

Application Form
City of Sunnyvale Human Services Funding
January 2013

COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization: Emergency Housing Consortium

Mailing Address: 507 Valley Way

City: Milpitas

State: CA

Zip Code: 95035

Web Address: www.ehclifebuilders.org

Contact Person: Ben Kong

Title: Grant Manager

Email: bkong@ehclifebuilders.org

Telephone Number: 408-593-2111

Fax Number: 408-957-0253

Executive Director: Jennifer Niklaus

Email: jniklaus@ehclifebuilders.org

PROGRAM OVERVIEW

Program Name: Shelter and Supportive Services for Sunnyvale Homeless

Location(s) where Sunnyvale clients will be served (include full street address(es):
Sunnyvale Armory, Gilroy Armory, Boccardo Reception Center

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 Project will provide 124 unduplicated homeless residents of Sunnyvale with emergency shelter and supportive services. The Project will provide 2,000 Person Shelter Days (nights of shelter with accompanying supportive services), hot meals, and access to additional supportive services through the agency's Boccardo Reception Center facility.

Application Form
City of Sunnyvale Human Services Funding
January 2013

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 Request: \$25,000.00

Total Program Cost: \$1,092,722.00

Cost per client for proposed Sunnyvale Program: \$201.61

Number of Sunnyvale clients to be served: 124

Total matching funds for proposed Sunnyvale services: 42,193

Match Ratio (% of program funded by matching funds): 63.2%

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
FY2012-2013	25,000	22,238
FY2011-2012	25,000	20,470
FY2010-2011	25,000	24,461
FY2009-2010	25,000	27,369
FY2008-2009	25,000	24,995

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

Application Form
City of Sunnyvale Human Services Funding
January 2013

THIS PAGE INTENTIONALLY LEFT BLANK

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.

During the 2013-2014 fiscal year, Emergency Housing Consortium's (EHC) Project will provide emergency shelter and supportive services to 124 homeless clients from the City of Sunnyvale, providing them with 2,000 Person Shelter Days. Homeless clients can receive a night of shelter, two hot meals, and additional supportive services at three locations: the Sunnyvale Armory, the Gilroy Armory, and the Boccardo Reception Center (BRC) in San Jose. The two Armory locations are open during the cold weather months from November through March, while the BRC is open year-round. In addition to the basic needs of shelter and food, the Project offers access to additional supportive services through the BRC. The BRC is a multi-service center that co-locates a number of partnerships and collaborations between local public and private agencies that provide services that homeless clients need to connect them to stable, permanent housing. As a result, clients can access numerous services at one location without having to traverse the County. All clients who access emergency shelter and basic needs services through the Project have access to the BRC services.

The Project's target population is individual homeless residents of the City, with many considered chronically homeless. Specifically, the target population is predominately single white males between the ages of 31-50. 97% are considered extremely low income, making 30% or less of the Area Median Income, and over 60% have no reported income. Approximately 10% are Veterans.

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 2011 Santa Clara County Homeless Census and Survey enumerated 7,045 homeless persons during the point-in-time census, including 374 homeless City of Sunnyvale residents. The Survey estimates that 18,272 individuals experience at least one episode of homelessness annually in County of Santa Clara. In addition, the City of Sunnyvale saw a rise in its homeless population between 2009 and 2011, one of only five cities in the County to see a rise in its homeless population between 2009 and 2011. Although the 2011 Census reported a decrease in the total number of homeless individuals in the County compared to the 2009 Census, demand for services remains high. Through the first two quarters of the 2012-2013 fiscal year, EHC has already provided supportive services 2,752 unduplicated individuals, providing them with 120,660 Person Shelter Days (PSD).

The City of Sunnyvale identifies "Alleviation of Homelessness" as a goal in its 2010-2015 Consolidated Plan. Specific City objectives include: helping people who are currently homeless or at imminent risk of homelessness to obtain housing, employment or other sources of income, and adequate support services and networks to achieve self-sufficiency, and supporting the provision of basic needs such as food and shelter to homeless individuals.

EHC has been the only agency to operate the emergency cold weather shelter at the Sunnyvale Armory since 1986, and continues to be the only responder to the County of Santa Clara's RFP for emergency cold weather shelter services during the winter months.

Application Form
City of Sunnyvale Human Services Funding
January 2013

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

Clients served by this project include: (a) those that are transitionally homeless (b) those experiencing an episode of homelessness due to exigent circumstances such as loss of employment or underemployment, medical emergency or disability, rent increase beyond affordability and (c) those who are chronically homeless (i.e. individuals experiencing multiple or prolonged episodes of homelessness with mental or physical disabilities).

All homeless clients are eligible for services. The project's emergency shelter services provide homeless clients with a safe place to shelter for the night and two hot meals. Furthermore, shelter and basic needs are enhanced with supportive services and resources designed to assist clients to attain stable housing and self-sufficiency. These basic yet vital services prevent exposure to the elements, illness, and even death. The mortality rate among the homeless cannot be underestimated. During 2012, 39 homeless individuals in the County died while homeless; during 2011, 61 homeless individuals died while homeless.

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 addition to EHC, there are several other organizations in the County that provide shelter and services for the homeless, including the Bill Wilson Center, InnVision Shelter Network, and West Valley Community Services. While these other agencies also provide shelter and services, the local demand for service outstrips the capacity of a single agency. Further, agencies such as InnVision Shelter Network and West Valley Community Services focus services for families rather than homeless individuals. In addition, EHC is the only agency in the County that provides expanded cold weather shelter services during the winter months – the agency has operated the County's Cold Weather Shelter Program since 1986. During the winter months, the agency operates two cold weather shelters at the Sunnyvale and Gilroy Armories, and the BRC facility expands its capacity and is able to meet demand in circumstances such as declared states of emergencies due to extreme cold. In recent years EHC has been the only responder to the County's Cold Weather Shelter Program RFP – no other local agency has the capacity, experience, or willingness to operate such a large-scale safety net service for the community.

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).

Homelessness carries a significant public burden to the City, and assisting homeless persons - whether through emergency shelter or through permanent supportive housing - can realize significant cost savings for the City. According to a 2004 study by the Lewin Group (http://www.lewin.com/~media/Lewin/Site_Sections/Publications/2991.pdf) the cost to provide one day of shelter in San Francisco was \$27.54, significantly less than local jail, which cost \$94.00 per night.

Moreover, in a study in the City of Los Angeles (<http://news.usc.edu/#!/article/29767/Sheltering-Homeless-Saves-Money-Study-Says>), investigators found that the total cost of public services spent on the four individuals during two years living on the street was \$187,288. The cost of public services dropped by more than \$20,000 per person during two subsequent years spent in stable, permanent housing.

Application Form
 City of Sunnyvale Human Services Funding
 January 2013

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

Sunnyvale Clients: 124 Total Program Clients: 3,904

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2013-14 result in an increase in the number of Sunnyvale clients currently being served by the agency?

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 _____ 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	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years	133	3,473	\$25,000.00	\$23,872.40
FY 2011-12	4	188	\$20,470.00	\$1,179.91
Estimated for FY 2013-14	124	3,904	\$25,000.00	\$201.61

Application Form
 City of Sunnyvale Human Services Funding
 January 2013

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

	2011-2012 Actual	2012-2013 Proposed		2011-2012 Actual	2012-2013 Proposed
	SUNNYVALE ONLY			SUNNYVALE ONLY	
Extremely Low Income (0%-30% AMI)	4	121	Youth (0-18 years)		
Very Low Income (31%-50% AMI)		3	Adults (19-61 years)	2	89
Low Income(51%-80% AMI)			Seniors (62+ years)	2	35
Moderate Income (81%-120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		12
Total	4	124	Total	4	124

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
# of unduplicated clients served	20	40	40	24	124
# of Person Shelter Days	322	645	645	388	2,000
Unduplicated # who access addtl service.	5	10	10	6	31

Application Form
 City of Sunnyvale Human Services Funding
 January 2013

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
Site Manager	Manage emergency shelter & supportive services, supervise Lead Shelter Workers	32,163	40	100%	
Lead Shelter Worker (2.0 FTE)	Supervise Shelter Workers, tasks associated with day-to-day operation of shelter	26,780	35	100%	
Shelter Worker (6.0 FTE)	All tasks associated with day-to-day operation of shelter	23,566	35	100%	25,000

The Project is overseen by the Director of Programs, Program Manager, and Shelter Manager. As noted below, the Project oversees conduct monthly reviews of the program.

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

In order to measure the Project's outputs and outcomes, EHC LifeBuilders utilizes the Homeless Management Information System (HMIS) database. Known locally as the Help Management Information System, HMIS is an integrated online database that tracks client income and demographic data, as well as the Project's service provision, project inputs and outputs, and client program entries and exits. The Director of Programs and the Program Manager conduct monthly and quarterly reviews of program goals and objectives, and compare goals with year-to-date HMIS data to ensure that stated goals are being met.

Application Form
City of Sunnyvale Human Services Funding
January 2013

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.

All EHC LifeBuilders program sites, are ADA compliant and fully accessible, and EHC LifeBuilders' policies and procedures for its facilities state that the agency will make all necessary reasonable accommodations. Additionally, EHC LifeBuilders retains bilingual staff that is proficient in Spanish, Mandarin, Taiwanese, Punjabi, and Russian. EHC LifeBuilders partners with other service providers when translation services into other languages are necessary.

Finally, EHC LifeBuilders complies with all federal, state and local laws pertaining to its services. In particular, the agency does not unlawfully discriminate in our housing or other services based on race, national origin, religion, color, gender, disability, sexual orientation, marital status, source of income, or any other criterion protected by law. Certain services that EHC LifeBuilders offers are limited by contract to specified groups, based on income, disability, veteran status, or other criteria defined by the funders. EHC maintains a policy of equal opportunity consistent with those contractual constraints.

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?

EHC LifeBuilders envisions a community where everyone has home, and its mission is to confront homelessness by cultivating people's potential to get house and stay housed. Founded in 1980, EHC LifeBuilders has over three decades of experience in providing shelter and supportive services to homeless and at-risk individuals, families, youths, and veterans in the County of Santa Clara. The agency currently operates seven (7) sites across County, including: two permanent supportive housing projects for homeless families; two cold weather emergency shelter facilities; a multi-service, year-round emergency shelter facility; a youth shelter facility; and an affordable housing development. In total, the agency currently operates and maintains nearly 200 units of permanent and transitional housing for homeless clients, as well as 200 beds of nightly emergency shelter. During the 2011-2012 fiscal year, the agency successfully managed over 30 government 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.

EHC LifeBuilders utilizes Homeless Information Management System (HMIS) as the primary tool to track client income and demographic data. HMIS is a County-wide computerized database that tracks not only basic client demographic information (as required by Congressional directive), but also program entries and exits, program inputs, service transactions (such as case management sessions, workshops, and referrals), program outputs, and program outcomes. The HMIS database also provides essential data and information to the County of Santa Clara's local Continuum of Care, as well as the County's effort to end homelessness. Upon intake into the program, each client completes a standardized HMIS intake form. The form includes questions about household income, primary and all income sources, employment status, employment experience, and demographic information. Each client is assigned a unique identifying number, and entered into the HMIS database.

Application Form
City of Sunnyvale Human Services Funding
January 2013

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 provides emergency shelter and supportive services to homeless clients from the City of Sunnyvale. Supportive services include two hot meals per shelter night, information and referral, and access to additional supportive services at the Boccardo Reception Center in San Jose.

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.

Application Form
City of Sunnyvale Human Services Funding
January 2013

THIS PAGE INTENTIONALLY LEFT BLANK

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: 15-828-0180 _____

B. Total Agency Budget

	2012-13	2011-12	2010-11	2009-10
Administration	\$858,317.00	\$862,209.00	\$1,003,033.00	\$1,037,144.00
Fundraising	\$622,428.00	\$540,459.00	\$612,697.00	\$603,365.00
Proposed Program (Total Budget)	\$1,092,722.00	\$1,273,216.00	\$1,402,971.00	\$2,008,540.00
All Other Programs	\$7,561,807.00	\$7,155,722.00	\$9,412,461.00	\$8,541,051.00
Total Agency Budget	\$10,135,273.00	\$9,831,606.00	\$12,431,162.00	\$12,190,100.00

Application Form
City of Sunnyvale Human Services Funding
January 2013

C. Budget for Fiscal Years 2013-14 & 2014-15

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$25,000.00		\$25,000.00
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities		\$3,531.00	\$3,531.00
Insurance			
Equipment Rental/Maintenance			
Audit/Legal/Professional Services (for CDBG portion only)			
Direct Services (Funding for specific service, e.g. meal, ride)			
Contract Services			
Other		\$38,178.00	\$38,178.00
Total Expenses	\$25,000.00	\$42,193.00	\$66,709.00

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

Application Form
City of Sunnyvale Human Services Funding
January 2013

Proposed Funding Sources for Sunnyvale Program	Amount
City of Sunnyvale	25,000
Other Jurisdictions	
Foundation	2,956
Individual Donations	4,476
FEMA	3,531
County of Santa Clara	29,248
Property rental income	1,498
TOTAL	66,709

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. If your organization is not leveraging the requested City funds with other funds, please explain why.

Not applicable.