



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 408.738.4321

Working to Prevent Homelessness and Hunger

October 10, 2019

City of Sunnyvale Community Development Department
Housing Division
Attention: Jenny Carloni
456 W. Olive Avenue
Sunnyvale, CA 94088

Dear Ms. Carloni,

Sunnyvale Community Services (SCS) is submitting the attached application for a supplemental 2019-2020 Community Development Block Grant (CDBG) for Capital and Affordable Housing Projects Funding. We would use the requested funds to purchase a new headquarters facility for our nonprofit agency.

Sunnyvale Community Services (SCS) is already a vital resource and one-stop shop for low-income Sunnyvale residents and local homeless persons. They trust us to treat them with compassion and dignity, and to connect them with as many programs and services onsite as possible. But we know that more people already need our services, and we forecast serving more than 12,000 clients annually in FY 2024-25, based on current trends. If there is a downturn in the economy, the growth in the number of clients will be even greater, and the need deeper.

Sunnyvale Community Services has accomplished a great deal in our current 12,000 sq. ft. location, but we know we can do more, and the additional space is crucial for us to remain the program and service hub for North Santa Clara County. Our new 36,000 sq. ft. building will offer us immense opportunities to provide more programs and services that will help us carry out our mission of preventing homelessness and hunger in our local community. We greatly appreciate the assistance of the City of Sunnyvale, which has shown its commitment to our vision of everyone having a home with food on the table.

Best Regards,

Marie Bernard
Executive Director

City of Sunnyvale PY2019 – Supplemental CDBG
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COVER SHEET

☐

ORIGINAL

☒

COPY

PART 1 – GENERAL INFORMATION

Organization Name:	Sunnyvale Community Services		
Project Name:	Acquisition of 1160 Kern Avenue Building		
Contact Person:	Marie Bernard	Title:	Executive Director
Email:	mbernard@svcommunityservices.org	Phone:	(408) 738-0121
Mailing Address:	725 Kifer Rd., Sunnyvale, CA 94086		
Fax:	(408) 738-1125	Tax ID:	94-1713897
DUNS ¹ Number:	165378316		

PART 2 – LOAN REQUEST

1. Requested Amount	\$ 900,000
2. Other Funding Sources (match)	\$ 13,159,500
3. Total Project Cost (Line 1 + Line 2)	\$ 14,059,500
4. Percentage of City of Sunnyvale funds toward Total Project Cost (Line 1 / Line 3)	7%
5. Type of funds requested (you may select more than one)	<input checked="" type="checkbox"/> CDBG

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.

CDBG funding would be used to help purchase a new headquarters facility for Sunnyvale Community Services (SCS). Since 1970, SCS has been a service hub for low-income Sunnyvale residents and local homeless persons. However, the current facility is severely limiting our ability to provide the critical services our clients need. We currently serve more than 9,000 (unduplicated) persons each year, and project that more than 12,000 people will need our services annually by FY2024-25.

¹ 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>.

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Application Checklist

Applicant Name:	Sunnyvale Community Services
Project Name:	Acquisition of 1160 Kern Avenue Building

The original application must include all the information listed below. Each of the two (2) additional copies must include the information in Tabs A, B, C, and D. Proposals that do **not** contain all the required documents will not be considered and will be ineligible for funding.

TAB A

- ☒ Cover Letter on Letterhead
- ☒ Program Cover Sheet*
- ☒ Application Checklist*
- ☒ Applicant Information*

TAB B

- ☒ Section 1: Organizational Capacity and Experience
- ☒ Section 2: Evidence of Need for Project
- ☒ Section 3: Statement of Work/Project Scope/Readiness
- ☒ Section 4: Project Budget and Financial Information

TAB C

- ☒ Project Budget Form
- ☒ Pro-forma (for construction or acquisition of community facility)

TAB D

- ☒ Project Service Area Map
- ☒ Project-Specific Organizational Chart
- ☒ Résumés of Applicant's key personnel

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Provide Applicable Documents in Original Application Only (mark N/A if not applicable)

TAB E

- ☒ Signature Authorization*
- ☒ Conflict of Interest Disclosure*
- ☒ Environmental Review Form* and Attachments
- ☒ Administrative Checklist* Accounting System Certification* ☒
- ☒ CHDO or CDBO Verification
- ☒ Bylaws
- ☒ Articles of Incorporation
- ☒ 501(c) (3) documentation from IRS
- ☒ Organizational Chart
- ☒ Financial Audit
- ☒ Letters of Commitment
- ☒ Board Resolution authorizing submittal of proposal
- ☒ Organizational Annual Budget and/or Financial Balance Sheet
- ☒ Director's and Officer's Liability & Errors and Omissions Insurance
- ☒ Policies and procedures for employees including internal controls
- ☒ Language Access Plan and (ADA) Accessibility Policy

TAB F – Acquisition Projects only

- ☒ Appraisal of Property
- ☒ Phase I: Environmental Site Assessment*
- ☒ Parcel Map
- ☒ Property Listing
- ☐ Relocation Plan (if project anticipates displacement)

TAB G – Construction/Rehabilitation Projects only

- ☐ Construction Cost Estimate
- ☐ Phase I: Environmental Site Assessment
- ☐ Letters of Community Support
- ☐ Architectural Drawings/Plans
- ☐ Relocation Plan (if project requires temporary or permanent relocation)

*Note: Standard Forms provided in application packet.

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TAB A

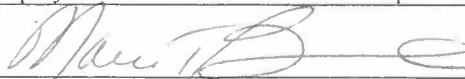
Applicant Information

Type of Organization:	501(c)(3)		
(Check all that apply)	<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Faith-Based Non-Profit
	<input checked="" type="checkbox"/> Sunnyvale CBDO		
Name of Organization:	Sunnyvale Community Services		
Mailing Address:	725 Kifer Rd.		
City, State, Zip Code:	Sunnyvale, CA 94086		
Physical Address of Project:	1160 Kern Ave.		
City, State, Zip Code:	Sunnyvale, CA 94085		
Contact Person:	Marie Bernard		
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
Program Contact Someone who works with the project on a daily basis, and can answer questions	Marie Bernard	408-738-0121
	Executive Director	mbernard@svcommunityservices.org
Finance Contact	Susan Chin	408-738-4321 x214
	Financial Controller	schin@svcommunityservices.org
Application Contact Person who wrote this application	Patricia Winter	408-738-4321 x215
	Grant Writer	pwinter@svcommunityservices.org
Authorized Contact 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

10/10/2019
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)

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).

Founded in 1970, Sunnyvale Community Services (SCS) is a 501(c)(3) nonprofit organization providing safety-net services to low-income residents of Sunnyvale plus local homeless persons. Our mission is to prevent homelessness and hunger in our local community. Our programs include financial aid, year-round food assistance, wrap-around case management, and referrals to benefits.

SCS's current facility (725 Kifer Road) was purchased in part with a CDBG loan in 2003. We have successfully managed this building ever since, including coping with increases in both annual clients (now 9,000+) and staff (now 35). In addition to our casework services, we offer food distribution 22 days a month, which involves managing not only the actual distribution of the food but also parking and traffic flow. Over the past decades, SCS has received numerous CDBG grants along with other federal funds.

SCS has had "clean" audits as far back as our records go. We have six months of operational cash reserves, plus separate reserves for capital and building maintenance expenses. We have a top rating (4 Stars) from Charity Navigator (see attached), a Platinum seal from GuideStar, and accreditation from CARF International.

We qualify as a CBDO in Sunnyvale. Eleven of our 16 current board members reside and/or work in Sunnyvale. Please see the attached CBDO letter and board list for details.

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: 28

Briefly describe your experience below:

SCS has had federally funded CDBG projects for over 28 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.

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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.

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.

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.

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.

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3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date (mm/dd/yyyy) of your last City of Sunnyvale monitoring visit? 08/27/2019

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).

N/A

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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 ² of Office	Length of Service
	Y / N				
Camille Barnes-Mosley	N	Northrop Grumman	Vice President	2017-20	2
Grace Benlice	N	El Camino Hospital		2019-22	<1
Jim Choi	N	Sunnyvale DPS		2019-22	<1
Travis Duncan	N	Sares-Regis Group		2019-22	<1
Katie Ferrick	N	LinkedIn		2017-20	5
Michael Gallagher	N	Sunnyvale School Dist.	President	2019-22	<1
Robert Kiphuth	Y	Detati Comms.		2019-22	3
Duane Loos	N	---		2019-22	3
Margaret Mannion	N	NetApp		2018-21	1
Barbara McClellan	Y	---		2018-21	4
Tracie Murray	N	Cedar Crest Center	Secretary	2018-21	4
Jeremy Nishihara	N	Sunnyvale School Dist.	Treasurer	2018-21	1
Christian Pellecchia	N	Slatter Construction		2019-22	<1
Courtney Shenberg	N	Apple		2019-22	3
Amanda Weitzel	Y	ServiceNow		2019-22	3
Don Wilson	N	Intuitive Surgical		2019-22	<1

² 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

Last year, 98% of SCS's 9,249 clients had extremely low to low incomes based on HUD's Area Median Income guidelines. Half of our clients are the most vulnerable: children and seniors. Children age 0-17 account for 35% of our clients, seniors age 65 years or older comprise 15%, and other adults make up the remaining 50%. Among last year's clients were 831 people who were homeless when they came to our door.

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%
Based on the past 5 years of client growth, we project serving 12,276 (unduplicated) individuals annually by FY2024-25.	12,030 individuals	98%

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

The housing and homelessness crises in Sunnyvale are showing no signs of abating. HUD currently defines "low income" in Sunnyvale as \$83,150/year or less for a 2-person household and \$103,900 for a 4-person household. The U.S. Census Bureau estimates that in 2017, 31% of Sunnyvale households (of all sizes) earned less than \$75,000/year, and another 11% earned less than \$100,000. Housing prices now are even higher, putting even more pressure on low-income families not only to stay housed, but to put food on their table. The January 2019 Point-in-Time Homeless Census found a 147% increase in the homeless population in Sunnyvale compared with the 2017 PIT count. While there is general agreement that the 2017 number was undercounted, there is little doubt that this area has seen a significant increase in homeless persons.

TARGET POPULATION

Sunnyvale Community Services seeks to help individuals and families who fall under HUD's definition of low income, which means that they have 80% or less of the Area Median Income for Santa Clara County. At present, 98% of our clients have Extremely Low, Very Low, or Low incomes by HUD's guidelines. SCS serves every eligible person who needs our help. Currently, our client demographics are 15% children (0-17), 50% adults (18-64), and 35% seniors (65+). Our client base is 55% female and 45% male. Ethnically, they are 64% Hispanic/Latino, 12% White, 11% Asian American, 5% African American, and 8% mixed or other.

PROJECT DESIGN

Sunnyvale Community Services is purchasing a new headquarters facility in order to better serve low-income residents of Sunnyvale as well as local homeless persons. This project supports the City of Sunnyvale's Consolidated Plan Goal B: Alleviation of Homelessness, and Goal C: Other Community Development Efforts. Specifically, Goal B1: "Help people who are currently homeless or at imminent risk of homelessness to obtain housing, employment or other sources of income, and adequate support services/networks to achieve stability," and Goal C1: "Support provision of essential human services."

The new building will triple our available space, enabling many service improvements towards those goals:

- * Serve an estimated 12,000+ annual clients by FY2024-25
- * Expand case management and homeless services by 20%
- * Continue vital food programs during the holidays (currently not possible when our warehouse is converted into our Holiday Center or during Backpack Day)
- * Host talks, workshops, trainings, and community events, including Downtown Streets Team meetings
- * Double the number of food deliveries and pickups made by our trucks and those of partner agencies
- * Host 10 or more partner agencies onsite, creating a services hub that will enable low-income people to avoid many trips to San Jose for county/federal services
- * Involve 3,000 volunteers each year, the vast majority of whom will live and/or work in Sunnyvale

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TAB B

Part 4 – Matching Funds

- A. List the funding from other sources for this capital project in the following table. Add additional rows to the table if necessary.

Funding Source	Amount	Status as of September 1, 2019 Approved, Pending or Denied*	Award Date
Net from sale of 725 Kifer Road building	\$ 4,600,000	Pending	
SCS Building Fund/prior donations	\$ 652,108	Approved	pre-9/1/19
Jay Paul	\$ 1,000,000	Approved	8/15/19
Private donations	\$ 465,329	Approved	to 10/8/19
LinkedIn	\$ 1,000,000	Approved	10/2/19
Google.org	\$ 1,000,000	Pending	
Intuitive Surgical	\$ 1,000,000	Pending	
Applied Materials	\$ 250,000	Pending	
Sunlight Giving	\$ 150,000	Pending	
High-value donor requests (cap. campaign)	\$ 500,000	Pending	
Individual gift requests (capital campaign)	\$ 2,542,063	Pending	
Total	\$ 13,159,500		

*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.

Sunnyvale Community Services (SCS) has both broad and deep funding support from local governments, corporations, foundations, and community members. We are a financially stable organization with six months' worth of cash reserves.

SCS has longstanding general operating support from a variety of local funders, including the Sobrato Family Foundation, Applied Materials, and Sunlight Giving. Other major operating and/or programmatic support has come from the City of Sunnyvale, the County of Santa Clara, Google and Google.org, LinkedIn, Destination: Home, El Camino Healthcare District, and the Silicon Valley Community Foundation, among many others.

In addition to requesting funds for the purchase of 1160 Kern Avenue, SCS will be soliciting approximately \$1M from donors to support an operations fund. We estimate the annual cost to operate our new facility will be approximately \$299,000, increasing our expenses 2.7 times from our current operating costs. The funds from this portion of the campaign will allow us to bridge at least five years of operations, as we migrate to fully supporting building operations through our annual budget.

TAB B

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.

This project will be located at 1160 Kern Avenue, Sunnyvale, APN #20524002.

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 and complete the project by APRIL 1, 2020.** 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.

This application is for building acquisition only, so this question is not applicable.

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B. Implementation Schedule

Milestone	Target Date
1. Contract Start Date	
2. Design and Permitting	
3. Initiation of Construction/Project	
4. Completion of Construction/Project	
5. 50% of Funds Expended and Drawn	
6. 100% of Funds Expended and Drawn	December 16, 2019 (close of escrow)
7. Project Completion and Reporting	

C. Performance Measurement System: Complete the following tables with information about the CDBG objectives and outcomes of your proposed project.

1. CDBG OBJECTIVE (select one)	2. CDBG OUTCOME (select one)
<input checked="" type="checkbox"/> Creating a Suitable Living Environment <input type="checkbox"/> Providing Decent Affordable Housing <input 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)	162	22	184
Very Low Income (<50% AMI)	10,479	1,429	11,908
Disabled Persons			0
Female-Headed Households			0
Elderly	3,781	516	4,297
Youth	1,814	27	1,841
Homeless Persons	971	132	1,103
Other Special Needs:			0
(Note: #s are projected FY2024-25)			0

TAB B

Part 3 – Construction Project Description

A. Does your project involve:

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

Sunnyvale Community Services expects to have control of the 1160 Kern Avenue site by approximately December 16, 2019 (close of escrow).

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.

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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

1160 Kern Avenue, Sunnyvale, is a 36,028 sq. ft. building constructed in 1971 and renovated in 2007. It currently serves as a warehouse for the nonprofit Resource Area for Teachers (RAFT). The building sits on a 2.25-acre lot just off Lawrence Expressway near Arques. It has multiple locations suitable for receiving and distributing food and other supplies, including a loading dock and two grade-level doors. The site is zoned Industrial.

The property inspector concluded, "the building is in 'good' condition [with] several minor areas of concern." These include repairing parts of the asphalt parking lot, replacing damaged drains and downspouts, repairing or removing the sheds, and fixing several non-functioning emergency lights. The inspector also recommended bringing the restrooms up to current compliance standards, which have changed since the last remodel.

In September 2019, 1160 Kern Avenue was appraised at a value of \$14,000,000.

Sunnyvale Community Services will be making tenant improvements to the building in 2020 to create the necessary office space, food storage and distribution areas, meeting rooms, and other facilities to carry out our mission. Those improvements are not part of the building acquisition for which we are requesting CDBG funding.

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.**

We will not be constructing a new building or expanding the existing one.

TAB B

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.

SCS will be funding \$13,159,500 of the \$14,059,000 purchase of 1160 Kern through a combination of corporate and private funding, and through the sale of our existing building at 725 Kifer Road; these details are indicated in the Matching Funds chart on Section A of page 12. The \$900,000 CDBG award being requested will cover the remaining funding needed for the purchase of 1160 Kern.

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

All financial transactions are recorded using QuickBooks Online. On a monthly basis financial data are reviewed and analyzed closely by the Financial Controller. Financial reports including balance sheets and statements of activities are prepared and reviewed by management as well as the Finance Committee, which consists of the organization's finance team and selected board members. All financial data are prepared in accordance with Generally Accepted Accounting Principles (GAAP) in the USA. The financial statements are audited annually by independent auditors, and the agency continues to receive clean audits with no findings.

All short-term and long-term storage of administrative and financial records is provided in a safe, secure, and confidential manner. All financial records and documentation are kept for five years. All documentation pertaining to equipment purchased or donated will be kept for as long as the agency retains the equipment.

All disbursement forms for financial aid to clients must have two signatures before a check can be issued. For all other expenses, one Director's signature is required for amounts less than \$1,000, and two Directors' signatures are required for amounts over \$1,000. All checks issued must be signed by the authorized signers.

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



March 25, 2019

Ms. Marie Bernard
Sunnyvale Community Services

Submission ID: SGF-2019-32328

Dear Ms. Bernard:

On behalf of the Board of Directors of Sunlight Giving, I am pleased to inform you that a multi-year grant in the total amount of \$250,000 has been approved for Sunnyvale Community Services.

Sunnyvale Community Services agrees to:


- Use the grant for general support, \$100,000 in 2019, \$75,000 in 2020, \$75,000 in 2021. This is not a conditional grant;
- Sign and return this grant agreement, acknowledging your receipt of enclosed check #2240 in the amount of \$100,000. Either upload a scanned copy through the online applicant portal under "Upload Signed Grant Agreement" or email to our grants management team at grants@sunlightgiving.org by **May 10, 2019**;
- Only use the grant funds for purposes that are consistent with the federal and state rules for tax exempt status;
- Inform Sunlight Giving immediately if there is any change in your public charity status;
- Have your organization, logo and grant information listed on the Sunlight Giving website;
- Adhere to the **Grant Communication Guidelines** found at this link: <http://www.sunlightgiving.org/grantmaking/partners/grantee-resources> for recognition and media related to Sunlight Giving and the grant; and
- Participate in a form of evaluation (e.g. online survey, phone call, etc.) that the foundation will conduct to learn more about the community you serve.

Subsequent payments will be distributed according the following schedule. Sunlight Giving staff may schedule a meeting or request information prior to release of these payments:

Payment	Schedule	Amount
2	April 01, 2020	\$75,000.00
3	April 01, 2021	\$75,000.00

The foundation is extremely pleased and honored to support the work of Sunnyvale Community Services. Should you have any questions, please don't hesitate to contact us at grants@sunlightgiving.org or (650) 897-0273 extension 252.

Sincerely,


Jeryl Chang
Program Officer
Sunlight Giving


Marie Bernard
Executive Director
Sunnyvale Community Services



139 Harristown Rd • Glen Rock, NJ 07452
phone (201) 818-1288 • fax (201) 818-4694
www.charitynavigator.org

September 3, 2019

Marie Bernard
Sunnyvale Community Services
725 Kifer Road
Sunnyvale, CA 94086

Dear Marie Bernard:

On behalf of Charity Navigator, I wish to congratulate Sunnyvale Community Services on attaining the coveted 4-star rating for demonstrating strong financial health and commitment to accountability and transparency.

The nonprofit sector is advancing and expanding. As our organizations evolve, so do the desires and interests of our supporters. Astute donors are yearning for greater accountability, transparency, and for concrete results from us. With more than 1.5 million American charities, Charity Navigator aims to accentuate the work of efficient and transparent organizations. The intent of our work is to provide donors with essential information to give them greater confidence in both the charitable decisions that they make and the nonprofit sector.

Based on the most recent information available, we have issued a new rating for your organization. We are proud to announce Sunnyvale Community Services has earned our eighth consecutive 4-star rating. This is our highest possible rating and indicates that your organization adheres to sector best practices and executes its mission in a financially efficient way. Attaining a 4-star rating verifies that Sunnyvale Community Services exceeds industry standards and outperforms most charities in your area of work. Only 4% of the charities we evaluate have received at least 8 consecutive 4-star evaluations, indicating that Sunnyvale Community Services outperforms most other charities in America. This exceptional designation from Charity Navigator sets Sunnyvale Community Services apart from its peers and demonstrates to the public its trustworthiness.

Forbes, *Business Week*, and *Kiplinger's Financial Magazine*, among others, have profiled and celebrated our unique method of applying data-driven analysis to the charitable sector. We evaluate ten times more charities than our nearest competitor and currently attract more visitors to our website than all other charity rating groups combined, thus making us the leading charity evaluator in America. Our data shows that users of our site donated more than they planned to before viewing our findings, and in fact, it is estimated that last year Charity Navigator influenced approximately \$10 billion in charitable gifts.

Your achievement and the 4-star rating will enhance your organization's fundraising and public relations efforts. Our favorable review of Sunnyvale Community Services' financial health and commitment to accountability & transparency is now visible on our website.

We wish you continued success in your charitable endeavors.

Sincerely,

Michael Thatcher
President and CEO

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

TAB C

Required Attachments:

- ☒ Project Budget Form
- ☒ Pro-forma (for construction or acquisition or community facility)

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

TAB **Project Budget Form**

	a	+ b	+ c	= d
Item	Supplemental CDBG Funds Requested (\$)	Matching Funds* (Other \$)	Matching In-Kind Services or Materials ² (\$)	Project Cost (\$)
I. Capital Costs				
Permits and Fees				
Design (Architectural & Engineering)				
Acquisition Costs (escrow fees, etc.)	\$ 900,000	\$ 13,159,500		\$ 14,059,500
Other Soft Costs (e.g. Davis Bacon Monitoring (if applicable), Surveying, etc.)				
Rehabilitation/Construction Costs (labor, materials)				
Contingency (Construction)				
Environmental Compliance (CEQA/NEPA/Phase I, lead testing as applicable)				
Construction Management (if outside firm)				
Other:				
Other:				
II. Project Management/Administration				
III. In-Kind Services				
Applicant's staff services for project management) *				
Other in-kind services/goods (describe):				
Volunteer/Pro-bono services				
TOTAL PROGRAM BUDGET	\$ 900,000	\$ 13,159,500		\$ 14,059,500

* 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.

² 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.

