

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	AbilityPath		
Mailing Address:	350 Twin Dolphin Drive, Suite 123	City: Redwood City, CA	Zip: 94065
Website:	www.abilitypath.org		
Contact Person:	Anne-Marie Hong	Title:	Grants Manager
Contact Email:	ahong@abilitypath.org	Telephone:	6502507130
Executive Director:	Bryan Neider	Email:	bryan@abilitypath.org
Agency Type:	Non-Profit with 501(c)(3) Status	Describe:	0
SAM Number:	EABDB1BAFYF2		

**PROGRAM OVERVIEW**

Project Name:	Adult Services		
Project Address:	3864 Middlefield Road	City: Palo Alto	Zip: 94303

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

AbilityPath Adult Services programs assist individuals with developmental disabilities to fully participate in their community through employment, educational, recreational, social, and volunteer activities. Using community resources and experiences, life skills and employment coaches assist individuals to acquire or expand their skills and increase their independence.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$12,603
Total Program Cost:	\$255,015
Cost per client for proposed Sunnyvale Program:	\$3,151
Number of Sunnyvale Clients to be served with City grant:	4
Total matching funds for proposed Sunnyvale services:	\$242,412
Match Ratio (% of program funded by matching funds):	95%

Is the Applicant currently receiving funding from Sunnyvale? **Yes**

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY 2022-2023	\$12,400	\$13,885
FY 2021-2022	\$12,400	\$12,592
FY 2020-2021	\$11,531	\$11,500
FY 2019-2020	\$11,531	\$11,500
FY 2018-2019	\$12,073	\$10,000

## **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.

Target clientele includes adults with developmental disabilities which limit major life activities such as self-care, receptive and expressive language, mobility, capacity for independent living, and more. Specific diagnoses include Autism, Down Syndrome, Cerebral Palsy, and other neurological conditions. Some clients live with their parents or other relatives; others live independently in homes or apartments with assistance from our staff. HUD guidelines presume that severely disabled adults are low-income; further, most of our adult clients qualify for SSI or SSDI. Adult Services include: Adult Day Program - Participants engage in a variety of social and recreational activities, become involved in vocational exploration, partake in post-secondary education classes, and explore special interest opportunities. Community Integration- Participants are given the opportunity to become involved in volunteer jobs, gain knowledge in community college courses, and access community resources. Independent Living Skills (ILS) – Participants learn daily living skills needed to live as independently as possible, tailored to meet clients' individual needs, such as public transportation training and financial education. Employment Services - Job developers help clients apply to jobs, prepare for interviews, and provide supports once an individual is hired.

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.

The Adult Services Program addresses the plan's objective to ensure essential human services for special needs populations, particularly for adults with intellectual/developmental disabilities (I/DD) who are considered low-income by HUD guidelines. Once adults with I/DD transition from the school system to adulthood at age 22, they have few options for activities outside of their home. Supportive services, such as rehabilitation, special education, and specialized pediatric services, often are terminated in adulthood. Our mission is to advance the inclusion and independence of people with I/DD; therefore, our services are essential for people becoming as independent as possible and participating fully in their communities. With the right training & support, people with I/DD can successfully work, live on their own, & contribute to the community. Furthermore, individuals in our community who have I/DD can find meaning and purpose in their lives. The Adult Day program provides activities for clients to be active & get out of the house and so their parents can work in the community instead of staying home to take care of their loved ones. Community Integration provides adults opportunities to volunteer & give back to the community while learning valuable work skills. Employment Services helps participants find & retain employment out in the community; they work, make purchases in their community, pay taxes, & take pride in what they can do. Independent Living Skills participants receive individualized training to develop skills which allow them to live as independently as possible.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

Clients are referred to the Adult Services program from the State Regional Centers and the Department of Rehabilitation. The clients are an at risk and/or an under-served population and have developmental or physical disabilities which limit major life activities, such as: self-care, receptive and expressive language, mobility, capacity for independent living, and economic self-sufficiency. This definition embraces specific diagnoses, such as: Autism, Down Syndrome, Cerebral Palsy, intellectual disabilities, and other neurological conditions. According to HUD guidelines, due to their disabilities, the adults in this program are 'presumed to be of low income.' AbilityPath supports equity, inclusiveness, and diversity. We have more than 60 bilingual staff who speak 19 different languages. Our Rights of People We Serve policy states a commitment to 'address the cultural and diversity issues of the people we serve to ensure and support engagement' & the 'recognition of diversity in culture, religion, age, gender, sexual orientation, spiritual beliefs, socioeconomic status, & language.' AbilityPath has a Diversity, Equity, and Inclusion statement that prioritizes the acceptance, respect, and inclusion of all individuals of our community; AbilityPath is committed to a DEI journey and strategic vision of using advocacy to challenge ableism and all corresponding systems of privilege and oppression through our programs and services.

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.

While there is some overlap of services, our programs offer unique options to clients & their families. Our Adult Day Program & Community Access includes individuals in wheelchairs and those with self-care needs (many others don't). Unlike other agencies, there is a strong employment component to our Community Integration program. AbilityPath is unique in offering personal choice and allowing clients to participate in multiple complementary programs. Some Community Integration clients are working in competitive employment and engaging in volunteer work or taking classes at the same time. While some agencies have had clients receiving sub-minimum wages, our Employment Services clients have not received less than minimum wage since 2003. With nearly 300 partners across our organization, AbilityPath collaborates with many businesses, educational institutions, and nonprofit partners to meet our clients' needs. Our staff works with Housing Choice Coalition to help obtain low-income housing choices for our ILS clients. We all collaborate for our clients' success.

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).

We are not able to report direct cost savings for the City, but can anecdotally state that we are saving the city money & that our clients are contributing money back to the City. They contribute to the local workforce and contribute to the City by paying sales taxes and supporting local businesses through their purchases. Our Adult Day Program makes it possible for parents to continue to work in the community instead of staying home and taking care of their loved one with a disability. The adults in our program are a very vulnerable and easily influenced population. With our support and training, clients learn to live safely in your community, to be law abiding citizens, and to live as independently as possible. Thanks to our services, clients can live, work, and play in Sunnyvale, and everyone benefits from their inclusion.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	4
Total Program Clients:	17

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

### 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Unduplicated Clients Served	1	1	1	1	4
Hours of Adult Services	87	88	87	88	350

### C. Program Administration and Monitoring

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	% of Salary funded by grant
VP, Programs	Manages all of Adult Services	\$170,000	40	3%	\$2,466	1%
Director, Community	Manages Adult Day/Community Integration	\$103,000	40	4%	\$2,908	3%

Integration	Program					
Manager of ILS	Manages Independent Living Skills	\$75,000	40	6%	\$3,333	4%
Manager of ES	Manages Employment Services	\$70,000	40	7%	\$3,896	6%

Danielle Azzalino, VP Adult Programs, is responsible for overall management of the Adult Services Program. Danielle oversees all of the services provided to Sunnyvale residents.

Mark Sharea, Community Integration Program Director, provides the day-to-day management of adult day and community integration services for Sunnyvale residents.

Jake Dunbar, Manager of Independent Living Skills, provides the day-to-day management of these services for Sunnyvale residents.

Angela Lucero, Manager of Employment Services, provides the day-to-day management of these services for Sunnyvale residents.

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

Each year of the grant, we will provide 244 hours of Adult Services to a minimum of 2 unduplicated Sunnyvale adults with developmental disabilities so they can maximize their potential for independence in the community. This will be achieved through their choice of the Adult Day Program, Community Integration, Employment Services, and Independent Living Skills programs. Progress will be measured over the period of one year by the number of individuals who continue to work, live independently in the community, and participate in activities and community service.

We have clearly defined metrics for measurement of success in the Adult Services Program. These will be continuously monitored and evaluated by our executive management team. Each participant has an Individual Service Plan with goals tailored to their needs, wants, & desires, which are reviewed regularly. An example would be to learn to budget money, get a job, improve personal hygiene, or practice social relationships. Goal achievement is measured at minimum annually. We monitor and improve the quality of our services by reviews and surveys (clients, families, Regional Center, & other stake holders). Finally, we have a full CARF (a national rehabilitation services accreditation commission) review of our services every 3 years.

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.

AbilityPath is committed to the recognition of diversity in culture, religion, age, gender, sexual orientation, spiritual beliefs, socioeconomic status, and language. Our services are specifically designed for persons with developmental and/or physical disabilities. AbilityPath's "Rights of People We Serve Policy" states "AbilityPath protects and promotes the rights of the people we serve. This commitment guides the delivery of our services and our ongoing interactions. We identify and address the cultural and diversity issues of the people we serve to ensure and support engagement through their individualized service plans."

We hire service providers who are bilingual, including those who know sign language, and provide bilingual services as needed. AbilityPath is also CARF (Commission on Accreditation of Rehabilitation Facilities) accredited and they have recognized our programs and services as meeting internationally recognized standards.

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?

AbilityPath empowers people with special needs to achieve their full potential through innovative, inclusive programs and community partnerships. Since 1920, our commitment has remained to improve the lives of individuals with developmental disabilities in the San Francisco Bay Area. With educational, therapeutic, vocational & family support services, we are distinctive in providing support to individuals throughout their lifetime. We received the previous grants listed in this application under our former name, Abilities United. • In both FY21 and FY22 we met our goal under the contract by providing at least 230 hours of Adult Services to 2 Sunnyvale residents. Your support helped us leverage the funding to actually provide 3,886 hours of Adult Services to 15 adults in FY21 and 4,475 hours to 19 adults in FY22. We have consistently met our goals under our contracts with the City of Sunnyvale.

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.

Information is collected at time of intake and reviewed/updated during the annual review process or exit interview.

Staff inputs participant information into our case management system where their information is stored. By virtue of

their disability, according to HUD guidelines, the adults in our Adult Services Program are 'presumed to be of low income.' (See attached HUD guidelines.)

**D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

The Adult Services program supports essential human services for adults with developmental and/or physical disabilities who are low income. Employment Services provides training, job placement and coaching and helps meet the hiring needs of the business community; Adult Day Program provides meaningful activities to participants and allows their parents to work; Community Access provides a variety of social and volunteer activities, including volunteer jobs, college courses, etc., to increase skills & independence; Independent Living Skills provides coaching to help participants learn new life skills and become more independent but remain safe.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<u>Outcomes</u>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$3,000,000	\$3,892,270	\$2,765,919	\$2,581,262
Fundraising	\$1,750,000	\$1,750,891	\$1,487,659	\$1,448,449
Proposed Program (Total Budget)	\$247,515	\$246,484	\$205,198	\$207,664
All Other Programs	\$21,002,485	\$17,716,296	\$14,957,585	\$15,963,684
Total Agency budget	\$26,000,000	\$23,605,941	\$19,416,361	\$20,201,059

**B. Budget for Fiscal Year 2023-24**

Budget Line Item	Sunnyvale	Other Funding	Program Total
VP, Programs	\$2,466	\$2,466	\$4,932
Director, Community Integration	\$2,908	\$727	\$3,635
Manager, ILS	\$3,333	\$834	\$4,167

Manager, ES	\$3,896	\$973	\$4,869
Direct Service Staff	\$0	\$136,897	\$136,897
Benefits	\$0	\$43,500	\$43,500
Taxes	\$0	\$0	\$0
<b>Subtotal Personnel</b>	<b>\$12,603</b>	<b>\$185,397</b>	<b>\$198,000</b>
Non-Personnel			
Move-In Assistance	\$0	\$0	\$0
Supplies & Materials	\$0	\$2,700	\$2,700
Equipment	\$0	\$45	\$45
Communications	\$0	\$3,300	\$3,300
Meetings & Convenings	\$0	\$210	\$210
Travel & Transportation	\$0	\$8,250	\$8,250
Training	\$0	\$300	\$300
Consulting	\$0	\$3,750	\$3,750
Evaluation	\$0		\$0
Other (misc)	\$0	\$210	\$210
Occupancy	\$0	\$24,750	\$24,750
User Fees	\$0	\$6,000	\$6,000
<b>Subtotal Non-Personnel</b>	<b>\$0</b>	<b>\$49,515</b>	<b>\$49,515</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$12,603</b>	<b>\$234,912</b>	<b>\$247,515</b>
Indirect Costs	\$0	\$7,500	\$7,500
<b>TOTAL</b>	<b>\$12,603</b>	<b>\$242,412</b>	<b>\$255,015</b>
Proposed # of Persons Served:	4		
Cost per Individual	\$3,151		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Public Funding (Regional Center & DOR)	\$219,000
Enterprise Business Revenue	\$3,000
Total Committed	\$222,000
Projected Funding Sources	
Individuals	\$20,412
Corporate	
Foundations	
In-Kind Services/Materials/Labor	
Total Projected	\$20,412
Total Other Funding + In-Kind (must match budget above)	\$242,412

1. Does your Organization have a HUD-approved indirect cost plan? **No**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
We leverage public funding to provide additional support with the help of the City of Sunnyvale funds. Reimbursements from the state (from Regional Centers and Department of Rehabilitation) are insufficient to cover program costs given the costs of operating in the Bay Area. City of Sunnyvale helps to fund that gap to ensure the residents in our programs receive the support they need.

Additionally, the City's funding provides us a 'seal of approval' for other funders. In addition to the significant impact the funding has on our services for residents of your community, it is the name recognition & status of the City of Sunnyvale that adds to our credibility among funders. Funders know we are audited by the City of Sunnyvale & that

our programs are monitored by you. We list the City of Sunnyvale as a funder in our annual report, on our website, & in grants & other materials we send to potential funders.

**Attachments**

Articles of Incorporation/Bylaws	<a href="#">AbilityPath_Articles_of_Incorporation_Full.pdf</a> <a href="#">AbilityPath_Certificate_of_Amendment_to_Articles_of_Incorporation_06.26.20.PDF</a> <a href="#">AbilityPath_Bylaws.pdf</a>
Financial Statement and Audit	<a href="#">AbilityPath_audited_financial_statements_6-30-22.pdf</a>
Policy & Procedures Manual	<a href="#">AbilityPath_Employee_Handbook_082021.pdf</a>
Nonprofit Determination	<a href="#">AbilityPath_IRS_Tax_Determination_Letter.pdf</a>
List of Board of Directors	<a href="#">Board_of_Directors_1.10.23.pdf</a>
Authorization to Request Funds	<a href="#">Authorization.pdf</a>
Designation of Authorized Official	<a href="#">City_of_Sunnyvale_Resolution_signed.pdf</a>
Organizational Chart	<a href="#">Executive_Team_Org_Chart.pdf</a> <a href="#">Finance_Org_Chart_.pdf</a> <a href="#">Adult_Services_Management_Team_Org_Chart.pdf</a> <a href="#">Day_Program_Org_Chart.pdf</a> <a href="#">ILS_Org_Chart.pdf</a> <a href="#">Employment_South_Org_Chart.pdf</a>
Resume of Chief Program Administrator	<a href="#">Danielle_Azzalino_Resume.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">Stephen_DEredita_Resume.pdf</a>
Proof of Liability Insurance	<a href="#">Certificate_of_Insurance_for_City_of_Sunnyvale.pdf</a>
Language Access Plan	<a href="#">AbilityPath_Rights_of_People_We_Serve_Policy_-_Language_Access_Plan_052021.pdf</a>
Client Application or Income Verification Form	<a href="#">Income_Verification_Methodology.pdf</a> <a href="#">HUD_ElderlyDisabled.pdf</a>
Accessibility Policy	<a href="#">AbilityPath_Accessibility_Policy_052021.pdf</a>
Cost Allocation Plan for Proposed Program	
Other -	
Other -	

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Program Manager Signature      [Anne-Marie Hong](#)  
Date Signed                              01/20/2023

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**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Bill Wilson Center		
Mailing Address:	3490 The Alameda	City: Santa Clara, CA	Zip: 95050-4333
Website:	billwilsoncenter.org		
Contact Person:	Irene Covarrubias	Title:	Program Director
Contact Email:	icovarrubias@bwcmail.org	Telephone:	408-291-3954
Executive Director:	Sparky Harlan	Email:	sharlan@billwilsoncenter.org
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	WJ9FUML23CC6		

**PROGRAM OVERVIEW**

Project Name:	Family and Individual Counseling		
Project Address:	3490 The Alameda	City: Santa Clara	Zip: 95050-4333

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** CDBG (Minimum Request \$25,000)

**Brief Program Description:**

The Family and Individual Counseling Program will provide 253 individual, family, and/or group counseling sessions for 35 unduplicated Sunnyvale residents annually; all clients will be of low to extremely low-income. Locations for services include 3490 The Alameda (Santa Clara) and 1671 The Alameda (San Jose). Sessions using telehealth platforms (including doxyme and zoom) will be provided to Sunnyvale families with students who attend Montague Elementary School (750 Laurie Ave, Santa Clara), Ponderosa Elementary (804 Ponderosa Ave., Sunnyvale) and Peterson Middle School (1380 Rosalia Ave., Sunnyvale). The number of counseling sessions provided to clients will be dictated by need.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

C. Mental Health or Substance Abuse Counseling

**C. Program Financials**

Funding Type:	CDBG
Funding Amount Requested:	\$35,000
Total Program Cost:	\$60,986
Cost per client for proposed Sunnyvale Program:	\$1,000
Number of Sunnyvale Clients to be served with City grant:	35
Total matching funds for proposed Sunnyvale services:	\$25,986
Match Ratio (% of program funded by matching funds):	43%

Is the Applicant currently receiving funding from Sunnyvale? **Yes**



Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY23	\$35,000	\$29,585
FY22	\$35,000	\$30,500
FY21	\$35,000	\$47,000
FY20	\$35,000	\$30,000
FY19	\$35,000	\$31,000

## **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 low-income residents will have access to counseling provided by Bill Wilson Center's Family and Individual Counseling Program. Clients can work with mental health professionals to address emotional issues, as a family and/or individually. Faced with problems such as marital/family conflict, school related issues, substance abuse, depression, anxiety, stress, out-of-control behavior - both adults and young people can gain the tools to better communicate, understand, cope, react, and make changes in ways that are positive for themselves and those around them.

BWC will provide a total of 253 individual, family, and/or group counseling sessions for 35 unduplicated Sunnyvale residents of low or no incomes. Services will be provided at locations that include 3490 The Alameda (Santa Clara) and 1671 The Alameda (San Jose). Sessions using telehealth platforms (including doxyme and zoom) will be provided to Sunnyvale families with students who attend Montague Elementary School (Santa Clara), Ponderosa Elementary (Sunnyvale) and Peterson Middle School (Sunnyvale).

All BWC services are provided in a culturally competent and respectful way. The number of counseling sessions provided to clients will be dictated by need. Counseling interns and graduate students, closely supervised by licensed Marriage and Family Therapists, provide counseling tailored to each individual. Parents can learn how to strengthen their familial unit by increasing problem solving skills, learning better conflict resolution, and effective parenting. Youth can gain skills for focusing on individual development and self-esteem that in turn builds resilience. This allows them to stay away from drugs and to strive for academic success.

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.

When there are worries about keeping a roof over the heads of the family and food on the table, many necessities frequently become 'luxuries.' Unfortunately, basic needs most often forgone include healthcare, especially mental healthcare. Lack of insurance or under-insurance puts access to quality care out of the reach of the majority of low-income families. The effects of this disparity are compounded as the link between economic hardship and conflict within the family is well documented. Disruptions, loss of home, drug and alcohol abuse, domestic violence, and many other conflicts become commonplace as struggling families are stretched to a breaking point.

BWC is proposing to continue to provide family and individual counseling to low-income Sunnyvale residents. Our proposal is in support of the objectives of Goal C outlined in the City's Consolidated Plan i.e. Other Community Development Efforts, and more specifically: (1b): Mental health, addiction and substance abuse counseling, particularly for youth and those exiting institutions. Through access to counseling services, long-term negative effects of the fallout of economic hardships can be mitigated. The community of Sunnyvale can only benefit as its low-income residents work with compassionate mental health professionals to communicate, cope, and work towards more positive outcomes. Because of our long and extended involvement with the community, both in Sunnyvale (about 14 years) and the larger Santa Clara County (49 years), we are especially suited for meeting the mental health needs of the population in need, and are the most logical provider for family and individual counseling services.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why. Our target populations are youth, individuals, and families of low-income or less, with a particular focus on youth ages 12–18, and their families. Populations benefitting from our counseling program may include: at risk of or - homeless youth and families; minor and adult victims of violence and abuse; and community members with disabilities. The largest racial group, based on data collected in our current Sunnyvale program, consists of clients

self-identifying as White/Hispanic (with Asian the second largest). Persons served through this program are considered at-risk and underserved because of low or no income and lack of healthcare coverage. Counseling is cost prohibitive for those earning low wages and many do not qualify for government subsidized health care. There is also a large group considered under-insured, with coverage that does not allow for counseling.

BWC's policies prohibit harassment based on race, sexual orientation, gender, gender identity, religion, national origin, and traits historically associated with race including, but not limited to hair texture and protective hairstyles. A number of factors affect our approach to services; including race, ethnicity, religion, socio-economic status, historical and social context, homelessness, physical or mental ability, age, gender, sexual orientation and gender identity/expression, or generational and acculturation status.

BWC analyzes data to inform decisions and to demonstrate progress toward successful implementation of its cultural competence plan. The plan outlines guidelines for conducting organizational self-assessments of cultural competence-related activities and for integrating cultural and linguistic competence-related measures into performance improvement programs, client satisfaction assessments, and outcome-based evaluations.

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.

Other organizations offering low or no cost youth, family, individual, and group counseling services include: Domestic Violence Support Network--YWCA of Silicon Valley; Fair Oaks Mental Health Center; and Lighthouse of Hope Counseling Center.

BWC's Counseling Program differs in that we are able to provide a continuum of care to our clients through other BWC programs. At times it may be necessary for youth to stay at our Youth Shelter (only licensed facility in Santa Clara County) for their well-being. Counseling is provided during and after the youth's stay, supporting a family's progress in making positive changes. We offer access to more intensive therapies: Parent Child Interaction Therapy, and Mental Health services with medication monitoring for youth 24 and younger. Our broad range of services is vital for the stability and permanency of our clients, lessening current and future homelessness. We welcome collaboration as a way to reduce duplication, expand delivery, cross refer, and improve outcomes. We provide Critical Incident Stress Management to municipality first responders, schools, and groups in response to acute trauma. Referral partners include Challenge Team Sunnyvale, SCC Department of Family and Children Services and Probation, and Sunnyvale Community Services.

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).

Bill Wilson Center is proposing to provide mental health services to Sunnyvale's low and no income residents. We do not have data available to provide city with savings documentation. However, as our economy continues to struggle, more and more people are experiencing higher levels of stress and depression. Providing counseling on coping skills and depression to a family in crisis of losing their home, or being unemployed, is of immeasurable value to the community. BWC has met or exceeded the number of clients and encounters contracted under previous CDBG awards - and that in itself points to the existing need among community members for mental health services. We do know that access to counseling not only reduces personal suffering, but also lowers hospitalizations, the need for law enforcement interventions, sick-days taken off from work, and children missing school days. All these effects have a direct positive impact on our expenses and earnings, individually and as a community.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	35
Total Program Clients:	750

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

Yes

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

Extremely Low Income:	3
Very Low Income:	1
Low Income:	2

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	\$28	\$52	\$33,617	\$1,200
Estimated for FY 2023-24	\$35	\$50	\$35,000	\$1,000
Estimated for FY 2024-25	\$35	\$50	\$35,000	\$1,000

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

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

	2022-2023 Actual	2023-2024 Proposed		2022-2023 Actual	2023-2024 Proposed
SUNNYVALE ONLY			SUNNYVALE ONLY		
Extremely Low Income(0%-30% AMI)	17	20	Youth (0-18 years)	20	22
Very Low Income (31%-50% AMI)	8	9	Adults (19-61 years)	5	9
Low Income(51%-80% AMI)	4	6	Seniors (62+ years)	4	4
Moderate Income (81%-120% AMI)	0	0	Disabled Individuals	3	3
Above Moderate Income(120%+ AMI)	0	0	Other Special Needs	0	0
<b>Total</b>	<b>29</b>	<b>35</b>	<b>Total</b>	<b>32</b>	<b>38</b>

## 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>	12	12	8	3	35

## C. Program Administration and Monitoring

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	% of Salary funded by grant
Manager, Licensed Therapist	Supervise counseling interns	\$80,000	8	0%	\$0	0%
Program Director	Supervises therapist and coordinates program.	\$115,000	4	5%	\$4,025	4%

Counseling is provided by graduate student interns who are assigned clients based on appropriate matches, e.g., area of expertise. Interns are supervised by the Internship Program Supervisor; therapists are assigned as needed. The Program Director (MFT) oversees the entire program and reports to BWC's Chief Program Officer.

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

\* 70% of counseling clients will increase their positive coping skills

\* 70% of clients will be able to identify at least one healthy coping mechanism that they learned while in the program

BWC uses both quantitative and qualitative measures to evaluate the effectiveness and impact of services, as well as the number of services provided, following all standards of documentation. At the end of therapy or group sessions, clients complete a post survey to measure changes in behavior, skills and attitude. Counselors write a final report on each client, which includes demographic information, number of sessions, and outcome. Services and the progress made toward reaching individual goals are tracked, with the counselor recording client information on project tracking forms and in the client's case file. BWC is HIPAA compliant and the organization complies with all applicable statutes, regulations, policies, procedures, program rules and other requirements.

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.

BWC policies, procedures, and practices provide the framework for services that create an environment that is culturally appropriate, with services provided by culturally proficient personnel. Intake forms for the Counseling Center are available in Spanish and English. Counseling services are provided in English, Spanish, and six additional languages (Flemish, French, Hindi, Urdu, Punjabi, Farsi). Clients are provided assistance with filling out intake forms to address literacy and other language needs. Bill Wilson Center will (a) assign a bilingual staff member to work with non-English speaking clients or (b) access other staff from other departments or community partners who may be more culturally and/or linguistically appropriate to assist the client in conjunction with the counseling staff. Other policies and information (e.g., grievance procedures, client rights) are available in five languages. Services are designed to address the unique needs of children, youth and families in our community. Both counseling sites have elevators and ramps for those with physical limitations.

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?

BWC, a 501(c)(3) community based organization, has been providing counseling services to our community's children, youth, families and individuals in Santa Clara County since 1973. The majority of clients we see are low or no income. Our mission is to support and strengthen the community by serving youth and families through counseling, housing, education, and advocacy, and to prevent poverty by building connections for youth and families. Today, we serve more than 36,000 clients annually through 30 key programs that include youth shelter/group homes, transitional housing, permanent supportive housing, basic need drop-in services for homeless and former foster youth, counseling/mental health services, parenting classes, job placement, call centers, and youth leadership development programs. In FY 21/22, with Sunnyvale CDBG funds, we provided 369 counseling sessions to 34 Sunnyvale residents and exceeded our goal for that year. During the COVID-19 pandemic, we maintained our individual and group counseling sessions by combining (socially distant) in-person and telehealth strategies.

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.

Clients complete an intake form that captures demographic information, including race/ethnicity and income. Clients have the option to self-identify their race and ethnicity, even choosing to 'not declare'. The agency requests verification of income (such as payroll check stubs, letters of benefit award, etc.).

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

Bill Wilson Center provides low or no cost counseling for youth and families of low or no incomes, providing basic and essential services (health) to special needs populations: children, youth, disabled, homeless, victims of domestic violence, and seniors. Access to our broad range of services brings stability and permanency to those we serve - helping in the reduction or prevention of current, future, and generational homelessness.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<u>Outcomes</u>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$3,353,578	\$3,255,901	\$2,892,762	\$2,423,342
Fundraising	\$405,619	\$393,805	\$349,883	\$368,580
Proposed Program (Total Budget)	\$60,986	\$62,979	\$127,875	\$124,150
All Other Programs	\$28,346,665	\$27,517,264	\$24,376,276	\$25,456,488
Total Agency budget	\$32,166,848	\$31,229,949	\$27,746,796	\$28,372,560

**B. Budget for Fiscal Year 2023-24**

Budget Line Item	Sunnyvale	Other Funding	Program Total
Licensed Therapist	\$26,000	\$0	\$26,000
Program Director	\$4,025	\$1,725	\$5,750
Benefits	\$4,975	\$535	\$535
Taxes			\$0
<b>Subtotal Personnel</b>	<b>\$35,000</b>	<b>\$2,260</b>	<b>\$37,260</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials			\$0
Equipment			\$0
Communications			\$0
Meetings & Convenings			\$0
Travel & Transportation			\$0
Training			\$0
Consulting			\$0
Evaluation			\$0
In-Kind Intern Contribution	\$0	\$20,000	\$20,000
<b>Subtotal Non-Personnel</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$35,000</b>	<b>\$22,260</b>	<b>\$57,260</b>
Indirect Costs		\$3,726	\$3,726

<b>TOTAL</b>	<b>\$35,000</b>	<b>\$25,986</b>	<b>\$60,986</b>
Proposed # of Persons Served:	35		
Cost per Individual	\$1,000		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
In-Kind Intern Contributions	\$20,000
Total Committed	\$20,000
Projected Funding Sources	
Individuals	\$0
Corporate	
Foundations	
Client Fees	\$5,986
In-Kind Services/Materials/Labor	
Total Projected	\$5,986
Total Other Funding + In-Kind (must match budget above)	\$25,986

1. Does your Organization have a HUD-approved indirect cost plan? No

2. Does your agency charge any fees for the proposed Sunnyvale services? Yes

3. Please explain how your organization is leveraging the requested City funds with other funds.

Our program leverages CDBG funding. CDBG program revenue is presented to perspective funders to demonstrate diversity of funding sources and community investment/support of the Family and Individual Counseling Program. Additionally, funding from other sources supports the Counseling Program, as well as other supportive BWC services accessible to counseling clients. BWC also uses volunteer graduate interns for providing counseling services. This contribution of donate time to this program is instrumental in enabling us to provide services at such a low or no cost. Counseling interns are supervised by the Program Manager (LMFT or LCSW).

### Attachments

Articles of Incorporation/Bylaws	<a href="#">1 Articles of Incorporation - Bylaws.pdf</a>
Financial Statement and Audit	<a href="#">2 Current Financial Statements dtd 10.31.2022.pdf</a> <a href="#">2 06.30.2022 BWC Final Financial Statements.pdf</a>
Policy & Procedures Manual	<a href="#">3 Policies and Procedures.pdf</a>
Nonprofit Determination	<a href="#">4 IRS ltr of Determination 501c3.pdf</a>
List of Board of Directors	<a href="#">5 Board List 10 2022 w title.docx</a>
Authorization to Request Funds	<a href="#">6 Board Resol 2022 April 5 Notarized - Authorizing BWC to submit funding requests - CSJ SV SCC OES MV.pdf</a>
Designation of Authorized Official	<a href="#">7 Board Resol. 2022 April 5 Notarized - Authorization for CEO and CPO.pdf</a>
Organizational Chart	<a href="#">8 BWC Organization Chart - 12.19.2022.pdf</a>
Resume of Chief Program Administrator	<a href="#">9. Resume-Debbie Pell Chief Prog Adm.docx</a>
Resume of Chief Fiscal Officer	<a href="#">10. Resume-Janet Dolezal CFO.docx</a>
Proof of Liability Insurance	<a href="#">11 BWC Certificate of Insurance exp 7 1 23.pdf</a>
Language Access Plan	<a href="#">12 Language Access Plan.pdf</a>
Client Application or Income Verification Form	<a href="#">13 CI Intake Form 12-2022.pdf</a>
Accessibility Policy	<a href="#">14 Accessibility Plan.pdf</a>
Cost Allocation Plan for Proposed Program	<a href="#">Cost allocation plan updated 01.01.2022.pdf</a>
Other -	
Other -	

Program Manager Signature    [Pilar Furlong](#)  
Date Signed                      [01/04/2023](#)

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Initially submitted: Jan 04, 2023 - 13:53:43

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Child Advocates of Silicon Valley		
Mailing Address:	509 Valley Way, Building 2	City: Milpitas	Zip: 95035-4105
Website:	childadvocatessv.org		
Contact Person:	Mira Chandra	Title:	Grants Manager
Contact Email:	mira@childadvocatessv.org	Telephone:	408-573-5663
Executive Director:	Frederick J. Ferrer	Email:	ferrer@childadvocatessv.org
Agency Type:	Non-Profit with 501(c)(3) Status	Describe:	0
SAM Number:	M37DZE86T3K3		

**PROGRAM OVERVIEW**

Project Name:	CASA		
Project Address:	509 Valley Way Bldg 2	City: Milpitas	Zip: 95035-4105

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** CDBG (Minimum Request \$25,000)

**Brief Program Description:**

Funding from the City of Sunnyvale will be used to recruit, train and support Court Appointed Special Advocate (CASA) Volunteers for foster children and youth in Sunnyvale. CASAs serve foster youth in three ways:

- Mentor: CASAs build a trusted relationship with their foster child and consistently SHOW UP by planning weekly in-person visits and activities.
- Advocate: CASAs STAND UP for their foster child to ensure they receive needed services and resources.
- Voice: CASAs Attend court hearings and submit written reports directly to the Court to assist the judge in making decisions that will LIFT UP the child.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

B. Youth Intervention (Mentoring/After-school programs)

**C. Program Financials**

Funding Type:	CDBG
Funding Amount Requested:	\$45,000
Total Program Cost:	\$78,875
Cost per client for proposed Sunnyvale Program:	\$3,000
Number of Sunnyvale Clients to be served with City grant:	15
Total matching funds for proposed Sunnyvale services:	\$33,875
Match Ratio (% of program funded by matching funds):	43%

Is the Applicant currently receiving funding from Sunnyvale? Yes



Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY22	\$45,585	\$28,130

## **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.

Child Advocates serves children aged birth to 21 years' old who are placed in the Santa Clara County Dependency Court System who have experienced abuse, neglect and/or abandonment. All clients are low-income, as they are all children in the Santa Clara County foster care system, and are, therefore, dependents of the Court. All clients are eligible for the Free Lunch program and participate in MediCal for all medical and dental needs.

Child Advocates' staff reviews the case of every child who enters the Santa Clara County Dependency System and matches the youth with a CASA. CASAs are provided with training and expertise on how to properly support foster children in the key areas of behavioral and physical healthcare, education, housing and other basic needs. CASAs are supported in their work by Child Advocates' staff members, CASA Specialists. CASAs' advocacy services include:

- Meeting individually with youth, their families and caregivers on a weekly basis
- Researching aspects of a child's case, including meeting teachers, doctors, social workers and foster parents, thereby gaining a comprehensive perspective on what the child needs in order to thrive.
- Accessing the social worker's case plan for the child and helping facilitate the social worker's plans for their CASA child.
- Ensuring that the child's home environment is healthy, noting their findings in monthly reports. -Maintaining complete records about the case, submitting reports and speaking up for their child's best interests in court hearings.
- CASAs spend, on average, between 10-12 hours per month on their child's case.

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.

Child Advocates addresses the need to provide mentorship, advocacy and support to children placed in the foster care system. According to the 2022 California Children's Report Card published by Children Now:

- Approximately 60% of children in foster care under age 5 have developmental health issues
- Children in foster care are 4 times more likely to have a mental health need than children in the general population
- Only 56% of foster youth graduate from high school on time, compared to the statewide average non-dependent youth graduation rate of 85%.
- Within 18 months of emancipation 40-50% of foster youth become homeless.

Furthermore, 48% of kids in foster care have endured 4 or more Adverse Childhood Experiences (ACEs). According to the 2022 California Children's Report Card, a person with 4 or more ACEs is:

- 12x more likely to attempt suicide
- 10x more likely to use hard drugs
- 21% more likely to be low-income
- 39% more likely to be unemployed

However, there are protective factors that reduce the negative impact of ACEs. Research shows that the strongest protective factor linked with resilience to childhood trauma is the reliable presence of a sensitive, nurturing, and responsive adult, such as a CASA. (Child Trends, How to Implement Trauma-informed Care to Build Resilience to Childhood Trauma , 2019)

Child Advocates' program meets the Consolidated Plan's need to increase services for at-risk youth and for children who are abused, abandoned, and/or neglected who are specifically placed in Sunnyvale.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

Child Advocates' clients have all experienced trauma in the form of abuse, neglect and/or abandonment. Last year, demographics of children served were as follows: 60% Hispanic/Latinx, 19% Caucasian, 10% multi-racial, 6% African-American, 4% Asian/Pacific Islander and 1% Native American. All children are part of the at risk-under served population due to their foster youth status and involvement with the Dependency Court System. As previously described, they are part of the low income population as well.

Moreover, our agency has strong DEI standards and has a DEI policy we adhere to. We are also strategically focusing our recruitment efforts to diversify our volunteer base. In order to better advocate for foster children in a system that disproportionately removes BIPOC children from their parents, we need to recruit CASAs who share the cultural backgrounds and identities of our foster youth. During the reporting period we started to develop a new three-year strategic plan that will address how we become stronger advocates for foster youth by matching them with volunteer CASAs who more closely reflect youths' identities. Our strategic plan will begin implementation in FY23 and will outline recruitment strategies for increasing the number of Latinx and male CASAs.

**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.

Child Advocates is the only agency that provides CASAs to Santa Clara County foster youth. The agency works with a number of system partners to provide advocacy and educational support to foster youth, including (partial list):

- The Department of Family and Children's Services (DFCS) provides a variety of services to support children and their families including the Educational Services Unit (EdSU), which addresses the educational well-being of children and youth from birth to 21, ensuring enrollment in school and attendance, or receipt of appropriate educational programs.
- Santa Clara County Office of Education (SCCOE) provides services to foster youth designed to address their vital educational needs. Foster Youth Services (FYS) staff assist and train school districts and community stakeholders regarding the various educational laws that protect the rights of both foster and homeless youth.
- Sylvan Learning Center - we recently completed a pilot program with CASA children (in grades K-3) with Sylvan's research-based, intervention literacy instruction programs. Children received between 24-48 hours of reading instruction, depending on their individual academic needs and STAR Reading Assessment data. We will use data from this pilot to determine how we might scale the program to serve more age groups, more kids, and more subject areas upon analysis of the results.
- Pathways to Well-Being - a birth - 21 years old system of care, in partnership with DFCS, screens all children in the child welfare care system, and links them to behavioral health services anywhere in our continuum of care.

**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).

Our program supports not only the victims, but also provides child abuse prevention education and support to the victim's family and caregivers. Agency services focus on strengthening CASA youth and empowering them to develop into healthy adults who can contribute into the local economies they reside in. We strive to ensure foster children do not merely survive, but thrive.

According to a 2022 report by the Child Abuse Prevention Council of Santa Clara County ([https://capc.sccgov.org/sites/g/files/exjcpb1061/files/document/EconomicsOfAbuse\\_SantaClara%20%281%29.pdf](https://capc.sccgov.org/sites/g/files/exjcpb1061/files/document/EconomicsOfAbuse_SantaClara%20%281%29.pdf)), the lifetime economic burden of the 1,810 verified case of child abuse in Santa Clara is \$346,221 per victim. The total annual economic burden for Santa Clara County is \$628.9 million. These costs include:

Healthcare - child abuse victims are more likely to require hospital care, mental and other health services and have a higher incidence of chronic health problems.

Criminal justice - abused children are 59% more likely to be arrested as juveniles and 28% more likely to have an adult criminal record

Child welfare - victims may require intervention services, foster care and counseling services.

Education - abused children are 77% more likely to require special education.

Lifetime productivity - victims are more likely to be unemployed and rely on public assistance and may face barriers to employment, leading to diminished earning potential throughout adulthood.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	15
Total Program Clients:	650

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

**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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Unduplicated Clients Served	8	4	2	1	15

**C. Program Administration and Monitoring**

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	% of Salary funded by grant
Advocacy Operations Manager	process and match 15 youth with a CASA in the FY	\$78,798	40	100%	\$39,399	50%

The Advocacy Operations Manager will Manage the Case Assessment Program (CAP) team. Activities of this team include proactively interfacing with the Juvenile Dependency Court, social workers and attorneys to review cases entering the Dependency System. They Actively assess cases for CASA placement, manage children on the waitlist for assignment of a Court Appointed Special Advocate (CASA), and share information about youth in need of a CASA with others. 100% of this role is dedicated to placing CASA youth with the right volunteer- in geographically relevant regions.

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

The effectiveness of the program is measured by tracking the following outcomes:

Number of foster children matched with a CASA Volunteer

Number of total CASA Volunteers supported

Percent of teens enrolled in high school (ages 13-17) with CASAs who earn their high school diploma or equivalent by age 21.

Percent of school age youth (ages 6-12) with CASAs who are involved in extracurricular/enrichment activities

Percent of teens (ages 13-17) with CASAs who will have access to academic support (tutoring, after school support, etc.)

Outcomes are measured through:

- Biannually distributed Advocacy Plan Assessments (described above)
- Annually distributed CASA surveys – Internally developed
- CASAManager –database used exclusively for CASA programs
- Board Program Dashboard – Internally developed.

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.

Child Advocates of Silicon Valley serves ALL children and youth in the Santa Clara County Dependency system. Our agency bylaws and our contracts with the State Judicial Council and the County of Santa Clara require us to serve children with all forms of physical and mental disabilities, as well as language. Whenever possible, we match CASAs who speak the languages of the children we serve. We provide written information in the languages needed by caregivers and have bilingual staff members to assist us in the unusual case that a new caregiver does not speak the same language as the child or CASA. Our partnerships with various community agencies allow us to tap into the broad array of services within the county to best serve all children and youth in the dependency system. Additionally we provide volunteer and youth facing materials in both Spanish and English to promote inclusivity in our training, education, and support.

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?

Child Advocates' mission is to be there for every foster child in Santa Clara County who has experienced abuse, neglect and/or abandonment. We envision a Silicon Valley where every foster child has the nurturing support and resources needed to thrive. We serve children, predominantly of BIPOC background, ages birth to 21 years' old, who are placed in the Santa Clara County Dependency Court System. They have likely experienced trauma in the form of abuse, neglect and/or abandonment.

We are responsible for operating the Court Appointed Special Advocates (CASA) Program in Santa Clara County, which entails recruiting, training and supporting CASA Volunteers according to the National CASA Association standards.

Child Advocates was founded in 1986 by Dependency Court Judge Leonard Edwards and Nora Manchester, a social worker and community volunteer. Today, the agency serves over 700 Santa Clara County foster children and trains and supports over 600 volunteer CASAs each year.

In FY22 (July 1, 2021 – June 30, 2022), Child Advocates achieved the following outcomes:

Served 797 Santa Clara County children/youth in foster care by matching them with a CASA.  
Recruited, trained and supported 624 active CASA Volunteers from throughout Santa Clara County.  
Held 85 Information Sessions for 484 prospective volunteers interested in learning more about becoming a CASA.  
Trained 154 new CASA Volunteers that were sworn in by the Santa Clara County Dependency Court.  
Conducted 18 workshops providing CASA with in-depth information on a variety of issues.

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.

Race and ethnicity data is recorded for all children we serve, as well as our CASA Volunteers in CASAManager, a dedicated database developed exclusively for CASA programs. Reports from the database assist in case and program management. Reports are regularly submitted to our National CASA Association and the Judicial Council of California - the governing agency of our court system.

Furthermore, Since 2021, Child Advocates has implemented the use of Advocacy Plan assessments to measure a child's well-being, monitor their development, and record the services and resources provided to the child throughout their service history- from CASA assignment to case closure. This includes documenting their client eligibility data consistent with CDBG requirements. After assignment, CASA Volunteers complete intake and follow up surveys and questionnaires biannually to measure their child's current well-being and help determine what activities, resources and services will best support the child. CASAs also document the protective ACE's Aware experiences and activities they do with their child, as well as share areas of need and successes. These plans automatically generate court reports to be submitted to the county, help deepen CASAs understanding of the children they serve, and create a roadmap for ensuring their child receives the right services.

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services

Goal #4: Expand economic opportunities for low-income households

The program meets Goal #3 by providing foster youth with a CASA Volunteer who advocates for the child's best interests within the Dependency System, ensuring the child gets the services and resources they are entitled to and would benefit from. CASAs submit written reports directly to the court, which assists the judge in making decisions that are in the best interest of the child. CASAs receive a court order from a Dependency Court judge giving them full access to the child's educational and health records. With this access, CASAs are deployed to encourage, support and assist in removing educational barriers for youth in foster care.

During the COVID crisis, in particular, CASAs ensured children's basic needs were met and that families were connected to resources. When the shelter-in-place order went into effect, we immediately began conducting a needs assessment of the foster children in our care. In four days we assessed over 250 of our children and determined that their needs ranged from essential needs (food, clothing, diapers, etc.) to educational needs (academic support to help stay on track in school) to psychological needs (mental stimulation to reduce boredom and acting out). CASAs and Child Advocates' staff immediately began providing new services such as delivering groceries, toiletries and other essential items such as diapers and formula to our CASA families. In addition, we also helped families complete all necessary applications for public benefit support (e.g. rent assistance, diaper requests, food pantries).

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<b>Objectives</b>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	<b>Planned 2023-24</b>	<b>Actual 2022-23</b>	<b>Actual 2021-22</b>	<b>Actual 2020-21</b>
Administration	\$400,000	\$473,224	\$409,793	\$353,309
Fundraising	\$500,000	\$492,941	\$426,868	\$351,735
Proposed Program (Total Budget)	\$45,000	\$28,130	\$0	\$0
All Other Programs	\$2,975,000	\$2,949,238	\$2,578,284	\$2,809,922
<b>Total Agency budget</b>	<b>\$3,920,000</b>	<b>\$3,943,533</b>	<b>\$3,414,945</b>	<b>\$3,514,966</b>

**B. Budget for Fiscal Year 2023-24**

<b>Budget Line Item</b>	<b>Sunnyvale</b>	<b>Other Funding</b>	<b>Program Total</b>
Advocacy Operations Manager	\$37,100	\$33,875	\$70,975
Benefits	\$880	\$0	\$0
Taxes	\$7,020	\$0	\$7,020
<b>Subtotal Personnel</b>	<b>\$45,000</b>	<b>\$33,875</b>	<b>\$78,875</b>
Non-Personnel			

Move-In Assistance	\$0		\$0
Supplies & Materials	\$0		\$0
Equipment	\$0		\$0
Communications	\$0		\$0
Meetings & Convenings	\$0		\$0
Travel & Transportation	\$0		\$0
Training	\$0		\$0
Consulting	\$0		\$0
Evaluation	\$0		\$0
<b>Subtotal Non-Personnel</b>	\$0	\$0	\$0
<b>Total Personnel &amp; Non-Personnel</b>	\$45,000	\$33,875	\$78,875
Indirect Costs			\$0
<b>TOTAL</b>	\$45,000	\$33,875	\$78,875
Proposed # of Persons Served:	15		
Cost per Individual	\$3,000		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Total Committed	\$0
Projected Funding Sources	
Individuals	\$0
Corporate	\$0
Foundations	\$0
Local Government/County Funds	\$33,875
City of Sunnyvale	\$0
In-Kind Services/Materials/Labor	
Total Projected	\$33,875
Total Other Funding + In-Kind (must match budget above)	\$33,875

1. Does your Organization have a HUD-approved indirect cost plan? No

2. Does your agency charge any fees for the proposed Sunnyvale services? No

3. Please explain how your organization is leveraging the requested City funds with other funds.

We have received renewed funding from El Camino Hospital District for the past 6 years; who also specifically fund programs in certain locations, Sunnyvale being one of them. CAL OES VOCA UV funds are also committed to support foster youth in FY24. Their funding, in conjunction with Sunnyvale CDBG funds, will be utilized to match foster youth living in Sunnyvale with a CASA. Additionally, we also host an annual Spring Gala, our biggest fundraising event of the year. Individual donors also support us by offering unrestricted funds. These dollars complete funding for programs that are partially grant funded.

### Attachments

Articles of Incorporation/Bylaws	<a href="#">Child Advocates articles of incorporation.pdf</a>
Financial Statement and Audit	<a href="#">FY21 Audit Child Advocates.pdf</a> <a href="#">FY22 Financials.pdf</a>
Policy & Procedures Manual	<a href="#">Employee Handbook policies procedures manual.pdf</a>
Nonprofit Determination	<a href="#">Child Advocates IRS Determination Letter.pdf</a>
List of Board of Directors	<a href="#">BOD List - Oct. 2022.pdf</a>
Authorization to Request Funds	<a href="#">Authorization to Request Funds- signed.pdf</a>
Designation of Authorized Official	<a href="#">Designation of Authorized Individual - signed.pdf</a>

Organizational Chart	<a href="#">Organizational Chart - January 2023.pdf</a>
Resume of Chief Program Administrator	<a href="#">Mary Patterson Resume.doc</a>
Resume of Chief Fiscal Officer	<a href="#">BRENDA NAVARRETE Resume 121216.docx</a>
Proof of Liability Insurance	<a href="#">Sunnyvale Certificate of Insurance.pdf</a>
Language Access Plan	<a href="#">Language Access Plan.docx</a>
Client Application or Income Verification Form	<a href="#">Client Application or Income Verificatiion SCC MOU CASV.pdf</a>
Accessibility Policy	<a href="#">reasonable accomodation policy accessibility .pdf</a>
Cost Allocation Plan for Proposed Program	
Other -	
Other -	

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Program Manager Signature      [Frederick Ferrer](#)  
Date Signed                        [01/20/2023](#)

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Initially submitted: Jan 20, 2023 - 15:36:48

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Catholic Charities of Santa Clara County		
Mailing Address:	2625 Zanker Rd	City: San Jose	Zip: 95134
Website:	https://www.catholiccharitiesscc.org		
Contact Person:	Kathleen Dederian	Title:	Grants Director
Contact Email:	kdederian@catholiccharitiesscc.org	Telephone:	4083255263
Executive Director:	Gregory Kepferle	Email:	gkepferle@catholiccharitiesscc.org
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	EY1DG2U7N4E8		

**PROGRAM OVERVIEW**

Project Name:	Long Term Care Ombudsman Program		
Project Address:	2625 Zanker Rd	City: San Jose	Zip: 95134

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

Catholic Charities of Santa Clara County (CCSCC) provides the only ombudsman services in Santa Clara County for frail and vulnerable long-term care facility residents, with a focus on low-income elderly individuals. Our Long-Term Care Ombudsman Program (LTCOP) promotes the interest, well-being and rights of such residents who often do not have a voice. Long Term Care (LTC) Ombudsmen protect and help improve the quality of care and life for the frailest of our senior and disabled population, functioning as advocates for the more than 13,000 residents living in long term care facilities in the County.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$11,375
Total Program Cost:	\$301,591
Cost per client for proposed Sunnyvale Program:	\$228
Number of Sunnyvale Clients to be served with City grant:	50
Total matching funds for proposed Sunnyvale services:	\$290,216
Match Ratio (% of program funded by matching funds):	96%

Is the Applicant currently receiving funding from Sunnyvale? **Yes**



Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2022-2023	\$10,000	\$11,235
2021-2022	\$10,000	\$10,000
2019-2020	\$10,000	\$10,000
2018-2019	\$12,000	\$10,000
2017-2018	\$12,000	\$10,000

## **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.

The proposed Long-Term Care Ombudsman Program (LTCOP) seeks resolution of problems and advocate for the rights of residents of long-term care (LTC) facilities. As independent advocates, our Ombudsmen work to resolve problems and complaints of individual residents and to bring about change. This is accomplished by creating ongoing visibility through regular unannounced visits/outreach to LTC facilities, monitoring conditions and care, and providing a voice for those unable to speak for themselves. LTC Ombudsmen are trained to identify, receive, investigate, and resolve complaints, including violations of personal rights and allegations of elder abuse for all residents in licensed LTC facilities in Sunnyvale. They ensure that residents are aware of their rights, including the right to shape their own long term care experience. Ombudsmen will also provide residents, their families, and facility staff with information and referrals as needed. The LTCOP will target 50 residents over age 65 for specific services and will advocate for all residents living in the 25 Sunnyvale licensed LTC facilities. These are primarily frail, chronically ill individuals with physical and/or mental impairments. In order to reach residents in these facilities, LTCOP staff must visit or make contact with each of the facilities regularly to help them meet their physical needs and ensure that their daily living activities are supported. Residents are vulnerable, dependent, often socially isolated, and may be unable to advocate for their own needs.

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.

The LTCOP addresses the need for "partnerships/oversight of senior care facilities in the area" as stated in the City's Consolidated Plan. Imagine being a frail adult on hospice, dependent on the health services of a Skilled Nursing Facility and being notified that Medicare will no longer cover the cost of your care and that you must leave. Where would you go, who could you turn to? Or imagine being 84 years old and suffering from congestive heart failure, with no immediate family nearby to support your wishes. Would you know how to obtain an advanced health care directive? LTC Ombudsmen help the frail elderly in these situations by troubleshooting concerns and advocating for their rights to ensure that they have the necessary care to age and live with the dignity and respect that they deserve. CCSCC's Ombudsmen visit and monitor LTC facilities to make sure the residents are well cared for, and to get to know the facility staff so they understand the Ombudsmens' role as advocates.

The LTCOP works to ensure that the most basic needs of seniors and disabled adults are met by advocating on their behalf to the facilities in which they reside. Examples like those above demonstrate the essential nature and importance of an advocate who can inform residents of care facilities about their rights. Each resident has the right to shape their own long term care experience; our team works to ensure residents know their rights in order to do so.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why. Residents of Sunnyvale licensed LTC facilities are eligible for ombudsmen services. Our clients are at-risk and often underserved. They are elderly, often vulnerable and frail and have physical or mental impairments that prevent them from living independently. Elderly individuals living in LTC facilities are inherently at-risk because they may have cognitive or other issues that keep them from speaking up. Certified LTC Ombudsmen provide services with respect for human dignity and the individuality of the resident unrestricted by considerations of age, social or economic status, personal characteristic or lifestyle.

CCSCC does maintain policies around equity, inclusivity, diversity, and non-discrimination in service provision.

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.

CCSCC's LTCOP is the only such program in Santa Clara County. The program is designed to be non-regulatory and to operate independently of the provider and of the enforcement systems so that residents and other consumers feel they can trust the Ombudsmen to represent their interests. Federal and State laws mandate that Ombudsmen be available to elderly residents of LTC facilities to ensure that the care provided meets minimum standards. No other agency has the legal daily access to facilities and confidential access to residents. Our efforts are focused on resident-centered advocacy that drives the program's services. Elders are more likely to suffer from multiple chronic physical and mental illness, have higher levels of functional disability, and have higher rates of dementia and other cognitive impairments. LTC Ombudsmen help improve the quality of care and life for the frailest of our senior and disabled population. The program collaborates with numerous entities that focus on the elderly, elderly, including public agencies and local community-based organizations.

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).

When AB 40 went into effect on January 1, 2013. Section 15630 of the Welfare and Institutions Code was amended to include additional reporting of abuse in long term care facilities to law enforcement. The existence of the LTCOP relieves the pressures on local law enforcement to respond in various situations. With LTC Ombudsmen holding primary responsibility to receive and respond to reports of abuse, it will allow Sunnyvale Police Officers to respond to other calls. When appropriate, Ombudsmen contact other agencies for further action. LTC Ombudsmen help residents and their families and friends understand and exercise the rights they are guaranteed by law. The services provided by the LTCOP not only support the frailest of the senior population, but the families who must care for aging parents and grandparents while also preparing for their own retirement.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	50
Total Program Clients:	8,030

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

### 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Unduplicated Clients Served	13	13	13	11	50
100 facility visits/contacts	25	25	25	25	100
10 Complaints Investigated		5		5	10

### C. Program Administration and Monitoring

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	% of Salary funded by grant
Program Manager	Oversees daily operations, training, & quality assurance	\$77,647	40	4%	\$2,773	4%

Field Ombudsman 1	Contacts/visits clients & facilities, addresses complaints, conducts investigations	\$58,160	40	3%	\$2,021	3%
Field Ombudsman 2	Contacts/visits clients & facilities, addresses complaints, conducts investigations	\$55,458	40	5%	\$2,522	5%
Benefitis	Staff benefits/taxes				\$2,415	

The LTCOP is supported by six full-time staff, including the Program Manager and Ombudsmen, 1 part-time Administrative Assistant, and 8 active volunteers. Staff allocations for the Sunnyvale LTCOP include the Program Manager and two Ombudsmen (including benefits). The team has experience ranging from 4-20 years working with vulnerable populations and they have professional backgrounds and training, including in public health, public policy, social welfare, and other related work.

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

As advocates, LTC Ombudsmen are accountable to the LTC facility residents served. The effectiveness of the Ombudsman system should be measured by its responsiveness to residents' needs. Program records are analyzed to measure the strength of our presence at facilities and availability to residents and other concerned parties. The effectiveness of an Ombudsman is largely dependent on the ability to have regular contact with their assigned facilities. Ombudsmen are required to submit a Monthly Activity Summary Report documenting number of facility visits and/or contacts, unduplicated resident contacts, and hours. Ideally, the Ombudsman approaches a complaint from the resident's perspective, with the resident's satisfaction the foremost goal in resolving the complaint. Ombudsmen submit Case/Complaint Investigation Forms for each complaint opened, investigated, and the disposition/resolution identified. The Program Manager oversees daily operations, including the monitoring of facility coverage and complaint investigation by certified Ombudsmen. This documentation is reviewed and analyzed in relation to measurable objectives. The Program Manager will review the objectives and activity plan on a quarterly basis in order to assign Ombudsmen and resources to maximize the potential of the Program to serve individual residents. The Program is monitored by 7 other local municipalities, Sourcewise (Area Agency on Aging), CCSCC, and the Office of the State Long Term Care Ombudsman. This measurement methodology determines how well we are meeting our goals and whether we are effective in our advocacy.

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.

Please see the attached Language Access Policy and Accessibility Plan. CCSCC also has a Cultural Competency policy and plan; copies are available upon request. Additionally, the LTCOP has several ways of ensuring that persons with disabilities and/or limited English proficiency have access to the services provided, including: 1) Language proficiency/bilingual capacity among members of the Ombudsman team; 2) Access to a local interpretation service; 3) Posters outlining Ombudsman services in various languages placed in visible locations for residents. Federal law requires that posters be bilingual in English and Spanish, and California law requires that nursing facilities post at least four such posters in specific locations and one poster in residential care facilities and assisted living facilities. 4) An informational program brochure, available in English and Spanish, which contains the TYY phone number for the hearing impaired; 5) Written information about residents' rights, which is available in various languages; 6) Advanced Health Care Directive forms in various languages; and, 7) Communication boards.

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?

Founded in 1955, Catholic Charities of Santa Clara County (CCSCC) is a 501(c)(3) non-profit Santa Clara County-based organization that serves and advocates for families and individuals in need, especially those living in poverty. Trusted by the vulnerable communities it serves, CCSCC delivers more than 35 direct service programs through more than 90 community-based locations throughout Santa Clara County, assisting 109,000 individuals annually. Clients range in age from young children, youth and teens to adults and older adults, most coming from low-income households struggling to meet basic needs. The agency takes a holistic, person-centered approach, empowering people to change their lives through a broad range of services, including: job skills training and placement, school-based services, prevention and early intervention services for children, pro-social and other services for at-risk youth, older adult services, mental health and substance use disorder services, housing assistance, financial education, immigration support and legal services, safety net services and disaster recovery, and refugee foster care. CCSCC has a long track record of meeting or exceeding program goals.

Most recently, the LTCOP funded by Sunnyvale met most goals, including the number of persons served and

complaints investigated. However, we have determined that the goal for site visits was set too high at 200, we met 70% of this goal. Therefore, we are adjusting it.

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.

The information the program gathers is described below. Due to physical and/or mental disabilities, not all long term care residents served are able to provide the Ombudsman with financial information and/or demographic data.

a) Each July, the Program sends a survey to all licensed long term care facilities in the City requesting information on the gender, age, ethnicity and payment source for all residents.

b) When a complaint is opened on behalf of an individual resident the intake form includes gender, age, ethnicity and payment source.

Approximately 90% of Ombudsman clients are elderly. Elderly residents are presumed by HUD to be low-income. Assumed low/mod per Government 570.208(2)(A). SSI / Medi-Cal eligibility means test meets CDBG guidelines low/mod per Government 570.208(2)(A).

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

The LTCOP works to ensure that the most basic needs of seniors and disabled adults are met by advocating on their behalf to the facilities in which they reside. Ombudsmen advocate for residents' rights to ensure that they have quality of care and quality of life, and are able to age with the dignity and respect that they deserve. The Ombudsmen build relationships with facility staff and clients so that they are known to staff and able to help address situations and identify potential issues at the LTC facilities. The Ombudsmen serve as a "voice" for those so often without a voice and who otherwise may suffer with no recourse.

#### E. HUD Performance Measures

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<u>Outcomes</u>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Total Agency Budget

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$5,102,373	\$5,051,854	\$5,052,824	\$4,278,991
Fundraising	\$2,496,461	\$2,471,744	\$1,893,003	\$1,566,898
Proposed Program (Total Budget)	\$697,427	\$690,522	\$674,378	\$658,234
All Other Programs	\$41,768,275	\$40,942,519	\$39,947,844	\$44,611,830

Total Agency budget	\$50,064,536	\$49,156,639	\$47,568,049	\$51,115,953
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## B. Budget for Fiscal Year 2023-24

Budget Line Item	Sunnyvale	Other Funding	Program Total
Program Manager	\$2,773	\$74,874	\$77,647
Field Ombudsman 1	\$2,021	\$56,139	\$58,160
Field Ombudsman 2	\$2,522	\$52,936	\$55,458
Benefits	\$1,856	\$61,261	\$61,261
Taxes	\$559	\$14,073	\$14,632
<b>Subtotal Personnel</b>	<b>\$9,731</b>	<b>\$259,283</b>	<b>\$269,014</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials			\$0
Equipment			\$0
Communications			\$0
Meetings & Convenings			\$0
Travel & Transportation			\$0
Training			\$0
Consulting			\$0
Evaluation			\$0
IT allocation	\$350	\$2,650	\$3,000
AWARDS client database	\$100	\$730	\$830
Insurance	\$160	\$1,170	\$1,330
<b>Subtotal Non-Personnel</b>	<b>\$610</b>	<b>\$4,550</b>	<b>\$5,160</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$10,341</b>	<b>\$263,833</b>	<b>\$274,174</b>
Indirect Costs	\$1,034	\$26,383	\$27,417
<b>TOTAL</b>	<b>\$11,375</b>	<b>\$290,216</b>	<b>\$301,591</b>
Proposed # of Persons Served:	50		
Cost per Individual	\$228		

## C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Sourcewise	\$290,216
Total Committed	\$290,216
Projected Funding Sources	
Individuals	
Corporate	
Foundations	
In-Kind Services/Materials/Labor	
Total Projected	\$0
Total Other Funding + In-Kind (must match budget above)	\$290,216

1. Does your Organization have a HUD-approved indirect cost plan? **Yes**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.

As a federally administered program, the LTCOP is legally required to support and has the mandate to investigate all complaints of abuse and monitor conditions at the 284 long term care facilities in Santa Clara County. While there are 13 cities in the County, the City of Sunnyvale houses a larger amount (over 10%) of facilities and residents in these facilities than many of its neighboring cities. With 25 separate facilities in Sunnyvale, the LTCOP depends on City of Sunnyvale funding to be able to serve all residents of these facilities and to leverage the balance of the resources and funding the program receives, primarily from State and Federal agencies, to complete its mission.

**Attachments**

Articles of Incorporation/Bylaws	<a href="#">CCSCC Articles of Incorporation and Bylaws.pdf</a>
Financial Statement and Audit	<a href="#">CCSCC Audited Financial Statements 6.30.2022.pdf</a>
Policy & Procedures Manual	<a href="#">CCSCC Policies Procedures Non-Discrimination Conflict Grievance.pdf</a> <a href="#">CCSCC Client Rights and Grievance English rev2018.pdf</a>
Nonprofit Determination	<a href="#">CCSCC IRS Group Exemption - 501c3 status 110220.pdf</a>
List of Board of Directors	<a href="#">CCSCC BoardList Dec2022.pdf</a>
Authorization to Request Funds	<a href="#">CCSCC Sunnyvale Authorization 2023 Signed.pdf</a>
Designation of Authorized Official	<a href="#">CCSCC Lisa CPSO Signature Authority Nov2021.pdf</a>
Organizational Chart	<a href="#">CCSCC LTCOP Organization Chart Nov 22.pdf</a>
Resume of Chief Program Administrator	<a href="#">Linda Dominguez Program Manager Resume 1.19.23.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">CCSCC Senior Officers Bios 2023.pdf</a>
Proof of Liability Insurance	<a href="#">CCSCC City of Sunnyvale Certificate of Insurance.pdf</a>
Language Access Plan	<a href="#">CCSCC Language Access Policy.pdf</a>
Client Application or Income Verification Form	<a href="#">CCSCC LTCOP Income Verification.pdf</a>
Accessibility Policy	<a href="#">CCSCC Agency Accessibility Plan PandP.pdf</a>
Cost Allocation Plan for Proposed Program	
Other -	
Other -	

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Program Manager Signature      [Kathleen Dederian](#)  
Date Signed                              [01/20/2023](#)

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**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Friends for Youth		
Mailing Address:	3460 W Bayshore Rd	City: Palo Alto	Zip: 94303
Website:	www.friendsforyouth.org		
Contact Person:	Christine Akhtar	Title:	Associate Director
Contact Email:	christine@friendsforyouth.org	Telephone:	6504822867
Executive Director:	Cecilia Chu	Email:	cecilia@friendsforyouth.org
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	0		

**PROGRAM OVERVIEW**

Project Name:	Mentoring Services		
Project Address:	3460 W Bayshore Rd. 203	City: Palo Alto	Zip: 94303

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

Friends for Youth provides quality mentoring relationships for underserved youth who need support most, with the goal of empowering them to be mentally and behaviorally healthy, emotionally secure, and equipped with resiliency-building skills. Since 1979, we've matched over 2,500 youth with a caring adult mentor in our flagship 1-to-1 Program, with over 90% completing the full one-year program (33-67% for similar programs). Since 2016, we've provided school-based group mentoring to address rising dropout rates for low-income, BIPOC students.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

B. Youth Intervention (Mentoring/After-school programs)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$15,000
Total Program Cost:	\$67,500
Cost per client for proposed Sunnyvale Program:	\$750
Number of Sunnyvale Clients to be served with City grant:	20
Total matching funds for proposed Sunnyvale services:	\$52,500
Match Ratio (% of program funded by matching funds):	78%

Is the Applicant currently receiving funding from Sunnyvale? **Yes**

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
22-23	\$14,000	\$16,750
21-22	\$15,000	\$15,192
20-21	\$15,000	\$14,000
19-20	\$15,000	\$14,000
18-19	\$10,000	\$10,000

## **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.

Underserved youth from low to very low income households are matched in one-to-one long-term relationships with meticulously screened and trained adult mentors from the community. Youth referred are ages 8 to 17, come from households that face multiple risk factors such as domestic violence, unstable housing, exposure to substance abuse and limited access to social supports. Many are single-parent households and/or guardian/foster care. Mentorships meet weekly for at least 6 months or 1 year, providing mentees with social emotional support and exposure to new experiences and career opportunities. Staff provides weekly case management and ongoing support to mentors and mentee families. Program staff also facilitate enrichment such as group events, life skills workshops, career tours, cultural events, and community service projects. Mentors and families receive ongoing resources like wraparound services and referrals to our partner agencies. We are planning to bring our school-based, group mentoring programs Crittendon and Columbia Middle Schools. The group programs help middle school students build a network of support on campus, develop healthy habits, and prepare for high school. We utilize our Youth-Led Social Emotional Learning Curriculum, which addresses topics like boundaries, code-switching, identity and intersectionality, self-care and healthy coping strategies.

Our goals are to help a community suffering from skyrocketing mental health issues and rising rates of depression and social isolation, and to help students stay in school and feel connected. We aim to provide safe spaces for kids to learn social emotional skills and connect with and advocate for their communities.

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.

In the wake of the COVID-19 pandemic's negative effects on youth mental health, there is a great demand for mentoring in addressing the rising rates of depression, anxiety, trauma, and grief among our youth. The US Surgeon General reported that depression and anxiety doubled during the pandemic, with 45% of youth experiencing anxiety and/or depression. As 53% of Columbia Middle School students (our primary clients in Sunnyvale) are English learners, foster youth, or eligible for free/reduced-price meals (Ed-Data 2022), we see that the pandemic has exacerbated prior socio-economic stressors and lowered access to wellness activities, resources, and positive relationships.

Our 44 years of field research, supported by our Outcome Evaluation, demonstrates that quality youth mentoring is associated with positive outcomes in social-emotional development (higher self-esteem, better relationships with adults and peers), behavioral health (avoiding drugs/alcohol/juvenile justice issues, bullying), and academic performance (truancy, connection to school and adults, dropout indicators, achievement) (Dubois, et al, 2011). The value of a mentor and supportive adults in a child's life is cited in the 2021 Surgeon General's Mental Health Advisory as an action that can help youth build resiliency and address emerging mental health challenges.

We meet the Consolidated Plan's need for Public Services - "Other Community Development Efforts." Our mentoring services meet top priority needs for services for "special needs populations" and services to "help the increase of at-risk youth", by working to improve health and safety and providing mental health options for low-income families.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

Youth are referred to our program by youth-serving professionals due to struggles with social, emotional, and behavioral health. Mentees are predominantly of Latinx (72.9%) background. 100% are low-income, 85% very low income. 52.7% come from single-parent family structures. Most of our youth live in families with domestic dysfunction and are exposed to violence, physical and emotional abuse, substance abuse, and gang pressure. Around 20% have had an incarcerated parent. About 10% are foster youth/kinship and 10% have experienced homelessness. The combination of both racial and fiscal inequalities create adverse conditions for our clients,



making them incredibly vulnerable, but we know that a consistent, long-term mentor can support them in between and during more intensive services.

We are always asking ourselves how to best bridge the gap between communities and make the world inclusive and equitable. In 2020, our Board adopted a statement of principle and inclusion. Our youth-led social emotional learning curriculum opens up discussions on power, privilege, race, and oppression. Our mentor trainings address racial equity, intersectionality, and identity. We provide cultural humility training and resources for our staff and board. Our staff is 100% BIPOC with immigrant backgrounds. We fully represent the communities we serve. We stay connected to youth long after their year-long mentorship journeys end – and we not only include their voices in developing our programs, but engage them as peer mentors in our school programs, with the goal of hiring transitional age alumni as interns and eventually, staff and leadership.

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.

According to MENTOR California, there are limited local programs offering 1-to-1 community-based mentoring or school-based group mentoring for Sunnyvale youth between the age range of 8 to 17 years old. We focus on social-emotional support, with intensive mentor screening and case management. Other programs focus on tutoring, narrower age ranges, and populations, or are after-school specific. Friends for Youth is also the backbone agency of the Whole Health for Youth (WHY) Initiative, a collective of small, local, grassroots nonprofits run by leadership with lived experiences in the communities we serve. WHY is proving that by working together, nonprofits can reduce duplicative services, increase access and field expertise, multiply their impact, and serve communities holistically with more breadth and depth. WHY partners include Siena Youth Center, Police Activities League, and One Life Counseling. We partner closely with Columbia Middle School and Columbia Neighborhood Center, who provide feedback on the needs of local youth and refer youth to our program. We work with various service providers to address youth and family needs. We refer families to services such as CHAC, Star Vista, Sunnyvale Community Services, Second Harvest Food Bank, Bill Wilson Center, and Uplift Family Services.

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).

Our latest outcome evaluation for our 1-to-1 program showed, among many things, 100% of our students have avoided suspension from school, 100% report that their mentor motivates them to do better in school, and 100% report since meeting their mentor they feel more happy and positive. Our end-of-year evaluation for our group program showed 91% agree that they would recommend this program for other students, 68% have a close trusting relationship with an adult outside their family vs 31% pre-evaluation, and 58% are practicing ways to take care of their health and emotions vs only 22% pre-evaluation.

Every incarcerated youth costs over \$300k per year (DJJ). According to OJJDP, mentoring is effective prevention for incarceration and recidivism. Every dollar invested in quality youth mentoring programs yields at least a \$3 return in benefits to society (Mentoring Effect), which includes public cost savings and increased tax revenues (Anton & Temple). As mentioned before, quality youth mentoring is associated with positive outcomes in social-emotional development (higher self-esteem, better relationships with adults and peers), behavioral health (avoiding drugs/alcohol/juvenile justice issues, bullying), and academic performance (truancy, connection to school and adults, dropout indicators, achievement). Given this data, it is reasonable to assume that there are immense cost savings for City services over the long term. Healthier, thriving youth and families will save the City of Sunnyvale significant expense in terms of public safety, emergency services, and mental health services, and with a compound return on investment.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	20
Total Program Clients:	530

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

Yes

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

Extremely Low Income:	6
Very Low Income:	2
Low Income:	0

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	\$15	\$400	\$14,000	\$2,000
Estimated for FY 2023-24	\$20	\$530	\$15,000	\$1,900
Estimated for FY 2024-25	\$20	\$530	\$15,000	\$1,900

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

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

	2022-2023 Actual	2023-2024 Proposed		2022-2023 Actual	2023-2024 Proposed
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income(0%-30% AMI)	9	15	Youth (0-18 years)	12	20
Very Low Income (31%-50% AMI)	3	5	Adults (19-61 years)	0	0
Low Income(51%-80% AMI)	0	0	Seniors (62+ years)	0	0
Moderate Income (81%-120% AMI)	0	0	Disabled Individuals	0	0
Above Moderate Income(120%+ AMI)	0	0	Other Special Needs	0	0
<b>Total</b>	<b>12</b>	<b>20</b>	<b>Total</b>	<b>12</b>	<b>20</b>

## 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>	11	3	3	3	20
Mentoring Support Services	36	36	36	36	144
Mentor Support & Case Management	66	84	92	110	352

## C. Program Administration and Monitoring

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	% of Salary funded by grant
Executive Director	Agency Operations Program Management, Evaluations and Analysis, MSW Graduate Student Intern Program	\$110,000	40	10%	\$1,800	2%
Program Coordinator	1-to-1 Mentoring Program and Waitlist Program	\$50,000	40	25%	\$4,200	8%

Partnerships Coordinator	Whole Health for Youth Initiative, collaboratives, and community partnerships	\$55,000	40	10%	\$1,100	2%
Group Program Manager	School-based Group Program and SEL curriculum	\$60,000	40	10%	\$3,000	5%
Program Associate	1-to-1 Program Management	\$32,000	40	20%	\$2,200	7%

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

Here at FFY, we believe that every kid needs someone in their corner, this is a core belief that is rooted in extensive mentoring field research and the results of 20 years of our own statistically-relevant outcome evaluation -- youth must be emotionally supported and mentally healthy before they can improve their lifestyles and behaviors. FFY measures the impact of our services by assessing improvement in youth's internal assets and external protective factors. We do this through qualitative and quantitative mid-year and year-end surveys. Students in the program have demonstrated increased social-emotional skills and become more connected to their mentors and school and community resources. Mentors are similarly and frequently surveyed as well, and we take their feedback very seriously, co-creating and improving our virtual platform, SEL curriculum and improving mentoring for mentors. We also collect anecdotal and subjective information, stories, quotes, and feedback from youth, parents, and mentors, which often provide the most compelling evidence of impact. This year, we have adjusted our target for unduplicated individuals served to include the family members and mentors we serve, in addition to the new and existing mentees served. We wanted to account for the families who are receiving holistic case management, Whole Health for Youth Initiative resources, and invitations to community events and programs. We also wanted to account for the mentors who are receiving holistic case management, continuing education, and mentor cohort events and support.

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.

Friends for Youth welcomes youth and volunteer applications from people with disabilities and does not discriminate against them. We comply with the 1990 Americans with Disabilities Act. Applicants with disabilities are considered using the same criteria as for persons without disabilities. Our facilities are barrier-free and accessible; we make scheduling and other reasonable adjustments to accommodate all participants. Referring agents are educated on our services, including that youth with disabilities are eligible for our program and will be served as long as we have mentors qualified to meet their needs. Support activities are conducted to allow for participation of all mentees and mentors, including those held in our ground-level activity room. Case management, translation assistance, and referrals to services for mentees and families are available in Spanish (Japanese and Chinese also offered by staff members if needed). Mentee and family recruitment presentations are held by bilingual, Spanish speaking staff; and all forms, flyers, and online announcements are offered in both English and Spanish. If other language services are required, we work with our partners to provide them so that limited English proficiency is not a barrier to receiving services.

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?

Since 1979, Friends for Youth has been the international gold standard for mentoring. We continue to prioritize protecting our vulnerable populations and foster quality mentoring relationships that stand the test of time; many of our mentorships have lasted over 10 years, some even 20. FFY recruits, screens, trains, and manages volunteer mentors and matches them with mentees in our 1-to-1 and Group Mentoring Programs. Mentors meet with their mentees weekly, providing emotional support, developing a non-judgmental friendship, and exposing mentees to new experiences, learning, and opportunities. Our interactive and iterative social emotional learning curriculum helps mentees develop positive relationships with adults and school staff and learn social emotional skills. We provide case management and wraparound services to mentorships, making referrals and warm handoffs to community partners, and collaborating with our Whole Health for Youth partners. We also provide continual workshop opportunities to all of our mentors and WHY partner offerings to our families and regular support to school staff.

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.

Demographic data and income is documented when staff interview parents/guardians. Families indicate their family's income, household size, and structure on the interview form and verify with their signature. A comprehensive online application that includes race/ethnicity and other demographic data, including eligibility information is provided to Friends for Youth at the time of the referral by the referral agent (youth professional). Both our mentee application/income verification forms are attached. Our client population fits Presumed Benefit categories that principally benefit lower income persons. Most of our clients have experienced severe trauma, have been involved in the criminal justice and foster care systems, with some impacted by homelessness.

**D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

Friends for Youth meets Goal #3, as we provide essential human services particularly for special needs populations. We offer early intervention and positive alternatives through mentoring for the underserved youth population, and we work to improve health and safety and provide mental health options for low-income families. Each of our school partners has identified a significant need for mentoring programs as a Tier 2 Positive Behavior Intervention Support (PPIS). Mentoring is proven to decrease depressive symptoms (MENTOR, Role of Risk 2013) and can bridge the gap between students, families, and more intensive resources and services. Mentors are changing lives and crossing racial and economic bridges to be there for young people who need support.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<b>Objectives</b>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	<b>Planned 2023-24</b>	<b>Actual 2022-23</b>	<b>Actual 2021-22</b>	<b>Actual 2020-21</b>
Administration	\$94,452	\$88,360	\$68,009	\$54,004
Fundraising	\$118,065	\$110,450	\$76,259	\$68,537
Proposed Program (Total Budget)	\$67,500	\$65,000	\$65,000	\$65,250
All Other Programs	\$900,639	\$840,690	\$721,402	\$494,048
<b>Total Agency budget</b>	<b>\$1,180,656</b>	<b>\$1,104,500</b>	<b>\$930,670</b>	<b>\$681,839</b>

**B. Budget for Fiscal Year 2023-24**

Budget Line Item	Sunnyvale	Other Funding	Program Total
Salaries/Contractors	\$12,300	\$40,000	\$52,300
Benefits		\$2,500	\$2,500
Taxes		\$3,000	\$3,000
<b>Subtotal Personnel</b>	<b>\$12,300</b>	<b>\$45,500</b>	<b>\$57,800</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials		\$0	\$0
Equipment			\$0
Communications		\$1,000	\$1,000
Meetings & Convenings			\$0
Travel & Transportation			\$0
Training		\$1,000	\$1,000
Consulting			\$0
Evaluation		\$1,000	\$1,000
Direct Services (e.g. meals, rides)	\$2,700	\$4,000	\$6,700
<b>Subtotal Non-Personnel</b>	<b>\$2,700</b>	<b>\$7,000</b>	<b>\$9,700</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$15,000</b>	<b>\$52,500</b>	<b>\$67,500</b>
Indirect Costs			\$0
<b>TOTAL</b>	<b>\$15,000</b>	<b>\$52,500</b>	<b>\$67,500</b>
Proposed # of Persons Served:	20		
Cost per Individual	\$750		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Packard	\$10,000
Sand Hill	\$10,000
El Camino Healthcare District	\$10,000
Total Committed	\$30,000
Projected Funding Sources	
Individuals	\$10,000
Corporate	\$5,000
Foundations	\$7,500
In-Kind Services/Materials/Labor	
Total Projected	\$22,500
Total Other Funding + In-Kind (must match budget above)	\$52,500

1. Does your Organization have a HUD-approved indirect cost plan? **No**

2. Does your agency charge any fees for the proposed Sunnyvale services? **No**

3. Please explain how your organization is leveraging the requested City funds with other funds.

Friends for Youth will leverage City of Sunnyvale funds with other revenue sources. Our long-term funding strategy is to solicit sustainable support from a broad base of constituents, including foundations, corporations, individuals, service clubs, fundraising events, and available jurisdiction sources. Communicating to our potential donors that we have support from the City of Sunnyvale lends important credibility to our work. Our Board of Directors is active in fundraising, communicating closely with and seeking continued support from long-term individual donors and corporations. We are also working collaboratively with other organizations as part of the Whole Health for Youth Initiative, in order to maximize our collective resources and increase efficiency, quality of services, depth and

breadth of services for the youth and families we serve. We seek to expand our reach into the Sunnyvale communities and local school districts to increase our impact, and with the City of Sunnyvale's support, we will be able to raise more funds from individuals, companies, and foundations in Santa Clara County.

**Attachments**

Articles of Incorporation/Bylaws	<a href="#">FFY Bylaws - Amended August 2022.pdf</a>
Financial Statement and Audit	<a href="#">FFY FY21-22 CPA Financials .pdf</a>
Policy & Procedures Manual	<a href="#">1-to-1 Program Manual.pdf</a>
Nonprofit Determination	<a href="#">Friends for Youth - IRS Letter of Determination.pdf</a>
List of Board of Directors	<a href="#">Board of Directors Roster 2023.pdf</a>
Authorization to Request Funds	<a href="#">Authorization 2023.pdf</a>
Designation of Authorized Official	<a href="#">Sunnyvale Authorization Document 2023.pdf</a>
Organizational Chart	<a href="#">Org chart 2023.pdf</a>
Resume of Chief Program Administrator	<a href="#">Executive Director Resume.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">Executive Director Resume.pdf</a>
Proof of Liability Insurance	<a href="#">22-23 General Liability - Sunnyvale.pdf</a>
Language Access Plan	<a href="#">Policy for Persons with Limited Proficiency in English.pdf</a>
Client Application or Income Verification Form	<a href="#">Mentee Application Friends for Youth.pdf</a> <a href="#">Income Verification 02 1-to-1 App. Consent.pdf</a>
Accessibility Policy	<a href="#">FFY Accessibiity Policy .pdf</a>
Cost Allocation Plan for Proposed Program	
Other -	
Other -	

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Program Manager Signature      [Christine Akhtar](#)  
Date Signed                              [01/20/2023](#)

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Initially submitted: Jan 20, 2023 - 10:41:59

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	The Health Trust		
Mailing Address:	3180 Newberry Drive, Suite 200	City: San Jose	Zip: 95118-1566
Website:	https://healthtrust.org		
Contact Person:	Teresa Johnson	Title:	Director, Food & Nutrition Services
Contact Email:	Teresaj@healthtrust.org	Telephone:	408-961-4801
Executive Director:	Michele Lew	Email:	MLew@healthtrust.org
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	TTDLMMR3LG21		

**PROGRAM OVERVIEW**

Project Name:	The Health Trust Meals On Wheels		
Project Address:	3180 Newberry Drive, Suite 200	City: San Jose	Zip: 95118-1566

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

Celebrating 26 years of service to the community, The Health Trust's mission is to build health equity in Silicon Valley. The Health Trust Meals On Wheels provides essential services to Sunnyvale seniors who are low-income, homebound, and at nutritional risk. Meals On Wheels addresses the Sunnyvale Consolidated Plan Priority Need area of basic needs by providing nutritionally-balanced, home-delivered weekday meals and weekend meals, Wellness Checks to ensure client well-being, socialization to help with isolation, case management and referrals. Funding from the City of Sunnyvale will help ensure critical, ongoing meal services and Wellness Checks for Sunnyvale residents who are low-income.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

A. Basic Needs (Foods, financial aid, emergency shelter)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$24,500
Total Program Cost:	\$184,275
Cost per client for proposed Sunnyvale Program:	\$942
Number of Sunnyvale Clients to be served with City grant:	26
Total matching funds for proposed Sunnyvale services:	\$159,775
Match Ratio (% of program funded by matching funds):	87%

Is the Applicant currently receiving funding from Sunnyvale? **Yes**

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY2021-22	\$24,000	\$24,195
FY2020-21	\$24,000	\$24,000
FY2019-20	\$24,000	\$24,000
FY2018-19	\$24,000	\$10,000
FY2017-18	\$24,000	\$10,000

## **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.

Providing seniors who are low-income and homebound with valuable health and social services enables them to live independently as healthy, contributing members of their communities. The Health Trust Meals On Wheels maximizes City resources and complements existing programs to address the needs of Sunnyvale's senior residents living with food insecurity and social isolation.

Program components include:

1) Meals/Groceries: Meals On Wheels provides nutritious meals that are vital to maintaining program participants' health. Drivers deliver hot meals each weekday, and chilled salads and sandwiches are delivered on Fridays for the weekend. Our most food-insecure clients may also receive monthly grocery deliveries containing pantry staples and produce;

2) Personal Connections: Most of our program clients live alone and indicate they have no family or friends in close proximity. Daily interaction with their Meals On wheels driver brings comfort to socially isolated clients and is important for their mental health and wellbeing;

3) Wellness Checks: Our delivery drivers note changes in clients' cognitive awareness, potential safety hazards, and any changes in appetite. Approximately 50 investigative reports are made by drivers each month, and Meals On Wheels staff communicate with clients' emergency contacts to ensure their safety;

4) Resources: Meals On Wheels broadens clients' support network by offering social work services and referrals, dietitian-approved nutrition education, in-home falls prevention services from Stanford Hospital occupational therapists, and holiday and birthday gifts.

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.

The proposed program addresses:

1. Health Needs: For many seniors, hunger can be life-threatening, increasing the risk of stroke, prolonging recovery from illness, extending hospital stays, limiting the effectiveness of prescription drugs, and decreasing resistance to infection.

2. Financial Needs: Seniors on fixed incomes have been severely impacted by the rising costs of food, directing their limited financial resources to housing or medication costs instead of food.

3. Social Needs: The majority of seniors live alone, are unable to leave their homes, are typically isolated and risk depression without connections with others.

In the City of Sunnyvale, 11.1% of seniors age 65+ are low-income, with 2,242 seniors living at or below the poverty level, making them at risk for food insecurity (US Census). These senior residents are at significant risk of losing their independence due to poor health. Through The Health Trust Meals On Wheels program, seniors who are vulnerable receive the hot, home-delivered meals and wellness services they need to maintain their health and independence.

The Health Trust Meals On Wheels addresses the City's Consolidated Plan Priority Need area of Basic Needs for



seniors. Funds provided by the City will support a portion of the cost of providing Meals On Wheels services to 26 Sunnyvale seniors with 3,266 meals. This is only the number of seniors in Sunnyvale which will be served partially with City of Sunnyvale funds. In FY22, we served a total 79 Sunnyvale residents, providing 18,460 meals, utilizing other Health Trust funds.

**3.** Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why. Services made available with this partnership will target seniors aged 60 and over residing in the City of Sunnyvale who are low-income (200% of Federal Poverty Level or lower) and considered to be homebound due to their lack of mobility. This population is underserved by other existing City and County-sponsored food programs that require participants to leave their homes and/or prepare food on their own. The Health Trust Meals On Wheels is designed to support seniors who are the most vulnerable, with high levels of food insecurity and possible chronic conditions impacting their ability to maintain their health and independence.

In 2018, 78% of all The Health Trust Meals On Wheels clients qualified as high nutritional risk. Of these program participants, 94% are unable to independently shop, cook or feed themselves, 86% take three or more medications per day, and 62% don't always have money to buy food. This illustrates our clients' need for a more intensive intervention through our Meals On Wheels' daily meal delivery than can be provided by other senior nutrition programs.

**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.

The Health Trust is aware of three County programs providing meal services to residents who are homebound and unable to cook or prepare meals: SourceWise delivers frozen meals once a week; Second Harvest Food Bank provides groceries through its Operation Brown Bag program; and the Senior Nutrition Program provides congregate hot and cold meals to seniors at various sites.

The Health Trust Meals On Wheels is the ONLY one offering both frozen and free, hot, home-delivered daily meals to seniors who are homebound. While congregate meals and food pantries are an effective safety-net service for many seniors who are low income, Meals On Wheels' Wellness Checks, friendly visitor socialization resources, and educational outreach activities provide additional support for our program participants who are isolated, unable to prepare their own meals or leave their homes. This is a life-saving service.

Due to the isolated and homebound characteristics of the target population, the majority of education and outreach efforts focus on prospective clients' friends, relatives, and service providers who are able to identify and refer individuals who may be eligible for services and who are at nutritional risk. Referral partners identify and help to facilitate initial contact with prospective clients, and include other Senior Nutrition Providers, such as SourceWise. Coordination with other providers ensures clients receive the services most appropriate for their needs and avoids duplication amongst programs.

**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 Health Trust Meals On Wheels has the potential for direct cost savings for the City.

The Health Trust Meals On Wheels is unique in providing clients who are isolated with the socialization and personal connections (through visits with a Meals On Wheels driver) that are crucial to their health and well-being. Drivers perform Wellness Checks with each delivery, evaluating clients' ongoing health and safety. This is a life-saving service. For example, people who are elderly or homebound are at highest risk of being affected by heat-related health problems. During summer heatwaves, drivers confirm program participants are staying safe and cool, and our Meals On Wheels staff communicate with clients' emergency contacts in the event of an emergency.

In addition, our Meals On Wheels drivers submit over 50 Wellness Check reports each month, which are immediately addressed in order to verify client safety. If a client does not answer the door, an emergency contact may be called or the driver may enter the home. Drivers have found clients who have fallen, had medical emergencies, or left their gas stove running. Although emergency personnel are frequently called in these situations, it is not always required because the driver found the client before this is necessary.

**6.** Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	26
Total Program Clients:	1,400

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

**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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Unduplicated Clients Served	6	6	7	7	26
Home Delivered Meals	816	816	817	817	3,266
Wellness Checks	116	117	117	117	467
Educational Resources (per client)	6	6	6	6	24

**C. Program Administration and Monitoring**

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	% of Salary funded by grant
Food Basket Program Manager	Oversees meal distributions and deliveries	\$76,960	40	7%	\$0	0%
Program Coordinator	Manages client applications and deliveries	\$54,080	40	7%	\$0	0%
Drivers	Deliver food and provide Wellness Checks	\$52,000	40	7%	\$0	0%

The staff listed above will be directly involved in the daily meal delivery operations. Per diem drivers make \$17/hr and their weekly hours vary. A Director of Food & Nutrition Services oversees the entire Meals On Wheels program, tracks progress and submits reports. The Health Trust recruits and retains experienced staff and volunteers with the training and credentials to manage and provide quality services to a diverse client population. No staff time will be allocated to this grant.

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

In addition to numerical goals for clients served, meals delivered, and Wellness Checks and additional materials provided, the following measures will be tracked as indicators of success:

- 1) At least 95% of surveyed clients (including City of Sunnyvale residents) will agree or strongly agree that the Meals On Wheels program helps them remain independent in their homes;
- 2) At least 95% of surveyed clients (including City of Sunnyvale residents) will agree or strongly agree that the Meals On Wheels program is important to their daily well being.

The Health Trust selected these indicators to measure the degree to which seniors attribute their ability to remain at home and their overall well being to the services provided through the Meals On Wheels program. This allows staff to measure the level of program effectiveness in alignment with the City's goal of improving access to social services to seniors. These qualitative metrics are tracked through the semi-annual Client Satisfaction Survey. The results of the anonymous surveys are compiled and entered into the Meals On Wheels database for analysis.

Quantitative measurement tools include program records that track and analyze information such as the number of clients served; the number of meals provided; and the length of time clients remain in the program, maintain their health, and continue to live independently. Reports are generated through the ServTracker database system (soon to be Salesforce).

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.

As an agency, The Health Trust ensures access to services for all County residents. To accomplish this, staff members and volunteers are trained to support the diverse needs of the region's ethnically / linguistically diverse population. The Health Trust administers a Language Access Plan to ensure access for applicants and clients with limited English proficiency. The Meals On Wheels program team can directly support Spanish, Vietnamese, and Hindi speakers. For additional language needs, The Health Trust uses the real-time translational phone system CyraCom, offering interpretation in over 170 languages.

Meals On Wheels provides services specifically designed to support clients who are not able to leave their homes. For this reason, all services are provided in clients' homes, ensuring access for participants with limited mobility. The majority of Meals On Wheels clients have difficulty accessing the Internet, so staff provide information, resources, & program correspondence in person, over the phone, or via mailed or printed materials.

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?

The Health Trust is a 501(c)(3) nonprofit operating foundation serving Santa Clara and northern San Benito Counties. With over 26 years of direct experience providing Meals On Wheels, The Health Trust has the expertise and program infrastructure in place to ensure consistent, quality services that enhance nutrition, independent living, social interaction and quality of life for seniors who are homebound and at nutritional risk.

The Health Trust Meals On Wheels is one of the largest meal home-delivery programs in Santa Clara County. Since tracking data electronically in 2003, the program has served over 7,700 unduplicated clients throughout Santa Clara County with 1.4 million meals. During Fiscal Year 2021-22, The Health Trust's Meals On Wheels program provided 337,683 meals and 47,544 Wellness Checks to 1,392 clients in the County of Santa Clara, including 79 clients and 18,460 meals in the City of Sunnyvale, including 26 clients and over 3,600 meals supported by City of Sunnyvale funds.

Currently, we are averaging 6,500 meals per week in the program overall and continue to provide our COVID-19 or medically ill clients with two meals per day. In response to the lingering needs exposed by the COVID-19 pandemic, for Fiscal Year 2022-23, our goal is to serve 350,000 meals to 1,400 clients countywide through our Meals On Wheels program. We project to serve 79 Sunnyvale clients in Fiscal Year 2023-24 and provide approximately 18,460 meals.

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.

To ensure that seniors receiving Meals On Wheels services are eligible for assistance and receive the appropriate level and type of service, The Health Trust has a formal eligibility and service assessment process. As the point of entry for all clients, Meals On Wheels staff conduct a 25-minute intake assessment to determine eligibility and need. The intake assessment includes a review of the applicant's age, income, city of residence, support systems (e.g., family, friends), nutritional needs, social needs, degree of isolation, and other key issues which would determine both eligibility and service needs.

Verification of client information (including verification of income and race/ethnicity data) is collected during the initial assessment and annual re-assessments by Meals On Wheels team members. Client data is entered into our client database software (currently transitioning to Salesforce), which tracks demographics, income, health and other information such as emergency contacts and billing information. These intake and tracking procedures meet all required guidelines for the CDBG program.

#### **D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

In Sunnyvale, there are 2,242 seniors who are low income (Census Reporter 2021), and food insecure, and now, post-pandemic, many still are fearful of going outside their home. For these residents, their basic daily need for nutritious food is not being met. Without Meals On Wheels, many would likely experience hunger, resulting in poor health or loss of independence.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<u>Outcomes</u>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$2,600,848	\$2,476,998	\$2,409,233	\$2,205,897
Fundraising	\$807,694	\$769,232	\$753,924	\$598,208
Proposed Program (Total Budget)	\$3,978,926	\$3,789,453	\$3,053,623	\$2,699,084
All Other Programs	\$14,399,142	\$13,713,467	\$13,221,848	\$15,545,712
Total Agency budget	\$21,786,610	\$20,749,150	\$19,438,628	\$21,048,901

**B. Budget for Fiscal Year 2023-24**

Budget Line Item	Sunnyvale	Other Funding	Program Total
Director, Food & Nutrition Services	\$0	\$8,031	\$8,031
Food Basket Program Manager	\$0	\$5,156	\$5,156
Program Coordinator	\$0	\$3,623	\$3,623
Drivers	\$0	\$3,484	\$3,484
Benefits	\$0	\$3,044	\$3,044
Taxes	\$0	\$3,044	\$3,044
<b>Subtotal Personnel</b>	<b>\$0</b>	<b>\$26,382</b>	<b>\$26,382</b>
Non-Personnel			
Move-In Assistance	\$0	\$0	\$0

Supplies & Materials	\$0	\$709	\$709
Equipment	\$0	\$0	\$0
Communications	\$0	\$0	\$0
Meetings & Convenings	\$0	\$0	\$0
Travel & Transportation	\$0	\$2,881	\$2,881
Training	\$0	\$380	\$380
Consulting	\$0	\$0	\$0
Evaluation	\$0	\$0	\$0
Direct Services - Meals	\$24,500	\$113,950	\$138,450
Technology / IT	\$0	\$9,469	\$9,469
Building & Equipment Rentals	\$0	\$1,638	\$1,638
Insurance	\$0	\$1,455	\$1,455
Utilities & Internet	\$0	\$1,398	\$1,398
Depreciation & Amortization	\$0	\$978	\$978
Other: Dues, Postage, Events	\$0	\$535	\$535
<b>Subtotal Non-Personnel</b>	<b>\$24,500</b>	<b>\$133,393</b>	<b>\$157,893</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$24,500</b>	<b>\$159,775</b>	<b>\$184,275</b>
Indirect Costs			\$0
<b>TOTAL</b>	<b>\$24,500</b>	<b>\$159,775</b>	<b>\$184,275</b>
Proposed # of Persons Served:	26		
Cost per Individual	\$942		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Individuals	\$10,000
Corporate	\$10,000
Foundations	\$50,000
Total Committed	\$70,000
Projected Funding Sources	
Individuals	\$9,775
Corporate	\$50,000
Foundations	\$30,000
In-Kind Services/Materials/Labor	
Total Projected	\$89,775
Total Other Funding + In-Kind (must match budget above)	\$159,775

1. Does your Organization have a HUD-approved indirect cost plan? **No**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
In order to meet the needs of the community through our direct service work, including our Meals On Wheels program, we continually seek to maximize new partnerships for funding with individuals, corporations, foundations, and government agencies. We receive a significant amount of renewable government funding; apply for more than 50 foundation, corporate, and government grants annually; and seek a variety of ways to build our individual donor base, including a growing direct mail campaign through which we cultivate sustaining donors.

The program is also adept at leveraging volunteer hours in order to alleviate some ongoing costs. 75% of Meals On Wheels drivers are volunteers, volunteers assist with the daily "pack-out" of meals, and the program utilizes

corporate and individual volunteers to pack donated fresh produce into the bi-monthly grocery bags that some of our clients receive.

The Health Trust leveraged our relationship with the City and history of providing services in Sunnyvale to strengthen partnerships with the El Camino Healthcare District.

**\*\*AVERAGE COST PER CLIENT:** Please note that the average cost per client was calculated using the formula provided by the City and does not reflect the variation in number of meals each client receives, depending on client situation, preference, and length of program participation. **\*\***

**Attachments**

Articles of Incorporation/Bylaws	<a href="#">1. THT Articles of Incorporation By Laws.pdf</a>
Financial Statement and Audit	<a href="#">2. THT Audited Financial Statements 2021-22.pdf</a>
Policy & Procedures Manual	<a href="#">3. THT Policy Procedures Manual 2022.pdf</a>
Nonprofit Determination	<a href="#">4. THT IRS Determination Letter.pdf</a>
List of Board of Directors	<a href="#">5. THT Board of Trustees.pdf</a>
Authorization to Request Funds	<a href="#">6. THT Authorization to Request Funds.pdf</a>
Designation of Authorized Official	<a href="#">7. THT Designation of Authorized Official.pdf</a>
Organizational Chart	<a href="#">8. THT Organizational Chart 2023.pdf</a>
Resume of Chief Program Administrator	<a href="#">9. THT Resume of Senior VP of Programs Shaunta McGee 2023.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">10. THT Resume of Chief Fiscal Officer Amy Chan 2019.pdf</a>
Proof of Liability Insurance	<a href="#">11. THT Proof of Liability Insurance 22-23.pdf</a>
Language Access Plan	<a href="#">12. THT Language Access Plan.pdf</a>
Client Application or Income Verification Form	<a href="#">13. THT MOW Client Application English 2021.pdf</a>
Accessibility Policy	<a href="#">14. THT Accessibility Policy.pdf</a>
Cost Allocation Plan for Proposed Program	
Other - MOW Program Staff Qualifications & Resumes	<a href="#">15. THT MOW Program Staff Qualifications Resumes.pdf</a>
Other -	

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Program Manager Signature      **Michele Lew**  
Date Signed                              **01/20/2023**

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**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Live Oak Adult Day Services		
Mailing Address:	1147 Minnesota Ave	City: San Jose	Zip: 95125
Website:	www.liveoakadultdaycare.org		
Contact Person:	Toni Ensunsa	Title:	Chief Operations Officer
Contact Email:	toni@liveoakadultdaycare.org	Telephone:	408-971-9363
Executive Director:	Ann Peterson	Email:	liveoak1147minnesota@gmail.com
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	JMWRVAH27ER8		

**PROGRAM OVERVIEW**

Project Name:	Adult Day Care Cupertino		
Project Address:	20920 McClellan Road	City: Cupertino	Zip: 95014

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

Live Oak Adult Day Services is a nonprofit organization that operates four adult day programs in Santa Clara County providing a specialized program for dependent, at-risk seniors, most with mild to moderate dementia. Funds from the City of Sunnyvale will be used to help defray the cost of the program for 5 Sunnyvale seniors and their families at the Cupertino Center. Live Oak provides a day program each weekday from 9 to 3pm which includes daily exercise, meals, art, music, cognitive games and socialization. Caregivers are offered case management and support groups along with the respite the program provides.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$12,000
Total Program Cost:	\$270,637
Cost per client for proposed Sunnyvale Program:	\$2,400
Number of Sunnyvale Clients to be served with City grant:	5
Total matching funds for proposed Sunnyvale services:	\$258,637
Match Ratio (% of program funded by matching funds):	96%

Is the Applicant currently receiving funding from Sunnyvale?

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? Yes

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
22-23	\$11,000	\$11,240
21-22	\$10,000	\$10,192
20-21	\$10,000	\$10,000
19-20	\$10,000	\$10,000
18-19	\$10,000	\$10,000

## **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.

Live Oak Adult Day Services provides a specialized program of adult day care which includes daily exercise, nutritious meals, music and art, games and puzzles, and socialization. The program is designed to increase cognitive stimulation and to prevent social isolation. The program operates Monday through Friday from 9am to 3pm. The staff to client ratio is 1:5. While their loved ones are attending the program, caregivers get respite allowing them time to work, run errands or rest. Funds from the City of Sunnyvale will be used to help pay staff salaries. Our target clientele are Santa Clara County seniors age 65 and older who suffer from a variety of age-related cognitive and/or physical impairments such as Alzheimer's Disease, dementia, Parkinson's Disease, vascular dementia, stroke and depression. These seniors are unable to participate in mainstream community programs designed for able-bodied seniors. Both the seniors and their caregivers are isolated and need assistance and support. Clients are charged a daily fee using a sliding scale based on their income. Live Oak abides by the philosophy that no one will be denied access due to inability to pay and about 85% of the clients fall in the low to very low income ranges according to HUD guidelines.

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.

Social isolation and lack of cognitive stimulation can be detrimental to someone with dementia: it can lead to depression, poor sleep patterns, anxiety and accelerated cognitive decline. A person with dementia can not be left alone requiring continuous care, thus our family caregivers experience extreme stress and fatigue. Through our program of adult day care, Live Oak proposes to alleviate some of this distress for those Sunnyvale residents who enroll. The program helps the senior participants maintain their level of functioning for a longer period of time and may slow down their cognitive decline delaying their admission to long-term care. Participation in the program often serves as a deterrent to repeated hospitalization, leads to better sleep patterns and restores a sense of integrity and empowerment to the senior participants. While a senior is attending the program, a caregiver gets a break from caregiving duties. This respite relieves stress, restores energy and promotes balance in a caregiver's life. Our caregivers use the time to rest, run their households and even go back to jobs in the community. This program meets goal #3, Action #1 in the City's Consolidated Plan, as it provides an essential human service for a special needs population.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why. To be eligible for Live Oak's program, a person must be age 60 and older, dependent on others for care, unable to participate in community programs geared for able-bodied seniors, and able to participated and benefit from our activities. A treating physician must document that adult day care is appropriate and complete a functional capacity assessment. A clear TB test is required. All of our clients are considered at-risk and part of an under-served population due to their age, and physical and cognitive limitations. Live Oak includes a Client Bill of Rights in our enrollment packet which states our policy of non-discrimination and our commitment to diversity and inclusiveness. In addition, because we use a sliding scale and solicit funds to subsidize our program, no one is turned away due to lack of ability to pay. This ensures inclusiveness across income levels.

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.

There are several other adult day care providers in Santa Clara County. Four serve specific ethnic groups, one specializes in serving clients with Alzheimer's disease, and several are for-profit. As a non-profit, Live Oak serves the general disabled senior population in the county. To better meet the needs of frail seniors and their caregivers, Live Oak maintains close working relationships with many senior care providers including local municipalities,



Sourcewise, SCC/SSA, VTA, Sunnyvale Community Services, Meals-on-Wheels, Family Caregiver Alliance, SALA, Second Harvest Food Bank, OnLok, and others. Live Oak collaborates with all of these agencies, other adult day care providers and in-home service providers to make referrals and assist our clients in getting the services they need.

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).

Caregivers whose loved ones are enrolled in the program report a greater sense of well-being for both themselves and their senior. They also report a better quality of life and less stress. This results in more stable health and less health-related emergencies requiring fewer trips to the ER. This stability may allow for less drain on city resources and potentially benefit the City's economy if the caregivers can go back to work.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	5
Total Program Clients:	90

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

## 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Unduplicated Clients Served	3	2	0	0	5
Days of Adult Day Care	50	50	50	50	200

## C. Program Administration and Monitoring

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	% of Salary funded by grant
Program Director	Oversee program staff and center activities	\$51,500	35	100%	\$12,000	23%
Asst. Program Director	Assist Program Director	\$45,000	35	0%	\$0	0%
Prog. Sepcialist (2)	Program Activities and Client Care	\$35,000	35	0%	\$0	0%

The Program Director, with help from the Assistant Program Director, oversees the program, staff and the physical plant of the center. They assure adherence to licensing requirements, conduct monthly staff training, assess and evaluate prospective clients and work with the Executive Director to maintain up-to-date standards and goals. Program Specialists work with the Program Director and Assistant Program Director to design and conduct meaningful activities. They also assist with direct client care,

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

We measure the effectiveness of our program through daily monitoring of clients by the staff, verbal reports from caregivers, on-going goal plans for each client and a yearly survey. Monthly statistical data is collected to provide measurements of our goals and objectives. In addition, we keep records of health changes and reasons for discharge. With this data, we are able to measure what percentage of client families report improved quality of life, changes in reported stress, numbers of hospitalizations, and numbers/percentages of seniors able to avoid institutionalization. The program's effectiveness is determined by lowered levels of stress reported, clients' increased mental alertness and responsiveness, and families sustained as a unit.

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.

All of Live Oak's senior clients are disabled and dependent. Annual training is provided to ensure staff are kept updated on best practices for serving our disabled clients. Our enrollment packet includes a copy of the client's 'Personal Rights' which includes a non-discrimination clause. This document is discussed with and signed by the family caregiver. All of our centers are handicapped accessible as per the Americans with Disabilities Act. The Federal Non-Discrimination Policy is printed on all PR?Marketing materials. Our staff are of varied ethnic backgrounds and several are bilingual. Upon enrollment, we assess how we can provide language access to each client and client family. We utilize Sourcewise and 211 to arrange for interpreters when needed and if the client would be better served at one of the other adult day care centers providing services primarily in their language, we will make that referral.

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?

Live Oak Adult Day Services is a not-for-profit organization and has been serving seniors in Santa Clara County for 40 years. It operates adult day care centers in Los Gatos, Gilroy, Willow Glen and Cupertino. It is licensed by the California Department of Social Services as a Community Care Licensed Facility and, as such, complies with all applicable laws and regulations with regards to its facilities, operations and personnel. Live Oak provides a quality day program designed to enhance the lives of frail, dependent seniors and to provide respite for their caregivers. Each year that Live Oak received City of Sunnyvale funding, it met its goal of serving the requested number of clients and succeeded in limiting institutionalization and increasing the quality of life of the client families.

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.

At enrollment, a client's family fills out a Client Intake Packet which contains demographic information including age, diagnoses, income and race/ethnicity date. Client families self-report on income and self-identify as to race/ethnicity. Program Directors explain to families that these data are needed for reports to government funding partners and will only be released in aggregate numbers. This information is compiled and included in monthly and annual reports as required. Copies of forms are kept in locked client files. Live Oak receives government funding (CDBG) from six cities and, as such, is required to report income and race/ethnicity data for clients served. This information is consistent with CDBG requirements for public services programs.

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

Live Oak provides life-enhancing adult day care and nutrition to frail, at-risk Sunnyvale seniors who are not able to attend mainstream community programs geared for able-bodied seniors. Respite is also provided to the clients' caregivers, strengthening and empowering families to care for and keep their dependent loved ones at home. These basic services benefit entire family units with improved overall health and quality of life, along with alleviation from emotional and financial stress. Services benefit the community as a whole, including local businesses and corporations which see improved attendance and efficiency of the part of caregivers they employ.

#### E. HUD Performance Measures

HUD required that recipients of federal funding assess the objectives and outcomes of their programs.

Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<b>Objectives</b>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

### **SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

#### **A. Total Agency Budget**

	<b>Planned 2023-24</b>	<b>Actual 2022-23</b>	<b>Actual 2021-22</b>	<b>Actual 2020-21</b>
Administration	\$394,084	\$394,084	\$364,362	\$172,661
Fundraising	\$46,233	\$46,233	\$25,737	\$10,000
Proposed Program (Total Budget)	\$235,791	\$235,791	\$300,446	\$84,751
All Other Programs	\$867,112	\$867,112	\$581,017	\$347,766
<b>Total Agency budget</b>	<b>\$1,543,220</b>	<b>\$1,543,220</b>	<b>\$1,271,562</b>	<b>\$615,178</b>

#### **B. Budget for Fiscal Year 2023-24**

<b>Budget Line Item</b>	<b>Sunnyvale</b>	<b>Other Funding</b>	<b>Program Total</b>
Labor-Salary	\$12,000	\$164,135	\$176,135
Benefits		\$0	\$0
Taxes		\$12,589	\$12,589
<b>Subtotal Personnel</b>	<b>\$12,000</b>	<b>\$176,724</b>	<b>\$188,724</b>
Non-Personnel			
Move-In Assistance	\$0	\$0	\$0
Supplies & Materials	\$0	\$36,403	\$36,403
Equipment	\$0	\$2,010	\$2,010
Communications	\$0	\$3,500	\$3,500
Meetings & Convenings	\$0	\$0	\$0
Travel & Transportation	\$0	\$0	\$0
Training	\$0	\$0	\$0
Consulting	\$0	\$0	\$0
Evaluation	\$0	\$0	\$0
Rent/utilities		\$40,000	\$40,000
<b>Subtotal Non-Personnel</b>	<b>\$0</b>	<b>\$81,913</b>	<b>\$81,913</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$12,000</b>	<b>\$258,637</b>	<b>\$270,637</b>
Indirect Costs	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$12,000</b>	<b>\$258,637</b>	<b>\$270,637</b>
Proposed # of Persons Served:	5		
Cost per Individual	\$2,400		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Fees for service	\$128,637
Total Committed	\$128,637
Projected Funding Sources	
Individuals	\$4,000
Corporate	\$500
Foundations	\$500
Sourcewise	\$125,000
In-Kind Services/Materials/Labor	
Total Projected	\$130,000
Total Other Funding + In-Kind (must match budget above)	\$258,637

1. Does your Organization have a HUD-approved indirect cost plan? **No**

2. Does your agency charge any fees for the proposed Sunnyvale services? **Yes**

3. Please explain how your organization is leveraging the requested City funds with other funds.

Live Oak Adult Day Services maintains a diverse funding base in order to ensure financial stability and ongoing, uninterrupted services. We receive funds from government grants, private donors, corporate and foundation gifts, Board member pledges, client fees and fundraising events. The agency receives support from the County of Santa Clara and CDBG support from the cities we serve. The budget for the Cupertino program includes funds from the City of Sunnyvale, the City of Cupertino, Sourcewise, 1/4 of the SCC Social Service grants, program fees, and donations.

### Attachments

Articles of Incorporation/Bylaws	<a href="#">By-Laws_Final2021.docx</a>
Financial Statement and Audit	<a href="#">LOADS Audited FS 6.30.2021 Released 3.29.2022.pdf</a>
Policy & Procedures Manual	<a href="#">Revised Personnel Policies and Procedures.doc</a>
Nonprofit Determination	<a href="#">IRS Tax Exempt letter.pdf</a>
List of Board of Directors	<a href="#">Board Affiliations_Contacts_2022_.docx</a>
Authorization to Request Funds	<a href="#">Board Resolution_2022.pdf</a> <a href="#">Scan.pdf</a>
Designation of Authorized Official	<a href="#">Board Designation_2023.pdf</a>
Organizational Chart	<a href="#">Org_Chart_August_2022.docx</a>
Resume of Chief Program Administrator	<a href="#">CV_2021.docx</a>
Resume of Chief Fiscal Officer	<a href="#">T_Ensunsu Resume_6.2019.docx</a>
Proof of Liability Insurance	<a href="#">LOADS Liability Cert. Sunnyvale.pdf</a>
Language Access Plan	<a href="#">Live Oak Adult Day Services Language Proficiency.docx</a>
Client Application or Income Verification Form	<a href="#">Live Oak Adult Day Services Income Verification Methodology.docx</a>
Accessibility Policy	<a href="#">Accessibility Protocols11.docx</a>
Cost Allocation Plan for Proposed Program	
Other -	
Other -	

Program Manager Signature      [Ann E. Peterson](#)

Date Signed                              [01/19/2023](#)

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Next Door Solutions to Domestic Violence		
Mailing Address:	234 Gish Road Suite 200	City: San Jose, CA	Zip: 95112
Website:	https://www.nextdoorsolutions.org/		
Contact Person:	Susan McInnis	Title:	Director Finance & Operations
Contact Email:	smcinnis@nextdoor.org	Telephone:	(408) 501-7564
Executive Director:	Colsaria Henderson	Email:	chenderson@nextdoor.org
Agency Type:	Describe: 0		
SAM Number:	T36NPKDL6XY3		

**PROGRAM OVERVIEW**

Project Name:	Support Services for Survivors of Domestic Violence		
Project Address:	234 East Gish Road, Suite 200	City: San Jose	Zip: 95112

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

100 adult Sunnyvale residents who identify as victims/survivors of domestic/intimate partner violence (DV) will receive holistic, comprehensive, Survivor-Defined services, including one on one case management that addresses the immediate, short, and long-term needs and goals of the client, including housing, food, income, employment, education, healthcare, and wellness; and risk assessment and safety planning; crisis counseling; group peer counseling; and legal advocacy. Clients will gain safety strategies and resilience, increase knowledge of community resources, and/or maintain (no loss) or increase their level of self-sufficiency.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$10,000
Total Program Cost:	\$4,389,341
Cost per client for proposed Sunnyvale Program:	\$100
Number of Sunnyvale Clients to be served with City grant:	100
Total matching funds for proposed Sunnyvale services:	\$4,379,341
Match Ratio (% of program funded by matching funds):	100%

Is the Applicant currently receiving funding from Sunnyvale? Yes

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2022	\$0	\$5,000
2021	\$10,000	\$5,000
2020	\$0	\$5,000
2019	\$10,000	\$5,000

## **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.

- Services: Case management focused on life domains of food, housing, income, education, employment, healthcare, wellness, and abuse/safety; self-sufficiency action plan development and implementation; crisis intervention counseling; group peer counseling; legal advocacy including assistance with filing restraining orders, victim rights, and how court systems; no cost attorneys and limited scope representation; risk assessment and safety planning; client assistance funds; pantry, i.e. personal hygiene products, diapers, blankets; computer lab; grocery gift cards; accompaniment and advocacy, i.e. landlords, social services; and assistance accessing additional resources outside of NDS, i.e. SNAPs; information and referrals.

- Proposed population will be adult DV survivors (based on previous years):

- 13% young adults age 18-24 years; 80% 25-55 years; 6% 56-64 years; and 1% age 65 years plus; 89% female or woman; 9% male or man; 1% Transgender; and 2% as other; 6% identify as LGBTQIAP; 5% have a disability; 39% have limited English; 24% are Immigrants/Refugees/Asylees; and 5% are homeless when first coming to NDS

- 58% identify as Hispanic; 17% as White; 17% as Asian; 1% as Pacific Islander/Hawaiian; 5% as Black; 2% as Bi-racial; and 1% identified as other or decline to state

- 14% of Low Income; 3% of Very Low Income; and 86% of Extremely Low Income

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.

Domestic Violence is a significant public health problem with profound effects on millions of Americans' physical and psychological well-being. Per the CDC, 1 in 4 women and 1 in 10 men have been physically/sexually abused by an intimate partner. Per the 2016 Santa Clara County Public Health Department - Small City report, 10% of Sunnyvale adults reported. The devastating consequences of DV can cross generations and last a lifetime: 1) Homelessness - it is a leading cause of women's homelessness, which also impacts any children; 2) Poverty - economic abuse is a range of tactics used by an abuser to undermine the economic independence, stability, and self-sufficiency of a current or former intimate partner; 3) Increased vulnerability to social and economic isolation; inability to thrive; 4) Physical and mental/emotional health, i.e. trauma, PTSD and depression; 5) Overall safety; increased vulnerability; and Impacts to children who witness abuse – Adverse Childhood Experiences. During the 10-year period of 2010– 2019, the annual average number of calls to Sunnyvale law enforcement for DV assistance was 293 calls, with 32 involving a weapon and 16 involving strangulation. The number of calls for assistance increased 7% from 2018 to 2019. (<https://openjustice.doj.ca.gov/crime-statistics/domestic-violence>).

Consolidate Plan Objective: NDS services support the provision of essential human services, particularly for special needs populations; victims of domestic violence are a HUD presumed benefit population; clients will also be of low income or less, may be homeless, and/or at risk of homelessness.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why. All NDS services are at no cost; clients only need to self-identify as a DV victim/survivor. Per HUD: persons experiencing DV, particularly women and children with limited economic resources, are at increased vulnerability to homelessness. HUD recognizes this intersection between domestic violence and homelessness. DV is gender-based violence and is a human rights issue. Per our policy, we do not discriminate in delivery of services on the basis of ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical conditions (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin, race, religion, (including religious dress and grooming),

sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other characteristic protected by applicable federal, state or local laws.

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.

NDS is the longest-established DV agency in the County, serving more than 2,300 adults & children annually, providing the greatest variety and number of services that holistically address the unique needs of DV survivors: walk-in crisis counseling, legal advocacy and attorneys, filing restraining orders, Peaceful Contact workshops, risk assessment & safety planning, Self-Sufficiency case management and support services, housing assistance, support groups (English, Spanish, men, teen, LGBTQAIP), and advocacy and accompaniment. 1) YWCA Silicon Valley - counseling services; DV shelter; crisis line; and other services; 2) Family & Children Services SV - family violence & abuse prevention (group services), DV prevention services; 3) Women SV - focus on “women of means”; phone line; individual counseling; 4) Maitri - South Asia population target - DV/family conflict; helpline; legal advocacy, support groups; 5) AACI – Asian population target, DV & other support services; shelter. NDS, Maitri, YWCA, & AACI are the DV Advocacy Consortium SCC members.

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 City does not directly provide services for DV survivors; instead uses a model of contracting with nonprofit service providers to fill the gap in social services. Next Door Solutions' sole focus is meeting the needs of survivors and their children through a wide range of services that address crisis, safety, stability, and self-sufficiency. Each year more than 2,500 adults and children from throughout the county receive NDS services and based on the general economy of scale models, the cost of NDS services will be lower than like services provided by the City to (only) their residents, especially in regards to the continuum of services needed for survivors' unique needs: case management, self-sufficiency services, legal advocacy, accompaniment, advocacy, crisis intervention counseling, group peer counseling, children's aligned services, etc.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	100
Total Program Clients:	2,600

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

## 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>	25	25	25	25	100
<b>Crisis Sessions</b>	50	50	50	50	200
<b>SS Case Management Sessions</b>	24	24	24	24	96
<b>Support Group Sessions</b>	25	25	25	25	100

## C. Program Administration and Monitoring

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	Amount of Salary to be	% of Salary funded by
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				Sunnyvale Grant Activity	funded by grant, if any	grant
Manager	Supervises program & staff; direct services as needed	\$78,960	93	0%	\$0	0%
Advocate	Provide direct program services	\$702,000	500	1%	\$8,209	1%
Support Group Facilitator	Facilitates Support Groups	\$120,510	90	0%	\$0	0%

Program services are overseen and managed by the Manager of Support Services and the Manager of Community & Systems Advocacy; both report to the Director of Programs. The Managers supervise Advocates that provide direct client services across a continuum of various services: case management; crisis intervention counseling; self-sufficiency services focus on maintaining and increasing self-sufficiency, goal setting and action plan development and implementation; legal advocacy; accompaniment i.e. to potential housing; advocacy with other systems, i.e. social services; risk assessments and safety planning; peer counseling and mentoring; and information and referrals to other community services.

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

NDS incorporates the use of client surveys in evaluating delivery of services and client impact. Surveys contain a series of questions that provide five response choices, i.e. strongly agree to strongly disagree, and a section for feedback. NDS has set outcome goals for the following service areas:

- 70% of clients responding to the Support Group survey will indicate they are better able to manage stress when it occurs: 75% will respond they are able to identify at least one person in their family or community who supports them.
- 80% of clients responding to the Community & Systems Advocacy survey will indicate they are able to identify at least one strategy to increase their and their children's safety; and 80% will report a greater understanding of their legal rights and the legal process

NDS uses a Self-Sufficiency Matrix based on the Eight Domains of Self-Sufficiency (8D) to assess the client's level of self-sufficiency and the development of immediate, short, and long-term goals, identifying actions and resources to meet goals: Income, Housing, Food, Employment, Education, Healthcare, Wellness, and DV (abuse/safety). Of clients engaged in Self-Sufficiency Case Management for 12 months: 55% will maintain their level of self-sufficiency; and 22% will increase their level of self-sufficiency.

Last year, NDS met or surpassed outcome goals.

## 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.

NDS' Community Office is ADA-compliant, with an elevator to the second floor where services are provided. NDS uses telecommunications systems for communications to assist those with vision and hearing needs and ASL interpreters through Partners in Communication. For clients with vision disabilities, the Advocate will read any/all NDS documents, as needed or requested to the clients: information on services, activities, and facilities, intake and consent forms, Restraining Order applications, NDS policies, etc. NDS' Language Access Plan conforms to the U. S. Department of Justice and Americans with Disability requirements. NDS' policy is to ensure that all persons, including non-English-speaking or limited-English proficient people, are provided equal access to its available services and information through bilingual staff; third-party language lines (spoken and signed); in-person interpreters (language and signing); and fliers and brochures in other languages. The public is informed that language assistance services are at no fee.

## 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?

Next Door Solutions is the longest-established DV agency in SCC, opening its emergency shelter and hotline in 1971 (51 years). It became the second DV shelter in California and the first nationwide to offer bilingual services. NDS is the only agency in SCC solely focused on DV and its impacts on the individual, family, and community - providing an array of comprehensive services that assist survivors through all stages of their development and recovery: Shelter & Housing Services, Community & Systems Advocacy; Self-Sufficiency Services; Support Groups; Children's Aligned Services, and Community Partnerships that address systemic issues that perpetuate



DV in our community in areas of health, gender-based violence, and unaddressed trauma. Program staff are certified DV Peer Counselors (State of California Evidence Code: Section 1037-1037.8); and all clients receive a risk assessment and safety planning. Services are built upon the Survivor Defined Advocacy model, building a partnership between the client and Advocate.

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.

Before engaging in services, the Advocate and client complete a Client Intake Form (English and Spanish), capturing DOB/age, gender, sexual orientation, primary language, race and ethnicity (self-identify), disabilities, and sources of income (self-reported - we do not ask for verification); as well as, NDS programs/services the client receives or is referred to; and information specific to their domestic violence (DV) situation. NDS enters this data into a secure database designed for domestic violence case management services, WS Osnum. NDS uses this collected data for report generation and other analysis, including reporting for funding from federal, state, county, and other local municipalities. Program managers review data, and the leadership team comprises the directors of programs, finance and operations, development, and the executive director. Data is used to expand or adjust service offerings, identify unmet needs, and develop new services and partnerships.

**D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

Goal #2: Program services assist the survivor in gaining access to, or the ability to maintain housing by holistically addressing underlying, contributing issues – with a focus on getting survivors into, or the ability to keep, stable housing (due to the survivor fleeing or the abuser leaving); and providing necessary supports to stabilize and rebuild their lives.

Goal #3: Program services provide appropriate supports that address the basic needs of lower-income households and a special needs population (victims of DV/family).

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<u>Outcomes</u>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21

Administration	\$493,269	\$459,129	\$474,740	\$402,029
Fundraising	\$492,281	\$491,627	\$395,861	\$405,566
Proposed Program (Total Budget)	\$10,000	\$10,000	\$10,000	\$10,000
All Other Programs	\$3,980,310	\$4,016,058	\$3,983,291	\$4,356,037
Total Agency budget	\$4,975,860	\$4,976,814	\$4,863,892	\$5,173,632

### B. Budget for Fiscal Year 2023-24

Budget Line Item	Sunnyvale	Other Funding	Program Total
Advocates	\$8,209	\$1,559,104	\$1,567,313
Coordinators		\$201,064	\$201,064
Managers		\$301,914	\$301,914
Directors		\$139,466	\$139,466
Benefits	\$902	\$257,419	\$257,419
Taxes	\$599	\$171,099	\$171,698
<b>Subtotal Personnel</b>	<b>\$9,710</b>	<b>\$2,630,066</b>	<b>\$2,639,776</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials		\$101,208	\$101,208
Equipment		\$9,684	\$9,684
Communications		\$37,739	\$37,739
Meetings & Convenings			\$0
Travel & Transportation		\$5,925	\$5,925
Training			\$0
Consulting		\$92,584	\$92,584
Evaluation		\$0	\$0
Collaborations with partners (Legal and Therapy)		\$364,563	\$364,563
Client Assistance (rent, transportation, hoteling, etc)		\$488,556	\$488,556
Occupancy	\$127	\$225,440	\$225,567
Insurance		\$21,813	\$21,813
Dues & Subscriptions		\$2,895	\$2,895
<b>Subtotal Non-Personnel</b>	<b>\$127</b>	<b>\$1,350,407</b>	<b>\$1,350,534</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$9,837</b>	<b>\$3,980,473</b>	<b>\$3,990,310</b>
Indirect Costs	\$163	\$398,868	\$399,031
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$4,379,341</b>	<b>\$4,389,341</b>
Proposed # of Persons Served:	100		
Cost per Individual	\$100		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Cal OES	\$565,564
Total Committed	\$565,564
Projected Funding Sources	
Individuals	\$1,047,676
Corporate	
Foundations	\$682,525

Cal OES	\$327,436
County	\$1,556,304
Federal	\$59,684
Local Municipalities	\$115,152
In Kind	\$25,000
In-Kind Services/Materials/Labor	
Total Projected	\$3,813,777
Total Other Funding + In-Kind (must match budget above)	\$4,379,341

1. Does your Organization have a HUD-approved indirect cost plan? **No**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
NDS is committed to maintaining a broad base of financial support and relies on funding from multiple community sectors. NDS derives its operational revenue from multiple sources, including government grants/contracts from federal, state, county, and local municipality agencies, private, public, and corporate foundations, community associations and faith-based organizations, and individual donors. These relationships allow NDS to leverage its almost \$5 million to support its endeavors. NDS also received some in-kind donations, such as food supplies for its crisis shelter. It takes investment from all sectors of the community to ensure that essential services to address the unique needs of survivors of domestic violence are available. And in addition to ongoing services, NDS is also engaged in creating collaborative partnerships focused on prevention strategies and programming – to further the goal of decreasing the number of people in SCC who will experience DV in their lifetime.

**Attachments**

Articles of Incorporation/Bylaws	<a href="#">Next Door Solutions Articles of Incorporation 1.pdf</a>
Financial Statement and Audit	<a href="#">Next Door Solutions to Domestic Violence Audit 1.pdf</a>
Policy & Procedures Manual	<a href="#">Accounting Policies Manual - Next Door - REVISION SEP 2020.doc</a>
Nonprofit Determination	<a href="#">NextDoorSolutionDV IRS LtrDtrmtn andState 1112023 1.pdf</a>
List of Board of Directors	<a href="#">NextDoorSolutionsDV Board of Directors only- 2022 Ltrhd 050322 1.docx</a>
Authorization to Request Funds	<a href="#">NDS Executive Committee Minutes Jan 13 2023.docx</a>
Designation of Authorized Official	<a href="#">NDS CH authorization to sign.pdf</a>
Organizational Chart	<a href="#">Org Chart updated 07.06.22-with out names-w colors 2.xls</a>
Resume of Chief Program Administrator	<a href="#">CH ExDir Res 1.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">Susan Mcinnis rev-060420 1.pdf</a>
Proof of Liability Insurance	<a href="#">Next Door Certs 2223.pdf</a>
Language Access Plan	<a href="#">NextDoorSolutionsDV Language Access Plan timeline 2.docx</a>
Client Application or Income Verification Form	<a href="#">Client Intake Form English July2020.docx</a> <a href="#">Client Intake Form Spanish July2020.docx</a>
Accessibility Policy	<a href="#">NextDoorSolutionsDV Reasonable Accommodation Policy 1.docx</a>
Cost Allocation Plan for Proposed Program	
Other -	
Other -	

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Program Manager Signature     **Douglas Dennis**  
Date Signed                         **01/19/2023**

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**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Project Sentinel		
Mailing Address:	1490 El Camino Real	City: Santa Clara	Zip: 95050-4609
Website:	www.housing.org		
Contact Person:	Lark Ritson	Title:	Fair Housing Director
Contact Email:	lritson@housing.org	Telephone:	408-343-8609
Executive Director:	Carole Conn	Email:	cconn@housing.org
Agency Type:	Non-Profit with 501(c)(3) Status	Describe:	0
SAM Number:	E44GRKVXEEN9		

**PROGRAM OVERVIEW**

Project Name:	Project Sentinel Fair Housing		
Project Address:	1490 El Camino Real	City: Santa Clara	Zip: 95050

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** CDBG (Minimum Request \$25,000)

**Brief Program Description:**

Project Sentinel (PS) provides services to affirmatively further fair housing by: investigating complaints, administering systemic audits, conducting community outreach and education, and seeking redress for victims of such discrimination. Community outreach seeks to inform people of what fair housing is and to encourage those of protected status to report suspected violations. Education is also offered to housing providers so they can understand their fair housing obligations and avoid charges of non-compliance. These services help ensure integrated, balanced communities and will assist the City of Sunnyvale to meet HUD requirements to AFFH.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	CDBG
Funding Amount Requested:	\$39,000
Total Program Cost:	\$45,950
Cost per client for proposed Sunnyvale Program:	\$1,114
Number of Sunnyvale Clients to be served with City grant:	35
Total matching funds for proposed Sunnyvale services:	\$6,950
Match Ratio (% of program funded by matching funds):	15%

Is the Applicant currently receiving funding from Sunnyvale? **Yes**

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
17-18	\$20,000	\$10,000
18-19	\$12,500	\$12,500
19-20	\$25,000	\$25,000
20-21	\$25,000	\$39,000
21-22	\$39,000	\$28,687

## **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.

Comprehensive Fair Housing Services include community outreach/education and the investigation of complaints. Complaints are investigated by testing, interviews, surveys, and document review. The agency maintains a pool of culturally and racially diverse testers. In its enforcement efforts, Project Sentinel investigates an average of 400 cases a year. Approximately 30 to 40 per cent of the investigations reveal evidence substantiating the claim of discrimination. The majority of these meritorious complaints are conciliated by staff with approximately 10 to 15 percent being referred to a government enforcement office (HUD or DFEH) or to a member of the private bar or to PS's in house counsel. Project Sentinel assists the balance of those cases that do not show evidence of a violation by helping the complainant understand the other side of the scenario of their allegation or by counseling how the complainant can strengthen their home search or stabilize their tenancy.

Workshops are provided to owners and managers of rental property on fair housing compliance.

Community outreach and education are accomplished through the use of mass media, public presentations, training workshops, the distribution of educational material, collaboration with other social service agencies and apartment owner associations. Services are provided to anyone living in Sunnyvale or seeks to live in Sunnyvale. There are no other eligibility criteria.

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.

Fair housing laws provide assurance that housing transactions will be based on individual merits and qualifications not bias and prejudice. Whether the discrimination is intentional or unintentional, the actions informed or uninformed, the results can be devastating. Housing discrimination segregates people, disenfranchises their spirit, and can destroy the economic base of a community. HUD recognizes the damage from housing discrimination and requires that all recipients of CDBG funding affirmatively further fair housing.

Project Sentinel will affirmatively further fair housing by reaching out directly to target populations of ethnic minorities, new immigrants, those with Limited English Proficiency, families with children, and those with disabilities. The proposed services will provide reactive services of investigation and negotiation to remedy those who fall victim to housing discrimination and will provide pro-active services to educate housing providers through City Consolidated Plan objective.

Victims of housing discrimination need to be able to seek relief from the harm suffered when their civil rights have been violated. Project Sentinel will conduct investigations and negotiations to secure remedies for victims.

Housing providers need to be educated on their fair housing obligations so they can operate their rental housing business violation free. Project Sentinel will educate housing providers through workshops and counseling.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

Anyone living or seeking to live in Sunnyvale are eligible for fair housing services. Victims of housing discrimination are often among the poorest and most under-served residents of our community. The linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding, and addressing discriminatory treatment. Thus, while we outreach to the community as a whole, we also target the under-served populations of racial minorities, new immigrants, families with children, those with disabilities. This targeted population is low income and will meet HUD's requirement that 51% of beneficiaries be verifiably low income. Housing providers (real estate agents, owners and managers of rental property) are another targeted population as they are offered counseling and education on how they can operate their business in fair housing compliance.

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.

Public Interest legal groups such as Bay Area Legal Aid, Asian Law Alliance and the Law Foundation of Silicon Valley provide some fair housing assistance, but they usually do not have the complaint investigation experience and resources that Project Sentinel (PS) has; thus, they often request such assistance from PS.

HUD and the California Dept of Fair Employment and Housing provide fair housing services but, again, like the public interest legal groups, they often request PS to help investigate complaints.

The groups listed above groups make referrals back and forth. PS will be asked to help investigate an allegation. PS will refer people with legal needs that are not fair housing related to the public interest groups. PS has made referrals to the Law Foundation, HUD & DFEH of meritorious fair housing cases and will continue to do so but PS now has its own in-house legal counsel so there are more options for legal representation.

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).

Project Sentinel can provide federally required fair housing service at a significantly lower cost than the City of Sunnyvale due to a lower overhead. Project Sentinel saves time from the City Attorney's office, if the service were provided in-house by the City.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	35
Total Program Clients:	894

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

No

## 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Unduplicated Clients Served	9	8	9	9	35
Cases	2	2	3	3	10
Outreach	1	0	1	1	3

## C. Program Administration and Monitoring

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	% of Salary funded by grant
Executive Director	Overall Agency Administration	\$160,000	1	3%	\$4,800	3%
Assistant Fair Housing Director	Supervises and provides direct service	\$80,000	2	5%	\$4,000	5%
Fair Housing Coordinator	Provides direct service	\$62,400	4	11%	\$6,864	11%
Fair Housing Intake	Provides direct service	\$63,378	5	12%	\$7,605	12%

Counselor(s)						
Community Outreach Coordinator	Provides direct service	\$69,722	2	6%	\$4,183	6%

2. How will the effectiveness of your program be measured during each year of the grant?  
Service effectiveness is measured for quantity and quality.

Outreach is measured by surveys for content and presentation. The survey is applied at the end of an event to determine if the participants learned new fair housing information and if there is a need to modify the style of the presentation. Typically, 80% for correct answers is the benchmark for determining if the participants were sufficiently educated.

Complaint investigations are measured by a review of the case file to determine if the allegation was covered by federal or state law, action taken in a timely manner and if the investigation methodology was logical and reasonable.

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.

Project Sentinel targets those with disabilities and new immigrants for outreach efforts. We have multi-lingual staff, a translation service and partner agencies that also service special populations. Most of our written material is published in English, Spanish, Chinese, Vietnamese, Tagalog. Our offices are accessible to those with mobility 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?

Project Sentinel maintains local entitlement contracts for fair housing, housing counseling, and dispute resolution services. These contracts serve 45 cities and 4 counties, spanning from Sacramento to Fremont and to Modesto. Project Sentinel maintains five office sites of which two are in Santa Clara County: Santa Clara and Gilroy. Previous contracts with Sunnyvale show that contract goals were consistently met or exceeded.

Project Sentinel is considered by HUD to be a qualified, high performing fair housing agency with many years of experience in providing fair housing services.

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.

Staff collect eligibility and demographic data upon case intake.

**D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

Promote Fair Housing Choice

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>
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<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
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<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Total Agency Budget

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$548,866	\$548,866	\$455,148	\$455,148
Fundraising	\$0	\$0	\$0	\$0
Proposed Program (Total Budget)	\$1,009,091	\$1,009,091	\$928,025	\$928,025
All Other Programs	\$919,305	\$919,305	\$1,179,067	\$1,552,248
Total Agency budget	\$2,477,262	\$2,477,262	\$2,562,240	\$2,935,421

#### B. Budget for Fiscal Year 2023-24

Budget Line Item	Sunnyvale	Other Funding	Program Total
Salaries	\$27,453	\$5,000	\$32,453
Benefits	\$4,667	\$850	\$850
Taxes			\$0
<b>Subtotal Personnel</b>	<b>\$32,120</b>	<b>\$5,850</b>	<b>\$37,970</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials			\$0
Equipment			\$0
Communications	\$840		\$840
Meetings & Convenings			\$0
Travel & Transportation			\$0
Training			\$0
Consulting			\$0
Evaluation			\$0
<b>Subtotal Non-Personnel</b>	<b>\$840</b>	<b>\$0</b>	<b>\$840</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$32,960</b>	<b>\$5,850</b>	<b>\$38,810</b>
Indirect Costs	\$6,040	\$1,100	\$7,140
<b>TOTAL</b>	<b>\$39,000</b>	<b>\$6,950</b>	<b>\$45,950</b>
Proposed # of Persons Served:	35		
Cost per Individual	\$1,114		

#### C. Other Funding Sources

Other Funding Sources	
Committed	Amount



HUD FHIP	\$6,950
Total Committed	\$6,950
Projected Funding Sources	
Individuals	\$0
Corporate	\$0
Foundations	\$0
In-Kind Services/Materials/Labor	
Total Projected	\$0
Total Other Funding + In-Kind (must match budget above)	\$6,950

1. Does your Organization have a HUD-approved indirect cost plan? **Yes**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
Project Sentinel is fortunate to have a three-year grant from HUD (Fair Housing Initiative Program). The \$360,000 a year fund is spread to all of Project Sentinel's funding jurisdictions. We estimate that \$6,950 of FHIP funds will be spent on Sunnyvale services.

**Attachments**

Articles of Incorporation/Bylaws	<a href="#">Exh E - PS Art. of Corporation.pdf</a>
Financial Statement and Audit	<a href="#">2021_06 Project Sentinel Inc. Financial Statements - Final.pdf</a>
Policy & Procedures Manual	<a href="#">2021 Personnel Manual UPLOADED ON ZENEFITS.pdf</a>
Nonprofit Determination	<a href="#">Exh H PS IRS non profit status certificate updated 2014.pdf</a>
List of Board of Directors	<a href="#">Project SentinelBoard -2022.pdf</a>
Authorization to Request Funds	<a href="#">Authorization.pdf</a>
Designation of Authorized Official	<a href="#">Board Resolution Authorizing Carole Conn.docx - signed.pdf</a>
Organizational Chart	<a href="#">2021 PS Organization Chart_rev7-2022_w_expanded_FH.pdf</a>
Resume of Chief Program Administrator	<a href="#">Carole Conn Resume 2021-.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">Lisa Sandigo LinkedIn Profile.pdf</a>
Proof of Liability Insurance	<a href="#">Sunnyvale.pdf</a>
Language Access Plan	<a href="#">12a. Language Access Plan.pdf</a>
Client Application or Income Verification Form	<a href="#">FH Intake Form.pdf</a>
Accessibility Policy	<a href="#">13. ACCESSIBILITY FOR PERSONS WITH DISABILITIES.pdf</a>
Cost Allocation Plan for Proposed Program	
Other -	
Other -	

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Program Manager Signature      **Sara Cottrell**  
Date Signed                              **01/20/2023**

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**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Project Sentinel		
Mailing Address:	1490 El Camino Real	City: Santa Clara, CA,	Zip: 95050-4609
Website:	www.housing.org		
Contact Person:	Isenia Macias	Title:	Operations Manager
Contact Email:	imacias@housing.org	Telephone:	408-620-5865
Executive Director:	Carole Conn	Email:	cconn@housing.org
Agency Type:	Non-Profit with 501(c)(3) Status	Describe:	0
SAM Number:	E44GRKVXEEN9		

**PROGRAM OVERVIEW**

Project Name:	Tenant-Landlord Counseling		
Project Address:	1490 El Camino Real	City: Santa Clara	Zip: 95050

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

This proposal is submitted in support of tenant-landlord counseling and dispute resolution services. The proposed activity educates tenants and landlord on their respective rights and responsibilities, provides instruction on how to resolve housing problems, and conducts mediations & conciliations as a means of dispute resolution. Services encompass all areas of residential rental concerns: e.g., terminations, evictions, habitability, privacy, deposits, rent increases and applies to all types of housing including mobile homes and HOAs. The services will primarily benefit low-income Sunnyvale tenants to maintain and stabilize their housing.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$50,000
Total Program Cost:	\$54,170
Cost per client for proposed Sunnyvale Program:	\$200
Number of Sunnyvale Clients to be served with City grant:	250
Total matching funds for proposed Sunnyvale services:	\$4,170
Match Ratio (% of program funded by matching funds):	8%

Is the Applicant currently receiving funding from Sunnyvale?

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? Yes

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
17-18	\$45,000	\$45,000
18-19	\$45,000	\$45,000
19-20	\$45,000	\$45,000
20-21	\$45,000	\$45,000
21-22	\$45,000	\$45,000

## **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.

Project Sentinel proposes to continue to provide tenant-landlord counseling and dispute resolution services, principally benefiting lower-income Sunnyvale residents and help residents, who may be at immense risk of homelessness, to achieve stability and maintain their housing.

All services will be confidential, neutral and free to the residents. Services will encompass all concerns arising out of residential rental relationships, e.g., terminations & evictions, rent increases, habitability, repairs, privacy, deposits, and other housing issues and housing code-related issues, including housing related issues in mobile home parks.

Target clients will be Sunnyvale residents from all age groups and household types who are principally lower income.

Services will include thorough landlord/tenant informational assistance, community education, and dispute resolution services, including conciliation and mediation. Evaluation and follow-up of mediation process will be pursued to determine compliance with the mediated agreement.

Project Sentinel maintains a list of below-market and other affordable rental properties in Santa Clara County, a crucial resource for BMR renters who need to find alternative housing.

In addition to routine activities, Project Sentinel's dispute resolution staff has been utilized by local government for various special projects, such as presenting workshops and drafting handouts.

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.

In recognizing that housing is a fundamental human need, this proposal strives to improve housing conditions for Sunnyvale renters, with a focus on low to very low-income households. Fifty-five percent (55%) of Sunnyvale's housing units are renter occupied with 41% of that population paying 35% or more of their income towards housing costs. Many pay 50% or more of their income for housing costs. This untenable cost burden is faced by single female heads of household, those with disabilities, seniors on fixed incomes, new immigrants, and many others who struggle on a daily basis to pay their rent and put food on the table. Many are one paycheck away from homelessness. These households live outside the boundaries of Silicon Valley's rags to riches tech boom with no hope for stock options in their future. Instead, a late or reduced paycheck, a domestic quarrel, an unruly child, a sick family member, a bad day at work, a needed car repair -- any number of circumstances contributing to unmanageable stress can jeopardize their tenancy. Despite these stated difficulties, Project Sentinel is able to help negotiate rental agreements to avoid evictions and homelessness, improve habitability and generally bring a sense of balance and stability to many renters, owners and managers.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why. Low to very low-income tenants and housing providers constitute the majority of clients served. We do not exclude anyone requesting service due to their income level, personal characteristics, household composition or language capability. The primary criterion is that they be Sunnyvale residents. This client base constitutes the most vulnerable and at-risk of our communities, many of whom are monolingual, non-English speaking, with little or no formal education, and often with a disability, and often in fear of retaliation, dislocation, institutionalization, deportation.

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.

Project Sentinel is unique among service providers for its focus on landlord-tenant counseling and alternative dispute resolution services where we quickly initiate contact with all effected parties, unlike many of the public

interest legal services. Out distinguishing program components include our Rental Rights and Responsibilities workshops and our Conflict Management Training.

Project Sentinel collaborates with a wide range of agencies such as the Senior Center and Sunnyvale Community Services. These agencies provide space for client meetings, workshops/presentations. We make regular contact with Sunnyvale's Public Safety Department where we distribute business cards which list the agency's services and contact information in English, Spanish and Mandarin.

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 proposed services save city staff time, which translates to money, but not having to assist residents resolve their housing problems. Tenants with long term housing problems have been known to appear before the City Council pleading for City intervention and assistance. The proposed services save City Council time by not having to hear lengthy public testimony. Public Safety, Code Enforcement and Planning Department staff time is saved, again by being able to refer disputing parties to Project Sentinel for education and dispute resolution.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	250
Total Program Clients:	894

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

### 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>	63	62	62	63	250

### C. Program Administration and Monitoring

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	% of Salary funded by grant
Executive Director	Overall Agency Administration	\$160,000	1	2%	\$3,200	2%
Operations Manager	Supervises and provides direct service	\$66,560	1	3%	\$1,997	3%
Case Manager(s)	Direct service	\$54,600	17	45%	\$24,570	45%
Outreach Program Coordinator	Direct service	\$64,480	4	9%	\$5,803	9%

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

The agency maintains an extensive database on all cases, which collects demographics, types of disputes and their outcomes. This information helps us track staff time and to assess dispute resolution performance to ensure

that we meet minimum numerical contract goals and are able to provide all data points enumerated above and as required by the City.

\* Each mediated and conciliated agreement is followed up with a Compliance Review. Staff contact the parties to the mediated and conciliated agreements to determine whether the terms of the agreement have been met. The average annual rate of compliance remains around 96%.

\* A Process and Outcome Satisfaction Survey is administered to mediation participants seeking their feedback on the case development and the mediation process.

The survey also seeks feedback on whether they were satisfied with the outcome of their case. Approximately 93% of our clients indicate a positive response and that they would use the service again, if needed

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.

Project Sentinel's Personnel Policies Handbook states that agency staff as well as the general public are afforded reasonable accommodation. The agency provides services from accessible office space and advertises use of the California Relay Service on literature that informs the public of available services. This same literature is available in English, Spanish, and several Asian languages.

Project Sentinel's office is wheelchair accessible. Almost all first contact with clients is by phone, at which time the housing counselors will offer to accommodate the caller's needs due to a disability. Outreach and educational material informing the general public that disability is a protected category is distributed in several different languages. Special phone assistance is available to those with hearing, speech, vision or mobility impairment by dialing 711 for relay services.

The agency has Spanish and Mandarin speaking staff. If these staff members are not available, or other language translation is needed, Project Sentinel staff will use the Language Services Associates translation service or seek the services of a partner agency.

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?

Project Sentinel's mission is 'to develop and promote fairness and equality of housing for all persons and to advocate peaceful resolution of disputes for community welfare and harmony.' To that end Project Sentinel, a HUD certified Counseling Agency, has over 30 years of experience in providing housing counseling to communities through Santa Clara County, including the City of Sunnyvale. We serve over a thousand households each year in Santa Clara County with counseling and dispute resolution. We have a collaborative working relationship with other social service agencies, including Sunnyvale Community Services, as well as the Sunnyvale Senior Center, which generously offer their facility so the agency can meet and assist low income and senior Sunnyvale residents. We have an excellent working relationship with the Tri-County Apartment Owners Association, and again, collaborate with them in efforts to educate rental owners and managers and to resolve rental disputes. With City of Sunnyvale funding for FY 21-22, we assisted 368 residents with information and referral, opened 111 cases.

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.

Each person who contacts Project Sentinel requesting service and has a case opened, will be asked to provide their race/ethnicity and gross annual income. No one is turned away due to their income category, but the reality is that the majority requesting assistance falls in the low-to extremely low-income categories. Clients are informed that this information is required by our government funding sources. This information is entered into the database.

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

Proposed services encourage owners to maintain code compliant property and follow the California Civil Code and any applicable local ordinances in their relationship with the tenants. The services also help low-income tenants

who may be at imminent risk of homelessness to achieve stability and maintain affordable housing free of unnecessary displacement.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<b>Objectives</b>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	<b>Planned 2023-24</b>	<b>Actual 2022-23</b>	<b>Actual 2021-22</b>	<b>Actual 2020-21</b>
Administration	\$548,866	\$548,866	\$455,148	\$455,148
Fundraising	\$0	\$0	\$0	\$0
Proposed Program (Total Budget)	\$1,009,091	\$1,009,091	\$928,025	\$928,025
All Other Programs	\$919,305	\$919,305	\$1,729,067	\$1,552,248
Total Agency budget	\$2,477,262	\$2,477,262	\$3,112,240	\$2,935,421

**B. Budget for Fiscal Year 2023-24**

<b>Budget Line Item</b>	<b>Sunnyvale</b>	<b>Other Funding</b>	<b>Program Total</b>
Salaries	\$35,570	\$3,000	\$38,570
Benefits	\$6,047	\$510	\$2,040
Taxes			\$0
<b>Subtotal Personnel</b>	<b>\$41,617</b>	<b>\$3,510</b>	<b>\$45,127</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials			\$0
Equipment			\$0
Communications	\$458		\$458
Meetings & Convenings			\$0
Travel & Transportation	\$100		\$100
Training			\$0
Consulting			\$0
Evaluation			\$0
<b>Subtotal Non-Personnel</b>	<b>\$558</b>	<b>\$0</b>	<b>\$558</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$42,175</b>	<b>\$3,510</b>	<b>\$45,685</b>
Indirect Costs	\$7,825	\$660	\$8,485
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$4,170</b>	<b>\$54,170</b>
Proposed # of Persons Served:	250		
Cost per Individual	\$200		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
County of Santa Clara DRPA Funds	\$4,170
Total Committed	\$4,170
Projected Funding Sources	
Individuals	
Corporate	
Foundations	
In-Kind Services/Materials/Labor	
Total Projected	\$0
Total Other Funding + In-Kind (must match budget above)	\$4,170

1. Does your Organization have a HUD-approved indirect cost plan? **Yes**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
**Project Sentinel is intending to leverage the city funds with funds from the County of Santa Clara DRPA Funds.**

### Attachments

Articles of Incorporation/Bylaws	<a href="#">Exh E - PS Art. of Corporation.pdf</a>
Financial Statement and Audit	<a href="#">2021_06 Project Sentinel Inc. Financial Statements - Final.pdf</a>
Policy & Procedures Manual	<a href="#">2021 Personnel Manual UPLOADED ON ZENEFITS.pdf</a>
Nonprofit Determination	<a href="#">Exh H PS IRS non profit status certificate updated 2014.pdf</a>
List of Board of Directors	<a href="#">Project SentinelBoard as of 8-2022.pdf</a>
Authorization to Request Funds	<a href="#">Authorization.pdf</a>
Designation of Authorized Official	<a href="#">Board Resolution Authorizing Carole Conn.docx - signed.pdf</a>
Organizational Chart	<a href="#">2021 PS Organization Chart rev7-2022 w expanded FH.pdf</a>
Resume of Chief Program Administrator	<a href="#">Carole Conn Resume 2021-.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">Lisa Sandigo LinkedIn Profile.pdf</a>
Proof of Liability Insurance	<a href="#">Sunnyvale.pdf</a>
Language Access Plan	<a href="#">12a. Language Access Plan.docx</a>
Client Application or Income Verification Form	<a href="#">TLL Intake Form.pdf</a>
Accessibility Policy	<a href="#">13. ACCESSIBILITY FOR PERSONS WITH DISABILITIES.pdf</a>
Cost Allocation Plan for Proposed Program	
Other -	
Other -	

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Program Manager Signature      **Sara Cottrell**  
Date Signed                              **01/20/2023**

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**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Rebuilding Together Silicon Valley		
Mailing Address:	1701 South 7th Street, #10	City: San Jose, CA	Zip: 95112-6000
Website:	www.rebuildingtogethersv.org		
Contact Person:	Alaina Purcell Schroeder	Title:	Development Director
Contact Email:	Alaina@rtsv.org	Telephone:	4085789519
Executive Director:	Deanne Everton	Email:	Deanne@rtsv.org
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	DZNWE5MRNH7		

**PROGRAM OVERVIEW**

Project Name:	Low-Income Minor, Non-emergency Home Modifications and Repairs		
Project Address:	1701 South 7th Street, #10	City: San Jose	Zip: 95112

**Select an Application:**  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

We seek funding to provide minor, non-emergency repairs for 10 low-income Sunnyvale homeowners, such as fixing broken faucets or screen doors. If a homeowner needs more expensive repairs, we may be able to layer funding to address these additional repairs. We plan to target low-income seniors, low-income homeowners who cannot be assisted with federal funding because their home is located in a flood zone and they cannot afford the required insurance, and low-income residents who have already utilized the City program and are therefore not eligible for additional services.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$53,138
Total Program Cost:	\$53,138
Cost per client for proposed Sunnyvale Program:	\$5,314
Number of Sunnyvale Clients to be served with City grant:	10
Total matching funds for proposed Sunnyvale services:	\$0
Match Ratio (% of program funded by matching funds):	0%

Is the Applicant currently receiving funding from Sunnyvale? No

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? No



## **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.

We seek funding to provide minor, non-emergency repairs for 10 low-income Sunnyvale homeowners, such as fixing broken faucets or screen doors. We may be able to layer funding to address additional needed repairs. Repairs will be provided at no cost to the clients.

All of the clients served will be low-income (at or below 80% of the Area Median Income) and own their home, and many will be older adults and/or individuals living with a disability. We plan to target low-income seniors, low-income homeowners who cannot be assisted with federal funding because their home is located in a flood zone and they cannot afford the required insurance, and low-income residents who have already utilized the City program and are therefore not eligible for additional services.

We have existing support and are receiving referrals from Vivian Silva, Sunnyvale Senior Center social worker. City of Sunnyvale Housing Rehabilitation Specialist Richard Gutierrez also plans to refer to homeowners to us who are not eligible for City funding. We identify applicants through outreach, including visiting senior centers and community centers. Our staff conduct a telephone interview, determine eligibility, and schedule a site visit to determine client needs and process for repair completion. Once a client has been approved for the program, they must submit proof of ownership and income verification (accepted documentation includes Social Security benefits statements, most recent tax return, or recent pay stubs) before repairs can be made. We use HUD's income limits and Part 5 method to determine income eligibility.

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.

The work proposed here addresses unmet housing needs in Sunnyvale and directly aligns with the priorities outlined in the City's Consolidated Plan. Through our discussions with Sunnyvale leaders and stakeholders, we have identified gaps in services, particularly for minor, non-emergency repairs among low-income senior homeowners, low-income homeowners who cannot be assisted with federal funding because their home is located in a flood zone and they cannot afford the required insurance, and low-income residents who have already utilized the City program and are therefore not eligible for additional services. This program will address that gap in services by providing minor, non-emergency repairs that target these groups. We also plan to leverage other funding for homeowners who may need more substantial and costly repairs. In addition, services for extremely low and low-income residents, seniors, and individuals living with a disability are identified as high priorities in the City's Consolidated Plan. Affordable housing generally, but specifically housing rehab and maintenance to keep residents in their homes, were also identified as high priorities. The Plan notes high rates of cost-burden among homeowners: 30% of homeowners with a mortgage and 14% without a mortgage are cost-burdened (pgs. 92-93). Cost-burdened homeowners typically struggle to afford basic repairs and maintenance. This program focuses on delivering these critical services to the prioritized populations.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

All of the clients served will be low-income (at or below 80% of the Area Median Income) and own their home, and many will be older adults and/or individuals living with a disability. We plan to target low-income senior homeowners, low-income homeowners who cannot be assisted with federal funding because their home is located in a flood zone and they cannot afford the required insurance, and low-income residents who have already utilized the City program and are therefore not eligible for additional services. All work is provided as a grant at no cost to the clients to ensure that these low-income residents have safe, dry, warm, and affordable housing.

Once a client has been approved for the program, they must submit proof of ownership and income verification (accepted documentation includes Social Security benefits statements, most recent tax return, or recent pay stubs) before repairs can be made. We use the U.S. Department of Housing and Urban Development's income limits and their Part 5 method to determine income eligibility.

We have a formal Diversity, Equity, and Inclusion policy, which is available at: <https://rebuildingtogethersv.org/dei/>

The people we intend to assist are at-risk and/or underserved. They are low-income (often extremely low-income) and many are cost-burdened and/or special needs populations (seniors, individuals living with a disability, etc.). They cannot afford the minor repairs needed to remain safely and independently in their homes.

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.

The City of Sunnyvale operates a Home Improvement Program that provides grants or loans for households that meet specific eligibility requirements. In our discussions with Sunnyvale leaders and stakeholders, we identified gaps in services, particularly for minor, non-emergency repairs among low-income senior homeowners, low-income homeowners who cannot be assisted with federal funding because their home is located in a flood zone and they cannot afford the required insurance, and low-income residents who have already utilized the City program and are therefore not eligible for additional services. This program will address that gap in services.

It is important to note that we hold long-running CDBG contracts for housing rehabilitation in the cities of Gilroy, Morgan Hill, San Jose, Santa Clara, and Milpitas and the County of Santa Clara, a reflection of the confidence placed in us as an effective and efficient deliverer of services year in and year out. We are ready to proceed with this work in Sunnyvale.

We have support and are receiving referrals from Vivian Silva, who is the social worker at the Sunnyvale Senior Center. The City plans to refer homeowners who are not eligible for City funding. We collaborate with other housing and senior service providers, including Catholic Charities, Meals on Wheels, and Area Agencies on Aging, and we are a member of the Aging Services Collaborative, Santa Clara County Seniors Agenda, and Senior Roundtable. We also coordinate outreach with other social service providers to ensure potential clients and referral staff are aware of our program.

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).

Ecotone Analytics conducted an impact analysis and calculated a social return on investment (SROI) for Rebuilding Together's safe and healthy housing repairs and modifications. Based on their research, they found that the SROI supported by Rebuilding Together's safe and healthy housing repairs and modifications is \$2.84. That is, for every \$1 invested by Rebuilding Together affiliates, a projected \$2.84 in social value is generated. For those at risk of falling in their homes, the SROI is even higher at \$3.44. The study found that "the largest outcome monetized was the increased likelihood of aging in place and avoided costs of assisted living facilities (\$5,661), followed by the improved quality of life from increased ease of conducting activities of daily life (\$3,107). Amongst stakeholders, the leading beneficiary is the health care system as a whole, followed closely by the homeowners. Many outcomes monetized have direct health care costs associated with them, as a result, creating savings for health care insurers and providers" (pg. 34). We have attached the full SROI report.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	10
Total Program Clients:	10

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

**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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>	2	3	3	2	10

**C. Program Administration and Monitoring**

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	% of Salary funded by grant
Executive Director	Overall agency supervision and project management. Holds contractor license for the organization. Rebuilding Day work scope creation training and building trades coordination. Oversees all Lead Safe practices and implementation for the organization.	\$175,000	40	2%	\$3,938	2%
Construction Services Manager	Home inspections and assessments of repair needs, determines level of repairs and scope of work, pre-project pictures, vendor review and procurement, reviews work scopes and supervises Repair Technicians, repair work quality assurance and follow-up.	\$99,422	40	3%	\$2,983	3%
Lead Repair Tech	Oversees execution of repair projects	\$73,840	40	2%	\$1,661	2%
Repair Tech	Provides the execution of repair projects and supervision of volunteer work crews.	\$64,480	40	2%	\$1,451	2%
Client Services Manager	Manages all client intake, phone screening, program eligibility review and documentation collection, prepares all required NEPA reviews, manages all client files and schedules assessment visits and Repair Technician repair work, and coordinates all client communications.	\$74,883	40	3%	\$2,246	3%
Client Services Coordinator	Manages all client intake, phone screening, program eligibility review and documentation collection, prepares all required NEPA reviews, manages all client files and schedules assessment visits and Repair Technician repair work, and coordinates all client communications.	\$60,312	40	3%	\$1,809	3%
Associate Finance and Operations Director	Reporting administration.	\$84,098	40	2%	\$1,892	2%
Finance and Operations Director	Oversees reporting administration.	\$67,704	40	2%	\$1,520	
Outreach Coordinator	Provides all outreach and program promotion to ensure underserved populations are aware of	\$52,000	40	3%	\$1,500	

services and have access to the program.

The program will be managed and administered by the following staff of Rebuilding Together Silicon Valley:

- Executive Director - Overall agency supervision and project management. Holds contractor license for the organization. Rebuilding Day work scope creation training and building trades coordination. Oversees all Lead Safe practices and implementation for the organization.
- Construction Services Manager - Home inspections and assessments of repair needs, determines level of repairs and scope of work, pre-project pictures, vendor review and procurement, reviews work scopes and supervises Repair Technicians, repair work quality assurance and follow-up.
- Lead Repair Tech and Repair Tech - Provides the execution of repair projects and supervision of volunteer work crews.
- Client Services Manager & Client Services Coordinator - Manages all client intake, phone screening, program eligibility review and documentation collection, prepares all required NEPA reviews, manages all client files and schedules assessment visits and Repair Technician repair work, and coordinates all client communications.
- Finance and Operations Director and Associate and Finance and Operations Director - Reporting administration.
- Outreach Coordinator - Provides all outreach and program promotion to ensure underserved populations are aware of services and have access to the program.

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

We will consider ourselves successful if we provide minor, non-emergency repairs for 10 low-income Sunnyvale homeowners during the grant period. Our project management staff and volunteer project leaders document and sign off on completed work using a scope of work form that tracks the renovation level and type of improvements made to each home. We also use pre- and post-project client questionnaires to measure improved safety conditions and improved accessibility and mobility in the home. We consistently average over 90%-95% positive responses from clients in both the improved safety conditions and improved accessibility and mobility sections of the questionnaire.

We measure our effectiveness at the completion of the work on each project and year-round as we compile and analyze those results.

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.

Rebuilding Together Silicon Valley provides accommodations for all applicants who require additional assistance to apply. As stated on our outreach materials: "To request accommodation or alternate format to participate please call 408-578-9519 TTY/TDD Dial 711." With the support of staff and volunteers, applicants with Limited English Proficiency (LEP) can access services and receive assistance to complete the application process. We have a contract with the Certified Languages International for immediate telephone translation services with on demand for verbal translations. Rebuilding Together Silicon Valley has also been successful in matching the language needs of the clients with community service clubs and corporate teams to support clients during Rebuilding Days of service. Many of our volunteers from local high-tech corporate community are pleased to share their language skills and translate for clients. We also have staff members fluent in Spanish and Vietnamese.

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?

Our mission is repairing homes, revitalizing communities, rebuilding lives, and our vision is safe homes and communities for everyone. We provide repairs and accessibility modifications for low-income residents in Santa Clara County, including older adults, individuals living with disabilities, and veterans. These services are provided at no cost to the people we help and are tailored to the needs of each homeowner. We also provide facility maintenance and repairs for nonprofit organizations so they can dedicate their time and resources to helping those in need in our community. Since our founding in 1991, we have mobilized nearly 40,500 local volunteers who have repaired and transformed over 4,800 homes and community facilities. In 2021, we made 3,285 repairs to 342 homes and 5 nonprofit facilities; engaged 518 volunteers who donated 8,203 hours of service; and served 551 homeowners and 30,797 clients in the nonprofit facilities we repaired.

While we do not yet have experience with the City of Sunnyvale, we have local CDBG Housing Repair grants with the City of San Jose, City of Cupertino, City of Milpitas, City of Gilroy, and County of Santa Clara. We have been awarded \$18.2 million in CDBG funding in these cities over the last 18 years, consistently meeting program goals. As of June 2022, we have repaired 4,630 homes with CDBG funds. These programs provide urgent home safety repairs, limited rehabilitation, and mobility and accessibility modifications for low-income owner-occupied households, with the primary consideration being the correction of safety hazards.

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.

All clients are required to submit proof of household income and homeownership verification. Clients certify their race and ethnicity information on the client intake application, as well as provide other demographic information about the residents living in the home. All data is tracked and managed in our Salesforce database, which was designed for client and project tracking for Rebuilding Together affiliates.

**D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

The work proposed here addresses unmet housing needs in Sunnyvale and directly aligns with the priorities outlined in the City’s Consolidated Plan. Through our discussions with Sunnyvale leaders and stakeholders, we have identified gaps in services, particularly for minor, non-emergency repairs among low-income senior homeowners, low-income homeowners who cannot be assisted with federal funding because their home is located in a flood zone and they cannot afford the required insurance, and low-income residents who have already utilized the City program and are therefore not eligible for additional services. This program will address that gap in services by providing minor, non-emergency repairs that target these groups. We also plan to leverage other funding for homeowners who may need more substantial and costly repairs. In addition, services for extremely low and low-income residents, seniors, and individuals living with a disability are identified as high priorities in the City’s Consolidated Plan. Affordable housing generally, but specifically housing rehab and maintenance to keep residents in their homes, were also identified as high priorities. The Plan notes high rates of cost-burdened among homeowners: 30% of homeowners with a mortgage and 14% without a mortgage are cost-burdened (pgs. 92-93). Cost-burdened homeowners typically struggle to afford basic repairs and maintenance. This program focuses on delivering these critical services to the prioritized populations.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<u>Outcomes</u>	
<b>Outcome #2:</b>	Improve affordability. This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$242,225	\$193,400	\$184,347	\$171,500
Fundraising	\$207,621	\$193,400	\$184,347	\$177,206
Proposed Program (Total Budget)	\$53,138	\$0	\$0	\$0
All Other Programs	\$2,957,366	\$2,791,732	\$2,703,759	\$2,730,733

Total Agency budget	\$3,460,350	\$3,178,532	\$3,072,453	\$3,079,439
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## B. Budget for Fiscal Year 2023-24

Budget Line Item	Sunnyvale	Other Funding	Program Total
Executive Director	\$3,938		\$3,938
Construction Services Manager	\$2,983		\$2,983
Lead Repair Tech	\$1,661		\$1,661
Repair Tech	\$1,451		\$1,451
Client Services Manager	\$2,246		\$2,246
Client Services Coordinator	\$1,809		\$1,809
Associate Finance and Operations Director	\$1,892		\$1,892
Finance and Operations Director	\$1,520		\$1,520
Outreach Coordinator	\$1,500		\$1,500
Benefits			\$0
Taxes			\$0
<b>Subtotal Personnel</b>	<b>\$19,000</b>	<b>\$0</b>	<b>\$19,000</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials	\$118		\$118
Equipment	\$86		\$86
Communications	\$818		\$818
Meetings & Convenings			\$0
Travel & Transportation	\$619		\$619
Training	\$311		\$311
Consulting			\$0
Evaluation			\$0
Rent/lease/mortgage	\$3,785		\$3,785
Facility expenses	\$104		\$104
Utilities	\$703		\$703
Insurance	\$864		\$864
Depreciation	\$537		\$537
Professional fees/audit	\$1,193		\$1,193
Contract labor/materials for projects	\$25,000		\$25,000
<b>Subtotal Non-Personnel</b>	<b>\$34,138</b>	<b>\$0</b>	<b>\$34,138</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$53,138</b>	<b>\$0</b>	<b>\$53,138</b>
Indirect Costs			\$0
<b>TOTAL</b>	<b>\$53,138</b>	<b>\$0</b>	<b>\$53,138</b>
Proposed # of Persons Served:	10		
Cost per Individual	\$5,314		

## C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Total Committed	\$0
Projected Funding Sources	
Individuals	

Corporate	
Foundations	
In-Kind Services/Materials/Labor	
Total Projected	\$0
Total Other Funding + In-Kind (must match budget above)	\$0

1. Does your Organization have a HUD-approved indirect cost plan? **Yes**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
**We plan to leverage other funding for homeowners who may need more substantial and costly repairs.**

### Attachments

Articles of Incorporation/Bylaws	<a href="#">RTSV Bylaws Approved 6.15.16.pdf</a> <a href="#">RTSV Articles of Incorporation.pdf</a>
Financial Statement and Audit	<a href="#">RTSV FY2021 Audit.pdf</a>
Policy & Procedures Manual	<a href="#">RTSV Note about Policies and Procedures Manual 1.2023.docx</a> <a href="#">RTSV Electronic Handbook Process.pdf</a> <a href="#">RTSV Employee Handbook June22.pdf</a> <a href="#">RTSV Complaint Resolution Procedure.docx</a>
Nonprofit Determination	<a href="#">RTSV IRS Letter.pdf</a>
List of Board of Directors	<a href="#">RTSV Board Roster 12.2022.pdf</a>
Authorization to Request Funds	<a href="#">RTSV Sunnyvale Authorization to Request Funds 1.2023.pdf</a>
Designation of Authorized Official	<a href="#">RTSV Designation of Authorized Official FY2023.pdf</a>
Organizational Chart	<a href="#">RTSV Organizational Chart 1.2023.pdf</a>
Resume of Chief Program Administrator	<a href="#">Deanne Everton Resume.docx</a>
Resume of Chief Fiscal Officer	<a href="#">Linda Bostwick Resume.doc</a>
Proof of Liability Insurance	<a href="#">RTSV COI for RTSV Directors and Officers.pdf</a> <a href="#">RTSV CERT22-23 2895333 REBUILDING TOGETHE 3843241.pdf</a>
Language Access Plan	<a href="#">Language Access Plan.pdf</a> <a href="#">RTSV Note about LAP and Accessibility Policy 1.2023.docx</a>
Client Application or Income Verification Form	<a href="#">RTSV Client Qualification.docx</a>
Accessibility Policy	<a href="#">RTSV Note about LAP and Accessibility Policy 1.2023.docx</a> <a href="#">Language Access Plan.pdf</a>
Cost Allocation Plan for Proposed Program	<a href="#">RTSV 2023-2024 Indirect Cost Allocation Plan 1.19.23.pdf</a>
Other - Social Return on Investment	<a href="#">SROI Report.pdf</a>
Other -	

Program Manager Signature      **Deanne Everton**  
Date Signed                              **01/20/2023**

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Senior Adults Legal Assistance (SALA)		
Mailing Address:	1425 Koll Circle Suite 109	City: San Jose, CA	Zip: 95112
Website:	www.sala.org		
Contact Person:	Georgia Bacil	Title:	Directing Attorney/Executive Director
Contact Email:	gbacil@sala.org	Telephone:	408-295-5991
Executive Director:	Georgia Bacil	Email:	gbacil@sala.org
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	FXPDVS8KMKL6		

**PROGRAM OVERVIEW**

Project Name:	Legal Assistance to Elders		
Project Address:	1425 Koll Circle, Suite 109	City: San Jose	Zip: 95112

**Select an Application:**  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

SALA will continue our program of free Legal Services to Sunnyvale seniors 60 or older. During COVID or health orders, SALA will provide services through intake appointments remotely and primarily by phone. When in-person services are safely reinstated, SALA appointments will be available at a Sunnyvale site (Sunnyvale Community Services and/or Sunnyvale Senior Center), at SALA intake sites in other cities, at SALA's Central Office, phone intake, or home visits. Follow up legal services includes advice, brief service, and representation. Services will be targeted to seniors that are low income or at risk of abuse, isolation, or institutionalization.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$18,000
Total Program Cost:	\$39,000
Cost per client for proposed Sunnyvale Program:	\$450
Number of Sunnyvale Clients to be served with City grant:	40
Total matching funds for proposed Sunnyvale services:	\$21,000
Match Ratio (% of program funded by matching funds):	54%



Is the Applicant currently receiving funding from Sunnyvale? **Yes**

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2018-19	\$10,000	\$10,000
2019-20	\$11,250	\$11,250
2020-21	\$11,250	\$11,250
2021-22	\$15,000	\$15,192
2022-23	\$15,000	\$16,750

## **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.

For FY 2023-24 SALA requests \$18,000 to continue our program of affordable (free) and accessible legal assistance to Sunnyvale seniors 60 or older. During State/local orders related to COVID-19/viruses, SALA will provide Legal Services through intake appointments and follow up legal work remotely and primarily by phone. When in-person services can be safely reinstated at sites in the community, SALA appointments for Sunnyvale seniors will be available monthly in Sunnyvale (at Sunnyvale Community Services and/or Sunnyvale Senior Center), as well as at SALA intake sites in other cities, at SALA's Central Office, by phone intake, or home visits. Funding requested will support personnel costs for portions of 1 SALA attorney and 2 Secretaries that serve Sunnyvale. No Sunnyvale funds will be used for overhead. Whether delivered remotely or in-person, SALA will provide a range of free legal services (advice/referrals, consultations/brief service, attorney representation) specializing in: Public Benefits; Housing; Elder Abuse/ Domestic Violence; Nursing Homes/Alternatives; Advance Health Care Directives; Incapacity/End of Life Planning, Consumer; Personal Affairs and Simple Wills. Target clients are Sunnyvale residents 60 or older, with an emphasis on seniors who (1) have lower incomes (at/below 80% of County median) or (2) are at risk of abuse, isolation, or institutionalization (75 or older or disabled). Many of our clients have also lost a spouse or partner and live alone. Most also rely on public benefits to meet their basic daily needs (health care, housing, food, etc.).

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.

The project addresses seniors' need for legal services to keep them independent and prevent abuse, isolation, homelessness, or institutionalization. The Santa Clara County Area Agency on Aging (AAA) 2012-16 Area Plan identifies legal services as a Priority Need for seniors and notes such services are 'crucial in helping keep seniors in their homes'. AAA's Area Plans for 2016-20 and 2020-24 affirm legal assistance is a Priority Service. Santa Clara County's 2012 Seniors Agenda report identifies legal services and elder abuse prevention as key service needs. SALA's project addresses these needs by advising, counseling, or assisting seniors about the law or their rights, by facilitating access to public benefits (Social Security, SSI, Medicare) to meet basic needs, by addressing their abuse, evictions, or institutionalization, and by doing legal planning for incapacity/end of life. The project also aligns with CDBG national objectives as it benefits persons of lower incomes; last year 73% of SALA's Sunnyvale clients were at/below 50% of the median. Elderly are also presumed lower income for CDBG/City General Fund. The project also addresses CON Plan and RFP needs. It aligns with Suitable Living Environment as its purpose is to improve/stabilize living environments of seniors who are lower income and rely on benefits to meet basic needs or seniors at risk of abuse, eviction/homelessness, or institutionalization. It also aligns with RFP/Con Plan Goal #3.1(d) to support provision of Essential Human Services, specifically Other Specialized Supportive Services including legal assistance to seniors. See community letters and needs reports attached.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

Eligible project clients for SALA's Legal Services are Sunnyvale residents 60 or older. The Older Americans Act (OAA), our major countywide funder, prohibits use of any other eligibility criteria for services, including an income restriction. That said, per the OAA SALA must target services to seniors who (1) have lower incomes (at/below 80% of County median) or (2) are 'at-risk' of abuse, exploitation, isolation, homelessness, or institutionalization (defined as 75 or older, frail/disabled, or minority elders by the OAA). Statistics for Sunnyvale clients served in 2021-22 indicate our success in targeting: 73% were very low income (at/below 50% of median), 40% were 75 or older, and 37% had a disability. Also 66% were female and 41% identified as minority elders. Due to their low incomes our

clients are also underserved as most cannot pay an attorney \$500 an hour. As a provider funded by the California Department of Aging (CDA) and the OAA, SALA must also comply with CDA's and OAA's policy, Ensuring Equity in Program Planning & Delivery, to ensure gender equity, inclusiveness, and diversity.

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.

SALA is the only entity designated by the Area Agency on Aging (Sourcewise) to address Santa Clara County seniors' need for affordable (free) and accessible legal services under the Older American Act, so we work with most local Senior Service providers. Before COVID SALA provided our services at in-person appointments at Sunnyvale Community Services and Sunnyvale Senior Center where they provided a donated private room for our client interviews and scheduled our appointments. This year we were able to restore our appointments at Sunnyvale Community Services. Our legal assistance activities augment and do not duplicate City services (including services at the Senior Center) or other groups' services for Sunnyvale because only a law office like SALA can deliver legal services. SALA works with senior service providers such as the Senior Center case manager, Long Term Care Ombudsman, Live Oak Day Care, and Adult Protective Services primarily through client referrals. SALA also works with housing programs, such as Project Sentinel. We do not duplicate any of these services because we are the sole legal aid agency with expertise in Elder Law delivering services to Sunnyvale seniors. See letters of collaboration that are attached

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).

SALA's legal assistance for prevention of elder abuse, by obtaining Elder Abuse or Domestic Violence Restraining Orders, removes abusive parties (e.g., family members, caregivers, or even tenants renting rooms) living in our senior clients' homes and prevents further abuse by ordering the abusers to stay away from our clients. SALA also obtains Civil Harassment Restraining Orders for our senior clients that are facing threats and/or abuse from their neighbors. SALA's abuse prevention services generate savings to the City of Sunnyvale by reducing (1) safety officer responses to domestic and/or neighbor disputes or even homicides and (2) mandated elder abuse reporter time for City staff (e.g., safety officers, Senior Center staff, case managers) that they would spend filing reports with Adult Protective Services or appearing in court as witnesses. SALA's legal assistance related to public benefits matters (Social Security, SSI, Medicare, Medi-Cal) helps seniors access and/or maintain benefits to help them meet their basic life needs. This work with Public Benefits also prevents evictions, foreclosures, or homelessness (as seniors have resources to can pay their rent /mortgages), as does our work in Housing law, especially Landlord-Tenant matters. By stabilizing seniors' living environment through our Public Benefits and Housing work SALA generates savings by reducing (1) staff time or resources of the Senior Center Case Manager or Sunnyvale Community Services to help seniors meet their basic needs and (2) repetitive use of public safety, code enforcement, or other City Services. See attachment for more cost saving detail.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	40
Total Program Clients:	40

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

## 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Unduplicated Clients Served	10	10	10	10	40
Number of Cases Handled	10	10	10	10	40

**C. Program Administration and Monitoring**

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	% of Salary funded by grant
Directing Attorney	Manage services and project & finances	\$142,600	35	4%	\$0	0%
Supervising Attorney	Supervise legal work and outreach activities	\$124,500	35	7%	\$9,245	7%
Staff Attorney	Deliver legal services & conduct outreach activities	\$75,000	35	110%	\$0	0%
Secretary	Screen/schedule clients & provide clerical support	\$51,150	35	6%	\$3,070	6%
Secretary	Screen/schedule clients & provide clerical support	\$43,850	30	6%	\$2,630	6%

SALA's legal work and other activities are managed and supervised by the Directing Attorney and Supervising Attorney. Collectively these two attorneys have 60+ years' experience working at SALA. Staff Attorneys deliver a full range of legal services to clients, assisted by volunteer attorneys or paralegals (who are supervised by the SALA attorneys) that assist with client appointments by phone or at intake sites. All SALA Staff Attorneys and some volunteer attorneys do follow up legal work for clients as needed after their initial appointments with SALA. The SALA Secretaries screen and schedule prospective SALA clients by phone and provide clerical support to SALA attorneys. The Secretaries will also interface with SALA appointment sites to confirm our schedules and facilitate our in-person appointments there. The Directing Attorney is also responsible for the agency and project management/administration and for all agency and project fiscal matters.

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

The primary objective and output of our Sunnyvale program is to make accessible and affordable Legal Services available to Sunnyvale seniors (60 or older) by June 30 of each year, with the desired outcome of improving/stabilizing their lives. The specific output and number for Sunnyvale clients served with City funds requested is 40 clients for 2023-24 (10 clients per quarter). The project outcome is to make free legal services available that low income or at-risk seniors would otherwise not be able to access or afford, aligning with the CON Plan/HUD outcome to Improve Availability/Accessibility. The specific outcome to be met by June 30 of each year is at least 80% of SALA's countywide clients (including Sunnyvale) will experience some degree of increased access to legal information, counseling, knowledge/tools, and services regarding elders' rights, safety, housing, public benefits, or future planning. The project's effectiveness will be measured in 3 ways: (1) quantitative performance will be evaluated in relation to output goals above each quarter; (2) quality of services will be evaluated by surveying a sampling of countywide clients (including Sunnyvale) receiving a substantial level of service or with open cases after casework is completed; and (3) outcomes will be evaluated using the 80% 'increased access' measure above. Outputs and outcomes will be measured by data from client intake and/or closing forms entered in databases and tabulated quarterly for outputs and semi-annually for outcomes. Client surveys are tabulated and reviewed quarterly. All measures above are currently in use by SALA.

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.

Before COVID, SALA provided in-person appointments at 15+ sites countywide, including at Sunnyvale Community Services and the Sunnyvale Senior Center. These sites are accessible and barrier free to persons with physical disabilities. Our Central Office in San Jose is also accessible to those with physical disabilities including 'handicapped' parking at the office entrance. Homebound elders or elders in skilled nursing or assisted living facilities institutionalized elders are served by phone intake and home visits. During COVID all clients were served by phone. Some clients are still reluctant to go to a senior center appointment for fear or exposure to COVID, so SALA continues to offer initial appointments by phone. Our promotional materials and website advertise our accessible service locations and the availability of home visits and phone intake, including California Relay Service calls. SALA also has a written Language Access Plan (LAP) for Limited English Proficient clients, with resources for oral/written interpretation or translation, and has trained all staff and volunteers on our LAP. Two SALA Staff Attorneys speak Spanish, as does a Secretary. SALA volunteers speak Spanish and Mandarin. We also rely on the staff at SALA intake sites to interpret for our clients when appropriate. Lastly, we contract with a phone

interpretation service used by other legal aid programs to provide interpretation for clients a wide range of languages. See attachments for SALA's Disability Access & LAP Policies.

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?

Founded in 1973, SALA was an Administration on Aging 'Model Project' in the early 1970's serving as a prototype for legal aid programs for seniors currently funded by the Older Americans Act (OAA). Today SALA is supported by the OAA and 15+ major funders, including Sunnyvale, and delivers a program of free legal assistance identical to the type proposed herein to Sunnyvale seniors and seniors countywide. By virtue of our 49 years of service, SALA has extensive experience and qualifications to provide the services proposed. SALA's staff of 5 attorneys specializes in legal problems important to our clientele, low income and at-risk seniors, and has 80+ years of collective experience serving this population. Our staff is augmented by 10+ intake volunteers (attorneys and paralegals), supervised by a SALA attorney, who help with client appointments. Some volunteers also do follow up legal work for clients. SALA has served Sunnyvale seniors since 1976. SALA first received Sunnyvale funding in 1986-87 and SALA has met or exceeded all of Sunnyvale's prior years' contract goals and has spent all program funds. For the past 5 fiscal years, SALA has provided free Legal Services to at least 40 unduplicated Sunnyvale clients 60 or older annually. Last year, SALA served 59 Sunnyvale seniors, with many being assisted remotely by phone due to COVID. In 2022-23 SALA was able to reinstate our in-person services at Sunnyvale Community Services, which will help us address the demand for our services.

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.

SALA records demographics for clients receiving Legal Services on intake forms (exemplars are attached) including name/address, age, race/ethnicity, gender, head of household, disability, household/family size and income. Race or ethnicity data is collected using CDBG/HUD categories. Income data is also collected on a voluntary basis using HUD/CDBG guidelines for the Santa Clara County median income. Clients are asked to certify that their age and income are correct on intake forms even though they are 'Elderly' and presumed lower income for Sunnyvale funding. Due to logistical problems, clients served by phone intake are not asked to sign certifications. The Older Americans Act prohibits SALA from using a means test or requiring income information from clients, so some clients decline to provide their income information. This is noted on intake forms. Intake form data is entered into databases for quarterly or semi-annual reporting of client statistics to funders on an aggregate basis. Databases also produce tracking sheets (with confidential client ID numbers) backing up data on quarterly and semi-annual reports with an audit trail for monitoring. Client tracking sheets are available for review during funder monitoring visits.

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

The project directly aligns with Goal #3 above by providing free legal assistance to seniors, an 'Essential Human Service' and 'Specialized Supportive Service' as specifically identified in Goal #3 of the City's CON Plan (and as memorialized in the RFP as Goal 3 1 d on page 22) to address the special needs population of seniors. To address this need, SALA's project delivers a full range of accessible and affordable (free) legal services to Sunnyvale seniors (60 or older) with the desired outcome of supporting them in their efforts to meet their basic human and health care needs and to live safely, independently and with dignity and choice.

#### E. HUD Performance Measures

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment

(such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Total Agency Budget

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$129,000	\$129,794	\$132,802	\$111,071
Fundraising	\$9,000	\$9,055	\$9,277	\$8,785
Proposed Program (Total Budget)	\$39,000	\$36,500	\$35,350	\$33,700
All Other Programs	\$823,000	\$830,801	\$853,298	\$768,210
<b>Total Agency budget</b>	<b>\$1,000,000</b>	<b>\$1,006,150</b>	<b>\$1,030,727</b>	<b>\$921,766</b>

#### B. Budget for Fiscal Year 2023-24

Budget Line Item	Sunnyvale	Other Funding	Program Total
Directing Attorney	\$0	\$5,420	\$5,420
Supervising Attorney	\$9,245	\$0	\$9,245
Staff Attorney	\$0	\$7,530	\$7,530
Secretary	\$3,070	\$0	\$3,070
Secretary	\$2,630	\$0	\$2,630
Benefits	\$1,985	\$750	\$750
Taxes	\$1,070	\$990	\$2,060
<b>Subtotal Personnel</b>	<b>\$18,000</b>	<b>\$14,690</b>	<b>\$32,690</b>
Non-Personnel			
Move-In Assistance		\$0	\$0
Supplies & Materials		\$200	\$200
Equipment		\$320	\$320
Communications		\$600	\$600
Meetings & Convenings		\$0	\$0
Travel & Transportation		\$0	\$0
Training		\$20	\$20
Consulting		\$0	\$0
Evaluation		\$0	\$0
Occupancy (for program only)	\$0	\$3,180	\$3,180
Insurance (for program only)	\$0	\$1,380	\$1,380
Law Library (paper and on-line)	\$0	\$150	\$150
Attorney Bar Dues	\$0	\$200	\$200
Miscellaneous		\$260	\$260
<b>Subtotal Non-Personnel</b>	<b>\$0</b>	<b>\$6,310</b>	<b>\$6,310</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$18,000</b>	<b>\$21,000</b>	<b>\$39,000</b>
Indirect Costs	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$18,000</b>	<b>\$21,000</b>	<b>\$39,000</b>

Proposed # of Persons Served:	40
Cost per Individual	\$450

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Total Committed	\$0
Projected Funding Sources	
Individuals	\$1,000
Corporate	
Foundations	
Older Americans Act	\$12,000
County of Santa Clara grants	\$3,000
State Bar grants	\$2,000
Unrestricted revenues	\$3,000
In-Kind Services/Materials/Labor	
Total Projected	\$21,000
Total Other Funding + In-Kind (must match budget above)	\$21,000

1. Does your Organization have a HUD-approved indirect cost plan? No

2. Does your agency charge any fees for the proposed Sunnyvale services? No

3. Please explain how your organization is leveraging the requested City funds with other funds.

SALA will leverage the \$18,000 annually in Sunnyvale funding with \$21,000 annually in other pro-rated funding that supports our services countywide and with unrestricted revenues. Leveraged funds include Older Americans Act (\$12,000), County of Santa Clara (\$3,000), State Bar grants (\$2,000), Silicon Valley Campaign for Legal Services/Unrestricted (\$3,000), and donations (\$1,000). This constitutes a 116% match. SALA will use \$18,000 in Sunnyvale funding to partially support personnel costs for 1 attorney that supervises and/or delivers legal services and 2 Secretaries serving Sunnyvale. No Sunnyvale funds will be used for overhead. The leveraged match (\$21,000 each year) will pay for additional staff allocated to the project and operating expenses. The project budget does not include the value of donated services from volunteers (attorneys and paralegals) that help deliver services in Sunnyvale.

SALA has no other funding to support our requested service levels for Sunnyvale other than what is noted herein. Although SALA receives CDBG from 4 other cities (San Jose, Santa Clara, Mountain View, Milpitas), County CDBG (for Campbell, Morgan Hill, Los Gatos, Saratoga), and general fund support from Cupertino, Campbell, Palo Alto, and San Jose for our services to their residents, this funding cannot be used for services for Sunnyvale. Similarly, Sunnyvale funding is not used for services for other cities. The Older Americans Act also prohibits SALA from charging fees or accepting fee-generating cases. If SALA does not receive the requested Sunnyvale funding, proposed services will be reduced based on the funding received.

### Attachments

Articles of Incorporation/Bylaws	<a href="#">SALA Articles of Incorporation Bylaws.pdf</a>
Financial Statement and Audit	<a href="#">SALA 2021-22 Financial Audit Statements by Armanino LLP.pdf</a>
Policy & Procedures Manual	<a href="#">SALA Employee Policies and Procedures.pdf</a>
Nonprofit Determination	<a href="#">SALA Non Profit Determination Letters fromn IRS and FTB.pdf</a>
List of Board of Directors	<a href="#">SALA Board of Directors.pdf</a>
Authorization to Request Funds	<a href="#">Authorization of SALA Representative of SALA.pdf</a>
Designation of Authorized Official	<a href="#">Documentation Authorized Individual for SALA.pdf</a>
Organizational Chart	<a href="#">SALA Organization Chart.pdf</a>

Resume of Chief Program Administrator	<a href="#">Resume_of_Chief_Program_Administrator_Executive_Director.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">Resume_of_Chief_Financial_or_Fiscal_Officer.pdf</a>
Proof of Liability Insurance	<a href="#">SALA_Proof_of_Liability_Insurance_for_Sunnyvale.pdf</a>
Language Access Plan	<a href="#">SALA_Language_Access_Plan.pdf</a>
Client Application or Income Verification Form	<a href="#">SALA_Client_Intake_Forms_and_Eligibility_Policy.pdf</a>
Accessibility Policy	<a href="#">SALA_Accessibility_Policy.pdf</a>
Cost Allocation Plan for Proposed Program	<a href="#">Cost_Allocation_Plan_for_Sunnyvale_Funding.pdf</a>
Other - Needs and Collaboration Documentation	<a href="#">Needs_Collaboration_Documentation_for_Sec_2A_Questions_2_4.pdf</a>
Other - Documentation of Cost Savings	<a href="#">Supporting_Materials_Documenting_Cost_Savings_for_Section_2A_Question_5.pdf</a>

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Program Manager Signature      Georgia Bacil  
Date Signed                              01/19/2023

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**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Sunnyvale Community Services		
Mailing Address:	1160 Kern Ave.	City: Sunnyvale, CA	Zip: 94085-3907
Website:	<a href="https://svcommunityservices.org/">https://svcommunityservices.org/</a>		
Contact Person:	Catherine Farry	Title:	Director of Research
Contact Email:	<a href="mailto:cfarry@svcommunityservices.org">cfarry@svcommunityservices.org</a>	Telephone:	408-636-7059
Executive Director:	Marie Bernard	Email:	<a href="mailto:mbernard@svcommunityservices.org">mbernard@svcommunityservices.org</a>
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	LV2JBL2FB2Z1		

**PROGRAM OVERVIEW**

Project Name:	Year-Round Food Assistance		
Project Address:	1160 Kern Ave	City: Sunnyvale	Zip: 94085-3907

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** CDBG (Minimum Request \$25,000)

**Brief Program Description:**

Year-round food programs at Sunnyvale Community Services (SCS) provide healthy groceries to thousands of low-income Sunnyvale residents. To feed our neighbors, SCS must purchase essential proteins, staples, and shelf-stable foods to supplement items not available from Second Harvest of Silicon Valley or other donors. Our food bags are filled with nutritious choices for children, seniors, homebound clients, and unhoused individuals. Local families and seniors are negatively impacted by rising food costs and the continued economic fallout from the pandemic. Funding from the City of Sunnyvale will help fill 2,273 bags, preventing local hunger in Sunnyvale.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

A. Basic Needs (Foods, financial aid, emergency shelter)

**C. Program Financials**

Funding Type:	CDBG
Funding Amount Requested:	\$100,000
Total Program Cost:	\$4,305,180
Cost per client for proposed Sunnyvale Program:	\$74
Number of Sunnyvale Clients to be served with City grant:	1,360
Total matching funds for proposed Sunnyvale services:	\$4,205,180
Match Ratio (% of program funded by matching funds):	98%

Is the Applicant currently receiving funding from Sunnyvale? **Yes**



Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2021-2022	\$80,000	\$63,484
2020-2021	\$80,000	\$125,000
2019-2020	\$80,000	\$80,000
2018-2019	\$80,000	\$86,900
2017-2018	\$80,000	\$70,000

## **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.

**PROGRAM DESCRIPTION & SERVICES:** Sunnyvale Community Services (SCS) offers multiple year-round food programs to help our low-income neighbors stay properly fed. These include our Monthly Food groceries, Home Food Delivery for frail seniors and disabled clients, and “pop-top” ready-to-eat foods for local homeless persons. Even before the pandemic, we had to purchase essential items to supplement in-kind donations, including canned vegetables, soups and broths, shelf-stable milk, and cooking oil. Now, with emergency COVID-19 funding programs ending we are experiencing a demand for food program services that is reaching levels not seen since the pandemic started.

**TARGET CLIENTELE:** SCS’s primary target population is households earning 80% or less of the Area Median Income (AMI), which the U.S. Department of Housing and Urban Development (HUD) defines as Low Income. However, only 2% of SCS clients earn even that much. Approximately 83% are Extremely Low Income (30% of AMI) and another 15% are Very Low Income (50% of AMI). They are service workers, seniors, disabled persons, unemployed people, and others with minimum-wage or fixed incomes—often working multiple jobs—who strive every day to stay afloat in Silicon Valley. Our client base is 54% female and 46% male. Ethnically, they are 65% Hispanic/Latino, 13% White, 12% Asian American, 3% African American, and 7% mixed or other. Thirty-two percent are children, 14% are seniors, and the remaining 54% are adults aged 18–64.

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.

**NEED:** The pandemic and record high inflation have disproportionately impacted working class families and communities of color, increasing demand for essential services, including food assistance. Second Harvest of Silicon Valley (SHSV) reports facing food sourcing challenges (53% reduction in USDA food) and plans to reduce or suspend the supply of certain foods, forcing SCS to purchase more to cover shortfalls.

Second Harvest estimates that one in four Peninsula residents deal with food insecurity. A recent survey conducted by the organization found 60% of respondents had less than \$250 in savings. [SF Chronicle, 12/23/22]

Last year, half of the clients requesting assistance were rent burdened, allocating more than 90% of their household income towards housing. Experiencing homelessness contributes to deterioration of overall health as access to adequate resources such as healthy food becomes more challenging. SCS food programming provides families the opportunity to divert limited resources toward rent and other critical needs, helping them stay healthy and stably housed.

**IMPACT:** SCS’s year-round food programs are critical to the community safety net. In FY2021–22, we provided nourishing food to more than 7000 Sunnyvale residents, an increase of 7% over last year. This funding from the City will supply 2,273 bags of food, equivalent to 47,354 nutritious meals for low-income Sunnyvale residents.

**ALIGNMENT WITH CONSOLIDATED PLAN:** SCS’s Year-Round Family Food Essentials addresses the City’s objective of meeting the base needs of lower-income residents. The program also promotes the objective of ending homelessness by reducing residents’ food bills and thus leaving them with more money to pay rent.

3. Describe the Program’s client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why. Residents of Sunnyvale and unhoused persons can receive food from SCS if they have an income that is 80% or less of HUD’s AMI, or 275% or less of the federal poverty level (FPL). Clients receiving USDA food must meet the

stricter FPL requirements. Every dollar that families save on food is one more dollar available for rent or other essentials. SCS's food programs therefore help low-income families eat more healthfully while conserving their financial resources for other basic needs, such as reducing their risk of homelessness.

SCS has a long-standing nondiscrimination policy, serving every eligible client who comes for help, never turning anyone away due to lack of resources. Our statistics show the diverse genders, ages, and races of the clients we serve, and our staff reflects that same diversity.

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.

As part of the Santa Clara County Emergency Assistance Network (EAN), SCS is designated as the safety-net agency for all ZIP codes in the city of Sunnyvale. We also assist local unhoused individuals.

SCS coordinates with a number of other local businesses and nonprofits to help meet the food needs of local residents, including:

- Second Harvest of Silicon Valley (SHSV), which provides about 80% of the food we distribute. SHSV is, itself, facing challenges. They are experiencing a decrease of 37% in donations, coupled with an increase in demand of 80%.
- Local grocery stores, which donate surplus food to our Grocery Rescue program.
- Loaves & Fishes, which provides ready-to-heat meals for our homebound clients.
- The Sunnyvale Senior Center, which refers to SCS people who would benefit from access to emergency food or enrollment in our Home Food Delivery program.

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).

SCS's food assistance programs reduce the number of local residents who are food insecure, with positive bottom-line outcomes in Sunnyvale. For example, Sunnyvale DPS personnel may spend less time doing welfare checks. EMTs may get fewer calls from people who have not been taking proper care of their health due to food insecurity. The Sunnyvale Senior Center can connect older residents with SCS to meet their needs for emergency food or homebound food deliveries. Other City employees who interface with the public and have SCS on "speed dial" have a food solution to offer residents, and City staff may get fewer calls for help, giving them more time to focus on their assigned job responsibilities.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	1,360
Total Program Clients:	6,000

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

No

## 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>	680	680			1,360
Bags of nutritious food provided, valued at \$44 per bag funded by \$100,000 from Sunnyvale	1,136	1,137			2,273
Unduplicated Sunnyvale households served (average 2.4 people/household with 4 bags/quarter, each household coming	284	284			568

one quarter)

**C. Program Administration and Monitoring**

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	% of Salary funded by grant
Chief Programs Officer	Manages all client food distributions, donation drives, facilities, and health and safety operations	\$150,000	40	100%	\$0	0%
Food & Nutrition Manager	Daily management of food distributions and volunteers	\$82,500	40	100%	\$0	0%
Community Engagement Manager	Supervises and recruits volunteers	\$82,500	40	100%	\$0	0%
Community Engagement Specialist	Recruits and supports individual volunteers	\$58,000	40	100%	\$0	0%
(3) Program Coordinators	Order food, track inventory	\$55,000	40	100%	\$0	0%
Homebound Specialist	Coordinates food delivery program to senior and disabled clients	\$60,000	40	100%	\$0	0%
(3) Warehouse Coordinators	Pick up food donations, operate equipment, handle inventory	\$56,000	40	100%	\$0	0%

No salaries or administrative costs will be allocated to this grant. 100% of City CDBG funds will be used to purchase nutritious food for SCS's year-round food distributions.

(In the chart above, the salaries and hours per week are for each of the three Program and Warehouse Coordinators.)

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

The most important measure of our food program's effectiveness is whether we are able to assist every eligible client. We achieved that goal again in FY2021–2022.

Quantitatively, all clients and services are tracked in our Salesforce database, and we run reports on the following metrics quarterly and annually:

- Number of unduplicated individuals participating
- Number of families, seniors, and unhoused people participating
- Number of individual services delivered by category (e.g. one month of senior food)
- Demographics for individuals (e.g. age, race, gender)
- Details of emergency assistance distributions
- Details of food distributions

Qualitatively, SCS conducts annual client satisfaction surveys. In the last two years, due to the COVID-19 pandemic, we were not able to conduct our standard in-person survey of several hundred clients. Instead, we conducted smaller surveys by telephone and text message. Clients were asked to rate their satisfaction with SCS staff and services. We expect to continue conducting annual client satisfaction surveys using whichever platform is appropriate for the circumstances.

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's facilities are fully accessible for those with physical disabilities. Our entrances have no steps and are easy to navigate. We accommodate clients as well as staff who have physical or sensory disabilities, those with companion animals, and persons with mental disabilities.

Our client information sheets are printed in English, Spanish, and Mandarin, and translated into other languages as needed. We have 29 staff who are bilingual, with competencies that include Spanish, Mandarin and Japanese. For other languages, SCS contracts with an on-demand interpretation service offering over 100 languages that is available during business hours.

We have bilingual volunteers on food distribution days and regularly recruit volunteers who can speak and write in other languages, particularly Mandarin and Spanish. Our volunteer training includes specific instructions to support clients needing bilingual assistance or physical accommodations.

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?

Founded in 1970, Sunnyvale Community Services (SCS) is a 501(c)(3) nonprofit organization. Our mission is to prevent homelessness and hunger in our local community. Our vision is a community where everyone has a home with food on the table.

SCS is one of seven Emergency Assistance Network (EAN) agencies who together are the safety net agencies for Santa Clara County. SCS provides food assistance, direct financial aid, wrap-around case management, and referrals to services for low-income families and individuals.

SCS serves all zip codes in Sunnyvale (population 152,258) with all of our safety net services. In addition, SCS serves the Alviso zip code with financial assistance and referrals only, using county and private funding. In FY2021–22, we served 10,595 unduplicated individuals with one or more services. SCS now has 43 full-time and 2 part-time staff members. Eighty-seven percent of our budget goes directly to services.

Thanks to the City's FY2021–22 funding of \$63,484, we have been able to distribute more nutritious food to every eligible client. CDBG funding was used to buy critically-needed food including proteins and staples not sourced through traditional outlets. Each bag of food we distribute is valued at \$44.00 per City criteria (including both purchased and donated food, recycled bags, direct staff time, and costs of our food assistance operations and volunteers).

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.

Each applicant meets with a caseworker who conducts appropriate assessments to identify appropriate intervention. Staff conduct food program enrollments certifying eligibility for year-round food support. We collect standard demographic data for all household members. Once we determine eligibility, clients are helped with any immediate needs, such as an emergency food bag, or financial assistance. All client information is recorded and stored in our secure database.

SCS has a long-standing policy to not discriminate against anyone coming for assistance. Eligibility is not based on gender, age, or race/ethnicity, only on income and place of residence (as applicable).

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

SCS's Food Assistance Programs for Low-Income Sunnyvale Residents directly supports two of the above goals:

Goal #2: Preventing homelessness is core to our agency's mission and purpose. Our food distributions help families eat nutritiously while leaving more money for rent and utility bills so they can remain housed.

Goal #3: Nothing is more critical than access to food. Our program provides food that helps children, adults, and seniors stay healthy and able to work or learn productively.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<b>Objectives</b>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	<b>Planned 2023-24</b>	<b>Actual 2022-23</b>	<b>Actual 2021-22</b>	<b>Actual 2020-21</b>
Administration	\$516,968	\$501,911	\$559,701	\$469,076
Fundraising	\$629,352	\$611,022	\$647,717	\$571,049
Proposed Program (Total Budget)	\$4,305,180	\$4,191,921	\$4,039,673	\$3,921,210
All Other Programs	\$5,777,702	\$5,596,313	\$5,354,916	\$5,235,971
Total Agency budget	\$11,229,202	\$10,901,167	\$10,602,007	\$10,197,306

**B. Budget for Fiscal Year 2023-24**

<b>Budget Line Item</b>	<b>Sunnyvale</b>	<b>Other Funding</b>	<b>Program Total</b>
Salaries	\$0	\$511,500	\$511,500
Benefits	\$0	\$56,265	\$56,265
Taxes	\$0	\$46,035	\$46,035
<b>Subtotal Personnel</b>	<b>\$0</b>	<b>\$613,800</b>	<b>\$613,800</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials			\$0
Equipment			\$0
Communications			\$0
Meetings & Convenings			\$0
Travel & Transportation			\$0
Training			\$0
Consulting			\$0
Evaluation			\$0
Food Purchases	\$100,000	\$200,000	\$300,000
In-Kind food donations		\$3,000,000	\$3,000,000
<b>Subtotal Non-Personnel</b>	<b>\$100,000</b>	<b>\$3,200,000</b>	<b>\$3,300,000</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$100,000</b>	<b>\$3,813,800</b>	<b>\$3,913,800</b>
Indirect Costs		\$391,380	\$391,380
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$4,205,180</b>	<b>\$4,305,180</b>
Proposed # of Persons Served:	1,360		

Cost per Individual	\$74
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### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Total Committed	\$0
Projected Funding Sources	
Individuals	\$602,590
Corporate	\$301,295
Foundations	\$301,295
In-Kind food donations	\$3,000,000
In-Kind Services/Materials/Labor	
Total Projected	\$4,205,180
Total Other Funding + In-Kind (must match budget above)	\$4,205,180

1. Does your Organization have a HUD-approved indirect cost plan? **No**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
Funding from the City of Sunnyvale helps attract vital matching donations—both financial and in-kind. Many donors evaluate their funding based on the support we receive from local governments. Several corporate and foundation donors (including NetApp, Google, Sunlight Giving, and Applied Materials) contribute to our general operating fund. This enables us to direct money from the City of Sunnyvale and numerous other sources directly to our food program.

The largest contributor to SCS's food program is Second Harvest of Silicon Valley, which donates nearly 2,000,000 in food each year. Since April of 2020, SCS has also received additional COVID-19 related funding for food purchases from Safeway (\$15,000), Second Harvest of Silicon Valley (\$50,000), and FEMA (a total of \$90,000 through two grants). Most years, in-kind donations also come from Village Harvest, local faith communities, the annual Scouting for Food drive, and many other sources.

Besides the City of Sunnyvale, our largest cash donors in the previous fiscal year included Destination: Home (\$4,328,341); Google.org (\$250,000 from multiple grants), the County of Santa Clara (\$359,121 from multiple grants); United Way Bay Area (\$114,000 from multiple grants), El Camino Healthcare District (\$262,000 from multiple grants), the Sobrato Family Foundation (\$210,000), Google, Inc. (\$60,000), the San Francisco Chronicle Season of Sharing Fund (\$136,947), Sunlight Giving (\$160,000) and LinkedIn Corporation (\$150,000).

### Attachments

Articles of Incorporation/Bylaws	<a href="#">SCS By Laws.updated January 28-2014.pdf</a>
Financial Statement and Audit	<a href="#">SCS 2022 Financial Statement.pdf</a> <a href="#">SCS Audited Financials FY2020-21.pdf</a>
Policy & Procedures Manual	<a href="#">L15-SCS employee handbook-FINAL-Aug2019.pdf</a>
Nonprofit Determination	<a href="#">SCS Nonprofit Determination.pdf</a>
List of Board of Directors	<a href="#">SCS 2022-23 Board Roster public list.pdf</a>
Authorization to Request Funds	<a href="#">SCS Authorization to Request Funds - Food.pdf</a> <a href="#">SCS Board CDBG Resolutions-01.20.23.pdf</a>
Designation of Authorized Official	<a href="#">Signature Authority.pdf</a>
Organizational Chart	<a href="#">SCS Org Chart 1-2-2023 Titles .pdf</a>
Resume of Chief Program Administrator	<a href="#">SCS Chief Program Admin Resume- David Hernandez.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">LHHresume 2021.pdf</a>
Proof of Liability Insurance	<a href="#">05-28-22 to 05-28-23-Certificate of Liability Insurance-SCS.pdf</a>
Language Access Plan	<a href="#">Language Access 2022.pdf</a>
Client Application or Income Verification Form	<a href="#">SCS Income Verification-.pdf</a>
Accessibility Policy	<a href="#">SCS Accessibility Plan 2022.pdf</a>

Cost Allocation Plan for Proposed Program	
Other - Letters of Support	<a href="#">SCS_CDBG_Food - Letters of Support.pdf</a>
Other - Cover Letter	<a href="#">CDBG_HHS_Cover_letter_2023-24.pdf</a>

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Program Manager Signature      Catherine Farry  
Date Signed                              01/20/2023

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Initially submitted: Jan 20, 2023 - 12:44:31

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Sunnyvale United Methodist Church (SUMC)		
Mailing Address:	535 Old San Francisco Road	City: Sunnyvale, CA	Zip: 94087-6313
Website:	www.sunnyvale-snp.org		
Contact Person:	Deborah Witt	Title:	Site Manager
Contact Email:	snp.sunnyvale@gmail.com	Telephone:	(408) 739-0833
Executive Director:	Ronald Nathan	Email:	ronaldnathan@sbcglobal.net
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	NM1PQ21UL3B7		

**PROGRAM OVERVIEW**

Project Name:	Senior Nutrition Program		
Project Address:	535 Old San Francisco Road	City: Sunnyvale	Zip: 94086

**Select an Application:**  
**Human Services**

**TYPE OF FUNDS REQUESTED:** CDBG (Minimum Request \$25,000)

**Brief Program Description:**

Sunnyvale Senior Nutrition Program is a senior meal program serving a high quality, cost effective, and hot nutritious meal for seniors 60 years and older in a congregate setting Monday through Friday, 250 days a year.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

A. Basic Needs (Foods, financial aid, emergency shelter)

**C. Program Financials**

Funding Type:	CDBG
Funding Amount Requested:	\$50,000
Total Program Cost:	\$502,240
Cost per client for proposed Sunnyvale Program:	\$667
Number of Sunnyvale Clients to be served with City grant:	75
Total matching funds for proposed Sunnyvale services:	\$452,240
Match Ratio (% of program funded by matching funds):	90%

Is the Applicant currently receiving funding from Sunnyvale? **Yes**

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:



Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY 2023	\$50,682	\$44,477
FY 2022	\$50,682	\$46,500
FY 2021	\$32,800	\$50,000
FY 2020	\$32,800	\$31,568
FY 2019	\$31,125	\$31,000

## **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.

The Sunnyvale Senior Nutrition Program serves a high quality, nutritious and cost effective meal in a congregate setting Monday through Friday (250 days a year) for persons who are age 60 or older, the spouse of a person who is 60 years or older and attends SNP, and a disabled person, regardless of age, who lives with and is dependent on a person who is 60 years or older and attends SNP. The Program provides not only a healthy nutritious meal to Sunnyvale Senior Residents but also provides several program activities and opportunities for socialization. The Program encourages seniors to socialize with their friends and meet new friends. The program also links them to resources and services. These include, but not limited to, outreach for the mobility impaired seniors, nutrition and health information, education sessions, referral services, volunteering in support of the Program, bingo, chair yoga, puzzle tables, holiday celebrations, dancing and listening to live music. The program provides these services in a setting that promotes socialization and interaction to seniors who are low to moderate income, minorities and those who are handicapped. Due to COVID-19, we have had to limit our socialization programs but are excited to report that we opened our doors beginning in November 2022. This program is supported by Federal, State, Santa Clara County and the City of Sunnyvale. The City of Sunnyvale's funding allows many Sunnyvale senior residents to enjoy all these activities along with a nutritious meal at a reasonable cost.

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.

Sunnyvale Senior Nutrition Program provides nutrition services to assist older American seniors to live independently by promoting better health through improved nutrition and reduced isolation through programs coordinated with nutrition-related supportive services. The objectives of the program is to give preference to those seniors in greatest economic or social need, particularly low-income and minority individuals. Due to COVID-19 and rising food costs, our program has become even more invaluable as many seniors experienced greater economic struggles in obtaining just their basic food needs. The program's meals provide one-third of the Recommended Dietary Allowances (RDA) as established in the Dietary Reference Intake (DRI) by the Food and Nutrition Board and Institute of Medicine and are nutritious, safe, good quality and at a reasonable cost. The Senior Nutrition Program promotes healthy behaviors through nutrition education and nutrition screening of participants. It also promotes or maintains coordination with other nutrition related supportive services of older individuals (i.e. San Jose State Nutrition Students provide Nutrition Presentations, referrals to Second Harvest Food Bank and Sunnyvale Community Services). Mobility Management is provided to some senior participants who have transportation or mobility barrier that prevents them from attending our program to get their basic needs of a balanced meal and socialization. All of these services provided by Sunnyvale Senior Nutrition are meeting the needs of our aging population.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

The Senior Nutrition Program serves all eligible persons who are 60 years old or older, the spouse of a person who is 60 years or older and attends SNP, and a disabled person, regardless of age, who lives with and is dependent on a person who is 60 years or older and attends SNP. The target population is low-to moderate income seniors. Our most recent Santa Clara County Survey findings for this at risk group are as follows:

- 83% do not always have enough money to buy food needed
- 56% live alone and are at significant risk of isolation and depression
- 75% takes 3 or more medication daily
- 57% eat less than 2 daily servings of fruits/vegetables/dairy
- 63% not always able to shop, cook and prepare food

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.

In the City of Sunnyvale, our Program is one of two Weekday meal programs which is served in a congregate setting with a confidential voluntary contribution for the meal. The Sunnyvale Senior Center also has a lunch program with a required lunch fee. Self Help for the Elderly provides a lunch program located at the Sunnyvale Senior Center. We complement each other for services and offering of a low cost meal. Our menu is more diverse than Self Help for the Elderly's menu as they primarily offer Asian inspired boxed lunches. We both offer daily socialization and related activities for seniors. Beginning in November 2022, our site opened our doors for indoor dining and once again offers daily dancing with karaoke, cd music, and volunteer music bands which is unique to our program. Our program also collaborates with existing agencies that are not otherwise in direct or continuous contact with the program's seniors to teach and distribute information to our senior participants. These agencies include but not limited to Outreach, Health Trust, Senior Legal Aid, In Home Supportive Services, and Sourcewise.

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 program will educate seniors on providing tips for reducing home injuries by preventing slips and falls and provide education on fire and earthquake safety. These and other programs can help save the city expensive ambulatory trips due to client's lack of attention to home safety. The program can also help educate clients to prevent their homes and their neighbors' homes from being exposed to criminal activity. The program will also encourage and educate seniors to learn how to maintain a healthy lifestyle which can help reduce home injuries and improve their chance of living safe at home. The city will reduce the number of fire and police calls received from seniors who become victims of crime or experience home injuries.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	75
Total Program Clients:	400

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

Yes

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

Extremely Low Income:	0
Very Low Income:	0
Low Income:	12

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	\$315	\$538	\$31,813	\$103
Estimated for FY 2023-24	\$290	\$475	\$50,000	\$172
Estimated for FY 2024-25	\$290	\$475	\$50,000	\$172

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

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

	2022-2023 Actual	2023-2024 Proposed		2022-2023 Actual	2023-2024 Proposed
<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>		
Extremely Low Income(0%-30% AMI)			Youth (0-18 years)	0	0
Very Low Income (31%-50% AMI)			Adults (19-61 years)	3	0
Low Income(51%-80% AMI)	278	290	Seniors (62+ years)	275	290

Moderate Income (81%-120% AMI)			Disabled Individuals	0	0
Above Moderate Income(120%+ AMI)			Other Special Needs	0	0
<b>Total</b>	278	290	<b>Total</b>	278	290

**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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>	75	0	0	0	75
Provide meals to eligible seniors 250 days each year	862	862	861	861	3,446

**C. Program Administration and Monitoring**

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	% of Salary funded by grant
Site Manager	Business/Food Management	\$71,122	60	100%	\$0	0%
Cook	Prepare and serve meals	\$62,231	60	100%	\$0	0%
Kitchen Aide #1	Assist Cook with preparation of meals	\$41,488	50	100%	\$0	0%
Kitchen Aide #2	Dishwashing duties and assist cook	\$33,190	40	100%	\$0	0%
Kitchen Aide #3	Janitorial duties and assist cook	\$24,893	30	100%	\$0	0%

Prior to COVID-19, Sunnyvale Senior Nutrition Program had approximately 42 volunteers that help support the program activities and staff. 30 of the volunteers provide music for our seniors to dance each day. As we have recently opened our doors to indoor dining, we are working on getting more support from volunteers. We currently have 15 volunteers and hope to receive more support from volunteers by the end of our fiscal year. The program is successfully implemented through experienced staff and volunteers working with a dynamic and clearly understood mission in a very good facility and an adequate budget.

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

The effectiveness of our program is measured by a yearly survey of the seniors and is posted. Assessments by various government agencies, i.e. Santa Clara County Office of Aging and Sourcewise, are done on a yearly basis. Every senior is asked to complete 1367 Federal Form. It is required by the Federal Government under the Older American Act to count the number of seniors who participate for funding purposes and to collect accurate electronic data including demographic information and nutrition risk profiles (Nutrition Risk Assessments) on the effectiveness of the program. Every senior registers (Form 1367) and their card is scanned for tracking data purposes every time they attend our site. Daily records are kept of senior attendance, meals served, and nutritional training provided. Overall, the Sunnyvale Senior Nutrition Congregate Meal Program is meeting the nutrition and socialization needs of our seniors very well.

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.

The entire facility is located at grade level with double wide doorways. Plainly marked handicapped parking spaces are located adjacent to entrances to the facility. We make appropriate accommodations for persons with disabilities.

The Program has several volunteers who greet people and can help them with registration and finding a seat for lunch. Signs are posted throughout the site in appropriate languages for all who have limited English proficiency. When health training, registration forms and information sessions are given, handouts are always passed in all languages necessary for all seniors. Volunteer interpreters are always available to answer questions or assist in completing required documentation. Multi language volunteers work at the reception sign in desk so they may help and direct seniors appropriately.

See Attachment 1: Linguistic and Cultural Sensitivity Policy and Accessibility Policy

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?

For the past 49 years, the Sunnyvale United Methodist Church of Sunnyvale (formerly First United Methodist Church of Sunnyvale) through its Senior Nutrition Program has served a high quality, cost effective, and nutritious meal in a congregate setting Monday through Friday, 250 days a year for person who are age 60 or older. The program promotes the role of nutrition in preventive health and long term care. The Program provides supportive services and socializing opportunities. These include Outreach for Mobility impaired, nutrition and health information/education sessions, referral services, volunteering support to the program, bingo, puzzle tables, chair yoga, and dancing to live music. The Program provides these services in a setting that promotes socialization and interaction to seniors who are low and moderate income, minorities and those who are handicapped. The goals and accomplishments of previously funded projects to provide meals to unduplicated Sunnyvale senior residents have been met or exceeded and all fiscal requirements have been met.

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.

Sunnyvale Senior Nutrition Program receives the majority of its funding from the Federal Older American Act. The contract, administered by Santa Clara County office of Aging, does not allow means testing or income verification. The recent Santa Clara County survey (1367 form) majority of the seniors served by the program are low to moderate income. All information is collected and entered in the County's system. Santa Clara County provides all information in any format required. Upon completion of the 1367 registration form, each senior is given a bar coded card which is scanned each time the senior attends the program. The Senior Nutrition Program of Santa Clara County monitors data reporting requirements. Reporting requirements include accurate electronic capture and reporting of number of persons and meals served, as well as demographic information and nutrition risk profiles. See Attachment 2: SCC Form 1367 (English, Chinese, Spanish, Vietnamese, and Portuguese)

**D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

Goal #3: The program provides on a regular basis nutrition seminars, prevention on falling, earthquake and fire drills.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs.

Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<u>Outcomes</u>
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<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Total Agency Budget

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$232,924	\$225,369	\$201,490	\$194,805
Fundraising	\$0	\$0	\$0	\$0
Proposed Program (Total Budget)	\$269,316	\$255,750	\$342,603	\$266,351
All Other Programs	\$0	\$0	\$0	\$0
Total Agency budget	\$502,240	\$481,119	\$544,093	\$461,156

#### B. Budget for Fiscal Year 2023-24

Budget Line Item	Sunnyvale	Other Funding	Program Total
Site Manager	\$0	\$62,640	\$62,640
Cook	\$0	\$54,810	\$54,810
Kitchen Aide #1	\$0	\$36,540	\$36,540
Kitchen Aide #2	\$0	\$29,232	\$29,232
Kitchen Aide #3	\$0	\$21,924	\$21,924
Benefits	\$0	\$10,238	\$10,238
Taxes	\$0	\$17,540	\$17,540
<b>Subtotal Personnel</b>	\$0	\$232,924	\$232,924
Non-Personnel			
Move-In Assistance	\$0	\$0	\$0
Supplies & Materials	\$0	\$61,615	\$61,615
Equipment	\$0	\$0	\$0
Communications	\$0	\$0	\$0
Meetings & Convenings	\$0	\$0	\$0
Travel & Transportation	\$0	\$0	\$0
Training	\$0	\$0	\$0
Consulting	\$0	\$0	\$0
Evaluation	\$0	\$0	\$0
Food Costs	\$50,000	\$94,000	\$144,000
Rent/Usage	\$0	\$15,450	\$15,450
Insurance	\$0	\$21,251	\$21,251
Fiscal	\$0	\$27,000	\$27,000
<b>Subtotal Non-Personnel</b>	\$50,000	\$219,316	\$269,316
<b>Total Personnel &amp; Non-Personnel</b>	\$50,000	\$452,240	\$502,240
Indirect Costs	\$0	\$0	\$0
<b>TOTAL</b>	\$50,000	\$452,240	\$502,240
Proposed # of Persons Served:	75		
Cost per Individual	\$667		

#### C. Other Funding Sources

Other Funding Sources
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Committed	Amount
<a href="#">Sunnyvale United Methodist Church</a>	\$41,408
Total Committed	\$41,408
Projected Funding Sources	
Individuals	
Corporate	
Foundations	
<a href="#">County of Santa Clara</a>	\$410,832
In-Kind Services/Materials/Labor	
Total Projected	\$410,832
Total Other Funding + In-Kind (must match budget above)	\$452,240

1. Does your Organization have a HUD-approved indirect cost plan? **No**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
[Sunnyvale United Methodist Church](#) is leveraging the requested funds with personnel, facilities, private donations, and [Santa Clara County](#) funding.

### Attachments

Articles of Incorporation/Bylaws	<a href="#">FUMC Articles of Incorp.pdf</a>
Financial Statement and Audit	<a href="#">FUMC Svale SNP FS Audit 6-30-2021.pdf</a>
Policy & Procedures Manual	<a href="#">Congregate Policy and Procedures Sept 2022.pdf</a>
Nonprofit Determination	<a href="#">FUMC DL Letter.pdf</a>
List of Board of Directors	<a href="#">FUMC SNP Board Members.pdf</a>
Authorization to Request Funds	<a href="#">Authorization 2023.pdf</a>
Designation of Authorized Official	<a href="#">FUMC SNP Board Members.pdf</a>
Organizational Chart	<a href="#">SSNP Organization Chart FY 22-23.pdf</a>
Resume of Chief Program Administrator	<a href="#">RonaldNathan Resume.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">SUMC - no CFO.pdf</a>
Proof of Liability Insurance	<a href="#">FUMC Liability Insuranc 2022 Sunnyvale Part 1.pdf</a> <a href="#">FUMC Liability Insurance for 2022 Svale Part2.pdf</a>
Language Access Plan	<a href="#">Language Access and Accessibility Policy.pdf</a>
Client Application or Income Verification Form	<a href="#">SC 1367-rev-6-2021 for FY 21-22-Chinese.pdf</a> <a href="#">SC 1367-rev-6-2021 for FY 21-22-English.pdf</a> <a href="#">SC 1367-rev-6-2021 for FY 21-22-Vietnamese.pdf</a> <a href="#">SC 1367-rev-6-2021 for FY21-22-Spanish.pdf</a> <a href="#">SC 1367-rev-7-2018-Portuguese.pdf</a>
Accessibility Policy	<a href="#">Language Access and Accessibility Policy.pdf</a>
Cost Allocation Plan for Proposed Program	
Other - FUMC Merger Documents to SUMC	<a href="#">SUMC Merger - SUMC as Merger Qualified Survivor - B1359-4824 20230118.pdf</a> <a href="#">SUMC Merger - FUMC as Merger Disappearing - B1359-4824 20230118.pdf</a>
Other -	

Program Manager Signature [Ronald Nathan](#)  
Date Signed [01/19/2023](#)

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Silicon Valley Independent Living Center		
Mailing Address:	25 N, 14th Street, Suite 1000	City: San Jose, CA	Zip: 95112
Website:	www.svilc.org		
Contact Person:	Angelica Holguin	Title:	Director of Programs
Contact Email:	AngelicaH@svilc.org	Telephone:	408.894.9041 ext. 215
Executive Director:	Sheri Burns	Email:	Sherib@svilc.org
Agency Type:	Non-Profit with 501(c)(3) Status	Describe:	0
SAM Number:	C7LUPRPMUJR3		

**PROGRAM OVERVIEW**

Project Name:	Housing Program for Persons with Disabilities		
Project Address:	25 N. 14th Street, Suite 1000	City: San Jose	Zip: 95112

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** GENERAL FUNDS (Minimum Request \$10,000)

**Brief Program Description:**

This Housing Program for Persons with Disabilities will assist 60 Sunnyvale residents with disabilities and their families (low to extremely-low income by HUD standards) to transition from homelessness, health care facilities, unstable or temporary housing to permanent affordable, accessible, integrated housing. Program services include emergency assistance, information & referral; security deposits & rent; group workshops and one-on-one sessions on how to conduct a successful housing search; self-advocacy skills in tenant/landlord rights and mediation, provision of reasonable accommodation and accessibility; and other supportive services needed to ensure long-term sustainability.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	GF
Funding Amount Requested:	\$29,188
Total Program Cost:	\$533,879
Cost per client for proposed Sunnyvale Program:	\$486
Number of Sunnyvale Clients to be served with City grant:	60
Total matching funds for proposed Sunnyvale services:	\$504,691
Match Ratio (% of program funded by matching funds):	95%

Is the Applicant currently receiving funding from Sunnyvale? Yes

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2021-2022	\$24,686	\$24,686
2020-2021	\$23,000	\$16,250
2019-2020	\$23,000	\$16,250
2016-2017	\$24,434	\$10,000
2015-2016	\$24,434	\$10,000

## **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.

The Housing Program for Persons with Disabilities program will assist 60 residents with disabilities and their families to transition from homelessness, health care facilities, unstable or temporary housing to permanent affordable, accessible, integrated housing. The eligible target population is confirmed Sunnyvale resident with disabilities of all ages who are considered very-low or extremely-low income by HUD income guidelines, which includes individuals, young adults, families and older adults with chronic conditions.

Specific target services are:

- a. Housing Workshops to teach consumers how to perform a housing search, information and referral services to other available resources that can assist in locating and obtaining housing, and utilizing SVILC's proprietary housing list of suitable housing options throughout the County to find available units that meet individual needs;
- b. Individualized service with staff who specialize in housing to assess housing-related needs, and develop a customized independent living plan, including personal budget, with the consumer.
- c. Peer support groups in order to increase consumer knowledge of housing solutions for independent living;
- d. Housing Tenant and Landlord Rights: Provide education regarding landlord/tenant rights particularly when a consumer is requesting necessary accessibility modifications and reasonable accommodations;
- e. Other supportive independent living services that can assist the consumer to gain or increase independence.

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.

SVILC's Housing and Emergency Services for Persons with Disabilities will address several of the City's Consolidated Plan objectives and populations: Provide housing for elderly residents and persons with disabilities; emergency housing to prevent homelessness; access to fresh and nutritious foods; extremely low income households; and homeless populations.

Affordable rental housing continues to be extremely scarce to find in the bay area, especially for those who are very low income. The number of extremely low-income residents has also skyrocketed in recent years due to median gross rent increases of 50% or more, and the COVID pandemic has caused loss of work and income for many. Approximately 14% live below the poverty level and the number of at-risk renters has grown due to loss of wages from pandemic sheltering in place. According to the Elder Economic Security Index, there are over 154,328 individuals 65+ in Santa Clara County, with nearly half are living at or below the means necessary to live adequately. Of these seniors at least 39% have a known disability. The U.S Census Quick Facts data from 2020 estimates that there are approximately 4% of Sunnyvale residents of all ages with a disability. The fact that many elderly households and residents with disabilities live on limited income is of great concern. In 2020, the average monthly price for an apartment in the City of Sunnyvale was \$3071. SVILC's Housing & Emergency Services teaches low-income disabled residents how to find affordable units, room rentals and shared housing options.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

SVILC works exclusively with persons who identify as significantly disabled, also identified as an at-risk population. Participants are screened for service eligibility in our Intake process and provide appropriate documentation of their need for assistance (e.g., household income, race/ethnicity, living situation), and all necessary information is collected, including but not limited to disability status, needs, goals, and their necessary willingness to work toward securing stable housing. A majority of the individuals receive social security benefits in the form of Supplemental Security income (SSI), Social Security Disability Income (SSDI), or combination of the two. Many participants are homeless, at risk of being homeless, reside in inaccessible and/or unaffordable housing, or currently live in long-term facilities. SVILC's policies and practices are inclusive of serving all races, ethnicities, gender identities, sexual orientations and other marginalized groups



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.

Several organizations provide a few of the same services, but only to a more specific population, for example: low-income families or people with chronic mental health disabilities or Veterans. SVILC is the only service provider in Santa Clara County that serves people with all types of disabilities and from all types of backgrounds. As a peer-based, disability resource and advocacy agency, our service providers have the unique combination of personal disability experience to assist other people with disabilities in their search for, and acquisition of, affordable, accessible housing. This includes and understanding of universal design features, room modifications for improved accessibility, adaptive equipment and devices that increase one's personal independence. and the community resources for obtaining these improvements or items. We collaborate with public/private agencies to tackle problems like access to decent housing for low-income people. We also work with the Housing Authority of SCC, FEMA's Emergency Food and Shelter Program , and Season of Sharing for rental assistance.

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 'Silicon Valley: 20 Year Plan to End Affordable Housing Crisis, Chapter 6: The Economic Impacts of Affordable Housing noted that homeless/low-income people placed in affordable, supportive housing experience a significant reduction in the use of shelters, hospitalizations and emergency visits. Although the dollar amount cannot be identified, the impact to Sunnyvale for building a self-reliant community of persons with disabilities with safe, affordable and permanent housing is:

1) an efficient utilization of City funds and existing services with an increased supply/demand for additional services; 2) reduces shelter use, homelessness, hospitalizations and emergency room visits; 3) enhances the ability to secure, maintain and increase the income of those who are homeless or disabled.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	60
Total Program Clients:	825

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?  
No

## 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Unduplicated Clients Served	15	15	15	15	60

## C. Program Administration and Monitoring

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	% of Salary funded by grant
Housing Support Coordinator	Provides housing workshops and 1:1 counseling services as well	\$50,637	35	24%	\$38,484	76%

	as resources and emergency rent assistance as funds are available.					
ILS Coordinator	Provides independent living skills training (budgeting, self-care, emergency preparedness, cooking skills, transportation use, etc.) in group and individual sessions.	\$54,726	35	24%	\$41,592	76%

SVILC's Housing Program covers all of Santa Clara County and is supported by 3.0 FTE Housing and 3.0 ILS Coordinators delivering housing services, including facilitating over 150 housing and other independent living workshops on- and off-site, in addition to their administrative tasks. 24% of one Housing Support Coordinator's time and 24% of one ILS Coordinator's time will be dedicated to the Sunnyvale Project.

SVILC will measure success by the number of program participants who self-report an increased level of knowledge and understanding of how to obtain affordable housing, and those who obtain housing. SVILC will collect and report data from weekly and monthly Housing Workshop attendance, from people who call or visit the office for I&R, and from consumers with whom we work on an individual basis to create an Independent Living Plan with the goal of securing or retaining long-term housing. All consumers are also asked to voluntarily complete a Satisfaction Survey at least annually.

Those individuals who wish to work more extensively with a Housing Coordinator will complete an Intake that includes detailed demographic information and short- and long-term goals. Their information will also be input into CILSuite for tracking and reporting purposes. Long-term outcomes will include acquisition or retention of safe, affordable housing. SVILC's Program Director will be responsible for auditing all database information for completeness and accuracy before running and submitting reports to the City, which will include tabulating the number of unduplicated Palo Alto residents who either receive I&R assistance or in-depth housing search assistance.

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

SVILC will collect and report basic demographic data from Sunnyvale residents who attend the twice weekly Housing Workshops at our office (or on Zoom) and quarterly workshops at the Sunnyvale Community, and from consumers who have created at least one ILS or Housing goal or developed an Independent Living Plan, SVILC Housing Coordinators will utilize a sign-in sheet at the Housing Workshops that captures the participants' name, zip code and phone number. This information will be input into CILSuite, our database management system as an I&R and count toward the project goal of 60 residents served. Those individuals who wish to work more extensively with the Housing Coordinator will complete an intake that includes detailed demographic information (including race, age, and income) and short and long-term goals. Their information will also be input into CILSuite for tracking & reporting purposes and count toward the project goal of securing housing. Reports are run monthly, quarterly and annually. SVILC's Program Director will be responsible for auditing all database information for completeness and accuracy before running and submitting reports to the City, which will include tabulating the number of unduplicated Sunnyvale residents who either receive I&R assistance or attend a workshop or who received in-depth housing search assistance. SVILC will measure success by the number of program participants who self-report an increased level of knowledge and understanding of how to obtain affordable housing, and by the number of Consumers who report their transition from homelessness or institutionalization into longer-term, community-based housing.

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.

One of SVILC's Core Values is to 'ensure equal access for all.' SVILC's Access and Language Access policies provide that our services are made available to all people of any age and with any disability. This means we are prepared to deliver any reasonable accommodation upon request. For example, Video Relay Services, ASL interpreters, foreign language interpreters, assistive listening devices, audio description, personal assistants, and materials in alternative formats, such as Braille or large print, are either available on the premises or through our partnerships and contracts with other agencies. Many materials are also translated into Spanish, Vietnamese and Chinese. Our main and Gilroy are fully ADA accessible and include external and internal automatic door openers, open space, and both picture and Braille signage. Additionally, the cultural and language proficiencies within our staff and volunteers matches that of the population in Santa Clara County, including Spanish, Vietnamese and Tagalog. Other languages spoken in-house include Hindi and Farsi.

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?

SVILC has over four decades of experience providing Housing Assistance Services. SVILC is the only service provider in Santa Clara County that serves people with all the types of disabilities and from all types of backgrounds. No one else in the County is as knowledgeable and experienced in the needs of, and resources/support for, people with disabilities, especially those with significant disabilities. We are a 'One-Stop Shop' for people with any type of disability, offering over 12 independent living support & training services at no cost to eligible residents. After I&R, the most needed service at SVILC is our Housing Assistance Program, requested by 75% unduplicated consumers. SVILC has provided housing solutions for decades with a track record of meeting/exceeding goals for housing counseling and placement. To that end, SVILC has expanded its Housing Assistance Program and community partnerships, such as FEMA's Emergency Food and Shelter Program, Season of Sharing, and a Second Harvest Food Bank Pantry to meet food access needs.

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.

Participants are screened for eligibility during our intake process: each must have a self-diagnosed disability and be able to benefit from one or more of our services to achieve a greater sense of independence. Those seeking disability benefits or low-income rental assistance must also provide appropriate documentation of their need and eligibility, (including personal income, city or county of residence, medical records, race/ethnicity, etc.), and demonstrate their ability to successfully transition into or maintain a long-term, sustainable living situation. All Intake documentation (see attached), as well as consumer goals and provider service notes, reside in our HIPAA-compliant client database for case management and reporting purposes. For those who are homeless, their information is also entered into the County's HMIS Coordinated Care System, as SVILC is a participating homeless services provider. Consumer Service Records (CSR) are created for each client and stored in the CILSuite, a nationally recognized, secure database management system for Centers for Independent Living.

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

The project meets the goals by providing housing search/education workshops and individualized housing counseling and support service provisions to 'help people who are currently homeless or at imminent risk of homelessness to obtain housing and adequate support services/networks to achieve stability' and to 'essential human services, particularly for special needs populations (seniors, disabled, homeless people, children, youth...)' Housing is the first priority on the road to achieving economic and emotional stability which allows people to actively engage in their community.

#### E. HUD Performance Measures

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<b>Objectives</b>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$461,625	\$461,625	\$433,992	\$371,945
Fundraising	\$0	\$0	\$0	\$0
Proposed Program (Total Budget)	\$533,879	\$533,879		
All Other Programs	\$989,932	\$989,950	\$1,489,233	\$1,589,432
Total Agency budget	\$1,985,436	\$1,985,454	\$1,923,225	\$1,961,377

**B. Budget for Fiscal Year 2023-24**

Budget Line Item	Sunnyvale	Other Funding	Program Total
Holguin, J	\$12,153	\$121,823	\$133,976
Moore, C	\$13,134	\$176,611	\$189,745
Benefits			\$0
Taxes			\$0
<b>Subtotal Personnel</b>	<b>\$25,287</b>	<b>\$298,434</b>	<b>\$323,721</b>
Non-Personnel			
Move-In Assistance		\$7,000	\$7,000
Supplies & Materials		\$11,250	\$11,250
Equipment			\$0
Communications		\$2,500	\$2,500
Meetings & Convenings			\$0
Travel & Transportation		\$6,000	\$6,000
Training			\$0
Consulting			\$0
Evaluation			\$0
Occupancy	\$3,901	\$143,684	\$147,585
Insurance		\$35,823	\$35,823
<b>Subtotal Non-Personnel</b>	<b>\$3,901</b>	<b>\$206,257</b>	<b>\$210,158</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$29,188</b>	<b>\$504,691</b>	<b>\$533,879</b>
Indirect Costs			\$0
<b>TOTAL</b>	<b>\$29,188</b>	<b>\$504,691</b>	<b>\$533,879</b>
Proposed # of Persons Served:	60		
Cost per Individual	\$486		

**C. Other Funding Sources**

Other Funding Sources	
Committed	Amount
Federal grants	\$168,271
State grants	\$279,270
County grants	\$25,531
City/Foundation/local grants	\$31,619
Total Committed	\$504,691
Projected Funding Sources	
Individuals	
Corporate	

Foundations	\$0
In-Kind Services/Materials/Labor	
Total Projected	\$0
Total Other Funding + In-Kind (must match budget above)	\$504,691

1. Does your Organization have a HUD-approved indirect cost plan? **Yes**

2. Does your agency charge any fees for the proposed Sunnyvale services? **No**

3. Please explain how your organization is leveraging the requested City funds with other funds.

SVILC's countywide Housing Program has a 95% match in funding from federal, state, county and other city CDBG or General Fund resources. Sunnyvale General Fund would cover just over 5% of the program costs, though 7% of our housing services participants would be Sunnyvale residents. In addition, in-kind support will be available to Sunnyvale residents through our Food Pantry program and rent assistance funding through Season of Sharing and FEMA's Emergency Food and Shelter Funds.

### Attachments

Articles of Incorporation/Bylaws	<a href="#">SVILCArticlesofIncorporation1976.pdf</a>
Financial Statement and Audit	<a href="#">Auditreportfinancialssvilc2022.pdf</a>
Policy & Procedures Manual	<a href="#">SVILC Program Policies Manual 2013 Final 12-18-13.pdf</a>
Nonprofit Determination	<a href="#">SVILCIRS501C3revacknowledgementletter_2019.pdf</a>
List of Board of Directors	<a href="#">SVILCBoardRoster2023.pdf</a>
Authorization to Request Funds	<a href="#">Authorization.pdf</a>
Designation of Authorized Official	<a href="#">SVILCBoardResolutionAnnualAuthorizationFY23-24.pdf</a>
Organizational Chart	<a href="#">SVILCORGCHART22-23.pdf</a>
Resume of Chief Program Administrator	<a href="#">SVILCResumeofDirectorofPrograms.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">SVILCResumeofCheifFiscalOfficer.pdf</a>
Proof of Liability Insurance	<a href="#">SVILC City of SV Gen. liab insurance FY22-23.pdf</a>
Language Access Plan	<a href="#">SVILCLanguageAccessPlan_rev2019v3.pdf</a>
Client Application or Income Verification Form	<a href="#">Fillable - Intake Form 2020.pdf</a>
Accessibility Policy	<a href="#">SVILCADAAccessibilityPlan.pdf</a>
Cost Allocation Plan for Proposed Program	<a href="#">SVILC Indirect Cost rate signed FY20-21.pdf</a>
Other -	
Other -	

Program Manager Signature      **Sheri Burns**  
Date Signed                              **01/20/2023**

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	YWCA Golden Gate Silicon Valley		
Mailing Address:	375 South Third Street	City: San Jose	Zip: 95112-3649
Website:	www.yourywca.org		
Contact Person:	Melissa Luke	Title:	Chief Program Officer, Healing & Justice
Contact Email:	mluke@yourywca.org	Telephone:	408-295-4011 ext. 3695
Executive Director:	Adriana Caldera	Email:	acaldera@yourywca.org
Agency Type:	Non-Profit with 501(c)(3) Status	Describe:	0
SAM Number:	GE6DMANY4M57		

**PROGRAM OVERVIEW**

Project Name:	Domestic Violence Counseling Services		
Project Address:	375 South Third Street	City: San Jose	Zip: 95112

**Select an Application:**  
**Human Services**

**TYPE OF FUNDS REQUESTED:** CDBG (Minimum Request \$25,000)

**Brief Program Description:**

YWCA Golden Gate Silicon Valley provides counseling, shelter, and other essential services to survivors of domestic violence living in Sunnyvale, including women, men, children and families. Our multiservice continuum of crisis response and prevention includes a 24/7 Crisis Line, crisis intervention, case management, advocacy, counseling and therapy, and legal services. Our housing continuum includes homelessness prevention, emergency shelter/motel, rapid rehousing, and permanent supportive housing. All services are free, confidential, and bilingual.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Operational

**B. Consolidated Plan Priority Need Type.**

A. Basic Needs (Foods, financial aid, emergency shelter)

**C. Program Financials**

Funding Type:	CDBG
Funding Amount Requested:	\$37,770
Total Program Cost:	\$813,095
Cost per client for proposed Sunnyvale Program:	\$540
Number of Sunnyvale Clients to be served with City grant:	70
Total matching funds for proposed Sunnyvale services:	\$775,325
Match Ratio (% of program funded by matching funds):	95%

Is the Applicant currently receiving funding from Sunnyvale? Yes

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? **Yes**

Complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY 22-23	\$25,000	\$31,040
FY 21-22	\$25,000	\$32,000
FY 20-21	\$25,000	\$39,000
FY 19-20	\$25,000	\$25,000
FY 18-19	\$25,000	\$31,000

## **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.

YWCA's Healing & Justice Department provides domestic violence survivors with access to essential support services, such as emergency shelter for 30-60 days, basic needs (food, clothing, toiletries, infant formula, etc.), counseling/therapy, domestic violence education, legal advocacy and safety planning, which allows them to establish healthy, violence-free relationships and safe living environments.

YWCA provides services to anyone that is in need of emergency or non-emergency assistance from domestic violence--from all socioeconomic backgrounds, ethnicities, and ages. In FY 21-22, client demographics included: 83% female, 13% male, 2% gender non-conforming or trans, 17% LGBTQ, 84% BIPOC (Black, Indigenous, and people of color), 20% differently-abled, 16% under the age of 17, and 86% extremely low or low income as defined by the U.S. Department of Housing and Urban Development (HUD).

The Healing & Justice Department offers counseling services, including long and short-term therapy, psychotherapy, support groups and crisis counseling for women, men and children experiencing domestic violence. The vital funding provided by the City of Sunnyvale will allow the YWCA to offer essential counseling services (individual/group counseling, group counseling, crisis counseling) to Sunnyvale residents.

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.

Domestic violence (DV) is a root cause of homelessness. According to the Center for Disease Control, nationally 1 in 4 women and 1 in 7 men will experience DV in their lifetimes. According to the U.S. Department of Health and Human Services (HHS), 80% of all homeless women and children are homeless due to DV, and 46% of women stay in abusive relationships because they have nowhere else to go.

Santa Clara County's DV agencies receive over 17,000 crisis calls annually. During COVID-19, survivors were isolated from their friends and families and confined to houses, apartments, cars, or on the street with their abusers. Over the last four years, YWCA saw a corresponding surge in demand, including a 26% increase in crisis line calls, 295% increase in survivors served, and 84% increase in in-person responses to hospitals and law enforcement agencies.

DV not only results in immediate physical and emotional trauma but can also produce long-term effects on the emotional and mental health of survivors residing in Sunnyvale. This can impact their ability to continue educational pursuits, maintain employment, and also culminate in adverse health behaviors such as alcohol dependency, substance abuse, and eating disorders. DV is also linked to the development of depression, post-traumatic stress disorder, bipolar disorder and dependence personality disorder.

YWCA addresses Sunnyvale's Consolidated Plan Goals to (1) help people who are homeless or at imminent risk to obtain support services and (2) support essential human services to special needs populations such as survivors of domestic violence.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why.

YWCA provides emergency shelter and essential services to all self-identified survivors of domestic violence, including women, men, children and families. YWCA was the first domestic violence shelter in Santa Clara County to recognize the need for gender inclusivity in our sheltering policies. In 2010, we explicitly recognized and welcomed Trans Women into our shelter and then evolved this policy to be inclusive of all genders. While other

shelters may offer a motel room for anyone not identifying as a woman, YWCA has an explicit policy of accepting survivors of all gender identities, socioeconomic backgrounds, ethnicities, and ages. Our 24/7 Support Line is bilingual English/Spanish, and our job postings explicitly recruit for bilingual candidates. When clients complete an intake form, they are asked for demographic information, such as date of birth, address, city of residence, annual income, head of household and ethnicity/race information. Survivors of domestic violence are an at-risk population. Due to the imminent physical danger experienced by many survivors, the Healing & Justice Department does not require documentation of annual income, because of the dangers it poses to clients (e.g. having to return to their residence for paperwork where a batterer may be present).

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.

YWCA believes in the conservation of community resources and strives to collaborate with local government and non-profit organizations in an effort to not duplicate services. There are five domestic violence agencies currently serving Santa Clara County: YWCA Golden Gate Silicon Valley, AACI, Community Solutions, Maitri and Next Door Solutions to Domestic Violence. AACI provides services to the Asian American and Pacific Islander community, Maitri provide services to the South Asian community, and YWCA, Community Solutions and Next Door provide services in English and Spanish. All five agencies participate in the Santa Clara County DV Advocacy Consortium to examine domestic violence issues and services countywide. The Consortium meets on a monthly basis to discuss gaps in service provision, opportunities for collaboration, and policy. Each agency connects with one another on a daily basis to verify available bed space at the shelters in Santa Clara County, to secure emergency housing for families in need, and for client referrals. YWCA is the only agency with an office located in Northern Santa Clara County, and staff work directly with the Sunnyvale Department of Public Safety. YWCA also maintains Operational Agreements (OAs) with the following agencies: local law enforcement, District Attorney's Office, Victim/Witness Assistance Programs, other domestic violence agencies, Child Protective Services, and hospitals/medical facilities.

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).

In FY 21-22, YWCA provided 79 Sunnyvale residents with domestic violence services and answered 115 crisis calls from our 24/7 Support Line. We also provided 135 hours of domestic violence counseling services to Sunnyvale residents. 86% of residents were extremely low income. Through these services, the Healing & Justice Department was able help stop the multigenerational cycle of violence for our clients. Services, including provision of shelter and counseling, compliment and result in cost savings to Sunnyvale's law enforcement and medical response to DV situations.

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	70
Total Program Clients:	2,000

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

Yes

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

Extremely Low Income:	4
Very Low Income:	2
Low Income:	0

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	\$65	\$1,800	\$30,400	\$467
Estimated for FY 2023-24	\$70	\$2,000	\$37,770	\$469



Estimated for FY 2024-25	\$70	\$2,000	\$37,770	\$469
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\*If not funded previously by the City, enter the number of Sunnyvale clients served with any source of funds.

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

	2022-2023 Actual	2023-2024 Proposed		2022-2023 Actual	2023-2024 Proposed
SUNNYVALE ONLY			SUNNYVALE ONLY		
Extremely Low Income(0%-30% AMI)	56	60	Youth (0-18 years)	0	0
Very Low Income (31%-50% AMI)	2	4	Adults (19-61 years)	54	68
Low Income(51%-80% AMI)	1	1	Seniors (62+ years)	1	2
Moderate Income (81%-120% AMI)	0	1	Disabled Individuals	31	31
Above Moderate Income(120%+ AMI)	0	4	Other Special Needs	0	0
<b>Total</b>	<b>59</b>	<b>70</b>	<b>Total</b>	<b>86</b>	<b>101</b>

### 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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>	17	17	18	18	70
Hours of Counseling Services	25	25	25	25	100
Number of crisis calls received from Sunnyvale residents	32	31	31	31	125

### C. Program Administration and Monitoring

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	% of Salary funded by grant
Associate Director of Clinical Services	Provide supervision to entire clinical team, program oversight, mandated training and counseling services.	\$101,005	40	15%	\$15,757	16%
Clinician	Provide counseling services to survivors of domestic violence	\$35,639	20	15%	\$5,346	15%
Supervisor	Supervise clinicians, ensure clinicians meet standards of care and licensing requirements	\$9,735	12	50%	\$4,867	50%

The Associate Director of Clinical Services leads the YWCA Golden Gate Silicon Valley's clinical department where survivors of domestic violence receive individual and family therapy and counseling services. Clinicians provide therapeutic counseling services to survivors of domestic violence and their children. We are requesting funding for a portion of one clinician, though multiple clinicians may provide services to Sunnyvale residents. Support groups are also offered. The licensed supervisor oversees the clinicians, ensuring that they are meeting standards of care and licensing requirements.

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

The Director of Healing & Justice works with their team to compile monthly, quarterly and annual reports. These reports are reviewed by management for quality control and to ensure that YWCA meets all stated outcomes and objectives. At the end of service provision for emergency shelter, legal assistance, and counseling, program staff provides clients with the opportunity to complete anonymous evaluation feedback forms. Clients can provide general feedback, as well as report if agency services increased their personal understanding of domestic violence, if they successfully developed safety plans, and if they received beneficial community referrals. For Children's Services, parents are asked to complete a confidential assessment of their child's participation in individual therapy and group therapy. Services are evaluated quarterly to ensure success in achieving agency goals. During COVID these surveys were moved to confidential online forms to ensure we continued to incorporate client feedback.

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.

YWCA has a non-discrimination policy that covers employees, volunteers and clients. YWCA provides services to all individuals regardless of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability and complies with the Americans with Disabilities Act (ADA) and California accessibility laws for service provision.

YWCA program offices are easily accessible by light rail and bus routes. The offices and emergency shelter are ADA compliant and handicapped accessible. Access to services is facilitated through the 24-hour toll-free bilingual Support Line. Through that line, clients in immediate danger are provided with emergency shelter intake and transportation to the shelter, as needed. Counseling and therapy services (individual and group, children's play therapy) are offered weekdays and evenings. Childcare is provided for parents who attend group therapy, and can be arranged individual therapy sessions.

YWCA also has a Language Access Plan to better support Limited English Proficiency (LEP) clients. Staff are trained on how to best serve LEP clients through written documentation and verbal processes. At least 40% of Healing & Justice Department staff offer services in another language, including Spanish, Cantonese Chinese, French, Icelandic, Portuguese, and Vietnamese. Additionally, YWCA contracts with a third-party vendor (Voiance) for translation services in over 250 languages, via three-way calling. Domestic violence survivors who are deaf or hard of hearing can connect to Voiance through webcam, for ASL interpretation via video-recording. In CY2022, staff utilized Voiance to access 20 languages for over 10,000 minutes; Spanish, Vietnamese, Mandarin, Thai, Hindi, and Korean were the most common languages.

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?

YWCA has over 140 years of experience serving communities across four Bay Area counties. We are on a mission to empower by working to end racism and violence, to achieve solutions for survivors facing homelessness, and to inspire by closing the education and prosperity gap. Founded in 1905, YWCA was the first, and only, multi-service agency for women in Santa Clara County. We are the only rape crisis center in North and Central County and have led comprehensive services for DV and sexual assault survivors for more than 45 years. Last year, we served over 57,000 individuals, families, and community members across 25 community-based locations.

YWCA's Healing & Justice Department offers a multiservice continuum of crisis response and prevention services for DV, sexual assault, and human trafficking survivors. Services are no cost, direct, coordinated, high quality, and integrated. We offer a safe and confidential environment where individuals of all genders, children, and families can receive critical services. In FY 21-22, staff answered 6,086 crisis calls and provided crisis intervention, case management, advocacy, counseling and therapy, and legal services to over 3,500 survivors and their families. YWCA also served 850 survivors and their families within our housing continuum, which include homelessness prevention, emergency shelter/motel, rapid rehousing, and permanent supportive housing. Survivors received 2,944 bed nights through the emergency shelter/motel.

In FY 21-22, YWCA provided 79 Sunnyvale residents with DV services and answered 115 crisis calls on our 24/7 Support Line. We also provided 135 hours of DV counseling services to residents.

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.

YWCA's Healing & Justice Department implements specific protocols for tracking clients that receive domestic violence services. Prior to receiving services, each client participates in an intake assessment to verify the safety of the individual, to determine if there is a medical need, and to establish if a police report needs to be filed. Clients

are asked to complete intake forms to provide demographic, income, ethnicity, and residence information. The client's needs and resources are then matched with the appropriate department services. Client data is recorded in confidential client files, which are maintained under double lock and key for a minimum of seven years. Client data, including demographic information and service touchpoints, are entered into our client services database Efforts to Outcomes (ETO). Supervisors review service data on a regular basis to ensure data is being entered appropriately and in a timely fashion. Written protocol is maintained to ensure the confidentiality of client information from the point of collection to the point of destruction.

**D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

YWCA will provide 70 city of Sunnyvale residents (women, men, children) with domestic violence services and answer 125 crisis calls. YWCA will also provide 100 hours of comprehensive domestic violence counseling services, such as individual and group counseling, support groups and adult/children's therapy. These services increase clients' self-sufficiency and personal safety. 92% of clients are extremely low to low income families.

DV is a root cause of homelessness. According to the U.S. HHS, 80% of all homeless women and children are homeless as a result of DV. 22%-57% of all homeless women and 46% of women report staying in abusive relationships because they have nowhere else to go.

Per the U.S. Census QuickFacts, 49% of Sunnyvale's population is foreign born, with 60% speaking a language other than English. While all survivors experience negative physical, emotional, and mental health effects of abuse, immigrant survivors in Sunnyvale face unique barriers when seeking safety from violence and homelessness. Cultural and linguistic barriers, combined with fears of being targeted for being undocumented, discourage survivors from seeking help. Some may have come to the U.S. on a dependent visa through their spouse's corporate work program. As this visa does not allow the survivor to work, if they seek safety through a restraining order or separation, they will have no income and may lose custody of children. If the survivor is granted a divorce, their visa is no longer valid and they must choose between deportation, becoming undocumented, or finding a way to pay legal fees.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>	
<b>Objective #1:</b>	Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

<u>Outcomes</u>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Total Agency Budget**

	Planned 2023-24	Actual 2022-23	Actual 2021-22	Actual 2020-21
Administration	\$2,244,920	\$2,158,577	\$1,987,809	\$1,277,021
Fundraising	\$1,218,491	\$1,171,626	\$1,000,825	\$771,512
Proposed Program (Total Budget)	\$813,095	\$542,987	\$788,889	\$766,922
All Other Programs	\$15,018,914	\$14,441,263	\$13,616,288	\$13,095,617
Total Agency budget	\$19,295,420	\$18,314,453	\$17,393,811	\$15,911,072

## B. Budget for Fiscal Year 2023-24

Budget Line Item	Sunnyvale	Other Funding	Program Total
Associate Director of Clinical Services	\$15,757	\$85,248	\$101,005
Clinician	\$5,346	\$30,293	\$35,639
Supervisor	\$4,867	\$4,868	\$9,735
Other Clinical Staff (clinicians, coordinator, supervisors)		\$387,573	\$387,573
Benefits	\$3,986	\$77,975	\$77,975
Taxes	\$1,987	\$38,861	\$40,848
<b>Subtotal Personnel</b>	<b>\$31,943</b>	<b>\$624,818</b>	<b>\$656,761</b>
Non-Personnel			
Move-In Assistance			\$0
Supplies & Materials		\$3,125	\$3,125
Equipment		\$3,753	\$3,753
Communications	\$548	\$8,264	\$8,812
Meetings & Convenings		\$6,221	\$6,221
Travel & Transportation		\$726	\$726
Training			\$0
Consulting			\$0
Evaluation			\$0
Computer Information Systems	\$352	\$5,523	\$5,875
Professional Fees & Contract Services		\$15,648	\$15,648
Occupancy		\$1,365	\$1,365
Publicity & Promotion		\$872	\$872
Insurance		\$3,194	\$3,194
Postage		\$127	\$127
Dues & Subscriptions		\$560	\$560
<b>Subtotal Non-Personnel</b>	<b>\$900</b>	<b>\$49,378</b>	<b>\$50,278</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$32,843</b>	<b>\$674,196</b>	<b>\$707,039</b>
Indirect Costs	\$4,927	\$101,129	\$106,056
<b>TOTAL</b>	<b>\$37,770</b>	<b>\$775,325</b>	<b>\$813,095</b>
Proposed # of Persons Served:	70		
Cost per Individual	\$540		

## C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Government	\$40,000
Total Committed	\$40,000

Projected Funding Sources	
Individuals	
Corporate	
Foundations	\$85,000
Government	\$650,325
In-Kind Services/Materials/Labor	
Total Projected	\$735,325
Total Other Funding + In-Kind (must match budget above)	\$775,325

1. Does your Organization have a HUD-approved indirect cost plan? **Yes**

2. Does your agency charge any fees for the proposed Sunnyvale services? **No**

3. Please explain how your organization is leveraging the requested City funds with other funds.

YWCA Silicon Valley has been able to utilize funding from the City of Sunnyvale to secure additional funding dollars from private foundations as well as other government jurisdictions, including county, state, and federal funding sources. These funds allow YWCA to provide additional critical domestic violence services to Sunnyvale residents.

Other staff not funded by this grant, but working with Sunnyvale residents, include our Crisis Support team, Legal team, Shelter/Motel team, and Support Line team. These teams include advocates, case managers, coordinators, and managers. The Crisis Support team provides crisis counseling and support groups to Sunnyvale residents. The Legal team provide Sunnyvale residents with court support, court accompaniment, immigration assistance, legal advocacy and restraining order preparation. The Shelter/Motel team provides emergency housing and supportive services to Sunnyvale residents. Survivors can stay 30-60 days and receive basic needs like food and clothing, case management services, systems navigation, emotional support and community referrals and information. The Support Line team operates our toll free, bilingual 24/7 Support Line.

## Attachments

Articles of Incorporation/Bylaws	<a href="#">YWCA GGSV Articles of Incorporation.pdf</a>
Financial Statement and Audit	<a href="#">YWCA GGSV 2021 Audited Combined Financial Statements.pdf</a>
Policy & Procedures Manual	<a href="#">YWCA GGSV Employee Handbook.pdf</a>
Nonprofit Determination	<a href="#">YWCA GGSV Nonprofit Determination Letters.pdf</a>
List of Board of Directors	<a href="#">YWCA GGSV Board Roster.pdf</a>
Authorization to Request Funds	<a href="#">YWCA GGSV Authorization to Request Funds.pdf</a>
Designation of Authorized Official	<a href="#">YWCA GGSV Designation of Authorized Official.pdf</a>
Organizational Chart	<a href="#">YWCA GGSV Organizational Chart.pdf</a>
Resume of Chief Program Administrator	<a href="#">YWCA GGSV Resume of Chief Program Officer.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">YWCA GGSV Resume of Chief Financial Officer.pdf</a>
Proof of Liability Insurance	<a href="#">YWCA GGSV Sunnyvale Proof of Liability Insurance.pdf</a>
Language Access Plan	<a href="#">YWCA GGSV Language Access Plan.pdf</a>
Client Application or Income Verification Form	<a href="#">YWCA GGSV Client Application including Income Verification.pdf</a>
Accessibility Policy	<a href="#">YWCA GGSV Accessibility Policy.pdf</a>
Cost Allocation Plan for Proposed Program	<a href="#">YWCA GGSV Cost Allocation Plan.pdf</a>
Other - Bylaws	<a href="#">YWCA GGSV Bylaws.pdf</a>
Other -	

Program Manager Signature      **Melissa Luke**

Date Signed                              **01/20/2023**

**Capital and Affordable Housing Projects Funding Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Carroll Street Associates, A California Limited Partnership		
Mailing Address:	303 Vintage Park Dr STE 250	City: Foster City, CA	Zip: 94404
Website:	<a href="https://www.midpen-housing.org/">https://www.midpen-housing.org/</a>		
Contact Person:	Aditi Mahmud	Title:	Senior Asset Manager
Contact Email:	<a href="mailto:amahmud@midpen-housing.org">amahmud@midpen-housing.org</a>	Telephone:	650-393-9768
Executive Director:	Matthew Franklin	Email:	<a href="mailto:amahmud@midpen-housing.org">amahmud@midpen-housing.org</a>
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	RQSEND3KJCR8		

**PROGRAM OVERVIEW**

Project Name:	Affordable Housing		
Project Address:	303 Vintage Park Drive, Suite 250	City: Foster City	Zip: 94404

Select an Application:  
**Capital and Affordable Housing Projects Funding**

**Loan Request**

Requested Amount	\$631,721
Other Funding Sources	\$272,000
Total Project Cost	\$1,735,381
Percentage of City of Sunnyvale funds toward Total Project Cost	36%

**Brief Project Description:**

Carroll Inn is a single-room occupancy (SRO) development that was built in 1994 to service individuals living on fixed incomes and those with special needs. Twelve of the units are fully accessible units, with the remainder adaptable if required. Laundry facilities are located on each floor. Three common area kitchens are provided for tenant use along with two lovely reading rooms. Outside, two landscaped courtyards provide additional community space. A computer lab is available during business hours. The property has a Resident Services team who provides supportive services to special needs residents. There is a single one-bedroom staff unit.

Provide the following information for a **program contact person**, a **financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

	NAME	TITLE	PHONE	EMAIL
<b>Program Contact</b> Someone who works with the project on a daily basis, and can answer questions	Aditi Mahmud	Senior Asset Manager	650-393-9768	<a href="mailto:amahmud@midpen-housing.org">amahmud@midpen-housing.org</a>
<b>Finance Contact</b>	Aditi Mahmud	Senior Asset Manager	650-393-9768	<a href="mailto:amahmud@midpen-housing.org">amahmud@midpen-housing.org</a>
<b>Application Contact</b> Person who wrote this application	Aditi Mahmud	Senior Asset Manager	650-393-9768	<a href="mailto:amahmud@midpen-housing.org">amahmud@midpen-housing.org</a>
<b>Authorized Contact</b> Person authorized to make	Michael J. Vergura	Chief Financial Officer	650-356-2900	<a href="mailto:amahmud@midpen-housing.org">amahmud@midpen-housing.org</a>

commitments on behalf of the organization				
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## **SECTION 1: ORGANIZATIONAL CAPACITY AND EXPERIENCE**

### **A. Provide an organizational overview of your agency, including:**

- a description of the history and purpose of the organization
- years in operation
- years of direct experience with proposed project type
- staff experience with proposed project type
- federal grant management experience
- financial capacity
- CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)

Provide a project-specific organizational chart as an attachment to all copies of the proposal in Tab D and one copy only of the organizational chart for the entire agency in the original application (Tab E).

MidPen Housing is one of the largest, most trusted non-profit developers, owners, and managers of affordable housing in Northern California. Our mission is to provide safe, affordable housing of high quality to those in need; establish stability and opportunity in the lives of residents; and foster diverse communities that allow people from all ethnic, social, and economic backgrounds to live in dignity, harmony, and mutual respect.

Since it was founded in 1970, MidPen has developed over 9,500 homes for low-income families, seniors, and special needs individuals throughout Northern California. An additional 3,054 affordable homes are in construction, entitlements, or pre-development. In the City of Sunnyvale, MidPen completed a total of nine projects using CDBG and HOME sources. Two of the properties known as Crescent Terrace and Homestead are capital improvement projects that are completed with funds drawn and no outstanding compliance findings. Please see (attachment 23 Experience with Federally Funded Projects) for more details on these projects.

Carroll Inn was built in 1991 to service low-income populations. The property houses special needs, individuals. About 50% of the residents at Carroll Inn are seniors (age 65 plus) aging in place. The property is owned by Carroll Street Associates, with the Managing General Partner is Mid-Peninsula Carroll Street, Inc. a wholly owned MidPen Housing Corporation entity.

MidPen retains experienced staff members with extensive knowledge of grant application, reporting, and evolution requirements as it relates to federal grant management experience. The Transactional Asset Management team under the direct supervision of Kyle Attenhofer, the Vice President of Asset Management, completed over ten projects similar to the proposed project type. Eight of those projects were CDBG and HOME projects. Please see the attached org charts and the resume of MidPen personnel with a detailed description of years of experience, and specific experience with the proposed project type.

### **B. Previous experience using federal funds:**

1. Does your organization have previous experience with capital projects involving federal funds? **Yes**

2. How many years of previous experience do you have with federally funded projects? **53**

Briefly describe your experience below:

MidPen Housing Corporation has completed the acquisition, construction, and rehabilitation of over 90 federally funded projects in Northern California using HUD FHA-insured mortgage programs, HOME, CDBG, ARRA grant funds, and HUD 202/811 loans/grants. Multiple properties also have HUD HAP contracts. MidPen staff are well experienced when it comes to the procurement process relating to federal Section 3 and Davis Bacon wage requirements.

Please see attachment 23 with a list of recently completed projects with related rehabilitation experience (with CDBG & HOME Funds). For the purpose of this project, only 3rd party consultants and Construction Contractors will be hired through a competitive bidding process with CDBG procurement guidelines.

3. If you have previous experience with federal projects, was your organization ever required to pay back funds, or found to have violated regulations, etc? **No**

### **C. Previous Experience with City-funded projects**

1. Do you have previous experience with City-funded projects? **Yes**

Describe:

MidPen has completed a number of affordable housing multifamily rehabilitations in the City of Sunnyvale using CDBG and/or HOME funds: Aster Park Apartments, a 95-unit senior and family housing project located at 1059 Reed Avenue, Garland Plaza Apartments, a 20-unit family housing project located at 662 Garland Avenue, and Homestead Park, a

211-unit senior and Crescent Terrace, a 48-unit senior property. Recently Carroll Inn received an award letter for HOME funds for \$500,000 to address capital improvement.

2. Has your organization received HUD funds previously from the City of Sunnyvale? **Yes**

Describe:

Carroll Inn received HOME funds with 3% simple interest in 1994 when the project was built. Since then, this is the first time, we are requesting CDBG funds to address energy improvement.

3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date of your last City of Sunnyvale monitoring visit? **05/31/2022**

4. Were there any findings and/or concerns identified during your last monitoring visit by the City? **No**

D. Complete the table below for each current member of the applicant's Board of Directors. If your organization does not have a board of directors (e.g., governmental entity), include this page and an explanation of why this form is not applicable (NOTE: Font, margins, or table may be modified to fit information on one page, as long as information below is included.) Identify board office held as applicable.

<b>Board Member Name</b>	<b>Sunnyvale Resident</b>	<b>Employer (if any)</b>	<b>Office Held on Board</b>	<b>Term of Office (Beginning and Ending years)</b>	<b>Length of Service</b>
Beth Bartlett	No	Bartlett Ventures	Director	December 31, 2024	17
Therese A. Freeman	No	Terry Freeman & Associates, LLC	Director	December 31, 2024	32
Gina Diaz	No	Oracle USA	Secretary	December 31, 2023	9
Renee McDonnell	No	IHP Capital Partners - SF	Director	December 31, 2025	6
Enrique Torres	No	Equinix	Treasurer	December 31, 2025	4
Jessica Garcia-Kohl	No	Westly Foundation	Vice Chair	December 31, 2023	4
Eric Harrison	No	Signature Deve Group, Inc.	Board Chair	December 31, 2023	4
Elisa de Laet (Jagerson)	No	Wildcat Ventures	Director	December 31, 2025	4
Jennifer (Jenny) Hicks	No	JVH Empower Consulting	Director	December 31, 2025	2
Fay Sien Goon	No	AppFolio	Director	December 31, 2024	2
Jennifer Martinez	No	Chan Zuckerberg Initiative	Director	December 31, 2024	2
Chan U Lee	No	Devine & Gong	Director	December 31, 2024	1
Rob Hollister	No	The Sobrato Organization	Director	December 31, 2024	1

**SECTION 2: EVIDENCE OF NEED FOR PROJECT**

*Complete this section accurately and completely.*

**Part 1 - Priority Activities**

Program Priorities/Goals: Identify one or more Consolidated Plan goals the proposed project will address and explain how it will address these goals in Part 3 below.

For additional information, refer to the [Sunnyvale Consolidated Plan](#).

- Goal A: Affordable Housing
- Goal B: Alleviation of Homelessness
- Goal C: Other Community Development Efforts
- Goal D: Expanding Economic Opportunities

**Part 2 - National Objective and Beneficiaries**



A. Identify the method of determining the eligibility of your project, and provide an explanation in the box below. See page 2 of this RFP for definitions of these methods. For all affordable housing projects, you must select "Limited Clientele".

1. Method of determining eligibility.

- Area Benefit
- Limited Clientele
- Activity Job Creation

Carroll Inn is an affordable property serving special needs individuals. Many of the residents have lived at this property since it was built, and a percentage are seniors. Out of 122 units, 104 are aged 55+ and 62 are 65+. One unit on the property is reserved for a member of management.

The definition of "Limited Clientele" per the RFP is a project that benefits a specific group of people, at least 51% of whom are verified as low-income clients. Carroll Inn meets the national objective to receive CDBG funds as all the units at the property are restricted to 40% of the area median income (AMI). 40% AMI is defined as "Very Low-Income Households" per the City of Sunnyvale Affordable Housing Rental Program Guideline.

Carroll Inn is an existing property. The property is approaching 30 years in operation. It is in need of rehabilitation as well as advances to keep up with current energy efficiency initiatives. Preserving existing affordable housing is a priority for the City which matches MidPen's commitment to maintaining and preserving affordable units for the residents at Carroll Inn.

The proposed rehab has support from residents. Please see the letters of support from the community as attachment #21.

B. Number of unduplicated Sunnyvale households (or individuals) to be served by the proposed capital project:

Total number of unduplicated households served	Number of unduplicated lower-income households to be served	Percentage of lower-income households served
122	121	99%

**Part 3 - Demonstrated Need for Project**

In the space below, provide a brief summary of current statistical data documenting the need for your proposed capital project. Include local Sunnyvale data as well as any relevant statistics collected by applicant. Provide sources for the information. Briefly explain the target population for the project, including demographics, and a typical client profile. Explain how your project's design will meet the needs you have described, and how it will achieve the Consolidated Plan goals you identified in Section 2, Part 1.

Carroll Inn is a 122-unit affordable housing property serving the low-income special needs population in the City of Sunnyvale. Built in 1994, the property is aging and CDBG funding is an essential resource and a unique opportunity to address critical property needs with a long-term, sustainable, green solution.

The goal of the project is to improve the operation and maintenance of the property, save energy and improve residents' quality of life. The target population is the existing residents of Carroll Inn. The Property's affordability set-asides include 121 units at 40% Area Median Income (AMI) with one additional staff unit. 40% AMI is defined as "Very low-income" per the City of Sunnyvale. The energy improvements proposed will benefit all households. Additionally, the households benefiting are very low-income residents and will continue to be low-income residents for as long as the property exists. The proposed scope of work will directly support the long-term operation of existing affordable housing. The energy improvements will contribute to the health of the residents and the longevity of these units.

Carroll Inn meets the objectives of the NOFA housing goals and priorities as well as the goals and objectives outlined in the 2023-2031 City of Sunnyvale Housing Element. MidPen's proposal to rehabilitate Carroll Inn aligns strongly with the following policies:

Policy H-5.11: Housing for Persons with Disabilities:

Carroll Inn houses a large population of residents with special needs. MidPen housing is committed to making sure affordable housing is accessible to those with any type of need or disability. Services are on-site to provide counseling, mental/wellness assessments, and promote relationship building with community events. We also partner with external partners to provide additional resources for those who require additional consideration.

Policy H-3.1: Housing Conditions:

Carroll Inn is an affordable housing project that has been under MidPen’s care since 1991 and since then has served multiple generations of special needs residents. As a 31-year-old property, Carroll Inn has gone through many rounds of maintenance projects, but to address emerging concerns with energy consumption and in line with MidPen’s goals of becoming a more responsible steward of the environment, upgrades are needed to maintain the quality of life for our residents.

**Part 4 - Matching Funds**

A. List the funding from other sources for this capital project in the following table. Add additional rows to the table if necessary.

Funding Source	Amount	Status as of Jan. 16, 2023*	Award Date
ENERGY Smart Home	\$626,100	Approved ▼	01/19/2023
Low-Income Weatherization Program	\$130,560	Approved ▼	01/19/2023
TECH	\$272,000	Pending ▼	
Prop	\$75,000	Approved ▼	01/19/2023
City of Sunnyvale CDBG	\$631,721	Pending ▼	
<b>Total</b>	<b>\$1,735,381</b>		

\*If you have not received an official, legally binding loan commitment or other award letter by the time you submit this application, do not enter "approved".

B. Identify commitments for ongoing operating funding *for this facility/site only* in the space provided below, and attach all **letters of commitment**.

- All letters must be on the organization’s letterhead and must include date, amount of match/leverage, and an authorized signature.
- Letters must be dated within 30 days of the application submission date.
- Letters must demonstrate that the funding is applicable to the project proposed in this application.
- Do not include letters of support, only letters making a firm financial commitment to the project.
- If the project will require formal approval of senior lienholders on the subject property, provide their letters of approval as attachments along with the letters of commitment.

Please see the following commitment letters from other sources:

1. Letter from LIWP (energy Incentive) in the amount of \$130,560.00
2. Letter from Energy Smart Homes (energy Incentive) \$626,100.00
3. \$75,000 from the property
4. \$500,000 award letter from the City of Sunnyvale for the HMF funds (please note that this match letter can’t be used as a source as this amount is tied to other scopes)

Please note that we also have an eligibility letter from TECH (energy Incentive) for \$272,000.00. Once we make further progress, a commitment letter will be provided.

Carroll Inn is a property with existing soft lenders. Once MidPen has received a funding commitment from the City of Sunnyvale for CDBG funds, then MidPen will contact the soft lender. The soft lenders are Housing and Community Development (HCD) and the County of Santa Clara. Both parties will approve the proposed CDBG loan amount, interest rate, and repayment terms upon receiving the award letter and loan documents.

Please see attachment 13 with letters of commitment and communications with existing lenders.

**SECTION 3: STATEMENT OF WORK/PROJECT SCOPE**

**Part 1 - Project Location and Service Area**

Provide the street address and assessor’s parcel number(s) of the project location.

Attach a map of the project location and the project service area (for community facility proposals only), showing zip codes and census tracts in the Attachments section.

Carroll Inn is located at 174 Carroll St, Sunnyvale, CA 94086. APN: 209-05-034. Census tract: 5086.02

**Part 2 - Project Readiness**

A. Work Plan / Project Readiness

Explain your project’s work plan, including the activities you will undertake to achieve the project’s goal.  
Include the following:

- Predevelopment milestones (design, permitting, securing matching funds)
- Client Recruitment/program marketing plan (for new/expanded facilities or housing)
- Project evaluation plan

For Limited Clientele Facilities, describe your procedures for recruitment, a marketing plan for clients and/or volunteers, and intake and eligibility screening forms.

Due to limited space, the narrative for this section is provided as an attachment. Please see (attachment 24 Statement of Work Project Scope).

**B. Implementation Schedule**

<b>Milestone</b>	<b>Target Date</b>
1. Contract Start Date	05/15/2023
2. Design and Permitting	06/15/2023
3. Initiation of Construction/Project	08/01/2023
4. Completion of Construction/Project	11/30/2023
5. 50% of Funds Expended and Drawn	10/02/2023
6. 100% of Funds Expended and Drawn	12/29/2023
7. Project Completion and Reporting	12/29/2023

C.. Performance Measurement System: Complete the following tables with information about the objectives and outcomes of your proposed project.

<b>1. CDBG/HOME OBJECTIVE</b>	<b>2. CDBG/HOME OUTCOME</b>
Providing Decent Affordable Housing	Sustainability

**D. Client Data:** Identify the number of households your project will serve, in the following categories:

<b>Type of Household</b>	<b>Residing in Sunnyvale</b>	<b>Residing outside of Sunnyvale</b>	<b>Total</b>
Low Income (50%-80% AMI)			0
Very Low Income (<50% AMI)	121	0	121
Disabled Persons			0
Female-Headed Households			0
Elderly	104	0	104
Youth			0
Homeless Persons			0
Other Special Needs	121	0	121

**Part 3 - Construction Project Description**

**A.** Does your project involve:

Acquisition? **No**

New construction? **No**

Major rehabilitation?\* **No**

Minor rehabilitation? **Yes**

\*Major rehabilitation is defined as rehabilitation work that costs more than 25 percent of the value of the building before rehabilitation. The value of the building means the monetary value assigned to a building by a recent appraisal and/or property tax assessment, or replacement cost.

**B.** Do you have site control, including any right-of-way, easements, or encroachment permits needed for the project?

Provide date site control acquired:

**C. Operating Funds:**

For construction, expansion or acquisition of a community facility, will you have sufficient funds available for the operations of the facility? [Yes](#)

Provide a pro-forma with detailed information about operating funds available for the facility for at least 15 years and include as an attachment.

D. Will your project involve temporary (less than 1 year) or permanent (more than 1 year) relocation of tenants from your proposed project site (residential or commercial tenants)? [No](#)

If you answered yes to either type of relocation, please attach a URA-compliant relocation plan in attachments.

E. Provide the following property information:

- Property Description, including amenities and features
- Property Condition/Inspection Results
- Appraisal: Provide most recent appraised value.
- Unit Inspection Summary (for rehabilitation/expansion projects)
- List of Property Improvements

[Carroll Inn provides attractive, self-contained SRO units located near jobs, shopping, and services, as well as public transportation. Twelve of the units are fully accessible, with the remainder adaptable if required. Laundry facilities are located on each floor. Three communal kitchens are provided for tenant use along with a computer lab. Two reading rooms are present so residents can work in quiet spaces. There are two landscaped courtyards provided for communal events as well as for the resident's private use. The property has a Resident Services team who provides supportive services and offers economic counseling and other benefits.](#)

[The City does annual inspections on the property. Carroll Inn has a 2021 Physical Needs Assessment \(PNA\). The PNA will be provided to the City upon request by city staff.](#)

[As this is a capital improvement project, an appraisal is not provided as part of the application. Please see the 2022-2023 secured property tax bill with the assessed value of \\$15,466,020 as \(attachment 16 Appraisal value\).](#)

F. Attach the following items as attachments to this application

- Property Survey or Assessor's Parcel Map
- Proposed Site Plan and/or Architectural Elevations
- Infrastructure Plans, if needed
- Environmental Review (see form in Standard Forms)

G. Community Involvement

For new construction or facility/housing expansion projects, include evidence of community support for the proposed project. Describe the measures your organization has taken to garner community support in the space below. Provide evidence of contact with local neighborhood association(s) or proof of public hearing. **Include letters of support as attachments to this application**

[Carroll Inn is an existing property; however, we have received letters of support from the following:](#)

1. [IPACT Social Worker](#)
2. [Resident #1: Melissa Miller](#)
3. [Resident #2: Tarsus Cooper](#)

[See attachment #21 Letters of Community Support](#)

## **SECTION 4: PROJECT BUDGET AND FINANCIAL INFORMATION**

### **Part 1 - Budget Information**

Provide a narrative explaining the total project budget, including major budget line items in the order in which they are listed on the budget form. List the sources of funding.

[MidPen staff have been working with The Association for Energy Affordability, Inc. \(AEA\), a third-party energy consultant to research incentives available to help Carroll Inn reach its energy goals by eliminating gas appliances.](#)

Together AEA and MidPen identified three incentives such as ENERGY Smart Home, Low-income Weatherization Program and TECH to cover a significant portion of the cost for energy retrofit. The announcement by the City of Sunnyvale's regarding CDBG funding presented a unique opportunity to help meet the gap financing needed to cover the remaining project cost.

The total project budget is \$1,735,381.00 and includes energy improvements to both the units and the common area. The costs associated with the material and labor was provided by a 3rd party Contractor Association for Energy Affordability (ASG). The estimate from ASG is provided within (attachment #24 Statement of Work Project Scope).

Interior and Common Area Rehab\*: \$1,587,380.76  
 Service Upgrade: \$60,000.00  
 Permit \$25,000.00  
 Hard Cost Contingency: \$50,000.00  
 Design: \$10,000.00  
 Legal: \$3,000.00

\*Cost Consist of Overhead & profit, General Conditions, and Insurance

The sources of funds include the requested CDBG funding of \$631,720.76. The incentives match will come from Energy Smart Home, Low-income Weatherization Program, and the property. The match is 48% of the Project Cost.

**Part 2 - Financial Information**

A. Describe the organization's financial management practices, including:

- financial reporting,
- record keeping,
- accounting systems,
- payment procedures, and
- audit history, and
- compliance with OMB Circulars and GAAP

MidPen Housing Corporation (MidPen) and its affiliates including Carroll Street Associates, A California Limited Partnership (the Owner of Carroll Inn) complete annual financial audits (see attached 2021 for the Owner). MidPen's Audit will be provided if the City requests it. MidPen maintains professionally managed accounting and payment systems with proper controls and procedures that are in compliance with GAAP practices that are reviewed and audited each year by a third-party for financial reporting purposes to lenders, investors, and other stakeholders.

Provide the most recent Board-approved financial audit as an **attachment** to this application.

**B. Budget for Fiscal Year 2023-24**

Budget Line Item	Sunnyvale	Other Funds	Matching In-Kind Services or Materials	Program Total
Non-Personnel				
Project Management/Administration				\$0
Permits and Fees	\$25,000			\$25,000
Design (Architectural & Engineering)	\$10,000			\$10,000
Acquisition Costs (escrow fees, etc.)	\$0			\$0
Other Soft Costs (Monitoring, Surveying, etc.)	\$3,000			\$3,000
Rehabilitation/Construction Costs (labor, materials)	\$543,721	\$1,103,660		\$1,647,381
Contingency (Construction)	\$50,000			\$50,000
Environmental Compliance (CEQA/NEPA/Phase 1 etc)				\$0
Construction Management (outside firm)				\$0
<b>TOTAL</b>	<b>\$631,721</b>	<b>\$1,103,660</b>	<b>\$0</b>	<b>\$1,735,381</b>

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Energy Smart Home	\$626,100
Low-income Weatherization Prog	\$130,560
Property	\$75,000
	\$0
Total Committed	\$831,660
Projected Funding Sources	
Individuals	
Corporate	
Foundations	
TECH (Energy Incentive)	\$272,000
In-Kind Services/Materials/Labor	
Total Projected	\$272,000
Total Other Funding + In-Kind (must match budget above)	\$1,103,660

### Attachments

Pro-forma	<a href="#">1. Proforma Model.pdf</a>
Project Service Area Map	<a href="#">2. Project Service Area Map.pdf</a>
Project-Specific Organizational Chart Resumes of Applicant's key personnel	<a href="#">3. Project-Specific Organizational Chart Resumes of Applicants key personnel.pdf</a>
Signature Authorization	<a href="#">4. Signature Authorization.pdf</a>
Conflict of Interest Disclosure	<a href="#">5. Conflict of Interest Disclosure.pdf</a>
Environments Review Form	<a href="#">6. Environmental Review Form.pdf</a>
CHDO or CBDO Verification	<a href="#">7. CHDO and CBDO not applicable.docx</a>
Bylaws	<a href="#">8. Mid-Peninsula Carroll Street By-Laws.pdf</a>
Articles of Incorporation	<a href="#">9. Articles of Incorporation.pdf</a>
501(c) (3) documentation from IRS	<a href="#">10. 501c3 Letter of Determination from IRS Cover Letter.pdf</a>
Organizational Chart	<a href="#">11. Org_Chart.pdf</a>
Financial Audit	<a href="#">12. Carroll Street Audited Financial Statements 2021.pdf</a>
Letters of Commitment	<a href="#">13. Letters of Commitment Communication from existing lenders.pdf</a>
Board Resolution authorizing submittal of proposal	<a href="#">14. Resolutions to be submitted later.docx</a>
Language Access Plan and (ADA) Accessibility Policy	<a href="#">15. Language Access Plan ADA Accessibility Policy Resident Selection Criteria.pdf</a>
Appraisal of Property	<a href="#">16. Appraial value Appraisal not applicable.pdf</a>
Environmental Site Assessment	<a href="#">17. Environmental Site Assessment Cover Letter.docx</a>
Parcel Map	<a href="#">18. Carroll Inn - Assessors Parcel Map.pdf</a>
Property Listing	<a href="#">19. Property Listing Cover Letter.docx</a>
Relocation Plan (if project anticipates displacement)	<a href="#">20. Relocation Plan not applicable.docx</a>
Letters of Community Support	<a href="#">21. Letters of Community Support.pdf</a>
Architectural Drawings/Plans	<a href="#">22. Existing Site Plan.pdf</a>
Other - Experience with federally funded projec	<a href="#">23. Experience with federally funded projects.pdf</a>
Other - Statement of WorkProject Scope & Site	<a href="#">24. Statement of Work Project Scope Site Control.pdf</a>

Program Manager Signature     [Aditi Mahmud](#)  
Date Signed                         [01/19/2023](#)

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Initially submitted: Jan 19, 2023 - 19:28:30

**Capital and Affordable Housing Projects Funding Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	Sunnyvale Community Services		
Mailing Address:	1160 Kern Ave.	City: Sunnyvale, CA	Zip: 94085-3907
Website:	<a href="https://svcommunityservices.org/">https://svcommunityservices.org/</a>		
Contact Person:	Catherine Farry	Title:	Director of Research
Contact Email:	<a href="mailto:cfarry@svcommunityservices.org">cfarry@svcommunityservices.org</a>	Telephone:	408-636-7059
Executive Director:	Marie Bernard	Email:	<a href="mailto:mbernard@svcommunityservices.org">mbernard@svcommunityservices.org</a>
Agency Type:	Non-Profit with 501(c)(3) Status Describe: 0		
SAM Number:	LV2JBL2FB2Z1		

**PROGRAM OVERVIEW**

Project Name:	WorkFirst Sunnyvale		
Project Address:	1160 Kern Ave	City: Sunnyvale	Zip: 94085-3907

Select an Application:  
**Capital and Affordable Housing Projects Funding**

**Loan Request**

Requested Amount	\$497,376
Other Funding Sources	\$476,271
Total Project Cost	\$973,647
Percentage of City of Sunnyvale funds toward Total Project Cost	51%

**Brief Project Description:**

Sunnyvale Community Services and Downtown Streets Team operate WorkFirst Sunnyvale, a workforce development program that provides homeless and/or extremely low-income individuals job readiness training, case management and transitional employment opportunities through Streets Team Enterprises (STE).

Objective 1: Deliver Job Squad (Employment Readiness and Skills) classes to 70 individuals.

Objective 2: Employ 20 individuals for 90 days or longer through STE and partners.

Objective 3: Operate a job preparation program for up to 70 people, providing ongoing street cleaning services across City of Sunnyvale.

Objective 4: Offer outreach and supportive services to 70 or more homeless and/or extremely low-income individuals.

Provide the following information for a **program contact person**, a **financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

	NAME	TITLE	PHONE	EMAIL
<b>Program Contact</b> Someone who works with the project on a daily basis, and can answer questions	David Hernandez	Chief Program Officer	408-738-4321 X2016	<a href="mailto:dhernandez@svcommunityservices.org">dhernandez@svcommunityservices.org</a>
<b>Finance Contact</b>	Carmen Davis	Director of Accounting	408-738-4321 X2008	<a href="mailto:cdavis@svcommunityservices.org">cdavis@svcommunityservices.org</a>
<b>Application Contact</b> Person who wrote this application	Catherine Farry	Director of Research	408-636-7059	<a href="mailto:cfarry@svcommunityservices.org">cfarry@svcommunityservices.org</a>



<b>Authorized Contact</b> Person authorized to make commitments on behalf of the organization	Marie Bernard	Executive Director	408-738-0121	mbernard@svcommunityservices.org
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**SECTION 1: ORGANIZATIONAL CAPACITY AND EXPERIENCE**

**A. Provide an organizational overview of your agency, including:**

- a description of the history and purpose of the organization
- years in operation
- years of direct experience with proposed project type
- staff experience with proposed project type
- federal grant management experience
- financial capacity
- CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)

Provide a project-specific organizational chart as an attachment to all copies of the proposal in Tab D and one copy only of the organizational chart for the entire agency in the original application (Tab E).

WorkFirst Sunnyvale (WFS) is a collaboration between Sunnyvale Community Services (SCS) and Downtown Streets Team (DST). SCS, founded in 1970, provides direct financial aid, food, case management and other emergency support to low-income families. Our mission is to prevent homelessness and hunger in our local community. As part of the Santa Clara County Emergency Assistance Network (EAN), SCS is the sole agency designated to provide emergency aid to low-income Sunnyvale residents. SCS’s professional staff have extensive nonprofit experience working with low-income clients.

The mission of DST, which began in Palo Alto in 2005, is to end homelessness through the dignity of work. It employs a nationally recognized “work first” model in which men and women who are homeless or at risk of homelessness participate in a volunteer work experience program as they rebuild skills and receive support in obtaining employment.

DST’s Employment Specialists have extensive experience in workforce development and apply a proven structure and model for helping homeless individuals transition back into the workforce.

Both agencies have years of experience in federal grant management, and sound financial reserves and funding sources for our programs and projects. This partnership leverages SCS’s fiscal management capabilities and ties to the Sunnyvale business, civic, and faith-based organizations. SCS is fully qualified as a Community Based Development Organization (CBDO) in Sunnyvale.

**B. Previous experience using federal funds:**

1. Does your organization have previous experience with capital projects involving federal funds? **Yes**

2. How many years of previous experience do you have with federally funded projects? **31**

Briefly describe your experience below:

SCS has managed federally funded CDBG projects for over 30 years and has received EFSP (FEMA) funding every year we have applied. We also received a CDBG loan in 2003 through the City of Sunnyvale for our previous building (725 Kifer Road) and a forgivable CDBG loan in 2019 for our new building (1160 Kern Avenue).

DST has federal grant management experience in multiple Bay Area counties.

3. If you have previous experience with federal projects, was your organization ever required to pay back funds, or found to have violated regulations, etc? **Yes**

Indicate the actions cited in the space provided below. SCS did have to return a small amount of HPRP (Homelessness Prevention and Rapid Re-Housing Program) funds in 2011, but we were allowed to use 100% of those returned funds for other eligible grant purposes on the same grant.

DST has not had to return any funds from any federal projects.

**C. Previous Experience with City-funded projects**

1. Do you have previous experience with City-funded projects? **Yes**

Describe:

SCS has received Housing and Human Services grants from the City of Sunnyvale for decades and has consistently

been ranked high in competitive grant awards.

2. Has your organization received HUD funds previously from the City of Sunnyvale? **Yes**

Describe:

SCS has received both CDBG and HPRP (Homelessness Prevention and Rapid Re-Housing Program) contracts. SCS also received HUD funds from the City for Covid emergency assistance and is currently receiving funds for the Sunnyvale TBRA Program.

3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date of your last City of Sunnyvale monitoring visit? **05/02/2022**

4. Were there any findings and/or concerns identified during your last monitoring visit by the City? **No**

D. Complete the table below for each current member of the applicant's Board of Directors. If your organization does not have a board of directors (e.g., governmental entity), include this page and an explanation of why this form is not applicable (NOTE: Font, margins, or table may be modified to fit information on one page, as long as information below is included.) Identify board office held as applicable.

Board Member Name	Sunnyvale Resident	Employer (if any)	Office Held on Board	Term of Office (Beginning and Ending years)	Length of Service
Amal Allan	No	City National Bank		2022-2025	1
Camille Barnes-Mosley	No	Northrop Grumman	Past President	2017-2023	6
Mary Bradley	Yes		Secretary	2020-23	3
Rick Crowley	Yes		Treasurer	2021-2024	2
Travis Duncan	No	DECA Companies		2019-2022	4
Ava Fanucci	Yes	Sunnyvale Department of Public Safety		2022-2025	1
Michael Gallagher	No	Sunnyvale School District		2019-2022	4
Clayton Grames	No	Intuitive Surgical		2022-2025	1
Jaqui Guzmán	Yes	City of Sunnyvale	Vice President	2020-2023	3
Debbie Klein	Yes			2022-2025	1
José León	Yes	New York Life		2022-2025	1
Tommy Lo	Yes	Northrop Grumman		2022-2025	1
Margaret Mannion	No	NetApp, Inc.		2018-2021	5
Jeremy Nishihara	No	Sunnyvale School District	President	2018-2021	5
Jay Parr	Yes	Sunnyvale United Methodist Church		2022-2025	1
Christian Pellecchia	No	Slatter Construction		2019-2022	4
Quency Phillips	No	The Lighthouse Network/Joint Venture Silicon Valley		2021-2024	2
Benjamin Picard	Yes			2022-2025	1
Rachel Zlotziver	No	Fremont Union High School District		2022-2025	1

## **SECTION 2: EVIDENCE OF NEED FOR PROJECT**

*Complete this section accurately and completely.*

### **Part 1 - Priority Activities**

Program Priorities/Goals: Identify one or more Consolidated Plan goals the proposed project will address and explain how it will address these goals in Part 3 below.

For additional information, refer to the [Sunnyvale Consolidated Plan](#).

- Goal A: Affordable Housing
- Goal B: Alleviation of Homelessness
- Goal C: Other Community Development Efforts
- Goal D: Expanding Economic Opportunities

**Part 2 - National Objective and Beneficiaries**

**A.** Identify the method of determining the eligibility of your project, and **provide an explanation in the box below**. See page 2 of this RFP for definitions of these methods. For all affordable housing projects, you must select “Limited Clientele”.

1. Method of determining eligibility.

- Area Benefit
- Limited Clientele
- Activity Job Creation

Eligibility for WorkFirst Sunnyvale is limited to adults who are homeless, transitioning out of homelessness, or at imminent risk of homelessness. Only those with extremely low to low incomes will be served.

**B.** Number of unduplicated Sunnyvale households (or individuals) to be served by the proposed capital project:

Total number of unduplicated households served	Number of unduplicated lower-income households to be served	Percentage of lower-income households served
70	70	100%

**Part 3 - Demonstrated Need for Project**

In the space below, provide a brief summary of **current** statistical data documenting the need for your proposed capital project. Include local Sunnyvale data as well as any relevant statistics collected by applicant. Provide sources for the information. Briefly explain the target population for the project, including demographics, and a typical client profile. Explain how your project’s design will meet the needs you have described, and how it will achieve the Consolidated Plan goals you identified in Section 2, Part 1.

**PROJECT NEED:** Both SCS and DST have deep and broad first-hand knowledge of the need for homeless supportive services in Sunnyvale. In FY2021-22, SCS served 456 homeless clients.

SCS and DST also partner with HomeFirst to service guests at the North County Shelter, supporting their transition to stable housing. DST has a month-to-month contract for janitorial services at the shelter. DST Team Members keep the shelter and surrounding neighborhood clean, gaining positive reviews from neighboring businesses. DST Team Members may reside at the shelter, and former DST Team Members work or volunteer there. DST also offers job readiness and self-sufficiency workshops at the shelter.

**TARGET POPULATION:** The target population for WorkFirst Sunnyvale (WFS) is unhoused adults who want to find work and obtain stable housing. Primarily, these individuals would be graduates of the Sunnyvale Downtown Streets Team. Of the current 22 DST members in Sunnyvale, 15 are men and 17 are women. 21 individuals are aged 18 to 62, and 1 is 63 or older. Three are military veterans.

**PROJECT DESIGN:** SCS has partnered with DST since 2012 to operate the WFS program. As described in the City’s Consolidated Plan, WFS provides employment development, job search assistance, training, and supportive services to Sunnyvale homeless clients to help them obtain paid employment and permanent housing.

SCS acts as the fiscal agent for WFS and provides appropriate services to program members—from emergency financial aid and food to benefits enrollment and full case management. DST recruits Team Members and manages the WFS program. Team Members transition to become STE employees (up to 20 hours a week), working at the North County Shelter while receiving case management and employment services.

One key partner is Our Daily Bread (ODB), a nonprofit organization that offers hot ready-to-eat meals at St. Thomas Episcopal Church. SCS and DST conduct regular outreach at ODB. DST now has a janitorial contract to clean at ODB, further deepening the cross-program connections in Sunnyvale.

Another partner is the Dignity on Wheels program at Trinity Church, where DST offers weekly outreach and meals along with free showers and laundry. Weekly office hours are also held at the Sunnyvale Library, open to anyone who is looking for assistance or referrals.

SCS community engagement specialists attend weekly DST meetings to connect DST Team Members to community resources and SCS services.

WFS supports Consolidated Plan Goal B: Alleviation of Homelessness and Goal D: Expanding Economic Opportunities by providing homeless and at-risk adults with workforce development activities that enable them to obtain employment. Organization-wide, 1372 DST Team Members have maintained their employment for 90 days or longer.

Agency wide DST has helped 1389 homeless individuals secure permanent housing. DST has removed 15,301 housing barriers (examples include transportation, IDs, medical, telecommunications, insurance, government benefits). Since launching DST in Sunnyvale, we have assisted Sunnyvale Team Members in removing 787 barriers to self-sufficiency and assisted in 89 transformations. \$854,650 in employment taxable income for jobs gained through DST have been generated since FY 2017-18.

### Part 4 - Matching Funds

A. List the funding from other sources for this capital project in the following table. Add additional rows to the table if necessary.

Funding Source	Amount	Status as of Jan. 16, 2023*	Award Date
DST: Vouchers for participants	\$125,000	Pending ▼	07/01/2023
DST: Cash for staffing, food and expenses	\$352,630	Pending ▼	07/01/2023
DST: Job Squad Skills workshops	\$2,500	Pending ▼	07/01/2023
SCS: Volunteer services	\$9,500	Pending ▼	07/01/2023
Second Harvest of Silicon Valley (donated food)	\$28,000	Pending ▼	07/01/2023
<b>Total</b>	<b>\$517,630</b>		

\*If you have not received an official, legally binding loan commitment or other award letter by the time you submit this application, do not enter "approved".

B. Identify commitments for ongoing operating funding *for this facility/site only* in the space provided below, and attach all **letters of commitment**.

- All letters must be on the organization's letterhead and must include date, amount of match/leverage, and an authorized signature.
- Letters must be dated within 30 days of the application submission date.
- Letters must demonstrate that the funding is applicable to the project proposed in this application.
- Do not include letters of support, only letters making a firm financial commitment to the project.
- If the project will require formal approval of senior lienholders on the subject property, provide their letters of approval as attachments along with the letters of commitment.

See attached letters of commitment from Downtown Streets Team and Second Harvest of Silicon Valley.

## SECTION 3: STATEMENT OF WORK/PROJECT SCOPE

### Part 1 - Project Location and Service Area

Provide the street address and assessor's parcel number(s) of the project location.

Attach a map of the project location and the project service area (for community facility proposals only), showing zip codes and census tracts in the Attachments section.

The main focus areas within Sunnyvale are downtown and Fair Oaks park. (See map in attachments.) WorkFirst Sunnyvale teams also respond to city requests for hot spots that expand outside the service area map and potentially offer additional services that might fall under the STE program. WorkFirst Sunnyvale teams also visit multiple encampments for recruitment of Team Members.

Our Daily Bread provides hot lunches to Team Members at St. Thomas Episcopal Church, as well as providing meals at the Tuesday team meetings and Dignity on Wheels operation.

SCS offers emergency assistance services to DST Team Members at SCS's offices and will continue to host DST workshops and events there.

SCS and DST perform regular outreach activities in parks and encampments to offer our mutual resources and refer people to shelter and other programs.

DST and SCS make referrals to the North County Shelter.

**Part 2 - Project Readiness**

**A. Work Plan / Project Readiness**

Explain your project's work plan, including the activities you will undertake to achieve the project's goal. Include the following:

- Predevelopment milestones (design, permitting, securing matching funds)
- Client Recruitment/program marketing plan (for new/expanded facilities or housing)
- Project evaluation plan

For Limited Clientele Facilities, describe your procedures for recruitment, a marketing plan for clients and/or volunteers, and intake and eligibility screening forms.

Because WorkFirst Sunnyvale is an existing project that operates year-round, all partner agencies will be ready to continue without interruption when new funding takes effect on July 1, 2023.

Recruitment for WFS is done on several fronts. Both SCS and DST have close connections with Public Safety and other City departments, which frequently refer homeless people to SCS for assistance. SCS staff also look for potential DST clients during our outreach activities at the Sunnyvale Library, the North County Shelter, Our Daily Bread, and other community gathering places including Fair Oaks Park. Similarly, DST staff and peer outreach teams continuously perform outreach throughout Sunnyvale, and work with Public Safety, Home First and other agencies to respond to encampments or individuals who may benefit from our services. Downtown Streets Team has developed a positive reputation and rapport with Sunnyvale's homeless, and as a result maintains a wait list of about 7 prospective Team Members in addition to the average of 26 active members serving each week.

WorkFirst Sunnyvale will continue to be evaluated on a quarterly basis, with reports submitted to the City. DST measures each individual's progress in job readiness, job training, and job placement, including specific milestones such as completion of our Job Squad course.

Eligibility criteria for the program will be one or more of the following: a record of homelessness or risk of homelessness, income level, and/or proof of residence (or homelessness) in Sunnyvale.

**B. Implementation Schedule**

Milestone	Target Date
1. Contract Start Date	07/01/2023
2. Design and Permitting	
3. Initiation of Construction/Project	
4. Completion of Construction/Project	
5. 50% of Funds Expended and Drawn	12/31/2023
6. 100% of Funds Expended and Drawn	06/30/2024
7. Project Completion and Reporting	06/30/2024

**C.. Performance Measurement System:** Complete the following tables with information about the objectives and outcomes of your proposed project.

1. CDBG/HOME OBJECTIVE	2. CDBG/HOME OUTCOME
Creating Economic Opportunities	Availability/Accessibility

**D. Client Data:** Identify the number of households your project will serve, in the following categories:

Type of Household	Residing in Sunnyvale	Residing outside of Sunnyvale	Total
Low Income (50%-80% AMI)	0	0	0
Very Low Income (<50% AMI)	65	6	71

Disabled Persons	16	0	16
Female-Headed Households	15	1	16
Elderly	5	0	5
Youth	0	0	0
Homeless Persons	55	0	55
Other Special Needs	0	0	0

**Part 3 - Construction Project Description**

**A.** Does your project involve:

Acquisition? **No**

New construction? **No**

Major rehabilitation?\* **No**

Minor rehabilitation? **No**

\**Major rehabilitation* is defined as rehabilitation work that costs more than 25 percent of the value of the building before rehabilitation. The value of the building means the monetary value assigned to a building by a recent appraisal and/or property tax assessment, or replacement cost.

**B.** Do you have site control, including any right-of-way, easements, or encroachment permits needed for the project? **No**

Provide date site control acquired:

**C. Operating Funds:**

For construction, expansion or acquisition of a community facility, will you have sufficient funds available for the operations of the facility? **Yes**

Provide a pro-forma with detailed information about operating funds available for the facility for at least 15 years and include as an attachment.

**D.** Will your project involve temporary (less than 1 year) or permanent (more than 1 year) relocation of tenants from your proposed project site (residential or commercial tenants)? **No**

If you answered yes to either type of relocation, please attach a URA-compliant relocation plan in attachments.

**E.** Provide the following property information:

- Property Description, including amenities and features
- Property Condition/Inspection Results
- Appraisal: Provide most recent appraised value.
- Unit Inspection Summary (for rehabilitation/expansion projects)
- List of Property Improvements

**N/A**

**F.** Attach the following items as attachments to this application

- Property Survey or Assessor's Parcel Map
- Proposed Site Plan and/or Architectural Elevations
- Infrastructure Plans, if needed
- Environmental Review (see form in Standard Forms)

**G.** Community Involvement

For new construction or facility/housing expansion projects, include evidence of community support for the proposed project. Describe the measures your organization has taken to garner community support in the space below. Provide evidence of contact with local neighborhood association(s) or proof of public hearing. **Include letters of support as attachments to this application**

**N/A**

**SECTION 4: PROJECT BUDGET AND FINANCIAL INFORMATION**

**Part 1 - Budget Information**

Provide a narrative explaining the total project budget, including major budget line items in the order in which they are listed on the budget form. List the sources of funding.

DST staff salaries and benefits for program delivery make up the largest portion of the budget. This request will cover partial salaries for direct service staff, including a Project Manager to manage program and develop partnerships, an Employment Specialist to provide employment counseling, and two Case Managers for outreach (one also helping remove barriers to employment). The DST budget also includes supplies, marketing/PR, mileage, and cell phones/plans. The match and in-kind portion of the budget consists of basic needs vouchers, donated employment workshops (Job Squad), and in-kind volunteer time.

Most of the SCS budget is for direct case management and supportive services. Our Case Manager will work with homeless individuals and coordinate with DST staff to support the employment goals of WorkFirst Sunnyvale (WFS) Team Members. A portion of the case management program supervisor’s salary is also funded to oversee SCS services provided to WFS members and help coordinate comprehensive safety-net services.

Both SCS and DST leverage matching donations for both staffing as well as supportive services for this program.

Both the SCS and DST budgets include a 10% de minimis overhead rate, which is allowed for all federal contracts.

**Part 2 - Financial Information**

A. Describe the organization's financial management practices, including:

- financial reporting,
- record keeping,
- accounting systems,
- payment procedures, and
- audit history, and
- compliance with OMB Circulars and GAAP

Both SCS and DST are in compliance with OMB requirements and follow GAAP. SCS has an outstanding track record in fiscal management and record keeping. Our financial audits have been “clean” as far back as our records go, with no findings. Our accounting process and systems are up to date. DST also has an excellent financial record and sound financial and accounting practices. Since its founding in 2005, DST has garnered growing support from businesses and community supporters and has received “clean” financial audits with no findings.

Both of our agencies maintain confidential client records, request client “Release of Information” forms for confidential data and enter client notes and VI-SPDAT vulnerability assessment scores into the County’s HMIS database (Clarity), as needed. SCS uses the industry-standard Nonprofit Success Pack from Salesforce.org for reporting and keeping confidential client notes.

Provide the most recent Board-approved financial audit as an **attachment** to this application.

**B. Budget for Fiscal Year 2023-24**

Budget Line Item	Sunnyvale	Other Funds	Matching In-Kind Services or Materials	Program Total
Non-Personnel				
Project Management/Administration	\$497,376	\$426,911	\$49,360	\$973,647
Permits and Fees				\$0
Design (Architectural & Engineering)				\$0
Acquisition Costs (escrow fees, etc.)				\$0
Other Soft Costs (Monitoring, Surveying, etc.)				\$0
Rehabilitation/Construction Costs (labor, materials)				\$0
Contingency (Construction)				\$0

Environmental Compliance (CEQA/NEPA/Phase 1 etc)				\$0
Construction Management (outside firm)				\$0
<b>TOTAL</b>	<b>\$497,376</b>	<b>\$426,911</b>	<b>\$49,360</b>	<b>\$973,647</b>

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
Total Committed	\$0
Projected Funding Sources	
Individuals	\$213,457
Corporate	\$106,727
Foundations	\$106,727
In-Kind Services	\$49,360
In-Kind Services/Materials/Labor	
Total Projected	\$476,271
Total Other Funding + In-Kind (must match budget above)	\$476,271

### Attachments

Pro-forma	<a href="#">SCS Proforma - Approved Budget FY22-23.pdf</a>
Project Service Area Map	<a href="#">SCS-DST-WFS project area service map.pdf</a>
Project-Specific Organizational Chart	<a href="#">SCS-DST Re769sume769s of Key Personnel-2023.pdf</a>
Resumes of Applicant's key personnel	<a href="#">SCS-DST-WFS-OrgCharts-2023.pdf</a>
Signature Authorization	<a href="#">SCS Signature Authorization - WorkFirst.pdf</a>
Conflict of Interest Disclosure	<a href="#">SCS ConflighthofInterest WorkFirst.pdf</a>
Environments Review Form	<a href="#">SCS Environmental Review - CDBG WorkFlrst.pdf</a>
CHDO or CBDO Verification	<a href="#">SCS CBDO Verification Letter.pdf</a>
Bylaws	<a href="#">SCS By Laws.pdf</a>
Articles of Incorporation	<a href="#">SCS Articles of Incorporation.pdf</a>
501(c) (3) documentation from IRS	<a href="#">SCS IRS Letter.pdf</a>
Organizational Chart	<a href="#">SCS Org Chart 1-2-2023 Titles .pdf</a>
Financial Audit	<a href="#">SCS Audited Financials FY2020-21.pdf</a>
Letters of Commitment	<a href="#">SCS CDBG WFS Letters of Commitment-1.pdf</a>
Board Resolution authorizing submittal of proposal	<a href="#">SCS Board CDBG Resolutions-01.20.23.pdf</a>
Language Access Plan and (ADA) Accessibility Policy	<a href="#">SCS Accessibility Plan 2022.pdf</a>
Appraisal of Property	
Environmental Site Assessment	
Parcel Map	
Property Listing	
Relocation Plan (if project anticipates displacement)	
Letters of Community Support	
Architectural Drawings/Plans	
Other - Cover Letter	<a href="#">CDBG WFSvale Cover letter 2023-24.pdf</a>
Other -	

Program Manager Signature [Catherine Farry](#)  
Date Signed [01/20/2023](#)



Initially submitted: Jan 20, 2023 - 14:07:51

**Human Services Application  
City of Sunnyvale  
FY 2023/2024 and 2024/2025  
Community Development Block Grant (CDBG)**

**Applicant Information**

Legal Name of Organization:	WeeCare, Inc.		
Mailing Address:	12130 Millennium Drive, Office 03-127	City: Los Angeles	Zip: 90094
Website:	https://weecare.co/		
Contact Person:	Jessa Santangelo	Title:	VP of Business Development
Contact Email:	jessa.c@weecare.co	Telephone:	3107102833
Executive Director:	Jessica Chang	Email:	
Agency Type:	Other Type of Organization Describe: For-Profit		
SAM Number:	HRBLHQGMG4T5		

**PROGRAM OVERVIEW**

Project Name:	BOOST		
Project Address:	Various Addresses	City: Sunnyvale	Zip:

Select an Application:  
**Human Services**

**TYPE OF FUNDS REQUESTED:** CDBG (Minimum Request \$25,000)

**Brief Program Description:**

BOOST provides technical assistance and business support to licensed Family Child Care providers who run daycares. They serve children ages 0-5 (and up to age 13 with before/after school care). The program's goal is to expand economic opportunities for these daycare providers in Sunnyvale by training them to use essential tools that make their operations more efficient. This will enable them to reach their full revenue potential and stabilize their jobs in the child care industry.

**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM**

**A. City of Sunnyvale Funding Categories (See RFP Notice, page 8).**

Seed Program

**B. Consolidated Plan Priority Need Type.**

D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc)

**C. Program Financials**

Funding Type:	CDBG
Funding Amount Requested:	\$749,911
Total Program Cost:	\$1,497,565
Cost per client for proposed Sunnyvale Program:	\$392
Number of Sunnyvale Clients to be served with City grant:	1,913
Total matching funds for proposed Sunnyvale services:	\$747,654
Match Ratio (% of program funded by matching funds):	50%

Is the Applicant currently receiving funding from Sunnyvale? No

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? No

## **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.

WeeCare proposes Sunnyvale allocate a portion of CDBG funds to benefit its local child care providers. WeeCare's BOOST program (Business Operation & Optimization Support Tools) provides technical assistance and business support to licensed Family Child Care providers who run daycares. They serve children ages 0-5 (and up to age 13 with before/after school care). The program's goal is to expand economic opportunities for these daycare providers in Sunnyvale by training them to use essential tools that make their operations more efficient. This population is majority female and low-to-moderate income individuals (Center for the Study of Child Care Employment, 2020). The average earning of a child care worker in Sunnyvale is \$18.34 an hour (Zippia, 2022), or about \$38,147 a year. In California, 98% of daycare providers are women, 71% are people of color, and 60% are between the ages of 40 to 59 years old (CSCCE, 2020). Improving their business model will enable them to reach their full revenue potential and stabilize their jobs in the child care industry. Through BOOST, daycare providers get personal guidance, relevant technology tools and learn best practices to grow and sustain their business, all while supporting the LMI families they serve. Therefore, WeeCare requests \$750,000 in CDBG funding to pay for the program personnel, technology tools, and marketing expenses to run BOOST for one year. This program can be scaled as needed.

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.

According to U.S. Census data, there are 7,825 households with a child under 6 years old in Sunnyvale (2020). That means 7,825 households that potentially need full or part time child care to support their family's well-being. Without this type of support, many parents – particularly mothers – cannot join or rejoin the labor force. We live in an era where dual incomes are a necessity to make ends meet. Therefore, with working families as the norm, child care has become an essential service family, and the workforce at large, depend on. For single parents, reliable child care is a must. Sunnyvale has 1,615 children who live with a single parent (U.S. Census, 2021). In particular, renter households with low-income and significant other costs (like caring for a child) are at a high risk of becoming homeless (National Alliance to End Homelessness, 2022). Therefore, this program will address the City's goal Expanding Economic Opportunities for LMI people, including those at imminent risk of homelessness.

It does so by bolstering the child care providers who currently are LMI themselves. The cost of caring for young children exceeds what many families can afford to pay. Child care workers are left to bear the brunt of the disparity and frequently cover the cost of the difference with their salary. The average earning of a child care worker in Sunnyvale is \$18.34 an hour (Zippia, 2022), or about \$38,147 a year, qualifying them as LMI persons.

3. Describe the Program's client eligibility requirements - and if your program has a policy to ensure gender equity, inclusiveness and diversity. Also, note if the clients are at risk and/or an under-served population, and explain why. To effectively care for the LMI daycare Providers of Sunnyvale, the BOOST program is designed to accept participants based on a High-Risk/ High Need Assessments that reflect their personal situation and the area they serve. High-Risk factors include income, housing ownership (renters vs. owners), race/ethnicity, and the impact of the COVID-19 Pandemic. High Need Areas include zip codes with high populations of single-headed households, Black and Hispanic families with children under six years old, and schools with high participation in free or reduced-lunch programs.

WeeCare has an application process that documents the household size, ethnicity, and annual income of each participant receiving the CDBG benefit. It confirms each participant's LMI-status and that a provider's daycare (which is also their residence) is located within Sunnyvale's boundaries.

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.

WeeCare provides all its direct services to its clients and does not subcontract any work. However, WeeCare does work with several partner organizations by accepting referrals and by referring its providers and families to additional resources when a need is identified. Examples include business requests like licensing questions or personal matters such as food insecurity or concerns about developmental delays.

There are many resources that complement each other in the child care field. To the best of WeeCare's knowledge, other child care resources in the area do not provide 24/7 support to each daycare provider or family looking for care. WeeCare works in tandem with other relevant services to build a provider's resource "toolbox." If a provider is already using similar services successfully, their low level of need would rank them lower on the eligibility list. The applicants with a high level of need will be prioritized to ensure services are not duplicated.

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).

6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year

Sunnyvale Funded Clients:	1,913
Total Program Clients:	1,913

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2023-24 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

**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.

For each activity, please indicate the goal for number of service units to be served.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
<b>Unduplicated Clients Served</b>				1,913	1,913
Increase daycare Revenue				125	125
Create New LMI Jobs				38	38
Support LMI families with quality child care				1750	1,750

**C. Program Administration and Monitoring**

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	% of Salary funded by grant
Program Manager	Oversees Child Care Home Provider success. Focus on quality improvement and providing support.	\$130,000	20	50%	\$32,500	25%
Outreach Coordinator	Responsible for recruiting families and onboarding them into the program.	\$80,000	26	65%	\$26,000	33%
Care Coach	Oversees Child Care Home Provider success. Focus on quality improvement and providing support.	\$65,000	34	85%	\$27,625	43%
Childcare Care Manager x 5	Responsible for assessing, planning, and coordinating child care services for families	\$65,000	200	500%	\$162,500	250%
Billing Specialist	Responsible for verifying and processing transactions and records and analyzing financial information	\$70,000	38	95%	\$33,250	48%
Curriculum & Nutrition Specialist	Provide curricula that promote lessons in art, math, social-emotional	\$95,000	26	65%	\$30,875	33%

	learning, STEM, and purposeful play. Help providers plan menus based on state requirements and children's special dietary needs					
Workforce Development Specialist	Responsible for recruiting and professional development planning.	\$80,000	26	65%	\$26,000	33%
24/7 Support Specialist	Handle all support requests during off-hours to ensure families and providers always have access to support.	\$42,000	26	65%	\$13,650	33%
ABA Supervisor/ Case Manager	Support positive staff-child interactions and a classroom environment that promotes each child's cognitive, social, and emotional growth.	\$85,000	20	65%	\$27,625	33%
Head of Fiscal Responsibility	Oversee the program	\$125,000	20	50%	\$31,250	25%

Additional Staff include:

Head of Quality & Safety: Oversee all providers' safety and ensures quality standards are met or exceeded.

Head of Data Management & Research: Responsible for data collection and analysis to produce program reports and evaluations.

CDBG funds will be used to coach each daycare provider, enhance their business model, and train them to use WeeCare's Child Care Management Software. What sets WeeCare apart from other software systems is that it is paired with a dedicated support person, a Care Coach, to guide the daycare provider every step of the way. That Care Coach is backed by a team that includes a Curriculum and Nutrition Specialist, a Workforce Development Specialist, an ABA Supervisor, a Quality and Safety Manager, an Outreach Coordinator, and a Data and Research Manager. All of whom are equipped with WeeCare's real-time data on Sunnyvale's enrollments, tuition trends, State requirements, and more.

With this robust support, each daycare provider will create a work plan to set their business goals (including capacity and revenue numbers for the year) and apply the new tools accordingly. They are empowered to reach those goals via a myriad of ongoing services. These services include help matching with families and enrolling children into their program, tuition collection, weekly evidence-based curriculum and activity suggestions, guidance on licensing regulations and expansion, staff recruitment, and more.

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

BOOST thoroughly evaluates each daycare provider's business before, during, and after the program. WeeCare is capable of capturing thousands of data points and will create reports and live dashboards, for the third-party evaluator and CDBG staff. The preliminary evaluation will be used as a baseline to compare a daycare's progress throughout the program. Demographic information collected upon intake includes income, household size, industry experience, certifications and level of education, race/ethnicity, and age. The Care Coaches who assist the Child Care Home providers use a centralized database to observe local trends and will communicate with the providers through app push notifications, text, or by phone. This means they can verify that a Child Care Home provider has successfully received, read, and comprehended the information. With real-time data and feedback, Care Coaches can make nimble adjustments as needed.

BOOST will obtain qualitative data via quarterly anonymous feedback surveys so participants, both daycare providers and families, can freely respond to questions about their experience. Family participants will have a similar pre and posttest collection of data that records income, employment, and frequency of child care use.

The Key performance indicators that will be measured continuously throughout the year include:

Revenue changes of daycare providers, Number of trainings completed, Number of support requests answered, Number of family tours scheduled and completed, Number of children enrolled, Number of teaching assistant jobs created, Self-reported hours saved on administrative tasks, and Level of family engagement.

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.

To ensure equitable and fair access, outreach efforts will be made to inform all eligible providers of the program via multiple mediums of communication. WeeCare's public announcement and affirmative marketing strategies include creating a unique website for the City of Sunnyvale for all digital marketing to direct to, publicity via social media and local newspapers, and announcements through community organizations that have proven relationships with child care providers (ex: Local libraries, Parks and Recreation, etc.).

A marketing campaign will launch to also make LMI families who need child care aware of the open spots available at participating locations. WeeCare will take out paid advertisements in key locations such as grocery stores, bus stops, clinics, WIC offices, and other locations where a need has been identified. These advertisements will educate families on how to determine their own child care needs and how to enroll with a participating daycare provider.

Handle all support requests during off-hours to ensure families and providers always have access to support. Responsible for assisting customers with technical issues or questions relating to WeeCare applications. Support multiple languages to help facilitate families' home language.

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?

WeeCare is a network of licensed family child care providers whose mission is to improve access to affordable, high-quality child care for all families. It does this primarily by supporting Family Child Care (daycare) providers in operating their own sustainable businesses. They are considered to be microenterprises since they have 5 or fewer employees, and typically provide early care and education for up to 14 children, depending on their licensed capacity.

Families use WeeCare to find, tour, and enroll with the perfect child care provider for their children. WeeCare supports families throughout their child care experience with messaging, photo and video updates, and health and safety features through its own mobile app.

Daycare providers use WeeCare to manage and grow their business with ease. WeeCare's tools and support services help with enrollment and finance management, tuition payment collection, curriculum support, and more. On average, providers who use the platform can earn two to three times more income by expanding their capacity and can save over ten hours per week by reducing time spent on administrative tasks (WeeCare, 2022).

In the past few years, WeeCare has expanded its partnerships to include public and private companies and governments to help solve the child care crisis together. WeeCare works with large and small business employers to provide comprehensive child care benefit packages to its employees. It also partners with local governments to expand child care accessibility to empower working families to enter or remain in the work force and increase their overall well-being.

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.

WeeCare has an application process that documents the household size, ethnicity, and annual income of each participant receiving the CDBG benefit. It confirms each participant's LMI-status and that a provider's daycare (which is also their residence) is located within Sunnyvale's boundaries.

#### D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2: Support activities to end homelessness
- Goal #3: Other community development efforts/basic needs/legal services
- Goal #4: Expand economic opportunities for low-income households

#### E. HUD Performance Measures

HUD required that recipients of federal funding assess the objectives and outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

<u>Objectives</u>
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<b>Objective #2:</b>	Creates economic opportunity. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.
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<b>Outcomes</b>	
<b>Outcome #1:</b>	Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

### **SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

#### **A. Total Agency Budget**

	<b>Planned 2023-24</b>	<b>Actual 2022-23</b>	<b>Actual 2021-22</b>	<b>Actual 2020-21</b>
Administration				
Fundraising				
Proposed Program (Total Budget)	\$1,500,000			
All Other Programs	\$0			
<b>Total Agency budget</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### **B. Budget for Fiscal Year 2023-24**

<b>Budget Line Item</b>	<b>Sunnyvale</b>	<b>Other Funding</b>	<b>Program Total</b>
Program Manager	32,500	32,500	\$65,000
Outreach Coordinator	26,000	26,000	\$52,000
Care Coach	27,625	27,625	\$55,250
Childcare Care Manager	162,500	162,500	\$325,000
Billing Specialist	33,250	33,250	\$66,500
Curriculum & Nutrition Specialist	30,875	30,875	\$61,750
Workforce Development Specialist	26,000	26,000	\$52,000
Head of Data Management & Research	48,750	48,750	\$97,500
24/7 Support Specialist	13,650	13,650	\$27,300
ABA Supervisor/ Case Manager	27,625	27,625	\$55,250
Head of Quality & Safety	31,250	31,250	\$62,500
Head of Fiscal Responsibility	31,250	31,250	\$62,500
Benefits	\$ 7,320	\$ 7,320	\$7,320
Taxes			\$0
<b>Subtotal Personnel</b>	<b>\$498,595</b>	<b>\$498,595</b>	<b>\$997,190</b>
<b>Non-Personnel</b>			
Move-In Assistance			\$0
Supplies & Materials	2250	750	\$3,000
Equipment	\$ 65,000	\$ 16,250	\$81,250
Communications			\$0
Meetings & Convenings			\$0
Travel & Transportation			\$0
Training	\$ 55,000	\$ 13,750	\$68,750
Consulting			\$0
Evaluation			\$0
Marketing for Providers	\$ 57,900	\$ 14,475	\$72,375

Marketing for Program	\$ 12,000	3000	\$15,000
Tuition Transactions	\$ 52,131	\$ 17,377	\$69,508
Technology	\$ 7,035		\$7,035
			\$0
<b>Subtotal Non-Personnel</b>	<b>\$251,316</b>	<b>\$65,602</b>	<b>\$316,918</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>\$749,911</b>	<b>\$564,197</b>	<b>\$1,314,108</b>
Indirect Costs	0	183457	\$183,457
<b>TOTAL</b>	<b>\$749,911</b>	<b>\$747,654</b>	<b>\$1,497,565</b>
Proposed # of Persons Served:	1,913		
Cost per Individual	\$392		

### C. Other Funding Sources

Other Funding Sources	
Committed	Amount
WeeCare 1:1 Match	\$750,000
Total Committed	\$750,000
Projected Funding Sources	
Individuals	
Corporate	
Foundations	
In-Kind Services/Materials/Labor	
Total Projected	\$0
Total Other Funding + In-Kind (must match budget above)	\$750,000

1. Does your Organization have a HUD-approved indirect cost plan? **No**
2. Does your agency charge any fees for the proposed Sunnyvale services? **No**
3. Please explain how your organization is leveraging the requested City funds with other funds.  
WeeCare commits to providing a \$1 for \$1 match, doubling the investment in the local community to \$1.5 million. This will benefit 125 LMI daycare owners, potentially create 38 new LMI jobs from hiring teaching assistants, and can benefit up to 1,750 LMI households who use the child care services.

### Attachments

Articles of Incorporation/Bylaws	<a href="#">01. WeeCare Articles of Incorporation and Bylaws.pdf</a>
Financial Statement and Audit	<a href="#">02. WeeCare Audited Financial Statement.pdf</a>
Policy & Procedures Manual	<a href="#">03. Weecare Policies and Procedures.pdf</a>
Nonprofit Determination	<a href="#">04. WeeCare Nonprofit Determination.pdf</a>
List of Board of Directors	<a href="#">05. WeeCare Board of Directors.pdf</a>
Authorization to Request Funds	<a href="#">06. WeeCare Authorization SIGNED.pdf</a>
Designation of Authorized Official	<a href="#">07. WeeCare Board Resolution Exhibit A2.pdf</a>
Organizational Chart	<a href="#">08. WeeCare Organizaton Chart.pdf</a>
Resume of Chief Program Administrator	<a href="#">09. WeeCare Resumes.pdf</a>
Resume of Chief Fiscal Officer	<a href="#">10. Financial Aguilar Resume.pdf</a>
Proof of Liability Insurance	<a href="#">11. WeeCare Certificate Of Insurance.pdf</a>
Language Access Plan	
Client Application or Income Verification Form	<a href="#">12. WeeCare BOOST Participant Data.pdf</a>
Accessibility Policy	
Cost Allocation Plan for Proposed Program	
Other - CDBG Accomplishment Report	<a href="#">WeeCare CDBG Accomplishment Report for Cathedral City.pdf</a>
Other - List of WeeCare's Services	



Program Manager Signature [Jessa Santangelo](#)  
Date Signed [01/20/2023](#)

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