

Application Form
City of Sunnyvale Human Services Funding
January 2015

COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization: InnVision Shelter Network

Mailing Address: 181 Constitution Drive

City: Menlo Park

State: California

Zip Code: 94025

Web Address: www.ivsn.org

Contact Person: Katherine Finnigan

Title: Senior Director, Contracts, Grants & Donor Database

Email: kfinnigan@ivsn.org

Telephone Number: 650-685-5880 ex.129

Fax Number: 650-685-5881

Executive Director: n/a

Email: _____

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

PROGRAM OVERVIEW

Program Name: Shelter Operations

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

MSI (358 N. Montgomery St., San Jose), JSI (546 West Julian St., San Jose), CSI (260 Commercial...

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.**

IVSN is requesting funding to support four site-based shelter programs located in San Jose: Commercial Street Inn, Montgomery Street Inn, Julian Street Inn, and the Villa. Each shelter program provides comprehensive supportive services for homeless families and individuals. Through these programs, we provide shelter for homeless families and individuals from all parts of Santa Clara County. Together, these sites provide over 260 shelter beds each night. By providing stable housing, coordinated case management, and comprehensive support services, IVSN rapidly transitions homeless families and individuals back into homes of their own.

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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: \$75,000.00 Funding Type: CDBG GENERAL FUNDS

Total Program Cost: \$4,292,000.00

Cost per client for proposed Sunnyvale Program: \$4,411.76

Number of Sunnyvale clients to be served with City grant: 17 (average stay of ~83 nights)

Total matching funds for proposed Sunnyvale services: 150,000

Match Ratio (% of program funded by matching funds): 150%

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 2011-2012	49,000	0
FY 2012-2013	50,000	0
FY 2013-2014	50,000	0

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.

InnVision Shelter Network (IVSN) is requesting funding for the operation of its shelters that serve homeless Sunnyvale residents. Montgomery Street Inn offers 39 emergency & 46 transitional beds for single male adults. Julian Street Inn offers 61 emergency and 10 transitional beds for single adults with mental illness. Commercial Street Inn (CSI) offers Emergency Shelter for families & single adult women, and the Villa offers transitional housing for families. Combined, CSI and Villa have the capacity to serve 27 families and 24 single adult women (105 total beds).

City of Sunnyvale funds would be used to subsidize the salaries of case managers at IVSN shelter sites which serve Sunnyvale residents. Among clients IVSN served last year through our shelters, approximately 19% were African American, 41% were Caucasian, 6% were Pacific Islander, 4% were Asian, 21% were Native American, and 9% were other races. 33.3% of our families identified as Hispanic. IVSN clients represented all age groups. All are extremely low-income, with a median income at program entrance of \$747/month for families, and \$622/month for individuals. 73% of the families and 59% of individuals served were experiencing homelessness for the first time. The most common cause of homelessness among both individuals and families continues to be job loss or trouble finding work. We expect that our client population will continue to be extremely diverse and at-risk of first-time homelessness.

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.

According to Sunnyvale's Consolidated Plan, average rent in Santa Clara County consistently exceeds the total monthly income of a full-time minimum wage worker. The lack of affordable housing, and in particular the burden on the lower-end of the rental market, is further detailed in the Consolidated Plan. In addition, according to the 2013 Santa Clara County Homeless Census and Survey, there were 28,759 homeless Santa Clara County residents in 2012. The high cost of living and critical shortage of affordable housing in the Bay Area make it difficult for low-income families and individuals to survive in Silicon Valley. Demand for housing and services for homeless single adults in Santa Clara County consistently exceeds program capacities. While, historically, InnVision Shelter Network has maintained a small waiting list for families and individuals, this past year we continued to see extraordinary demand for our services, and the agency waiting list averaged 55 families each night. The safety-net services provided by IVSN's shelters and multi-service centers are more critical now than ever for the low-income individuals of Sunnyvale.

Continued economic and financial barriers remain particularly challenging for InnVision Shelter Network clients in their efforts to find employment and to access and maintain permanent housing. Sunnyvale's Con Plan Goal B is the Alleviation of Homelessness. IVSN meets these objectives by serving our clients who are homeless or at-risk of homelessness, by providing shelter and supportive services designed to return families to permanent housing, and by providing them with the skills and resources needed to maintain self-sufficiency for the long-term.

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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.

Program participants must be homeless, and meet CDBG guidelines to qualify as low-income households to enter IVSN shelters. Participants must verify their income level to demonstrate eligibility. Our goal is to make our services known to all individuals who are in need of shelter. IVSN agency staff attend local community fairs, health fairs, and other relevant community events and gatherings to ensure that available services to homeless individuals are well publicized. Agency staff participate in city- and county-wide efforts to reduce homelessness, improve health care, and otherwise lessen the impact of homelessness. The considerable diversity of the clients we serve demonstrates the success of our broad outreach efforts. We collaborate with over 60 referral agencies serving low-income individuals of diverse racial, ethnic, religious, disability, and other types of backgrounds. Shelter Staff does outreach on a year-round basis at organizations serving diverse populations, including churches and other institutions serving Pacific Islanders, African Americans, and Latino populations.

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.

EHC, Bill Wilson Center, Community Working Group, Next Door Solutions, and City Team all address the same needs identified herein, and IVSN actively collaborates with each of these agencies in an effort to augment rather than duplicate services. As there continues to be a huge unmet need for shelter and supportive services in Santa Clara County, IVSN case managers provide not just our own services but also linkages and referrals to County medical, dental, and mental health clinics, vocational support, and numerous social services offered within 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 is surprisingly expensive for municipalities and taxpayers. Hospitalizations, police interventions, incarceration, and other expenses for other community services add up quickly. Individuals experiencing homelessness are more likely to access the most costly health care services, and require longer average stays in hospitals than comparable non-homeless individuals. Furthermore, homeless individuals spend more time in jail or prison, often as a result of laws specifically targeting the homeless, including rules against loitering or sleeping in cars. Cost studies vary in their estimation of how much money local governments spend per homeless person per year, but all studies agree that providing housing and case management would lead to drastic public savings on medical expenses and police contacts alone. Research continues to confirm that it is cheaper to fix homelessness by providing shelter/housing to homeless individuals than to let them live on the streets and try to deal with the subsequent problems.

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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: 17 Total Program Clients: 950

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: _____

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	39	1155	\$0.00	\$3,716.00
FY 2013-14	41	1080	\$0.00	\$3,974.00
Estimated for FY 2015-16	17	950	\$0.00	\$4,411.76

* 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)	41	35	Youth (0-18 years)	6	4
Very Low Income (31%-50% AMI)	0	0	Adults (19-61 years)	34	31
Low Income(51%-80% AMI)	0	0	Seniors (62+ years)	1	0
Moderate Income (81%-120% AMI)	0	0	Disabled Individuals	21	18
Above Moderate Income (120%+ AMI)	0	0	Other Special Needs	11	9
Total	41	35	Total	overlapping	categories

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.	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Annual
Serve at least 17 Sunnyvale clients *	4	4	5	4	17+
Provide at least 1,400 shelter nights	320	360	400	320	1,400+
* average length of stay is ~83 nights					

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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
Program Director at CSI	Client Services Supervision	69,700	4	10%	6,970
Program Director at Villa	Client Services Supervision	69,700	4	10	6,970
Shelter Workers at CSI	Client Services	34,041	42.6	54%	18,438
Shelter Workers at Villa	Client Services	34,041	42.6	54%	18,438

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

In addition to constant monitoring by the Program Directors, our Vice President of Programs, and the Board of Directors review program outcomes and statistics on a quarterly and annual basis to ensure that objectives are being met. We also solicit feedback at regular intervals from program participants through weekly house meetings, case management sessions, and open-ended surveys. Upon exiting the program, each family is asked to complete a confidential Client Satisfaction Survey, addressing various aspects of the program and services provided. Resident feedback is thoroughly reviewed, thoughtfully considered, and then incorporated into design of future programming. Our programs are ongoing and will continue to operate year-round, with funds used to support the ongoing program operating costs throughout FY16 and FY17. InnVision Shelter Network plans to begin utilizing the grant funds requested in this application on or after July 1, 2015, and will fully expend all grant funds awarded by June 30, 2017. InnVision Shelter Network has successfully met proposed objectives and fully expended grant funds with past CDBG grant awards.

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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.

IVSN's goal is to make our services known and accessible to all families who are in need of housing and services. Although IVSN provides comprehensive support services on-site, Case Managers also provide referrals to outside agencies for specific services, including, primary health, legal assistance, and children's medical services. Clients are provided with bus and train passes and tokens, and donated bicycles as they are available. Shelter staff, many of them bilingual in Spanish, do outreach on a year-round basis at organizations serving diverse populations. In the rare cases that clients have other non-English needs, staff work with families to secure translation and other language services. Our staff are fully welcoming and well-equipped to support those with mental health and physical disabilities, both on-site and through referrals.

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?

IVSN is dedicated to providing housing and supportive services that create opportunities for homeless families and individuals to reestablish self-sufficiency and return to permanent homes of their own. Established to address the growing problem of homelessness on the Peninsula and in Silicon Valley, our mission is to provide housing and supportive services that create opportunities for homeless families and individuals to re-establish self-sufficiency and return to permanent homes of their own. IVSN is one of the largest and most effective providers of shelter and supportive services for homeless children and adults across CA's Silicon Valley and the San Francisco Peninsula. IVSN leverages over 65 years of experience and extensive community partnerships to incorporating best practices into our multi-faceted programs. With the support of dedicated staff, volunteers, and donors, we work to support over 10,000 homeless clients, organization-wide, annually on their path to self-sufficiency.

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.

To determine income eligibility, staff verifies household income by reviewing income tax returns, W-2 forms, payroll check stubs, employment verification letters, or direct contact with the employer in the absence of documentation. See Attached income verification form in Tab 5 (Attachments).

Complete records of client demographics are entered into a computerized database by Case Managers and analyzed by our Contracts Compliance Manager. IVSN is an experienced HMIS user, with quality assurance plans in place to ensure timely and accurate input of client demographic information, program output, and client outcome data review. A quality assurance team meets regularly to perform file reviews. Program staff, senior staff, and Board leadership routinely analyze and review data and reports for accuracy, completeness, program compliance, and effectiveness.

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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.

IVSN Consolidated Plan Goal #2 by serving our clients who are homeless or at-risk of homelessness, by providing shelter and supportive services designed to return families to permanent housing, and by providing them with the skills and resources needed to maintain self-sufficiency for the long-term.

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: 792738726 _____

B. Total Agency Budget

	Planned 2015-16	Adopted (Actual if available) 2014-15	Actual 2013-14	Actual 2012-13
Administration	\$3,495,000.00	\$3,393,000.00	\$4,902,000.00	\$3,587,000.00
Fundraising	\$1,497,000.00	\$1,424,000.00	\$1,383,000.00	\$1,343,000.00
Proposed Program (Total Budget)	\$4,292,000.00	\$4,167,000.00	\$2,614,000.00	\$2,853,000.00
All Other Programs	\$6,508,000.00	\$613,000.00	\$111,999,000.00	\$10,779,000.00
Total Agency Budget	\$15,762,000.00	\$16,303,000.00	\$20,098,000.00	\$18,562,000.00

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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	\$50,816.00	\$101,631.00	\$152,447.00
Office Supplies	\$2,696.00	\$5,392.00	\$8,088.00
Communication	\$1,093.00	\$2,185.00	\$3,278.00
Publications/Printing/Advertising			
Travel	\$435.00	\$871.00	\$1,306.00
Rent/Lease/Mortgage	\$81.00	\$163.00	\$244.00
Utilities	\$5,370.00	\$10,739.00	\$16,109.00
Insurance			
Equipment Rental/Maintenance	\$1,664.00	\$3,329.00	\$4,993.00
Audit/Legal/Professional Services (for CDBG portion only)			
Direct Services (Funding for specific service, e.g. meal, ride)	\$3,062.00	\$6,124.00	\$9,186.00
Contract Services			
Other	\$9,783.00	\$19,566.00	\$29,349.00
Total Expenses	\$75,000.00	\$150,000.00	\$225,000.00

* 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	75,000
Other Jurisdictions	105,000
Foundation	30,000
Individual Donations	15,000
TOTAL	225,000

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.

IVSN actively leverages all funding to help attract, secure, and retain donors and partners.