



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 408 738 4321

Working to Prevent Homelessness and Hunger

February 12, 2016

City of Sunnyvale Housing Division
Attention: Katrina Ardina
456 W. Olive Avenue
Sunnyvale, CA 94088

Dear Ms. Ardina,

Sunnyvale Community Services (SCS) is submitting the attached application for a 2016-2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG). We have partnered with Downtown Streets Team (DST) on this Sunnyvale Workforce Development Program entitled "Work First Sunnyvale." The goal of this project is to provide job readiness training, job skills training, and job placement for low-income individuals who are homeless, recently homeless, or at risk of homelessness in Sunnyvale.

This has been a ground-breaking collaboration in Sunnyvale, built on the extensive experience that both of our non-profit agencies bring to the project. SCS' 46 years of preventing homelessness and hunger in Sunnyvale is well matched by DST's ten years of success with innovative approaches to eliminating homelessness through employment. Each organization is fiscally sound. Both agencies have strong ties to business and community leaders, and an extensive network of referral organizations as additional resources for the project.

As Sunnyvale's downtown grows, and business partners expand their presence throughout the City, our Sunnyvale Workforce Development Program will help everyone in our community thrive.

Best Regards,

Marie Bernard
Executive Director

COVER SHEET

ORIGINAL COPY

PART 1 – GENERAL INFORMATION

Organization Name: Sunnyvale Community Services Tax ID Number: 94-1713897
Project Name: Work First Sunnyvale DUNS¹ Number: 165378316
Contact Person: Marie Bernard Title: Executive Director
Mailing Address: 725 Kifer Road
City, State, Zip Code: Sunnyvale, CA 94086
Phone: (408) 738-0121 Fax: (408) 738-1125 Email: mbernard@svcommunityservice

PART 2 – LOAN REQUEST

- 1) Requested Amount \$ 404,225
- 2) Other Funding Sources (match) \$ 229,824
- 3) Total Project Cost
(Line 1 + Line 2) \$ 634,049
- 4) Percentage of City of Sunnyvale funds toward Total Project
Cost (Line 1 / Line 3) 64 %
- 5) Type of funds requested. CDBG CDBG Program Income HOME
(you may select more than one)

PART 3 – PROJECT DESCRIPTION

Please provide a **brief** description of the proposed project. The description should be no more than 5 sentences, describe the project, not the organization, the number of unduplicated persons the project will serve, and/or other measurable objectives the project will meet during the contract period.

Sunnyvale Community Services and Downtown Streets Team will operate a Workforce Development Program that provides homeless and/or extremely low-income individuals with job readiness training, employment opportunities, and supportive services:
DST Objective 1: Assist 15 clients with obtaining employment
DST Objective 2: Build and maintain an extensive network of 20 or more local employers
DST Objective 3: Deliver Job Search Skills seminars and classes to 50 individuals
DST Objective 4: Job preparation program for up to 16 team members at any time that offers free street cleaning to the City of Sunnyvale
DST and SCS Objective 5: Offer outreach and supportive services to homeless and/or extremely low income individuals to enhance job readiness and employment.

¹ The DUNS number is a unique nine-character number used by the federal government to identify your organization. If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge, at: <http://fedgov.dnb.com/webform>.

*City of Sunnyvale PY2016 Request for Proposals
CDBG and HOME Capital and Affordable Housing Projects*

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*City of Sunnyvale PY2016 Request for Proposals
CDBG and HOME Capital and Affordable Housing Projects*

Applicant Information

Type of Organization: Non-profit, Sunnyvale CDBO
 (Check all that apply) Non-Profit Public Agency Faith-Based Non-Profit
 CHDO (HOME Applicants) Sunnyvale CBDO: _____

Name of Organization: Sunnyvale Community Services
 Mailing Address: 725 Kifer Road
 City, State, Zip Code: Sunnyvale, CA 94086
 Physical Address of Project: 725 Kifer Road
 City, State, Zip Code: Sunnyvale, CA 94086
 Contact Person: Marie Bernard
 Telephone: (408) 738-0121 Fax: (408) 738-1125 Email Address: mbernard@svcommunity

Provide the following information for a **program contact person**, a **financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

	NAME/TITLE	PHONE/EMAIL
Program Contact Someone who works with the project on a daily basis and can answer questions	Greg Pensinger	(650) 833-8663
	Project Manager (DST)	greg@streetsteam.org
Finance Contact	Carmen Davis	(408) 738-4321 ex208
	Finance Director (SCS)	cdavis@svcommunityservices.
Application Contact Person who wrote this application	Marie Bernard	(408) 738-0121
	Executive Director (SCS)	mbernard@svcommunityservic
Authorized Contact Person authorized to make commitments on behalf of the organization	Marie Bernard	(408) 738-0121
	Executive Director (SCS)	mbernard@svcommunityservic

I certify that the information contained in this application is true and correct, and that it contains no falsifications, misrepresentations, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, tenants displaced, or construction begun on the proposed project and that none will be done prior to issuance of a release of funds by City of Sunnyvale.



 Signature of Authorized Contact Listed Above

2/15/2016

 Date

Marie Bernard

 Typed Name

Executive Director

 Title

Application Checklist

Applicant Name: Sunnyvale Community Services

Project Name: Work First Sunnyvale

The original application must include all of the information listed below. Each of the two (2) additional copies must include the information in Tabs A, B, C, and D. Proposals that do **not** contain all of the required documents will not be considered and will be ineligible for funding.

Tab A Cover Letter on Letterhead Program Cover Sheet*
 Application Checklist* Applicant Information*

Tab B Section 1: Organizational Capacity and Experience
 Section 2: Evidence of Need for Project
 Section 3: Statement of Work/Project Scope/Readiness
 Section 4: Project Budget and Financial Information

Tab C Project Budget Form
 Pro-forma (for construction or acquisition of community facility)

Tab D Project Service Area Map Project-Specific Organizational Chart
 Résumés of Applicant's key personnel

Provide Applicable Documents in Original Application Only (mark N/A if not applicable)

Tab E Signature Authorization* Conflict of Interest Disclosure*
 Environmental Review Form* and Attachments Administrative Checklist*
 Accounting System Certification* CHDO or CDBO Verification
 Bylaws Articles of Incorporation
 501(c) (3) documentation from IRS Organizational Chart
 Financial Audit Letters of Commitment
 Board Resolution authorizing submittal of proposal
 Organizational Annual Budget and/or Financial Balance Sheet
 Director's and Officer's Liability & Errors and Omissions Insurance
 Policies and procedures for employees including internal controls
 Language Access Plan and (ADA) Accessibility Policy

Tab F Acquisition Projects only
 Appraisal of Property Phase I: Environmental Site Assessment*
 Parcel Map Property Listing
 Relocation Plan (if project anticipates displacement)

Tab G Construction/Rehabilitation Projects only
 Construction Cost Estimate Phase I: Environmental Site Assessment
 Letters of Community Support Architectural Drawings/Plans
 Relocation Plan (if project requires temporary or permanent relocation)

*Note: Standard Forms provided in application packet.

SECTION 1: ORGANIZATIONAL CAPACITY AND EXPERIENCE

Use only the space provided.

A. Provide an organizational overview of your agency, including:

- a description of the history and purpose of the organization,
- years in operation,
- years of direct experience with proposed project type,
- staff experience with proposed project type,
- federal grant management experience,
- financial capacity, and
- CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)
- CHDO status, if applying for HOME funds.

Provide a project-specific organizational chart as an attachment to all copies of the proposal in Tab D and one copy only of the organizational chart for the entire agency in the original application (Tab E).

Founded in 1970, Sunnyvale Community Services (SCS) is an independent, nonprofit emergency assistance agency. Our mission is to prevent homelessness and hunger for low-income families and seniors facing temporary crisis. We provide financial aid, food, and other supportive services. SCS has partnered with Downtown Streets Team (DST), a nonprofit founded in 2005, whose mission is to end homelessness through the dignity of work. DST employs a work first model in which homeless and at-risk men and women participate in volunteer work experience as they rebuild skills and work towards obtaining employment. SCS's staff has extensive experience in nonprofits working with low-income clients, DST's Employment Specialists have long experience in workforce development and use a proven structure for helping homeless individuals transition back into the workforce. SCS has a very strong background in federal grant management in Sunnyvale, including HPRP and EFSP programs. DST has federal grant management in experience in Palo Alto, San Jose, and San Rafael in addition to nearly four years' experience with SCS on the Work First Sunnyvale Program. SCS and DST have sound financial reserves and funding sources for all other programs and projects. We are taking advantage of this partnership to use SCS' fiscal management and ties to the Sunnyvale business, civic, and faith based organizations. SCS is fully qualified as a CDBO (see attached)

B. Previous experience using federal funds:

1. Does your organization have previous experience with capital projects involving federal funds?

Yes No If no, skip to question 4.

2. If yes, how many years of previous experience do you have with federally funded projects?

23 _____ years.

Briefly describe your experience below.

SCS has had federally funded CDBG project for over 23 years, along with EFSP (FEMA) funding for over 11 years and a project with HPRP for 3 years.

SCS recieved a CDBG loan in 2003 for our building.

3. If you have previous experience with federal projects, was your organization ever required to pay back funds, or found to have violated regulations, etc.?

Yes No If **yes**, indicate the actions cited in the space provided below.

SCS did have to return a small amount of HPRP funds in 2011, but we were allowed to use 100% of those funds for other eligible grant purposes on the same grant.

DST has not had to return any funds from any federal projects.

4. If your organization does not have experience with federally funded projects, how will you ensure adherence to federal requirements? List examples of related experience or your plan to hire additional staff/contractors.

n/a

C. Previous experience with City-funded projects

1. Do you have previous experience with City-funded projects?

Yes No If **yes**, please describe below.

SCS has received Housing and Human Services grants from the City of Sunnyvale for many years.

2. Has your organization received HUD funds previously from the City of Sunnyvale?

Yes No If **yes**, please describe below. If no, skip to question 5.

Yes, SCS has received both HPRP and CDBG funds (see above).

3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date (mm/dd/yyyy) of your last City of Sunnyvale monitoring visit? December 2014.
4. Were there any findings and/or concerns identified during your last monitoring visit by the City?
- Yes No

If **yes**, indicate the findings and/or concerns cited, the corrective action taken, and the date the City of Sunnyvale cleared the findings and/or concerns.

n/a

5. If your organization has not received funds from the City of Sunnyvale, describe your experience managing similar projects funded by other public sources (state, federal, other local government).

n/a

D. Complete the table below for each current member of the applicant's Board of Directors. If your organization does not have a board of directors (e.g., governmental entity), include this page and an explanation of why this form is not applicable (NOTE: Font, margins, or table may be modified to fit information on one page, as long as information below is included.) Identify board office held as applicable.

Board Member Name	Sunnyvale Resident		Employer (if any)	Office Held on Board	Term ² of Office	Length of Service
	yes	no				
See Attached List	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				

² Beginning and Ending Years

SECTION 2: EVIDENCE OF NEED FOR PROJECT

Complete this section accurately and completely. Use only the space provided.

Part 1 – Priority Activities

Program Priorities/Goals: Identify one or more Consolidated Plan goals the proposed project will address, and explain how it will address these goals in Part 3 below.

For additional information, see the Sunnyvale Consolidated Plan online at:
HUDPrograms.inSunnyvale.com

City of Sunnyvale Consolidated Plan

- Goal A: Affordable Housing
- Goal B: Alleviation of Homelessness
- Goal C: Other Community Development Efforts
- Goal D: Expanding Economic Opportunities

Part 2 – National Objective and Beneficiaries

A. Identify the method of determining the eligibility of your project, and **provide an explanation in the box below**. See page 2 of this RFP for definitions of these methods. For all affordable housing projects, you must select "Limited Clientele Activity".

1. Method of determining eligibility.

- Area benefit
- Limited Clientele Activity
- Job Creation

The project is designed to serve individuals who are homeless, transitioning out of homelessness, or at imminent risk of homelessness. Only those with extremely low to low moderate incomes will be served.

B. Number of unduplicated Sunnyvale households (or individuals) to be served by the proposed capital project:

Column A	Column B	Column C
Total number of unduplicated households served	Number of unduplicated lower-income households to be served	*Percentage of lower-income households served (B/A=C)
Example: 500	350	70%
50	50	100

Part 3 – Demonstrated Need for Project

In the space below, provide a brief summary of **current** statistical data documenting the need for your proposed capital project. Include local Sunnyvale data as well as any relevant statistics collected by applicant. Provide sources for the information. Briefly explain the target population for the project, including demographics, and a typical client profile. Explain how your project's design will meet the needs you have described, and how it will achieve the Consolidated Plan goals you identified in Section 2, Part 1.

According to the 2015 Santa Clara County Homeless Census and Survey (the most recent official census), there are 288 homeless men and women in Sunnyvale, which represents an over 30% reduction from 2013. The 2015 census report estimates that of the 288 homeless men and women, 255 were unsheltered at the time of the census.

Over the past couple of years we have seen a tremendous recovery in the job market. Whereas just a couple of years ago our biggest challenge was to find employers willing to hire our homeless Team Members, now it's preparing and motivating people to rejoin the workforce. That is why WorkFirst Sunnyvale is even more vital as it helps homeless and at-risk men and women build the foundation for taking the next step into employment through its business outreach, employment counseling, basic needs provision, and work experience program. WorkFirst Sunnyvale has also made great strides in homeless prevention as well by extending our services to Sunnyvale residents who are at risk of homelessness due to unemployment or underemployment and who are dependent on the safety net and/or organizations like Sunnyvale Community Services.

Downtown Streets Team is dedicated not only to helping homeless and extremely low income people transition back into the workforce but also to helping them maintain that employment. Our graduate retention program -- to which all beneficiaries of Work First Sunnyvale have access -- provides ongoing support and employment counseling to graduates of DST's program to help them maintain and increase their employment. Organization wide, Downtown Streets Team graduates maintain their employment for 90 days or longer at a rate of almost 75% -- over five times the national best practice of 14%. Since 2011 DST graduates have earned over \$3 million in taxable income as a result of their work with DST. DST has found that that, on average, it takes someone just under 9 months to find employment when they are engaged with DST's program.

Sunnyvale Community Services served nearly 7000 unduplicated individuals last year with food and/or financial assistance, which represents about 5% of Sunnyvale's total population. However, we know from the Second Harvest Food Bank's Hunger Index that 30% of our residents -- about 42,000 people -- are at risk of hunger and that 39% of students in Sunnyvale qualify for free or reduced-cost meals. Rents in Sunnyvale have increased by 44% over the past three years, which means that more and more residents are having to choose between basic necessities such as food and housing. More and more of our families are slipping into homelessness, living in garages or overcrowded apartments. SCS prepares and distributes special bags of food that contain healthy food items that do not require cooking or special equipment (can openers, etc) to consume.

Part 4 – Matching Funds

A. List the funding from other sources for this capital project in the following table. Add additional rows to the table if necessary.

Funding Source	Amount	Status as of Feb. 15, 2016. Approved, Pending or Denied*	Award Date
See attached spreadsheet	\$ _____	_____	_____
	\$ _____	_____	_____
	\$ _____	_____	_____
	\$ _____	_____	_____
	\$ _____	_____	_____
	\$ _____	_____	_____
Total	\$ _____	_____	_____

*If you have not received an official, legally binding loan commitment or other award letter by the time you submit this application, do not enter "approved".

B. Identify commitments for ongoing operating funding *for this facility/site only* in the space provided below, and attach all **letters of commitment**.

- All letters must be on the organization's letterhead and must include date, amount of match/leverage, and an authorized signature.
- Letters must be dated within 30 days of the application submission date.
- Letters must demonstrate that the funding is applicable to the project proposed in this application.
- Do not include letters of support, only letters making a firm financial commitment to the project.
- If the project will require formal approval of senior lienholders on the subject property, provide their letters of approval as attachments along with the letters of commitment.

n/a

SECTION 3 – STATEMENT OF WORK/PROJECT SCOPE

Part 1 – Project Location and Service Area

Provide the street address and assessor's parcel number(s) of the project location. Attach a map of the project location and the project service area (for community facility proposals only), showing zip codes and census tracts in Tab D.

SCSêmain office is located at 725 Kifer Road in Sunnyvale. The whole city of Sunnyvale is the service area. Sunnyvale Community Services and Downtown Streets Team provide regular outreach in parks and encampments to offer our resources and refer people to shelter and other programs. In 2015, Sunnyvale Community Services, Downtown Streets Team, and Our Daily Bread worked together to provide outreach throughout the city of Sunnyvale in order to refer homeless men and women to the Cold Weather Shelter located at Onizuka, which has helped many of North County's homeless find refuge from the cold weather.

Part 2 – Project Readiness (Use only the space provided.)

A. Work Plan / Project Readiness

Explain your project's work plan, including the activities you will undertake to achieve the project's goal. Describe how ready you are to begin the project by July 2013 and how you can expend the CDBG or HOME funds and complete the project within 12 months. Include the following:

- Predevelopment milestones.(design, permitting, securing matching funds)
- Client Recruitment/program marketing plan (for new/expanded facilities or housing)
- Project evaluation plan

For Limited Clientele Facilities, describe your procedures for recruitment, a marketing plan for clients and/or volunteers, and intake and eligibility screening forms.

Because this is a continuation of an existing project, we will be ready to resume without interruption on July 1, 2016 without having to ramp up our operations. Downtown Streets Team has developed a positive reputation and rapport with Sunnyvale's homeless and as a result we have consistently maintained a wait list of 15-20 prospective Team Members (clients) in addition to the 26 active Team Members we serve each week. Many individuals who will be served with this project are already familiar – if not connected – with our case management and employment development resources. DST staff and peer-to-peer outreach teams are currently performing outreach consistently throughout Sunnyvale, and are working with Public Safety and other agencies to respond to encampments or individuals who may benefit from services.

Sunnyvale Community Services continues to refer homeless clients to HomeFirst, Our Daily Bread, Columbia Neighborhood Center, West Valley Community Services, and Sunnyvale Public Safety based on their needs when they come to our facility.

Work First Sunnyvale is and will continue to be evaluated on a monthly basis and reported to the City of Sunnyvale. Downtown Streets Team measures each individual's progress in job readiness, job training, and job placement. Further, DST evaluates each participant's milestones such as completion of our Job Search Skills course as well as their overall job readiness on an ongoing basis.

Eligibility criteria for the program will be one or more of the following: a record of homeless or risk of homelessness, income level, and/or proof of residence (or homelessness) in Sunnyvale.

B. Implementation Schedule

Milestone	Target Date
1) Contract Start Date	July 1, 2016
2) Design and Permitting	n/a
3) Initiation of Construction/Project	n/a
4) Completion of Construction/Project	n/a
5) 50% of Funds Expended and Drawn	December 31, 2016
6) 100% of Funds Expended and Drawn	June 30, 2017
7) Project Completion and Reporting	June 30, 2017

C. Performance Measurement System: Complete the following tables with information about the CDBG objectives and outcomes of your proposed project. If applying for HOME funds, select the Affordable Housing objective.

1. CDBG OBJECTIVE (select one)	2. CDBG OUTCOME (select one)
<input type="checkbox"/> Creating a Suitable Living Environment	<input checked="" type="checkbox"/> Availability/Accessibility
<input type="checkbox"/> Providing Decent Affordable Housing	<input type="checkbox"/> Affordability
<input checked="" type="checkbox"/> Creating Economic Opportunities	<input type="checkbox"/> Sustainability

3. Client Data: Identify the number of households your project will serve, in the following categories:

Type of Household	Residing in Sunnyvale	Residing outside of Sunnyvale	Total
Low Income (50%-80% AMI)	5		5
Very Low Income (<50% AMI)	45		45
Disabled Persons	5		5
Female-Headed Households	5		5
Elderly	5		5
Youth	0		0
Homeless Persons	40		40
Other Special Needs:			0

Part 3 – Construction Project Description

A. Does your project involve:

- New construction? Yes No
Major rehabilitation?* Yes No
Minor rehabilitation? Yes No

*Major rehabilitation is defined as rehabilitation work that costs more than 25 percent of the value of the building before rehabilitation. The value of the building means the monetary value assigned to a building by a recent appraisal and/or property tax assessment, or replacement cost.

B. Do you have site control, including any right-of-way, easements, or encroachment permits needed for the project?

Yes No If yes, provide date site control acquired: _____

If **no**, explain *how* you intend to secure site control prior to the start of this project. Include the anticipated acquisition date(s).

n/a

C. **Operating Funds:**

For construction, expansion or acquisition of a community facility, will you have sufficient funds available for the operations of the facility?

Yes No

Provide a pro-forma with detailed information about operating funds available for the facility for at least 15 years and include as an attachment in Tab C.

D. Will your project involve temporary (less than 1 year) or permanent (more than 1 year) relocation of tenants from your proposed project site (residential or commercial tenants)?

Yes: Temporary Yes: Permanent No Relocation needed

If you answered yes to either type of relocation, please attach a URA-compliant relocation plan in Tab F or G, as applicable.

E. Provide the following property information:

- Property Description, including amenities and features
- Property Condition/Inspection Results
- Appraisal: Provide most recent appraised value.
- Unit Inspection Summary (for rehabilitation/expansion projects)
- List of Property Improvements

n/a

F. Attach the following items as attachments to this application

- Property Survey or Assessor's Parcel Map
- Proposed Site Plan and/or Architectural Elevations
- Infrastructure Plans, if needed
- Environmental Review (see form in Standard Forms)

G. Community Involvement

For new construction or facility/housing expansion projects, include evidence of community support for the proposed project. Describe the measures your organization has taken to garner community support in the space below. Provide evidence of contact with local neighborhood association(s) or proof of public hearing. **Include letters of support as attachments to this application.**

n/a

SECTION 4: PROJECT BUDGET AND FINANCIAL INFORMATION

Part 1 – Budget Information

Provide a narrative explaining the total project budget, including major budget line items in the order in which they are listed on the budget form. List the sources of funding.

The largest portion of the Downtown Streets Team budget is staff for program delivery. This request will fund three full-time direct service staff: a Project Manager to run the Work Experience program and develop partnerships, an Employment Specialist to provide employment counseling and job opportunities, and a case manager to help remove barriers to employment. Also, portions of the Regional Director, Director of Services, Chief Administration Officer, and Executive Director are funded.

The remainder consists of staff, supplies, marketing/PR, mileage, cell phones/plans. The match and in-kind portion of the budget consists of basic needs vouchers, donated employment workshops (Job Search Skills), and in-kind volunteer time through our community based Apply-A-Thons, workshops, etc.

The bulk of the Sunnyvale Community Services budget is for a Case Manager focused on working with homeless individuals and directly coordinating with DST Staff in support of the employment goals of the clients. Also a portion of the Director of Emergency Services' salary is funded as this position oversees all of SCS' services that are provided to beneficiaries of the Work First Sunnyvale program to help them obtain employment.

Sunnyvale Community Services received 1% of fees for acting as the administrator and fiscal agent for the program in addition to direct fees for supplemental services.

Part 2 – Financial Information

A. Describe the organization's financial management practices, including:

- financial reporting,
- record keeping,
- accounting systems,
- payment procedures, and
- audit history, and
- compliance with OMB Circulars and GAAP

Sunnyvale Community Services has an excellent track record in sound fiscal management and record keeping. Our financial audits have been "clean" for decades with no findings and our accounting process and systems are up to date. SCS now uses the industry-standard client database donated by Salesforce.com which has been fully implemented for reporting and client notes. In addition, we also enter client notes into HMIS data-base (Clarity) for programs requiring that data entry.

DST also has an excellent financial record and sound financial and accounting practices in place. DST also has completed its last four financial audits with no findings or even a management letter.

Provide the most recent Board-approved financial audit as an **attachment** to the original application in Tab E.

Attach:

- Project Budget Form
- Pro-forma (for construction or acquisition or community facility)

ITEM	CDBG FUNDS REQUESTED	MATCHING FUNDS*	IN-KIND SERVICES*	TOTAL PROJECT BUDGET
I. Project Delivery Expenses				
Program Delivery: DST Job Training & Placement Services (staff costs)	\$ 234,050			\$ 234,050
Program Delivery: SCS Client screening, referral, case mgt. &/or supportive services (staff costs)	\$ 93,727		\$ 38,834	\$ 132,561
Program Delivery: Scattered Site Outreach	\$ 11,500			\$ 11,500
Vehicle (Maintenance, Gas, etc.)	\$ 5,000			\$ 5,000
Marketing/PR/Supplies	\$ 2,500			\$ 2,500
Rent	\$ 3,100			\$ 3,100
Insurance	\$ 1,500			\$ 1,500
Communications	\$ 2,500			\$ 2,500
Mileage	\$ 3,600			\$ 3,600
De minimis Overhead Rate of 10%	\$ 36,747.7			\$ 36,748
Supportive Services/Assistance:				
<i>SCS: Emergency Financial Assistance</i>		\$ 20,000		\$ 20,000
<i>DST: Vouchers for participants</i>		\$ 67,630		\$ 67,630
<i>SCS: Supp. Services Staff, Transit Passes, Other Misc.</i>		\$ 40,000		\$ 40,000
				\$ -
				\$ -
II. Project Management/Administration				
Grant/Project Admin (SCS)	\$ 10,000			\$ 10,000
III. Volunteer Services & Donated Materials				
Donated Backpacks & Food Cards (Donated by SCS)			\$ 19,000	\$ 19,000
Food (Donated by SHFB)			\$ 19,500	\$ 19,500
Job Search Skills Workshops (Donated by DST)			\$ 8,500	\$ 8,500
Volunteer services (SCS assistance)			\$ 8,000	\$ 8,000
Volunteer services (DST)			\$ 8,360	\$ 8,360
TOTAL PROGRAM BUDGET	\$ 404,225	\$ 127,630	\$ 102,194	\$ 634,049

Funding Source	Amount	Status: Approved, Pending or Denied	Type of Match	Award Date*
DST: Vouchers for Participants	\$ 67,630	approved	Matching funds	7/1/16
SCS: Supportive Services	\$ 40,000	approved	Matching funds	7/1/16
SCS: Emergency Financial Assistance	\$ 20,000	approved	Matching funds	7/1/16
Matching Funds Subtotal	\$ 127,630			
DST Volunteer services: resume writing, interviewing skills	\$ 8,360	approved	In-Kind	7/1/16
Second Harvest Food Bank (donated food)	\$ 19,500	approved	In-Kind	7/1/16
SCS: Program Delivery Services	\$ 38,834	approved	In-Kind	7/1/16
SCS Volunteer services: Food delivery, etc.	\$ 8,000	approved	In-Kind	7/1/16
DST: Job Skills Workshops	\$ 8,500	approved	In-Kind	7/1/16
SCS Donated Materials (Backpacks, Food Cards)	\$ 19,000	approved	In-Kind	7/1/16
In-kind contributions Subtotal	\$ 102,194			
Total	\$ 229,824			

* Award Date: If you are saying the status of this match is "approved" the award date cannot be a date in the future. Use date of approval of your budget for the year in which the funds will be used, or other date of actual commitment of these funds. Otherwise the status can be listed as "pending".