

Application Form  
City of Sunnyvale Human Services Funding  
January 2013

# COVER SHEET

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## APPLICANT INFORMATION

Legal Name of Organization: LIVE OAK ADULT DAY SERVICES

Mailing Address: 1147 Minnesota Avenue

City: San Jose

State: CA

Zip Code: 95125

Web Address: liveoakadultdaycare.org

Contact Person: Colleen Hudgen

Title: Executive Director

Email: liveoak@attglobal.net

Telephone Number: 408 971-9363

Fax Number: 408 971-9079

Executive Director: Colleen Hudgen

Email: liveoak@attglobal.net

## PROGRAM OVERVIEW

Program Name: Adult Day Care - Cupertino center

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

20920 McClellan Road, Cupertino, CA 95014

### **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 adult day care program at 20920 McClellan Road in Cupertino is specially designed to provide frail elderly and dependent, low-income, at-risk Sunnyvale seniors with recreation, nutritious meals, physical exercise, mental stimulation, companionship and professional care in a safe, protected environment. The program is geared to maximize the social experience of elderly clients, sustain/improve their innate resilience, improve mental and physical functioning, and enhance their overall quality of life. Caregiver respite and support services will be provided to our clients' families to help them care for and maintain their senior loved ones at home.

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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: **\$13,271.00**

Total Program Cost: **\$192,508.00**

Cost per client for proposed Sunnyvale Program: **\$2,962.00**

Number of Sunnyvale clients to be served: **24**

Total matching funds for proposed Sunnyvale services: **13,271**

Match Ratio (% of program funded by matching funds): **100%**

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
2012-13	13,271	9,804
2011-12	13,271	9,007
2010-11	13,570	12,639
2009-10	13,570	13,182
2008-09	30,870	12,924

<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 Cupertino LIVE OAK center will serve frail elderly and dependent, at-risk Sunnyvale seniors with a specialized program of recreational adult day care consisting of social activities, arts & crafts, musical entertainment, games, current events, reality-orienting discussions, adaptive physical exercise, pets and preschooler visits, holiday and birthday celebrations, etc. Nutritious, well-balanced meals are integral to the program and will be served to each client every day with appropriate adjustments for diabetic, vegetarian and other special dietary needs. Hours of operation will be Mon.-Fri., 9am-3pm. Staff will also assist client caregiver families with respite and support services, including counseling, informal case management, in-home assessments, referrals and Caregiver Support Workshops, with a view to helping families care for and maintain their dependent senior loved one in the home setting. LIVE OAK seniors are aged 60+, disabled by end-stage diseases, i.e., Parkinson's, Alzheimer's, Strokes, COPD, Diabetes, Multiple Sclerosis, Dementia, etc., and are completely dependent on family members for 24-hour non-medical care. Over 92% of senior clients are at very low and low income levels. Seniors and their caregivers alike are isolated and need assistance in maintaining the least restrictive environment (thereby avoiding premature institutionalization). Our services benefit the seniors with much-needed socialization, nutrition and mental/physical stimulation and their family members with support and respite from the stress of their caregiving responsibilities. LIVE OAK serves very low, extremely low, and/or special needs households, i.e., all of our clients are seniors and disabled.

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.

Santa Clara County is home to over 200,000 seniors aged 60+, expected to double in the next 10 years (2010 U.S. Census). Our senior population has grown faster in the last 20 years than state and national rates (COASV, Exec. Summary, June 2012 and SCC, Seniors' Agenda: Phase II, Oct.2012). Dependent seniors with mobility and self-care limitations, on low, fixed incomes, are especially at high risk of social isolation and premature institutionalization. Needs assessments on health and quality of life continue to report inadequate services for the elderly, as well as the strain on family members caring for a dependent senior. Seniors needing support and long-term services will increase at a dramatic rate. By 2030, more than one in four (25%) of county residents will be a senior (COASV and SCC CAP). Day care for frail seniors and respite for their caregivers have been designated by all the aforementioned community health studies as priority needs. With the steady and ongoing increase in the aging population, and the frequency of older adults subject to disorders impeding self-sufficiency and quality of life, the needs of seniors will continue to demand greater attention, while respite care for informal caregivers will be an accompanying key senior issue. By promoting adult day care as a positive and economical mode of care for the frail elderly population, LIVE OAK provides a viable and consistent contribution to meeting the critical need for senior-related services in Santa Clara County. Our request for CDBG funds is within the funding category of Human Services and targets the City's Goal C, Objective 1: "Support provision of essential human services, particularly for special needs populations." This objective prioritizes "d) Other specialized supportive services" and "specialized human services" for "very low, extremely low, and/or special needs households (seniors, disabled, ...)." The 24 frail, at-risk Sunnyvale seniors who will attend LIVE OAK are not able to attend mainstream programs, like Sunnyvale Senior Center. They need a safe and supportive environment offering hands-on assistance with activities of daily living including eating, ambulating, toileting, etc. They are also at great risk of isolation, falls, over/under medicating and/or premature hospitalization/institutionalization. +

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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.

Eligibility criteria for the adult day care program include age 60+, dependency on others for help with daily activities, inability to participate in community programs geared for able-bodied seniors, and potential to benefit from the social experience and stimulation of the program. A treating physician must document that adult day care is appropriate and complete a functional capacity assessment to determine the senior's level of need with activities of daily living. The family caregiver then completes a Client Intake Packet including more information on the senior's medical conditions and current treatment plan. A clear T.B. test is required. Our senior clients are at high risk of isolation, loneliness, depression, repeated hospitalization due to falls, and institutionalization. Frail seniors are very underserved and low fixed incomes preclude purchasing in-home services. Family caregivers who struggle to take care of their dependent loved one 24/7 without community support often suffer burnout, depression, or, even worse, a health crisis of their own. LIVE OAK uses a one-stop-shop approach to meeting the needs of at-risk seniors and their families and makes every effort to connect our families with all available resources to enable them to maintain their loved one at home for as long as medically possible.

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.

Of the few adult day care providers in Santa Clara County, four serve specific ethnic groups, one serves clients with advanced Alzheimer's, and at least two others are for-profit. LIVE OAK is the primary nonprofit adult day care provider for the general disabled senior population in the county. Our state-of-the-art center was designed to meet the needs of Sunnyvale seniors who suffer from the conditions stated above in Question 1. To better meet the needs of frail seniors and their family caregivers, we work with all other senior services and government agencies, as needed, and maintain close working relationships with many senior care providers: SCC/SSA, eight cities, UWSV/211, OUTREACH, Council on Aging, SCC/APS, IHSS, SALA, Sunnyvale Community Services, Second Harvest Food Bank, Meals-on-Wheels, Family Caregiver Alliance, County dietician for nutritious client lunches, Public Health, Kaiser, South County Housing, Catholic Charities of SCC Respite Program, Alzheimer's Activity Center, senior centers, Senior Care Advocates, Senior Citizens Commission, etc., to keep our clients and families empowered. LIVE OAK augments all of the above by making reciprocal referrals and by advocating for and assisting our clients in accessing these services as needed.

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).

N/A

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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: 24 Total Program Clients: 65

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 2 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	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years	26	68.2	\$12,135.00	\$2,588.00
FY 2011-12	21	68	\$9,007.00	\$2,621.00
Estimated for FY 2013-14	24	65	\$13,271.00	\$2,962.00

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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)	10	10	Youth (0-18 years)	0	0
Very Low Income (31%-50% AMI)	3	5	Adults (19-61 years)	0	0
Low Income (51%-80% AMI)	3	4	Seniors (62+ years)	21	24
Moderate Income (81%-120% AMI)	5	5	Disabled Individuals	21	24
Above Moderate Income (120%+ AMI)	0	0	Other Special Needs	0	0
<b>Total</b>	<b>21</b>	<b>24</b>	<b>Total</b>	<b>21</b>	<b>24</b>

**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 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Annual
Adult Day Care (days)	100	100	100	100	400
Unduplicated clients	10	5	5	4	24

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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 (PD)	Oversee program, staff, center	33,443	28	100	13,271
Asst. Program Director	Assist PD (above)	26,933	35	100	
Program Specialists (3) (hourly)	Pgm activities and client care		as needed	100	
Program Specialist (full-time)	Pgm. activities and client care	20,020	35	100	
Volunteers	Activities & companionship				

Program Director and Asst. Program Director oversee program, staff and physical plant of the center; schedule activities, assure adherence to licensing requirements; perform community outreach; recruit and supervise volunteers; arrange periodic in-service staff training; assess and evaluate prospective clients; manage day-to-day operational requirements of the center; occasionally attend meetings (staff, Board of Directors, etc.) and work closely with the Executive Director regarding program standards and goals. Program Specialists work with above to provide meaningful activities and assist with care of clients. +

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

LIVE OAK has always prioritized implementing ways of evaluating the effectiveness and success of our services. To achieve projected results, we have instituted ways to measure, both quantitatively and qualitatively, the program's impact on our targeted populations. Daily attendance forms show the level of service extended to each client and the client's participation. Annual written client/caregiver surveys report very encouraging results for the senior in the program and a positive impact on the caregiver's own health and quality of life. Over 55% of the surveys are generally returned with very positive results. Interviews with families and daily, on-site observation and logging by program staff are used to evaluate the effectiveness of the adult day care program ascertained from clients' attitude, responsiveness and participation. Monthly Caregiver Support Workshops provide a comfortable setting for client families to unite, voice common problems, share information and give invaluable feedback and suggestions. Guest speakers are invited to provide interesting and informative health and senior-related topics for discussion. LIVE OAK has developed and refined a data collection system to document outcomes. Monthly statistical data provide benchmarks as to the status of our measurable goals/objectives. The program's effectiveness can be measured by clients' attitude, responsiveness and increased mental alertness and families sustained as a unit. Post-program disposition records apprise us of the program's success in keeping increasing numbers of frail seniors out of nursing homes.

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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.

LIVE OAK has a written Personnel Policy Statement of Non-Discrimination (which states in part that services will not be denied on the basis of disability) that must be upheld to federal standards of the law. All employees sign this statement and attest their understanding that failure to do so is grounds for termination. All of LIVE OAK's senior clients are disabled and dependent. Annual training is provided to ensure staff are kept updated on emerging and ongoing issues and techniques for serving our disabled clients. In addition, each Client Intake Packet contains a copy of the client's "Personal Rights" which includes a non-discrimination clause which is discussed and signed by the family caregiver. All of our centers are handicapped accessible as mandated by the Americans with Disabilities Act. The Federal Non-Discrimination Policy is printed on all PR/Marketing materials. Many staff members (and volunteers) are bilingual (Spanish/English speaking) to meet the English proficiency access-to-services needs of clients served and of various ethnic backgrounds and linguistic capabilities. Clients of Japanese, Middle Eastern and other origins who are enrolled in the program bring interpreters to the center with them. (LAP and Client Intake Packet attached under tab, "Supporting Documents.")

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?

Founded in 1983 to respond to the need for appropriate care for frail seniors, the LIVE OAK program has been developed according to the guidelines and standards for adult day care published by National Council on Aging, offering enrichment activities, specialized recreation, exercise and nutrition to seniors with disabling conditions. LIVE OAK is licensed by the State of California as a Community Care Facility and monitored by the County Dept. of Health and Senior Nutrition, and has been found in complete compliance with regulations, and meeting or surpassing all standards for the highest quality of care for the dependent senior population. The program is specifically designed to meet the needs of frail and elderly seniors. Expansion of services has resulted in four centers now serving the entire Santa Clara County. A 15-member volunteer Board of Directors develops agency policy, undertakes long-range and strategic planning and assists in fund development. Diverse funding resources include government grants, United Way, foundations, corporate and private donations, and sliding-scale client fees. In 1987, LIVE OAK was one of only two agencies admitted to United Way. In FY 2011-12, our goal/objective was to serve 15 unduplicated Sunnyvale senior residents. At year end, we had served 21.

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.

LIVE OAK receives government funding (CDBG) from eight cities and, as such, is required to report income and race/ethnicity data for clients served. Each Client Intake Packet contains forms that request income and race/ethnicity data. Client families are asked to complete the necessary forms in which they self-report on income and self-identify as to race/ethnicity. Program Directors explain to families that these data are needed for reports to government funding partners and will only be released in aggregate numbers. This information is compiled and included in monthly reports and annual reports as required. Copies of forms are kept in client files. ("Home Visit Intake Form" attached under tab, "Supporting Documents.")

#### 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.

LIVE OAK provides life-enhancing adult day care and nutrition to frail, at-risk Sunnyvale seniors and respite to their family caregivers, strengthening and empowering families to care for and keep their older, dependent loved ones at home. These basic services benefit entire family units with improved overall health and quality of life and alleviation from emotional and financial stress. Services also benefit the community as a whole, including local businesses and corporations who see improved attendance and efficiency on the part of caregivers they employ.

#### 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: 148217268

**B. Total Agency Budget**

	<b>2012-13</b>	<b>2011-12</b>	<b>2010-11</b>	<b>2009-10</b>
<b>Administration</b>	\$219,887.00	\$205,547.00	\$203,757.00	\$219,237.00
<b>Fundraising</b>	\$9,595.00	\$8,594.00	\$9,204.00	\$9,921.00
<b>Proposed Program (Total Budget)</b>	\$192,508.00	\$178,254.00	\$175,530.00	\$182,021.00
<b>All Other Programs</b>	\$711,446.00	\$622,095.00	\$635,103.00	\$668,659.00
<b>Total Agency Budget</b>	\$1,133,436.00	\$1,014,490.00	\$1,023,594.00	\$1,079,838.00

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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	\$13,271.00	\$100,594.00	\$113,865.00
Office Supplies		\$396.00	\$396.00
Communication		\$1,099.00	\$1,099.00
Publications/Printing/Advertising		\$1,000.00	\$1,000.00
Travel		\$18.00	\$18.00
Rent/Lease/Mortgage		\$22,200.00	\$22,200.00
Utilities		\$1,857.00	\$1,857.00
Insurance		\$500.00	\$500.00
Equipment Rental/Maintenance		\$0.00	\$0.00
Audit/Legal/Professional Services (for CDBG portion only)		\$0.00	\$0.00
Direct Services (Funding for specific service, e.g. meal, ride)		\$29,994.00	\$29,994.00
Contract Services		\$10,510.00	\$10,510.00
Other		\$11,069.00	\$11,069.00
<b>Total Expenses</b>	<b>\$13,271.00</b>	<b>\$179,237.00</b>	<b>\$192,508.00</b>

\* 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	13,271
Other Jurisdictions	15,098
Foundation	1,350
Individual Donations	8,171
United Way	2,362
Board contributions	2,180
Program Service Fees	145,090
Meals reimb. (State of Calif.)	4,986
<b>TOTAL</b>	<b>192,508</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. If your organization is not leveraging the requested City funds with other funds, please explain why.

N/A  
 LIVE OAK has a diverse funding base, i.e., government grants, private donations, corporate and foundation gifts, Board pledges and client fees, to ensure financial stability and ongoing, uninterrupted services. Staff renew proposals with known donors, research new sources, keep abreast of developments in the nonprofit arena, and participate in community fundraising events. The agency receives support from the County of Santa Clara and CDBG support from the cities whose residents we serve. The budget for the Cupertino program includes the cities of Sunnyvale and Cupertino, United Way, private donations, Board gifts and fundraising, program fees and State of California meals reimbursement. Other revenue includes Board pledges, private donors and support from our client families.