



City of Sunnyvale

Notice and Agenda Housing and Human Services Commission

Wednesday, March 25, 2015

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

CALL TO ORDER

SALUTE TO THE FLAG

ROLL CALL

PUBLIC ANNOUNCEMENTS

Speakers are limited to 3 minutes for announcements of related board/commission events, programs, resignations, recognitions, acknowledgments.

CONSENT CALENDAR

- 1.A [15-0232](#) Draft Minutes of the Housing and Human Services
 Commission Meeting of February 25, 2015
- 1.B [15-0350](#) Draft 2015 Master Work Plan

PUBLIC COMMENTS

This category is limited to 15 minutes, with a maximum of three minutes per speaker. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary or you may orally make a request to speak. If your subject is not on the agenda, you will be recognized at this time; but the Brown Act (Open Meeting Law) does not allow action by commission members. If you wish to speak to a subject listed on the agenda, you will be recognized at the time the item is being considered by the commission.

PUBLIC HEARINGS/GENERAL BUSINESS

2. [15-0298](#) Evaluations and Funding Recommendations for FY 2015-16
 Human Services Grants and CDBG/HOME Capital Project
 Loans

Recommendation: Staff recommends Alternatives 1 and 4, for the reasons explained in the Discussion section above. However, the Commission may recommend Alternative 2 or 3 instead of Alternative 1 for the human services proposals, or Alternative 5 instead of Alternative 4, for the capital project proposals. If Alternative 3 is desired, the Commission should specify which recommended awards should be modified, and by what amount.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

-Staff Comments

ADJOURNMENT

Notice to the Public:

Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 603 All America Way, Sunnyvale, CA. during normal business hours and at the meeting location on the evening of the board or commission meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Edith Alanis at (408) 730-7254. Agendas and associated reports are also available on the City's web site at <http://sunnyvale.ca.gov> or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Edith Alanis at (408) 730-7254. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CFR 35.106 ADA Title II)



City of Sunnyvale

Agenda Item

15-0232

Agenda Date: 3/25/2015

Draft Minutes of the Housing and Human Services Commission Meeting of February 25, 2015



City of Sunnyvale

Meeting Minutes - Draft

Housing and Human Services Commission

Wednesday, February 25, 2015

7:00 PM

Council Chambers, City Hall, 456 W. Olive
Ave., Sunnyvale, CA 94086

CALL TO ORDER

Chair Gilbert called the meeting to order at 7:08 p.m.

SALUTE TO THE FLAG

The salute to the flag was led by Chair Gilbert.

ROLL CALL

Present: 4 - Chair Diana Gilbert
Vice Chair Younil Jeong
Commissioner Dennis Chiu
Commissioner Chrichelle McCloud
Absent: 3 - Commissioner Patti Evans
Commissioner Barbara Schmidt
Commissioner Navpreet (Ruby) Sidhu

Council Liaison Jim Davis (absent)
Commissioner Patti Evans (excused absence)
Commissioner Navpreet Sidhu (excused absence)
Commissioner Barbara Schmidt (excused absence)

PRESENTATION

[15-0222](#) Proposals for CDBG Human Services Funding for FY 2015-16
and FY 2016-17, and for CDBG/HOME Capital Project Loans
for FY 2015-16

Housing Officer Suzanne Isé noted that all the agencies that submitted a proposal for funding of human services activities or capital projects were invited to present. She also reminded the commissioners that this item was just a presentation, and did not require any action at this time.

The following speakers briefly presented their proposals, and asked for support in the coming years. Those that had previously received funding from the City thanked the Commission for its past support of their programs.

1. Becky Cooper, Friends for Youth, Youth Intervention Services, Mentoring Program for Disadvantaged Youth.
2. Michele Schroeder, Senior Adults Legal Assistance (SALA), Free Legal Assistance for Sunnyvale Seniors.
3. Teresa Johnson, The Health Trust, Meals on Wheels Program for Homebound Adults.
4. Peggy Green, Habitat for Humanity East Bay/Silicon Valley, Financial Education and Counseling Services.
5. Sunny Ochoa, Healthier Kids Foundation, Vision First Program.
6. Anky van Deursen, Project Sentinel, Landlord-Tenant Counseling & Dispute Resolution.
7. Debra Sue Stevens, Silicon Valley Independent Living Center (SVILC), Housing and Emergency Services for Persons with Disabilities.
8. Pilar Furlong, Bill Wilson, Counseling Program for Families & Individuals.
9. Diana Castillo, Law Foundation of Silicon Valley and Molly Current, Project Sentinel, Fair Housing Services.
10. Peter Villareal, MidPen Housing, Rehabilitation of Crescent Terrace Senior Housing.
11. Maritza Henry, Family and Children Services, Counseling for At-risk Youth at the Columbia Neighborhood Center.
12. Greg Pensinger, Downtown Streets Team, Work First Sunnyvale for homeless and extremely low-income individuals.
13. Marie Bernard, Sunnyvale Community Services, Year-Round Food Program and Work First Sunnyvale.
14. Zakia Afrin, Maitri, Legal Advocacy Program.
15. Adriana Caldera, YWCA of Silicon Valley, Domestic Violence Support Network.
16. Tom Morse, First United Methodist Church, Senior Nutrition Program.
17. Amy Wright, InnVision Shelter Network, Shelter Services for Homeless Families and Individuals.
18. Milton Cadena, Catholic Charities of Santa Clara County, Day Break Cares Adult Day Care Program.
19. Patricia Lawson-North, Friends of Vision Literacy and Minerva Cuevas, English Learner, English Language Development Classes
20. Colleen Hudgen, Live Oak Adult Day Services, Adult Day Care, Cupertino Center

Representatives from Abilities United's Adult Services Program and Catholic Charities of Santa Clara County's Long Term Care Ombudsman Program were not able to attend the meeting, but provided written presentation materials for the

commissioners.

Following the presentations, the Chair thanked all the presenters for participating.

PUBLIC ANNOUNCEMENTS

None.

CONSENT CALENDAR

Chair Gilbert asked if anyone wanted to pull an item from the consent calendar. No one did.

Chair Gilbert suggested that staff add direct references to the Homeless Prevention/Rapid Rehousing (HPRR) section throughout the Request for Proposals where appropriate, for added clarity.

Chair Gilbert asked for a motion to approve the consent calendar.

Commissioner Chiu moved and Vice Chair Jeong seconded the motion to approve the consent calendar. The motion carried by the following vote:

Yes: 4 - Chair Gilbert
Vice Chair Jeong
Commissioner Chiu
Commissioner McCloud

No: 0

Absent: 3 - Commissioner Evans
Commissioner Schmidt
Commissioner Sidhu

1.A [15-0221](#) Draft Minutes of the Housing and Human Services
Commission Meeting of January 28, 2015

1.B [15-0239](#) Review Draft 2015 Request for Proposals (RFP) for New
Affordable Housing Projects and Homeless
Prevention/Rapid-Rehousing Program(s)

PUBLIC COMMENTS

None.

PUBLIC HEARINGS/GENERAL BUSINESS

None.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Commissioner Jeong asked staff about the next steps in the proposal review process.

Housing Officer Suzanne Isé explained that the Commission will receive the staff scores and recommendations at its March 25 meeting and the Commission will hold a public hearing, deliberate and make its funding recommendations at that time. The commissioners' recommendations will be incorporated into the draft 2015-2016 Action Plan which the Commission will review at its April 22 meeting. Council will consider the Action Plan and make the final funding decisions at its May 5 meeting.

-Staff Comments

Housing Officer Isé reminded the commissioner to review the Information Only reports included in the packet.

INFORMATION ONLY REPORTS/ITEMS

- | | |
|--------------------------------|--|
| <u>15-0223</u> | New Board and Commission Answer Point Email Account |
| <u>15-0243</u> | 2014 Annual Progress Report on Implementation of the
General Plan's Housing Element |

ADJOURNMENT

Chair Gilbert adjourned the meeting at 8:58 p.m.



City of Sunnyvale

Agenda Item

15-0350

Agenda Date: 3/25/2015

Draft 2015 Master Work Plan

Draft 2015 Master Work Plan

Housing and Human Services Commission Annual Calendar

Meeting Date	Agenda Item/Issue
January 28	<ol style="list-style-type: none"> 1. Public Hearing: Rental Impact Fee 2. Public Hearing: 2015-2020 Consolidated Plan 3. Public Hearing: Consider Proposal for Housing Mitigation Funds
February 25	Presentation: Proposals for CDBG Human Services funding for FY 2015-16 and FY 2016-17 and CDBG/HOME Capital Project Loans for FY 2015-16
March 25	<ol style="list-style-type: none"> 1. Public Hearing: Recommended Funding of CDBG Human Services Grants and CDBG/HOME Capital Project Loans
April 22	<ol style="list-style-type: none"> 1. Public Hearing: Draft FY 2015-2016 HUD Action Plan 2. Public Hearing: Draft 2015-2020 Consolidated Plan 3. Introduce an Ordinance to Approve Two New Affordable Housing Fees - Commercial Linkage Fee and Rental Impact Fee
<u>May 27</u>	<u>If needed (budget review)</u>
<i>June</i>	<i>No meeting</i>
July 22	<ol style="list-style-type: none"> 1. Election of Officers for FY 2015-2016. 2. Public Hearing: Study Issue CDD 15-12: Regulating Short-term Residential Rental Units (i.e., AirBnB)
<i>August</i>	<i>No meeting</i>
September 23	<ol style="list-style-type: none"> 1. Propose and/or review new Study Issues and Budget Issues 2. Public Hearing: Review of Consolidated Annual Performance Evaluation Report (CAPER) on CDBG and HOME grants. 3. Annual Review of Code of Ethics
<u>October 28</u>	<u>If needed</u>
November 18*	<ol style="list-style-type: none"> 1. Rank Study Issues 2. Annual Review of Code of Ethics
<i>December</i>	<i>No meeting</i>

* Special Meetings

PLEASE NOTE: Consent Calendar items are not listed on the Work Plan.



City of Sunnyvale

Agenda Item

15-0298

Agenda Date: 3/25/2015

MEMORANDUM TO HOUSING AND HUMAN SERVICES COMMISSION

SUBJECT

Evaluations and Funding Recommendations for FY 2015-16 Human Services Grants and CDBG/HOME Capital Project Loans

BACKGROUND

The City received 22 proposals for human services funding in response to the Request for Proposals (RFP) issued in January 2015 and two capital project proposals. A list of the proposals is provided in **Attachment 1**, and the proposals are available online at *HUDPrograms.inSunnyvale.com*. The staff scoring committee, consisting of several Housing and Finance staff, evaluated the proposals based on the requirements and evaluation criteria in Council Policies 5.1.3: Human Services, as well as the unmet and priority needs described in the City's 2010-2015 Consolidated Plan, and using the scoring system provided in the RFPs.

Priority Needs for Human Services

The Commission and Council confirmed in October and November 2014 that the list of priority needs in the 2010 Consolidated Plan continues to be valid, therefore the human services proposals had to describe how they address one or more of these priority needs:

- A. Basic needs (such as food, shelter, transportation, health & mental health care, employment assistance/training, child care, etc.).
- B. After school or intervention programs to provide youth with positive alternatives to drugs, violence, and/or gangs (i.e., recreational, mentoring, educational, and career-building activities).
- C. Mental health, addiction and substance abuse counseling, particularly for youth and those exiting institutions.
- D. Other specialized supportive services as may be requested by the community, such as foreclosure assistance, legal assistance for seniors and others, and other specialized human services, such as those currently supported by the City, or those that may address a new or unmet priority need.

In addition, programs proposed for funding must verify that the funds will be used to serve primarily lower-income clients (51% or more).

Eligible Capital Projects

CDBG capital project proposals may include housing rehabilitation, economic development activities, public facilities and/or infrastructure improvements, site acquisition, commercial building rehabilitation, and several other rather obscure types of projects listed in the CDBG statutes. Any of the project types must show clear evidence that they will "primarily benefit" low income residents. This means at least 51% of the users of the facility to be assisted, or beneficiaries of the activity (loan

recipient, occupants of housing to be improved, job training program participants etc.) must be documented to be lower income. HOME capital projects may only include activities related to lower-income housing, such as: new construction, rehabilitation, and/or acquisition of housing or housing sites, or tenant-based rental assistance.

Available CDBG and HOME Funds for FY 2015-16

The City will receive an entitlement grant of \$989,453 in CDBG funds and a HOME grant of \$281,021 for FY 2015-16. In addition, staff estimates that approximately \$445,000 in CDBG program income and \$567,000 in HOME program income will be received by the end of the current fiscal year. Program income consists of loan payments on prior CDBG or HOME loans, as well as interest accrued in the fund.

Estimated Funds Available for FY 2015-16	CDBG	HOME
Entitlement Grant	\$989,453	\$281,021
FY 14-15 Program Income (PI) (HOME PI includes some prior years' PI)	\$445,000	\$567,000
Total Grant + PI	\$1,434,453	\$848,021
Change from Prior Year		
Entitlement Grant	-3%	-9%
Program Income	+23%	-62%
Total	+ 4%	-53%
Funds Available for Human Services (15% of CDBG grant + PI)	\$215,150	\$0
Funds Available for Capital Projects *	\$895,000	\$550,000

* "Funds available for capital projects" does not include activities programmed outside of the RFP process, such as the Home Improvement Program, TBRA and program administration.

CDBG regulations limit public services funding to no more than 15% of the City's FY 2015-16 CDBG grant, plus 15% of CDBG program income received in the current fiscal year (FY 2014-15). Based on this formula, staff estimates that approximately \$215,000 will be available for public services for next year.

Supplemental General Funds for Human Services

For a number of years Council has augmented the CDBG public services funding with general funds, referred to as the "supplemental general funds" for human services. In November 2014, Council set a tentative funding threshold of \$115,000 in supplemental General Funds for next year. This amount, established so that staff and the Commission will have a general idea of approximately how much funding will be available, which will be confirmed or modified by Council during the final budget hearings in June. If it stays the same, a total of \$330,000 in CDBG and General Funds will be available next year for human services grants. This amount is 10% more than what was available for human services last year, due to an increase in program income and the increase in supplemental General Funds from \$100,000 to \$115,000.

Change to Human Services CDBG Application Process

During the October and November priority needs hearings, the Commission and Council also approved a change to the human services grant program that was incorporated into the human services RFP. The change was an increase in the minimum CDBG human services grant amount from \$10,000 to \$25,000, due to the high level of reporting and administrative burden required for use of CDBG funds. The minimum grant amount for human services grants funded by the General Fund remained the same, at \$10,000, since the General Fund-funded grants do not incur such a high administrative burden. There was no change to the maximum grant amount of 25% of the total funds available, which includes CDBG and General funds.

For practical reasons, this change required applicants to indicate in their proposals which funding source they were applying for, so that staff could verify that their requested funding amount met the applicable minimum grant amount, and also to ensure that applicants for CDBG funds were fully aware of the CDBG administrative requirements and were willing to accept the funds with these requirements. Applicants were informed of this change during the technical workshop offered to help applicants prepare their applications.

As a result of this change, proposals are now competing in two separate funding pools as opposed to one large pool consisting of both funding sources. This has made it somewhat easier to allocate the funds, since each funding source now has a smaller applicant pool.

DISCUSSION

Human Services Proposals

The staff scoring committee spent nearly three weeks reviewing all of the proposals, including discussing strengths and weaknesses and reviewing the accounting information provided. The committee met three times with additional Housing staff to discuss the proposals, eligibility and completeness requirements, scoring, and possible funding scenarios. Each member of the committee independently scored each proposal, and their scores for each proposal were averaged. Staff then ranked the proposals by average score, as shown on **Attachments 2 and 3**.

Of the 22 human services proposals received, eight proposals requested a total of \$342,122 in CDBG funding, which exceeds the CDBG amount available by nearly 60%. The remaining proposals requested a total of \$241,033 in General funds, which exceeds the GF amount by 210%. One of the CDBG proposals (fair housing services), is eligible for funding with CDBG administrative funds, therefore staff recommended funding it from that source, as was done in the last two years, so that the human services funds can be maximized for the other proposals.

Ultimately staff developed two options for each funding pool (CDBG and GF), Scenario A and Scenario B, as shown in **Attachments 2 through 5**, as explained further below, based on the committee's recommendations.

Scenario A

The concept behind Scenario A, illustrated in **Attachments 2 and 3**, was to allocate the available funds in such a way that rewarded the higher-scoring proposals with a higher percentage of their request (up to the maximum of what the applicant requested), and the rest with the minimum amount, until funds ran out. Under Scenario A, all but one of the CDBG proposals and all but four of the GF proposals could be funded in the amounts shown. The benefit of this scenario is that it rewards

proposers and programs that have demonstrated strong performance and compliance capabilities, and provides an incentive for applicants to put more effort into improving the quality of their proposals in the future. This is an approach used by many foundations and other funding entities to continually improve the quality of proposals submitted and, ideally, the effectiveness of the programs funded.

CDBG Group

As shown on **Attachment 2**, for the CDBG group under Scenario A, only \$15,000 remained to be allocated to the last proposal to be recommended for funding (Senior Nutrition Program). While this amount is below the new CDBG minimum grant amount of \$25,000, it is more than the Senior Nutrition Program received in the last two years, which was also funded in full or part with CDBG, therefore staff felt that it would be better to provide them with at least an amount comparable to their prior year grant, rather than spreading the remaining \$15,000 among one or more of the higher-scoring proposals.

Although staff recognizes that Project Sentinel provides a very valuable and popular service to the community, under Scenario A, there were not enough CDBG funds to fund this proposal, based on its ranking. However, for the last two years Council has approved a budget supplement for City General Funds for this program through the budget supplement process (not the Human Services Grant program). This could be a possible funding source for this program again this year, if Council determines that adequate General Funds are available during the budget supplement hearing, or the Commission could consider Scenario B for the CDBG group, which funds all the CDBG proposals to some extent (see below).

General Fund (GF) Group

For the GF group, Scenario A (**Attachment 3**) resulted in four proposals not being funded, with higher than minimum amounts recommended for three of the higher-scoring proposals: Meals on Wheels, Friends for Youth Mentoring Program, and Family and Children's Services Youth Counseling, and the remainder receiving the minimum grant amount in ranked order, until funding ran out.

Scenario B

The concept behind Scenario B, illustrated in **Attachments 4 and 5**, was to fund as many of the eligible, complete proposals received, in ranked order by score, with the minimum grant amount for each funding pool, and if any funds were left over, to award them to the one or two top scoring proposals.

Under Scenario B, all of the CDBG proposals could be funded at the minimum level, with \$40,000 left over after granting all the proposals. This remainder amount was allocated to the top two proposals. Scenario B results in a significant reduction in funding to the top-scoring proposal as compared to Scenario A and compared to that program's prior year grant, as illustrated in **Attachment 4**.

Among the GF applicants, Scenario B resulted in all but three of the GF proposals being funded, with only \$5,000 left over, which was then allocated to the top-scoring proposal. This scenario results in somewhat lower grants to some of the top-scoring proposals, and a significant reduction from prior-year funding to one of the programs, but it does allow for one additional GF proposal to be funded, compared to Scenario A.

Complete details of each scenario are provided in **Attachments 2 through 5**. For context, staff has provided some detail on human services grantee accomplishments in the most recent complete prior year for which data is available, in **Attachment 6**. Staff recommends Scenario A for both funding groups, as it provides more of an incentive for applicants to improve their proposals and program effectiveness, by rewarding those who scored highest with a higher percentage of what they requested, and increases program efficiency by not spreading the funding so thin that its impact is diluted.

Capital Project Proposals

Two capital project proposals were received, as listed at the bottom of **Attachment 1**. One proposal was for CDBG funds for an economic development activity, and the other requested CDBG and HOME funds for rehabilitation of an affordable senior housing complex. The proposals are available online at *HUDPrograms.inSunnyvale.com*.

Sufficient funds are available for both of these proposals at or near the amounts requested. Staff recommends funding both projects as shown below:

Applicant	Proposal	Funding Type	Amount Requested	Recommended Award
Sunnyvale Community Services	WorkFirst Sunnyvale	CDBG	\$395,000	\$395,000
MidPen Housing Corp.	Crescent Terrace Rehabilitation	CDBG and HOME	\$1,270,000	\$1,050,000
Total			\$1,665,000	\$1,445,000

Process for Final Approval

Staff will include the Commission's CDBG and HOME funding recommendations in the draft FY 2015-16 Action Plan, which will be considered by the Commission at its regular meeting in April. At that time the Commission will have an additional opportunity to make minor changes to the funding recommendations if needed, such as if new information becomes available regarding CDBG or HOME program income amounts. The Commission's recommendations for GF human services awards will not be included in the Action Plan, which only covers HUD funds, but will be included in the same report to Council. Council will consider all of the funding recommendations and make a final decision at its regular meeting on May 5, 2015. Public hearings will be held prior to any Commission or Council action on these items at each meeting. Awards will not become final until after Council adopts the final 2015-16 budget and HUD approves the City's 2015 Action Plan.

ALTERNATIVES

1. Recommend funding the human services proposals according to Scenario A for both groups (CDBG and GF), as shown in the staff recommendation in **Attachments 2 and 4**.
2. Recommend funding the human services proposals according to Scenario B for both groups (CDBG and GF), as shown in **Attachments 3 and 5**.
3. Recommend another funding scenario, which may be a combination of Scenarios A for one group and B for the other group, or may be a slight variation of Alternative 1 or 2 (i.e., shifting

funds between proposals within the same group and scenario).

4. Recommend funding the capital project proposals in the amounts recommended by staff as shown in the table above.
5. Recommend funding the capital project proposals in a different amount than shown above, subject to funding availability, and/or recommend not funding one or both proposals.

RECOMMENDATION

Staff recommends Alternatives 1 and 4, for the reasons explained in the Discussion section above. However, the Commission may recommend Alternative 2 or 3 instead of Alternative 1 for the human services proposals, or Alternative 5 instead of Alternative 4, for the capital project proposals. If Alternative 3 is desired, the Commission should specify which recommended awards should be modified, and by what amount.

Prepared by: Katrina L. Ardina, Housing Programs Analyst

Reviewed by: Suzanne Isé, Housing Officer

Approved by: Hanson Hom, Director, Community Development Department

ATTACHMENTS

1. List of Proposals
2. Scenario A, CDBG Group
3. Scenario A, General Fund Group
4. Scenario B, CDBG Group
5. Scenario B, General Fund Group
6. Grantee Accomplishments, FY 13-14

HUMAN SERVICES PROPOSALS

Agency	Program	Funding Requested	
		CDBG	GF
Bill Wilson Center	Family & Individual Counseling	\$ 35,000	
First United Methodist Church of Sunnyvale	Sunnyvale Senior Nutrition	\$ 27,122	
Innvision Shelter Network	Shelter Operations	\$ 75,000	
Law Foundation of Silicon Valley	Sunnyvale Fair Housing Services	\$ 30,000	
MayView Community Health Center	Access to Primary Health Care & Disease Prevention	\$ 25,000	
Project Sentinel Inc.	Landlord-Tenant Counseling & Dispute Resolution	\$ 50,000	
Sunnyvale Community Services	Brown Bag Food Program	\$ 75,000	
YWCA of Silicon Valley	Domestic Violence-Support Network	\$ 25,000	
Abilities United	Adult Services		\$ 12,128
Catholic Charities of Santa Clara County	Day Break Cares-Adult Day Care Program		\$ 15,000
Catholic Charities of Santa Clara County	Long Term Care Ombudsman		\$ 12,000
Family & Children Services of Silicon Valley	Sunnyvale School-Based Services		\$ 24,739
Friends for Youth	Mentoring Services: A Positive Alternative for Sunnyvale Youth		\$ 24,232
Friends of Vision Literacy	English Language Development Class		\$ 24,500
Habitat for Humanity	City of Sunnyvale-Financial Counseling		\$ 14,000
Healthier Kids Foundation of Santa Clara County	VisionFirst		\$ 14,000
The Health Trust	Meals on Wheels		\$ 20,000
Live Oak Adult Day Services	Adult Day Care - Cupertino Center		\$ 15,000
Maitri	Maitri Legal Advocacy		\$ 16,000
SALA	Legal Assistance to Sunnyvale Elders		\$ 10,000
Silicon Valley Independent Living Center	Housing and Emergency Services for Persons with Disabilities		\$ 24,434
West Valley Community Services	Haven to Home (HTH)		\$ 15,000
Total Requested		\$ 342,122	\$ 241,033
Funds Available		\$ 215,000	\$ 115,000
Total Requested in Excess of Available Funds		\$ 127,122	\$ 126,033

CAPITAL PROJECT PROPOSALS

Agency	Program	Funding Requested	
		CDBG	HOME
Sunnyvale Community Services	WorkFirst Sunnyvale	\$ 395,000	N/A
MidPen Housing Corp.	Crescent Terrace Rehabilitation	\$ 770,000	\$ 500,000
Total Requested		\$ 1,165,000	\$ 500,000
Funds Available		\$ 895,000	\$ 550,000
Total Requested in Excess of Available Funds		\$ 270,000	\$ (50,000)

SCENARIO A

Provide larger percentage of requested amount to top-scoring proposals, minimum to next several proposals in order of ranking, until funding runs out.

CDBG Group								
CDBG Applicant	Program	Staff Recommendation	Amount Requested	Shortfall	Avg Score	Current FY CDBG Human Services Grant Am't	Other Current FY City Funding	Recmdded Amt - Current Year HS Funding
Sunnyvale Community Services	Brown Bag Food Program	\$ 75,000	\$ 75,000	\$ -	92	\$ 74,600	\$ -	\$ 400
InnVision Shelter Network	Emergency & Transitional Shelter	\$ 50,000	\$ 75,000	\$ (25,000)	79	\$ -	\$ -	\$ 50,000
YWCA of Silicon Valley	Domestic Violence Support Network	\$ 25,000	\$ 25,000	\$ -	79	\$ 15,200	\$ -	\$ 9,800
Bill Wilson Center	Family & Individual Counseling	\$ 25,000	\$ 35,000	\$ (10,000)	77	\$ 17,100	\$ -	\$ 7,900
MayView Community Health Center	Primary Health Care & Disease Prevention	\$ 25,000	\$ 25,000	\$ -	76	\$ 15,200	\$ -	\$ 9,800
Law Foundation of Silicon Valley	Fair Housing Services	CDBG Admin: \$20K	\$ 30,000	\$ (10,000)	75	\$ -	\$19,300 in CDBG Admin	\$ -
First United Methodist Church of Sunnyvale	Sunnyvale Senior Nutrition	\$ 15,000	\$ 27,122	\$ (12,122)	73	\$ 13,700	\$ -	\$ 1,300
Project Sentinel Inc.	Landlord-Tenant Counseling, Dispute Resolution	\$ -	\$ 50,000	\$ (50,000)	71	\$ -	\$45K in GF (budget supplement)	\$ -
Total CDBG Public Services (PS) Funds Recommended		\$ 200,000	\$ 342,122	\$ (107,122)				
Total CDBG PS Funds Available		\$ 215,000						

SCENARIO A:
General Fund (GF) Group

ATTACHMENT 3

General Fund Group **Scenario A:** Provide higher percentage of requested funds to higher-scoring agencies, with some adjustments to reflect current year funding levels.

Gen Fund Applicant	Program	Scoring Committee Recommendation	Amount Requested	Shortfall	Avg Score	Current FY Human Services Grant Am't	Other Current FY City Funding	Recmdd Amt - Current Year HS Funding
The Health Trust	Meals on Wheels	\$ 16,000	\$ 20,000	\$ (4,000)	87	\$ 10,300	\$ -	\$ 5,700
SALA	Legal Assistance for Sunnyvale Elders	\$ 10,000	\$ 10,000	\$ -	86	\$ 9,800	\$ -	\$ 200
Friends for Youth	Mentoring for Sunnyvale Youth	\$ 15,000	\$ 24,232	\$ (9,232)	84	\$0: Did not apply last cycle	\$ -	\$ 15,000
Catholic Charities of Santa Clara County	Day Break Adult Day Care / Respite Program	\$ 10,000	\$ 15,000	\$ (5,000)	84	\$ 10,300	\$ -	\$ (300)
Abilities United	Services for Disabled Adults	\$ 10,000	\$ 12,128	\$ (2,128)	83	\$ 10,300	\$ -	\$ (300)
West Valley Community Services	Outreach / Case Management for Homeless Clients	\$ 10,000	\$ 15,000	\$ (5,000)	79	\$ 9,800	\$ -	\$ 200
Silicon Valley Independent Living Center	Housing and Emergency Services for Persons with Disabilities	\$ 10,000	\$ 24,434	\$ (14,434)	77	\$ 9,800	\$ -	\$ 200
Family & Children Services of Silicon Valley	Youth Counseling	\$ 14,000	\$ 24,739	\$ (10,739)	76	\$ 17,700	\$ -	\$ (3,700)
Catholic Charities of Santa Clara County	Long-Term Care Ombudsman	\$ 10,000	\$ 12,000	\$ (2,000)	74	\$ 10,300	\$ -	\$ (300)
Friends of Vision Literacy	English Language Development Class	\$ 10,000	\$ 24,500	\$ (14,500)	74	\$ 9,800	\$ -	\$ 200
Healthier Kids Foundation of Santa Clara County	Vision Screening in Elementary Schools	\$ -	\$ 14,000	\$ (14,000)	70	\$13,700 (different program, same applicant)	\$ -	\$ -
Live Oak Adult Day Services	Adult Day Care (Cupertino site)	\$ -	\$ 15,000	\$ (15,000)	70	\$ 9,800	\$ -	\$ (9,800)
Habitat for Humanity	Financial Counseling	\$ -	\$ 14,000	\$ (14,000)	68	\$ -	\$ -	\$ -
Maitri	Maitri Legal Advocacy	\$ -	\$ 16,000	\$ (16,000)	65	\$ -	\$ -	\$ -
Total GF Recommended		\$ 115,000	\$ 241,033	\$ (126,033)				
Total GF Available		\$ 115,000						

SCENARIO B:
CDBG Group

ATTACHMENT 4

SCENARIO B

Provide minimum grant amount to all proposals, until funding runs out, and distribute excess (\$40,000) between top two high-scoring/high need proposals.

CDBG Group								
CDBG Applicant	Program	Scoring Committee Recommendation	Amount Requested	Shortfall	Avg Score	Current FY CDBG Human Services Grant Am't	Other Current FY City Funding	Recmdded Amt - Current Year HS Funding
Sunnyvale Community Services	Brown Bag Food Program	\$ 50,000	\$ 75,000	\$ (25,000)	92	\$ 74,600	\$ -	\$ (24,600)
InnVision Shelter Network	Emergency & Transitional Shelter	\$ 40,000	\$ 75,000	\$ (35,000)	79	\$ -	\$ -	\$ 40,000
YWCA of Silicon Valley	Domestic Violence Support Network	\$ 25,000	\$ 25,000	\$ -	79	\$ 15,200	\$ -	\$ 9,800
Bill Wilson Center	Family & Individual Counseling	\$ 25,000	\$ 35,000	\$ (10,000)	77	\$ 17,100	\$ -	\$ 7,900
MayView Community Health Center	Primary Health Care & Disease Prevention	\$ 25,000	\$ 25,000	\$ -	76	\$ 15,200	\$ -	\$ 9,800
Law Foundation of Silicon Valley	Fair Housing Services	CDBG Admin: \$20K	\$ 30,000	\$ (10,000)	75	\$ -	\$19,300 in CDBG Admin	\$ -
First United Methodist Church of Sunnyvale	Sunnyvale Senior Nutrition	\$ 25,000	\$ 27,122	\$ (2,122)	73	\$ 13,700	\$ -	\$ 11,300
Project Sentinel Inc.	Landlord-Tenant Counseling, Dispute Resolution	\$ 25,000	\$ 50,000	\$ (25,000)	71	\$ -	\$45K in GF (budget supplement)	\$ 25,000
Total CDBG Public Services (PS) Funds Recommended		\$ 215,000	\$ 342,122	\$ (107,122)				
Total CDBG PS Funds Available		\$ 215,000						

SCENARIO B:
General Fund Group

ATTACHMENT 5

General Fund Group **SCENARIO B:** Provide minimum amount to proposals in ranked order by score, until funding runs out. Leftover \$5,000 awarded to top-scorer.

Gen Fund Applicant	Program	Scoring Committee Recommendation	Amount Requested	Shortfall	Avg Score	Current FY Human Services Grant Am't	Other Current FY City Funding	Recmdded Amt - Current Year HS Funding
The Health Trust	Meals on Wheels	\$ 15,000	\$ 20,000	\$ (5,000)	87	\$ 10,300	\$ -	\$ 4,700
SALA	Legal Assistance for Sunnyvale Elders	\$ 10,000	\$ 10,000	\$ -	86	\$ 9,800	\$ -	\$ 200
Friends for Youth	Mentoring for Sunnyvale Youth	\$ 10,000	\$ 24,232	\$ (14,232)	84	\$0: Did not apply last cycle	\$ -	\$ 10,000
Catholic Charities of Santa Clara County	Adult Day Care / Respite Program (Sunnyvale site)	\$ 10,000	\$ 15,000	\$ (5,000)	84	\$ 10,300	\$ -	\$ (300)
Abilities United	Services for Disabled Adults	\$ 10,000	\$ 12,128	\$ (2,128)	83	\$ 10,300	\$ -	\$ (300)
West Valley Community Services	Outreach / Case Management for Homeless Clients	\$ 10,000	\$ 15,000	\$ (5,000)	79	\$ 9,800	\$ -	\$ 200
Silicon Valley Independent Living Center	Housing and Emergency Services for Persons with Disabilities	\$ 10,000	\$ 24,434	\$ (14,434)	77	\$ 9,800	\$ -	\$ 200
Family & Children Services of Silicon Valley	Youth Counseling	\$ 10,000	\$ 24,739	\$ (14,739)	76	\$ 17,700	\$ -	\$ (7,700)
Catholic Charities of Santa Clara County	Long-Term Care Ombudsman	\$ 10,000	\$ 12,000	\$ (2,000)	74	\$ 10,300	\$ -	\$ (300)
Friends of Vision Literacy	English Language Development Class	\$ 10,000	\$ 24,500	\$ (14,500)	74	\$ 9,800	\$ -	\$ 200
Healthier Kids Foundation of Santa Clara County	Vision Screening in Elementary Schools	\$ 10,000	\$ 14,000	\$ (4,000)	70	\$13,700 (different program, same applicant)	\$ -	\$ 10,000
Live Oak Adult Day Services	Adult Day Care / Respite Program (Cupertino site)	\$ -	\$ 15,000	\$ (15,000)	70	\$ 9,800	\$ -	\$ (9,800)
Habitat for Humanity	Financial Counseling	\$ -	\$ 14,000	\$ (14,000)	68	\$ -	\$ -	\$ -
Maitri	Maitri Legal Advocacy	\$ -	\$ 16,000	\$ (16,000)	65	\$ -	\$ -	\$ -
Total GF Recommended		\$ 115,000	\$ 241,033	\$ (126,033)				
Total GF Available		\$ 115,000						

Program Accomplishment Data for Current Human Services Applicants
Based on FY 2013-14 Quarterly and Annual Reports to the City

ATTACHMENT 6

AGENCY	PROGRAM	FY 2013-14 Grant Amount		Unit of Service	Units of Service Provided with Sunnyvale Grant \$		# of Clients Served with Sunnyvale Grant \$		Average Units of Service per Client	Cost per Unit	Cost per Client
		GRANTED	EXPENDED		PROPOSED	ACTUAL	PROPOSED	ACTUAL	Based on Reported Actuals, Sunnyvale-funded units/clients only		
Catholic Charities of Santa Clara County	Long Term Care Ombudsman	\$ 10,500	\$ 10,500	1 Hour of Visitation / Volunteer Training	246	220	316	349	0.6	\$ 48	\$ 30
Friends of Vision Literacy	English Language Development Class	\$ 10,000	\$ 10,000	1-Hour Class Session	80	80	74	74	1.1	\$ 125	\$ 135
Bill Wilson Center	Family & Individual Counseling Services for At-Risk Youth	\$ 17,500	\$ 17,500	1 Hour of Counseling	174	174	32	110	1.6	\$ 101	\$ 159
YWCA of Silicon Valley	Domestic Violence Support Network	\$ 15,500	\$ 15,500	1 Hour of Counseling	176	176	88	88	2.0	\$ 88	\$ 176
SALA	Legal Assistance to Sunnyvale Elders	\$ 10,000	\$ 10,000	1 Hour of Legal Services	130	130	40	44	3.0	\$ 77	\$ 227
MayView Community Health Center	Primary Health Care & Disease Prevention	\$ 15,500	\$ 15,500	1 Primary Care Visit	87	87	32	46	1.9	\$ 178	\$ 337
Project Sentinel Inc.	Landlord-Tenant Counseling & Dispute Resolution	\$ 20,000	\$ 20,000	Mediation Cases	55	55	55	55	1.0	\$ 364	\$ 364
Silicon Valley Independent Living Center	Housing and Emergency Services for Persons with Disabilities	\$ 10,000	\$ 10,000	1 Hour of Services	250	250	25	25	10.0	\$ 40	\$ 400
First United Methodist Church of Sunnyvale	Sunnyvale Senior Nutrition Program	\$ 14,000	\$ 14,000	1 Hot Lunch	2,253	2,253	27	27	83.4	\$ 6	\$ 519
Sunnyvale Community Services	Year-Round Food Program	\$ 76,000	\$ 76,000	1 Bag of Food	1,728	1,728	140	140	12.3	\$ 44	\$ 543
West Valley Community Services	Haven to Home	\$ 10,000	\$ 10,000	1 Hour of Case Mgt.	50	50	15	15	3.3	\$ 200	\$ 667
Family & Children Services of Silicon Valley	Family & Individual Counseling at CNC	\$ 18,000	\$ 18,000	1 Hour of Counseling	190	190	19	19	10.0	\$ 95	\$ 947
Healthier Kids Foundation of Santa Clara County	Insurance Coverage for Uninsured Kids	\$ 14,000	\$ 14,000	1 Month of Insurance Coverage	168	168	14	14	12.0	\$ 83	\$ 1,000
Law Foundation of Silicon Valley	Sunnyvale Fair Housing Services	\$ 19,300	\$ 19,300	Cases (Investigation or legal representation)	13	13	21	19	0.7	\$ 1,485	\$ 1,016
The Health Trust	Meals on Wheels	\$ 10,500	\$ 10,500	1 Meal Delivered	1,400	1,400	7	9	155.6	\$ 8	\$ 1,167
Live Oak Adult Day Services	Adult Day Care / Respite, Cupertino Site	\$ 10,000	\$ 10,000	8 Hours of Elder Care	60	60	4	4	15.0	\$ 167	\$ 2,500
Abilities United	Adult Services	\$ 10,500	\$ 10,500	1 Hour of Services	302	302	2	2	151.0	\$ 35	\$ 5,250
Catholic Charities of Santa Clara County	Adult Day Care / Respite, Sunnyvale Site (DayBreak)	\$ 10,500	\$ 10,500	8 Hours of Elder Care	50	50	2	2	25.0	\$ 210	\$ 5,250

Note: Two of the listed programs, Fair Housing and Tenant/Landlord Services, did not receive human services grants in FY 13-14, but they received City funding through administrative contracts. They are included here because they applied for human services funding this year, and similar performance data was available for their programs through their reporting and invoicing under those City contracts.

Accomplishments data was not available for new applicants which have not received prior City funding for human services: Maitri, InnVision/Shelter Network, and Habitat for Humanity