE, CA 95112
(408) 295-5991
FAX: (408) 295-7401

February 12, 2015

City of Sunnyvale
456 W. Olive Avenue
Sunnyvale, CA 94086

Dear City of Sunnyvale Staff and Elected Sunnyvale Officials,

On behalf of Senior Adults Legal Assistance (SALA), I am pleased to provide this letter in support of Sunnyvale Community Services for funding from the City of Sunnyvale.

For almost ten years Sunnyvale Community Services has hosted SALA's monthly program of free legal services to seniors through our appointment sessions at their site, making it possible for Sunnyvale residents age 60 or older to be seen by SALA in the city where they reside.

Through this partnership Sunnyvale Community Services provides a rent-free private room for our client interviews and their staff schedules our appointments at their site. Our program of free legal services to seniors would not be available at a site in Sunnyvale were it not for the generous support of this organization.


Our two agencies also have a history of working together through coordinated referrals and mutual support systems to better serve our shared low income and at risk senior clientele. Sunnyvale Community Services is a valuable resource for wrap-around emergency and supportive services for SALA's clients, responding to their ancillary needs that we as a small non-profit law office do not have the capacity to address. Their door has always been open for clients in crisis, such as when their utilities have been cut off or when they are facing eviction.

The target senior clientele that we share with Sunnyvale Community Services are especially vulnerable, as they are trying to make ends meet on limited fixed incomes. Many are also at risk of abuse, isolation, or loss of independence. It is reassuring to know that Sunnyvale Community Services is there and is often the first responder we can count on to work with us to help stabilize their situations.

We at SALA can attest to the need for supporting the essential human services offered through Sunnyvale Community Services. Sunnyvale Community Services also hosts other groups at their site in addition to SALA, making the ongoing viability of their organization critical to the continuum of human services that are available locally to Sunnyvale residents.

We urge the City of Sunnyvale to continue its support of Sunnyvale Community Services.

Very truly yours,


Georgia Bacil, Directing Attorney