

# COVER SHEET

## APPLICANT INFORMATION

Legal Name of Organization: Law Foundation of Silicon Valley

Mailing Address: 152 N. Third Street, 3rd Floor

City: San Jose

State: California

Zip Code: 95112

Web Address: www.lawfoundation.org

Contact Person: Kyra Kazantzis

Title: Directing Attorney

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Executive Director: Alison Brunner

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PLANNING DIVISION

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

## PROGRAM OVERVIEW

Program Name: Sunnyvale Fair Housing Services

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

152 N. Third Street, 3rd Floor, San Jose; 1490 El Camino Real, Santa Clara

## 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 Fair Housing Services will fulfill the City of Sunnyvale's mission of equal housing opportunity through a partnership between the Law Foundation of Silicon Valley's Fair Housing Law Project and Project Sentinel. The purpose of the project is to continue to provide comprehensive fair housing outreach and education, investigation of housing discrimination complaints, conciliation of fair housing disputes, and legal representation to Sunnyvale residents who need legal redress for harms caused by housing discrimination. This fair housing/legal services partnership model is acclaimed as a best practices model and was successful in Sunnyvale during our 2013-2014 CDBG grant period.

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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 Amount Requested: \$30,000.00 Funding Type:  CDBG  GENERAL FUNDS

Total Program Cost: \$37,000.00

Cost per client for proposed Sunnyvale Program: \$1,233.00

Number of Sunnyvale clients to be served with City grant: 30

Total matching funds for proposed Sunnyvale services: 7,000

Match Ratio (% of program funded by matching funds): 18.9%

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
2013-2014	50,000	19,300

<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.

Sunnyvale Fair Housing Services will fulfill the City of Sunnyvale's mission of equal housing opportunity through a partnership between the Law Foundation of Silicon Valley's Fair Housing Law Project and Project Sentinel. The Law Foundation is proposing as the lead fiscal agency with Project Sentinel as a subcontractor. This fair housing/legal services partnership model is acclaimed as a best practices model for fair housing services and was successful in Sunnyvale during the 2013-2014 CDBG grant period. We serve predominately low- to very-low-income members of protected groups who are: racial and ethnic minorities, new immigrants, families with children, elders, and those with disabilities. Sunnyvale Fair Housing Services will continue to address housing discrimination through: (1) outreach presentations that educate residents about their rights and housing providers about their responsibilities in order to prevent the community about fair housing law to prevent discrimination; (2) investigations that quickly bring to light discriminatory patterns and individual violations; (3) legal representation and enforcement that secures redress for victims and acts as a deterrent, discouraging housing providers from future discrimination; and (4) fair housing call center handling, which will include short-term counseling and intelligent referrals for non-discrimination housing issues, such as evictions, landlord-tenant conflicts, rent increases, habitability problems, and security deposit disputes.

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 has documented the need for support for fair housing services and affirmatively furthering fair housing in both its housing element and Consolidated Plan. (Con. Plan 4.9.) A number of factors contribute to the presence of housing discrimination in Sunnyvale. The high and rising cost of housing is a major concern for Sunnyvale residents. According to [livelovely.com](http://livelovely.com), Sunnyvale had the 10th most expensive rent in the country at \$2,616 per unit (for all unit types) for the third quarter of 2014. High rents and low vacancy rates may cause rental property owners to select out those they consider undesirable, such as ethnic and racial minorities, those with disabilities, and families with children. Sunnyvale's high housing costs also make market-rate housing more unaffordable to low-income persons. This results in racial and ethnic segregation and limited access to safe housing for Sunnyvale's most vulnerable. The City already has areas of minority and poverty concentration and has identified disproportionate rates of housing problems among elders, persons with disabilities, minorities and those with lower incomes. (Con. Plan. pp.15, 17, 18, 41, 45-6.) At times, housing that is affordable to low-income persons might suffer from habitability problems; some irresponsible property owners target vulnerable populations, while expending no resources on repairs. Ethnicity discrimination hits Sunnyvale due to its significant non-white population. Asian residents account for about 42% of the population and Hispanic residents represent almost 17% of the population. Moreover, harmful myths and stereotypes have shut the doors of housing opportunity for many people with disabilities. As noted in Sunnyvale's Con Plan, even when housing becomes available to individuals with disabilities, often these individuals have difficulties getting reasonable accommodation of their disabilities that would enable them to obtain or fully enjoy this housing. Since July of 2014, over 50% of the Sunnyvale cases that Project Sentinel investigated involved disability-related claims. Linguistic, cultural, mental, and physical barriers can prevent victims from addressing discriminatory treatment.

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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.

Federal law protects against discrimination on the basis of race or color, national origin, religion, sex, familial status, or disability; state law adds protections for marital status, sexual orientation, age, source of income, and arbitrary characteristics. The project plans to continue to service at-risk and under-served populations. The majority of fair housing allegations and complaints involve racial and ethnic minorities, persons with disabilities, families with children, and low- and very low-income households. Eligible clients under this project shall be lower income individuals of all ethnic groups residing in Sunnyvale. Lower income is defined as household income at or below 80% of the median income for Sunnyvale as defined by the Secretary of HUD. This includes very low-income, which is defined as household income that exceeds 30% but does not exceed 50% of the HUD median income for Sunnyvale; and extremely low-income, which is defined as household income that is 30% or lower of the HUD median income for Sunnyvale.

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 U.S. Department of Housing and Urban Development (HUD) and the California Department of Fair Employment and Housing (DFEH) conduct fair housing enforcement, but both government agencies rely heavily on non-profit fair housing agencies to be the first line of investigation by effectively and efficiently carrying a high volume of enforcement activity. Although there are a number of other public interest law groups, like Bay Area Legal Aid and Asian Law Alliance, that conduct some fair housing-specific work in Santa Clara County, these resources are limited and do not generally include extensive investigative techniques and capacity such as testing and surveying, full-scale housing discrimination litigation, and a continuum-of-services approach, as is proposed here.

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 with the requested City grant funds in next fiscal year (must be consistent with Section 1.C).

Sunnyvale funded Clients: 30 Total Program Clients: 30

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 7      Very Low Income 3      Low Income: 1

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	N/A	N/A		
FY 2013-14	19	19	\$19,300.00	\$1,015.79
Estimated for FY 2015-16	30	30	\$30,000.00	\$1,000.00

\* 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
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	12	19	Youth (0-18 years)		3
Very Low Income (31%-50% AMI)	5	8	Adults (19-61 years)	14	19
Low Income(51%-80% AMI)	2	3	Seniors (62+ years)	5	8
Moderate Income (81%-120% AMI)			Disabled Individuals	12	19
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>	19	30	<b>Total</b>	31	49

**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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Annual</b>
Education and Outreach Presentations	1	1	1	1	4
Investigations Conducted	3	4	4	4	15
Legal Representation Matters	1	1	1	1	4

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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
Directing Attorney - FHLP	Manage Fair Housing Law Svcs	123,880	35	1%	0
Senior Attorney - FHLP	Legal services and outreach	87,750	35	14%	12,286
Senior Legal Asst - FHLP	Intake and legal svcs support	59,400	35	1%	0
Executive Director - PS	Overall agency admin	101,537	40	.89%	900
Fair Housing Director - PS	Direct svcs and supvn to Spclst	60,000	40	3.4%	2,046

Add'l PS staff: Specialist will provide direct services at \$44,000 salary, 35 hrs/week, 18.18% allocation to Sunnyvale grant activity, \$8,000 funded by grant. PS staff are supervised by its E.D. and FH Director who handle case assignment, review, closure, and referrals to outside partners and FHLP. FHLP staff are supervised by its Directing Attorney who oversees intake, case assignment, settlement and litigation decisions. Through weekly meetings, FHLP and PS coordinate education activities, complaint investigation and legal strategies.

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

Both agencies strive for continuous quality improvement. Sunnyvale Fair Housing Services will evaluate contract compliance, the performance of each individual employee, the service delivery process and the success of each case investigation. The following are components of our assessment process: 1) The agencies maintain databases on all cases, including demographics, types of fair housing complaints and their outcomes. This information helps us track staff performance to ensure that we meet minimum numerical contract goals and are able to provide all data points enumerated above and as required by the City. 2) Each fair housing complaint that is investigated that produces evidence of discrimination is referred on for further enforcement by Fair Housing Law Project, HUD, the California Department of Fair Employment and Housing, or a private attorney. These cases are followed quarterly with updates recorded in the individual file and an office log. 3) Both agencies survey their clients in closed cases for customer satisfaction. In terms of outcomes, the partnership will measure how many recipients of outreach services become more educated, as a result of those presentations, by way of a written post-presentation questionnaire. The partnership will also measure the percentage of legal representations that lead to the client believing that his or her equal access to housing was improved.

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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.

Both agencies maintain anti-discrimination policies and disability accessible office space. Both agencies use the California Relay Services/Accessibility Resource Line, Ethnic Bridge Language Bank and contract with sign language interpreters and translators as necessary. To improve access to services, the partnership will not require personal visits by complainants for most services. Staff will make home visits if a complainant is too disabled or otherwise unable to travel. All three facilities comply with the ADA and have elevators or are located on the first floor. Literature is available in English, Spanish and several Asian languages. Outreach and educational material informing the general public that disability is a protected category is distributed in several different languages. Both agencies have bilingual Spanish-speaking staff. FHLP has bilingual Chinese speaking staff.

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?

The Law Foundation (LF) has provided fair housing legal services since 1998. The LF is the lead agency for numerous collaborations, including the successful fair housing partnership (or consortium) projects funded through the Cities of Sunnyvale and San Jose's CDBG programs. As the lead organization for Sunnyvale's CDBG grant, the LF works closely with Project Sentinel (PS) to enable Sunnyvale to achieve its mission of equal housing opportunity for all. PS was founded in 1976 to develop and promote fairness and equality of opportunity for all persons. HUD has designated PS as a Qualified Fair Housing Enforcement Organization, and PS maintains several local entitlement contracts for fair housing, housing counseling, and dispute resolution services. During the 2013-2014 Sunnyvale CDBG grant period, the LF and PS served extremely-low, very-low and low-income residents with a variety of housing discrimination claims. For example, the LF continues to represent a disabled war veteran in an action against the Housing Authority because it failed to accommodate his disability so he could remain in his long-time home. This case is now being litigated. PS advocated, negotiated and preserved the housing of an 84 year old man who lived in his home for 50 years despite an attempt to terminate his tenancy.

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.

Each complainant who contacts Project Sentinel requesting fair housing related service and has a case opened must provide their race, ethnicity and proof or certification of income. No one is turned away due to their income but the reality is that almost everyone requesting assistance is low- to very-low-income. Beneficiaries are told that this information is required by funding sources and that it is also necessary to properly investigate fair housing complaints. Once obtained, this information is filed in the Project Sentinel case folder and input to the client database. Those who are assisted by the Fair Housing Law Project generally are referred after Project Sentinel investigations (although there are exceptions in emergencies) and demographic information is transferred from Project Sentinel to the Fair Housing Law Project (or obtained from the client in case of emergencies). This information is maintained in the FHLP client database.

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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 successful outcome of a fair housing service that includes fair housing investigation, case consultation, fair housing dispute conciliation, and housing discrimination-related legal representation is inherently geared towards promoting fair housing choice, as is the provision of educational workshops regarding fair housing legal requirements.

**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: N/A \_\_\_\_\_

Describe: N/A \_\_\_\_\_

DUNS Number: 1235172030000 \_\_\_\_\_

**B. Total Agency Budget**

	<b>Planned 2015-16</b>	<b>Adopted (Actual if available) 2014-15</b>	<b>Actual 2013-14</b>	<b>Actual 2012-13</b>
<b>Administration</b>	\$700,182.00	\$700,182.00	\$684,276.00	\$713,021.00
<b>Fundraising</b>	\$680,586.00	\$680,586.00	\$574,915.00	\$545,724.00
<b>Proposed Program (Total Budget)</b>	\$30,000.00	\$19,300.00	\$19,300.00	\$0.00
<b>All Other Programs</b>	\$6,542,664.00	\$6,553,364.00	\$6,185,814.00	\$5,968,192.00
<b>Total Agency Budget</b>	\$7,953,432.00	\$7,953,432.00	\$7,464,305.00	\$7,226,937.00

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

<b>Proposed Sunnyvale Program Annual Expenses*</b>	<b>City Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Salaries/Benefits/Payroll/Taxes	\$24,946.00	\$4,845.00	\$29,791.00
Office Supplies	\$800.00	\$100.00	\$900.00
Communication	\$904.00	\$100.00	\$1,004.00
Publications/Printing/Advertising		\$50.00	\$50.00
Travel	\$150.00	\$50.00	\$200.00
Rent/Lease/Mortgage	\$2,800.00		\$2,800.00
Utilities			
Insurance		\$150.00	\$150.00
Equipment Rental/Maintenance		\$95.00	\$95.00
Audit/Legal/Professional Services (for CDBG portion only)			
Direct Services (Funding for specific service, e.g. meal, ride)			
Contract Services	\$400.00		\$400.00
Other		\$1,610.00	\$1,610.00
<b>Total Expenses</b>	<b>\$30,000.00</b>	<b>\$7,000.00</b>	<b>\$37,000.00</b>

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

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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	30,000
Other Jurisdictions	
Foundation	
Individual Donations	
Fund-raising Events	7,000
<b>TOTAL</b>	<b>37,000</b>

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.

The Law Foundation will be using donations raised from the fund-raising events as matching funds.