

Application Form  
City of Sunnyvale Human Services Funding  
January 2013

# COVER SHEET

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## APPLICANT INFORMATION

Legal Name of Organization: First United Methodist Church of Sunnyvale

Mailing Address: 535 Old San Francisco Road

City: Sunnyvale

State: CA

Zip Code: 94086

Web Address: sunnyvaleumc.org

Contact Person: Thomas Morse

Title: Nutrition Site Manager

Email: thomas.morse@sbcglobal.net

Telephone Number: 408-739-0833

Fax Number: 408-739-3390

Executive Director: Ronald Nathan

Email: ronaldnathan@sbcglobal.net

## PROGRAM OVERVIEW

Program Name: Sunnyvale Senior Nutrition Program

Location(s) where Sunnyvale clients will be served (include full street address(es)):

535 Old San Francisco Road, Sunnyvale, CA 94086

### **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.

Senior meal program serving a high quality, cost effective, hot nutritious meal in a congregate setting five days a week Monday through Friday, 250 days a year.

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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 Financials<sup>1</sup>**

Funding Request: \$24,350.00

Total Program Cost: \$256,192.00

Cost per client for proposed Sunnyvale Program: \$101.46

Number of Sunnyvale clients to be served: 240

Total matching funds for proposed Sunnyvale services: 231,842

Match Ratio (% of program funded by matching funds): 9.05%

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
FY08/09	24,000	18,477
FY09/10	28,003	20,432
FY10/11	28,003	20,432
FY11/12	21,286	14,739
FY12/13	21,286	16,044

<sup>1</sup> 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.

The Sunnyvale Senior Nutrition Program serves a high quality, cost effective, hot nutritious meal in a congregate setting five days a week Monday through Friday (250 days a year) for persons who are age 60 or older or who are spouses of a person who is 60 years or older. The Project provides not only a healthy nutritious meal to Sunnyvale senior residents but also related program activities. The Program promotes the role of nutrition in preventive health and long term care. The Program is contracted with the Senior Nutrition Program in the Aging and Adult Services Agency of Santa Clara County. The Program provides many supportive services and socializing opportunities. These include outreach for the mobility impaired seniors, nutrition and health information and education sessions, distribution of donated food, referral services, RSVP supportive services, volunteering in support of the Program, bingo, game/puzzle tables, and dancing to daily live music. The Program provides these services in a setting that promotes socialization and interaction to seniors who are of low and moderate income, minorities, and those who are handicapped. This Programs is supported by Federal, State, Santa Clara County and the City of Sunnyvale resources. The City of Sunnyvale's funding allows many senior Sunnyvale residents to enjoy all these activities and a nutritious meal at a reasonable cost.

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.

Sunnyvale Nutrition provides nutrition services to assist older Americans to live independently by promoting better health through improved nutrition and reduced isolation. Served meals provide one-third of the Recommended Dietary Allowances (RDA) as established in the Dietary Reference Intake (DRI) by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences (2006) and are nutritious, safe, of good quality and at the lowest reasonable cost. Meals also comply with the Dietary Guidelines for Americans (2005). Senior Nutrition promotes healthy behaviors through nutrition education and nutrition screening of participants. Also promotes or maintains coordination with other nutrition related supportive services for older individuals; i.e. Sala does presentations at our site. Outreach transportation is provided to some senior participants who have no means to get their basic needs of a balanced meal and socialization. All these services provided by Sunnyvale Senior Nutrition are meeting needs of our aging population.

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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.

Sunnyvale Senior Nutrition Program serves all eligible seniors. Program eligibility is any person 60 and over, the spouse of a person aged 60 or over, a disabled person under age 60 who resides in a housing facility occupied primarily by older persons at which congregate nutrition services are provided or the disabled individual resides at home with and accompanies an older eligible individual. The target population is low-to-moderate income seniors. The Program works with an assigned dietician to assure the seniors are getting a well balanced meal. Recent Santa Clara County survey findings for this at risk group: "The congregate meal program is critically important to senior participants:

1. 76% of seniors report the congregate meal program provides them their main meal of the day.
2. 47% have household incomes at or below federal poverty level
3. 32% live alone and are at significant risk of isolation and depression.
4. 72% are of racial or ethnic minority groups."

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 the City of Sunnyvale, our Program is the only hot meal program served daily in a congregate setting with a confidential voluntary contribution for the meal. The Sunnyvale Senior Center also provides lunch program at their site at a cost. Our Program offers an alternative meal program to low-to-moderate income seniors available at a voluntary donation of \$3.00 per meal which augments the current Sunnyvale Senior Center meal program. The two programs complement each others offering meals and services. The daily socialization and related activities for seniors are also unique in the City. Currently Sunnyvale Senior Nutrition Program serves approximately 128 seniors daily. We invite other agencies to teach and distribute information to our senior participants. Examples of these are VTA for transportation, Sala for free legal services, RVSP support of our senior participants who are currently volunteers at the site.

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).

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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: 240 Total Program Clients: 500

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 \_\_\_\_\_ Very Low Income \_\_\_\_\_ Low Income: 6

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	271	553	\$18,024.00	\$66.51
FY 2011-12	234	493	\$14,739.00	\$62.99
Estimated for FY 2013-14	240	500	\$24,350.00	\$101.45

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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
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
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)	234	240	Seniors (62+ years)	234	240
Moderate Income (81%-120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>	234	240	<b>Total</b>	234	240

**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
Serve 240 unduplicated Sunnyvale	60	60	60	60	240
Provide meals to eligible seniors 247 days	3780	3600	3660	3780	14820

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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
Site Manager	Business / food management	28,675	35	100%	0
Cook	Prepare meals	24,600	30	100%	0
Kitchen Aide 1	Assist cook to prepare meals	16,050	25	100%	0
Kitchen Aide 2	Kitchen duties and dishwashing	13,500	20	100%	0
Kitchen Aide 3	Kitchen and janitorial duties	16,050	25	100%	0

The Program has approximately 35 volunteers that support the staff and other program activities. The Program is successfully implemented through experienced staff and volunteers working with a dynamic and clearly understood mission in very good facilities and with an adequate budget.

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

Effectiveness is measured by yearly survey of the senior participants and is posted. Annual assessments by various government agencies, i.e. Santa Clara County Office of Aging, are also done on a yearly basis. Every senior participant is asked to complete a new/update 1367 federal form. It is required by the federal government under the Older American Act to count the number of seniors who participate for funding purposes and to collect accurate electronic data including demographic information and nutrition risk profiles (Nutritional Risk Assessments) on the effectiveness of the program. Every senior registers (form 1367), and their card is scanned for tracking data purposes. Daily records are kept of senior participants attendance, meal served, nutritional training provided, outreach rides and outreach activities for participants. Overall, the Sunnyvale Senior Nutrition congregate meal program is meeting the nutrition and socialization needs of older adults very well.

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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.

The entire facility is located at grade level with double wide doorways. Plainly marked handicapped parking spaces are located adjacent to entrances to the facility. We make appropriate accommodations for persons with disabilities. The Program has several volunteers who immediately greet persons with disabilities and help them with registration and finding a seat for lunch. Signage is displayed throughout the site in appropriate languages for all who have limited English proficiency. When health training, registration forms and information sessions are given, handouts are always passed out in all languages necessary for all seniors all have same level of services from the site. Volunteer interpreters are always available to answer question or assist in filling of required documentation. Multi language volunteer work the reception sign in desk so they may help and direct these seniors appropriately.

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?

For the past 39 years, the First United Methodist Church of Sunnyvale through its Senior Nutrition Program outreach has served a high quality, cost effective, nutritious meal in a congregate setting five days a week (Monday through Friday) 250 days a year for persons who are age 60 or older. The Program promotes the role of nutrition in preventive health and long term care. The Program provides supportive services and socializing opportunities. These include outreach for the mobility impaired, nutrition and health information/education sessions, distribution of donated food, referral services, RVSP supportive services, volunteering in support of the Program, bingo, game/puzzle tables, and dancing to live music. The Program provides these services in a setting that promotes socialization and interaction to seniors who are low and moderate income, minorities and those who are handicapped. Goals and accomplishments of previously funded projects to provide meals to unduplicated Sunnyvale senior residents have been met or exceeded and all fiscal requirements have been met.

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.

Sunnyvale Senior Nutrition Program receives the majority of its funding from the Federal Older Americans Act. The contract, administered by Santa Clara County Office on Aging, does not allow means testing. Out participants are considered as a presumed benefit. Experience suggest the majority of the senior participants served by the Program are low to moderate income. All information is collected and entered into the County's system. Santa Clara County provides all the information in any format required. Upon completion of the 1367 registration form each senior is given a bar coded card which is scanned each time the senior attends the program. The Senior Nutrition Program of Santa Clara County monitors data reporting requirements. Reporting requirements include accurate electronic capture and reporting of number of persons and meals served, as well as demographic information and nutrition risk profiles.

**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.

**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

Faith-based organization: NO

Community Based Development Organization (CBDO): NO

Community Housing Development Organization (CHDO): NO

Other Type of Organization: NO

Describe: N/A

DUNS Number: 106904514

**B. Total Agency Budget**

	2012-13	2011-12	2010-11	2009-10
<b>Administration</b>	\$111,800.00	\$120,230.00	\$120,230.00	\$132,940.00
<b>Fundraising</b>				
<b>Proposed Program (Total Budget)</b>	\$131,935.00	\$120,281.00	\$126,370.00	\$134,638.00
<b>All Other Programs</b>				
<b>Total Agency Budget</b>	\$243,735.00	\$240,511.00	\$246,600.00	\$267,578.00

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

<b>Proposed Sunnyvale Program Annual Expenses*</b>	<b>City Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Salaries/Benefits/Payroll/Taxes	\$0.00	\$115,742.00	\$115,742.00
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage	\$3,000.00	\$9,000.00	\$12,000.00
Utilities	\$3,000.00	\$24,000.00	\$27,000.00
Insurance	\$3,000.00	\$8,000.00	\$11,000.00
Equipment Rental/Maintenance	\$0.00	\$800.00	\$800.00
Audit/Legal/Professional Services (for CDBG portion only)	\$2,200.00	\$9,800.00	\$12,000.00
Direct Services (Funding for specific service, e.g. meal, ride)	\$11,000.00	\$61,500.00	\$72,500.00
Contract Services			
Other	\$2,150.00	\$3,000.00	\$5,150.00
<b>Total Expenses</b>	<b>\$24,350.00</b>	<b>\$231,842.00</b>	<b>\$256,192.00</b>

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

