



## Proposed Use Description

### 1160 Kern Avenue, Sunnyvale, CA

*Note: Applicant is using its current location, 725 Kifer Road, Sunnyvale, in the same manner for the same purpose.*

**About Sunnyvale Community Services (SCS):** SCS is an independent 501(c)(3) nonprofit that has operated in Sunnyvale since 1970. Our mission is to prevent homelessness and hunger in our local community. We have support from foundations, corporations, individual donors, and local governments, including generous funding from the City of Sunnyvale.

**SITE USAGE:** Please see Appendix A for details of the number of Client Families, Volunteers, and Staff members who come to the current SCS facility daily. We expect similar usage numbers for the new facility.

**Client Families:** Clients visit SCS for two primary purposes: front office visits to receive financial aid, budget counseling, screening for benefits programs, etc.; and warehouse visits to get food. The number of clients varies depending on which food program is in operation each day. Once a month, we also have clients purchasing VTA passes. We estimate that on average 30% of SCS clients use public transportation or bike or walk to our offices, and this will remain the mix in our new location.

- **Front Office:** Front Office Clients are seen on weekdays from 9:00 am to 4:00 pm (except between 11:30 am and 12:30 pm). Client visits average one hour.
- **Produce Mondays:** Our busiest day is Monday, when we set up a drive-through outside our warehouse for clients to pick up groceries between 8:00 am and 5:00 pm. Clients do not park for this program; they drive through, bike through, or walk up. Our staff and volunteers manage the drive-through with safety always in mind. We estimate that there are 450 cars over a 9-hour period on Mondays (average 50 cars/hour). The new location will allow for a much easier traffic flow for the drive-through.
- **Monthly Food Program:** The SCS Monthly Food Program is a prepacked grocery distribution that occurs on the first and third Wednesdays of each month from 8:00am-5:00pm. 500 senior and 700 non-senior households are served respectively on these days in a drive through model. The rate at which the client's vehicles move through the distributions is approximately 50 to 150 vehicles per hour.

- **VTA Passes:** One weekday per month (usually the 16<sup>th</sup>), SCS distributes 200 VTA passes at a discounted price. Approximately 95% of these clients arrive by public transportation, and we forecast that this will remain the same in the new location, which is closer to a VTA bus stop.
- **Special Events/Activities:** SCS holds occasional special activities that are run similar to the Pantry Plus program, with reservations limiting the number of people who are onsite at once. For example, for our once-a-year Backpack Distribution, client families reserve a time to pick up backpacks for their children for the coming school year, along with extra food. We always notify Sunnyvale Public Safety and our neighbors about this day, which receives media coverage.

**Volunteers:** At any given time, SCS has about 25 volunteers in our warehouse sorting, bagging, or distributing food. See Attachment A for more information. Approximately 10% of volunteers walk, carpool, bike, or use public transportation to our current location, and we expect this to remain the same in the new location.

**Staff:** Up to 36 staff members are onsite on weekdays between 8:00 am and 5:00 pm, and two staff persons for alternating Saturday mornings. Of the 36:

- 26 people are front office/clerical/caseworker/case manager staff who work directly with clients, or are executive, managerial, or support staff for the agency as a whole.
- Ten staff members work in the warehouse and food distribution center.
- Four of our staff members work part time.

Three staff use public transportation or bike to work. This percentage may increase at the new location due to its proximity to CalTrain and a VTA bus stop.

We also typically host one or two individuals from government services and other nonprofits at our site a few days a month.

### **Additional Comments**

**Trucks:** We have one 18' box truck and one van. The new location has two truck bays and truck parking in front of two additional roll-up doors—all in the rear, with ample room for in-out access and truck parking in addition to car parking.

**Parking Lot:** In addition to the truck bays and parking spots, there are 82 car parking spaces at the new building, including five handicapped spaces.

**No Food Preparation or Meal Service:** SCS does not serve meals or prepare food at our site.

**No Housing:** SCS does not have any type of homeless shelter or other housing on site.

## Appendix A: Site Usage

Sunnyvale Community Services is open the following hours:

- Monday through Friday, 8 am to 5 pm
- Alternate Saturdays from 8 am to noon for Pantry Plus food distributions only

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Total Client Families coming to front office who park <sup>1</sup> (average visit is 1 hour)	35 total	21 total	21 total	21 total	21 total	—
<b>Avg. number of cars at a time</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>—</b>
Total Client Families coming for food who park <sup>2</sup> (average visit is 15 mins.)	0	85 total	170 total	170 total	85 total	85 total
<b>Avg. number of cars at a time</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Total Volunteers who park <sup>3</sup> (average shift is 3 hours; each day has 1–4 shifts)	80 total	40 total	60 total	55 total	55 total	35 total
<b>Avg. number of cars at a time</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>18</b>
Total Staff who park <sup>4</sup> (average workday is 8 hours)	30 total	30 total	30 total	30 total	30 total	3 total
<b>Avg. number of cars at a time</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>3</b>
<b>Total cars parked at a time</b>	<b>55</b>	<b>60</b>	<b>60</b>	<b>58</b>	<b>58</b>	<b>28</b>

<sup>1</sup> Front office client services are available from 8–11:30 am and 12:30–4 pm. Approximately 30% of SCS clients do not drive here.

<sup>2</sup> Produce Monday is a drive-through program; no clients park. Pantry Plus has one session per day on Tuesdays, Fridays, and Saturdays, and two sessions per day on Wednesdays and Thursdays.

<sup>3</sup> Approximately 10% of volunteers do not drive cars to SCS.

<sup>4</sup> This number accounts for staff members who do not drive to work as well as those who only work part time.

