

COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization: First United Methodist Church of Sunnyvale

Mailing Address: 535 Old San Francisco Road

City: Sunnyvale

State: California

Zip Code: 94086

Web Address: sunnyvaleumc.org

Contact Person: Nita Geda

Title: Site Manager

Email: ngeda7@gmail.com

Telephone Number: 408-739-0833

Fax Number: 408-739-3390

Executive Director: Ronald Nathan

Email: ronaldnathan@sbcglobal.net

TYPE OF FUNDS REQUESTED: **CDBG** (Minimum Request \$25,000) **GENERAL FUNDS** (Minimum Request \$10,000)

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.

Sunnyvale Senior Nutrition Program is a senior meal program serving a high quality, cost effective, hot and well balance meal of the day for seniors 60 years old and above. In a congregate setting five days a week from 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 Financials¹

Funding Amount Requested: \$27,122.00 Funding Type: CDBG GENERAL FUNDS

Total Program Cost: \$271,222.00

Cost per client for proposed Sunnyvale Program: \$113.00

Number of Sunnyvale clients to be served with City grant: 240

Total matching funds for proposed Sunnyvale services: 244,100

Match Ratio (% of program funded by matching funds): 10%

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
FY10/11	28,003	20,432
FY11/12	21,286	14,739
FY12/13	21,286	16,044
FY13/14	21,286	14,000
FY14/15	24,410	13,744

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.

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 60 years old and over. The program provides not only a healthy and well balanced meal to Sunnyvale senior residents but also related program activities. It is a health preventive program that also encourage seniors to socialize with their friends and meet new friends and to link them to resources, services, outreach for mobility impaired seniors and other activities. The program provides many supportive and socializing opportunities. These include but not limited to, nutritional and health information, blood pressure check, referral services, bingo, puzzle table, exercise, dancing to live music, holiday and birthday celebrations. The program provides these services in a setting that promotes socialization and interaction to seniors who are low to moderate income, minorities and those who are handicapped. This program is supported by Federal, State, Santa Clara County and the City of Sunnyvale. The City of Sunnyvale's funding allows many Sunnyvale senior residents to enjoy all these activities and a well balanced 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 Senior Nutrition Program provides nutrition services to assist American seniors to live independently by promoting better health through improved nutrition and reduced isolation. Serve 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, 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. Senior Adult Legal Assistance (SALA) services provided by volunteer attorneys or paralegal personnel. Outreach provide transportation to senior participants who have no means to get their basic needs of a balanced meal and socialization. California Telephone Access Program (CTAP) offers a range of free, specialized phones that make it easier to hear, dial and call. Also have phones that are designed for individuals who have restricted mobility, speech impairments, or who are blind or deaf. All these services by Sunnyvale Senior Nutrition are meeting the 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.

The Senior Nutrition Program serves all eligible seniors. Program eligibility is any person 60 years old and over, the spouse of a person age 60 or over, a disabled person under age 60 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.

1. 51% have household income at or below federal poverty level.
2. 33% live alone and are at significant risk of isolation and depression.
3. 76% takes 3 or more medication daily.
4. 65% eat less than 2 daily servings of fruits/vegetables/dairy.
5. 59% not always able to shop/prepare food needed.
6. 91% 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.

The program will collaborate with existing agencies who are not in direct or continuous contact with the program's clients. These agencies: Senior Legal Aid, Outreach, In Home Supportive Services, Adult Protective Services, Sourcewise, Caregiver Support Group, Asian American for Community Involvement and Meals on Wheels, just to name a few. With these collaborations are to augment and enhance to senior's knowledge about their rights, services, wellbeing and cultural competent programs.

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).

The program will educate the seniors on their wellbeing toward preventing slip and falls, crime prevention, public transportation and home safety awareness activities. These and other programs can help save the city expensive ambulatory trips due to client's lack of attention to home safety. The program can help clients prevent their homes from being expose to criminal activity. Having these seniors learn maintaining a healthy lifestyle can prevent seniors from premature long-term care status. These senior can also be an asset to the neighborhood by learning how to be a neighborhood watch member. The city will reduce the number of fire and police calls from seniors who becomes victims of crime or accident prone.

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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: 240 Total Program Clients: 500

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: 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 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	271	553	\$18,024.00	\$66.51
FY 2013-14	240	500	\$24,350.00	\$101.45
Estimated for FY 2015-16	240	500	\$27,122.00	\$113.00

* 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)	240	240	Seniors (62+ years)	240	240
Moderate Income (81%-120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
Total	240	240	Total	240	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 Clients	60	60	60	60	240
Provide meals to eligible seniors 250 days	3,840	3,600	3,720	3,720	14,880

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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	33,250	35	100%	0
Cook	Prepare Meals	22,500	30	100%	0
Kitchen Aide 1	Assist cook to prepare meals	12,500	25	100%	0
Kitchen Aide 2	Kitchen and dishwashing duties	10,000	20	100%	0
Kitchen Aide 3	Kitchen and janitorial duties	12,500	25	100%	0

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

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

The effectiveness of our program is measured by yearly survey of the senior participants and is posted. Annual assessments by various government agencies, 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 (Nutrition Risk Assessments) on the effectiveness of the program. Every senior registers (1367 form), and their card is scanned for tracking data purposes. Daily records are kept of senior participants attendance, meal served, nutritional training provided. Overall, the Sunnyvale Senior Nutrition congregate meal program is meeting the nutrition and socialization needs of our seniors 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 accommodation for persons with disabilities. The program has several volunteers who immediately greet people with disabilities and help them with registration and finding a seat for lunch. Signs are posted 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 in all languages necessary for all seniors. Multi language volunteers work at the reception desk so they can help and direct the 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?

First United Methodist Church of Sunnyvale through its Senior Nutrition Program for more than 40 years provide and serve nutritious and well balanced meal with high quality in a congregate setting five days a week, (Monday through Friday) 250 days a year for persons who are age 60 and over. The program provides supportive services and socializing opportunities. These includes outreach for mobility impaired, nutrition and health information/ education sessions, referral services, volunteering support to the program, bingo, puzzle table, exercise 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. The goals and accomplishments of previously funded projects to provide meals to unduplicated Sunnyvale senior residents and fiscal requirements have been met or exceeded.

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 American Act. The contract, administered by Santa Clara County Office of Aging, does not allow means of testing or income verification. The recent Santa Clara County survey (1367 form) 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 information in any format required. Upon completion of the 1367 registration form each senior is given a bar coded card which 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.

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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.

Goal #3: The program provides on a regular basis nutrition seminar. Prevention on fall. Seminar on neighborhood safety and crime prevention by the local and county police and sheriff department.
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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

	Planned 2015-16	Adopted (Actual if available) 2014-15	Actual 2013-14	Actual 2012-13
Administration	\$126,153.00	\$115,742.00	\$111,800.00	\$111,800.00
Fundraising				
Proposed Program (Total Budget)	\$145,069.00	\$116,100.00	\$140,450.00	\$131,935.00
All Other Programs				
Total Agency Budget	\$271,222.00	\$231,842.00	\$256,192.00	\$243,735.00

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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	\$0.00	\$126,153.00	\$126,153.00
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage	\$0.00	\$12,000.00	\$12,000.00
Utilities	\$0.00	\$26,925.00	\$26,925.00
Insurance	\$0.00	\$11,000.00	\$11,000.00
Equipment Rental/Maintenance	\$0.00	\$1,000.00	\$1,000.00
Audit/Legal/Professional Services (for CDBG portion only)	\$0.00	\$17,494.00	\$17,494.00
Direct Services (Funding for specific service, e.g. meal, ride)	\$27,122.00	\$45,378.00	\$72,500.00
Contract Services	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$4,150.00	\$4,150.00
Total Expenses	\$27,122.00	\$244,100.00	\$271,222.00

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

