

5/17/16 RB.



City of Sunnyvale Neighborhood Grant Program

Haydée Bannon, 15 May 2016

Office Use Only
Date Received: _____
Application _____
Completed: _____

Application for FY 2016/17
(Please print or type)

Deadline for Applications: Friday, May 20, 2016 by 5 p.m.

Important note: applications are being accepted, pending Council's budgetary approval.

Applications may be submitted by mail, email, fax or in person. Submit completed application (including all project team signatures) to: Community Services Division, located at the Sunnyvale Community Center, 550 E. Remington Drive, Sunnyvale, CA 94087. Email: ncs@sunnyvale.ca.gov or Fax (408) 730-7754. For questions, please call (408) 730-7599.

Date: 5/15/2016

Name of Neighborhood Group or Association: Stratford Gardens

Name of Proposed Project: Stratford Gardens Emergency Response Project

Grant Amount Requested from the City of Sunnyvale: \$ 700
(Maximum grant amount is \$1,000)

Neighborhood Group/Association Background:

1. When was your neighborhood group or association formed and why? What are the geographic boundaries of your group? How many households are included?

Stratford Gardens neighborhood association was formed in 2006 with the purpose of aligning our community with other City of Sunnyvale neighborhoods. There are 64 diverse households in our community.



- 2. Describe your neighborhood group's activities and the resources that support those activities. If yours is a formal association, what is the annual budget? How do you raise funds?**

Stratford Gardens' residents interact through participation in any of the six volunteer committees, community gatherings twice per year and attendance at monthly board meetings. The Emergency Planning & Insurance Committee is one of the six established committees and, to date, has been supported exclusively from the committee members' donations of time, use of their homes and money for printing and refreshments in support of workshops.

Project Description:

- 3. Briefly describe your proposed project. How will it benefit the residents in your neighborhood and/or your neighborhood association? What will the project "look like" when it is completed?**

The fundamental goal is to set up a team that can take care of our communal infrastructure in the event of an emergency. This project addresses our emergency response plan. The focus is to significantly improve our community's effectiveness regarding emergency preparedness and fire safety. It encompasses a 6 to 12 month time frame which began with the completion of a draft action plan. This plan describes how we are building an emergency response team that will secure our communal infrastructure during an emergency, coordinate efforts, assist each other as we respond to the emergency, and better connect. Our residents will benefit by being better prepared to cope with an emergency, become more self-reliant, and be less of a drain on the scarce resources available during disaster.

- 4. How did you choose this project? Describe the outreach you have done to generate awareness in your neighborhood and support for this project. How many neighbors support this project and how did you determine that number?**

Our townhome community is composed of several buildings with multiple units per building. All units share at least one wall and the buildings are close to each other. As such, any disaster that impacts one household will likely impact several. To date, our outreach has been primarily in the form of in-house workshops on personal emergency preparedness. A total of 25 households, 39% participated in the workshops. We no longer offer workshops and now regularly promote PEP and SNAP to our residents as an alternative. Now, we are turning our attention to the communal areas. We use our internal newsletter, internal google group and board meetings to evangelize disaster preparedness.

Using participation in our workshops as an indication of interest, as well as unanimous HOA board support, we estimate a minimum of 40% explicit support.

5. Using the chart below, list the specific activities needed to carry out your project including an estimated date of completion for each activity. (All projects must be completed by June 1, 2017).

a.

Activity	Person(s) Responsible	Completion Date (mo/yr)
1. Present Plan DRAFT and City of Sunnyvale Neighborhood Grant Program Request DRAFT at board meeting for open discussion. Request to HOA for matching funds.	Jim DeLoach/ Haydée Bannon	04/16 COMPLETED – HOA approved matching funds
2. Finalize Stratford Gardens Emergency Response Plan including materials appendix	Jim DeLoach/ Haydée Bannon	05/16 Materials appendix completed
3. Finalize Grant Program Request and submit to Sunnyvale City Council for approval	Haydée Bannon/ Jim DeLoach	05/16
4. Upon grant approval, begin purchases according to materials plan.	Jim DeLoach/ Haydée Bannon	07/16
6. Recruit 4 additional resident volunteers; encourage them to attend fall 2016 SNAP class if not already certified. Refresh everyone on the Fire Safety and Suppression SNAP materials.	Haydée Bannon/ Jim DeLoach	07/16-10/16
7. Begin planning and logistics for the two Map Your Neighborhood events	Haydée Bannon/ Jim DeLoach	08/16-09/16
8. Hold two Map Your Neighborhood events	Haydée Bannon/ Jim DeLoach	09/16-10/16
9.		

6. Describe how your project focuses on one or more of the following areas:

- **Increasing communication among neighbors**
- **Building bridges between cultures**
- **Improving the physical condition of the neighborhood**
- **Enhancing neighborhood pride and identity**

The Map Your Neighborhood events are all about communication. They will introduce our improved emergency preparedness to the community and invite them to join us by adding their skills and expertise to the ongoing effort. This project also requires close communication with board members as well as other committee members and volunteers. Our recruiting efforts for additional volunteers will require significant communication and follow up. Our community is very diverse in terms of age and ethnic/national origin. The common goal of maintaining ourselves, our community and our homes safe during a disaster should be a unifying force and a source of pride.

7. How will you determine the completed project has been successful?

While ultimately, the best measure of success would be how we fare during a disaster, we hope that test will not come any time soon. In the interim, we will consider the project successful when:

- a) We have recruited the remaining members of our Stratford Gardens Emergency Response Team.
- b) We have completed core team training in the management of our communal infrastructure during an emergency.
- c) We have obtained the necessary material.
- d) We have completed two Map Your Neighborhood gatherings for our community

8. What resources will your neighborhood group contribute to support the project (i.e. number of volunteer hours, donated materials if any, etc.)?

The co-chairs of this project will continue to provide volunteer hours and donated materials specific to this project. The additional active volunteers to be recruited will add to those volunteer hours. All committee and board members that support us are also volunteers. The HOA will match the amount of this grant proposal in order to fully fund the total project. The HOA's contribution of \$700 will be cash reimbursement.

Project Plan:

9. Please explain how your organization intends to operate this event in future years without grant assistance from the City. Your explanation should include a goal of sustainability and independence from grant funds within four years or less. Attach additional sheets if needed.

This project will meet the basic needs of our community, as we understand them today. Future expenditures should be only for replacement of materials, as needed. We intend to request the replacement funds from the HOA, and will submit a modest budget to them for 2017.

Project Team:

While you may have many community members working on this project, project team leads will be critical to the project's success.

1.

Please note that each member of the project team will need to sign the application acknowledging their commitment to the success of this project.

2.

Project Leader - The Project Leader serves as the primary point of contact for the grant application process. The Project Leader also has fiduciary responsibilities and is responsible for submitting a final project report to the City. The final report, including eligible receipts and invoices showing payment is due within 30 days of project/event conclusion and no later than June 15, 2017.

Co-Project Leaders Names: 1) Haydée Bannon and 2) Jim DeLoach

Address: Bannon - 452 Ives Terrace, Sunnyvale, CA 94087

Phone Number: (408) 242-6252 E-Mail: hhbannon@sbcglobal.net

Signature: Haydee Bannon Date 5/16/2016

Address: DeLoach- 490 Ives Terrace, Sunnyvale, CA 94087

Phone Number: (408) 691-1349 E-Mail: jim@deloach.net

Signature: Jim DeLoach Date 5/16/2016

Treasurer - The treasurer tracks expenses, files receipts, oversees the budget and submits a final financial report to the City. The Project Leader may also serve as the Project Treasurer.

Note: The City of Sunnyvale reserves the right to audit grant award funds.

Treasurer Name: Haydée Bannon

Address: 452 Ives Terrace, Sunnyvale, CA 94087

Phone Number: (408) 242-6252 E-Mail: hhbannon@sbcglobal.net

Signature: Haydee Bannon Date 5/16/2016

Other Project Team Members -- List additional neighborhood residents who will work on this project. What will their responsibilities be? (Examples of responsibilities might include: coordinating volunteers, outreach to residents, etc.) **N/A**

Name: _____

Address: _____

Phone Number: () _____ E-Mail: _____

Responsibilities: _____

Signature: _____ Date _____

**City of Sunnyvale
 Neighborhood Grant Program
 2016/17 Project Budget Form**

Please list the project's expenses using the form below. All expense-related activities listed on your application must be included in your budget form. **Note: This is a reimbursement grant. All eligible receipts and invoices showing payment must be submitted for reimbursement within 30 days of project/event conclusion and no later than June 15, 2017.**

Project Expenses

Activity	Estimated Costs	Actual Costs
1. Hold two Map Your Neighborhood Events for the Stratford Gardens community	\$450	\$
2. Purchase of Office quality first aid kit, including blankets	\$250	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
Total Expenses	\$	\$
Amount Requested from the City of Sunnyvale	\$ 700	

Other Sources of Support

Volunteer Hours (valued at \$26.87/hour, per independentsector.org)	\$806
Donated Materials/Services (food, supplies, equipment)	\$100
Other Funding Received (other grants, collected dues, donations)	\$700
Other	\$
Other	\$
Total Neighborhood Association Contribution	\$1,606

Thank you for completing your application for the Neighborhood Grant Program!

Stratford Gardens
Emergency Response Plan -- Appendix A
Bill of Materials

27 April 2016

Qty	Item	~Cost Each	~Total Cost	Comment	Funding Source
2	Large wrench for gas shutoff	\$20	\$40	One to secure to communal gas valve, one to store in reserve.	Stratford Gardens HOA
1	wrench, 7/16"	\$5	\$5		"
1	Tool kit, small, including 7/16" wrench	\$50	\$50	For manually opening gates.	"
4	tarps, assorted sizes	\$15	\$60		"
2	rope, 550 paracord, bright colors, 100' sections	\$10	\$20		"
1	canopy, 10' x 10', with zipable walls	--	--	Jim donating...	Jim
1	crowbar, 6'	\$25	\$25		"
1	large first aid kit	\$250	\$250	includes blankets	City of Sunnyvale Grant
1	Key emergency preparedness information <i>in paper form:</i> <i>Emergency preparedness guide books</i> <i>First aid guides</i> <i>City maps</i> <i>SNAP and SARES materials and printed forms</i> <i>Stratford Gardens Emergency Response Plan</i> <i>Stratford Gardens Skills, Resources, and Special Needs Inventory</i> <i>Paper/pens</i> <i>Etc.</i>	\$30	\$30	paper form, since power and Internet will be unavailable	Stratford Gardens HOA
2	inexpensive FRS/GMRS walkie-talkies, use AA batteries	\$35	\$70	For distributing to incident command team members as needed. Note that this is in addition to communications equipment provided by SARES members,	"
1	set of 48 lithium long-life batteries	\$70	\$70		"
10	single-AA-cell, inexpensive LED flashlights	\$3	\$30		"
1	charging station for cell phones, with cabling for 2 USB and 2 Apple devices, works on 12-volts or AC	\$40	\$40		"
1	storage trunk or container, with wheels	\$40	\$40	for storing this equipment in the pool maintenance room	"
2	camp lights, LED, work on AA batteries	\$10	\$20		"
4	fire extinguishers	\$60	\$240	Deploy in pool area, on wall behind pool service room, in pool service room and one for storage.	"
1	emergency blankets, set of 20	\$10	\$10		"
		Sub -TOTAL:	\$1,000		
2	"Map your Neighborhood" Events				
50	printing "personal preparedness workbooks", invitations and flyers		\$175		
50	food & beverage	\$3pp	\$150		
50	take away trinket	\$1.5pp	\$75	pen or other imprinted with Emergency Preparedness Saves	
		Sub-TOTAL:	\$400		City of Sunnyvale Grant
		TOTAL	\$1,400		

ADDITIONAL NOTES:

Presuming we can use tables and chairs from the pool area or from residents
What we are NOT stockpiling: any kind of water or food! This is the responsibility of individuals! A generator. AC lighting.