

Application Form
City of Sunnyvale Human Services Funding
January 2015

COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization: Abilities United

Mailing Address: 525 E. Charleston

City: Palo Alto

State: CA

Zip Code: 94306

Web Address: www.abilitiesunited.org

Contact Person: Jo Bailard

Title: Corp. and Foundation Giving Officer

Email: jbailard113@gmail.com

Telephone Number: 650-618-3331

Fax Number: 650-384-0131

Executive Director: Charlie Weidanz

Email: charliew@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 and 3864 Middlefield Road, Palo Alto, CA 94306

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.

Adult Services Program includes: Adult Day Activity Program (day program to provide meaningful activities that develop socialization, communication, physical activity, daily living, and other cognitive skills); Community Connections Program (community involvement through volunteer activities); Employment Services (job placement, training and coaching); and Independent Living Skills instruction (daily living skills training to insure a smooth and successful transition to more independent living environments). Adult Services programs overlap and create meaningful lives for individuals with developmental &/or physical disabilities; services help them be more independent & achieve their goals.

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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 Financials¹

Funding Amount Requested: \$12,128.00 Funding Type: CDBG GENERAL FUNDS

Total Program Cost: \$2,568,716.00

Cost per client for proposed Sunnyvale Program: \$8,422.00

Number of Sunnyvale clients to be served with City grant: 2

Total matching funds for proposed Sunnyvale services: 1,948,362

Match Ratio (% of program funded by matching funds): 76%

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 chart for the previous five years.

Fiscal Year Applied	Amount Requested	Amount Awarded by City
FY 2014-15 (adult services)	12,064	10,308
FY 2013-14 (adult services)	12,064	10,500
FY 2012-13 (adult services)	14,150	8,913
FY 2011-12 (adult services)	14,150	8,188
FY 2010-11 (adult services)	15,892	5,258

¹ 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.

Funds will be used for Sunnyvale adults in the Adult Services Program. This integrated program includes the Adult Day Activity Program: program provides meaningful activities that develop socialization, communication, etc., so adults can develop their skills in an inclusive environment; Community Connections Program (part of Adult Day Activity Program): community involvement through meaningful volunteer activities in a variety of nonprofits that can lead to employment services; Employment Services (ES): job placement, training, and coaching with close ties to Community Connections (volunteer "job" experience) and ILS for success; and Independent Living Skills (ILS): works with adults to build life skills, such as grooming, cooking, shopping, housekeeping, budgeting, computer skills, and using public transportation, to help them transition to more independent living environments (tied to all Adult Services). Our participants 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 more specific diagnoses such as: Autism, Down Syndrome, Cerebral Palsy, intellectual disability, and other neurological conditions. The programs serve adults, age 22 years and up. HUD guidelines "presume" that severely disabled adults are low income. Some participants live with their parents or other relatives; others live independently in their own apartments or homes with assistance from ILS coaches.

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.

Our Adult Services Program addresses essential human services for special needs populations, particularly for adults with developmental and/or physical disabilities who are considered low income. More than any other population who is struggling for self-sufficiency and independence, people with developmental disabilities must overcome many challenges throughout their lives. Abilities United Adult Services supports them in this journey to independence. Our program demonstrates that, with the right training and support, people with developmental disabilities can successfully work in competitive jobs, live on their own, and contribute to the community. Adult Day Activities provides activities that develop socialization, communication, physical activity, daily living, and other cognitive skills to help the participants to become as independent as possible. It allows parents to work in the community instead of staying home to take care of their loved ones. Community Connections provides adults with the opportunity to volunteer at local non-profits to help them fulfill their missions. It also helps participants build basic skills that may translate into future employment opportunities. Employment Services provides job placement, training and coaching to help participants find and retain employment. Last FY, we had a 100% retention rate for Sunnyvale Residents. Independent Living Skills coaches work with clients in developing life skills, such as: budgeting, taking public transportation, cooking, grooming and other tasks, including helping them find affordable housing. All of these activities promote increased independence among our participants and their inclusion in the community. The big smile of pride and the feeling of accomplishment felt by a Sunnyvale resident with a developmental disability who has been living in Sunnyvale and working at Safeway for 10 years, who sits on a nonprofit Board, participates in Special Olympics, and leads an advocacy group, is priceless. Participation by Sunnyvale residents in our Adult Services program helps the city become a more truly diverse community, and 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 this program, clients are referred from the State Regional Centers and the Department of Rehabilitation. The clients are an at-risk and/or under-served population. Our clients have mental 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 more specific diagnosis, such as: Autism, Down Syndrome, Cerebral Palsy, intellectual disability, and other neurological conditions. From 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 Hope and Community Options provide alternative services for Sunnyvale residents, they do not provide the degree of services we provide. Our Employment Services (ES) program is much more extensive and provides adults with developmental disabilities the tools they need for employment and independence. We maintain relationships with over 90 businesses that are potential employers of our adults. We do partner with Community Options and Job Plus for job coaching. The Independent Living Skills (ILS) program works to build the necessary skills to transition to more independent living, and works with the Housing Choice Coalition. Through our Community Connections program, Adult Services has developed a unique model of reaching out, collaborating, and impacting social service agencies. This is the only program of this kind in the area. This program provides participants the opportunity for community involvement and provides over 3,000 volunteer hours to 35-40 local non-profits, including Sunnyvale Community Services, to help them fulfill their missions. We work very closely with and receive referrals from the San Andreas Regional Center and the Department of Rehabilitation (DOR).

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 and that our participants are contributing money back to the City. Our adults are a very vulnerable population who can be easily influenced. Through our services (the day program, educational and recreational opportunities, job development, ILS coaching, etc.), they are provided with a positive alternative to drugs or other illegal activities so they can live independently and safely in your community. They contribute to the workforce and contribute to the city by paying sales taxes and supporting local businesses through their purchases. Our Adult Day Activities Program (day program) has made 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. And, they help Sunnyvale Community Services by providing volunteer services to help them achieve their mission in the community. Thanks to our services, participants in our program live, work, and play in your community, and everyone benefits.

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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: 17

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2015-16 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: 100%

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	10	84/17	\$8,633.00	\$7,281.00
FY 2013-14	2	21	\$10,500.00	\$7,728.00
Estimated for FY 2015-16	2	17	\$12,128.00	\$8,422.00

* 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:

	2013-2014 Actual	2015-2016 Proposed		2013-2014 Actual	2015-2016 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)	21	17	Seniors (62+ years)		
Moderate Income (81%-120% AMI)			Disabled Individuals	21	17
Above Moderate Income (120%+ AMI)			Other Special Needs		
Total	21	17	Total	21	17

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.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Hours of Adult Services (ES, ILS, ADAP, CC)	85	85	85	85	340 hours

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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 Adult Services	Managing Adult Services	81,169	40	5%	4,244
Manager of ES & ILS	Mging ES/ILS Santa Clara Co	50,080	40	15%	7,884

Soheila Razban, Director of Adult Services, is responsible for the overall management of the Adult Services Program. She will be overseeing the Adult Day Activities services (ADAP) and the Community Connections (CC) services for Sunnyvale residents. Jeff Weber, Manager of Employment Services and Independent Living Skills programs for Santa Clara County, is responsible for Employment Services (ES) and the Independent Living Skills (ILS) 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 340 hours of Adult Services to a minimum of 2 unduplicated Sunnyvale adults with developmental and/or physical disabilities so they can maximize their potential for independence in the community. This will be achieved through the Adult Day Activities Program (ADAP), the Employment Services (ES) Program, the Independent Living Skills (ILS) Program, and the Community Connections (CC) Program. Progress will be measured over the period of one year by the number of individuals who continue to work, live independently, and participate in activities and community service.

We have clearly defined metrics for measurement of success in our service programs.

* The measureable outcomes and results are evaluated by our Executive Management Team and Board Operations Review Committee on a regular basis.

* Level of quality is measured through satisfaction surveys (participants, families, and other stakeholders).

* Our funding sources note that they have a high level of confidence in our organization and programs through reports we provide to them. They indicate a high level of overall satisfaction with the services that are provided using their funding and continue to fund us year-after-year.

* Metrics stated are evaluated by CARF for accreditation 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 United 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's programs and services as meeting internationally recognized standards and for ongoing enhancements to the quality of its services and programs, while focusing on consumer satisfaction. In a March 2014 comprehensive CARF review, Abilities United received the highest possible rating of exemplary conformance. 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?

Celebrating over 50 years of inclusion and contribution, Abilities United supports children and adults with disabilities, their families and members of the community, and champions a culture in which all members of society are included and appreciated for their distinctive contributions. Over the past 50+ years, Abilities United has provided services to over 65,000 individuals, infants through seniors, in San Mateo and Santa Clara counties, through: Children's Development Services, Family Support Services, Adult Services and Aquatic Services (now at satellite pools). We are the only agency in the Bay Area that provides a lifetime continuum of services, including bilingual programs.

In FY 2013-14, 21 unduplicated Sunnyvale adults received 9,025 hrs. of Adult Services. 7 Sunnyvale adults received Employment Services, with a 100% job retention rate; 13 Sunnyvale adults received Independent Living Skills services to become more independent; 5 residents participated in the Adult Day Activities Program; and 4 residents participated in the Community Connections program. Sunnyvale Community Services received 72 hours of volunteer services from our participants to support their mission in the community.

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.

Our agency is beginning to collect additional income, race/ethnicity data. The information is collected at time of intake. For those enrolled in our programs before we began collecting this information, we collect information 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".

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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 job placement, training, and coaching and helps meet the hiring needs of the business community; Adult Day Activities/Community Connections programs provide meaningful activities/volunteer opportunities to participants and allows their parents to work; Independent Living Skills provides coaching to help participants learn new 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 Abilities United

Faith-based organization: No

Community Based Development Organization (CBDO): No

Community Housing Development Organization (CHDO): No

Other Type of Organization: No

Describe:

DUNS Number: 095982559

B. Total Agency Budget

	Planned 2015-16	Adopted (Actual if available) 2014-15	Actual 2013-14	Actual 2012-13
Administration	\$1,055,301.00	\$1,055,301.00	\$803,880.00	\$745,250.00
Fundraising	\$568,916.00	\$568,916.00	\$520,838.00	\$507,715.00
Proposed Program (Total Budget)	\$2,568,716.00	\$2,568,716.00	\$2,285,837.00	\$2,388,095.00
All Other Programs	\$1,552,846.00	\$1,552,846.00	\$2,769,233.00	\$2,346,385.00
Total Agency Budget	\$5,475,779.00	\$5,745,779.00	\$6,379,788.00	\$5,987,445.00

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C. Budget for Fiscal Years 2015-16 & 2016-17

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$12,128.00	\$88,094.00	\$100,222.00
Office Supplies		\$100.00	\$100.00
Communication		\$1,116.00	\$1,116.00
Publications/Printing/Advertising		\$430.00	\$430.00
Travel		\$7,158.00	\$7,158.00
Rent/Lease/Mortgage		\$0.00	\$0.00
Utilities		\$715.00	\$715.00
Insurance		\$572.00	\$572.00
Equipment Rental/Maintenance		\$286.00	\$286.00
Audit/Legal/Professional Services (for CDBG portion only)		\$1,789.00	\$1,789.00
Direct Services (Funding for specific service, e.g. meal, ride)		\$0.00	\$0.00
Contract Services		\$702.00	\$702.00
Other		\$30,084.00	\$30,084.00
Total Expenses	\$12,128.00	\$131,046.00	\$143,174.00

* 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	12,128
Other Jurisdictions	131,046
Foundation	
Individual Donations	
TOTAL	143,174

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 do use the City 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 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 other communities 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. We are currently developing ties with the City of Mountain View through a partnership with the Housing Choices Coalition. Your support is vital to our efforts to create a society where everyone is included and appreciated for their distinct contributions; a society where people of all abilities can live, work, and play together creating fulfillment, benefit, and unity for everyone.