



## City of Sunnyvale Neighborhood Grant Program

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

Office Use Only

Date Received: \_\_\_\_\_  
Application  
Completed: \_\_\_\_\_

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

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

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

Date: 5-19-16

Name of Neighborhood Group or Association: Evelyn Glen Owners Association

Name of Proposed Project: Drought Tolerant Landscaping

Grant Amount Requested from the City of Sunnyvale: \$ 1000.00  
(Maximum grant amount is \$1,000)

### Neighborhood Group/Association Background:

- When was your neighborhood group or association formed and why? What are the geographic boundaries of your group? How many households are included?
  - The Association was formed in 2008
  - Our Geographic Boundaries are Evelyn Ave and Wolf Rd.
  - 130 households
- Describe your neighborhood group's activities and the resources that support those activities. If yours is a formal association, what is the annual budget? How do you raise funds?
  - We have been working with Green Seasons Landscapers to convert to drip irrigation + drought tolerant plants along with crushed granite spaces and mulch to keep plants from drying out and contain water and avoid runoff.
  - Annual Budget is \$ 443,241.
  - Funds for this type of event start with Homeowners (H/O) monthly assessments. It is added to budget.

**Project Description:**

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

**Benefits of project**

- Education of H/O regarding water conservation and drought effects on landscaping.
  - Planting perennials and annuals in a layered affect will promote continued seasonal color
  - Increase aesthetic look of neighborhood and value
  - Provide an educational opportunity for entire family with regard to the purchase of self watering containers and various herbs/vegetables and sustainability
  - Educate community to be more self sufficient.
- With the continued drought years ahead this is important. Association Clubhouse and chairs will be used with table items in project plan will be available for a free Green Seasons Landscape will be onsite for planting session
4. How did you choose this project? Describe the outreach you have done to generate awareness in your neighborhood and support for this project. How many neighbors support this project and how did you determine that number?
- I've been working with Green Seasons to inform H/O of drought tolerant planting, water conservation and sustainable landscaping.
  - Green Seasons has attended 3 executive sessions of the Board Mtgs and an active member of Landscape Center.
  - There are approx 20-25 H/O present at these meetings and the interest is high on this subject which is why it was chosen

**Project Plan:**

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

Activity	Person(s) Responsible	Completion Date (mo/yr)
1. Create Flyers/email	Barbara	9/16
2. Provide Herbs/Food Plants	Green Seasons	9/16
3. Provide Soil/Containers	Green Seasons	9/16
4. Provide Refreshments	Roshan Silva	9/16
5. Provide Paper Goods/Entertainment	Jim Asselin	9/16
6. Clean-up	All Volunteers	9/16
7.		
8.		
9.		
10.		
11.		
12.		

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

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

Community events that educate people will bind them together with a mutual cause, and increase the communication especially in this diverse community. Increases pride of ownership and adds value to the property

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

The success of the project will be the outcome and responses from the H/O that attend.

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

- The Clubhouse
- Tables (6) and Chairs (30)
- Green Seasons time 4-6 hrs
- Board Members + Mgt Co volunteers 4-6 hrs

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

Additional funds will be allotted in future Budgets for 2017 for social committee.

Green Seasons has volunteered their time and has an ongoing relationship with the community.

**Project Team:**

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

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

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

**Project Leader Name:** Barbara Parker

**Address:** 654 No Santa Cruz Ave. Ste E Los Gatos, Ca

**Phone Number:** 408 353-2124 **E-Mail:** Barb@MavenMgt.com

**Signature:** Barbara Parker **Date:** 5-16-16

**Treasurer** - The treasurer tracks expenses, files receipts, oversees the budget and submits a final financial report to the City. The Project Leader may also serve as the Project Treasurer.  
Note: The City of Sunnyvale reserves the right to audit grant award funds.

**Treasurer Name:** Deborah Torres

**Address:** 654 No Santa Cruz Ave. Ste E Los Gatos, Ca

**Phone Number:** 408 353-2126 **E-Mail:** Deb@MavenMgt.com

**Signature:** Deborah Torres **Date:** 5-16-16

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

**Name:** Roshan Silva

**Address:** 234 Peppermint Tree Terrace #4 Sunnyvale, CA

**Phone Number:** 415 748-2725 **E-Mail:** roshan\_silva@yahoo.com

**Responsibilities:** coordination of volunteers - outreach to residents

**Signature:** \_\_\_\_\_ **Date:** 5-16-16

**Name:** James Asselin

**Address:** 214 Peppermint Tree Terrace, #4 Sunnyvale, Ca

**Phone Number:** 408 353-2126 **E-Mail:** jam@svtrinity.org

**Responsibilities:** coordinating volunteers, outreach to residents

**Signature:** \_\_\_\_\_ **Date:** 5-16-16

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

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

**Project Expenses**

Activity	Estimated Costs	Actual Costs
1. Create Flyers	\$ 100.00	\$ 100.00
2. Food	\$ 700.00	\$ 700.00
3. Paper Goods	\$ 50.00	\$ 50.00
4.	\$	\$
5. Self Watering Containers (small)	\$	\$
6. Herbs 3-4 types	\$ 3.95	\$ 513.50
7. Vegetables	\$ 6.00	\$ 780.00
8. Soil 15 bags	\$ 9.99 ea	\$ 149.85
9.	\$	\$
<b>Total Expenses</b>	\$	\$ 2293.35
<b>Amount Requested from the City of Sunnyvale</b>	\$ 1000.00	

**Other Sources of Support**

Volunteer Hours (valued at \$26.87/hour, per independentsector.org)	\$ Board Members/Volunteer
Donated Materials/Services (food, supplies, equipment)	\$ Table/chairs
Other Funding Received (other grants, collected dues, donations)	\$ 500.00 -- Budget
Other	\$ 1128.54
Other	\$ 1293.35
<b>Total Neighborhood Association Contribution</b>	\$ 1921.89

Bd Member Board  
 16 x 26.87 = 429.92  
 Vendor Vendor  
 6 x 26.87 = 161.22  
 20 x 26.87 = 537.40  
 1128.54

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

## EVELYN GLEN OWNERS' ASSOCIATION

130 CONDOS						
2016 BUDGET						
Income \$397,800			33150			
	2015	PROJECTED	PROJECTED	PROJECTED	Previous	
	ANNUAL	ANNUAL	MONTHLY	PER HOME	Current	
FIXED COSTS	BUDGET	BUDGET	BUDGET	PER MONTH	VARIANCE	
Insurance - Package	\$28,000	\$22,533	\$1,885.92	\$14.51	-19%	
Insurance-Umbrella	\$1,000	\$2,225	\$233.33	\$1.79	123%	
Insurance - Workers Compensation	\$1,000	\$650	\$83.33	\$0.64	-35%	
State and Federal Taxes	\$50	\$55	\$4.58	\$0.04	10%	
SUB-TOTAL	\$30,050	\$25,463	\$2,207.16	\$16.97	-15%	
OPERATING COSTS						
Electricity	\$7,200	\$7,200	\$600.00	\$4.62	0%	
Water	\$40,000	\$35,075	\$3,006.25	\$23.13	-10%	
Water Reimb.	\$0	\$0	\$0.00	\$0.00		
Sewer	\$4,000	\$4,000	\$333.33	\$2.56	0%	
Sewer Reimb.	\$0	\$0	\$0.00	\$0.00		
Gas	\$70	\$59	\$0.00	\$0.00	-29%	
Refuse Collection Service	\$58,000	\$58,000	\$6,500.00	\$50.00	34%	
Storm Drain Service	\$1,700	\$1,700	\$141.67	\$1.09	0%	
Maintenance Service/Minor Repairs	\$2,000	\$2,000	\$166.67	\$1.28	0%	
Maintenance Inspections	\$10,000	\$5,000	\$416.67	\$3.21	-50%	
General Supplies	\$1,000	\$1,330	\$70.83	\$0.54	-15%	
Fire Alarm System-Inspect/Test/Monitor	\$20,000	\$28,000	\$2,333.33	\$17.95	40%	
Phone Line Service-Fire Equip.	\$17,000	\$17,000	\$1,416.67	\$10.90	0%	
Window Washing	\$12,750	\$3,350	\$275.00	\$2.12	-74%	
Custodial	\$0	\$950	\$79.17	\$0.61	N/A	
Gutter Cleaning	\$5,000	\$5,000	\$500.00	\$3.85	20%	
Lighting Inspections	\$3,000	\$3,000	\$250.00	\$1.92	0%	
Graffiti Removal	\$0	\$250	\$20.83	\$0.16	N/A	
Landscape Maintenance	\$26,640	\$20,818	\$2,904.00	\$22.34	31%	
Landscape Extras	\$1,000	\$1,000	\$83.33	\$0.64	0%	
Pest Control	\$2,000	\$2,900	\$241.67	\$1.86	45%	
Irrigation Repairs	\$3,000	\$2,450	\$200.00	\$1.54	-20%	
Lighting Supplies	\$2,500	\$2,500	\$208.33	\$1.60	0%	
Parking Patrol	\$3,300	\$3,300	\$275.00	\$2.12	0%	
Cleaning Trash Enclosures	\$0	\$350	\$29.17	\$0.22	N/A	
Backflow Testing	\$2,000	\$2,000	\$16.67	\$0.13	-90%	
Accounting Service-Monthly	\$7,800	\$7,800	\$650.00	\$5.00	0%	
Tax Prep and Annual Review CPA	\$0	\$1,550	\$129.17	\$0.95	N/A	
Filing vendor 1099's and EDD's	\$1,880	\$325	\$31.25	\$0.24	-80%	
Accounting Printing & Mailing	\$300	\$275	\$31.25	\$0.24	25%	
Accounting Postage	\$1,100	\$920	\$79.17	\$0.61	-14%	
Accounting Supplies	\$700	\$500	\$58.33	\$0.45	0%	
Accounting Storage	\$150	\$150	\$12.50	\$0.10	0%	
Legal & Professional Services	\$1,000	\$800	\$83.33	\$0.64	0%	
Reserve Study	\$1,000	\$550	\$54.17	\$0.42	-35%	
Management Services	\$31,200	\$31,200	\$2,600.00	\$20.00	0%	
Management Other Services	\$300	\$1,640	\$33.33	\$0.26	33%	
Office Expense/Printing/Supplies/Postage	\$1,950	\$1,000	\$91.67	\$0.71	-44%	
Storage	\$120	\$120	\$10.00	\$0.08	0%	
Proforma Budget	\$1,500	\$1,500	\$125.00	\$0.96	0%	
Bank Fees	\$0	\$0	\$0.00	\$0.00	N/A	
Social/Committees	\$500	\$500	\$41.67	\$0.32	0%	
FHA approval - every other year	\$500	\$300	\$25.00	\$0.19	-40%	
SUB-TOTAL	\$272,160	\$289,543	\$24,124.42	\$185.57	6%	
RESERVES	\$117,031	\$117,031	\$9,752.58	\$75.02	0%	
Contingency	\$24,000	\$1,000	\$83.33	\$0.64	-96%	
	\$443,241	\$443,135	\$36,167.49	\$278.21	-2%	

NOTE: The Board of Directors has approved this budget for 2016.

Effective January 1, 2016 your monthly assessments will remain at \$255.00

Any additional expenses over Income will be taken out of the 2015 Excess Operating Funds as approved