



# City of Sunnyvale

## Notice and Agenda Housing and Human Services Commission

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Wednesday, April 3, 2019

7:00 PM

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

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### Special Meeting

#### **CALL TO ORDER**

#### **SALUTE TO THE FLAG**

#### **ROLL CALL**

#### **ORAL COMMUNICATIONS**

*This category provides an opportunity for members of the public to address the commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow commissioners to take action on an item not listed on the agenda. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.*

#### **CONSENT CALENDAR**

- 1.A [19-0318](#) Approve the Housing and Human Services Commission Meeting Minutes of February 27, 2019

**Recommendation:** Approve the Housing and Human Services Commission Minutes of February 27, 2019 as submitted.

#### **PUBLIC HEARINGS/GENERAL BUSINESS**



- 2      [19-0363](#)      Evaluations and Funding Recommendations for FY 2019/20  
Human Services Grants and CDBG Capital Project Loans

**Recommendation:** Alternative 1: Recommend that City Council fund the CDBG capital project and human services proposals in the amounts shown in Attachments 2 to the report, and the General Fund human service proposals show in Attachment 3 to the report, with staff having the authority to make minor adjustments as needed once the final grant allocations arrive.

### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

### **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 website at [sunnyvale.ca.gov](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. (28 CFR 35.160 (b) (1))*





# City of Sunnyvale

## Agenda Item

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**19-0318**

**Agenda Date:** 4/3/2019

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**SUBJECT**

Approve the Housing and Human Services Commission Meeting Minutes of February 27, 2019

**RECOMMENDATION**

Approve the Housing and Human Services Commission Minutes of February 27, 2019 as submitted.





# City of Sunnyvale

## Meeting Minutes - Draft

### Housing and Human Services Commission

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Wednesday, February 27, 2019

7:00 PM

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

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#### **CALL TO ORDER**

Chair Gilbert called the meeting to order at 7:03 p.m.

#### **SALUTE TO THE FLAG**

Chair Gilbert led the salute to the flag.

#### **ROLL CALL**

**Present:** 5 - Chair Diana Gilbert  
Commissioner Patti Evans  
Commissioner Ken Hiremath  
Commissioner Elinor Stetson  
Vice Chair Vacant Vacant  
**Absent:** 2 - Vice Chair Joshua Grossman  
Commissioner Minjung Kwok

**Vice Chair Joshua Grossman (excused)**  
**Commissioner Minjung Kwok (excused)**  
**Council Liaison Russ Melton (absent)**

#### **PRESENTATION**

[19-0281](#) Proposals for CDBG and General Fund Human Services  
Funding for FY 2019/20 and FY 2020/21, and for  
CDBG/HOME Capital Project Loans for FY 2019/20

Housing Officer Jenny Carloni gave a brief introduction and noted 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 funding consideration. Those that have previously received funding from the City thanked the Commission for its past support of their programs.

1. Marina Balassi and Steven Zhou, Christian Church Homes: Plaza de las Flores Rehabilitation Project.



2. Charlie Weidanz, Abilities United: Adult Services.
3. Pai Venegas, Silicon Valley Independent Living Center: Housing and Emergency Services for Persons with Disabilities.
4. Georgia Bacil, Senior Adult Legal Assistance: Legal Assistance to Elders.
5. Sarah Norman, Friends for Youth: Youth Mentoring Services.
6. Milton Cadena, Catholic Charities of Santa Clara County: Adult Day Care Services aka Day Break Cares Program.
7. Teresa Johnson, The Health Trust: Meals-on-Wheels.
8. Jordan Dancer, Next Door Solutions to Domestic Violence: Support Services for Survivors of Domestic Violence.
9. Maritza Henry, Caminar/Family and Children Services: Sunnyvale Youth and Family Counseling Program.
10. Pilar Furlong, Bill Wilson Center: Family and Individual Counseling.
11. Wanda Hale, Catholic Charities of Santa Clara County: Long Term Care Ombudsman Program.
12. Chris Anderson, Downtown Streets Team: WorkFirst Sunnyvale in collaboration with Sunnyvale Community Services.
13. Marie Bernard, Sunnyvale Community Services: WorkFirst Sunnyvale in collaboration with Downtown Streets Team, and Food Assistance Program for Low-Income Sunnyvale Residents.
14. Ann Marquart, Project Sentinel: Fair Housing Services.

Following the presentations, the commissioners and staff thanked all the presenters for participating.

### **ORAL COMMUNICATIONS**

None.

### **CONSENT CALENDAR**

Chair Gilbert asked if there were any comments on the consent calendar item, or for a motion.

[19-0210](#)

Approve the Housing and Human Services Commission  
Meeting Minutes of January 23, 2019

Commissioner Evans moved and Commissioner Stetson seconded the motion to Approve the Housing and Human Services Commission Minutes of January 23, 2019 with modifications.

The motion carried by the following vote:



**Yes:** 5 - Chair Gilbert  
Commissioner Evans  
Commissioner Hiremath  
Commissioner Stetson  
Vacant

**No:** 0

**Absent:** 2 - Vice Chair Grossman  
Commissioner Kwok

### **PUBLIC HEARINGS/GENERAL BUSINESS**

None.

### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

None.

### **NON-AGENDA ITEMS & COMMENTS**

#### **-Commissioner Comments**

Commissioner Evans noted that her term will be ending in June and that a new Commissioner will need to be nominated to serve on the El Camino Real Specific Plan Advisory Committee in her place.

Staff agreed to add this item to a future agenda.

#### **-Staff Comments**

Housing Officer Carloni noted that there is still a vacancy in the Commission and asked the commissioners to encourage folks that might be interested in becoming a commissioner to submit an application to the City Clerk's Office.

She shared that the City Council discussed the Commissioners' letter during their Strategic Planning Session, and although they did not add or delete any new Council Policy Priorities, it still sparked a healthy discussion about housing and human services.

Lastly, she updated the Commissioners on the Housing Strategy progress. The first community outreach meeting was on 2/12 and approximately 90 people attended. There are two other meetings scheduled for specific stakeholder groups this month and she anticipates that a more formal update will be presented to the Commission



in May.

**ADJOURNMENT**

Chair Gilbert adjourned the meeting at 7:58 p.m.





# City of Sunnyvale

## Agenda Item

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**19-0363**

**Agenda Date: 4/3/2019**

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### **SUBJECT**

Evaluations and Funding Recommendations for FY 2019/20 Human Services Grants and CDBG Capital Project Loans

### **BACKGROUND**

Sunnyvale receives an annual allocation of Community Development Block Grants (CDBG) and Home Investment Partnership Program (HOME) from the federal government to be used for community development programs and local housing strategies designed to increase opportunities for low and very low-income residents. The City received 15 proposals for human services funding and two capital project proposals in response to the Request for Proposals (RFP) issued in January 2019. A list of the proposals is provided in Attachment 1. The staff scoring committee, consisting of several Community Development Department staff members, evaluated the proposals based on the requirements and evaluation criteria in Council Policy 5.1.3: Human Services, as well as the unmet and priority needs described in the City's 2015-2020 Consolidated Plan, and also using the scoring system provided in the RFPs.

### **Priority Needs for Human Services**

The Commission and City Council confirmed in November 2018 that the list of priority needs in the 2015-2020 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.

### **AVAILABLE FUNDING FOR FY 2019/20**

For the current fiscal year (2018/19) the City received a CDBG entitlement grant from the U.S. Department of Housing and Urban Development (HUD) of \$1,107,869. Consistent with HUD guidance, staff has developed the draft funding allocations for FY 2019/20 based on an assumption that CDBG funding will remain approximately the same as last year, but is aware that this may prove to be incorrect and adjustments may be required later in the process.

In addition to the FY 2019/20 allocation, staff estimates that approximately \$150,000 in CDBG program income will be received by the end of the current fiscal year. Program income consists of



loan payments on prior CDBG loans. So far this fiscal year, the City has received \$125,000 in program income, and the remaining \$25,000 is what staff expects to receive by June 30, 2019.

### **CDBG Capital Projects**

CDBG capital project proposals may include housing rehabilitation, economic development activities, public facilities and 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 improved, or beneficiaries of the activity (e.g., loan recipient, occupants of housing to be improved, job training program participants) must be lower-income.

Sunnyvale currently has 2018 CDBG funds that were uncommitted during the last RFP process. Staff estimates that amount to be approximately \$150,000, but will have an accurate accounting at the end of the current fiscal year. These funds can be applied towards FY 2019/20 capital projects, if needed.

### **CDBG Public Services Funding**

CDBG regulations limit public services funding to no more than 15% of the City's FY 2019/20 CDBG grant, plus 15% of CDBG program income received in the prior fiscal year (FY 2018/19). Based on this formula staff estimates that approximately \$187,500 will be available for public services for next year.

### **Supplemental General Funds for Human Services**

Council annually considers supplements to CDBG public services funding with general funds, referred to as the “Supplemental General Funds” for human services. In November 2018, Council set a tentative funding amount of \$135,000 in supplemental General Funds for each of the next two fiscal year's human services grants. This amount, established so that staff and the Commission will have a general idea of approximately how much funding will be available, will be confirmed or modified by Council during the final budget hearing in late June. If the General Fund allocation stays the same and the estimated CDBG funding described above is granted, an approximate total of \$322,500 in CDBG and General Funds would be available next year for human services grants. The maximum amount available for any single human services grant is set by Council policy at 25% of the total funds available for human services, which would be approximately \$80,000, based on an estimated total of \$322,500.

<b>ESTIMATED Funds Available for FY 2019/20</b>	<b>CDBG</b>
Entitlement Grant	\$1,100,000
FY 18/19 Program Income (PI)	\$150,000
<b>Total Budget Allocation Estimates Total Grant + PI</b>	<b>\$1,250,000</b>
Maximum Funds Available for Program Administration (20% of CDBG Grant)	\$250,000
Maximum Funds Available for Human Services (15% of CDBG Grant + PI)	\$187,500
Funds Available for Capital Projects*	\$812,000
<i>General Fund Supplement - Human Service Grants</i>	<i>\$135,000</i>

\* “Funds available for capital projects” includes activities funded through the City's Home Improvement Program (approximately \$50k).



**FY 2019/20 FUNDING PROPOSALS****Staff Scoring Committee**

The staff scoring committee met 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 in Attachments 2 and 3.

**CDBG Capital Project Proposals**

A CDBG Capital Project RFP is issued on an annual basis. For FY 2019/20, two capital project proposals were received, as shown in Attachment 2. Sufficient funds are estimated to be available for both capital project proposals at or near the amounts requested. Staff recommendation is to fund, in full, both Christian Church Home and Sunnyvale Community Services' proposals, totaling \$741,139. Should there be a reduction in final funding allocations, the reduction shall come from the WorkFirst Sunnyvale funding award due to its lower ranking. Should there be excess funding from the final allocations, excess funding can be added to the rehabilitation project for contingency purposes and shall be set aside for the City's annual planned allocation for ADA Curb Ramps, slated for construction in FY 2020/21.

**Human Services Proposals****CDBG Public Services Recommendations**

As shown on Attachment 2, for the CDBG Public Service applicants, staff recommends funding five applicants for a total of \$180,000. The total requested amount of funding is \$197,800. Staff is recommending a lower funding amount for three prospective grantees to stay within estimated available funding. Two applicants requested the minimum funding amount and no changes are recommended. Although ranked number one, a \$10,000 reduction is recommended for the Food Assistance Program for Low-Income Sunnyvale Residents (Sunnyvale Community Services), consistent with the prior allocation. Two other programs (ranked three and four) are recommended for reduction by \$2,800 and \$5,000. If the City's final grant amount is significantly lower or higher than the estimate shown above, staff may recommend reducing or increasing funding from the lower and higher scoring proposals and/or adjusting the recommended funding for one or more of these proposals.

**General Fund (GF) Recommendations**

Seven applications were received for FY 2019/20 General Fund Human Service grants, seen in Attachment 3. Available funding for FY 2019/20 and FY 2020/21 is tentatively set at \$135,000, with total application requests of over \$145,000. With the increase in funding this year, all seven General Fund proposals are recommended to receive a funding allocation, ranging from \$10,000 to \$24,000. Using the staff rankings, funding was cut from programs that were ranked lowest or had incomplete applications. Since the funding is awarded on a two-year cycle, funding applications approved this year will automatically receive the same funding level for the next fiscal year without staff reissuing a Human Services RFP.

**HOME Funding Recommendations**

The City did not receive any applications for FY 2019/20 HOME Funds. The City anticipates to roll the funds forward and issue a larger RFP in January 2020. Sunnyvale will also have an opportunity to



join the Santa Clara County HOME Consortium starting in FY 2020/21, which could be considered later in 2019. The Consortium brings together interested cities who currently receive HOME allocations, and allow those cities to combine HOME funds for a broader scope of housing projects and to better meet timeliness requirements. Over time, each city will receive their share of HOME funding; the consortium removes the barrier of spending money on an annual basis and allows consolidation for deeper funding of fewer projects in each community. Many of the smaller cities in Santa Clara County already participate with the County in the HOME Consortium.

### **NEXT STEPS**

Staff will include the Housing and Human Services Commission (HHSC) CDBG funding recommendations in the draft 2019 Action Plan, which will be considered by the HHSC at its regular meeting on April 17, 2019. At that time the HHSC may make changes to the funding recommendations if needed, such as if new information becomes available regarding the federal appropriations for the City's CDBG entitlement grant. The 2019 Action Plan will then be reviewed by the Council on May 7, 2019 before being submitted to HUD.

The Commission's recommendations for GF human services will be considered by the Council at the Budget Hearing on June 25, 2019. Awards will not become final until after Council adopts the final FY 2019/20 budget and HUD approves the City's 2019 Action Plan.

### **ALTERNATIVES**

1. Recommend that City Council fund the CDBG capital project and human service proposals in the amounts shown in Attachments 2 to this report, and the General Fund human service proposals shown in Attachment 3 to this report, with staff having the authority to make minor adjustments as needed once the final grant allocations arrive.
2. Recommend that City Council fund one or more of the proposals with a different amount(s) than those recommended by staff under Alternative 1, not to exceed the total amount of funding estimated to be available for each type of proposal and/or funding source.

### **RECOMMENDATION**

Alternative 1: Recommend that City Council fund the CDBG capital project and human services proposals in the amounts shown in Attachments 2 to the report, and the General Fund human service proposals show in Attachment 3 to the report, with staff having the authority to make minor adjustments as needed once the final grant allocations arrive.

Prepared by: Jenny Carloni, Housing Officer

Reviewed by: Trudi Ryan, Director, Community Development

### **ATTACHMENTS**

1. FY 2019/20 List of Grant Proposals Received
2. FY 2019/20 CDBG Draft Funding Recommendations
3. FY 2019/20 General Fund Human Services Draft Funding Recommendations
4. FY 2019/20 Capital Project and Human Services Proposals



## FY 2019/20 List of Grant Proposals Received

Agency Name	Program	Funding Amount Requested	
		CDBG	GF
Christian Church Homes [CAPITAL]	Energy Efficiency/ Window Replacement	\$ 308,646	
Sunnyvale Community Services CDBO [CAPITAL]	WorkFirst Sunnyvale (w/ DTST)	\$ 432,493	
Bill Wilson Center	Family & Individual Counseling	\$ 35,000	
First United Methodist Church of Sunnyvale	Sunnyvale Senior Nutrition	\$ 32,800	
Project Sentinel	Sunnyvale Fair Housing Services	\$ 25,000	
Sunnyvale Community Services	Food Assistance for Low-Income Sunnyvale Residents	\$ 80,000	
YWCA of Silicon Valley	Domestic Violence-Support Network	\$ 25,000	
Abilities United	Adult Services		\$ 11,531
Caminar	Youth and Family Counseling		\$ 15,000
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		\$ 10,000
Friends for Youth	Mentoring Services: A Positive Alternative for Sunnyvale Youth		\$ 15,000
Live Oak Adult Day Services	Adult Day Care - Cupertino Center		\$ 10,000
Next Door Solutions to Domestic Violence	Domestic Violence Case Management		\$ 10,000
SALA	Legal Assistance to Sunnyvale Elders		\$ 11,250
Silicon Valley Independent Living Center	Housing and Emergency Services for Persons with Disabilities		\$ 23,400
The Health Trust	Meals on Wheels		\$ 24,000
Total Requested		\$ 938,939	\$ 145,181



## FY 2019/20 CDBG Draft Funding Recommendations

Agency Name	Program	Final Rank	Average Staff Rating	Funding Amount Requested		Funding Recommendation	
				Capital Projects	Public Services	Capital Projects	Public Services
Christian Church Homes	Energy Efficiency/ Window Replacement @ Plaza de las Flores	1	77.67	\$ 308,646		\$ 308,646	
Sunnyvale Community Services CDBO	WorkFirst Sunnyvale	2	75.00	\$ 432,493		\$ 432,493	
Sunnyvale Community Services	Food Assistance for Low-Income Sunnyvale Residents	1	95.33		\$ 80,000		\$ 70,000
YWCA of Silicon Valley	Domestic Violence-Support Network	2	91.00		\$ 25,000		\$ 25,000
First United Methodist Church of Sunnyvale	Sunnyvale Senior Nutrition	3	87.00		\$ 32,800		\$ 30,000
Bill Wilson Center	Family & Individual Counseling	4	79.00		\$ 35,000		\$ 30,000
Project Sentinel	Sunnyvale Fair Housing Services	5	76.67		\$ 25,000		\$ 25,000
Total Funding Recommendations						\$ 741,139	\$ 180,000
Total Funds Available						\$ 760,000	\$ 180,000
Uncommitted 2018 Funds*						\$ 150,000	\$ -
Uncommitted Remaining Funds **						\$ 168,861	\$ -

\* Uncommitted 2018/19 Funds will be accounted for at the end of FY 18/19.

\*\*All remaining 2018 and 2019 CDBG funds to be earmarked for Curb Ramps



## FY 2019/20 General Fund Human Services Draft Funding Recommendations

Agency Name	Program	Final Rank	Average Staff Rating	Funding Amount Requested	Draft Recommendation
SALA	Legal Assistance to Sunnyvale Elders	1	90.33	\$ 11,250	\$ 11,250
Catholic Charities of Santa Clara County	Long Term Care Ombudsman	2	88.67	\$ 10,000	\$ 10,000
The Health Trust	Meals on Wheels	3	86.00	\$ 24,000	\$ 24,000
Abilities United	Adult Services	4	84.67	\$ 11,531	\$ 11,500
Catholic Charities of Santa Clara County	Day Break Cares-Adult Day Care Program	5	82.00	\$ 15,000	\$ 15,000
Live Oak Adult Day Services	Adult Day Care - Cupertino Center	6	81.33	\$ 10,000	\$ 10,000
Next Door Solutions to Domestic Violence	Domestic Violence Case Management	7	77.67	\$ 10,000	\$ 10,000
Friends for Youth	Mentoring Services: A Positive Alternative for Sunnyvale Youth	8	76.00	\$ 15,000	\$ 14,000
Caminar	Youth and Family Counseling	9	75.00	\$ 15,000	\$ 13,000
Silicon Valley Independent Living Center	Housing and Emergency Services for Persons with Disabilities	10	65.00	\$ 23,400	\$ 16,250
Total Funding Recommendations					\$ 135,000
Total Funds Available					\$ 135,000
Remaining Funds					\$ -



## FY 2019/20 Capital Project and Human Services Proposals



City of Sunnyvale PY2019  
Request for Proposals for Capital and Affordable Housing Projects

RESET FORM

## COVER SHEET

☒ ORIGINAL ☐ COPY

### PART 1 – GENERAL INFORMATION

Organization Name: Christian Church Homes  
 Project Name: Plaza De Las Flores  
 Contact Person: Lilia Gomez Title: Director of Property Management  
 Email: lgomez@cchnc.org Phone: 5107464188  
 Mailing Address: 303 Hegenberger Road Suite 201, Oakland, CA 94621  
 Fax: \_\_\_\_\_ Tax ID: 51-0560828 DUNS<sup>1</sup> Number: 078403442

### PART 2 – LOAN REQUEST

1. Requested Amount	308,646.04
2. Other Funding Sources (match)	77161.51
3. Total Project Cost (Line 1 + Line 2)	385,807.55
4. Percentage of City of Sunnyvale funds toward Total Project Cost (Line 1 / Line 3)	.80%
5. Type of funds requested (you may select more than one)	<input checked="" type="checkbox"/> CDBG <input checked="" type="checkbox"/> CDBG Program Income <input type="checkbox"/> HOME

### PART 3 – PROJECT DESCRIPTION

Please provide a **brief** description of the proposed project. The description should be no more than 5 sentences, describe the project, not the organization, the number of unduplicated persons the project will serve, and/or other measurable objectives the project will meet during the contract period.

Christian Church Homes is requesting funds to replace 37 single-pane windows with dual-pane windows for the Plaza de las Flores Apartment Community that houses low and very-low income senior and disabled citizens. Dual pane windows will minimize noise, decrease utility costs and maintain heat inside their apartments and at the present time, the noise from the Office Bar on the E. Washington side of the property creates daily and late-night disturbances and the development of the infra-structure for the City Line Project is contributing to noise disturbances on the opposite corner of the property.

<sup>1</sup> The DUNS number is a unique nine-character number used by the federal government to identify your organization. If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge, at: <http://fedgov.dnb.com/webform>.



### **PART 3 – PROJECT DESCRIPTION**

Please provide a **brief** description of the proposed project. The description should be no more than 5 sentences, describe the project, not the organization, the number of unduplicated persons the project will serve, and/or other measurable objectives the project will meet during the contract period.

**Response:**

Christian Church Homes is requesting funds to replace 37 single-pane windows with dual-pane windows for the Plaza de las Flores Apartment Community that houses low and very-low income senior and disabled citizens. Dual pane windows will minimize noise, decrease utility costs and maintain heat inside their apartments and at the present time, the noise from the Office Bar on the E. Washington side of the property creates daily and late-night disturbances and the development of the infra-structure for the City Line Project is contributing to noise disturbances on the opposite corner of the property. CCH would like to take preventative measures to minimize the noise levels prior to the concentrated construction that will be taking place in the very near future to complete the City Line Project. Once the City Line project is completed, the impact of the increased number of persons and cars frequenting the area will contribute to an ongoing increased noise level. The noise has been affecting our Senior Citizens up to the point that they and their physicians are requesting "reasonable accommodations" and asking us to move them to another side of the apartment complex, however the other side of the building is closest to the development of the City Line, which will become a separate noise disturbance at a later time.



City of Sunnyvale PY2019  
Request for Proposals for Capital and Affordable Housing Projects

TAB A

### Applicant Information

Type of Organization: Affordable Housing Provider for Seniors

(Check all that apply)

☒ Non-Profit

☐ Public Agency

☐ Faith-Based Non-Profit

☐ CHDO (HOME Applicants)

☐ Sunnyvale CBDO

Name of Organization: Christian Church Homes

Mailing Address: 303 Hegenberger Road Suite 201

City, State, Zip Code: Oakland, CA 94621

Physical Address of Project: 233 Carrol Street

City, State, Zip Code: Sunnyvale

Contact Person: Lilia Gomez

Telephone: 5107464188

Fax: \_\_\_\_\_

Email Address: lgomez@cchnc.org

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	Steven Zhou, Community Mgr.	4087738120
	Hermey Almonte, Portfolio Mgr.	5106326712
<b>Finance Contact</b>	Syd Najeeb, COO/CFO	5107464108
<b>Application Contact</b> Person who wrote this application	Marina Balassi, Portfolio Mgr.	(415) 450-5089
<b>Authorized Contact</b> Person authorized to make commitments on behalf of the organization	Syd Najeeb, COO/CFO	5107464108
	Don Stump, President	(510) 746-4104

I certify that the information contained in this application is true and correct, and that it contains no falsifications, misrepresentations, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, tenants displaced, or construction begun on the proposed project and that none will be done prior to issuance of a release of funds by City of Sunnyvale.



Signature of Authorized Contact Listed Above

Marina Balassi

Typed Name

2.11.2019

Date

Portfolio Manager

Title



## SECTION 1: ORGANIZATIONAL CAPACITY AND EXPERIENCE

Use only the space provided.

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, and
- CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)
- CHDO status, if applying for HOME funds.

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).

Christian Church Homes (CCH) is a non-profit organization that builds and manages affordable housing communities for low and extremely low-income Senior Citizens. CCH's focus is to insure that Senior Citizens live and thrive in the comfort of their own homes--paying a lower rent amount that accommodates their monthly or annual income. Having served over 100,000 seniors over 62 years of age for 58 years, CCH has now grown to 61 caring communities that are, "More Than A Home" to Residents in seven states. CCH has 58 years of directly working with the senior and elderly population of the affordable housing industry and employs a Team that has 175 years of combined affordable housing experience in various HUD programs--such as PRAC 202, HOME, CalHFA, BOND, Tax Credit and Section 8 Project-Based Housing.

B. Previous experience using federal funds:

1. Does your organization have previous experience with capital projects involving federal funds?

☒ Yes    ☐ No    If no, skip to question 4.

2. If yes, how many years of previous experience do you have with federally funded projects?

Years: **58 years**

Briefly describe your experience below:

Over the years, Christian Church Homes (CCH) has performed numerous capital improvement projects, such as appliance and flooring replacement up to major \$33 million renovation at Garfield Park Apartments located in Santa Cruz, CA. renovations in the amount of \$33 million developing and managing affordable housing for low and extremely low-income Senior Citizens. In 1961 CCH began their mission to insure that Senior Citizens could afford a quality standard of living. At the present time, CCH is managing 61 Senior communities



## SECTION 1: ORGANIZATIONAL CAPACITY AND EXPERIENCE

*Use only the space provided.*

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, and
- CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)
- CHDO status, if applying for HOME funds.

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).

Response:

Christian Church Homes (CCH) is a non-profit organization that builds and manages affordable housing communities for low and extremely low-income Seniors Citizens. CCH's focus is insure that Senior Citizens live and thrive in the comfort of their own homes--paying a lower rent amount that accommodates their monthly or annual income. Having served over 100,000 seniors over 62 years of age for 58 years, CCH has now grown to 61 caring communities that are, "More Than A Home" to Residents in seven states.

CCH has 58 years of directly working with the senior and elderly population of the affordable housing industry and employs a Team that has 175 years of combined affordable housing experience in various HUD programs--such as PRAC 202, HOME, CalHFA, BOND, Tax Credit and Section 8 Project-Based Housing.

2. If yes, how many years of previous experience do you have with federally funded projects? Years:

Briefly describe your experience below:

Response:

Over the years, Christian Church Homes (CCH) has performed numerous capital improvement projects, such as appliance and flooring replacement up to major \$33 million renovation at Garfield Park Apartments located in Santa Cruz, CA. renovations in the amount of \$33 million developing and managing affordable housing for low and extremely low-income Senior Citizens. In 1961 CCH began their mission to insure that Senior Citizens could afford a quality standard of living. At the present time, CCH is managing 61 Senior communities funded by various federal programs, including, PRAC 202, 811; Section 8 Project-Based; Mark up to Market Contracts.



City of Sunnyvale PY2019  
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TAB B

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

☒ No

If yes, indicate the actions cited in the space provided below.

N/A

4. If your organization does not have experience with federally funded projects, how will you ensure adherence to federal requirements? List examples of related experience or your plan to hire additional staff/contractors.

N/A

C. Previous experience with City-funded projects

1. Do you have previous experience with City-funded projects?

☒ Yes

☐ No

If yes, please describe below.

Christian Church Homes received \$1 million the City of Oakland for rehabilitation work on South Lake Towers; received funds and worked with the City of Oakland on Harrison Street Apartments; received funds from the County of Alameda for Westlake Christian Terrace Apartments.

2. Has your organization received HUD funds previously from the City of Sunnyvale?

☐ Yes

☒ No

If yes, please describe below. If no, skip to question 5.

N/A



*City of Sunnyvale PY2019  
Request for Proposals for Capital and Affordable Housing Projects*

**TAB B**

3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date (mm/dd/yy) of your last City of Sunnyvale monitoring visit?
4. Were there any findings and/or concerns identified during your last monitoring visit by the City?

☐ Yes    ☒ No

If yes, indicate the findings and/or concerns cited, the corrective action taken, and the date the City of Sunnyvale cleared the findings and/or concerns.

N/A

5. If your organization has not received funds from the City of Sunnyvale, describe your experience managing similar projects funded by other public sources (state, federal, other local government).

CCH is proud to be one of the oldest providers of senior housing in Northern California and our quest to continue to offer the senior population safe, secure and code-compliant modern residences coupled with programs and services that offer basic life-navigation help and tools is why we continue to partner and be awarded funding from the various City, County, State and Federal Agencies. Our Senior Community oversight insure complete adherence to all applicable federal, state and local regulatory requirements and codes relating to housing safety, quality and habitability.

Components and due diligence of managing publicly funded properties:

- Understanding and implementing regulatory requirements
- Use of various resources, i.e., HUD 4350.3 and 4350.1 manuals; abiding by and enforcing municipal code rules and regulations
- Maintain affordable housing program compliance to insure the Resident's meet the income and occupancy requirements
- Renew HUD contracts; completing utility allowance analysis and rental comparability studies
- Adhere to property management company policies (used outside of Program Compliance



5.

If your organization has not received funds from the City of Sunnyvale, describe your experience managing similar projects funded by other public sources (state, federal, other local government).

Response:

CCH is proud to be one of the oldest providers of senior housing in Northern California and our quest to continue to offer the senior population safe, secure and code-compliant modern residences coupled with programs and services that offer basic life-navigation help and tools is why we continue to partner and be awarded funding from the various City, County, State and Federal Agencies. Our Senior Community oversight insure complete adherence to all applicable federal, state and local regulatory requirements and codes relating to housing safety, quality and habitability.

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- Understanding and implementing regulatory requirements
- Use of various resources, i.e., HUD 4350.3 and 4350.1 manuals; abiding by and enforcing municipal code rules and regulations
- Maintain affordable housing program compliance to insure the Resident's meet the income and occupancy requirements
- Renew HUD contracts; completing utility allowance analysis and rental comparability studies
- Adhere to property management company policies (used outside of Program Compliance requirements) including unit transfer, rent collection, ADA guidelines and Fair Housing regulations



City of Sunnyvale PY2019  
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## TAB B

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 <sup>2</sup> of Office	Length of Service
	Y / N				
Carroll Cotten	N	Retired	Chair July 2015 - June 2021	2 <sup>nd</sup>	6 yrs
Gerald Lang	N	VP @ Church Foundation	Vice Chair July 2016 - June 2019	1 <sup>st</sup>	3 yrs
Ann Willard	N	Retired	Secretary July 2015 - June 2021	2 <sup>nd</sup>	6 yrs
Nicholas Kolivas	N	Retired	Treasurer July 2016 - June 2019	1 <sup>st</sup>	3 yrs
Charles Blaisdell	N	Retired	July 2017 - June 2020	1 <sup>st</sup>	3 yrs
Hartzell Cobbs	N	Retired	July 2017 - June 2020	1 <sup>st</sup>	3 yrs
Mary Donovan Turner	N	Retired	July 2018 - June 2020	1 <sup>st</sup>	2 yrs
Edward Gomez	N	Clergy, Episcopal Church	July 2016 - June 2020	1 <sup>st</sup>	4 yrs
Thomas Harshman	N	Sr. Chaplain, Dignity	July 2016 - June 2019	1 <sup>st</sup>	3 yrs
Kevin Liu	N	Sr. VP @ Wells Fargo	July 2015 - June 2021	2 <sup>nd</sup>	6 yrs
Connie Inghish	N	Retired	July 2018 - June 2021	1 <sup>st</sup>	3 yrs
Yolanda Marquez-Lucar	N	Retired	July 2016 - June 2019	1 <sup>st</sup>	3 yrs

<sup>2</sup> Beginning and Ending Years



## SECTION 2: EVIDENCE OF NEED FOR PROJECT

Complete this section accurately and completely. Use only the space provided.

### 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 Activity”.

1. Method of determining eligibility.

- ☐ Area benefit  
☒ Limited Clientele  
☐ Activity Job Creation

The Plaza de las Flores replacement window project falls within the CDBG Housing Rehabilitation category. This type of rehabilitation project will provide benefits on various levels, such as:  
 Improve the mental and emotional health of our Seniors; stabilize and maintain the integrity of the Property, which is important for the pro of the SeniorDuel-pane windows will benefit the Seniors by minimizing noise that will lessen the noise level; improve their emotional health and improve benefit the Residents, creaof this project affects short and long term goals to the Residents and This particular housing community is governed by the HUD PRAC 202

B. Number of unduplicated Sunnyvale households (or individuals) to be served by the proposed capital project:

Column A	Column B	Column C
Total number of unduplicated households served	Number of unduplicated lower-income households to be served	*Percentage of lower-income households served (B/A=C)
Example: 500	350	70%
110	37	33%



## 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 Activity”.

1. Method of determining eligibility. Area benefit  
Limited Clientele Activity Job Creation

Response:

Plaza de las Flores windows have not been replaced since 1978, which is 41 years ago.

The Plaza de las Flores replacement window project falls within the CDBG Housing Rehabilitation category. The dual-pane window replacement project will provide benefits on various levels, such as: minimize the noise level, which will improve the mental and emotional health of our Senior Residents; stabilize and maintain the integrity of the Property, which helps sustain housing for the up and coming baby-boomer generation; and improve heat retention inside their units—at the same time, lessening their cost for heat.

Resident noise complaints and reasonable accommodation requests are increasing due to the Resident's health affects. We have approved four out of the seven reasonable accommodation requests at this time.



### 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.

According to the City of Sunnyvale Housing Needs Assessment, as of 2010 Sunnyvale's senior/elderly population increased to 11% by 2010. National statistic shows the growth of persons born between 1946 and 1964 will reach the age of 65 by 2023. This increase will affect all Cities including the City of Sunnyvale. The Census Bureau data states that the City of Sunnyvale had an increase of Senior Citizen growth by 12% from 2010 to 2018.

On a national percentage basis, the country is shifting from a historical norm of 12-13% of the population being over 65 to 20% of the population being over 65. This translates into numbers of having 40 million seniors in the USA to 75 million by year 2025. Within this senior population, the fastest growing subset is the oldest seniors, those over 85, who are growing at a rate of 75% faster than historical trends.

On top of these severe demographic trends, there are also socio economic trends which show a concentration of wealth within the top 5% of the population, and a decrease of resources among the elderly and low wage earners.

As affordable housing providers, we also face a decline in governmental housing sources for affordable housing (the complete collapse of the HUD 202 program for seniors), and the decline of older housing stock built in the 1960's – 1980's.

Facing this unique combination of an aging population, aging properties, and declining resources, CCH is deeply committed to maintaining the housing stock we already have and supplementing the housing programs with as many upgrades, property improvements and service programs as possible.



### **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.

**Response:**

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City of Sunnyvale PY2019  
Request for Proposals for Capital and Affordable Housing Projects

TAB B

**Part 4 – Matching Funds**

- A. List the funding from other sources for this capital project in the following table. If additional rows are needed attach one single table with all the information or combine similar funding sources on table below.

Funding Source	Amount	Status as of Feb. 11, 2019. Approved, Pending or Denied*	Award Date
Christian Church Homes	25%	Select	
		Select	
		Select	
		Select	
		Select	
		Select	
<b>Total</b>	<b>25% of bid</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.

We are bound by a 55-year contract with HCD; 20-year HAP Contract with HUD.



## **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 Tab D.

Plaza de las Flores  
233 Carroll Street  
Sunnyvale, CA. 94086

Assessor's Parcel Number: 209-10-063-00  
See Tab B for attached maps.

### **Part 2 – Project Readiness (Use only the space provided.)**

#### **A. Work Plan / Project Readiness**

Explain your project's work plan, including the activities you will undertake to achieve the project's goal. Describe how ready you are to begin the project by July 2013 and how you can expend the CDBG or HOME funds and complete the project within 12 months. 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.

The project goal is to replace each apartment's single-pane windows with dual-pane windows within 12 months or less after being awarded CDBG funds. Due to the nature of this project, it is viable that project completion would be within six to eight months.

To achieve our goal by following the design plan includes:

- Approving the type and quality of windows provided in bids by Contractors
- Once Contractor is selected, we will provide the Contractor with a down-payment in order to secure job
- 30-day notice provided to Residents prior to project commencement
- Unit (apartment) list created in order of window replacement
- Each unit will be cleaned immediately after windows are installed
- Contractor will be given 50% of remaining balance when 50% of windows have been replace
- Contract will receive final payment upon project completion

Contractor must provide prior to project commencement:

- a. permits for work plan
- b. determine the amount of time to replace the windows in each unit



**Part 2 – Project Readiness** (Use only the space provided.)**A. Work Plan / Project Readiness**

Explain your project's work plan, including the activities you will undertake to achieve the project's goal. Describe how ready you are to begin the project by July 2013 and how you can expend the CDBG or HOME funds and complete the project within 12 months. 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.

**Response:**

The project goal is to replace each apartment's single-pane windows with dual-pane windows within 12 months or less after being awarded CDBG funds. Due to the nature of this project, it is viable that project completion would be within six to eight months.

To achieve our goal by following the design plan includes:

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- Each unit will be cleaned immediately after windows are installed
- Contractor will be given 50% of remaining balance when 50% of windows have been replaced
- Contract will receive final payment upon project completion

Contractor must provide prior to project commencement:

- a. permits for work plan
- b. determine the amount of time to replace the windows in each unit
- c. work with CCH to provide excellent customer service to the Residents



City of Sunnyvale PY2019

Request for Proposals for Capital and Affordable Housing Projects

TAB B

## B. Implementation Schedule

Milestone	Target Date
1. Contract Start Date	immediately after funding is approved
2. Design and Permitting	immediately after funding is approved
3. Initiation of Construction/Project	immediately after funding is approved
4. Completion of Construction/Project	one-year after award is funded
5. 50% of Funds Expended and Drawn	when 50% of windows are installed
6. 100% of Funds Expended and Drawn	remaining expended upon completion
7. Project Completion and Reporting	as requested

C. Performance Measurement System: Complete the following tables with information about the CDBG objectives and outcomes of your proposed project. If applying for HOME funds, select the Affordable Housing objective.

1. CDBG OBJECTIVE (select one)	2. CDBG OUTCOME (select one)
<input type="checkbox"/> Creating a Suitable Living Environment	<input type="checkbox"/> Availability/Accessibility
<input checked="" type="checkbox"/> Providing Decent Affordable Housing	<input checked="" type="checkbox"/> Affordability
<input type="checkbox"/> Creating Economic Opportunities	<input type="checkbox"/> Sustainability

3. 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)	1		1
Very Low Income (<50% AMI)	98		98
Disabled Persons	13		13
Female-Headed Households	54		54
Elderly	N/A		N/A
Youth	N/A		N/A
Homeless Persons	1		1
Other Special Needs:	N/A		N/A



**Part 3 – Construction Project Description**

A. Does your project involve:

New construction? ☐ Yes ☐ No  
Major rehabilitation?\* ☐ Yes ☐ No  
Minor rehabilitation? ☒ Yes ☐ 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?

☐ Yes ☒ No If yes, provide date site control acquired:

If no, explain *how* you intend to secure site control prior to the start of this project. Include the anticipated acquisition date(s).

N/A

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 ☒ No

Provide a pro-forma with detailed information about operating funds available for the facility for at least 15 years and include as an attachment in Tab C.

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)?

☐ Yes: Temporary ☐ Yes: Permanent ☒ No Relocation needed

If you answered yes to either type of relocation, please attach a URA-compliant relocation plan in Tab F or G, as applicable.



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

Plaza de las Flores is a senior community located in the heart of Silicon Valley. It was built in 1983 and subsequently purchased and rehabilitated by Christian Church Homes in 2005. It offers 100 one bedroom apartments to very low income seniors age 62 and older. Plaza's appealing architecture, décor, and landscaping, coupled with a premium location make it an excellent choice to call home.

**APARTMENT AMENITIES:**

Complete kitchen with electric range, refrigerator and garbage disposal

Carpeting and window coverings

Balcony or patio

Limited number of apartments are accessible for the mobility impaired

**COMMUNITY AMENITIES AND SERVICES:**

Onsite Service Coordination and activity planning

Electronically controlled access to building

Beautifully landscaped, park-like inner courtyard with water feature

Computers for resident use

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.**

The support was initiated by the Residents who have valid concerns regarding noise issues. We have included letters of support from Residents and one commercial business located near Plaza de las Flores.



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

Response:

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APARTMENT AMENITIES:

Complete kitchen with electric range, refrigerator and garbage disposal

Carpeting and window coverings

Balcony or patio

Limited number of apartments are accessible for the mobility impaired

COMMUNITY AMENITIES AND SERVICES:

Onsite Service Coordination and activity planning

Electronically controlled access to building

Beautifully landscaped, park-like inner courtyard with water feature

Computers for resident use

Nearby Farmers' Market

Community room for regularly scheduled activities

Limited gated covered parking

Onsite laundry room

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.**

Response:

The support was initiated by the Residents who have valid concerns regarding noise issues.

We have included letters of support from Residents and one commercial business located near Plaza de las Flores.



## 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.

Christian Church Homes will provide 25% to match funds awarded.

### 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

Christian Church Homes provides management and financial expertise to leverage government funding, tax credit and private investments to address one of the critical needs facing us today--adequate housing for senior who are poor, homeless or facing housing insecurity.

Coupled with CCH's financial expertise, we are also governed by BKR, Certified Public Accountants who monitor and audit our financial records on an annual basis. As you will see, I have included their letter of approval of all in-house financial reporting, record keeping, accounting systems and payment procedures.

Provide the most recent Board-approved financial audit as an **attachment** to the original application in Tab E.



City of Sunnyvale PY2019

Request for Proposals for Capital and Affordable Housing Projects

TAB D

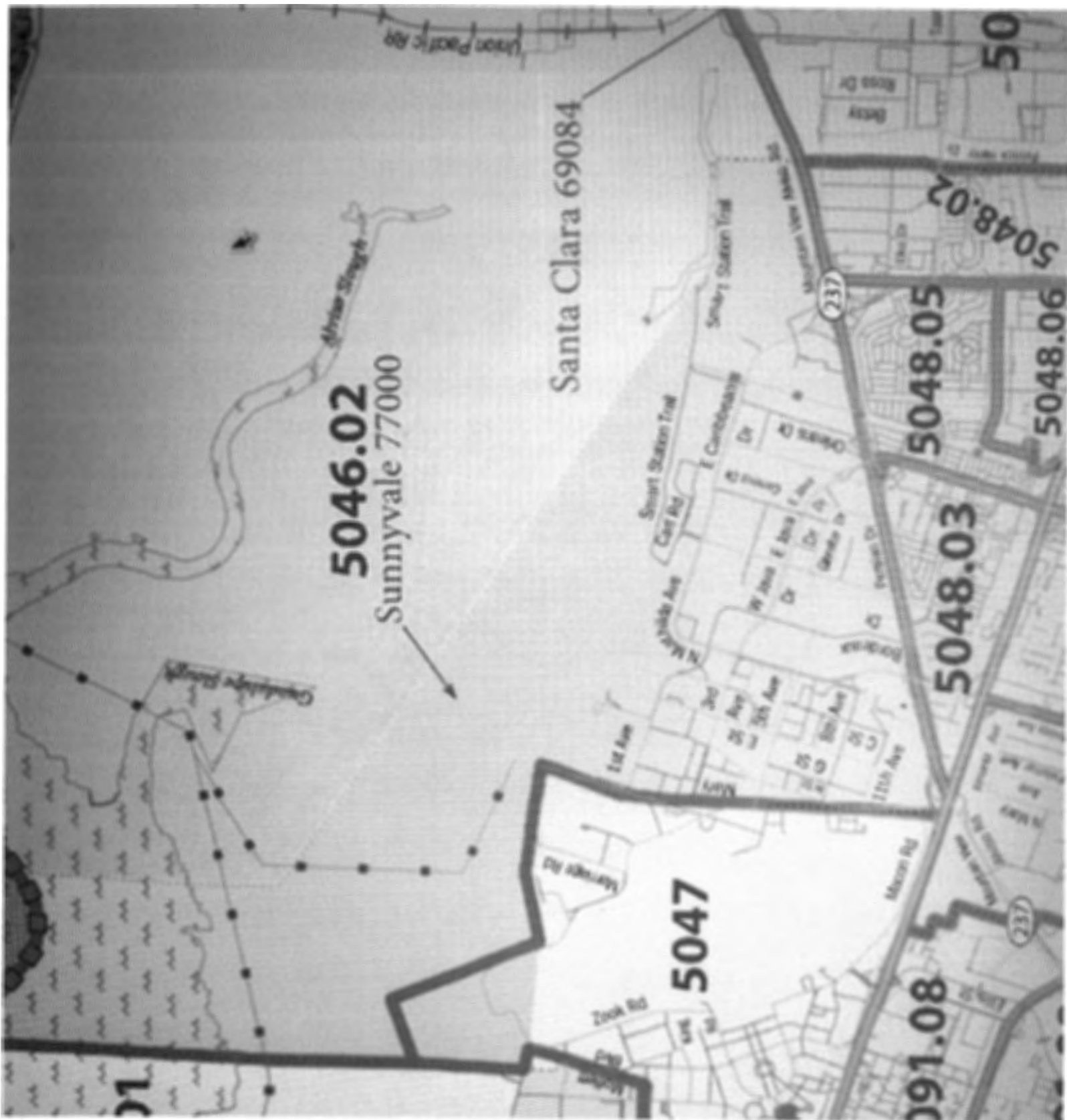
**Project Budget Form**

	a	+ b	+ c	= d
Item	CDBG/HOME Funds Requested (\$)	Matching Funds* (Other \$)	Matching In-Kind Services or Materials <sup>2</sup> (\$)	Project Cost (\$)
<b>I. Capital Costs</b>				
Permits and Fees	Like for Like Construction - Permit not required.			
Design (Architectural & Engineering)				
Acquisition Costs (escrow fees, etc.)				
Other Soft Costs (e.g. Davis Bacon Monitoring (if applicable), Surveying, etc.)	HAVE NOT RECEIVED ESTIMATE			
Rehabilitation/Construction Costs (labor, materials)	\$308,646.04			
Contingency (Construction)				
Environmental Compliance (CEQA/NEPA/Phase I, lead testing as applicable)				
Construction Management (if outside firm)				
Other:				
Other:				
<b>II. Project Management/Administration</b>				
<b>III. In-Kind Services</b>				
Applicant's staff services for project management) *				
Other in-kind services/goods (describe):				
Volunteer/Pro-bono services				
<b>TOTAL PROGRAM BUDGET</b>				

\* Provide your basis for estimating the dollar value of in-kind services in the space below. For applicant's staff services, use applicant's actual cost (hourly rates). For volunteer services, use \$10/hour, and for pro-bono professional services (architectural, etc), use firm's established hourly rates as charged to typical clients.

<sup>2</sup> Please identify the source and commitment status (e.g. funds received, committed, or otherwise guaranteed, with proof) of other non-City funding and in-kind contributions committed specifically to the project for which CDBG and/or HOME funding is requested. Do not list matching funds or in-kind match that has not yet been formally committed.











City of Sunnyvale PY2019

Request for Proposals for Capital and Affordable Housing Projects

RESET FORM

## COVER SHEET



ORIGINAL



COPY

## PART 1 – GENERAL INFORMATION

Organization Name: Sunnyvale Community Services

Project Name: WorkFirst Sunnyvale

Contact Person: Marie Bernard

Title: Executive Director

Email: mbernard@svcommunityservices.org

Phone: (408) 738-0121

Mailing Address: 725 Kifer Road, Sunnyvale, CA 94086

Fax: (408) 738-1125

Tax ID: 94-1713897

DUNS<sup>1</sup> Number: 165378316

## PART 2 – LOAN REQUEST

- |   |   |
|---|---|
| 1. Requested Amount   | \$ 432,493.00   |
| 2. Other Funding Sources (match)  | \$ 292,460.00   |
| 3. Total Project Cost<br>(Line 1 + Line 2)  | \$ 724,953.00   |
| 4. Percentage of City of Sunnyvale funds toward Total Project Cost<br>(Line 1 / Line 3) | 60%   |
| 5. Type of funds requested<br>(you may select more than one)                            | <input checked="" type="checkbox"/> CDBG <input type="checkbox"/> CDBG Program Income <input type="checkbox"/> HOME |

## PART 3 – PROJECT DESCRIPTION

Please provide a **brief** description of the proposed project. The description should be no more than 5 sentences, describe the project, not the organization, the number of unduplicated persons the project will serve, and/or other measurable objectives the project will meet during the contract period.

Sunnyvale Community Services and Downtown Streets Team, with support from Our Daily Bread, will operate WorkFirst Sunnyvale, a workforce development program that provides homeless and/or extremely low-income individuals with job readiness training, employment opportunities, and supportive services.

Objective 1: Assist 15 clients to obtain employment

Objective 2: Build and maintain an extensive network of 20 or more local employers

Objective 3: Deliver Job Search Skills seminars and classes to 50 individuals

Objective 4: Operate a job preparation program for up to 60 people, providing free street cleaning to the City of Sunnyvale

Objective 5: Offer outreach and supportive services to homeless and/or extremely low-income individuals to enhance job readiness and employment

<sup>1</sup> The DUNS number is a unique nine-character number used by the federal government to identify your organization. If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge, at: <http://fedgov.dnb.com/webform>.



City of Sunnyvale PY2019  
Request for Proposals for Capital and Affordable Housing Projects

TAB A

### Applicant Information

Type of Organization: 501(c)(3)

(Check all that apply)

☒ Non-Profit

☐ Public Agency

☐ Faith-Based Non-Profit

☐ CHDO (HOME Applicants)

☒ Sunnyvale CBDO

Name of Organization: Sunnyvale Community Services

Mailing Address: 725 Kifer Road

City, State, Zip Code: Sunnyvale, CA 94086

Physical Address of Project: same as above

City, State, Zip Code: \_\_\_\_\_

Contact Person: Marie Bernard, Executive Director

Telephone: (408) 738-0121 Fax: (408) 738-1125 Email Address: mbernard@svcommunityservices.org

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	Chris Anderson	(408) 828-2551
	Program Director	canderson@streetsteam.org
<b>Finance Contact</b>	Carmen Davis	408-738-4321 x208
	Accounting Director	cdavis@svcommunityservices.org
<b>Application Contact</b> Person who wrote this application	Patty Winter	(408) 738-4321
	Grantwriter	pwinter@svcommunityservices.org
<b>Authorized Contact</b> Person authorized to make commitments on behalf of the organization	Marie Bernard	(408) 738-0121
	Executive Director	mbernard@svcommunityservices.org

I certify that the information contained in this application is true and correct, and that it contains no falsifications, misrepresentations, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, tenants displaced, or construction begun on the proposed project and that none will be done prior to issuance of a release of funds by City of Sunnyvale.



Signature of Authorized Contact Listed Above

Marie Bernard

Typed Name

2/9/19

Date

Executive Director

Title



**SECTION 1: ORGANIZATIONAL CAPACITY AND EXPERIENCE**

Use only the space provided.

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, and
- CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)
- CHDO status, if applying for HOME funds.

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 is a collaboration between Sunnyvale Community Services (SCS) and Downtown Streets Team (DST). SCS, founded in 1970, provides direct financial aid, food, and other emergency support to low-income families. Our mission is to prevent homelessness and hunger in our local community. As part of United Way Bay Area's Emergency Assistance Network (EAN), we are the sole agency designated to provide emergency aid to low-income Sunnyvale residents. The mission of DST, which began in Palo Alto in 2005, is to end homelessness through the dignity of work. It employs a "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.

SCS's professional staff have extensive nonprofit experience working with low-income clients. 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 CBDO in Sunnyvale.

B. Previous experience using federal funds:

1. Does your organization have previous experience with capital projects involving federal funds?

☒ Yes    ☐ No    If no, skip to question 4.

2. If yes, how many years of previous experience do you have with federally funded projects?

Years: 27

Briefly describe your experience below:

SCS has had federally funded CDBG projects for over 27 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 current building.

DST has federal grant management experience in multiple Bay Area counties.



## City of Sunnyvale PY2019

## Request for Proposals for Capital and Affordable Housing Projects

## TAB B

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    ☐ No

If 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.

4. If your organization does not have experience with federally funded projects, how will you ensure adherence to federal requirements? List examples of related experience or your plan to hire additional staff/contractors.

Not applicable.

C. Previous experience with City-funded projects

1. Do you have previous experience with City-funded projects?

☒ Yes    ☐ No

If yes, please describe below.

SCS has received Housing and Human Services grants from the City of Sunnyvale for many years, and has consistently been ranked high in competitive grant awards.

2. Has your organization received HUD funds previously from the City of Sunnyvale?

☒ Yes    ☐ No

If yes, please describe below. If no, skip to question 5.

SCS has received both CDBG and HPRP (Homelessness Prevention and Rapid Re-Housing Program) contracts.



City of Sunnyvale PY2019  
Request for Proposals for Capital and Affordable Housing Projects

## TAB B

3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date (mm/dd/yy) of your last City of Sunnyvale monitoring visit? 12/14/17
4. Were there any findings and/or concerns identified during your last monitoring visit by the City?
- ☐ Yes    ☒ No

If yes, indicate the findings and/or concerns cited, the corrective action taken, and the date the City of Sunnyvale cleared the findings and/or concerns.

Not applicable.

5. If your organization has not received funds from the City of Sunnyvale, describe your experience managing similar projects funded by other public sources (state, federal, other local government).

Not applicable.



City of Sunnyvale PY2019  
Request for Proposals for Capital and Affordable Housing Projects

## TAB B

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 <sup>2</sup> of Office	Length of Service
	Y / N				
Camille Barnes-Mosley		Northrop Grumman		2017-20	2
Cynthia Bojorquez		City of Sunnyvale		2017-20	2
Mary Bradley		---	Treasurer	2016-19	6
Katie Ferrick		LinkedIn		2017-20	5
John Harrison		El Camino Hospital		2016-19	5
Shane Jacksteit		Edward Jones	Past President	2015-19	7
Roberta Kiphuth		Detati Digital Marketing		2016-19	3
Duane Loos		---		2016-19	3
Margaret Mannion		NetApp		2018-21	1
Jorge Marsal		Sunnyvale Int'l Church	President	2018-21	4
Barbara McClellan		---		2018-21	4
Dianne McKenna		---	Vice President	2017-20	2
Tracie Murray		Cedar Crest Nursing	Secretary	2018-21	4
Jeremy Nishihara		Sunnyvale School Dist.		2018-21	1
Carl Rushmeyer		Sunnyvale DPS		2017-20	2
Courtney Shenberg		Apple		2016-19	3
Amanda Weitzel		ServiceNow		2016-19	3

<sup>2</sup> Beginning and Ending Years



City of Sunnyvale PY2019

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TAB B

**SECTION 2: EVIDENCE OF NEED FOR PROJECT***Complete this section accurately and completely. Use only the space provided.***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 Activity”.

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/moderate incomes will be served.

B. Number of unduplicated Sunnyvale households (or individuals) to be served by the proposed capital project:

Column A	Column B	Column C
Total number of unduplicated households served	Number of unduplicated lower-income households to be served	*Percentage of lower-income households served (B/A=C)
Example: 500	350	70%
60	60	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**

In FY2017-18, Sunnyvale Community Services (SCS) assisted 605 homeless individuals with one or more services, demonstrating that hundreds of people in this area still need help finding work and housing. Santa Clara County has confirmed this growing need with plans to expand the number of beds in the North County Shelter to 175 this year. The shelter is currently operating under a year-round pilot program, and County supervisors will soon decide whether to extend that schedule. Because this shelter is in Sunnyvale, both SCS and Downtown Streets Team (DST) are closely involved with it; SCS provides services to its residents, and some DST members work there. Both organizations therefore have first-hand knowledge of the need for homeless services in Sunnyvale.

**TARGET POPULATION**

The target population for WorkFirst Sunnyvale is unhoused adults who want to find work and obtain stable housing. Of the current 25 DST members in Sunnyvale, 18 are men and 7 are women. Seventeen of them are aged 18 to 62, and eight are 63 or older. Three of them are military veterans. Our typical client is a man over 40 looking to get back on his feet. He has (or had) a minimum-wage job and lost his home when he could no longer afford the cost of living in Sunnyvale.

**PROJECT DESIGN**

SCS has partnered with Downtown Streets Team (DST) since 2012 to operate the WorkFirst Sunnyvale (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 or full case management. DST recruits team members and manages the WFS program.

The other program partner is Our Daily Bread (ODB), a nonprofit organization that offers hot lunches at St. Thomas Episcopal Church near Washington Park. ODB has been in operation since 1983 and currently feeds nearly 300 diners three days a week, including current members of DST. SCS staff does outreach there and they make referrals to us. This is also one of DST's work locations.

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, 69% of Downtown Streets Team graduates maintain their employment for 90 days or longer. Since 2011, graduates have earned over \$4.4 million in taxable income as a result of their work with DST. DST has found that, on average, it takes a DST team member about six and a half months to find employment that lasts at least 90 days.



City of Sunnyvale PY2019  
Request for Proposals for Capital and Affordable Housing Projects

TAB B

**Part 4 – Matching Funds**

- A. List the funding from other sources for this capital project in the following table. If additional rows are needed attach one single table with all the information or combine similar funding sources on table below.

Funding Source	Amount	Status as of Feb. 11, 2019. Approved, Pending or Denied*	Award Date
DST cash match	\$ 90,000.00	Approved	2/8/19
DST in-kind	\$ 16,860.00	Approved	2/8/19
SCS cash match	\$ 86,400.00	Pending	7/1/19
SCS in-kind	\$ 75,800.00	Pending	7/1/19
Second Harvest Food Bank in-kind	\$ 23,400.00	Pending	7/1/19
		Select	
<b>Total</b>	<b>\$ 292,460.00</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.

Not applicable



### 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 Tab D.

The whole city of Sunnyvale is the service area for WorkFirst Sunnyvale. Team members perform cleaning services along El Camino Real; at Fair Oaks Park, the North County Shelter, and Our Daily Bread; and in various other locations around the city. Sunnyvale Community Services offers emergency assistance services to DST team members at our main office, located at 725 Kifer Road in Sunnyvale. Our Daily Bread provides hot lunches to team members at St. Thomas Episcopal Church, 231 Sunset Ave., Sunnyvale. SCS and DST perform regular outreach activities in parks and encampments to offer our resources and refer people to shelter and other programs. Together, the three WFS partner agencies make the most outside referrals to the North County Shelter located at 999 Hamlin Court, Sunnyvale.

#### Part 2 – Project Readiness (Use only the space provided.)

##### A. Work Plan / Project Readiness

Explain your project's work plan, including the activities you will undertake to achieve the project's goal. Describe how ready you are to begin the project by July 2019 and how you can expend the CDBG or HOME funds and complete the project within 12 months. 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 it without interruption when new funding takes effect on July 1, 2019.

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. Similarly, DST staff and peer outreach teams continuously perform outreach throughout Sunnyvale, and work with Public Safety and other agencies to respond to encampments or individuals who may benefit from their 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 6–7 prospective team members in addition to the average of 28–30 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 Search Skills 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.



City of Sunnyvale PY2019

Request for Proposals for Capital and Affordable Housing Projects

TAB B

## B. Implementation Schedule

Milestone	Target Date
1. Contract Start Date	7/1/19
2. Design and Permitting	
3. Initiation of Construction/Project	
4. Completion of Construction/Project	
5. 50% of Funds Expended and Drawn	12/31/19
6. 100% of Funds Expended and Drawn	6/30/20
7. Project Completion and Reporting	6/30/20

C. Performance Measurement System: Complete the following tables with information about the CDBG objectives and outcomes of your proposed project. If applying for HOME funds, select the Affordable Housing objective.

1. CDBG OBJECTIVE (select one)	2. CDBG OUTCOME (select one)
<input type="checkbox"/> Creating a Suitable Living Environment <input type="checkbox"/> Providing Decent Affordable Housing <input checked="" type="checkbox"/> Creating Economic Opportunities	<input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability

3. 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)	10		10
Very Low Income (<50% AMI)	50		50
Disabled Persons	5		5
Female-Headed Households	5		5
Elderly	5		5
Youth	0		0
Homeless Persons	50		50
Other Special Needs:			0
			0



**Part 3 – Construction Project Description**

A. Does your project involve:

New construction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Major rehabilitation?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minor rehabilitation?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?

☐ Yes      ☐ No      If **yes**, provide date site control acquired:

If **no**, explain *how* you intend to secure site control prior to the start of this project. Include the anticipated acquisition date(s).

Not applicable.

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      ☐ No

Provide a pro-forma with detailed information about operating funds available for the facility for at least 15 years and include as an attachment in Tab C.

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)?

☐ Yes: Temporary      ☐ Yes: Permanent      ☐ No Relocation needed

If you answered yes to either type of relocation, please attach a URA-compliant relocation plan in Tab F or G, as applicable.



*City of Sunnyvale PY2019*  
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**TAB B**

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

Not applicable.

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.**

Not applicable.



## 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.

The largest portion of the DST budget is staff salaries for program delivery. This request will fund three full-time direct service staff: a Project Manager to run the Work Experience program and develop partnerships, an Employment Specialist to provide employment counseling, and a Case Manager to help remove barriers to employment. City funds will also fund portions of DST's Regional Director, Director of Services, Chief Operations Officer, and Executive Director salaries. The remaining DST budget consists of staff, 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 Search Skills), and in-kind volunteer time.

The bulk of the SCS budget is for a Case Manager focused on working with homeless individuals and directly coordinating with DST staff to support the employment goals of WFS members. A portion of the Case Management supervisor's salary is also funded to oversee SCS services provided to WFS members. SCS also receives 1% of fees for acting as the administrator and fiscal agent for the program, in addition to direct fees for supplemental services.

### 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 ten years ago, 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, which has been fully implemented for reporting and confidential client notes. (Salesforce provides 10 free licenses to nonprofits; SCS pays for additional licenses and all customization costs.)

Provide the most recent Board-approved financial audit as an **attachment** to the original application in Tab E.



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**TAB C**

Required Attachments:

☒ Project Budget Form

☐ Pro-forma (for construction or acquisition or community facility)



ITEM	CDBG FUNDS REQUESTED	MATCHING FUNDS*	IN-KIND SERVICES*	TOTAL PROJECT BUDGET
<b>I. Project Delivery Expenses</b>				
Program Delivery: DST Job Training & Placement Services (staff costs)	\$ 257,180			\$ 257,180
Program Delivery: SCS Client screening, referral, outreach, case mgt. and/or supportive services (staff costs)	\$ 108,705	\$ 20,000	\$ 45,000	\$ 173,705
Vehicle (Maintenance, Gas, etc.)	\$ 5,000			\$ 5,000
Marketing/PR/Supplies	\$ 2,500			\$ 2,500
Rent	\$ 3,100			\$ 3,100
Insurance	\$ 1,500			\$ 1,500
Communications	\$ 2,500			\$ 2,500
Mileage	\$ 3,600			\$ 3,600
De minimis Overhead Rate of 10%	\$ 38,408			
Supportive Services/Assistance:				
SCS: Emergency Financial Assistance		\$ 26,400		\$ 20,000
DST: Vouchers for participants		\$ 90,000		\$ 67,630
SCS: Transit Passes, Other Misc.		\$ 40,000		\$ 40,000
				\$ -
				\$ -
<b>II. Project Management/Administration</b>				\$ -
Grant/Project Admin (SCS)	\$ 10,000			\$ 10,000
<b>III. Volunteer Services &amp; Donated Materials</b>				\$ -
Donated Backpacks & Food Cards (Donated by SCS)			\$ 22,800	\$ 19,000
Food (Donated by SHFB)			\$ 23,400	\$ 23,400
Job Search Skills Workshops (Donated by DST)			\$ 8,500	\$ 8,500
Volunteer services (SCS assistance)			\$ 8,000	\$ 8,000
Volunteer services (DST)			\$ 8,360	\$ 8,360
<b>TOTAL PROGRAM BUDGET</b>	<b>\$ 432,493</b>	<b>\$ 176,400</b>	<b>\$ 116,060</b>	<b>\$ 724,953</b>



Funding Source	Cash Match	In-Kind Contributions	Total Match	Status	Award Date
DST	\$ 90,000	\$ 16,860	\$ 106,860	Approved	7/1/19
SCS	\$ 86,400	\$ 75,800	\$ 162,200	Approved	7/1/19
Second Harvest Food Bank	\$ -	\$ 23,400	\$ 23,400	Approved	7/1/2019-6/30/2020
<b>TOTAL</b>	<b>\$ 176,400</b>	<b>\$ 116,060</b>	<b>\$ 292,460</b>		

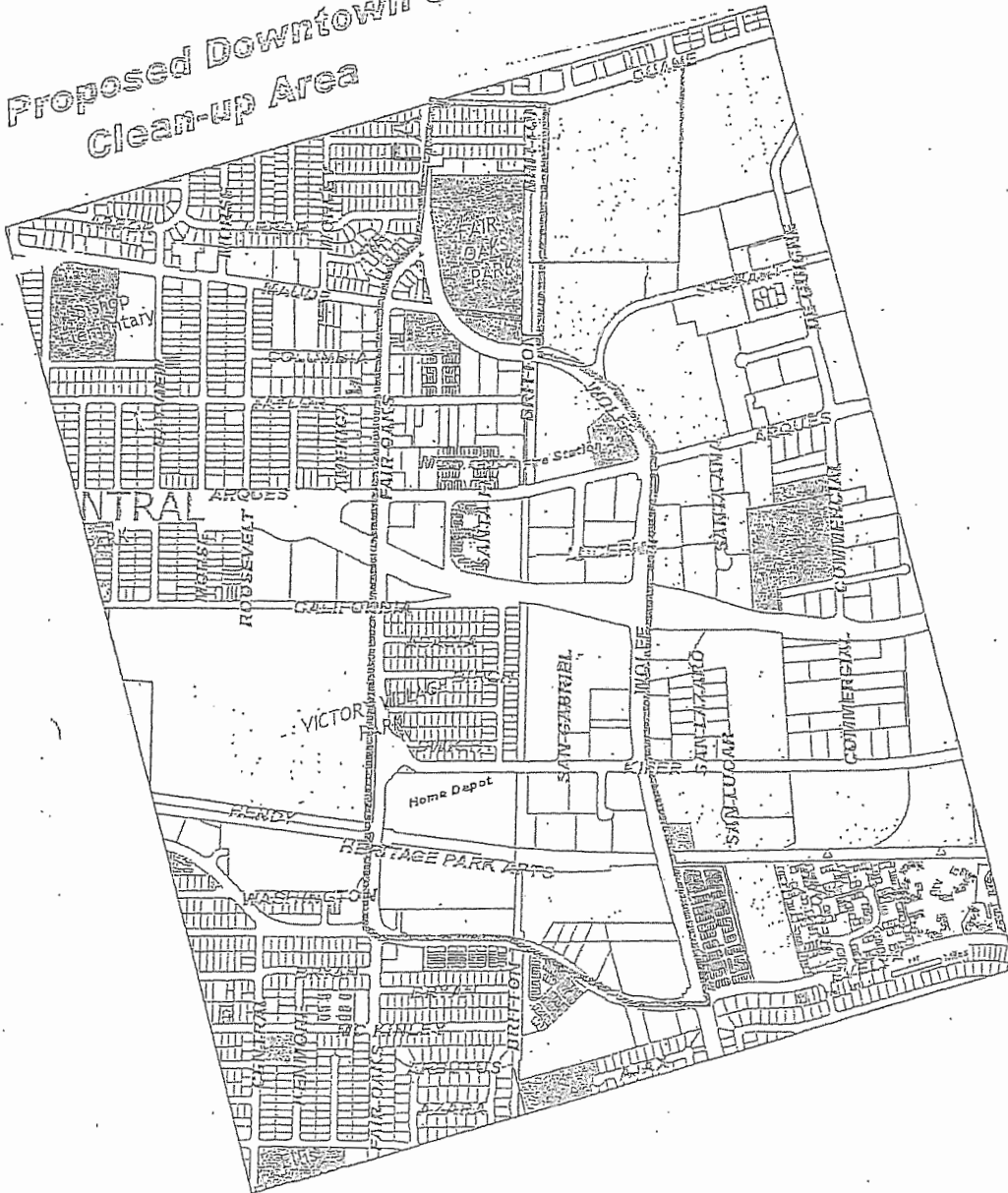


Funding Source	Amount	Status: Approved, Pending or Denied	Type of Match	Award Date*
DST: Vouchers for Participants	\$ 90,000	approved	Matching funds	2/1/18
SCS: Supportive Services	\$ 40,000	pending	Matching funds	7/1/18
SCS: Program Delivery Services	\$ 20,000	pending	Matching funds	7/1/19
SCS: Emergency Financial Assistance	\$ 26,400	pending	Matching funds	7/1/18
<b>Matching Funds Subtotal</b>	<b>\$ 176,400</b>			
DST Volunteer services: resume writing, interviewing skills	\$ 8,360	approved	In-Kind	2/1/18
Second Harvest Food Bank (donated food)	\$ 23,400	pending	In-Kind	7/1/18
SCS Volunteer services: Food delivery, etc.	\$ 8,000	pending	In-Kind	7/1/18
DST: Job Skills Workshops	\$ 8,500	approved	In-Kind	2/1/18
SCS: Client screening, referrals, outreach, etc.	\$ 45,000	pending	In-Kind	7/1/18
SCS Donated Materials (Backpacks, Food Cards)	\$ 22,800	pending	In-Kind	7/1/18
<b>In-kind contributions Subtotal</b>	<b>\$ 116,060</b>			
<b>Total</b>	<b>\$ 292,460</b>			

\* Award Date: If you are saying the status of this match is "approved" the award date cannot be a date in the future. Use date of approval of your budget for the year in which the funds will be used, or other date of actual commitment of these funds. Otherwise the status can be listed as "pending".



Proposed Downtown Streets Team  
Clean-up Area

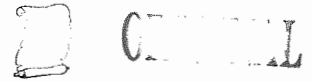




**SITE LOCATION:**

Project area will be on El Camino Real between Mary Ave. and Wolfe Rd. in Sunnyvale, north and south. The cleanup effort will be performed year-round, except when the weather, major holidays, or other circumstances prevent it.





## COVER SHEET

### APPLICANT INFORMATION

Legal Name of Organization:	Bill Wilson Center
Mailing Address:	3490 The Alameda
City:	Santa Clara
State:	CA
Zip Code:	95050
Web Address:	www.billwilsoncenter.org
Contact Person:	Pilar Furlong
Title:	Chief Community Resources Officer
Email:	PFurlong@billwilsoncenter.org
Telephone Number:	(408) 850-6132
Fax Number:	(408) 244-4022
Executive Director:	Sparky Harlan
Email:	SHarlan@billwilsoncenter.org

TYPE OF FUNDS REQUESTED: ☒ CDBG (Minimum Request \$25,000)  
☐ GENERAL FUNDS (Minimum Request \$10,000)

### PROGRAM OVERVIEW

Program Name:	Family and Individual Counseling
Location(s) where Sunnyvale clients will be served (include full street address(es):	
3490 The Alameda (Santa Clara); 1671 The Alameda (San Jose); Don Callejon School; Cabrillo Middle School (Sunnyvale)	

#### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

<p>The Family and Individual Counseling Program will provide 295 individual, family, and/or group counseling sessions for 47 unduplicated Sunnyvale residents annually; all clients will be of low-income or less.</p>
--



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**SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM****A. City of Sunnyvale Funding Categories (See RFP Notice, page 8). Please select one:**

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)
- ☐ B. Youth Intervention (mentoring/after-school programs)
- ☒ C. Mental Health or Substance Abuse Counseling
- ☐ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 35,000.00	Funding Type:	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 117,024.00		
Cost per client for proposed Sunnyvale Program:	\$ 745.00		
Number of Sunnyvale clients to be served with City grant:	47		
Total matching funds for proposed Sunnyvale services:	\$ 82,024.00		
Match Ratio (% of program funded by matching funds):	70.00%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2017-2018	\$ 35,000.00	\$ 31,000.00
2016-2017	\$ 35,000.00	\$ 25,000.00
2015-2016	\$ 35,000.00	\$ 25,000.00
2014-2015	\$ 35,000.00	\$ 17,180.00
2013-2014	\$ 35,000.00	\$ 17,500.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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.

Bill Wilson Center (BWC) will provide a total of 295 individual, family, and/or group counseling sessions for 47 unduplicated Sunnyvale residents of low or no incomes. Services will be provided at BWC's Santa Clara and San Jose sites, and Outreach Counseling at Don Callejon School and at Cabrillo Middle School (SCUSD). 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: (1a): Basic needs (such as food, shelter, transportation, health & mental health care, employment assistance/training, child care, etc.); and, (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 (such as losing one's home; being forced to live in cramped quarters; children needing to leave their schools and friends) 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 12 years) and the larger Santa Clara County (40 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. 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. We expect populations to benefit from our proposed counseling program which will include: at risk of or - homeless youth and families; minor and adult victims of violence and abuse; and community members with disabilities. Our largest racial group, based on data collected in our current program provided to Sunnyvale residents, consists of clients self-identifying as Latino/Hispanic, with White/Caucasians being the second largest group. Persons served through this program will be considered at-risk and underserved because of low or no income and lack of healthcare coverage - and the resultant consequence of not having the resources to address emotional-mental health issues. Counseling is cost prohibitive for those earning low wages. Further, even with low incomes, many do not qualify for government subsidized health care for a number of reasons. There is also a large group considered under-insured, with coverage that does not allow for counseling or with an HMO that severely limits the number of counseling sessions, thereby creating and unmet need. BWC does not limit counseling as it is need-based.

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 youth, family, individual, and group counseling services include: City of Sunnyvale-Columbia Neighborhood Center; John F. Kennedy Sunnyvale Community Counseling Center; and Domestic Violence Support Network--YWCA of Silicon Valley.

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 MH 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. Partners include Challenge Team Sunnyvale, SCC Department of Family and Children Services and Probation, and Santa Clara Unified School District.

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 (must be consistent with Section 1.C).

Sunnyvale funded Clients:	47	Total Program Clients:	750
---------------------------	----	------------------------	-----

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☒ Yes

☐ No

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

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

Extremely Low Income:	3	Very Low Income:	2	Low Income:	
-----------------------	---	------------------	---	-------------	--

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	58	741	\$ 21,136.00	\$ 364.00
FY 2017-18	42	705	\$ 31,000.00	\$ 738.00
Estimated for FY 2019-20	47	750	\$ 35,000.00	\$ 745.00

\* 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:

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	24	24	Youth (0-18 years)	24	24
Very Low Income (31%- 50% AMI)	3	15	Adults (19-61 years)	16	23
Low Income (51%-80% AMI)	6	8	Seniors (62+ years)	2	
Moderate Income (81%- 120% AMI)	1		Disabled Individuals	1	
Above Moderate Income (120%+ AMI)	8		Other Special Needs	0	
<b>Total</b>	42	47	<b>Total</b>	43	47

#### 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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Counseling Sessions	70	78	70	77	295



**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Internship Prg. Supervisor	Provides management of the program and intern	\$ 85,624.00	40	25.00%	\$ 26,515.00
Clinical Director	Provides direction and management of the program a	\$ 121,272.00	40	0.00%	\$ 0.00
Admin Assistant	client reception, data entry, file storage, maintenance	\$ 37,524.00	40	0.00%	\$ 0.00
				0.00%	
				0.00%	

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 coping skills

\* 70% will report a reduction of high risk behaviors

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-test 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 eight additional languages (Mandarin, Hindi, Urdu, Punjabi, Nepali, German, Farsi, Italian). Clients are provided assistance with filling out intake forms to address literacy and other language needs. Bill Wilson Center will

- \* Assign a bilingual staff member to work with non-English speaking clients or
- \* 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. Our first program, for counseling, continues to serve the mental health needs of the community, including specialized therapies. Today, we serve more than 36,000 clients annually through 33 key programs that include youth shelter/group homes, transitional housing, drop-in services, counseling/mental health services, foster family and adoption services, call centers, safety network, volunteer, and mentor and youth leadership development programs.

In FY 17/18, with Sunnyvale CDBG funds, we provided 238 counseling sessions to 42 low-income Sunnyvale residents and met our goal for that year.

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.). The agency maintains a central database to capture this demographic data and to track the number and type of services provided for each client.



#### 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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: 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 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 outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

##### Objectives

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

##### Outcomes

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION****A. Agency Information**

Non-Profit with 501(c)(3) Status :	Yes		
Faith-based organization:	No		
Community Based Development Organization (CBDO):	No		
Community Housing Development Organization (CHDO):	No		
Other Type of Organization:	N/A		
Describe:			
DUNS Number:	095988747		

**B. Total Agency Budget**

	<b>Planned 2019-20</b>	<b>Adopted (Actual if available) 2018-19</b>	<b>Actual 2017-18</b>	<b>Actual 2016-17</b>
Administration	\$ 2,352,759.00	\$ 2,284,232.00	\$ 1,918,880.00	\$ 1,724,790.00
Fundraising	\$ 438,097.00	\$ 425,337.00	\$ 360,921.00	\$ 311,823.00
Proposed Program (Total Budget)	\$ 120,535.00	\$ 117,024.00	\$ 104,980.00	\$ 76,722.00
All Other Programs	\$ 18,719,628.00	\$ 18,174,396.00	\$ 17,198,477.00	\$ 15,123,376.00
<b>Total Agency Budget</b>	<b>\$ 21,631,019.00</b>	<b>\$ 21,000,989.00</b>	<b>\$ 19,583,258.00</b>	<b>\$ 17,236,711.00</b>

**C. Budget for Fiscal Years 2019-20 & 2020-21**

<b>Proposed Sunnyvale Program Annual Expenses*</b>	<b>City Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Salaries/Benefits/Payroll/Taxes	\$ 35,000	\$ 78,024	\$ 113,024
Office Supplies			\$ 0
Communication			\$ 0
Publications/Printing/Advertising			\$ 0
Travel			\$ 0
Rent/Lease/Mortgage			\$ 0
Utilities			\$ 0
Insurance			\$ 0
Equipment Rental/Maintenance			\$ 0
Audit/Legal/Professional Services (for CDBG portion only)			\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)			\$ 0
Contract Services			\$ 0
Other		\$ 4,000	\$ 4,000
<b>Total Expenses</b>	<b>\$ 35,000</b>	<b>\$ 82,024</b>	<b>\$ 117,024</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.

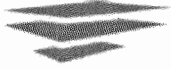


<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 35,000.00
Other Jurisdictions	\$ 78,024.00
Foundation	
Individual Donations	\$ 4,000.00
<b>TOTAL</b>	<b>\$ 117,024.00</b>

1. Does your Organization have a HUD-approved indirect cost plan? ☒ Yes ☐ No
2. Does your agency charge any fees for the proposed Sunnyvale services? ☒ Yes ☐ No
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. The interns are supervised by the Internship Program Supervisor (LMFT or LCSW).





## Outpatient

### Intake Form: New Applicant

**\*Intake Date:**



**Primary Worker:**



**Referred By:**

To be determined after referral is created

\* Indicates Required Fields

**\*First Name:**

**Middle Name:**

**\*Last Name:**

**\*Birthdate:**

**\*Social Security #:**

**\*Gender:**



**\*Ethnicity:**



**Phone:**

**Street Address:**

**City, State Zip:**

**Move In Date (Required for address update):**



**Veteran Status:**

**Veteran Discharge Status:**



**\*Birth Place:**



**\*Race:**



**Alien Registration:**

**\*Marital Status:**



**Homeless Cause:**



**\*Current Living Situation:**



**\*Previous Living Situation:**



**\*Individual/Family Type:**



**\*Have You Ever Been Incarcerated?:**



**\*Enrolled as a Result of Outreach Contact?:**



**Number of Children:**



**Household Size:**



**\*Education Level:**



**\*Primary Language:**



**Primary Income:**



**Monthly Income:**





**\*Services Sought:**

- ☐ Individual Counseling
- ☐ Family Counseling
- ☐ Education

- ☐ Group Counseling
- ☐ Couple Counseling

PROCESS ADMISSION

Not Accepted into Program

Intake Menu



### Instructions for Intakes and Fee Schedule

1. Centralized Intake will be assessing client fees and informing the clients verbally and in writing that the clients will need to provide income verification through a pay check stub, social security check stub, welfare check stub, a client demographic form will be completed. The confirmation page for all appointments will include instructions to bring income verification to their first appointment.
2. At the first appointment the therapist will collect the income verification paperwork and make a copy and place in the client file on the left hand side behind the fee payment agreement. (Proof of income is not currently listed on the client file check list.)
  - A. Whether or not the client does not have any income or proof of income they must complete the participation agreement and sign an affidavit stating their income, the number of people in the household and the city that they live in.
3. Clients who are covered through grants such as CHAT, DRP, CAC, PT, Victim Witness, County Grief, School Outreach will not have to pay fees. If they wish to continue for sessions beyond what the grant offers the clients status changes and they will be assigned a fee. The only clients who have to pay fees are clients who phone in and want services that are not covered by any of the above grants
  - A. If the outside funding source ends the clients will need to pay according to the fee scale should they wish to continue.
4. If the client's income status changes after he/she begins counseling and they say that they cannot afford services, in order for the fee to be changed the staff or intern needs to complete a fee reduction request form and submit to either the Director of Counseling Services or the Program Manager. It is expected that the client needs to keep current with their payment and pay a percentage of their past due amount each week.
5. **CLIENT FEE STRUCTURE**

This is for your information only and the Administrative Assistant or CI will be doing the calculations.

The client fee structure is based on the client/s gross monthly income. Fees are from \$5.00-\$140.00 Subtract \$3.00 off of the fee for each dependent. Client fees will never go below \$5.00 unless clients qualify for free services through our grants. If at Intake the clients state they are unable to afford the fee, the intake department will give them an automatic reduction of 50% but no less



than the minimum of 5.00. They will make a notation in the progress note section and there will be no further reductions given.

Groups are 1/3 of an hourly fee with the minimum payment of \$5.00. Refer to the attached Fee Structure.

## 6. **CHANGING DEMOGRAPHIC INFORMATION IN THE SYSTEM**

If a client's address, phone number changes you should change this in the AWARDS system on the FACE sheet please (pg 8 ACCESS Client's Profile/FACE SHEET). It should automatically transfer to the Client intake sheet.). After completing make a copy of the client intake page NOT the face sheet in AWARDS and replace the old one with the latest one,

The Administrative Assistant will update the Household information and entitlements page through either add a family member form or change of funding form (whatever is applicable to the situation)

**Please write legibly on these forms.** The front desk will make the changes in the system **within 72 hours of receipt** of

**Fee Reductions:** Cannot be approved unless there is appropriate documentation attached. The Director will sign the Fee Reduction Form and give it to the front desk to make the changes. In the Director's absence the Program Manager can sign the fee reduction form,

( intern training Manual 2010 section5 Revision 12/16/16)



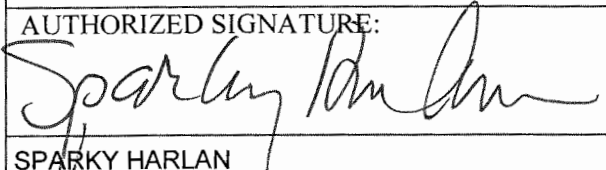
**Application Form**  
City of Sunnyvale Human Services Funding  
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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

		2/4/2019
AUTHORIZED SIGNATURE:		DATE:
SPARKY HARLAN		CEO
NAME (Please Print):		TITLE:







Application Form  
City of Sunnyvale Human Services Funding  
January 2019**COVER SHEET****APPLICANT INFORMATION**

Legal Name of Organization:	First United Methodist Church of Sunnyvale
Mailing Address:	535 Old San Francisco Road
City:	Sunnyvale
State:	CA
Zip Code:	94086
Web Address:	www.sunnyvaleumc.org
Contact Person:	Deborah Witt
Title:	Nutrition Site Manager
Email:	snp.sunnyvale@gmail.com
Telephone Number:	(408) 739-0833
Fax Number:	
Executive Director:	Ronald Nathan
Email:	ronaldnathan@sbcglobal.net

TYPE OF FUNDS REQUESTED: ☒ CDBG (Minimum Request \$25,000)  
☐ GENERAL FUNDS (Minimum Request \$10,000)

**PROGRAM OVERVIEW**

Program Name:	Sunnyvale Senior Nutrition Program
Location(s) where Sunnyvale clients will be served (include full street address(es):	
535 Old San Francisco Road, Sunnyvale, CA 94086	

**Brief Program Description:**

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

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.



Application Form  
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**Application Form**  
City of Sunnyvale Human Services Funding  
January 2019

## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$32,800	Funding Type:	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$328,690		
Cost per client for proposed Sunnyvale Program:	\$10.34		
Number of Sunnyvale clients to be served with City grant:	325		
Total matching funds for proposed Sunnyvale services:	\$295,890		
Match Ratio (% of program funded by matching funds):	10%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY 2014-2015	\$24,350	\$13,744
FY 2015-2016	\$27,122	\$15,000
FY 2016-2017	\$27,122	\$15,000
FY 2017-2018	\$31,125	\$25,000
FY 2018-2019	\$31,125	\$31,000

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## **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, distribution of donated food, referral services, volunteering in support of the Program, bingo, chair yoga, puzzle tables, holiday celebrations, and 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. 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. 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.



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3. Describe the Program's client eligibility requirements. 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. Recent Santa Clara County Survey findings for this at risk group are as follows:

34% have high to extremely high nutritional risk  
64% live alone and are at significant risk of isolation and depression  
71% takes 3 or more medication daily  
55% eat less than 2 daily servings of fruits/vegetables/dairy  
49% not always able to shop, cook and prepare food  
29% eat fewer than 2 meals per day

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. Self Help for the Elderly moved from Cupertino to Sunnyvale in January 2019. The Sunnyvale Senior Center also has a lunch program however it has a required lunch fee. Our programs complement each other for services and offering of a low cost meal. Our menu is more diverse than the Self Help for the Elderly's menu as they only offer Asian inspired cuisine boxed lunches. We both offer daily socialization and related activities for seniors but our site offers daily dancing with 4 volunteer music bands and a DJ 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. With these collaborations, our Program can augment and enhance senior's knowledge about their rights and services available to them.

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.



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

Sunnyvale funded Clients:	325	Total Program Clients:	600
---------------------------	-----	------------------------	-----

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☒ Yes

☐ No

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

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

Extremely Low Income:		Very Low Income:		Low Income:	10
-----------------------	--	------------------	--	-------------	----

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	270	532	\$16,549	\$61
FY 2017-18	321	602	\$25,000	\$78
Estimated for FY 2019-20	325	600	\$32,800	\$101

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



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

	<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>		<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)			Youth (0-18 years)		
Very Low Income (31%- 50% AMI)			Adults (19-61 years)		
Low Income (51%-80% AMI)	321	325	Seniors (62+ years)	321	325
Moderate Income (81%- 120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>	<b>321</b>	<b>325</b>	<b>Total</b>	<b>321</b>	<b>325</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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Serve 85 unduplicated Sunnyvale Client	85				85
Provide meals to eligible seniors 250 days each year	793	792	792	792	3169



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**C. Program Administration and Monitoring**

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

<b>Position Title</b>	<b>Program Duties</b>	<b>Total Annual Salary</b>	<b>Total Hours per Week</b>	<b>% Time Allocated to Sunnyvale Grant Activity</b>	<b>Amount of Salary to be funded by grant, if any</b>
Site Manager	Business/Food Management	\$54,796	30	100%	\$0
Cook	Prepare and serve meals	\$44,803	30	100%	\$0
Kitchen Aide #1	Assist Cook with preparation of meals	\$27,105	25	100%	\$0
Kitchen Aide #2	Dishwashing duties and assist cook	\$22,046	20	100%	\$0
Kitchen Aide #3	Janitorial duties and assist cook	\$17,451	15	100%	\$0

Sunnyvale Senior Nutrition Program has approximately 42 volunteers that help support the program activities and staff. 30 of the volunteers provide music for our seniors to dance each day. 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 a new/update 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.



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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 45 years, the 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



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#### 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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: 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 outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

##### Objectives

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

##### Outcomes

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Yes
Faith-based organization:	No
Community Based Development Organization (CBDO):	No
Community Housing Development Organization (CHDO):	No
Other Type of Organization:	No
Describe:	N/A
DUNS Number:	106904514

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$166,202	\$160,081	\$142,754	\$125,737
Fundraising				
Proposed Program (Total Budget)	\$162,488	\$160,160	\$163,699	\$146,771
All Other Programs				
<b>Total Agency Budget</b>	<b>\$328,690</b>	<b>\$320,241</b>	<b>\$306,453</b>	<b>\$272,508</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes		\$166,202	\$166,202
Office Supplies			\$ 0
Communication			\$ 0
Publications/Printing/Advertising			\$ 0
Travel			\$ 0
Rent/Lease/Mortgage		\$12,360	\$12,360
Utilities		\$29,000	\$29,000
Insurance		\$14,500	\$14,500
Equipment Rental/Maintenance		\$1,000	\$1,000
Audit/Legal/Professional Services (for CDBG portion only)		\$16,328	\$16,328
Direct Services (Funding for specific service. e.g. meal, ride)	\$32,800	\$49,500	\$82,300
Contract Services			\$ 0
Other		\$7,000	\$7,000
<b>Total Expenses</b>	<b>\$32,800</b>	<b>\$295,890</b>	<b>\$328,690</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$32,800
Other Jurisdictions	\$295,890
Foundation	
Individual Donations	
<b>TOTAL</b>	<b>\$328,690</b>

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

First United Methodist Church is leveraging the requested funds with personnel, facilities, Beulah Grant, private donations, and Santa Clara County funding.



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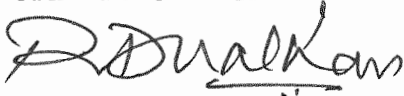
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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: 	DATE: February 6, 2019
NAME (Please Print): RONALD NATHAN	TITLE: AGENCY DIRECTOR



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Legal Name of Organization:	Project Sentinel, Inc.
Mailing Address:	1490 El Camino Real
City:	Santa Clara
State:	CA
Zip Code:	95050
Web Address:	www.housing.org
Contact Person:	Ann Marquart
Title:	Executive Director
Email:	amarquart@housing.org; scottrell@housing.org
Telephone Number:	(408) 470-3739
Fax Number:	(408) 216-9968
Executive Director:	Ann Marquart
Email:	amarquart@housing.org

TYPE OF FUNDS REQUESTED: ☒ CDBG (Minimum Request \$25,000)  
☐ GENERAL FUNDS (Minimum Request \$10,000)

**PROGRAM OVERVIEW**

Program Name:	Project Sentinel Fair Housing
Location(s) where Sunnyvale clients will be served (include full street address(es):	
1490 El Camino Real, Santa Clara, CA 95050	

**Brief Program Description:**

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

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.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 25,000.00	Funding Type:	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 31,000.00		
Cost per client for proposed Sunnyvale Program:			
Number of Sunnyvale clients to be served with City grant:			
Total matching funds for proposed Sunnyvale services:			
Match Ratio (% of program funded by matching funds):	0.00%		

Is Applicant currently receiving funding from Sunnyvale? ☐ Yes ☒ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
1718/Law Foundation	\$ 20,000.00	\$ 10,000.00
1617/Law Foundation	\$ 20,000.00	\$ 10,000.00
1516/Law Foundation	\$ 20,000.00	\$ 10,000.00
1415/Law Foundation	\$ 19,300.00	\$ 9,650.00
1617/Law Foundation	\$ 19,300.00	\$ 9,650.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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 Sunnyval. 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

Cite 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.



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3. Describe the Program's client eligibility requirements. 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.



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

Sunnyvale funded Clients:	35	Total Program Clients:	180
---------------------------	----	------------------------	-----

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☐ No

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

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

Extremely Low Income:	14	Very Low Income:	18	Low Income:	3
-----------------------	----	------------------	----	-------------	---

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	35/year	179	\$ 9,860.00	\$ 282.00
FY 2017-18	43	185	\$ 10,000.00	\$ 233.00
Estimated for FY 2019-20	35	180	\$ 25,000.00	\$ 714.00

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

Client listed above represent only case work that income verification is collected on (first column).  
Second column includes all clients including outreach and I&R.  
Average of total agency fair housing clients for casework is 830.



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

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	19	14	Youth (0-18 years)	12	9
Very Low Income (31%- 50% AMI)	24	18	Adults (19-61 years)	18	15
Low Income (51%-80% AMI)	0	3	Seniors (62+ years)	5	4
Moderate Income (81%- 120% AMI)	0	0	Disabled Individuals	8	7
Above Moderate Income (120%+ AMI)	0	0	Other Special Needs	0	0
<b>Total</b>	43	35	<b>Total</b>	43	35

### 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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
calls	15	12	17	16	60
cases	2	2	3	3	10
outreach	1	1	1	1	4



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Program Director	Oversee prog, supervise counselors, prepare reports	\$ 65,000.00	40	2.00%	\$ 1,300.00
FH Counslers	client intake, counseling, referrals, case mgmt	\$ 52,000.00	40	23.70%	\$ 12,325.00
				0.00%	
				0.00%	
				0.00%	

Service Delivery: Performance Plans for each housing counselor are established at the beginning of each fiscal year or initiation of a contract. Performance plans enumerate specific quantitative goals to be achieved on a quarterly basis. The supervisor provides on-going oversight as each client receives assistance to ensure that all case management protocol is followed. Each staff member's performance plan is reviewed on a monthly basis by the immediate supervisor and forwarded to the Executive Director for review on a quarterly basis. Corrective action plans are initiated if necessary to meet contract goals.

Financial accounting needs are contracted to FASS of The Health Trust.

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 bench mark 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.



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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.



# PROJECT SENTINEL

## INCOME CALCULATION AND VERIFICATION FORM

Complainant's Income Information				
<p>Note: If complainant claims NO income, he/she must verify that lack of income in some way, such as with a SS income statement, or an income tax form indicating dependency, etc.</p>				
CT NAME	AGE	MO. INCOME	SOURCE	VERIFICATION
			<div style="display: flex; justify-content: space-between;"> <div>                     Employment CalWorks/TANF Soc. Security Uempl. Benefits Gen. Assistance                 </div> <div>                     Alimony/Child Support Pension/Annuity Business Income Worker's Comp. Other (list below)                 </div> </div>	Pay stubs  Bank statements  Public Benefits Statement (specify):  Tax returns  Support letter  Signed Self-Cert.  Unable to Obtain Verification  Other:

*\*Note: For purposes of this income calculation and verification form, "Family" includes only individuals 1) living in the same household; who 2) are related by birth, adoption or marriage. If the complainant has no other family members, or those family members receive no income, please indicate this by putting "N/A" in the appropriate place on this form.*

Family Member Income Information					
Family Member	Age	Relationship to Complainant	Mo. Income Amount	Source of Income	Verification

Total No. of Family Members		PS Staff Member Initials:
Total Family Income		Date of Inc. Elig. Determ:
% Area Median Income*		

\*Refer to attached County Total Annual Household Income Chart



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**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: Support activities that provide basic services
- ☒ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

We provide comprehensive fair housing services of complaint investigation and fair housing outreach and education.

**E. HUD Performance Measures**

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

**Objectives**

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Project Sentinel		
Faith-based organization:			
Community Based Development Organization (CBDO):			
Community Housing Development Organization (CHDO):			
Other Type of Organization:			
Describe:			
DUNS Number:	781326608		

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration				
Fundraising				
Proposed Program (Total Budget)	\$ 31,000.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00
All Other Programs				
<b>Total Agency Budget</b>	<b>\$ 31,000.00</b>	<b>\$ 0.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 16,350	\$ 3,600	\$ 19,950
Office Supplies	\$ 540	\$ 200	\$ 740
Communication	\$ 1,200	\$ 300	\$ 1,500
Publications/Printing/Advertising	\$ 256	\$ 188	\$ 444
Travel	\$ 475		\$ 475
Rent/Lease/Mortgage			\$ 0
Utilities	\$ 1,400	\$ 400	\$ 1,800
Insurance			\$ 0
Equipment Rental/Maintenance	\$ 900	\$ 200	\$ 1,100
Audit/Legal/Professional Services (for CDBG portion only)			\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)			\$ 0
Contract Services Staff training		\$ 500	\$ 500
Other Testers (\$700), Janitorial (\$400) and Indirect (\$2779.5)	\$ 3,880	\$ 612	\$ 4,492
<b>Total Expenses</b>	<b>\$ 25,000</b>	<b>\$ 6,000</b>	<b>\$ 31,000</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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Proposed Funding Sources for Sunnyvale Program	Amount
City of Sunnyvale	\$ 25,000.00
Other Jurisdictions	
Foundation	
Individual Donations	
FHIP	\$ 6,000.00
<b>TOTAL</b>	<b>\$ 31,000.00</b>

1. Does your Organization have a HUD-approved indirect cost plan? ☒ Yes ☐ No
2. Does your agency charge any fees for the proposed Sunnyvale services? ☐ Yes ☒ 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 \$300,000 a year fund is spread to all of Project Sentinel's funding jurisdictions. We estimate that \$6,000 of FHIP funds will be spent on Sunnyvale services.




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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 1316 6 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation verifying person with the authority to submit this application and execute the contract**).

AUTHORIZED SIGNATURE: 	DATE: 2/11/19
Ann Marquart	Executive Director
NAME (Please Print):	TITLE:



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**COVER SHEET**

☒ ORIGINAL    ☐ COPY

**APPLICANT INFORMATION**

Legal Name of Organization:	Sunnyvale Community Services
Mailing Address:	725 Kifer Road
City:	Sunnyvale
State:	CA
Zip Code:	94086
Web Address:	www.svcommunityservices.org
Contact Person:	Marie Bernard
Title:	Executive Director
Email:	mbernard@svcommunityservices.org
Telephone Number:	(408) 738-0121
Fax Number:	(408) 738-1125
Executive Director:	Marie Bernard
Email:	mbernard@svcommunityservices.org

TYPE OF FUNDS REQUESTED:    ☒ CDBG (Minimum Request \$25,000)  
    ☐ GENERAL FUNDS (Minimum Request \$10,000)

**PROGRAM OVERVIEW**

Program Name:	Food Assistance for Low-Income Sunnyvale Residents
Location(s) where Sunnyvale clients will be served (include full street address(es):	
	725 Kifer Road, Sunnyvale, CA 94086

**Brief Program Description:**

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

Nothing is more basic than the need for food and shelter and health. Food Assistance for Low-Income Sunnyvale Residents provides food and other essentials to individuals and families (including homeless persons) so they can use more of their limited financial resources on other necessities. Funding from the city helps Sunnyvale Community Services (SCS) purchase protein, staples, and fresh produce for our Fall/Winter food distributions, a time of the year when produce donations are down just as we need to stock up to give our clients extra food for the holidays.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☒ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☐ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 80,000.00	Funding Type:	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 484,000.00		
Cost per client for proposed Sunnyvale Program:	\$ 238.00		
Number of Sunnyvale clients to be served with City grant:	303 (client = 1 household; approx. 727 individuals)		
Total matching funds for proposed Sunnyvale services:	\$ 404,000.00		
Match Ratio (% of program funded by matching funds):	83%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY2018-19	\$ 80,000.00	\$ 86,900.00
FY2017-18	\$ 80,000.00	\$ 70,000.00
FY2016-17	\$ 75,000.00	\$ 75,000.00
FY2015-16	\$ 75,000.00	\$ 75,000.00
FY2014-15	\$ 75,000.00	\$ 74,611.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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.

SCS's Food Assistance program provides nutritious food to residents of Sunnyvale and local homeless people who have extremely low to low incomes as measured by federal poverty levels and the HUD Average Median Income (AMI) guidelines. Our clients are the working poor, the unemployed, veterans, seniors, and disabled individuals. During the holidays, many of the working poor find their work hours and wages cut when businesses are closed. During the winter months, many seniors have to choose between paying heating bills or buying food.

Each year, SCS must purchase protein-rich foods and produce to supplement donations from Second Harvest Food Bank and the community. Foods such as shelf-stable milk, winter fruits and vegetables, tuna fish, and soups in pop-top cans for the homeless are usually not donated and cost the most.

Funding from the city will help us purchase food in the final months of the year, when the need is greatest because of our special holiday food distributions. In November, we give our clients extra food for the Thanksgiving holiday. In December, the SCS Holiday Center offers a two-week supply of food plus holiday gifts. The average cost of one bag of food is \$44.00. An \$80,000 grant from the City of Sunnyvale will fill over 1,800 bags, giving 303 households nutritious food during the holidays.

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:** Every day, low-income Sunnyvale residents must decide whether to spend their resources on food or rent, transportation or health care, etc. The Census Bureau says 8% of Sunnyvale children and adults and 11% of seniors live at or below 125% of the Federal Poverty Level (FPL), which qualifies them for SNAP (food stamps). HUD's Area Median Income (AMI) benchmarks are a more accurate indicator of financial insecurity in Silicon Valley than the nationwide FPLs. Low income is 80% or less of AMI, which in this area is \$94,450 for a four-person household. Over one-fourth of Sunnyvale families (of at least three people) earn below \$75,000. That correlates with a Second Harvest Food Bank study showing 27% of local residents being at risk of hunger.

**IMPACT:** In FY2017-18, SCS gave out groceries equivalent to 1,560,584 meals. We served 8,750 unduplicated clients—a 27% increase in just three years. Nearly all (96%) of our clients have extremely low to low incomes based on the AMI guidelines. Thirty-six percent of the people we helped were children, and another 14% were seniors (65+). Among last year's clients were 605 homeless people.

**ALIGNMENT WITH CONSOLIDATED PLAN:** SCS's Food Assistance directly addresses the City's objective of meeting the basic 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.



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

Residents of Sunnyvale and homeless persons can receive Food Assistance from SCS if they have an income that is 80% or less of AMI or 250% or less of FPL. (In March 2019 we are raising the FPL limit to 275% per new guidelines from Second Harvest Food Bank to better address food insecurity in local households.) Clients receiving USDA food meet the stricter federal income requirements.

Low-income Sunnyvale residents are at great risk of hunger. RentJungle.com reports that the average rent for a two-bedroom apartment in Sunnyvale is now \$3,231, or nearly \$39,000 a year. That's over 40% of the gross income of a low-income family, and 5% higher than a year ago. Every extra dollar families must spend on rent or other essentials is one less dollar available for food. SCS's food program helps low-income families eat more healthfully while conserving their financial resources for other basic needs.

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.

United Way Bay Area, Second Harvest Food Bank (SHFB), and several other funders divide Santa Clara County by zip codes to eliminate duplication of services. SCS has been assigned all zip codes in Sunnyvale. No other agency in Sunnyvale offers the breadth and depth of services that we do.

We work with many other government, nonprofit, and faith-based agencies to find the best services for SCS clients. For example, over 80% of the food we give to clients comes from our partnership with SHFB. (Our executive director is on SHFB's board of directors.) We refer clients to over 30 other agencies for legal, employment, education, housing, shelter, medical, substance abuse, or domestic violence services. We participate in county and state coalitions addressing the problems faced by our low-income neighbors, including the Santa Clara County Continuum of Care (CoC), Coalition Against Predatory Payday Lending, County Safety Net Collaborative, Palo Alto Medical Foundation, and Silicon Valley Council of Nonprofits.

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).

Although the effects of SCS's Food Assistance program on City services are not directly quantifiable, it reduces the number of local residents who have issues that could have bottom-line consequences for the City. For example, Sunnyvale DPS personnel may spend less time talking with panhandlers or doing welfare checks. EMTs may get fewer calls from people who have not been taking proper care of their health due to food insecurity. Librarians may not need to assist as many homeless people with using library's computers or finding benefits information. (HomeFirst even runs a twice-daily shuttle there from the North County shelter, underscoring the library's importance to the unhoused, and by extension the amount of City resources going toward helping this population.) Other City employees who interface with the public and have SCS on "speed dial" may encounter fewer people who need our help, leaving more time for their assigned job responsibilities.



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

Sunnyvale funded Clients:	303 households	Total Program Clients:	2035 households
---------------------------	----------------	------------------------	-----------------

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☒ No

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

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

Extremely Low Income:		Very Low Income:		Low Income:	
-----------------------	--	------------------	--	-------------	--

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	209 households	1788 households	\$ 76,302.00	\$ 397.00
FY 2017-18	228 households	1960 households	\$ 70,000.00	\$ 307.00
Estimated for FY 2019-20	303 households	2035 households	\$ 80,000.00	\$ 264.00

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



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

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	188	247	Youth (0-18 years)	0	0
Very Low Income (31%- 50% AMI)	36	50	Adults (19-61 years)	144	217
Low Income (51%-80% AMI)	4	6	Seniors (62+ years)	84	86
Moderate Income (81%- 120% AMI)	0	0	Disabled Individuals		
Above Moderate Income (120%+ AMI)	0	0	Other Special Needs		
<b>Total</b>	228	303	<b>Total</b>	228	303

**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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Bags of nutritious food		1818			
Unduplicated Sunnyvale households (average 2.4 people per household = 727 individuals)		303			



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Director of Operations	Manages all client distribution programs, donation drives, facilities, and health and safety operations	\$ 110,000.00	40	17.00%	\$ 0.00
Warehouse Supervisor	Manages all warehouse operations	\$ 60,000.00	40	17.00%	\$ 0.00
Program Manager Ops	Oversees volunteer and food distribution programs	\$ 70,000.00	40	17.00%	\$ 0.00
Warehouse Coord.	Picks up and delivers food, coordinates warehouse logistics	\$ 50,000.00	40	17.00%	\$ 0.00
Inventory Coordinator	Orders food for all food programs	\$ 20,000.00	20	17.00%	\$ 0.00
Volunteers Coordinator	Manages 2,500 volunteers	\$ 45,000.00	40	17.00%	\$ 0.00
Program Coordinator	Manages logistics and client issues for main food programs	\$ 50,000.00	40	17.00%	\$ 0.00
Ops Coordinator	Manages logistics and client issues for specialty food programs	\$ 50,000.00	40	17.00%	\$ 0.00
No salaries or administrative costs will be allocated to this grant. 100% of City funds will be used to purchase nutritious food for SCS's November and December food distributions.					

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 FY2017-18.

At a finer grain, we evaluate the program both quantitatively and qualitatively. Quantitatively, we measure the number of unduplicated individuals served as well as the number and value of each service. All cases and services are tracked in our database. We measure the following quarterly and annually:

- Number of unduplicated individuals participating
- Number of families, seniors, veterans, and homeless people participating
- Number of individual services delivered by category (e.g. one month of senior food)
- Demographics for individuals (e.g. age, race, sex)
- Overall agency funding for emergency assistance (financial and in-kind)

Qualitatively, we run an annual client satisfaction survey. In 2018, we began using the Listen4Good (L4G) standardized survey. The L4G question most similar to our previous survey is, "How likely is it that you would recommend Sunnyvale Community Services to a friend or family member?" Of the 486 clients who responded to this question last year, 84% scored us between 8 and 10 on a 10-point scale, with 66% giving us top marks.



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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 and restrooms 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 16 staff who are bilingual, with competencies that include Spanish, Mandarin, and Vietnamese. We have a contract with a translation hotline for other languages. We have bilingual volunteers on food distribution days and regularly recruit volunteers who can speak and write in other languages, particularly Mandarin and Russian. 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?

Sunnyvale Community Services was founded in 1970 to provide information and referrals. In response to changing community needs, in the 1980s we became an emergency assistance agency, providing direct financial aid, food, and other emergency support to low-income families in our community. In FY2017-18, we served 8,750 individuals with one or more services. SCS now has 32 FTE staff members. Our more than 2,500 volunteers annually provide hours equal to over 20 full-time staff, enabling us to leverage our resources for maximum benefit to those we serve. Eighty-seven percent of our budget goes directly to services.

Thanks to the City's FY2018-19 funding of \$86,900, we were able to distribute nutritious food to every eligible client during the holidays in 2018. We filled 1,975 bags (pro-rated), with 329 households each receiving six bags of food in November and December. Each bag was 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 determines the reason for the visit, reviews any past SCS services, and certifies the client for assistance based on proof of residence, income, and need. We collect standard demographic data for all household members. Once we determine eligibility, clients are helped with any immediate needs, such as emergency food, a gas voucher, or financial assistance. They are also offered enrollment in our year-round food program. All client information is recorded and stored in our secure database.

We measure the following quarterly for both food and financial aid:

- Number of unduplicated individuals participating
- Number of families, seniors, veterans, and homeless people participating
- Number of individual services delivered by category (e.g. one month of food)
- Overall agency funding for emergency assistance (financial and in-kind)



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**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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

SCS's Food Assistance for Low-Income Sunnyvale Residents program 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 stay housed.

Goal #3: Nothing is more basic than 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 outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

**Objectives**

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



PROGRAM (circle one):

Blue Card Yellow Card

CERTIFICATION YEAR: 17-18 18-19



Attachment 4  
Sunnyvale Community Services  
Working to Prevent Homelessness and Hunger  
735 Kifer Road, Sunnyvale, CA 94086 • 1 408.738.4321  
www.svccommunityservices.org • F 408.738.1325

## Income Self-Certification, FY 2018-2019

Name: \_\_\_\_\_ Case #: \_\_\_\_\_  
Last First

☐ No income OR Monthly Gross Income  x12 = Annual Gross Income

Find the box for FAMILY SIZE. Circle the amount that is equal to or just above household annual gross income.

1		2		3		4	
100% FPL	\$12,140	100% FPL	\$16,240	100% FPL	\$20,780	100% FPL	\$25,100
200% FPL	\$24,280	Extr. Low (30% AMI)	\$31,950	Extr. Low (30% AMI)	\$35,950	Extr. Low (30% AMI)	\$39,900
Extr. Low (30% AMI)	\$27,950	200% FPL	\$32,920	200% FPL	\$41,560	200% FPL	\$50,200
275% FPL	\$33,385	275% FPL	\$45,265	275% FPL	\$57,145	275% FPL	\$69,025
Very Low (50% AMI)	\$46,550	Very Low (50% AMI)	\$53,200	Very Low (50% AMI)	\$59,850	Very Low (50% AMI)	\$66,500
Low (80% AMI)	\$66,150	Low (80% AMI)	\$75,600	Low (80% AMI)	\$85,050	Low (80% AMI)	\$94,450

5		6		7		8	
100% FPL	\$29,420	100% FPL	\$33,740	100% FPL	\$38,060	100% FPL	\$42,380
Extr. Low (30% AMI)	\$43,100	Extr. Low (30% AMI)	\$46,300	Extr. Low (30% AMI)	\$49,500	Extr. Low (30% AMI)	\$52,700
200% FPL	\$58,840	200% FPL	\$67,480	200% FPL	\$76,120	200% FPL	\$84,760
Very Low (50% AMI)	\$71,850	Very Low (50% AMI)	\$77,150	Very Low (50% AMI)	\$82,500	Very Low (50% AMI)	\$87,800
275% FPL	\$80,905	275% FPL	\$92,785	275% FPL	\$104,665	275% FPL	\$116,545
Low (80% AMI)	\$102,050	Low (80% AMI)	\$109,600	Low (80% AMI)	\$117,150	Low (80% AMI)	\$124,700

I certify that the information given on this form is true and accurate to the best of my knowledge. I certify that the amount of GROSS income listed above includes the income (including from assets) of all adults within the household. I am aware that there are penalties for willfully and knowingly giving false information on an application for federal funds. Penalties for falsifying information may include immediate repayment of all federal funds received and/or prosecution under the law. I understand that the information on this form is subject to verification.

SIGNATURE

DATE





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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Yes. EIN 94-1713897		
Faith-based organization:	No		
Community Based Development Organization (CBDO):	Yes		
Community Housing Development Organization (CHDO):	No		
Other Type of Organization:			
Describe:			
DUNS Number:	165378316		

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$ 433,529.00	\$ 433,529.00	\$ 413,360.00	\$ 348,664.00
Fundraising	\$ 642,089.00	\$ 642,089.00	\$ 612,217.00	\$ 458,314.00
Proposed Program (Total Budget)	\$ 483,751.00	\$ 483,751.00	\$ 473,165.00	\$ 446,688.00
All Other Programs	\$ 6,395,934.00	\$ 6,395,934.00	\$ 6,086,455.00	\$ 6,183,010.00
<b>Total Agency Budget</b>	<b>\$ 7,955,303.00</b>	<b>\$ 7,955,303.00</b>	<b>\$ 7,585,197.00</b>	<b>\$ 7,436,676.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 0	\$ 77,350	\$ 77,350
Food purchases	\$ 80,000	\$ 65,000	\$ 145,000
Donated food @ \$1.70/lb	\$ 0	\$ 260,000	\$ 260,000
Recycled brown bags	\$ 0	\$ 1,650	\$ 1,650
Travel			\$ 0
Rent/Lease/Mortgage			\$ 0
Utilities			\$ 0
Insurance			\$ 0
Equipment Rental/Maintenance			\$ 0
Audit/Legal/Professional Services (for CDBG portion only)			\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)			\$ 0
Contract Services			\$ 0
Other			\$ 0
<b>Total Expenses</b>	<b>\$ 80,000</b>	<b>\$ 404,000</b>	<b>\$ 484,000</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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Proposed Funding Sources for Sunnyvale Program	Amount
City of Sunnyvale	\$ 80,000.00
Other Jurisdictions	
Foundation	\$ 73,055.00
Individual Donations	\$ 70,945.00
Second Harvest Food Bank	\$ 260,000.00
<b>TOTAL</b>	<b>\$ 484,000.00</b>

1. Does your Organization have a HUD-approved indirect cost plan? ☐ Yes ☒ No
2. Does your agency charge any fees for the proposed Sunnyvale services? ☐ Yes ☒ 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 of our donors evaluate their funding based on the support we receive from local governments.

The largest contributor to SCS's food program is Second Harvest Food Bank, which donates nearly \$3,000,000 in food each year. 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 include Destination: Home (\$246,380); the County of Santa Clara (\$209,866 from multiple grants); the El Camino Healthcare District (\$185,400), Sunlight Giving and the Sares Regis Foundation (\$150,000 each); the Sobrato Family Foundation (\$125,000); the San Francisco Chronicle Season of Sharing (\$119,000), Google and the Silicon Valley Community Foundation (\$100,000 each), the Applied Materials Foundation (\$60,000), FEMA (\$54,532), and United Way Bay Area (\$50,000).

Several corporate donors (including NetApp, Google, 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.




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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation verifying person with the authority to submit this application and execute the contract**).

AUTHORIZED SIGNATURE:	DATE:
	2/8/2019
Marie Bernard	Executive Director
NAME (Please Print):	TITLE:







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**ORIGINAL**

## COVER SHEET

### APPLICANT INFORMATION

Legal Name of Organization:	YWCA of Silicon Valley
Mailing Address:	375 S. Third Street
City:	San Jose
State:	CA
Zip Code:	95112
Web Address:	www.ywca-sv.org
Contact Person:	Adriana Caldera
Title:	Chief Program Officer
Email:	acaldera@ywca-sv.org
Telephone Number:	408-295-4011 ext. 373
Fax Number:	480-295-0608
Executive Director:	Tanis Crosby
Email:	tcrosby@ywca-sv.org

TYPE OF FUNDS REQUESTED: ☒ CDBG (Minimum Request \$25,000)  
☐ GENERAL FUNDS (Minimum Request \$10,000)

### PROGRAM OVERVIEW

Program Name:	Domestic Violence Support Services
Location(s) where Sunnyvale clients will be served (include full street address(es):	
1) 375 S. Third St., San Jose, CA 95112; 2) 298 S. Sunnyvale Ave., Ste. 105, Sunnyvale CA 94086; 3) Emergency Shelter	

#### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

For over 35 years, the YWCA Silicon Valley has been delivering life-saving domestic violence services to families suffering from abuse. The mission of the Support Services Department (domestic violence, sexual assault, human trafficking programs) is to empower our diverse community to live free from violence through the provision of safety, support services and self-empowerment. Toward this mission, YWCA will provide 60 City of Sunnyvale residents (women, men, children) with 240 hours of comprehensive domestic violence counseling services, such as individual and group counseling, support groups and therapy.



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

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☒ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☐ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$25,000	Funding Type:	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$273,042		
Cost per client for proposed Sunnyvale Program:	\$500		
Number of Sunnyvale clients to be served with City grant:	50		
Total matching funds for proposed Sunnyvale services:	\$248,042		
Match Ratio (% of program funded by matching funds):	9%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY 18-19	25,000	25,000
FY 17-18	25,000	25,000
FY 16-17	25,000	25,000
FY 15-16	25,000	25,000
FY 14-15	35,000	15,217

<sup>1</sup> NOTE: Please see pages iii-iv of Application Instructions for details on how to calculate Program Cost and Cost per client



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## **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 Support Services 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 Silicon Valley 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 2016-2017, 88% of all clientele fell within the extremely low to low income categories, as defined by the U.S. Department of Housing and Urban Development (HUD). Domestic violence can cause severe physical, mental, and emotional abuse.

The Support Services 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 provide essential counseling services (individual/group counseling, group counseling, crisis counseling) to 60 unduplicated 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.

According to the Centers for Disease Control, it is estimated that nationally 1 in 4 women and 1 in 7 men will experience domestic violence in their lifetimes. Domestic violence is one of the leading causes of homelessness for women and children in the United States, and in Santa Clara County. The U.S. Department of Justice reports that one in four homeless women and homeless because of violence committed against her. According to the 2015 Santa Clara County Point-in-Time Count Report, nearly half of respondents of families with children reported having experienced domestic violence (47%). Sadly, each year in Santa Clara County, over 2100 requests for emergency shelter and housing assistance for domestic violence victims often go unmet.

Domestic violence affects individuals in a variety of ways: physically, emotionally, mentally, financially. Domestic violence can greatly impact an individual's everyday life. Victims' work and school performance can suffer, and victims can develop detrimental health behaviors such as alcohol dependency, substance abuse, and eating disorders. Domestic violence is also directly linked to mental health issues such as the development of mood, personality, or behavioral disorders. This can include depression, post-traumatic stress disorder, manic-depressive disorder and dependence personality disorder.

YWCA addresses the City of Sunnyvale's Consolidated Plan Goal to support activities to end homelessness and the goal to address community development efforts (specifically, the objective to provide essential human services to special needs populations such as survivors of domestic violence).



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3. Describe the Program's client eligibility requirements. 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. This includes clients from all socioeconomic backgrounds, ethnicities, and ages. 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 Support Services 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.

There are five domestic violence agencies currently serving Santa Clara County: 1) YWCA Silicon Valley; 2) Asian Americans for Community Involvement; 3) Community Solutions; 4) Maitri; and 5) Next Door Solutions to Domestic Violence. Both Maitri and AACI provide services to the Asian American and South Asian community, while YWCA, Community Solutions and Next Door provide services in English and Spanish. All five agencies participate in the Santa Clara County Domestic Violence Advocacy Consortium (DVAC) in order to examine domestic violence related issues and service gaps county-wide. Each agency connects with one another in a collaborative effort on a daily basis to verify available bed spaces at the various shelters to secure emergency shelter for families in need. YWCA Silicon Valley is the only domestic violence program with an office located in Sunnyvale to service North County residents. YWCA's emergency shelter is located in North County, and staff work directly with the Sunnyvale Department of Public Safety.

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 the first six months of FY 18/19, the YWCA provided 6 unduplicated Sunnyvale residents with emergency shelter services, totaling just over 276 emergency bed nights. In FY 17/18, the YWCA provided 35 unduplicated clients with 182 counseling sessions, and provided crisis counseling, safety planning, information and referrals through 110 crisis calls to Sunnyvale residents. Through these services, the Support Services Department was able to aid in the destruction of the multigenerational cycle of violence for our clients. Services and provision of shelter result in cost savings from Sunnyvale's law enforcement and medical response to domestic violence situations.

Additionally, YWCA leverages program funding with in-kind volunteer hours generated through our comprehensive volunteer program; over 300 volunteers donated over 20,000 hours (in-kind valued at over \$400,000) to the agency in the last fiscal year.



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

Sunnyvale funded Clients:	50	Total Program Clients:	1000
---------------------------	----	------------------------	------

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☒ No

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

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

Extremely Low Income:		Very Low Income:		Low Income:	
-----------------------	--	------------------	--	-------------	--

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	54	1380	\$21,143	\$391.53
FY 2017-18	60	1053	25,000	\$416.67
Estimated for FY 2019-20	50	1000	25,000	\$500

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



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

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	32	40	Youth (0-18 years)	0	5
Very Low Income (31%- 50% AMI)	2	7	Adults (19-61 years)	35	41
Low Income (51%-80% AMI)	0	1	Seniors (62+ years)	0	2
Moderate Income (81%- 120% AMI)	1	1	Disabled Individuals	2	2
Above Moderate Income (120%+ AMI)	0	1	Other Special Needs	0	0
<b>Total</b>	<b>35</b>	<b>50</b>	<b>Total</b>	<b>35</b>	<b>50</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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Number of unduplicated individuals receiving counseling services	12	12	13	13	50
Number of Duplicated Counseling Sessions	50	50	50	50	200
Number of Crisis Calls	25	25	25	25	100



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Dr. Clinical Service	Oversees domestic violence counseling/therapy services	\$85,000	40	16.469	\$13,999
Bil. Cris. Int. Adv.	Bilingual Crisis Intervention Adv.- provides intake, crisis counseling, support groups, info & referrals	\$47,133	40	15%	\$7,070
				0.00%	
				0.00%	
				0.00%	

This grant will fund a portion of the YWCA's Director of Clinical Services and one Bilingual Crisis Intervention Advocate's time working with Sunnyvale residents. The Director of Clinical Services oversees all therapy services for the YWCA. The Director provides clinical supervision and training to all the licensed Marriage and Family Therapist Interns and Trainees providing direct therapy services to Sunnyvale residents. The Bilingual Crisis Intervention Advocate provides all crisis counseling and support groups for domestic violence survivors residing in Sunnyvale. The Bilingual Crisis Intervention Advocate also responds to the Support Line, which Sunnyvale residents can call 24/7. The Bilingual Crisis Intervention Advocate also conducts intakes and therapy screenings, assess survivor needs and provide information and community referrals. A portion of their time is funded through this grant.

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

At the end of service provision for counseling, shelter and legal advocacy services, program staff provide clients with the opportunity to complete anonymous evaluation feedback forms for service received. 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, including therapy and counseling services to children, parents are asked to complete a confidential assessment of their child's participation in individual therapy and group therapy. Services are evaluated on a quarterly basis to ensure success in achieving goals.



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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 Support Services Department provides services to all individuals that are currently experiencing domestic violence or are processing trauma related to domestic violence, regardless of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability.

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 Silicon Valley is on a mission to empower by working to end racism and violence, to achieve solutions for survivors of violence facing homelessness, and to inspire by closing the education and prosperity gap. For over 110 years, YWCA has identified the unique needs of Santa Clara County women, delivering innovative programs to meet those needs. In August of 2011, YWCA opened a location in Sunnyvale. YWCA impacted over 15,000 individuals last year at 25 community locations through domestic violence, sexual assault, human trafficking, housing, counseling, youth empowerment and childcare services. In FY 16/17 our staff and volunteers provided 1029 unduplicated clients with domestic violence support services, including: answering 3,265 crisis calls; sheltering 154 women and children with 5,256 bed-nights; and provided 719 unduplicated clients with counseling sessions.

The YWCA Silicon Valley has received CDBG funds or General Funds from the City Sunnyvale to support domestic violence services in the community for over the past 15 years. Over the years, the City of Sunnyvale has provided funding to support domestic violence services such as emergency shelter, counseling, crisis calls, legal advocacy, domestic violence education and information and referrals. Our agency has not had any major issues with meeting targeted objectives.

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 Support Service 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. Client data is recorded in confidential client files, which are maintained under double lock and key (for a minimum of seven years). Client data is simultaneously entered into our client services database, Efforts to Outcomes (ETO). All service touchpoints are recorded in ETO on a regular basis. Supervisors review service data on a regular basis to ensure data is being entered appropriately and in a timely fashion.



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**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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

The Support Services Department provides domestic violence counseling services directly to City of Sunnyvale residents. Specifically, the YWCA will provide 50 city of Sunnyvale residents (women, men, children) with 200 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. Currently, 90% of clientele are extremely low to low income families.

**E. HUD Performance Measures**

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

**Objectives**

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	yes
Faith-based organization:	no
Community Based Development Organization (CBDO):	no
Community Housing Development Organization (CHDO):	no
Other Type of Organization:	no
Describe:	n/a
DUNS Number:	932445737

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	792,218	792,218	432,252	453,795
Fundraising	870,225	870,225	687,579	732,285
Proposed Program (Total Budget)	3,741,358	3,741,358	3,086,842	1,457,090
All Other Programs	4,480,075	4,480,075	3,509,358	5,037,191
<b>Total Agency Budget</b>	<b>9,883,876</b>	<b>9,883,876</b>	<b>7,716,031</b>	<b>7,680,361</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	25,000	196,919	221,919
Office Supplies		2798	2798
Communication		14524	14524
Publications/Printing/Advertising		1285	1285
Travel		4850	4850
Rent/Lease/Mortgage		9495	9495
Utilities		4082	4082
Insurance			\$ 0
Equipment Rental/Maintenance			\$ 0
Audit/Legal/Professional Services (for CDBG portion only)			\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)			\$ 0
Contract Services			\$ 0
Other		14089	14089
<b>Total Expenses</b>	<b>25000</b>	<b>248,312</b>	<b>273,042</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	25,000
Other Jurisdictions	248,042
Foundation	
Individual Donations	
<b>TOTAL</b>	<b>273,042</b>

1. Does your Organization have a HUD-approved indirect cost plan? ☐ Yes ☒ No
2. Does your agency charge any fees for the proposed Sunnyvale services? ☐ Yes ☒ 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 other government jurisdictions including county, state, and federal funding sources. Additionally, city funds have been used to assist in securing funding from foundations, including Blue Shield of California and the Heffernan Foundation. 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, are the Crisis Support Manager, Crisis Support Coordinator, Shelter Advocates and Legal Services Coordinator. The Crisis Support Manager oversees all crisis counseling, support groups and manages the 24-hour Support Line. The Crisis Support Manager directly supervises the Bilingual Crisis Intervention Advocate funded through this grant. The Crisis Support Intervention Advocate facilitates a weekly support group at the YWCA's Sunnyvale location. Shelter Advocates provide support to Sunnyvale residents in the emergency shelter. Survivors can stay up to 45 days and receive comprehensive domestic violence services. Shelter Advocates provide basic needs, like food, clothing, case management services to connect survivors with community resources, systems navigation, emotional support and community referrals and information. The Legal Advocates provide Sunnyvale residents with court support, court accompaniment, immigration assistance, legal advocacy and restraining order preparation. The Legal Advocates are housed once-a-week at our Sunnyvale location to provide legal assistance at the Family Justice Center.



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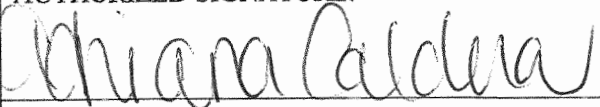
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**SECTION 4: AUTHORIZATION**

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation verifying person with the authority to submit this application and execute the contract**).

AUTHORIZED SIGNATURE: 	DATE: 2/11/19
NAME (Please Print): Adriana Caldera	TITLE: Chief Program Officer



**eliminating racism  
empowering women**

**ywca**

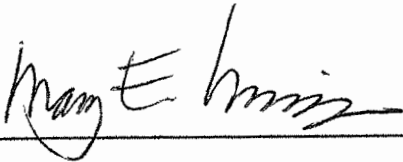
**silicon valley**

**BOARD RESOLUTION**

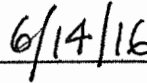
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WHEREAS YWCA Silicon Valley desires to undertake projects and submit proposals to secure grant funding for several different programs and projects;

THEREFORE BE IT RESOLVED that the YWCA Silicon Valley Board of Directors has delegated authority to CEO Tanis Crosby, COO/CFO Ann Marie Pate, and CPO Adriana Caldera, as of June 1 2016 as signing officers of the agency with the authority to sign on behalf of the Board of Directors for any funding proposals, grant applications, and funding agreements in accordance with the YWCA Accounting Policies.



Mary Morris, Secretary



Date







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**COVER SHEET***Original***APPLICANT INFORMATION**

Legal Name of Organization:	Abilities United
Mailing Address:	525 E. Charleston Road
City:	Palo Alto
State:	CA
Zip Code:	94306
Web Address:	www.abilitiesunited.org
Contact Person:	Jo Bailard
Title:	Director, Corporate and Foundation Giving
Email:	jo@abilitiesunited.org
Telephone Number:	(650) 618-3331
Fax Number:	(650) 834-0131
Executive Director:	Charlie Weidanz
Email:	charlie@abilitiesunited.org

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

**PROGRAM OVERVIEW**

Program Name:	Adult Services
Location(s) where Sunnyvale clients will be served (include full street address(es):	
525 E. Charleston, Palo Alto, CA 94306; 3864 Middlefield Rd, Palo Alto, CA; homes, work places, community	

**Brief Program Description:**

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

The Abilities United Adult Services program assists individuals with developmental or other 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.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

### A. City of Sunnyvale Funding Categories (See RFP Notice, page 8). Please select one:

☒ Operational      ☐ Emergency      ☐ Seed Program

### B. Consolidated Plan Priority Need Type. Select only one:

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

### C. Program Financials<sup>1</sup>

Funding Amount Requested:	\$ 11,531.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 109,980.00		
Cost per client for proposed Sunnyvale Program:	\$ 9,165.00		
Number of Sunnyvale clients to be served with City grant:	2		
Total matching funds for proposed Sunnyvale services:	\$ 98,449.00		
Match Ratio (% of program funded by matching funds):	90.00%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY 2018-2019	\$ 12,073.00	\$ 10,000.00
FY 2017-2018	\$ 12,073.00	\$ 10,000.00
FY 2016-2017	\$ 12,128.00	\$ 10,000.00
FY 2015-2016	\$ 12,128.00	\$ 10,000.00
FY 2014-2015	\$ 12,064.00	\$ 10,308.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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.

Targeted clientele includes adults (age 22+) with 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. Specific diagnoses include Autism, Down Syndrome, Cerebral Palsy, intellectual disability, and other neurological conditions. Some clients live with their parents or other relatives; others live independently in homes or apartments with assistance from ILS coaches. HUD guidelines "presume" that severely disabled adults are low income. Adult Services include: Adult Day Activities - 30 hour a week program where clients choose from a variety of activities to experience new opportunities and practice daily living skills with their peers and fully participate in the community; Tailored Day - Flexible one-on-one coaching (6-8 hrs. per week) to increase ability to lead integrated & inclusive life; Community Connections - Various activities, including: volunteer jobs, community college courses, TV production, and accessing community resources; Independent Living Skills (ILS) - Work one-on-one with ILS coach to learn the additional daily living skills needed to live as independent as possible. Tailored to meet client's individual needs, such as public transportation training, financial education, personal safety training, social activities, etc.; Employment Services - Job developer helps client apply, prepare for the interview, assists with follow-ups, and helps them get started on the job. Job coaching provides one-on-one support while on the job.

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 essential human services for special needs populations, particularly for adults with developmental disabilities who are considered low income by HUD guidelines. The problem is that once adults with developmental disabilities 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, & specialized pediatric services, often are terminated in adulthood. State agencies support only 13% of adults with developmental disabilities outside of their homes once they graduate from high school. Our mission is to advance the inclusion and independence of people with developmental disabilities, so our services are essential for people becoming as independent as possible and participating fully in their communities. With the right training & support, people with developmental disabilities can successfully work, live on their own, & contribute to the community. Adult Day Activities provides activities for clients to get them active & 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 Connections provides adults the opportunity 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, they make purchases in their community, they pay taxes, & they take pride in what they can do. Independent Living Skills clients receive the training they need to develop skills which allow them to live as independently as possible. All of these adults make Sunnyvale a more diverse community; all of the City's residents benefit.



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

For the Adult Services Program, clients are referred from the State Regional Centers and the Department of Rehabilitation. The clients are an at risk and/or an under-served population. Our clients 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".

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, differences in our programs offer options to clients & their families. Our Adult Day Activities & Community Connections includes individuals in wheel chairs and those with self-care needs (others don't). Our Tailored Day Services is unique in that it is 1:1 & allows flexibility in the duration & intensity of services. Unlike other agencies, there is a strong employment component to our Community Connections program. Some Community Connections clients are working in competitive employment and providing volunteer work at the same time. While some agencies have clients receiving sub-minimum wages, our Employment Services clients have not received less than minimum wage since 2003. We partner with two organizations that provide job coaching to our participants. Abilities United partners with 200+ business, educational, & 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 Activities 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.



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

Sunnyvale funded Clients:	2	Total Program Clients:	12
---------------------------	---	------------------------	----

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☒ No

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

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

Extremely Low Income:		Very Low Income:		Low Income:	
-----------------------	--	------------------	--	-------------	--

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

Time Frame	Number of Sunnyvale Clients Served with City Funds*	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years				
FY 2017-18				
Estimated for FY 2019-20				

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



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

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)			Youth (0-18 years)		
Very Low Income (31%- 50% AMI)			Adults (19-61 years)		
Low Income (51%-80% AMI)			Seniors (62+ years)		
Moderate Income (81%- 120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>			<b>Total</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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
230 hours of Adult Services (ADAP, ES, ILS, CC, TD)	57 hours	58 hours	57 hours	58 hours	230 hours
2 Unduplicated Sunnyvale Clients	1	-	1	-	2



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
VP, Programs	Manages all of Adult Services	\$ 112,515.00	40	5.00%	\$ 5,626.00
Manager of ILS	Manages Independent Living Program & Tailored Day	\$ 59,057.00	40	5.00%	\$ 2,953.00
Manager ADAP/CC	Manages Adult Day Activities & Comty Connections	\$ 59,046.00	40	5.00%	\$ 2,952.00
				0.00%	
				0.00%	

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

Anne-Marie Green, Manager of Independent Living Skills and Tailored Day programs. Anne-Marie provides the day-to-day management of these services for Sunnyvale residents.

Roger Young, Manager of Adult Day Activities and Community Connections programs. Roger 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 230 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 Activities, Community Connections, Tailored Day Activities, Employment Services, & 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. Our program is also reviewed by our Board Operations Review Committee on a regular basis. We monitor and improve the quality of our services by reviews and surveys (clients, families, Regional Center, & other stake holders). Adults in our Adult Services program each have a set of goals that are reviewed periodically. Our funding sources note that they have a high level of confidence in our organization and programs through reports we provide to them and they continue to fund us year after year. Finally, we have a full CARF (a national rehabilitation services accreditation commission) review of our services every 3 years.



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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.

Our services are specifically designed for persons with developmental and/or physical disabilities. In the Participants Rights and Responsibilities handout, under "Section 3, Legal, Civil and Personal Rights", we have a "nondiscrimination" policy that states: "Abilities Untied shall accept persons for services without regard to ethnic origin, sex, religion, disability...", a "Section 4 Right to Services" policy which includes "4.1 Outreach", "4.2 Elimination of Barriers to Services", and "4.3 Equal Opportunity to Services". We hire service providers who are bilingual, including those who know sign language, and provide bilingual services as needed. Abilities United is also CARF (Commission on Accreditation of Rehabilitation Facilities) accredited. Since 1980, CARF has recognized Abilities United programs and services as meeting internationally recognized standards. We also present an Accessibility Report to the Board of Directors each year.

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?

Abilities United advances advocacy, inclusion, & independence for children & adults with developmental disabilities. Over the past 56 years, Abilities United has provided services to over 70,000 individuals, infants through seniors, in San Mateo and Santa Clara counties, through: Children Services, Adults Services, and Enhancement Services (Socialization, Aquatic, Art & Computer services) for all ages & abilities. We are proud to provide a lifetime continuum of services to children and adults with disabilities and their families, including bilingual programs. Our staff and programs have received numerous awards and we have CARF accreditation. In FY 2018, we met our goal under the contract by providing 250 hours of services of Adult Services to 2 Sunnyvale residents. However, your support helped us leverage the funding to actually provide 9,956 hours of Adult Services to 16 unduplicated Sunnyvale adults. We have consistently met our goals under our Sunnyvale contracts.

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 following information is collected at time of intake and reviewed/updated during the review process or exit interview. 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.)



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**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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: 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; Day Activities provides meaningful activities to participants and allows their parents to work; Community Connections 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 outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

**Objectives**

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Yes
Faith-based organization:	No
Community Based Development Organization (CBDO):	No
Community Housing Development Organization (CHDO):	No
Other Type of Organization:	N/A
Describe:	N/A
DUNS Number:	095982559

#### B. Total Agency Budget

	<b>Planned 2019-20</b>	<b>Adopted (Actual if available) 2018-19</b>	<b>Actual 2017-18</b>	<b>Actual 2016-17</b>
Administration	\$ 1,524,707.00	\$ 1,524,707.00	\$ 1,622,693.00	\$ 1,644,862.00
Fundraising	\$ 179,467.00	\$ 179,467.00	\$ 442,157.00	\$ 366,370.00
Proposed Program (Total Budget)	\$ 109,980.00	\$ 109,980.00	\$ 138,896.00	\$ 162,333.00
All Other Programs	\$ 3,471,618.00	\$ 3,471,618.00	\$ 3,482,547.00	\$ 3,485,260.00
<b>Total Agency Budget</b>	<b>\$ 5,285,772.00</b>	<b>\$ 5,285,772.00</b>	<b>\$ 5,686,293.00</b>	<b>\$ 5,658,825.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

<b>Proposed Sunnyvale Program Annual Expenses*</b>	<b>City Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Salaries/Benefits/Payroll/Taxes	\$ 11,531	\$ 65,455	\$ 76,986
Office Supplies		\$ 100	\$ 100
Communication		\$ 1,000	\$ 1,000
Publications/Printing/Advertising		\$ 300	\$ 300
Travel		\$ 5,500	\$ 5,500
Rent/Lease/Mortgage		\$ 0	\$ 0
Utilities		\$ 700	\$ 700
Insurance		\$ 600	\$ 600
Equipment Rental/Maintenance		\$ 100	\$ 100
Audit/Legal/Professional Services (for CDBG portion only)		\$ 1,099	\$ 1,099
Direct Services (Funding for specific service, e.g. meal, ride)		\$ 0	\$ 0
Contract Services		\$ 500	\$ 500
Other		\$ 23,095	\$ 23,095
<b>Total Expenses</b>	<b>\$ 11,531</b>	<b>\$ 98,449</b>	<b>\$ 109,980</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 11,531.00
Other Jurisdictions	\$ 98,449.00
Foundation	
Individual Donations	
<b>TOTAL</b>	<b>\$ 109,980.00</b>

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

We use the City of Sunnyvale funds to leverage other funds. 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 and status of the City of Sunnyvale that adds to our credibility among funders. Funders know we are audited by the City of Sunnyvale and that our programs are monitored by you. We list the City of Sunnyvale as a funder in our annual report, on our website, and in grants and other materials we send to potential funders.

Also, our Adult Services Program is working with agencies, including Housing Choices Coalition, to develop housing, education, and jobs for the population we serve. We use the City of Sunnyvale as an example of how we work with local communities to help solve some of these pressing issues for their residents. For example, in 2015 we began a partnership with the City of Mountain View and the Housing Choices Coalition to provide Integrated Living Services for 11 residents at an apartment complex in Mountain View. Our work with the City of Sunnyvale and the City of Palo Alto supported our partnership with the City of Mountain View. Recently, this coalition resulted in approval of housing to be developed for 24 people with developmental disabilities in the City of Sunnyvale. Your support is crucial to gaining the support of other communities and donors.



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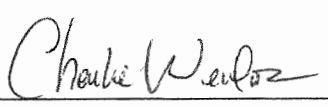
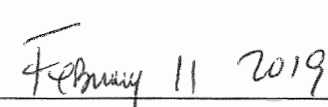
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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation verifying person with the authority to submit this application and execute the contract**).

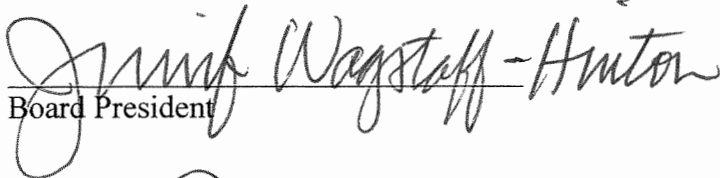
AUTHORIZED SIGNATURE: 	DATE: 
Charlie Weidanz	CEO
NAME (Please Print):	TITLE:

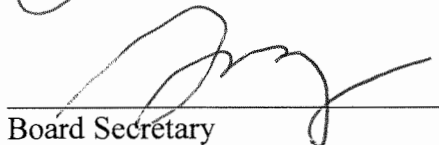


**RESOLUTION OF THE ABILITIES UNITED**  
**BOARD OF DIRECTORS**

**BE IT RESOLVED**, that the Board of Directors of Abilities United met on Monday, January 28, 2019 and authorized the CEO to be the designated signer and executor of the Community Development Block Grant (CDBG)/local funding proposal to the City of Sunnyvale.

IT IS SO APPROVED AND EFFECTIVE THIS DATE: 1/28/2019  
Date

  
Board President

  
Board Secretary







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## COVER SHEET

### APPLICANT INFORMATION

Legal Name of Organization:	Caminar
Mailing Address:	2600 S El Camino Real, Suite 200
City:	San Mateo
State:	CA
Zip Code:	94306
Web Address:	www.caminar.org
Contact Person:	Maritza Henry, LMFT
Title:	Director of School-Based Services
Email:	mhenry@fcservices.org
Telephone Number:	(408) 200-8612
Fax Number:	(408) 287-3104
Executive Director:	Mark Cloutier, CEO, Caminar; Michael Hutchinson, Executive Director, FCS division
Email:	mcloutier@caminar.org; mhutchinson@fcservices.org

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

### PROGRAM OVERVIEW

Program Name:	Sunnyvale Youth & Family Counseling Program
Location(s) where Sunnyvale clients will be served (include full street address(es):	
	Columbia Neighborhood Center, 785 Morse Avenue, Sunnyvale, CA 94085

#### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

Since 2004, Caminar/FCS's Sunnyvale Youth & Family Counseling Program has been operating in close collaboration with the Columbia Neighborhood Center and Columbia Middle School to advance city and school efforts to promote community wellness, improve family functioning, address the effects of trauma, and build protective factors against youth mental illness, substance use, gang involvement, school drop-out, and delinquency. City funding will allow 15 high-need youth and their families to access culturally and linguistically appropriate counseling, crisis intervention, and case management services, in both English and Spanish.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☒ C. Mental Health or Substance Abuse Counseling  
☐ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 15,000.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 28,177.00		
Cost per client for proposed Sunnyvale Program:	\$ 1,878.00		
Number of Sunnyvale clients to be served with City grant:	15		
Total matching funds for proposed Sunnyvale services:	\$ 13,177.00		
Match Ratio (% of program funded by matching funds):	47.00%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2018-2019	\$ 22,480.00	\$ 10,000.00
2017-2018	\$ 22,480.00	\$ 10,000.00
2016-2017	\$ 24,739.00	\$ 14,000.00
2015-2016	\$ 24,739.00	\$ 14,000.00
2014-2015	\$ 28,450.00	\$ 17,671.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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.

Caminar's Family & Children Services of Silicon Valley division has been offering the Sunnyvale Youth & Family Counseling Program since 2004. The program, which operates in close coordination with Columbia Middle School (CMS) and the Columbia Neighborhood Center (CNC), provides culturally competent, trauma sensitive, and bilingual counseling services for 6th to 8th grade students (ages 11-14). Services are provided on-site in confidential counseling rooms at the CNC, which is located next door to CMS. During the 2017-2018 school year, 61.2% of the 773-person student body of CMS was identified as socioeconomically disadvantaged; 29% were English learners; and 14.9% had disabilities. The student body is majority (55.4%) Hispanic or Latino, with Filipino as the second largest racial/ethnic group (12.7%). The program, which received 100% satisfaction ratings, serves youth from extremely low, very-low, and low-income households and offers bilingual services in Spanish. When serving a referred youth, the therapist, who is trained to serve diverse communities and family types, completes an intake and assessment process to identify the youth's needs, strengths, and trauma exposure; develops a treatment plan; provides individual and family therapy; consults with parents/guardians; coordinates with the school as needed; provides crisis counseling; and facilitates linkages to additional resources that address youth and family needs. Services are provided at no-cost to the family. The program typically serves high percentages of Latino/Hispanic families due to our bilingual capacity.

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 alignment with "Goal C: Other Community Development Efforts" of the City's 2015-2020 Consolidated Plan, the Sunnyvale Youth & Family Counseling Program advances "Action 1: Support provision of essential human services, particularly for special needs populations." Within this action, the City prioritized the provision of basic needs, including mental health care, and mental health counseling "particularly for youth." The Sunnyvale Youth & Family Counseling Program provides no-cost counseling services for youth, with an emphasis on youth who are or have been affected by traumatic and adverse childhood experiences (ACES) and have elevated risk factors. Research has found correlations between ACEs and underage drinking, increased risk of alcohol abuse as an adult, tobacco use, lifetime drug dependency, suicide attempts, depression, high-risk sexual behaviors, adult unemployment, lowered educational attainment, stroke, diabetes, and heart disease. The Center for Youth Wellness, a leader in applying the science on the biological impact of early adversity to improve the health of children, wrote in a recent article: "Early detection of ACEs and effective intervention could therefore have a powerful potential to decrease the impact of early adversity on negative health outcomes, improving the health and wellbeing of children." The Youth & Family Counseling Program's counseling services, including screening, family consultations, and crisis assistance, strive both to prevent further exposure to ACES and to provide support to youth and adults who have experienced multiple ACEs. By reaching youth with culturally competent, accessible, trauma-sensitive counseling and supportive services, youth have the crucial, transformative opportunity to heal, build their resilience, learn positive coping skills, and strengthen protective factors.



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

Caminar/FCS's Youth & Family Counseling Program serves youth referred to the program by Columbia Middle School (CMS), the Columbia Neighborhood Center (CNC), or other providers providing on-site services at the CNC. Eligibility criteria include (1) residency in Sunnyvale, with priority given to CMS students, and (2) household income at the extremely low, very low, or low-income levels. During the 2017-2018 program year, 100% of clients served (10 youth) were CMS students identifying as Latino or Hispanic. Ninety percent were from extremely low-income households and 10% from low income households. All youth served qualify as at-risk. Youths' families often are in crisis or at high risk of crisis, with housing instability and financial insecurity prevalent. Common risk factors also include child neglect (sometimes due to parents working multiple jobs), domestic violence, high conflict living situations (e.g., multiple families in one apartment), depressed moods, isolation/lack of social support, and youth or adult substance use.

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 Sunnyvale Youth & Family Counseling Program operates in coordination with the Columbia Neighborhood Center and Columbia Middle School in collaboration with other nonprofit organizations and community resources, toward the shared goal of promoting the health, wellness, and stability of youth and families. Currently, the City of Sunnyvale provides funding for two mental health counseling providers (of which Caminar/FCS is one) to offer part-time services at the Columbia Neighborhood Center (CNC). At Columbia Middle School, one Psychologist and two social workers (1.775 FTEs) are supporting a student body of 773 students. The proximity to the school of Caminar/FCS's no-cost, bilingual, trauma-sensitive, culturally competent counseling services removes barriers of transportation, cost, and language that often prevent students from accessing needed care. Rather than duplicating services, the Therapist facilitates connections to needed resources at the CNC and in the community, thereby holistically addressing issues affecting youth well-being.

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 of Sunnyvale's significant investments in public safety paired with a proactive, collaborative, and innovative approach have contributed to the city's recognized safety record. Working hand-in-hand with these efforts is a commitment to prevention and early intervention programs for youth and families. The enclosed "Prevention and Early Intervention (PEI) Fact Sheet" notes: "PEI programs emphasize strategies to reduce negative outcomes that may result from untreated mental illness: suicide, incarcerations, school failure or dropout, unemployment, prolonged suffering, homelessness, and removal of children from their homes." The enclosed analysis from Mental Health America cites consequences from failing to provide adequate prevention and early intervention services. Suicide attempts, homelessness, school drop-out, and unemployment not only are devastating for residents, they also reduce revenue coming to the city and increase reliance on city services.



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

Sunnyvale funded Clients:	15	Total Program Clients:	15
---------------------------	----	------------------------	----

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☒ Yes

☐ No

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

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

Extremely Low Income:	10	Very Low Income:	3	Low Income:	2
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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	16	16	\$ 14,734.00	\$ 937.00
FY 2017-18	10	10	\$ 10,000.00	\$ 1,000.00
Estimated for FY 2019-20	15	15	\$ 15,000.00	\$ 1,000.00

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



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

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	9	10	Youth (0-18 years)	10	15
Very Low Income (31%- 50% AMI)		3	Adults (19-61 years)		
Low Income (51%-80% AMI)	1	2	Seniors (62+ years)		
Moderate Income (81%- 120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>	10	15	<b>Total</b>	10	15

#### 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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Hours of Counseling (Avg of 10 hours per youth)	20	50	50	30	150
Minutes of Outreach, Client Identification, Needs Assessment	180	60	20	20	280
Minutes of Case Management and Service Linkage	75	200	200	200	675



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Director	Clinical supervision, training, compliance, reporting	\$ 73,800.00	32	5.00%	\$ 1,369.00
Therapist	Counseling, trauma screenings, linkages	\$ 52,000.00	40	50.00%	\$ 10,291.00
				0.00%	
				0.00%	
				0.00%	

The Director of School-Based Services, who reports to the Director of Program Services of the FCS division, provides clinical and staff supervision and training, ensures compliance with funding requirements, monitors accurate and timely collection of program documentation and data, completes funder reports, manages the budget, and measures outcomes. The bilingual Therapist provides all activities related to the delivery of counseling services, including intakes, screenings, income verification, demographic information collection, documentation, parent/guardian consultation, therapy, service linkage, and participation in CNC and CMS meetings.

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

The effectiveness of the Youth & Family Counseling Program will be measured using service documentation, clinical assessment tools, and satisfaction surveys. Using a continuous quality improvement approach, the Program Director and Therapist regularly review program documentation to monitor progress toward outcomes targets, trends, and opportunities for enhancement. Documentation records intake information (including demographic data and referral source), screening results, dates of services provided, types of service provided and duration in minutes, and case notes. As part of our individualized treatment planning for each client, our therapist uses research-/evidence-based clinical assessment tools, such as the Adverse Childhood Experiences (ACES) screening tool and Child and Adolescent Needs and Strengths (CANS) assessment, to gain a holistic understanding of the factors influencing a youth's wellness and to build on assets and strengths. The assessment tools establish a baseline for the client; subsequent assessments chart changes over the course of treatment. Confidential Client Satisfaction Surveys invite clients to provide honest feedback about the effectiveness of services and their satisfaction and to share suggestions. Caminar/FCS will continue to submit timely and complete semiannual and annual reports that provide outputs (numbers of clients served and units of service provided) and outcomes. During the 2017-2018 year, 100% of program respondents reported being "very satisfied" with the quality of services and 100% reported that they would recommend the services to others.



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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.

Caminar/FCS takes pride in providing culturally competent, linguistically appropriate, and accessible services for diverse communities, including residents of Sunnyvale. As with other agency programs, the Program Director and Therapist monitor trends in client and community needs and strengths, implement service adjustments as appropriate to respond to emerging and evolving needs, and participate actively in local meetings. In addition, all personnel complete annual and ongoing training to continue to build cultural competency. As an on-site provider at the CNC, a building that is accessible for people of all abilities, Caminar/FCS respects and operates in alignment with the center's policies and culture. During the 2017-2018 school year, 28.9% of Columbia Middle School (CMS) students are English Language Learners and 85.7% of these students' primary language is Spanish. We have been the consistent provider of Spanish-language counseling services for youth at the CNC since 2004, sometimes serving as the sole bilingual counseling resource at the CNC or CMS.

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 San Mateo, California, in 1964, Caminar serves more than 20,000 individuals annually in the San Francisco Bay Area and Northern California. The nonprofit organization's portfolio of behavioral health and supportive services advances its mission: To empower and support individuals and families to move toward resilience, wellness and independence. In January 2017, Family & Children Services of Silicon Valley (FCS), which has served Santa Clara County since 1942, merged with and became a division of Caminar. FCS has provided community-based counseling and family support services throughout its history, has partnered with area schools to provide on-campus mental health services for more than three decades, and is the leading provider of services for LGBTQ youth and young adults. In 2017-2018, the Sunnyvale Youth & Family Counseling Program served 10 youth through 151 hours of counseling. Via surveys, 100% of respondents reported that they benefited from counseling, had increased self-esteem, and had improved peer relationships.

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 Youth & Family Counseling Program Therapist maintains confidential records for each individual receiving counseling services. Our Program Director and Therapist are experienced operating services in compliance with City of Sunnyvale reporting and financial requirements, and in compliance with Columbia Neighborhood Center (CNC) policies. The referral process is in place with Columbia Middle School and the CNC. Caminar/FCS will continue to follow established program procedures, which are reviewed regularly to ensure compliance with City of Sunnyvale requirements and accurate and complete data collection. As part of the Intake Process, the Therapist reviews the following forms with the youth's parent or guardian and obtains consents and signatures: Consent for Treatment and Maintenance of Records for Minors; Authorization to Exchange Information, which authorizes the therapist to consult with the school and other providers (e.g., doctor) involved in the youth's case; Notice of Privacy Practices, which details privacy rights; and Data Collection Form (attached), which records the size of the household, estimated annual income per household, and race/ethnicity.



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**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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

The Sunnyvale Youth & Family Counseling Program addresses the need for mental health services for vulnerable populations identified in the Consolidated Plan. Counseling services work hand-in-hand with other basic services to strengthen family's stability, move a family away from crisis, and prevent the onset of conditions more costly to individuals and communities, such as substance abuse, mental illness, homelessness, or gang involvement. The plan prioritizes services for "at-risk youth" and "lower-income families," the target populations for the Counseling Program. As in recent years, Caminar/FCS's therapist continues to see primarily youth from extremely low income households, a population highly vulnerable to crisis and homelessness.

**E. HUD Performance Measures**

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

**Objectives**

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Caminar - Tax ID 94-1639389		
Faith-based organization:			
Community Based Development Organization (CBDO):			
Community Housing Development Organization (CHDO):			
Other Type of Organization:			
Describe:			
DUNS Number:	074630310		

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$ 3,940,696.00	\$ 3,825,919.00	\$ 3,080,510.00	\$ 3,098,303.00
Fundraising	\$ 926,467.00	\$ 899,483.00	\$ 700,509.00	\$ 653,576.00
Proposed Program (Total Budget)	\$ 28,177.00	\$ 28,100.00	\$ 13,518.00	\$ 21,664.00
All Other Programs	\$ 36,293,841.0	\$ 35,235,995.00	\$ 25,572,463.00	\$ 22,113,548.00
<b>Total Agency Budget</b>	<b>\$ 41,189,181.0</b>	<b>\$ 39,989,497.00</b>	<b>\$ 29,367,000.00</b>	<b>\$ 25,887,091.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 14,400	\$ 9,612	\$ 24,012
Office Supplies	\$ 0	\$ 40	\$ 40
Communication	\$ 100	\$ 75	\$ 175
Publications/Printing/Advertising	\$ 0	\$ 0	\$ 0
Travel	\$ 100	\$ 0	\$ 100
Rent/Lease/Mortgage	\$ 0	\$ 200	\$ 200
Utilities	\$ 0	\$ 0	\$ 0
Insurance	\$ 0	\$ 0	\$ 0
Equipment Rental/Maintenance	\$ 0	\$ 100	\$ 100
Audit/Legal/Professional Services (for CDBG portion only)	\$ 0	\$ 0	\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)	\$ 400	\$ 0	\$ 400
Contract Services	\$ 0	\$ 10	\$ 10
Other	\$ 0	\$ 3,040	\$ 3,040
<b>Total Expenses</b>	<b>\$ 15,000</b>	<b>\$ 13,077</b>	<b>\$ 28,077</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 15,000.00
Other Jurisdictions	\$ 0.00
Foundation	\$ 11,077.00
Individual Donations	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 28,077.00</b>

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

The full cost of delivering the proposed services will be funded through projected grant funds received for the designated purpose of delivering mental health services and unrestricted individual donations.

The agency minimizes allocations of operating costs and maximizing dollars directed to personnel costs. As shown in the budget, 96% of funds being requested will be used to pay highly-skilled personnel to deliver the program services. With the organization's high retention rates of school-based personnel, clients and partners benefit from consistent staffing, which reduces start-up times, ensures continuity of services, and facilitates collaboration.

Please note: "Direct services" expenses includes funding to provide healthy snacks for youth clients, who often arrive at counseling sessions hungry and whose families struggle financially. In the 2017-2018 surveys, youth requested increased snacks and we recognize that this is a need for youth, not just a want.

In addition to leveraging dollars, the Counseling Program will leverage the use of community resources. Through case management/linkage, the Therapist will facilitate access to supportive services (e.g., legal, physical health, domestic violence advocacy, housing, financial assistance/benefits enrollment, substance abuse treatment) that can prevent or alleviate crisis, thereby leveraging the city's investment in local services and resources offered by other nonprofits.



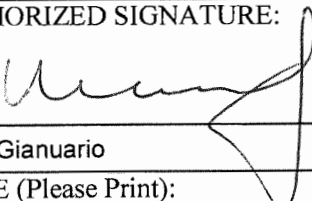
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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation verifying person with the authority to submit this application and execute the contract**).

AUTHORIZED SIGNATURE: 	DATE: 2-8-19
Karen Gianuario NAME (Please Print):	COO TITLE:



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## COVER SHEET

### APPLICANT INFORMATION

Legal Name of Organization:	Catholic Charities of Santa Clara County
Mailing Address:	2625 Zanker Rd.
City:	San Jose
State:	CA
Zip Code:	95134
Web Address:	www.catholiccharitiesscc.org
Contact Person:	Milton Cadena
Title:	Program Director - Older Adult Services
Email:	mcadena@catholiccharitiesscc.org
Telephone Number:	(408) 831-0440
Fax Number:	
Executive Director:	Gregory Kepferle
Email:	gkepferle@catholiccharitiesscc.org

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

### PROGRAM OVERVIEW

Program Name:	Catholic Charities - Adult Day Care Services (A.K.A. Day Break Cares)
Location(s) where Sunnyvale clients will be served (include full street address(es):	
	535 Old San Francisco Road. Sunnyvale, CA 94085

#### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

Catholic Charities of Santa Clara County – Adult Day Care Services (A.K.A. Day Break Cares) was designed to assist Caregivers of older adults experiencing first stages of Alzheimer's u other types of dementia; by providing a safe and stimulating environment in a State Licensed facility, where their love ones can be supervised and engaged in health, social and recreational activities. By using this service, Caregivers benefit from respite time to rest, meet their personal needs or work. Our program assist Caregivers in delaying or preventing institutional placement of their love ones and reduces their risk of isolation through Caregiver educational and support groups.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

### A. City of Sunnyvale Funding Categories (See RFP Notice, page 8). Please select one:

☒ Operational      ☐ Emergency      ☐ Seed Program

### B. Consolidated Plan Priority Need Type. Select only one:

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

### C. Program Financials<sup>1</sup>

Funding Amount Requested:	\$ 15,000.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 216,986.00		
Cost per client for proposed Sunnyvale Program:	\$ 3,000.00		
Number of Sunnyvale clients to be served with City grant:	5		
Total matching funds for proposed Sunnyvale services:	\$ 201,986.00		
Match Ratio (% of program funded by matching funds):	93.00%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2017-2018	\$ 15,000.00	\$ 10,000.00
2016-2017	\$ 15,000.00	\$ 10,000.00
2015-2016	\$ 15,000.00	\$ 10,000.00
2014-2015	\$ 15,000.00	\$ 10,308.00
2014-2015	\$ 15,000.00	\$ 10,500.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## **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.

Catholic Charities Adult Day Care Services (A.K.A. Day Break Cares) helps meet the needs of two vulnerable populations in Sunnyvale: dependent seniors suffering early stages of Alzheimer's disease or dementia and Caregivers; usually family

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.

Catholic Charities Adult Day Care Services in Sunnyvale is designed to meet the City Consolidated Plan need for supportive services. As the only nonprofit, licensed adult day care program in this city, Catholic Charities Adult Day Care Services is uniquely qualified to respond to the respite care needs of the Sunnyvale's diverse community. We strive to assist participants who struggle to cover the cost of care and facilitate a subsidized rate, since this is a population at risk, based on age, cognitive impairment and limited financial resources. The more support we obtain from donors and the local government, the more we can assist these families. We also facilitate continuous support groups, to respond to the need of caregiver's education, elder care counseling, information and referral of senior resources. This service is free of charge and open to all residents in Sunnyvale.

We are witness of an explosive growth in the elderly population, and this city is no exception. With the rise of the senior population the number of individuals experiencing dementia is proportional and therefore the number of families facing a need for adult care will keep growing. Caring for a person experiencing dementia is demanding, exhausting and expensive; often producing caregivers that are stressed, isolated, depressed and impoverished. Similarly, older adults with dementia are at risk for placement in expensive and not affordable institutions. Many caregivers, often spouses or daughters, benefit from a break in their otherwise stressful lives while our qualified staff diligently cares for their loved ones in a safe place five days a week.



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

To qualify for the proposed adult day care services, seniors must be 60+, residing in the City of Sunnyvale and have a mild to moderate dementia or related condition. We particularly target minority seniors and we had developed a specialized non-English speaking program serving clients who speak Mandarin, Cantonese and Vietnamese. Our participants are physically frail, cognitively impaired, affected by Alzheimer's disease, dementia, social isolation, and are at risk due to lower income; and their caregivers are burdened by responsibilities of caring for dependent elders. All these factors make our participants an under-served population.

Dementia in all its forms imposes a condition of isolation for the dependent adult and for the caregiver. The high cost of long term care combined with emotional cost of care, places this population at great risk for a host of related health and financial problems.

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.

Catholic Charities Adult Day Care Services is the only Non-profit organization that provides adult day care in the City of Sunnyvale, however, in order to make our work more effective and of greater value to the local community we have partnered with reliable, well established organizations where we can refer our participants for more specialized services and resources, such as: the Alzheimer's Association, The Alzheimer's Activity Center, El Camino Hospital, the Palo Alto Medical Foundation, Sourcewise, etc.

Also, in Sunnyvale we work closely with the Senior Nutrition Program, the First Unitarian Methodist Church, St. Martin and St. Cyprian parishes and the Sunnyvale Senior Center. Finally, we benefit from the volunteers from the De Anza & Foothill College and Catholic Charities Geriatric Home Aide Training 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).

Persons experiencing dementia and being unattended can lead to wandering or engaging in dangerous behavior. Emergency services are summoned to assist constantly through the 911 local service. City authorities and public health services would be engaged less due to situations involving senior neglect and emergencies related to older adults.

Residents in the City of Sunnyvale who care for an older adult that need constant supervision can have more access to personal time, lower their stress, be healthier and more productive.



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

Sunnyvale funded Clients:	5	Total Program Clients:	22
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- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☒ Yes

☐ No

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

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

Extremely Low Income:	1	Very Low Income:	2	Low Income:	2
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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	3	24	\$ 10,161.00	\$ 3,387.00
FY 2017-18	3	22	\$ 10,000.00	\$ 3,333.00
Estimated for FY 2019-20	5	25	\$ 15,000.00	\$ 3,000.00

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



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

	<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>		<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)			Youth (0-18 years)		
Very Low Income (31%- 50% AMI)	1	1	Adults (19-61 years)		
Low Income (51%-80% AMI)	2	2	Seniors (62+ years)	3	5
Moderate Income (81%- 120% AMI)		2	Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>	<b>3</b>	<b>5</b>	<b>Total</b>	<b>3</b>	<b>5</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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Hours of Adult Day Care/Caregiver Respite	100	150	100	150	500
Sponsor Caregiver Support Groups	1	1	1	1	4
Adult Day Care Participants (Sunnyvale Residents)	1	1	1	2	5



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Program Director	Oversee Older Adult Services in SCC	\$ 83,000.00	40	1.00%	\$ 0.00
Program Supervisor	Supervises site operations in Sunnyvale	\$ 50,000.00	40	10.00%	\$ 0.00
Service Coordinator	Implements Daily Program (Adult Care & Support G)	\$ 42,000.00	40	25.00%	\$ 13,265.00
Activity Assistant 1	Assist participants - direct care and activities	\$ 20,000.00	30	50.00%	0
Activity Assistant 2	Assist participants - direct care, cleaning, etc	\$ 18,500.00	20	25.00%	\$ 0.00

Three staff members and at least 1 volunteer will work in the implementation of this program. The Program Director and Site Supervisor will oversee the program planning, outreach, staff management and the implementation of educational and support groups for caregivers. The Services Coordinator will lead the program of activities on a daily basis and will attend to the direct needs of the senior participants at the site and will also recruit volunteers from the Sunnyvale community to enrich the program activities.

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

Our program conducts initial assessments when a Sunnyvale resident caregiver enters to participate in the program. This provides demographic, personal, medical information and an assessment of their needs which are addressed during the participation in the program and documented with case notes reflecting the participants progress.

Our Adult Day Care Services and caregiver support groups measures its quality and effectiveness by assessing all participants (Seniors and Caregivers) with a yearly 'senior isolation assessment' to determine the level of progress when using our services. This tool seeks to establish a baseline to deter isolation and avoid depression, a common issue among caregivers, due to the constant burden in their lives and measure progress after our services have been provided.

Success is defined by the ability of the program to decrease social isolation and increase access to resources and services by the caregiver as a result of their participation in the program. And as a result we seek to keep at least 70% of our participants remaining living at home and out of institutional care for at least one year. Also, we track and record the number of adult care hours or respite that caregivers attain.



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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.

Our Adult Day Care Services have vast experience serving seniors of diverse communities in Sunnyvale and our bi-cultural/bilingual staff reflects the diversity of the population we serve. Our staff combined speak 3 languages. Then, because of our participants condition, experiencing Alzheimer's disease or other related dementias, all our senior participants are considered disabled. Our Sunnyvale site meets the physical accessible standards necessary to comply with the Adult Day Care State License regulations.

As part of Catholic Charities of Santa Clara County, we have a established policy regarding equal access to 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?

Catholic Charities of Santa Clara County is a private, non-profit agency with a 501(c)3 status. Our mission is to create a more just and compassionate community in which people of all cultures and beliefs can participate. Founded in 1955 CCSCC serves and advocates for families and individuals in need, especially those living in poverty. In FY 2017 CCSCC served 30,000 individuals through a myriad of programs that include housing services, job skills training and placement, older adult services, mental health, financial education, refugee and immigration services.

The Older Adult Services department, has served vulnerable older adults and their families in Santa Clara County for over 60 years and is a key members in several community networks and collaborative efforts. We have served the community of Sunnyvale since 2007. The support of City funds has enabled this program to provide subsidized adult day care services and caregiver support groups with dedicated personnel.

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.

As a State Licensed facility, Catholic Charities Adult Day Care Services have individualized files for every participant: HIPPA compliant information is recorded, such as Intake enrollment with demographic and personal information, participation agreements, Physician's approval, personal assessment and plan, progress notes, subsidized fee agreement, etc.

Clients files are maintain in a locked file cabinet and their emergency contact and participation tracking information in kept in our agency database 'AWARDS'.



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#### 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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

Catholic Charities Adult Day Care Services provides Adult Day Care and Caregiver Support to families with dependent older adults experiencing early stages of dementia and in need of supervision and socialization. Our program is becoming a basic service in a aging community and more importantly a relief for families providing direct care to their elder loved ones at an affordable rate.

#### E. HUD Performance Measures

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

##### Objectives

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

##### Outcomes

- ☐ **Outcome #1: 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.
- ☒ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Catholic Charities of Santa Clara County
Faith-based organization:	
Community Based Development Organization (CBDO):	
Community Housing Development Organization (CHDO):	
Other Type of Organization:	
Describe:	
DUNS Number:	119747590

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration		\$ 1,183,800.00	\$ 1,218,712.00	\$ 1,299,893.00
Fundraising		\$ 2,394,079.00	\$ 2,632,578.00	\$ 2,255,732.00
Proposed Program (Total Budget)		\$ 216,986.00	\$ 193,497.00	\$ 447,940.00
All Other Programs		\$ 37,930,835.00	\$ 34,563,732.00	\$ 32,714,261.00
<b>Total Agency Budget</b>	<b>\$ 0.00</b>	<b>\$ 41,725,700.00</b>	<b>\$ 38,608,519.00</b>	<b>\$ 36,717,826.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 13,265	134367	147632
Office Supplies	\$ 235	2450	2685
Communication		10342	10342
Publications/Printing/Advertising			\$ 0
Travel			\$ 0
Rent/Lease/Mortgage		31622	31622
Utilities			\$ 0
Insurance		309	309
Equipment Rental/Maintenance		4716	47160
Audit/Legal/Professional Services (for CDBG portion only)			\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)			\$ 0
Contract Services			\$ 0
Other	\$ 1,500	18180	19680
<b>Total Expenses</b>	<b>\$ 15,000</b>	<b>201986</b>	<b>216986</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 15,000.00
Other Jurisdictions	\$ 25,000.00
Foundation	
Individual Donations	\$ 25,000.00
Service Fees	\$ 152,000.00
<b>TOTAL</b>	<b>\$ 217,000.00</b>

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

Catholic Charities will leverage the City funds with contributions from private donors and with the fee for services that qualify as match dollars for this source of funding.



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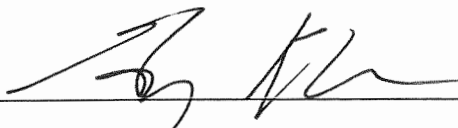
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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation verifying person with the authority to submit this application and execute the contract**).

AUTHORIZED SIGNATURE: 	DATE: 2/7/2019
NAME (Please Print): Gregory Kopserte	TITLE: CEO



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## COVER SHEET

### APPLICANT INFORMATION

Legal Name of Organization:	Catholic Charities of Santa Clara County
Mailing Address:	195 E. San Fernando Street
City:	San Jose
State:	CA
Zip Code:	95112
Web Address:	www.catholiccharitiesscc.org
Contact Person:	Wanda Hale
Title:	Program Manager
Email:	Whale@catholiccharitiesscc.org
Telephone Number:	(408) 944-0567
Fax Number:	(408) 944-0776
Executive Director:	Greg Kepferle
Email:	gkepferle@catholiccharitiesscc.org

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

### PROGRAM OVERVIEW

Program Name:	Long Term Care Ombudsma Program , Catholic Charities of Santa Clara County
Location(s) where Sunnyvale clients will be served (include full street address(es):	
Services provided at Sunnyvale licensed long term care facilities located throughout the city.	

#### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

Through the Long Term Care Ombudsman Program (LTCOP), CCSCC is authorized by the federal Older Americans Act, as well as the Older Californians Act, to advocate for the rights of senior and disabled residents of long term care facilities within Santa Clara County. The LTCOP's main function is to investigate and endeavor to resolve complaints made by or on behalf of residents related to issues of quality of care and abuse.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 10,000.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 447,912.12		
Cost per client for proposed Sunnyvale Program:	\$ 28.57		
Number of Sunnyvale clients to be served with City grant:	350		
Total matching funds for proposed Sunnyvale services:	\$ 437,912.12		
Match Ratio (% of program funded by matching funds):	98.00%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2018-19	\$ 12,000.00	\$ 10,000.00
2017-18	\$ 12,000.00	\$ 10,000.00
2016-17	\$ 12,000.00	\$ 10,000.00
2015-16	\$ 12,000.00	\$ 10,000.00
2014-15	\$ 11,000.00	\$ 10,308.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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 mission of the LTCOP is to seek resolution of problems and advocate for the rights of residents of long term care facilities. As independent advocates, certified LTC Ombudsmen work to resolve problems and complaints of individual residents and to bring about change by creating ongoing visibility through regular unannounced visits to long term care facilities, monitoring conditions and care, and providing a voice for those unable to speak for themselves. During these visits the LTC Ombudsmen identify, receive, investigate, and resolve complaints, including violations of personal rights and allegations of elder abuse for all residents in licensed long term care facilities in Sunnyvale. They ensure that residents are aware of their rights, including the right to shape their own long term care experience. They will also provide information and referrals as needed to residents, their families and facility staff.

The Long Term Care Ombudsman Program will target 350 residents living in the 35 Sunnyvale licensed long term care facilities who are often the frail, chronically ill, primarily elderly individuals with physical and/or mental impairments. In order to reach residents in these facilities, staff must visit each of the 35 locations on a regular basis in order 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.

Imagine being a frail adult on hospice, living in and dependent on the health services of a Skilled Nursing Facility. Now imagine being notified by the facility 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 living in the area to manage and support your wishes. Would you know what actions to take or how to obtain an advanced health care directive?

LTC Ombudsmen help residents in these situations by troubleshooting concerns and advocating for residents' rights to ensure that they have the required care in order to age and live with the dignity and respect that they deserve. Ombudsmen use all their senses to look, listen and smell for potential situations that need their focus as they walk through their assigned facilities on a regular basis. LTC Ombudsmen visit and monitor facilities to make sure the residents are well cared for and to get to know the staff so they understand the Ombudsmens' role as advocates for the residents.

The Long Term Care Ombudsman Program 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 the ones 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.



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

Our clients are all the residents in Sunnyvale licensed long term care facilities who are often the frail, chronically ill, primarily elderly individuals with physical and/or mental impairments that prevent them from living independently. Residence in a licensed long term care facility is the basis for eligibility for services. 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. No fees are charged. All services are free and confidential.

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 Long Term Care Ombudsman Program is unique. It 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 LTCO to represent their interests. Federal and State laws mandate that Ombudsmen be available to elderly residents of long term care facilities in order to ensure that the care provided meets the minimum standards required. 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, use multiple medications, and have higher rates of dementia and other cognitive impairments. LTC Ombudsmen protect and help improve the quality of care and life for the frailest of our senior and disabled population.

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 in to 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 will contact other agencies for further action as necessary. 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.



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

Sunnyvale funded Clients:	350	Total Program Clients:	12,000
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- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☒ Yes

☐ No

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

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

Extremely Low Income:	84	Very Low Income:	16	Low Income:	132
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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	350	350	\$ 10,000.00	\$ 29.00
FY 2017-18	350	350	\$ 10,000.00	\$ 29.00
Estimated for FY 2019-20	350	350	\$ 10,000.00	\$ 29.00

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



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

	<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>		<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	84	84	Youth (0-18 years)	0	0
Very Low Income (31%- 50% AMI)	16	16	Adults (19-61 years)	10	10
Low Income (51%-80% AMI)	132	132	Seniors (62+ years)	340	340
Moderate Income (81%- 120% AMI)	60	60	Disabled Individuals	0	0
Above Moderate Income (120%+ AMI)	58	58	Other Special Needs	0	0
<b>Total</b>	<b>350</b>	<b>350</b>	<b>Total</b>	<b>350</b>	<b>350</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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
350 clients served through regular visits to 120 facility visits	88	88	87	87	350
120 facility visits	30	30	30	30	120
20 complaints investigated	5	5	5	5	20



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Program Manager	Oversees daily operations, training, & quality assurance	\$ 71,518.08	40	375.00%	\$ 2,773.00
Field Ombudsman 1	Site visits, complaints, investigations	\$ 49,440.00	40	365.00%	\$ 2,021.00
Field Ombudsman 2	Site visits, complaints, investigations	\$ 47,404.80	40	475.00%	\$ 2,522.00
Benefits/taxes		\$ 2,367.00		0.00%	\$ 2,367.00
Other		\$ 317.42		0.00%	\$ 317.00

The Long Term Care Ombudsman Program is supported by Catholic Charities' Division Director of Older Adult Services, a Program Manager, 3.6 Field Ombudsmen, 2 part-time administrative assistants, and 25 volunteers. The team has experience ranging from 4-18 years working with vulnerable populations and have professional backgrounds and training including 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?

Long Term Care Ombudsman services have been provided in Santa Clara County since 1981. In 2017-18, the LTCO Program visited 12,000 residents in almost 400 long-term care facilities, and investigated 298 complaints. Ombudsmen are accountable to the residents served. The effectiveness of the program should be measured by its responsiveness to residents' needs. The 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 his/her ability to make regular visits to their assigned facilities. Ombudsmen are required to submit a Monthly Activity Summary Report documenting the number of facility visits, resident contacts, and hours. The Ombudsman approaches a complaint from the resident's perspective, with their satisfaction the foremost goal in resolving the complaint.

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 relationship to measurable objectives. The Program Manager will review objectives and activity plans 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), Catholic Charities, and the Office of the State Long Term Care Ombudsman. These measurement tools determine how well we are meeting our goals and whether we are effective in our advocacy.



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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.

CCSCC has a Cultural Competency policy and plan; copies are available upon request. In addition to the agency's plan, the Long Term Care Ombudsman Program has several ways of ensuring that persons with disabilities and/or limited English proficiency have access to the services the program provides. Including: 1) 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. 2) The program brochure is available in English and Spanish and contains the TYY phone number for the hearing impaired. 3) Language proficiency among members of the Ombudsman team. 5) Written information about residents' rights is available in various languages, as well as 6) Advanced Health Care Directive forms and 7) Communication boards. 8) Finally, the program has access to a local interpretation service.

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 more than 50 years, Catholic Charities of Santa Clara County has worked to strengthen families and build economic self-sufficiency for the poor and vulnerable in the County. We help people of all cultures and beliefs rise up out of poverty and overcome the barriers to self-sufficiency. Because most lives are a complex pattern of choices and circumstances, we take a holistic approach to helping people change their lives, taking into account the whole person as well as their family and life situations. We do this through a broad range of services, including job skills training and placement, older adult services, mental health and substance abuse counseling, housing assistance, financial education, immigration support, and refugee resettlement. We also provide educational programs that help young people develop into self-sufficient adults. Each year, more than 400 employees and hundreds of volunteers serve more we serve more than 37,000 people in need. Catholic Charities of Santa Clara County has been the host agency for thr long term care program since 1981.

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.

Not all long term care residents served are able to provide the Ombudsman with financial information and/or demographic data due to physical and/or mental disabilities. The information the program is able to gather is collected and recorded as follows:

- 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).



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#### 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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

Ombudsmen help residents in this situation by advocating for residents' rights to ensure that they have the required care in order to age and live with the dignity and respect that they deserve. The Long Term Care Ombudsman Program 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 such as those outlined above in Section 2, Question A-2 demonstrate the importance of and need for 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.

#### E. HUD Performance Measures

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

##### Objectives

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

##### Outcomes

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	yes
Faith-based organization:	yes
Community Based Development Organization (CBDO):	no
Community Housing Development Organization (CHDO):	no
Other Type of Organization:	
Describe:	
DUNS Number:	119747590

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration		\$ 30,968,954.00	\$ 5,455,483.00	\$ 5,455,483.00
Fundraising		\$ 532,268.00	\$ 1,818,494.00	\$ 1,818,494.00
Proposed Program (Total Budget)		\$ 447,912.00	\$ 448,276.00	\$ 448,276.00
All Other Programs		\$ 9,812,797.00	\$ 28,647,634.00	\$ 28,647,634.00
<b>Total Agency Budget</b>	<b>\$ 0.00</b>	<b>\$ 41,761,931.00</b>	<b>\$ 36,369,887.00</b>	<b>\$ 36,369,887.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 9,683		\$ 9,683
Office Supplies	\$ 0		\$ 0
Communication			\$ 0
Publications/Printing/Advertising			\$ 0
Travel			\$ 0
Rent/Lease/Mortgage			\$ 0
Utilities			\$ 0
Insurance			\$ 0
Equipment Rental/Maintenance			\$ 0
Audit/Legal/Professional Services (for CDBG portion only)			\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)			\$ 0
Contract Services			\$ 0
Other	\$ 317		\$ 317
<b>Total Expenses</b>	<b>\$ 10,000</b>	<b>\$ 0</b>	<b>\$ 10,000</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 10,000.00
Other Jurisdictions	\$ 60,000.00
Foundation	\$ 5,000.00
Individual Donations	\$ 76,302.00
Federal	\$ 157,189.00
State	\$ 139,421.00
<b>TOTAL</b>	<b>\$ 447,912.00</b>

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

As a federally mandated program, the Long Term Care Ombudsman Program is legally required to support and investigate all the complaints of abuse and monitor conditions at all of the almost 400 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 35 separate facilities and over 1200 residents in Sunnyvale, the LTCOP depends on City of Sunnyvale funding to be able to serve all Sunnyvale residents and to leverage the balance of the resources and funding the program receives, primarily from State and Federal agencies, to complete its mission. We are asking the City to increase its funding to be commensurate with the amount of time and resources required to support all the residents of Sunnyvale facilities and their families.



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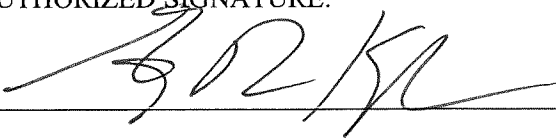
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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

<b>AUTHORIZED SIGNATURE:</b> 		<b>DATE:</b> 2/7/19
<b>NAME (Please Print):</b> Gregory Kepfervle		<b>TITLE:</b> CEO



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## COVER SHEET

### APPLICANT INFORMATION

Legal Name of Organization:	Friends for Youth, Inc.
Mailing Address:	1741 Broadway Street, First Floor
City:	Redwood City
State:	CA
Zip Code:	94063
Web Address:	www.friendsforyouth.org
Contact Person:	Sarah Norman
Title:	Community Partnerships Director
Email:	sarahnorman@friendsforyouth.org
Telephone Number:	(650) 482-2871
Fax Number:	(650) 368-4475
Executive Director:	Karen Wilmer
Email:	karen@friendsforyouth.org

TYPE OF FUNDS REQUESTED:

☐ CDBG (Minimum Request \$25,000)

☒ GENERAL FUNDS (Minimum Request \$10,000)

### PROGRAM OVERVIEW

Program Name:	Mentoring Services: A Positive Alternative for Sunnyvale Youth
Location(s) where Sunnyvale clients will be served (include full street address(es):	
City of Sunnyvale youth client homes and community	

#### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

Very low to extremely low-income youth facing risk factors are matched in one-to-one long-term relationships with screened and trained adult mentors from the community. Mentorships meet weekly for at least 6 months or 1 year, offering social emotional support and exposure to opportunities. Staff provide enrichment services such as recreation, life skills workshops, career tours, academic activities, cultural events and community service events. Mentors and families receive ongoing resources and support.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

### A. City of Sunnyvale Funding Categories (See RFP Notice, page 8). Please select one:

☒ Operational      ☐ Emergency      ☐ Seed Program

### B. Consolidated Plan Priority Need Type. Select only one:

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☒ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☐ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

### C. Program Financials<sup>1</sup>

Funding Amount Requested:	\$ 15,000.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 65,250.00		
Cost per client for proposed Sunnyvale Program:	\$ 1,525.00		
Number of Sunnyvale clients to be served with City grant:	13		
Total matching funds for proposed Sunnyvale services:	\$ 40,000.00		
Match Ratio (% of program funded by matching funds):	61.30%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2017-2019	\$ 24,650.00	\$ 10,000.00
2015-2017	\$ 24,232.00	\$ 15,000.00
2012-2013	\$ 13,096.00	\$ 8,913.00
2010-2011	\$ 14,000.00	\$ 10,913.00
2009-2010	\$ 14,000.00	\$ 10,913.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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.

Friends for Youth will match youth in one-on-one relationships with caring adult mentors who are thoroughly screened and trained. Youth are referred by school counselors and other local service providers. Youth referred are ages 8 to 17, come from households that are very low to extremely low-income, and face multiple risk factors such as domestic violence, unstable housing, exposure to substance abuse and limited access to social supports. Households include single-parent, two-parents and guardian/foster care. Once a referral is made, staff does a home visit to provide program details and conduct a youth and parent interview. Mentor candidates are recruited, screened and trained. Once matched, mentorships spend an average of 3 hours together per week for at least 6 months or 1 year. Mentors act as positive role models, empowering youth to reach academic and personal goals. We host 2-3 group activities per month that focus on life skill development (i.e., goal setting, healthy relationships, alcohol and drug awareness) and community service. Staff provide ongoing support to mentors and mentee families to maximize the success and longevity of each match. Staff provide referrals to meet families' needs and interests, Mentor Support Groups, and resources such as a mentorship journal and free tickets to events. We are also in the planning stage of bringing our school-based, group mentoring programs to middle schools in SEDS (currently in Redwood City). The group programs help middle school students build a network of support on campus, develop healthy habits and prepare for high school.

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.

We meet the Consolidated Plan's need: "Goal C: Other Community Development Efforts: 1) Support Provision of essential human services... b) After school or intervention programs to provide youth with alternatives to drugs, violence, and/or gangs (i.e., recreational, mentoring...) and falls in the "Youth Intervention (mentoring/after-school programs)" category. "Counseling and youth mentoring programs" were also cited as needs in the NA-50 Non-Housing Community Development Needs Sunnyvale outreach process. 57.6% of Columbia Middle School students (our primary clients) qualify for free and reduced meals (Ed-Data 2018). The 2015-2016 CHKS Survey for SEDS shows the commonly seen decrease in youth with caring adult relationships from 4th grade (69%) to 8th grade (31%). Research shows significant associations between youth with adult mentors and positive academic outcomes, social emotional development and a reduction in depressive symptoms. Youth referred to our program often do not attend after school programs due to barriers such as transportation, cost and family responsibilities. Mentors and staff meet youth at their home and help them access activities and other support services in the community, including services for parents. Youth develop healthy outlets for expression and coping, leadership skills, and aspirations for postsecondary success. The Mentoring Effect states that mentored youth are also 78% more likely to volunteer and 130% more likely to hold leadership positions- enriching their communities and often breaking cycles of poverty. Peter Benson, creator of the Developmental Assets says, "Search Institute researchers and practitioners have arrived at a surprisingly simple conclusion: nothing - nothing - has more impact in the life of a child than positive relationships."



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

Eligible clients are at-risk youth from very low to extremely low-income households who are between ages 8 to 17. Columbia Middle School, other SEDS and FUHSD schools and local agencies identify these youth because they are facing several risk factors such as: a history of abuse, familial incarceration, exposure to alcohol and drugs, gang activity, involvement in the juvenile justice system, foster care, risky sexual behavior, and behavioral and attendance problems at school. Additional socioeconomic stresses and obstacles include unstable and often crowded housing, immigration status, family language barriers, and a lack of time with parents working long hours. Our youth have typically been referred to therapy and other early intervention programs, however, a consistent, long-term and empowering mentor can support them in between and during more intensive services. Mentors act as a bridge between services and a connector to opportunities. They help youth explore both their personal and community assets.

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, there are limited local programs offering one-to-one, community-based mentoring for Sunnyvale youth between the age range of 8 to 17 years old. Other mentoring programs focus on STEM careers, college, tutoring or narrower age ranges and populations (i.e., juvenile justice, foster youth) while our primary focus is on social emotional support for any youth in need. There are also no similar mentoring programs at SEDS schools. We are a partner of the South Bay Mentoring Coalition and STEMentors Silicon Valley. These coalitions work to spread our collective impact as youth mentoring organizations, collaborate with corporate partners and recruit quality mentors. We partner closely with Columbia Neighborhood Center, who provides feedback on the needs of local youth and refers 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 Outcomes Evaluation shows that 100% of our youth stayed in school, 78% maintained good or improved school attendance, and 84% avoided legal involvement, 91% avoided or decreased substance use, 72% experienced decreased bullying, and 82% felt that their mentor helped them relieve stress and address problems. Every incarcerated youth costs \$271,318 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). Given this data, it is reasonable to assume that there are cost savings for City services. 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 have a return on investment.



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

Sunnyvale funded Clients:	13	Total Program Clients:	197
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- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☒ Yes

☐ No

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

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

Extremely Low Income:	2	Very Low Income:	1	Low Income:	0
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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	25/9 w/SV funds	207	\$ 11,147.80	\$ 1,879.73
FY 2017-18	45/10 w/SV funds	205	\$ 10,000.00	\$ 1,450.00
Estimated for FY 2019-20	42/13 w/SV funds	197	\$ 15,000.00	\$ 1,525.00

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



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

	<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>		<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	8	11	Youth (0-18 years)	10	13
Very Low Income (31%- 50% AMI)	2	2	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>	10	13	<b>Total</b>	10	13

**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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Hours of Mentoring Support Services	50	50	50	50	200
# Unduplicated Sunnyvale Clients	3	3	3	4	13



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**C. Program Administration and Monitoring**

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

<b>Position Title</b>	<b>Program Duties</b>	<b>Total Annual Salary</b>	<b>Total Hours per Week</b>	<b>% Time Allocated to Sunnyvale Grant Activity</b>	<b>Amount of Salary to be funded by grant, if any</b>
CEO	Overall management/ services	\$ 95,000.00	40	10.00%	\$ 1,500.00
Partnerships Direct.	Oversees/ implements services	\$ 50,000.00	40	25.00%	\$ 3,750.00
Program Coord.	Implements mentoring services	\$ 43,000.00	40	50.00%	\$ 7,750.00
Interns	Support mentoring services	\$ 0.00	16	15.00%	\$ 0.00
				100.00%	\$ 15,000.00

Friends for Youth is overseen by our CEO, who is trained by experts in the mentoring field and oversees operational and financial processes. Our direct services are provided by a qualified Mentoring Services Program Coordinator who implements services to meet the needs of our clients and families. Our Partnerships Director connects families to community resources and opportunities. Other staff team members and interns provide support as well.

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

Friends for Youth implements process evaluations to determine whether goals are achieved, using records such as number of activities offered, match longevity, and staff support provided. Staff speak regularly with youth, their families and their mentors to discuss program strengths and weaknesses, gain feedback on client needs and interests, and learn about their mentorship experience. Staff also communicate with the original referral agent, and other providers the youth is connected to such as after school staff and probation officers. Our program's success is backed by twenty years of statistically relevant data from our Outcome Evaluation developed by mentoring researcher Dr. Cynthia Sipe. This year we are in the process of adopting the Search Institute's Developmental Assets Profile (DAP), a strength-based evaluation tool that measures youth's 40 internal and external Developmental Assets. We have completed over 100 profiles and will do a post profile at the end of the youth's mentoring period. This updated evaluation process allows for online data collection and reporting and is an easier process for our youth. We also augment DAP with SAMHSA's Four Core Measures on substance use and questions on other risk factors. For this year, DAP will be conducted along with our long-term Outcome Evaluation while we obtain pre and post data for DAP and make sure it functions as well as anticipated.



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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 so as to allow for participation of all mentees and mentors, including those held in our ground-level activity room. In regard to limited English proficiency, our staff includes native Spanish speakers who speak to clients and translate materials. 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, Friend's for Youth has provided quality mentoring relationships and support services for the youth who need them most. We have matched over 2,300 youth, and have maintained a 90% match success rate. Our Mentoring Institute has trained thousands of practitioners in best practices in mentoring and safety screening. In our 1-to-1 Mentoring program, mentorships meet once per week for at least 6 months or 1 year, but most continue meeting long after. We provide group activities including life skills workshops, career and college visits and community service projects to inspire relationship building and positive youth development. In 2016, we started our School-Based, Group Mentoring programs in Redwood City to support youth in the pivotal developmental stage from middle school to early high school. We plan to bring our school-based programs to SEDS in the near future. We have received funding from the City of Sunnyvale, meeting or exceeding performance measures and achieving outcomes including increased school attendance and behavioral health.

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.

Income is documented when staff interview parent/guardians during the home visit: families indicate their family's income, household size and structure 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. 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 experience trauma, have been systems-involved and some are impacted by homelessness.



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**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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

Friends for Youth meets Goal 3, referred to in the Consolidated Plan as "Goal C" Other Community Development Efforts, Objective 1: Support provision of essential human services particularly for special needs populations." Friends for Youth aligns with "Prioritization 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)." Our program aligns with these goals because we offer early intervention and positive alternatives through mentoring for the at-risk youth population.

**E. HUD Performance Measures**

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

**Objectives**

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- ☒ **Outcome #1: 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.
- ☒ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	94-2961034
Faith-based organization:	No
Community Based Development Organization (CBDO):	No
Community Housing Development Organization (CHDO):	No
Other Type of Organization:	Yes
Describe:	CBO/ Community-Based Organization- Nonprofit
DUNS Number:	194502986

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$ 36,150.00	\$ 35,415.00	\$ 36,992.00	\$ 33,896.00
Fundraising	\$ 78,325.00	\$ 82,500.00	\$ 93,351.00	\$ 59,752.00
Proposed Program (Total Budget)	\$ 65,250.00	\$ 62,250.00	\$ 62,250.00	\$ 59,500.00
All Other Programs	\$ 422,775.00	\$ 410,085.00	\$ 371,719.00	\$ 375,980.00
<b>Total Agency Budget</b>	<b>\$ 602,500.00</b>	<b>\$ 590,250.00</b>	<b>\$ 564,312.00</b>	<b>\$ 529,128.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 13,000	\$ 35,000	\$ 48,000
Office Supplies		\$ 1,000	\$ 1,000
Communication		\$ 1,000	\$ 1,000
Publications/Printing/Advertising		\$ 1,500	\$ 1,500
Travel		\$ 1,000	\$ 1,000
Rent/Lease/Mortgage		\$ 2,750	\$ 2,750
Utilities		\$ 0	\$ 0
Insurance		\$ 2,000	\$ 2,000
Equipment Rental/Maintenance		\$ 1,500	\$ 1,500
Audit/Legal/Professional Services (for CDBG portion only)		\$ 0	\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)	\$ 2,000	\$ 3,000	\$ 5,000
Contract Services		\$ 1,500	\$ 1,500
Other			\$ 0
<b>Total Expenses</b>	<b>\$ 15,000</b>	<b>\$ 50,250</b>	<b>\$ 65,250</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 15,000.00
Other Jurisdictions	\$ 0.00
Foundation	\$ 35,000.00
Individual Donations	\$ 7,500.00
Events	\$ 7,750.00
<b>TOTAL</b>	<b>\$ 65,250.00</b>

1. Does your Organization have a HUD-approved indirect cost plan? ☐ Yes ☒ No
2. Does your agency charge any fees for the proposed Sunnyvale services? ☐ Yes ☒ 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 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 businesses. We are also working collaboratively with more organizations in order to maximize our collective resources and increase efficiency, quality of services and depth and breadth of services available to the youth we serve and their families. We seek to expand our reach into the Sunnyvale communities, 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.



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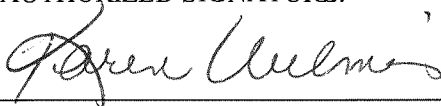
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## SECTION 4: AUTHORIZATION

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3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: 	DATE: Feb 8, 2019
NAME (Please Print): KAREN WILMER	TITLE: CEO



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**ORIGINAL****COVER SHEET****APPLICANT INFORMATION**

Legal Name of Organization:	Live Oak Adult Day Services
Mailing Address:	1147 Minnesota Avenue
City:	San Jose
State:	CA
Zip Code:	95125
Web Address:	www.liveoakaduldaycare.org
Contact Person:	Toni Ensunsa
Title:	Chief Operations Officer
Email:	toni@liveoakaduldaycare.org
Telephone Number:	(408) 971-9363
Fax Number:	(408) 971-9079
Executive Director:	Colleen Hudgen
Email:	liveoakdaycare@att.net

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

**PROGRAM OVERVIEW**

Program Name:	Adult Day Care/Sunnyvale
Location(s) where Sunnyvale clients will be served (include full street address(es):	
	20920 McClellan Road, Cupertino, CA 95014

**Brief Program Description:**

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

The adult day care program at 20920 McClellan Road in Cupertino is specially designed to provide frail elderly and dependent, low-income, at-risk Sunnyvale seniors with recreation, nutritious meals, physical exercise, mental stimulation, companionship and professional care in a safe, protected environment. The program is geared to maximize the social experience of elderly clients, sustain/improve their innate resilience, improve mental and physical functioning, and enhance their overall quality of life. In addition, caregiver respite and support services will be provided to our clients' families.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 10,000.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 227,418.00		
Cost per client for proposed Sunnyvale Program:	\$ 2,000.00		
Number of Sunnyvale clients to be served with City grant:	5		
Total matching funds for proposed Sunnyvale services:	\$ 10,000.00		
Match Ratio (% of program funded by matching funds):	2,275.00%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2018-19	\$ 10,000.00	\$ 10,000.00
2017-18	\$ 10,000.00	\$ 10,000.00
2015-16	\$ 10,000.00	\$ 5,000.00
2013-14	\$ 13,271.00	\$ 9,807.00
2012-13	\$ 13,271.00	\$ 9,007.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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 LIVE OAK center in Cupertino will serve frail elderly and dependent, at-risk Sunnyvale seniors with a specialized program of recreational adult day care consisting of social activities, arts & crafts, musical entertainment, games, current events, reality-orienting discussions, adaptive physical exercise, pet therapy and preschooler visits, holiday and birthday celebrations, etc. Nutritious, well-balanced meals are integral to the program and will be served to each client every day with appropriate adjustments for diabetic, vegetarian and other special dietary needs. Hours of operation will be Mon.-Fri., 9am-3pm. Staff will also assist client caregiver families with important respite and support services, including counseling, informal case management, in-home assessments, referrals and Caregiver Support Workshops, with a view to helping families care for and maintain their dependent senior loved one in the home setting. LIVE OAK seniors are aged 60+, disabled by end-stage diseases, i.e., Parkinson's, Alzheimer's, Strokes, COPD, Diabetes, Multiple Sclerosis, Dementia, etc., and are completely dependent on family members for 24-hour non-medical care. Over 92% of senior clients are at very low and low income levels. Seniors and their caregivers alike are isolated and need assistance in maintaining the least restrictive environment (thereby avoiding premature institutionalization). Our services benefit the seniors with much-needed socialization, nutrition and mental/physical stimulation and their family members with support and respite from the stress of their caregiving responsibilities.

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.

Santa Clara County is home to over 200,000 seniors age 60+, about 16% of the total county population (2010 United States Census), expected to double in the next 10 years to nearly 450,000 or 22%. The county's senior population has grown faster over the last 20 years than both state and national rates (Sourcewise, Exec. Summary, June 2012 and Santa Clara County, Seniors' Agenda: Phase II, Oct. 2012). The number of people aged 65+ is expected to double in the next 40 years, and those over 85 will more than triple ("Caregiving in America," Reader's Digest, December 2009/Jan. 2010). "Persons most likely to need support and long-term services, i.e., those aged 85+, will increase at a dramatic rate." (Santa Clara County, 2012 Santa Clara County Community Assessment Project [CAP]) It is projected that by 2030, more than one in four (25%) of county residents will be a senior (Sourcewise supra, and SCC CAP, supra). Informal care services, typically provided by family members, will double between now and 2030. (Alzheimer's Assn.). By advocating on behalf of seniors and promoting adult day care as a positive and economical mode of care for the frail elderly population, LIVE OAK provides a viable and consistent contribution to meeting the critical need for senior-related services. Our request is within the Human Services funding category and targets the "Priority Needs" for the City of Sunnyvale's Consolidated Plan #3: Support activities that provide basic services. As such, 5 frail, at-risk, isolated, low-income seniors will be provided with a specialized program of adult day care that will improve their quality of life and/or delay long-term and unnecessary institutionalization. Dually Sunnyvale caregivers providing 24/7 care to a senior loved one would receive much needed respite.



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

Eligibility criteria for the adult day care program include age 60+, dependency on others for help with daily activities, inability to participate in community programs geared for able-bodied seniors, and will benefit from the social experience and stimulation of the program. A treating physician must document that adult day care is appropriate and complete a functional capacity assessment to determine the senior's level of need with activities of daily living. The family caregiver then completes a Client Intake Packet including more information on the senior's medical conditions and current treatment plan. A clear T.B. test is required. Our senior clients are at high risk of isolation, depression, repeated hospitalization, and institutionalization. Frail seniors are underserved and low fixed incomes preclude purchasing in-home services. Family caregivers who struggle to take care of their dependent loved one 24/7 without community support often suffer burnout, depression, or a health crisis of their own. LIVE OAK uses a one-stop-shop approach to meeting the needs of at-risk seniors and their families.

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.

Of the few adult day care providers in Santa Clara County, four serve specific ethnic groups, one serves clients with advanced Alzheimer's, others are for-profit. LIVE OAK is the primary nonprofit adult day care provider for the general disabled senior population in the county. Our center is designed to meet the needs of Sunnyvale seniors who suffer from the conditions stated above in Question 1. To better meet the needs of frail seniors and their family caregivers, we work with all other senior services and government agencies, and maintain close working relationships with many senior care providers: SCC/SSA, eight cities, 211, paratransit (VTA) Sourcewise, SCC/APS, IHSS, SALA, Sunnyvale Community Services, Second Harvest Food Bank, Meals-on-Wheels, Family Caregiver Alliance, Public Health, Alzheimer's Activity Center, Senior Care Advocates, Senior Citizens Commission, etc., to keep our clients and families empowered. LIVE OAK augments all of the above by making reciprocal referrals and by advocating for and assisting our clients in accessing these 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).

N/A



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

Sunnyvale funded Clients:	5	Total Program Clients:	65
---------------------------	---	------------------------	----

- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☒ No

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

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

Extremely Low Income:		Very Low Income:		Low Income:	
-----------------------	--	------------------	--	-------------	--

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

Time Frame	Number of Sunnyvale Clients Served with City Funds*	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years				
FY 2017-18				
Estimated for FY 2019-20				

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



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

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	SUNNYVALE ONLY			SUNNYVALE ONLY	
Extremely Low Income (0%-30% AMI)			Youth (0-18 years)		
Very Low Income (31%- 50% AMI)			Adults (19-61 years)		
Low Income (51%-80% AMI)			Seniors (62+ years)		
Moderate Income (81%- 120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>			<b>Total</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.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Annual
160 days of service	40	40	40	40	160



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Program Director	Oversee program, staff, center	\$ 45,000.00	35	100.00%	\$ 10,000.00
Assist. Program Dir.	Assist Program Director	\$ 28,114.00	35	100.00%	
Prog Specialists 2	Program activities & client care	\$ 15.00	35	100.00%	
				0.00%	
				0.00%	

The Program Director and Assistant Program Director oversee the program, staff and physical plant of the center; schedule activities, assure adherence to licensing requirements; perform community outreach; recruit and supervise volunteers; arrange periodic in-service staff training; assess and evaluate prospective clients; manage day-to-day operational requirements of the center; occasionally attend meetings (staff, Board of Directors, etc.) and work closely with the Executive Director regarding program standards and goals. Program Specialists work with PD and Asst. PD to provide meaningful activities and assist with direct client care.

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

LIVE OAK has always prioritized implementing ways of evaluating the effectiveness and success of our services. To achieve projected results, we have instituted ways to measure, both quantitatively and qualitatively, the program's impact on our targeted populations. Daily attendance forms show the level of service extended to each client and the client's participation. Annual written client/caregiver surveys report very encouraging results for the senior in the program and a positive impact on the caregiver's own health and quality of life. Over 55% of the surveys are generally returned with very positive results. Interviews with families and daily, on-site observation and logging by program staff are used to evaluate the effectiveness of the adult day care program ascertained from clients' attitude, responsiveness and participation. Monthly Caregiver Support Workshops provide a comfortable setting for client families to unite, voice common problems, share information and give invaluable feedback and suggestions. Guest speakers are invited to provide interesting and informative health and senior-related topics for discussion. LIVE OAK has developed and refined a data collection system to document outcomes. Monthly statistical data provide benchmarks as to the status of our measurable goals/objectives. The program's effectiveness can be measured by clients' attitude, responsiveness and increased mental alertness and families sustained as a unit. Post-program disposition records apprise us of the program's success in keeping increasing numbers of frail seniors out of nursing homes.



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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.

LIVE OAK has a written Personnel Policy Statement of Non-Discrimination (which states in part that services will not be denied on the basis of disability) that must be upheld to federal standards of the law. All employees sign this statement and attest their understanding that failure to do so is grounds for termination. All of LIVE OAK's senior clients are disabled and dependent. Annual training is provided to ensure staff are kept updated on emerging and ongoing issues and techniques for serving our disabled clients. In addition, each Client Intake Packet contains a copy of the client's "Personal Rights" which includes a non-discrimination clause which is discussed and signed by the family caregiver. All of our centers are handicapped accessible as mandated by the Americans with Disabilities Act. The Federal Non-Discrimination Policy is printed on all PR/Marketing materials. Many staff members are bilingual (Spanish/English speaking) to meet the English proficiency access-to-services needs of clients served and of various ethnic backgrounds and linguistic capabilities.

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 was founded in 1983 to respond to the need for appropriate care for frail seniors. The program has been developed according to the guidelines and standards for adult day care published by National Council on Aging, offering enrichment activities, specialized recreation, exercise and nutrition to seniors with disabling conditions. LIVE OAK is licensed by the State of California as a Community Care Facility and monitored by the County Dept. of Health and Senior Nutrition, has been found in complete compliance with regulations, and meeting or surpassing all standards for the highest quality of care for the dependent senior population. The program is specifically designed to meet the needs of frail seniors. Services have expanded to four centers serving all Santa Clara County. Our Board develops agency policy, long-range and strategic planning. We have a diverse funding portfolio (cities, government, foundations, donations), and sliding-scale client fees. In Each year we have been funded by the City of Sunnyvale we have met all grant objectives.

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.

LIVE OAK receives government funding (CDBG) from six cities and, as such, is required to report income and race/ethnicity data for clients served. Each Client Intake Packet contains forms that request income and race/ethnicity data. Client families are asked to complete the necessary forms in which they 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 reports and annual reports as required. Copies of forms are kept in client files. ("Home Visit Intake Form" attached under tab, "Supporting Documents.")



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#### 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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: 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 adults. Respite is also provided to our 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, and alleviation from emotional and financial stress. Services benefit the community as a whole, including local businesses and corporations which see improved attendance and efficiency on the part of caregivers they employ.

#### E. HUD Performance Measures

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

##### Objectives

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

##### Outcomes

- ☒ **Outcome #1: 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.
- ☒ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Yes
Faith-based organization:	No
Community Based Development Organization (CBDO):	No
Community Housing Development Organization (CHDO):	No
Other Type of Organization:	N/A
Describe:	
DUNS Number:	148217268

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$ 260,332.00	\$ 260,332.00	\$ 264,257.00	\$ 268,743.00
Fundraising	\$ 12,500.00	\$ 12,500.00	\$ 12,584.00	\$ 12,797.00
Proposed Program (Total Budget)	\$ 227,418.00	\$ 227,418.00	\$ 228,163.00	\$ 210,057.00
All Other Programs	\$ 737,386.00	\$ 737,386.00	\$ 755,010.00	\$ 790,847.00
<b>Total Agency Budget</b>	<b>\$ 1,237,636.00</b>	<b>\$ 1,237,636.00</b>	<b>\$ 1,260,014.00</b>	<b>\$ 1,282,444.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 10,000	\$ 144,505	\$ 154,505
Office Supplies		\$ 138	\$ 138
Communication		\$ 2,566	\$ 2,566
Publications/Printing/Advertising		\$ 14	\$ 14
Travel			\$ 0
Rent/Lease/Mortgage		\$ 22,756	\$ 22,756
Utilities		\$ 350	\$ 350
Insurance		\$ 828	\$ 828
Equipment Rental/Maintenance		\$ 6,387	\$ 6,387
Audit/Legal/Professional Services (for CDBG portion only)		\$ 7,107	\$ 7,107
Direct Services (Funding for specific service, e.g. meal, ride)		\$ 32,372	\$ 32,372
Contract Services			\$ 0
Other		\$ 395	\$ 395
<b>Total Expenses</b>	<b>\$ 10,000</b>	<b>\$ 217,418</b>	<b>\$ 227,418</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 10,000.00
Other Jurisdictions	\$ 31,887.00
Foundation	\$ 7,493.00
Individual Donations	\$ 3,922.00
Fees for Service	\$ 174,116.00
<b>TOTAL</b>	<b>\$ 227,418.00</b>

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

LIVE OAK has a diverse funding base, i.e., government grants, private donations, corporate and foundation gifts, Board pledges and client fees, to ensure financial stability and ongoing, uninterrupted services. Staff renew proposals with known donors, research new sources, keep abreast of developments in the nonprofit arena, and participate in community fundraising events. The agency receives support from the County of Santa Clara and CDBG support from the cities whose residents we serve.

The budget for the Cupertino program includes the city of Sunnyvale, a portion (1/4) of SCC Social Services grants, City of Cupertino, private donations, Board gifts, fundraising, and program fees.



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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: 	DATE: 2/6/19
NAME (Please Print): Colleen Hudgen	TITLE: Executive Director



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## COVER SHEET

### APPLICANT INFORMATION

Legal Name of Organization:	Next Door Solutions to Domestic Violence
Mailing Address:	234 E. Gish Road, Suite 200
City:	San Jose
State:	CA
Zip Code:	95112
Web Address:	www.nextdoor.org
Contact Person:	Jordan Dancer
Title:	Grants Manager
Email:	jdancer@nextdoor.org
Telephone Number:	(408) 501-7540
Fax Number:	(408) 441-7562
Executive Director:	Esther Peralez-Dieckmann
Email:	eperalez-dieckmann@nextdoor.org

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

### PROGRAM OVERVIEW

Program Name:	Support Services for Survivors of Domestic Violence
Location(s) where Sunnyvale clients will be served (include full street address(es):	
234 E. Gish Road, Suite 200; San Jose, CA; 777 San Migeul Ave., Sunnyvale; 701 E. El Camino Real, Mt. View	

#### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

90 Sunnyvale residents who identify as victims/survivors of domestic violence 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; legal advocacy; and aligned children's services. Clients will gain safety strategies and resilience; increase knowledge of community resources; and/or maintain (no loss) or increase their level of self-sufficiency.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 10,000.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 1,221,045.00		
Cost per client for proposed Sunnyvale Program:	\$ 469.32		
Number of Sunnyvale clients to be served with City grant:	90		
Total matching funds for proposed Sunnyvale services:	\$ 32,238.80		
Match Ratio (% of program funded by matching funds):	76.30%		

Is Applicant currently receiving funding from Sunnyvale? ☐ Yes ☒ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
N/A		

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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; workshops in financial literacy and career and education advancement; crisis intervention counseling; group peer counseling; legal advocacy including assistance with filing restraining orders, victim rights, and how court systems access to pro bono attorneys; 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); assistance accessing additional resources outside of NDS, i.e. SNAPs; information and referrals; aligned children's services (Kis Club).
- Proposed population will be DV survivors and their children:
  - 12% birth to 17 years; 10% 18-24 years; 72% 25-64 years; and 2% age 65 years plus; 85% female; 13% male; 2% unknown; 2% will identify as LGBTQI; 7% with a disability; 24% limited English; 19% Immigrants
  - 57% will identify as Hispanic; 16% as White; 13% as Asian; 1% as Pacific Islander/Hawaiian; 7% as Black; 2% as Bi-racial; and 3% identified as other or decline to state
  - 45% will be of Low Income; 6% of Very Low Income; and 47% of Extremely Low Income; 37% will be enrolled in CalWORKs (cash aid for families with children); 43% Households with children

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 - Impact: DV is a serious social problem and according to the CDC, "a preventable health epidemic", with 1 in 3 women and 1 in 4 men having been physically abused by an intimate partner. A Santa Clara County (SCC) Department of Public Health report stated that 1 in 8 adults (12%) reported being victims of DV. There have been 192 DV related deaths between 2000-17 in SCC, an average of 12 per year. 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 2008 – 2017, the average number of calls for domestic violence assistance received by Sunnyvale law enforcement was 304 calls; 16 involved a weapon. The number of calls for assistance increased 16.6% from 2016 to 2017.

(<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 is a HUD presumed benefit population; clients will also be of low-income or less, may be homeless, and/or at risk of homelessness.



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

The only requirement to receive NDS services is that the client be a victim/survivor of domestic or intimate partner violence, which is a HUD presumed benefit/special needs population. Per HUD: persons experiencing domestic violence, particularly women and children with limited economic resources, are at increased vulnerability to homelessness. HUD recognizes this intersection between domestic violence and homelessness.

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 provides the greatest diversity, and number of services in the most locations: San Jose (multiple locations), Santa Clara, Sunnyvale, Mountain View, and Los Gatos; and serves the greatest number of survivors. Per the SCC Intimate Partner Violence Task Force report (2017), "...annually, DV agencies field over 20,000 calls (NDS answered 14,500); deliver services to 6,000 adults and children (NDS does nearly 50%); and provide shelter to 500 adults and children (4 agencies, NDS provides 40%). Other agencies:

1) YWCA: shelter, counseling; case management; legal advocacy; 2) Maitri - focus on South Asia population; transitional housing, case management, legal advocacy, support groups; 3) AACI- focus on Asian population; shelter, case management, counseling, health services; 4). Community Solutions; south county; shelter, case management, counseling

NDS with these agencies collaborate as the DV Advocacy Consortium of SCC: service referrals, advocacy, etc.

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 2,700 adults and children from throughout the county receive NDS services, and based on 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.



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

Sunnyvale funded Clients:	90	Total Program Clients:	2,600
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- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☐ No

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

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

Extremely Low Income:	45	Very Low Income:	5	Low Income:	4
-----------------------	----	------------------	---	-------------	---

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	105	2,500	\$ 0.00	\$ 454.42
FY 2017-18	98	2,598	\$ 0.00	\$ 471.25
Estimated for FY 2019-20	90	2,600	\$ 10,000.00	\$ 469.32

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



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

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	SUNNYVALE ONLY			SUNNYVALE ONLY	
Extremely Low Income (0%-30% AMI)	56	45	Youth (0-18 years)	16	14
Very Low Income (31%- 50% AMI)	16	5	Adults (19-61 years)	78	72
Low Income (51%-80% AMI)	21	40	Seniors (62+ years)	4	4
Moderate Income (81%- 120% AMI)	5	0	Disabled Individuals	7	5
Above Moderate Income (120%+ AMI)	0	0	Other Special Needs	98	90
<b>Total</b>	98	90	<b>Total</b>	98	90

#### 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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Sessions with client/clients (Advocacy, case management, counseling, etc.)	120	120	120	120	480



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Managers (2 FTE)	Staff/program supervision; direct services as needed	\$ 122,000.00	80	0.00%	\$ 0.00
Advocates (7.6FTE)	Provide direct client services, i.e. case management	\$ 349,232.00	304	2.00%	\$ 6,985.00
Support Group Fcltrs	Provide support group facilitation, mentoring	\$ 91,216.00	98	0.00%	\$ 0.00
				0.00%	
				0.00%	

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 informations 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
- 70% 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 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: 52% will maintain their level of self-sufficiency; and 22% will increase their level of self-sufficiency.



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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 disabilities, 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 with 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 (48 years), which became the second DV shelter in California and the first in the nation to offer bilingual services. NDS is the only agency in SCC solely focused on DV and its impacts to 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 - collaborations to expand services, reach more survivors, and change community norms. NDS services are based on Survivor-Defined Advocacy that builds a partnership between the Advocate and survivor. Program staff are trained/certified DV Peer Counselors (State of California Evidence Code: Section 1037-1037.8); and all clients receive a risk assessment and safety planning. NDS has not previously received City of Sunnyvale funding.

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 (available in English and in Spanish), capturing DOB/age, gender, sexual orientation, primary language, race and ethnicity (self-identify), disabilities, and sources of income (self-reported); 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. Data is reviewed by program managers, and the leadership team comprised of the directors of programs, or finance and operations, and of development, and the executive director. Data is used to expand or adjust service offerings, identify unmet need, and develop new services and partnerships.



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#### 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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: 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 outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

##### Objectives

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

##### Outcomes

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Next Door Solutions to Domestic Violence		
Faith-based organization:	N/A		
Community Based Development Organization (CBDO):	N/A		
Community Housing Development Organization (CHDO):	N/A		
Other Type of Organization:	N/A		
Describe:	N/A		
DUNS Number:	121-366-546		

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$ 449,632.00	\$ 460,671.00	\$ 357,945.00	\$ 460,915.00
Fundraising	\$ 318,697.00	\$ 299,227.00	\$ 406,611.00	\$ 376,696.00
Proposed Program (Total Budget)	\$ 1,221,045.00	\$ 1,049,998.00	\$ 1,224,296.00	\$ 1,301,677.00
All Other Programs	\$ 1,288,901.00	\$ 1,300,269.00	\$ 1,231,209.00	\$ 843,429.00
<b>Total Agency Budget</b>	<b>\$ 3,278,275.00</b>	<b>\$ 3,110,165.00</b>	<b>\$ 3,220,061.00</b>	<b>\$ 2,982,717.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 7,823	\$ 715,225	\$ 723,048
Office Supplies		\$ 6,351	\$ 6,351
Communication		\$ 8,866	\$ 8,866
Publications/Printing/Advertising		\$ 0	\$ 0
Travel		\$ 10,920	\$ 10,920
Rent/Lease/Mortgage	\$ 1,060	\$ 99,045	\$ 100,105
Utilities		\$ 0	\$ 0
Insurance		\$ 7,975	\$ 7,975
Equipment Rental/Maintenance		\$ 4,867	\$ 4,867
Audit/Legal/Professional Services (for CDBG portion only)		\$ 11,305	\$ 11,305
Direct Services (Funding for specific service, e.g. meal, ride)		\$ 26,640	\$ 26,640
Contract Services		\$ 155,125	\$ 155,125
Other	\$ 1,117	\$ 164,726	\$ 165,843
<b>Total Expenses</b>	<b>\$ 10,000</b>	<b>\$ 1,211,045</b>	<b>\$ 1,221,045</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 10,000.00
Other Jurisdictions	\$ 733,177.00
Foundation	\$ 296,000.00
Individual Donations	\$ 150,464.00
In-kind donations	\$ 31,404.00
<b>TOTAL</b>	<b>\$ 1,221,045.00</b>

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

Program funding is built upon multiple streams of revenue including other government entities, foundations, individual donors, and in-kind donations of good and services. It takes the 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 on-going services, NDS is also engaged in creating collaborative partnerships focused on prevention strategies and programming – to further the goal on decreasing the number of women and girls in SCC who will experience DV in their lifetime.

The annual budget for proposed services, for all clients, is \$1,221,045, of which \$42,239 is the estimated budget to serve 90 Sunnyvale residents. NDS is requesting support of \$10,000 from the City of Sunnyvale, and leveraging 76.3% of remaining funding for services for Sunnyvale residents through other funding sources.



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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

		2/11/2019
AUTHORIZED SIGNATURE:		DATE:
		2.11.19
Esther Peralez-Dieckmann		Executive Director
NAME (Please Print):		TITLE:



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**COVER SHEET***Original***APPLICANT INFORMATION**

Legal Name of Organization:	Senior Adults Legal Assistance (SALA)
Mailing Address:	1425 Koll Circle #109
City:	San Jose
State:	CA
Zip Code:	95112
Web Address:	www.sala.org
Contact Person:	Georgia Bacil
Title:	Directing Attorney
Email:	gbacil@sala.org
Telephone Number:	(408) 295-5991
Fax Number:	(408) 295-7401
Executive Director:	Georgia Bacil, Directing Attorney
Email:	gbacil@sala.org

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

**PROGRAM OVERVIEW**

Program Name:	Legal Assistance to Elders
Location(s) where Sunnyvale clients will be served (include full street address(es):	
Sunnyvale Community Services 725 Keifer Rd., Senior Center 550 E. Remington Dr., by phone & home visits	

**Brief Program Description:**

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

SALA will provide our current and ongoing program of free Legal Services to Sunnyvale seniors (60 or older) by continuing (1) expanded client intake appointments at a Sunnyvale site (Sunnyvale Community Services and possibly at Sunnyvale Senior Center), (2) phone intake for homebound seniors or seniors with emergencies, and (3) home visits. Sunnyvale seniors seen at SALA intake sites in other cities will also be served. The range of legal services includes advice, brief service, and attorney representation. Services will be targeted to seniors that are low income or at risk of abuse, isolation, conservatorship, or institutionalization. SALA will make one Community Education/Outreach presentation in Sunnyvale targeted to elders, their families, or their advocates.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 11,250.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 31,250.00		
Cost per client for proposed Sunnyvale Program:	\$ 250.00		
Number of Sunnyvale clients to be served with City grant:	45 with City Funding of \$11,250		
Total matching funds for proposed Sunnyvale services:	\$ 20,000.00		
Match Ratio (% of program funded by matching funds):	64.00%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2014-2015	\$ 10,000.00	\$ 9,817.00
2015-2016	\$ 10,000.00	\$ 10,000.00
2016-2017	\$ 10,000.00	\$ 10,000.00
2017-2018	\$ 10,000.00	\$ 10,000.00
2018-2019	\$ 10,000.00	\$ 10,000.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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.

SALA currently provides a program of free legal assistance to Sunnyvale seniors. We request \$11,250 annually to support this program of free Legal Services to Sunnyvale elders primarily by continuing our expanded services at a site in Sunnyvale (currently Sunnyvale Community Services and possibly the Senior Center). SALA will be available for appointment sessions at site in Sunnyvale at an expanded frequency of at least twice monthly, enabling more Sunnyvale seniors to be served locally. SALA will also serve Sunnyvale seniors at our intake sites in other cities. Homebound seniors or seniors with a disability will be served by phone intake at SALA's Central Office, as will seniors with urgent matters. Home visits will also be made as needed. SALA will also conduct one Community Education/Outreach presentation annually in Sunnyvale for seniors, their families, or their advocates. The funding requested will support personnel costs for portions of two SALA attorneys that supervise and/or deliver services. No Sunnyvale funds will be used for overhead. SALA will provide a range of 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; and Personal Affairs. Simple Wills will be provided through SALA's pro bono Wills Panel. Target clients are individual 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 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, especially low income or at-risk seniors SALA targets, to keep them independent and prevent abuse, isolation, homelessness, conservatorship, or institutionalization. The Area Agency on Aging (AAA) 2012-16 Area Plan for Santa Clara County identifies legal services as a Priority Need for seniors and notes such services are "crucial in helping keep seniors in their homes". The AAA 2016-2020 Area Plan affirms that legal assistance continues to be "priority service" for seniors. The Santa Clara County Seniors' Agenda report from 2012 identifies legal services and elder abuse prevention as key service needs and notes that funding is necessary to maintain legal services for at risk seniors. See Attachment 3 for excerpts from these reports. 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, Medi-Cal) to meet their basic needs, by addressing their abuse, evictions, or premature institutionalization, and by doing legal planning for incapacity or end of life. The project also aligns with national objectives for CDBG as it benefits persons of lower incomes; last year 78% of our Sunnyvale clients were at/below 80% of the County median. The elderly are also presumed lower income for CDBG and City General Fund grants. The project also addresses needs and objectives in the CON Plan and RFP. It aligns with the Suitable Living Environment objective as its purpose is to improve/stabilize the living environment 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 and Con Plan Goal #C1(d) to support provision of Essential Human Services, specifically Other Specialized Supportive Services as may be requested by the community including legal assistance for seniors, which is a special needs populations (RFP page 3 & 12). See also Attachment 4 for community letters documenting need.



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

Eligible project clients are Sunnyvale seniors 60 or older (hereinafter "seniors") served at appointments at a site in Sunnyvale (Sunnyvale Community Services or Sunnyvale Senior Center) as well as Sunnyvale seniors served by phone intake (for homebound clients or for those with urgent matters) and home visits as needed. Project clients also include Sunnyvale seniors seen at SALA intake sites in other cities. All of these clients are Sunnyvale residents 60 or older, with an emphasis upon persons who (1) have lower incomes (at/below 80% of County median) or (2) are "at risk" of abuse, exploitation, isolation, homelessness, or institutionalization (e.g., 75 or older or frail/disabled) per Older Americans Act (OAA) criteria. The OAA, our major funder, prohibits use of any other eligibility criteria for services, including an income restriction. Statistics for 2017-18 Sunnyvale clients indicate the following: 78% were low income (at/below 80% of median), 47% were 75 or older, and 30% were disabled. Also 63% were female. Due to their low incomes our clients are also underserved as most cannot pay an attorney \$400 - \$500 an hour. If funded in 2019-20 SALA expects similar demographics for clients served.

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 and funded by the Area Agency on Aging to address seniors' need for free legal services under the Older American Act, so we work with most providers in the Senior Services continuum. SALA provides our services (1) primarily through appointments at a site in Sunnyvale (currently Sunnyvale Community Services), where they provide a donated room for our client interviews and schedule our appointments and (2) through an annual presentation in Sunnyvale (often the Senior Nutrition site or Senior Center). Our activities augment and do not duplicate services provided by the City (including the Senior Center) or other groups serving Sunnyvale seniors because only a law office like SALA can deliver legal services to seniors. SALA collaborates with other senior services such as the Senior Center case manager, Long Term Care Ombudsman, Live Oak and Catholic Charities Day Care, and Adult Protective Services by making and accepting referrals. SALA also works with housing programs, such as Project Sentinel and Law Foundation. We do not duplicate their services as we are the sole legal aid agency in Sunnyvale with expertise in Elder Law delivering services to seniors locally. See Attachment 4 for letters documenting some of these collaborations.

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 prevention of elder abuse with restraining orders (RO's) removes abusers from seniors' homes and prevents further abuse. We also get RO's for seniors facing neighbor threats/abuse. This generates City savings by reducing (1) safety officer responses to domestic/neighbor disputes or homicides and (2) mandated elder abuse reporter time for City staff (City safety officers, Senior Center staff) spent filing reports with Adult Protective Services or appearing in court if prosecution by the District Attorney is a result. Our work related to public benefits (Social Security, Medicare, etc.) helps seniors meet basic life needs. It also prevents evictions, foreclosures, or homelessness (as senior can pay their rent/mortgages), as does our work in Landlord-Tenant matters. By stabilizing seniors' living environment we generate savings by reducing (1) staff time/resources of the Senior Center Case Manager or Sunnyvale Community Services to help seniors meet their needs and (2) repetitive use of public safety, code enforcement, or other City services. See Attachment 5 for more detail.



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

Sunnyvale funded Clients:	45	Total Program Clients:	45
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- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY <sup>2019-20</sup>2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☒ No

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

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

Extremely Low Income:	NA	Very Low Income:	NA	Low Income:	NA
-----------------------	----	------------------	----	-------------	----

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	40	40	\$ 10,000.00	\$ 250.00
FY 2017-18	45	45	\$ 10,000.00	\$ 222.00
Estimated for FY 2019-20	45	45	\$ 11,250.00	\$ 250.00

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



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

	2017-2018 Actual	2019-2020 Proposed		2017-2018 Actual	2019-2020 Proposed
	SUNNYVALE ONLY			SUNNYVALE ONLY	
Extremely Low Income (0%-30% AMI)			Youth (0-18 years)		
Very Low Income (31%- 50% AMI)			Adults (19-61 years)		
Low Income (51%-80% AMI)	45	45	Seniors (60+ 62+ years)	45	45
Moderate Income (81%- 120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>	45	45	<b>Total</b>	45	45

**B. Objectives**

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

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Annual
Legal Services -- # of Sunnyvale Clients (60 or older) Served *	12	11	11	11	45
Legal Services -- # of One Hour Units of Service *	33	32	33	32	130
* All numbers on page 8 are pro-rated for the amount of Sunnyvale funding requested					



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Directing Attorney	Manage services and overall project & finances	\$ 107,330.00	35	3.00%	\$ 0.00
Supervising Attorney	Supervise legal work & outreach activities	\$ 90,000.00	35	6.00%	\$ 4,250.00
Staff Attorney	Deliver legal services/education/outreach	\$ 50,000.00	35	19.00%	\$ 7,000.00
Secretary	Provide clerical support for legal services	\$ 31,200.00	30	4.00%	\$ 0.00
Secretary	Provide clerical support for legal services	\$ 17,470.00	20	4.00%	\$ 0.00

SALA's legal work and other activities are managed/supervised by the Directing Attorney and Supervising Attorney. Collectively these two attorneys have 50+ years' experience working at SALA. Staff Attorneys deliver a full range of legal services, assisted by with volunteer attorneys or legal workers (all supervised by SALA attorneys) that assist with appointments at Sunnyvale Community Services (SCS) or other intake sites and that do some follow legal work for clients. The Receptionist/Secretaries provide support to SALA attorneys/legal workers and they interface with Sunnyvale Community Services or other SALA intake sites to facilitate our appointments there. Receptionist/Secretaries also screen clients for emergency phone intake. The Directing Attorney is also responsible for the agency and project management/administration and for all 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 overall Sunnyvale funded program is to make accessible and affordable (free) 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 pro-rated number for Sunnyvale clients to be served with the City funds requested is 45 clients for each program year. See page 8 for the time frames/goals for achieving this output. SALA will also make at least one Community Education/Outreach presentation in Sunnyvale annually. The project outcome is to make free legal services available that low income or at risk Sunnyvale 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 those from 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. First, quantitative performance will be evaluated in relation to the output goals noted above and on page 8 on a quarterly basis. Secondly, quality of services will be evaluated by surveying a sampling of countywide clients (including those in Sunnyvale) receiving a substantial level of service or with open cases after their casework is completed. Thirdly, outcomes will be evaluated using the 80% "increased access" measure above. All outputs and outcomes will be measured by data from client intake and/or closing forms entered in databases and tabulated quarterly for outputs and tabulated semi-annually for outcomes. Client surveys will be tabulated and reviewed quarterly. All measures described above are currently in use for our SALA's services for Sunnyvale.



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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.

Currently SALA provides services at 15+ sites countywide including Sunnyvale Community Services (SCS). These sites were chosen because they 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 a "handicapped" parking space at the entrance. Homebound or institutionalized elders are served through SALA procedures for phone intake and home visits. 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 translation, and has trained all staff and volunteers on our LAP. Currently two SALA Staff Attorneys speak Spanish, as does a Receptionist/Secretary, so we can provide services in English and Spanish. Volunteer legal workers also speak Spanish and Mandarin. We also rely on the staff at SALA intake sites to provide translation assistance for our clients as needed and when appropriate. See Attachment 6 for SALA's Disability Access Policy and LAP.

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" or prototype in the early 1970's 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. By virtue of our 45 years of service, SALA has extensive experience and qualifications to provide services proposed. SALA's staff of 5 attorneys specializes in legal problems important to our target population, low income and at risk seniors, and has 70+ years of collective experience serving this population. Our staff is augmented by 10+ intake volunteers who help with interviews at intake sites and 10+ pro bono attorneys on our Wills Panel. SALA has served Sunnyvale since 1976. Since first receiving Sunnyvale funding in 1986-87, SALA has met or exceeded all of Sunnyvale's prior years' contract goals and has expended all prior year's program funds. With respect to accomplishments for the past five years, SALA has provided free Legal Services to at least 40 unduplicated Sunnyvale clients 60 or older annually and made at least one Community Education/ Outreach presentation to elders, their families, or their advocates at a site in Sunnyvale each year.

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 available as Attachment 7) 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. Clients are asked to certify their age and income are correct on intake forms even though they are "Elderly" and presumed lower income for Sunnyvale funding, but due to logistical problems clients served by phone intake are not asked to sign certifications verifying income or age. The Older Americans Act prohibits SALA from using a means test or requiring income information from clients in order to serve them, so some clients decline to provide income. This is noted on intake forms. Intake form data is entered into databases for quarterly reporting of client statistics on an aggregate basis to funders. Our databases also produce tracking sheets (with confidential client ID numbers) backing up aggregate data on quarterly reports with an audit trail for monitoring. Client tracking sheets are available for review by authorized representatives of funders during their monitoring visits at SALA.



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**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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: 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 C 1 (d) of the City's CON Plan (and as memorialized in the RFP on page 12) to address the special needs population of seniors. To address this need the 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 outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

**Objectives**

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	SALA is a nonprofit organization with 501 (c) (3) status
Faith-based organization:	SALA is not a faith based organization
Community Based Development Organization (CBDO):	SALA is not a CBDO
Community Housing Development Organization (CHDO):	SALA is not a CHDO
Other Type of Organization:	As noted above SALA is a non-profit organization with 501 (c) (3) status
Describe:	Not applicable (see above)
DUNS Number:	787102094

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$ 88,050.00	\$ 90,050.00	\$ 107,467.00	\$ 98,190.00
Fundraising	\$ 8,805.00	\$ 9,005.00	\$ 14,834.00	\$ 8,319.00
Proposed Program (Total Budget)	\$ 31,250.00	\$ 30,500.00	\$ 30,000.00	\$ 30,000.00
All Other Programs	\$ 752,645.00	\$ 770,945.00	\$ 806,284.00	\$ 789,431.00
<b>Total Agency Budget</b>	<b>\$ 880,750.00</b>	<b>\$ 900,500.00</b>	<b>\$ 958,585.00</b>	<b>\$ 925,940.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 11,250	\$ 12,860	\$ 24,110
Office Supplies		\$ 400	\$ 400
Communication		\$ 600	\$ 600
Publications/Printing/Advertising		\$ 200	\$ 200
Travel		\$ 150	\$ 150
Rent/Lease/Mortgage		\$ 3,140	\$ 3,140
Utilities		\$ 0	\$ 0
Insurance		\$ 1,490	\$ 1,490
Equipment Rental/Maintenance		\$ 230	\$ 230
Audit/Legal/Professional Services (for CDBG portion only)		\$ 630	\$ 630
Direct Services (Funding for specific service, e.g. meal, ride)		\$ 0	\$ 0
Contract Services		\$ 0	\$ 0
Other		\$ 300	\$ 300
<b>Total Expenses</b>	<b>\$ 11,250</b>	<b>\$ 20,000</b>	<b>\$ 31,250</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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Proposed Funding Sources for Sunnyvale Program	Amount
City of Sunnyvale	\$ 11,250.00
Other Jurisdictions	\$ 0.00
Foundation	\$ 0.00
Individual Donations	\$ 1,000.00
Older Americans Act	\$ 14,000.00
County of Santa Clara	\$ 1,500.00
State Bar of California Grants	\$ 1,500.00
Silicon Valley Campaign for Legal Services	\$ 2,000.00
	\$ 0.00
<b>TOTAL</b>	<b>\$ 31,250.00</b>

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

SALA will be leveraging the \$11,250 annually in Sunnyvale funding requested with pro-rated funding totaling \$20,000 annually in other funds or resources to support our services county-wide and with SALA fundraising and unrestricted revenues. Those leveraged funds include the Older Americans Act (\$14,000), the Silicon Valley Campaign for Legal Services (\$2,000), County of Santa Clara (\$1,500), State Bar grants (\$1,500) and donations/fundraising/unrestricted revenues (\$1,000). This constitutes a 177% match. SALA will use the \$11,250 in Sunnyvale funding requested to partially support personnel costs for two attorney positions that supervise and/or deliver the legal services for the Sunnyvale project. No Sunnyvale funds will be used for overhead. The leveraged proposed matching support, totaling \$20,000 each year, will pay for additional staff allocated to the project and for project operating expenses. We note that we did not include in our budget the value of donated legal services from volunteer attorneys and paralegals that help deliver services in Sunnyvale.

SALA has no other funding to support our requested service levels for Sunnyvale elders other than what is noted herein. Although SALA receives CDBG funds from 4 other cities (San Jose, Santa Clara, Mountain View, Milpitas), CDBG from the Urban County (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 SALA services to Sunnyvale seniors. Similarly, Sunnyvale funding is not used to support services in other cities. The Older Americans Act also prohibits SALA from charging fees or from accepting fee-generating cases. If SALA does not receive the requested Sunnyvale funding, proposed services will be reduced in proportion to the funding received. If no City funding is received, at best one appointment session in Sunnyvale could be provided every other month or services in Sunnyvale could be eliminated altogether.



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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE:	DATE:
	2-11-19
Georgia Bacil	SALA Directing Attorney
NAME (Please Print):	TITLE:



NORTH COUNTY  
(650) 969-8656

SOUTH COUNTY  
(408) 847-7252



**SALA**  
*Senior Adults Legal Assistance*

**Attachment 4**  
CLERICAL OFFICE  
1425 KOLL CIRCLE  
SUITE 109  
SAN JOSE, CA 95112  
(408) 295-5991  
FAX: (408) 295-7401

**RESOLUTION BY BOARD OF DIRECTORS  
OF SENIOR ADULTS LEGAL ASSISTANCE (SALA)**

**Adopted November 16, 2018**

I, Dave Samuels, hereby certify that I am the President of the Board of Directors of Senior Adults Legal Assistance (SALA), a non-profit corporation in the State of California.

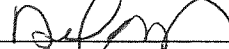
I further certify that on November 16, 2018, the SALA Board of Directors approved a resolution authorizing the SALA Directing Attorney, Georgia Bacil, to submit and sign proposals for the years covering 2018-19, and for the years covering 2019-20, 2020-2021, 2021-2022 (as applicable if multiple year proposals), on behalf of SALA to all of SALA's current funding sources, as well as to any new funding sources, provided that proposals to new funders are consistent with SALA's Long Range Plan.

The Board resolution also authorizes the Directing Attorney, Georgia Bacil, to negotiate, contractually bind, and sign contracts and documents on behalf of SALA with all current funders for 2018-2019 and for the time periods in future years referenced in the paragraph above (as applicable), as well as with any new funding sources if such new funding is consistent with the proviso in the previous paragraph.

This also certifies that the Board resolution specifically authorizes the Directing Attorney to submit and sign the proposals and to contractually bind and sign contracts as referenced above, and any other documents related thereto, with the City of San Jose, with the City of Mountain View, with the City of Sunnyvale, with the City of Santa Clara, with the City of Cupertino, with the City of Milpitas, with the City of Palo Alto (including HSRAP), and with the County of Santa Clara as a "duly authorized officer" or official of SALA.

The Board resolution also authorizes the SALA Board President, the SALA Board Vice President, or the SALA Board Secretary/Treasurer to sign and submit the proposals and contracts referenced above, and any other documents related thereto, as a "duly authorized officer" of SALA including all proposals, contracts, or documents for the City of Palo Alto (including HSRAP).

Date: 11/23/19

Signature:   
Dave Samuels, SALA Board President







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## COVER SHEET

### APPLICANT INFORMATION

Legal Name of Organization:	Silicon Valley Independent Living Center
Mailing Address:	25 North 14th Street, Ste. 1000
City:	San Jose
State:	CA
Zip Code:	95112
Web Address:	www.svilc.org
Contact Person:	Pai Venegas
Title:	Director of Programs
Email:	grants@svilc.org
Telephone Number:	(408) 894-9041
Fax Number:	(408) 904-7345
Executive Director:	Sheri Burns
Email:	grants@svilc.org

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

### PROGRAM OVERVIEW

Program Name:	Housing and Emergency Services for Persons with Disabilities
Location(s) where Sunnyvale clients will be served (include full street address(es):	
Sunnyvale Public Library, 665 W. Olive Ave, Sunnyvale CA 94086; SVILC 25 N. 14th Street, #1000, SJ 95112	

#### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

The program will assist 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 of the independent living solution.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

### A. City of Sunnyvale Funding Categories (See RFP Notice, page 8). Please select one:

☒ Operational      ☐ Emergency      ☐ Seed Program

### B. Consolidated Plan Priority Need Type. Select only one:

- ☐ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☒ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

### C. Program Financials<sup>1</sup>

Funding Amount Requested:	\$ 23,400.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 292,996.00		
Cost per client for proposed Sunnyvale Program:	\$ 390.00		
Number of Sunnyvale clients to be served with City grant:	60		
Total matching funds for proposed Sunnyvale services:	\$ 269,596.00		
Match Ratio (% of program funded by matching funds):	92%		

Is Applicant currently receiving funding from Sunnyvale? ☐ Yes ☒ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2013-2014	\$ 14,475.00	\$ 10,000.00
2014-2015	\$ 10,000.00	\$ 9,817.00
2015-2016	\$ 24,434.00	\$ 10,000.00
2016-2017	\$ 24,434.00	\$ 10,000.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## **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 and Emergency Services for Persons with Disabilities program will assist Sunnyvale residents with disabilities and their families to transition from homelessness, health care facilities, unstable or temporary housing to permanent affordable, accessible, integrated housing. Program services include: emergency assistance, security deposits & rent (as available), information & referral, other supportive services as needed to ensure long-term sustainability of the interdependent living solution. The eligible target population is confirmed Sunnyvale residents with disabilities who are considered very-low or extremely-low income by HUD income guidelines, which includes individuals, young adults, families and older adults. Specific targeted 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 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 personal 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.

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. Approximately 11 percent live below the poverty level. According to the Elder Economic Security Index, there are over 213,000 individuals age 65+ in Santa Clara County, with nearly half living at or below the means necessary to live adequately. Of these seniors, at least 33% have a known disability. The American Community Survey data from 2016 estimates that there are nearly 147,000 residents of all ages in Santa Clara County with a disability. In the City of Sunnyvale, nearly 5 in 10 residents are renters, 12% of the population is over the age of 65, and 7.3% or approximately 11,200 residents, have a disability regardless of age. Moreover, the incomes of the poorest and most vulnerable residents have remained stagnant at less than \$12,000 per year. The fact that many of these elderly households and individuals with disabilities live on limited incomes is of great concern. In 2018, the average monthly price for a 1-bedroom apartment in the City of Sunnyvale was \$2,600 a 7.7% increase from 2017. This equates to a whopping 289% of a disabled individual's SSI income benefit of approximately \$900 per month. Additionally, a study by HUD and the Urban Institute found that people with disabilities experience discrimination in rental housing more than any other minority population. A staggering 44% more! SVILC's Housing Services Project addresses Sunnyvale Consolidated Plan Goals B and C, and meets the primary National CDBG Objective to "provide decent housing and a suitable living environment" and the objective to "principally benefit lower income persons".



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

Participants are screened for eligibility in our Intake process and must 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, contact information, emergency contacts, and their ability to successfully maintain housing stability must exist. A majority of the individuals served receive social security benefits in the form of Supplemental Security Income (SSI), Social Security Disability Income (SSDI), or a combination of the two. Many participants are homeless, at risk of becoming homeless, reside in inaccessible and/or unaffordable housing, or currently live in long-term care facilities. As one of the nearly 400 federally funded Centers for Independent Living in the U.S., SVILC works exclusively with "People with Significant Disabilities," which aligns with the CDBG definition of "Severely Disabled Adult", also identified as an at-risk and under-served population.

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, a private nonprofit organization, 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 an understanding of universal housing 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 and the Office of Supportive Housing to secure housing vouchers and rental subsidies, and have contracts with Season of Sharing and FEMA's EFSP program to provide emergency rental and food 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, disabled or both by allowing them access to SSI, Medi-Cal and IHSS benefits, and
- 4) for many, improves employment and education opportunities which increases economy.



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

Sunnyvale funded Clients:	60	Total Program Clients:	750
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- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☒ No

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

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

Extremely Low Income:		Very Low Income:		Low Income:	
-----------------------	--	------------------	--	-------------	--

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

Time Frame	Number of Sunnyvale Clients Served with City Funds*	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years				
FY 2017-18				
Estimated for FY 2019-20				

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



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

	<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>		<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)			Youth (0-18 years)		
Very Low Income (31%- 50% AMI)			Adults (19-61 years)		
Low Income (51%-80% AMI)			Seniors (62+ years)		
Moderate Income (81%- 120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>			<b>Total</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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Number of unduplicated Sunnyvale residents will participate in a Housing Workshop.	12	12	12	12	60
Number of unduplicated Sunnyvale residents will have completed an Intake to receive additional services.	3	3	3	3	12
Number of Housing Workshops provided, in or near the City of Sunnyvale.	6	6	6	6	24



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Housing Coordinator	Housing Workshops, Housing 1:1 Services	\$ 48,347.00	35	4,000.00%	\$ 19,339.00
				0.00%	
				0.00%	
				0.00%	
				0.00%	

SVILC's Housing Program covers all of Santa Clara County and is supported by 3.0 FTE Housing Coordinators delivering housing services, including facilitating over 150 Housing Workshops on- and off-site, as well as administrative tasks.

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

SVILC will collect and report data from Sunnyvale residents who attend the bi-weekly Housing Workshops and from consumers who have completed an Intake to create an Independent Living Plan with the goal of securing or retaining long-term housing. 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. Those individuals who wish to work more extensively with the 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. 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 attended a Housing Workshop or came in for an Intake to receive 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.



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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 LAP policies provide that our services are made available to all people of any age, 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 branch offices are fully ADA accessible and include external and internal automatic door openers, open spaces, 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. Other languages spoken in-house include Spanish, Vietnamese, Tagalog and Hindi.

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 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 and training services at no cost to eligible residents. After I&R, the most needed service at SVILC is our Housing Assistance Program, requested by 77% or 850 unduplicated consumers. SVILC has provided housing solutions for decades; providing same services with CDBG funding in other jurisdictions with a track record of meeting/exceeding goals. 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 housing a Second Harvest Food Bank Pantry to provide temporary housing and food solutions.

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-disclosed 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 (e.g., 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 attachment), as well as consumer goals and provider service notes, resides 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, cloudbased, secure database management system for Centers for Independent Living. Hard copies of the consumer's signed Intake and Independent Living Plan/Goals are also printed and kept in a locked filing cabinet.



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#### 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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

The project meets the goals by providing housing search/education workshops and one-on-one 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 communities.

#### E. HUD Performance Measures

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

##### Objectives

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

##### Outcomes

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Yes
Faith-based organization:	No
Community Based Development Organization (CBDO):	No
Community Housing Development Organization (CHDO):	No
Other Type of Organization:	N/A
Describe:	N/A
DUNS Number:	113302871

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$ 316,424.00	\$ 316,424.00	\$ 316,424.00	\$ 362,088.00
Fundraising	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Proposed Program (Total Budget)	\$ 292,996.00	\$ 260,855.00	\$ 278,095.00	\$ 262,119.00
All Other Programs	\$ 919,626.00	\$ 855,805.00	\$ 859,399.00	\$ 923,486.00
<b>Total Agency Budget</b>	<b>\$ 1,529,046.00</b>	<b>\$ 1,433,084.00</b>	<b>\$ 1,453,918.00</b>	<b>\$ 1,547,693.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 19,339	\$ 159,111	\$ 178,450
Office Supplies	\$ 152	\$ 3,848	\$ 4,000
Communication		\$ 2,500	\$ 2,500
Publications/Printing/Advertising		\$ 6,000	\$ 6,000
Travel		\$ 2,000	\$ 2,000
Rent/Lease/Mortgage	\$ 3,909	\$ 75,718	\$ 79,627
Reasonable Accommodations / Program access		\$ 8,400	\$ 8,400
Insurance		\$ 9,769	\$ 9,769
Equipment Rental/Maintenance			\$ 0
Audit/Legal/Professional Services (for CDBG portion only)			\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)			\$ 0
Contract Services			\$ 0
Program supplies, postage		\$ 2,250	\$ 2,250
<b>Total Expenses</b>	<b>\$ 23,400</b>	<b>\$ 269,596</b>	<b>\$ 292,996</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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Proposed Funding Sources for Sunnyvale Program	Amount
City of Sunnyvale	\$ 23,400.00
Other Jurisdictions	\$ 0.00
Foundation	\$ 0.00
Individual Donations	\$ 0.00
<b>TOTAL</b>	<b>\$ 23,400.00</b>

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

N/A



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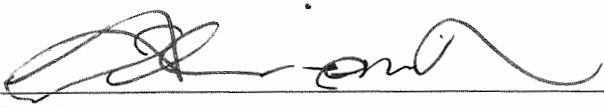
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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with: a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: 		DATE: 02/08/2019
Sheri Burns		Executive Director
NAME (Please Print):		TITLE:



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Legal Name of Organization:	The Health Trust
Mailing Address:	3180 Newberry Drive, Suite 200
City:	San Jose
State:	CA
Zip Code:	95118
Web Address:	www.healthtrust.org
Contact Person:	Maia Bookoff
Title:	Development Manager - Grants
Email:	maiab@healthtrust.org
Telephone Number:	(408) 513-8709
Fax Number:	(408) 448-4055
Executive Director:	Michele Lew
Email:	mlew@healthtrust.org

TYPE OF FUNDS REQUESTED: ☐ CDBG (Minimum Request \$25,000)  
☒ GENERAL FUNDS (Minimum Request \$10,000)

**PROGRAM OVERVIEW**

Program Name:	The Health Trust Meals On Wheels
Location(s) where Sunnyvale clients will be served (include full street address(es):	
Services are provided within the homes of individual Sunnyvale clients throughout the City.	

**Brief Program Description:**

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

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; chilled weekend meals; Wellness Checks to ensure client well-being; socialization; case management and referrals; and access to additional services such as PALS, our free pet food program. Funding from the City of Sunnyvale will help ensure critical, ongoing meal services and Wellness Checks for Sunnyvale residents who are low-income.



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## SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational      ☐ Emergency      ☐ Seed Program

**B. Consolidated Plan Priority Need Type. Select only one:**

- ☒ A. Basic Needs (Food, financial aid, emergency shelter)  
☐ B. Youth Intervention (mentoring/after-school programs)  
☐ C. Mental Health or Substance Abuse Counseling  
☐ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

**C. Program Financials<sup>1</sup>**

Funding Amount Requested:	\$ 24,000.00	Funding Type:	<input type="checkbox"/> CDBG <input checked="" type="checkbox"/> GENERAL FUNDS
Total Program Cost:	\$ 147,809.00		
Cost per client for proposed Sunnyvale Program:	\$ 1,642.00		
Number of Sunnyvale clients to be served with City grant:	25 (90 total in Sunnyvale)		
Total matching funds for proposed Sunnyvale services:	\$ 123,809.00		
Match Ratio (% of program funded by matching funds):	84.00%		

Is Applicant currently receiving funding from Sunnyvale? ☒ Yes ☐ No

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

If yes, complete the following table for the previous five years:

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2018-2019	\$ 24,000.00	\$ 10,000.00
2017-2018	\$ 24,000.00	\$ 10,000.00
2016-2017	\$ 20,000.00	\$ 16,000.00
2015-2016	\$ 20,000.00	\$ 16,000.00
2014-2015	\$ 15,000.00	\$ 10,307.00

<sup>1</sup> NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client



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## 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, holiday and birthday gifts, and free monthly pet food.

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 City of Sunnyvale, there are nearly 800 seniors who are low-income, nutritionally at-risk and homebound (2016 American Community Survey); less than one third currently receive food assistance. 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 in order to maintain their health and independence.

Meals On Wheels supports the well-being of Sunnyvale seniors who cannot afford their basic needs, are unable to leave their homes, who cannot prepare meals for themselves, and who are without a social support network. A report from Brown University verifies that, nationally, Meals on Wheels participants who receive daily meals were more likely to report an improvement in their mental and overall health, and a reduction in falls (Thomas, 2015). A 2017 follow up to the report reinforces these findings, and suggests that Meals on Wheels clients across the country experience fewer hospitalizations and lower healthcare costs after program enrollment.

The Health Trust Meals On Wheels addresses the City's Consolidated Plan Priority Need area of basic needs for seniors. We welcome the City of Sunnyvale to continue supporting your senior residents who are the most vulnerable. Funds provided by the City will support a portion of the cost of providing Meals On Wheels services to 25 Sunnyvale seniors.



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3. Describe the Program's client eligibility requirements. Note if the clients are at-risk and/or an underserved 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 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 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' daily Wellness Checks and other resources provide additional support for our program participants who are isolated, unable prepare their own meals or leave their homes. Referral partners help facilitate initial contact with prospective clients, and include other Senior Nutrition Providers. Coordination with other providers ensures clients receive appropriate support & prevents duplication.

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).

Meals On Wheels has the potential for direct cost savings for the City. For example, 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. According to a 2010-2011 County Civil Grand Jury Report, the average cost per Sunnyvale Fire Department service call is \$3,437. If even ten significant emergency response calls are prevented annually, an estimated \$34,370 would be saved.



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

Sunnyvale funded Clients:	25	Total Program Clients:	90
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- a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2017-18 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

☐ Yes

☒ No

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

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

Extremely Low Income:	n/a	Very Low Income:	n/a	Low Income:	n/a
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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	35	\$ 11,987.00	\$ 799.00
FY 2017-18	9	103	\$ 10,000.00	\$ 1,111.00
Estimated for FY 2019-20	25	90	\$ 24,000.00	\$ 960.00

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



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

	<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>		<b>2017-2018 Actual</b>	<b>2019-2020 Proposed</b>
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	9	20	Youth (0-18 years)	0	0
Very Low Income (31%- 50% AMI)	0	5	Adults (19-61 years)	0	0
Low Income (51%-80% AMI)	0	0	Seniors (62+ years)	9	25
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>9</b>	<b>25</b>	<b>Total</b>	<b>9</b>	<b>25</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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Home-delivered Meals	500	850	1200	1200	3750
Wellness Checks	300	525	750	750	2325
Educational Resources (per client)	10	10	10	10	40



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**C. Program Administration and Monitoring**

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

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Program Director	Supervise program, track reporting metrics	\$ 104,528.00	40	10.00%	\$ 13,589.00
				0.00%	
				0.00%	
				0.00%	
				0.00%	

Positions above reflect the program staff that The Health Trust proposes to be supported by City of Sunnyvale funds. The amount of salary to be funded (\$13,589) includes both salary and benefits. 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. Please see attached Meals On Wheels staffing chart and The Health Trust agency leadership organizational chart for a more detailed list of Meals On Wheels employees.

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 indicate that the Meals On Wheels program is somewhat or extremely important in helping them remain independent in their homes. 2) At least 95% of surveyed clients (including City of Sunnyvale residents) will indicate that the Meals On Wheels program is somewhat or extremely 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. These measurement tools and methodology will help ensure timely reporting to the City of Sunnyvale and ongoing internal evaluation to verify the effectiveness of program services.



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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 (attached) 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.

The Health Trust 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, and program correspondence in person, over the phone, or in hard copy.

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 two decades 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 (FY) 2018, more than 89,000 meals were provided to 636 seniors and adults with disabilities, including 103 clients in the City of Sunnyvale (9 clients and 1311 meals supported by City funds).

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, pet ownership (for enrollment in our free pet food service), 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 (ServTracker), 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.



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**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: Support activities that provide basic services
- ☐ Goal #4: Promote fair housing choice
- ☐ Goal #5: Expand economic opportunities for low-income households.

The Health Trust Meals On Wheels delivers basic services to seniors who are low-income, homebound, and at nutritional risk by providing them with access to free nutrition and wellness resources, delivered directly to their home. City of Sunnyvale-sponsored clients will be seniors (age 62+), prioritized as a special needs population.

In Sunnyvale, there are nearly 800 seniors who are low income, homebound, and food insecure (2016 ACS), and their limited mobility makes alternative food sources, such as congregate meals, difficult to access. 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 outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

**Objectives**

- ☒ **Objective #1: 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.
- ☐ **Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- ☒ **Outcome #1: 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.
- ☐ **Outcome #2: 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.



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### SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

#### A. Agency Information

Non-Profit with 501(c)(3) Status :	Yes		
Faith-based organization:	No		
Community Based Development Organization (CBDO):	No		
Community Housing Development Organization (CHDO):	No		
Other Type of Organization:	n/a		
Describe:	n/a		
DUNS Number:	011506016		

#### B. Total Agency Budget

	Planned 2019-20	Adopted (Actual if available) 2018-19	Actual 2017-18	Actual 2016-17
Administration	\$ 3,231,480.00	\$ 3,168,118.00	\$ 2,436,076.00	\$ 2,248,451.00
Fundraising	\$ 704,952.00	\$ 691,129.00	\$ 634,383.00	\$ 466,243.00
Proposed Program (Total Budget)	\$ 1,343,717.00	\$ 1,317,370.00	\$ 1,261,455.00	\$ 1,010,563.00
All Other Programs	\$ 18,472,365.0	\$ 18,110,162.00	\$ 16,197,592.00	\$ 16,451,423.00
<b>Total Agency Budget</b>	<b>\$ 23,752,514.0</b>	<b>\$ 23,286,779.00</b>	<b>\$ 20,529,506.00</b>	<b>\$ 20,176,680.00</b>

#### C. Budget for Fiscal Years 2019-20 & 2020-21

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$ 13,589	\$ 62,904	\$ 76,493
Office Supplies		\$ 3,695	\$ 3,695
Communication			\$ 0
Publications/Printing/Advertising			\$ 0
Travel		\$ 4,608	\$ 4,608
Rent/Lease/Mortgage		\$ 2,298	\$ 2,298
Utilities		\$ 1,515	\$ 1,515
Insurance		\$ 417	\$ 417
Equipment Rental/Maintenance		\$ 893	\$ 893
Audit/Legal/Professional Services (for CDBG portion only)			\$ 0
Direct Services (Funding for specific service, e.g. meal, ride)	\$ 10,411	\$ 42,604	\$ 53,015
Contract Services		\$ 892	\$ 892
Other		\$ 3,983	\$ 3,983
<b>Total Expenses</b>	<b>\$ 24,000</b>	<b>\$ 123,809</b>	<b>\$ 147,809</b>

\* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.



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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	\$ 24,000.00
Other Jurisdictions	\$ 0.00
Foundation	\$ 22,500.00
Individual Donations	\$ 42,009.00
El Camino Healthcare District	\$ 46,800.00
LinkedIn	\$ 12,500.00
<b>TOTAL</b>	<b>\$ 147,809.00</b>

1. Does your Organization have a HUD-approved indirect cost plan? ☐ Yes ☒ No
2. Does your agency charge any fees for the proposed Sunnyvale services? ☐ Yes ☒ 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.

In 2017, The Health Trust leveraged our relationship with the City and history of providing services in Sunnyvale to strengthen partnerships with LinkedIn and El Camino Healthcare District, both eager to make a positive impact in the lives of Sunnyvale residents through Meals On Wheels. This multifaceted support resulted in the number of Sunnyvale Meals On Wheels clients to double from FY17 to FY18. We look forward to continuing our increased impact in the City of Sunnyvale.

**\*\*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.\*\*



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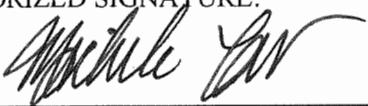
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## SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90 - 284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93 - 383; U.S.C. 5301 et seq.), as amended; and Section 504 of the Rehabilitation Act of 1973 (Public Law 93- 112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94 - 135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead - Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Sunnyvale and verify, under penalty of perjury under the laws of the State of California or of the City of Sunnyvale, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation verifying person with the authority to submit this application and execute the contract**).

AUTHORIZED SIGNATURE: 		DATE: 2/5/19
Michele Lew		Chief Executive Officer
NAME (Please Print):		TITLE: