



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 (408) 738-4321

Working to Prevent Homelessness and Hunger

February 10, 2013

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 2013-2014 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG). For the second year, we are partnering 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 first-ever collaboration in Sunnyvale is built on the extensive experience both of our non-profit agencies bring to the project. SCS' 43-years of preventing homelessness and hunger in Sunnyvale is well matched by DST's successful and 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	DUNS ¹ Number	165378316
Contact Person:	Marie Bernard		
Mailing Address:	725 Kifer Road		
City, State, Zip Code:	Sunnyvale, CA 94086		
Phone: 408 738 0121	Fax 408 738 1125	Email: mbernard@svcommunityservices.org	

PART 2 - LOAN REQUEST

1) Requested Amount	\$321,727.00
2) Other Funding Sources (match)	\$259,527.00
3) Total Project Cost (Line 1+ Line 2)	\$581,254.00
4) Percentage of City of Sunnyvale funds toward Total Project Cost (Line 1/Line 3)	55%
5) Type of funds requested. <input checked="" type="checkbox"/> CDBG <input type="checkbox"/> CDBG Program Income <i>(you may select more than one)</i>	

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.

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 Community Services (SCS) in partnership with Downtown Streets Team (DST) will continue to operate a Workforce Development Program providing homeless and/or extremely low-income individuals with job readiness training and employment opportunities as well as other services to alleviate homelessness.

Objective #1: Attain paid employment opportunities in the workforce for 12 homeless individuals with a goal that 90% of employers retain new employees for 90 days or more.

Objective # 2: Build and maintain an extensive network of 20 or more local employers willing to create or hold positions for DST program program participants.

Objective # 3: Deliver job search skills and job readiness training classes for 50 individuals to prepare them for employment.

Objective # 4: Job preparation program for up to 16 individuals at any one time that provides free street cleaning to the City of Sunnyvale.

Objective #5: Provide expanded case management services for up to 12 individuals, including referrals to other benefits and services.

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 PY2014 Request for Proposals
CDBG Capital and Affordable Housing Projects*

Applicant Information

Type of Organization:

(Check all that apply) Non-Profit Public Agency Faith Based Non-Profit

Sunnyvale CBDO

Name of Organization: Sunnyvale Community Services

Mailing Address: 725 Kifer Road

City, State, Zip Code: Sunnyvale, CA 94086

Physical Address of Project: same as above

City, State, Zip Code:

Contact Person: Marie Bernard

Phone: 408-738-0121 Fax 408-738-1125 Email: mbernard@svcommunityservices.org

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 program on a daily basis and can answer questions about it	Chris Richardson, Director of Programs and Operations Downtown Streets Team chris@streetsteam.org 650-804-6701
Finance Contact Agency's CFO	Carmen Davis, Finance Director Sunnyvale Community Services cdavis@svcommunityservices.org 408-738-4321 x 208
Application Contact Person who wrote this application	Marie Bernard, Executive Director Sunnyvale Community Services mbernard@svcommunityservices.org 408-738-0121
Authorized Contact Person authorized to make commitments on behalf of the organization	Marie Bernard, Executive Director Sunnyvale Community Services mbernard@svcommunityservices.org 408-738-0121

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

2/12/14
 Date

Marie Bernard
 Print Name

 Print Name

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)

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 crises. We provide financial aid, food, and other support that prevents larger problems later on that require more expensive solutions.

Our project partner, Downtown Streets Team (DST), is a nonprofit founded in 2005, whose mission is, on behalf of all members of our community, to refine, expand, and communicate our model to eliminate current and prevent future homelessness – a model that is embraced by local government leaders and owned by the community as a whole. SCS' senior managers have each worked at least 10 years in nonprofits working with low-income clients. DST's Employment Development Specialists have over eight years experience in workforce development.

SCS has many years of experience with federal grant management in Sunnyvale. DST has federal grant management experience in Palo Alto and San Jose, in addition to over a year and a half experience managing federal funding in Sunnyvale. 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 Sunnyvale's business and civic leadership.

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? _____

SCS has had federally funded CDBG projects for over 20 years, along with EFSP (FEMA) funding for over ten years, and a project with HPRP for three years.

SCS received 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.

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 for 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.

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 general funds 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? Enter a date January 25, 2013

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.

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).

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	Sunnyvale Resident Y/N	Employer (if any)	Office Held on Board	Term of Office	Length of Service
Camille Barnes-Mosley	N	Northrup Grumman	Vice President	2 nd Term	4 years
Mary Bradley	Y	Retired	Board Member	1 st Term	1 year
Michael Gallagher	N	Sunnyvale School District	Board Member	1 st Term	2 years
Calvin Gee	Y	Oracle Corporation	Board Member	2 nd Term	4 years
Becky Griffey	Y	BG Specialty Printing	Board Member	2 nd Term	4 years
John Harrison	Y	El Camino Hospital	Board Member	1 st Term	1 year
Nancy Hill	N	Intuitive Surgical	Board Member	1 st Term	1 year
Shane Jacksteit	Y	Edward Jones	Board Member	1 st Term	2 years
Gene Lamoreaux	Y	KLA-Tencor	Board Member	2 nd Term	5 years
Isabella Karabed	N	Downtown Streets Team	Board Member	1 st Term	2 nd year
Barbara McClellan	Y	Retired	Board Member	2 nd Term	6 years
Tom McEvoy	Y	RE/MAX	Treasurer	2 nd Term	5 years
Julia Nelson	N	Synopsys	Board Member	1 st Term	2 years
Debbie Lyn Owens	Y	Debby Lyn Costumes	President	2 nd Term	6 years
David Pitts	Y	Sunnyvale Dept. of Safety	Board Member	1 st Term	1 year
Jim Slevin	Y	Equinix, Inc.	Board Member	2 nd Term	4 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
- Goal E: Sustainability

Part 2 - National Objective and Beneficiaries

A. Identify the method of determining the eligibility of your project for CDBG funding, 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 under the "Low Income Benefit" National Objective:.

- Area benefit
- Limited Clientele Activity
- Job Creation

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

B. Number of unduplicated Sunnyvale households (or individuals) to be served by the proposed capital project. Use households if applying for a housing project, or individuals if applying for any other type of CDBG activity.

Column A	Column B	Column C
Total number of unduplicated households served	Total number of unduplicated households 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 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 2013 Santa Clara County Homeless Census & Survey Reports, there are 425 unsheltered and sheltered homeless in the City of Sunnyvale. This number shows an increase of 51 people, or 14% since 2011. This number represents in part the homeless who may be sheltered during the winter months at the Armory in Sunnyvale. Estimates from Public Safety and from nonprofits serving the homeless are that approximately 150 of the 425 individuals listed above are homeless in Sunnyvale year-round. the homeless can be found in encampments, behind abandoned buildings, in city parks, and along creek beds in Sunnyvale.

The economic downturn that started in 2008 is still creating new homelessness in Sunnyvale, as individuals and families use up all other economic resources to remain in their apartment or house. Many have run out of unemployment, and have been out of work for more than three years. Their job skills are out of date, and their pride and self-esteem are shattered. Others are veterans whose job training in the military did not prepare them for high tech jobs in Silicon Valley. Young people find that entry level jobs won't pay for a room, much less an apartment, in Sunnyvale.

SCS served nearly 7,000 unduplicated individuals in Sunnyvale last year with food or financial assistance. That is approximately 5% of the population of Sunnyvale. But we know that 25% of our residents are at risk of hunger and 50% of the students in Sunnyvale qualify for free or reduced-price meals. Rents have increased 34% or more in Sunnyvale in the past two years. More and more of our families and residents are slipping into homelessness, living in garages, with multiple families sharing apartments. SCS prepares special bags of food for the homeless, with pop-top cans and foods that require no cooking.

Sunnyvale now has 15 TBRA vouchers for eligible individuals who need help moving into housing and help establishing stable housing. The "Work First" approach of Downtown Streets team can prepare the homeless for jobs, so that they can afford reduced rents. Sunnyvale Community Services can help those individuals and families with rental deposits. Deposits are set at market rate, and are often a barrier for low-income earners to move into affordable housing. Once low-income families move into affordable housing, SCS can help them with ongoing nutrition through our weekly produce and monthly food program - helping to prevent homelessness in the future.

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 of funds of Feb. 14, 2014: Approved, Pending or Denied*	Award Date
Program Delivery - DST	\$11,000.00	Approved	Jul 1, 2014
Program Delivery - SCS	\$38,834.00	Approved	Jul 1, 2014
Marketing/PR/Supplies - DST/SCS	\$11,413.00	Approved	Jul 1, 2014
Supportive Services/Assistance - DST/SCS	\$89,420.00	Approved	Jul 1, 2014
Volunteer Services - DST/SCS	\$16,360.00	Approved	Jul 1, 2014
Food, backpacks, Training - DST/SCS/SHFB	\$92,450.00	Approved	Jul 1, 2014
Total	\$259,527.00		

*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", enter "pending".

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 general letters of support, only include 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.

SCS's main office is located at 725 Kifer Road, Sunnyvale, CA 94086. The whole City of Sunnyvale is the service area. There are locations where the homeless can be found, including Fair Oaks Park and homeless encampments.

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 are ready to begin on July 1, 2014 without ramping up (with matching funds secured). DST has developed a great reputation among the intended population and many referrals come by word of mouth. Many of the individuals who will be served with this project are already being "recruited" through current outreach efforts. DST Case Managers and current clients are currently outreaching to the target population at four different sites in Sunnyvale and have an outreach schedule in place. Another new development is our work in the Sunnyvale Armory, expanding the Sunnyvale team by over 50% and utilizing our peer-to-peer model in the biggest emergency shelter in the County. Also new this year is the plan to increase capacity for case management for ongoing and new clients.

SCS continues to refer homeless clients and in addition to EHC: Lifebuilders, Our Daily Bread, Columbia Neighborhood Center, West Valley Community Services and Sunnyvale Public Safety. We continue to build a network of employers willing to hire DST clients through various forms of employment development and community engagement.

The project is evaluated on a monthly basis and reported to the City of Sunnyvale. DST measures each individual's progress in job readiness, job training, and job placement. We evaluate each participant's milestones in completing training modules, as well as their overall job readiness. Eligibility criteria for the program will be one or more of the following: a record of homelessness or risk of homelessness, income level, and/or proof of residence in Sunnyvale.

B. Implementation Schedule

Milestone	Target Date
1) Contract Start Date	July 1, 2014
2) Design and Permitting	not applicable
3) Initiation of Construction/Project	not applicable
4) Completion of Construction/Project	not applicable
5) 50% of Funds Expended and Drawn	December 31, 2014
6) 100% of Funds Expended and Drawn	June 30, 2015
7) Project Completion and Reporting	June 30, 2015

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	not known		not known
Female-Headed Households	5		0
Elderly	5		5
Youth	0		0
Homeless Persons	40		40
Other Special Needs:			

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). If you already own an option to purchase, explain the major terms, including when option expires.

C. Operating Funds:

For construction, expansion, rehabilitation, or acquisition of a community facility or housing project, do you have sufficient funds available for the operations of the facility for at least the term of the CDBG loan you are requesting? (generally 30 years)

Yes No

Provide a pro-forma with detailed cash flow projections and information about operating funds to operate the facility for at least 15 years. 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, and provide contact information for your experienced federal relocation specialist/consultant.

E. Provide the following property information:

- Property Description, including amenities and features
- Property Condition/Inspection Results, including lead, termite, asbestos inspection results
- Appraisal: Provide most recent appraised value.
- Unit Inspection Summary (for rehabilitation/expansion projects)
- List of existing or proposed 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 (for new construction/expansion only)
- Infrastructure Plans, if needed
- Environmental Review (see form in Standard Forms)

G. Community Involvement (Development Projects only)

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 for your proposed development 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 a 1/2 FTE Project Manager to run the Work Experience Program, 1.5 FTE Case Managers, a full time Employment Development Specialist, and 1/5 of the Director of Program Operations and Director of Services.

The remainder consists of staff, computers, supplies, marketing/PR, mileage, and cell phones/plans. This year we have included an Employment Flex Fund to pay for various items to make clients more employment ready such as cell phones, interview clothes, work boots, etc. The match and in-kind portion of the budget consists of the basic needs vouchers, donated Job Search Skills Workshops, the LMS module, and in-kind volunteer time through the Apply-a-Thon, workshops, etc.

Sunnyvale Community Services received 5% of fees for acting as the fiscal agent for the program, and 5% in program fees for staff time on the program.

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

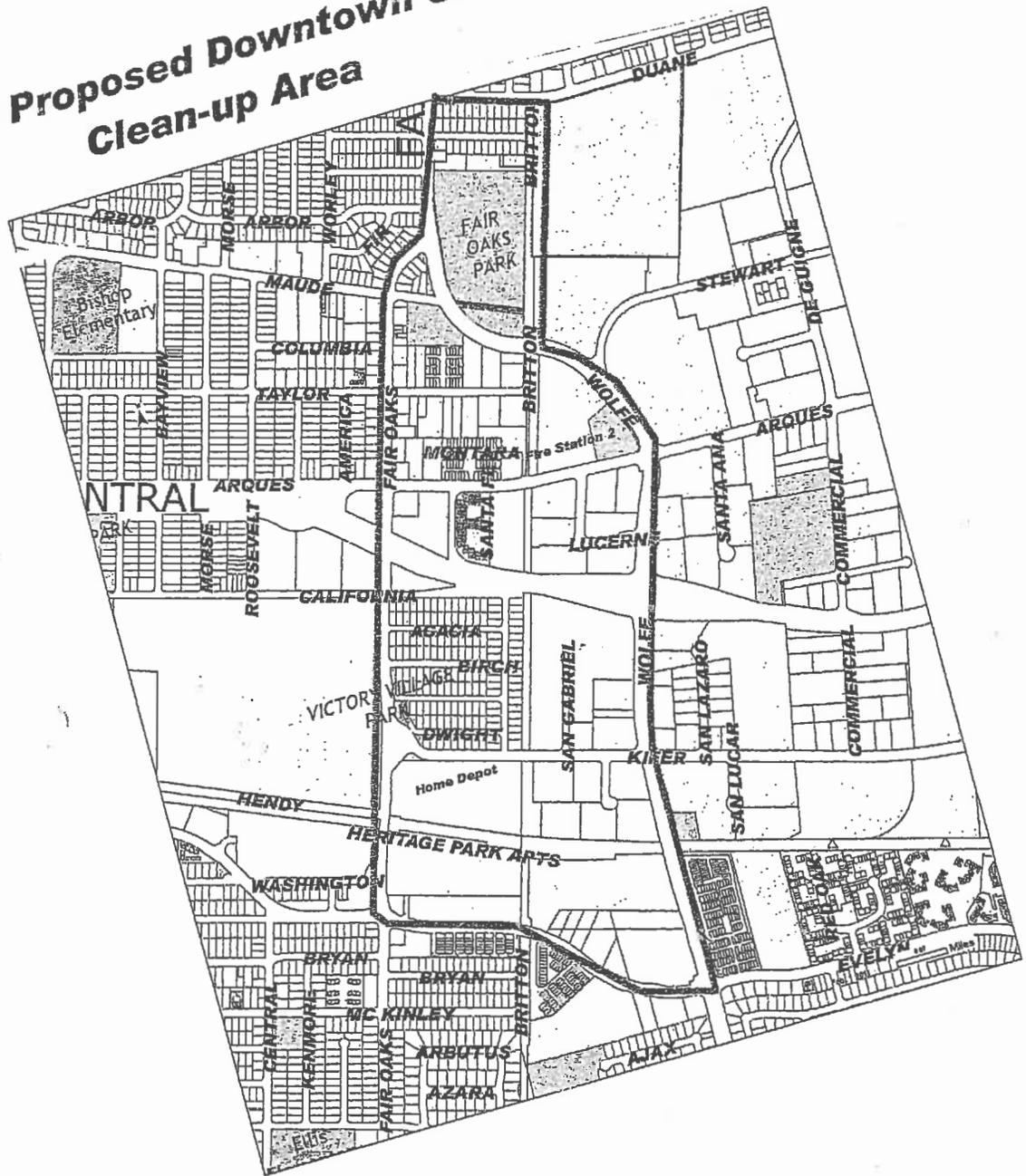
Sunnyvale Community Services has an excellent track record in sound fiscal management and record keeping. Our financial audits have been "clean" for decades and our accounting processes and systems are up-to-date. SCS now uses the industry-standard database from Salesforce.com, which has been fully implemented for reporting and case management notes on all clients.

Downtown Streets Team also has and excellent financial record and sound accounting practices in place. DST also has a complete financial audit conducted for 2012 - 13.

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

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)	\$ 160,000		\$ 11,000	\$ 171,000
Program Delivery: SCS Client screening, referral, case mgt. &/or supportive services (staff costs)	\$ 62,727		\$ 38,834	\$ 101,561
Employment Flex Funds	\$ 12,000			\$ 12,000
Marketing/PR/Supplies	\$ 2,500	\$ 11,413		\$ 13,913
Project Management (DST)	\$ 22,500			\$ 22,500
Supportive Services/Assistance:				
SCS: Emergency Financial Assistance		\$ 89,420		\$ 89,420
DST: Vouchers for participants		\$ 10,000		\$ 10,000
SCS: Transit Passes, Other Misc.		\$ 69,420		\$ 69,420
LMS Job seeking workshops	\$ 52,000	\$ 10,000		\$ 10,000
				\$ 52,000
				\$ -
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	\$ 23,000
Food (Donated by SHFB)			\$ 19,500	\$ 19,500
Training Modules/Learning Mgt. System (Donated by DST)			\$ 45,500	\$ 45,500
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	\$ 321,727	\$ 100,833	\$ 158,694	\$ 581,254

Proposed Downtown Streets Team Clean-up Area



Qualifications of Key Program Personnel

Sunnyvale Community Services

Marie Bernard

Executive Director

4 years at Sunnyvale Community Services. Ten years experience as nonprofit executive, 19 years experience as high tech executive. B.A. from University at Buffalo. M.B.A. from The Wharton School, University of Pennsylvania. 2010 Graduate of Nonprofit Leaders' Institute at the Center for Excellence in Nonprofits. Responsible for all program and fiscal management, PR, fundraising, and human resources.

Marie Barlahan

Director of Emergency Services

12 years at SCS. B.A. from College of Notre Dame. M.A. from Santa Clara University. Oversees all emergency assistance cases, ensuring compliance, making required reports, reporting trends and suggested program modifications to Executive Director and to the Board of Directors. Performs casework and supervises caseworkers.

My-Dung Tran

Director of Operations and Volunteers

4 years at Sunnyvale Community Services, 5 years, CA State Senator Lou Correa. B.A. UCLA. Manages 800 volunteers and one volunteer coordinator and oversees the front office, food programs, and Holiday Christmas Center program.

Carmen Davis

Director of Finance

16 years at SCS. B.A. in accounting from San Jose State University. Handles and records all financial transactions, provides monthly financial reports to outside accountant, maintains donor database. Also serves as fiscal agent for San Francisco Chronicle "Season of Sharing" fund.

David Hernandez

Case Manager

B.S. in social work, from SJSU with 3 years experience working with low-income clients including families and individuals homeless or at risk of homelessness.

Maria Buenrostro

Jose Hernandez

Martha Montenegro

Caseworkers

Combined 21 years experience at Sunnyvale Community Services
Meet with all clients, determine eligibility for all services, and make referrals for other services.

Downtown Streets Team

Eileen Richardson

Executive Director

Eight years Executive Director of Downtown Streets Team. Held Executive Director positions Peninsula Healthcare Connection and the Palo Alto Business and Professional Association. 15 years in hi tech as an Executive Director (Napster, Inc., Infravio, Inc.), BOD member and Venture Capitalist. Under her leadership, Downtown Streets Team has won the 2012 District three at the San Jose State of the City Address, the 2010 "Best Non Profit" Palo Alto Tall Tree award, the Harvard University Kennedy School's Ash Institute "Top 50 Innovations in American Government" 2009. She has won the 2007 Palo Alto "Community Star" Award and the 2008 Media Center "Local Hero" award for her work with Downtown Streets Team. Eileen oversees every department and is in charge of fiscal management, contract negotiations, PR, fundraising and more.

Chris Richardson

Director of Program Operations

Over four years experience with Downtown Streets Team. B.A. from Boston University. Chris has experience in fundraising, grant writing, and program management, but his main role is developing and supervising all program operations for four chapters of Downtown Streets Team throughout the Bay Area. His current duties include developing/adhering to project budgets, maintaining and developing the work experience program, launching and overseeing all new projects, and more. Chris has been integral in launching dozens of new Work Experience projects with local governments, social service agencies, and corporate entities, resulting in over 800% budget growth and staff growth from two FTEs to almost 30.

Chad Bojorquez

Director of Services

Chad has been with Downtown Streets Team for over two years, serving Team Members directly in various capacities. He was formerly a Case Manager. He currently supervises all Case Managers, Senior Case Managers, and Employment Development Specialists. He is in charge of all special projects which involve housing and employment, including our role in Housing 1000. He is tasked with representing DST and homeless interests to local government agencies and partnered social services agencies. In 2013 he was tasked with developing a plan for employing homeless individuals and housing the "hardest to house" County-wide. He attended USC, San Jose State University, and Cabrillo College.

Greg Pensinger
Project Manager

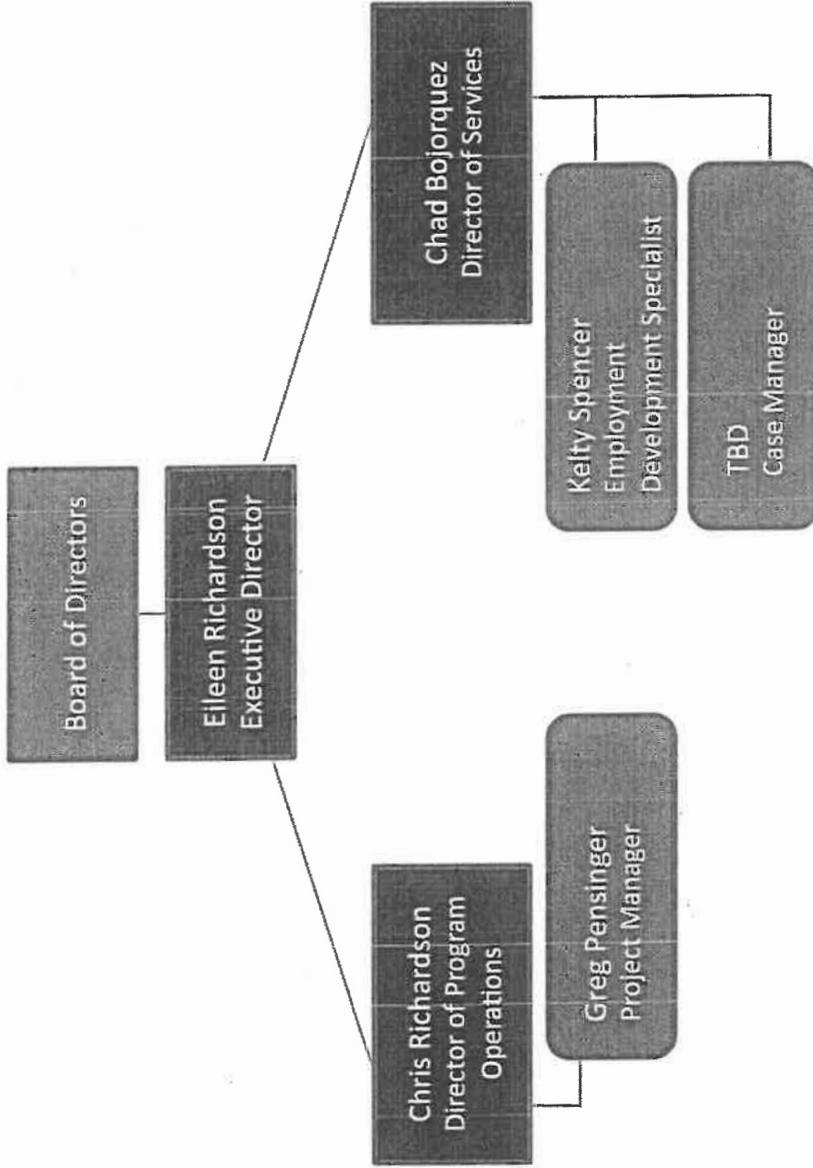
Greg has over 2.5 years' experience with Downtown Streets Team. Greg has held multiple roles with DST including the original Project Manager for the San Jose team, Communications Manager/Grant Writer, Case Manager, and currently Project Manager for the Sunnyvale and Palo Alto teams. His current responsibilities include, among other things, overseeing seven unique projects between the Sunnyvale and Palo Alto teams on which 70 Team Members from the homeless and low-income community volunteer; ensuring that all stakeholders (partners, Team Members, etc.) on the projects are satisfied; leading team meetings; and directly supporting Team Members as they transition out of homelessness and into housing and employment. He has his B.A. From San Jose State University

TBD
Senior Case Manager
Please see job description for Case Manager

Kelty Spencer
Employment Development Specialist

Kelty Spencer is in her first year serving as the Downtown Streets Team Employment Development Specialist for the Sunnyvale Team. Before DST she worked as a shelter worker for Family Supportive Housing and as the Community Outreach Coordinator for IVSN. In her role she assists our Team Members with their employment goals from résumé writing to interview prep. She also works with businesses and the community to create internship and employment opportunities for Team Members. She has her BA in Sociology from San Jose State, with an emphasis in community change, and is currently pursuing her Masters in Organization and Leadership from San Francisco State University.

Downtown Streets Team Project Specific Org. Chart





CAREER OPPORTUNITY ANNOUNCEMENT

Case Manager Full-Time Position

Downtown Streets Team strives to end homelessness by empowering unhoused people to restore their dignity and rebuild their lives. Team members prepare for permanent employment and housing by participating on work teams that serve local communities.

Downtown Streets Team is seeking a Case Manager:

Based in Santa Clara County, includes regular outreach at Sunnyvale community centers, business districts, and common homeless service centers; and intensive case management for specific San Jose Streets Team Members

Duties Will Include:

- Being a driving force in Team Members' lives in achieving their unique goals, with emphasis on becoming stable and self-sufficient by building meaningful lives
- Willingness to meet unhoused population on their terms, actively engaging in street outreach at times early in the morning or evening, and responding to community outreach and intervention needs
- Perform up to 20 hours a week of outreach to homeless individuals outside of office setting
Cultivate community partnerships (local government, community groups, nonprofits, etc) and become a reliable and competent resource
- Using creativity to develop and motivate Team Members toward their goals
- Manage a caseload of up to 30 individuals in a temporary subsidy program
- Willingness to research and establish necessary resources in the community; if one doesn't currently exist, create the resource and foster the support network
- Guide Team Members into housing solutions, continually building a list of available options and developing working relationships with landlords
- Assist Team Members in the creation of resumes and other job search materials
- Work with Employment Development Specialist to secure permanent gainful employment for Team Members
- Learn and use HMIS (Help Management Information System) database to capture information, log activities, and collaborate with other county service agencies
- Maintain Daily Work Activity Certifications and accurately report outcomes to funding sources
- Continually market Downtown Streets Team to the unhoused community as well as the community at large
- Assist in preparation of program documentation and reports (incl. maintaining files and established documentation)

Requirements:

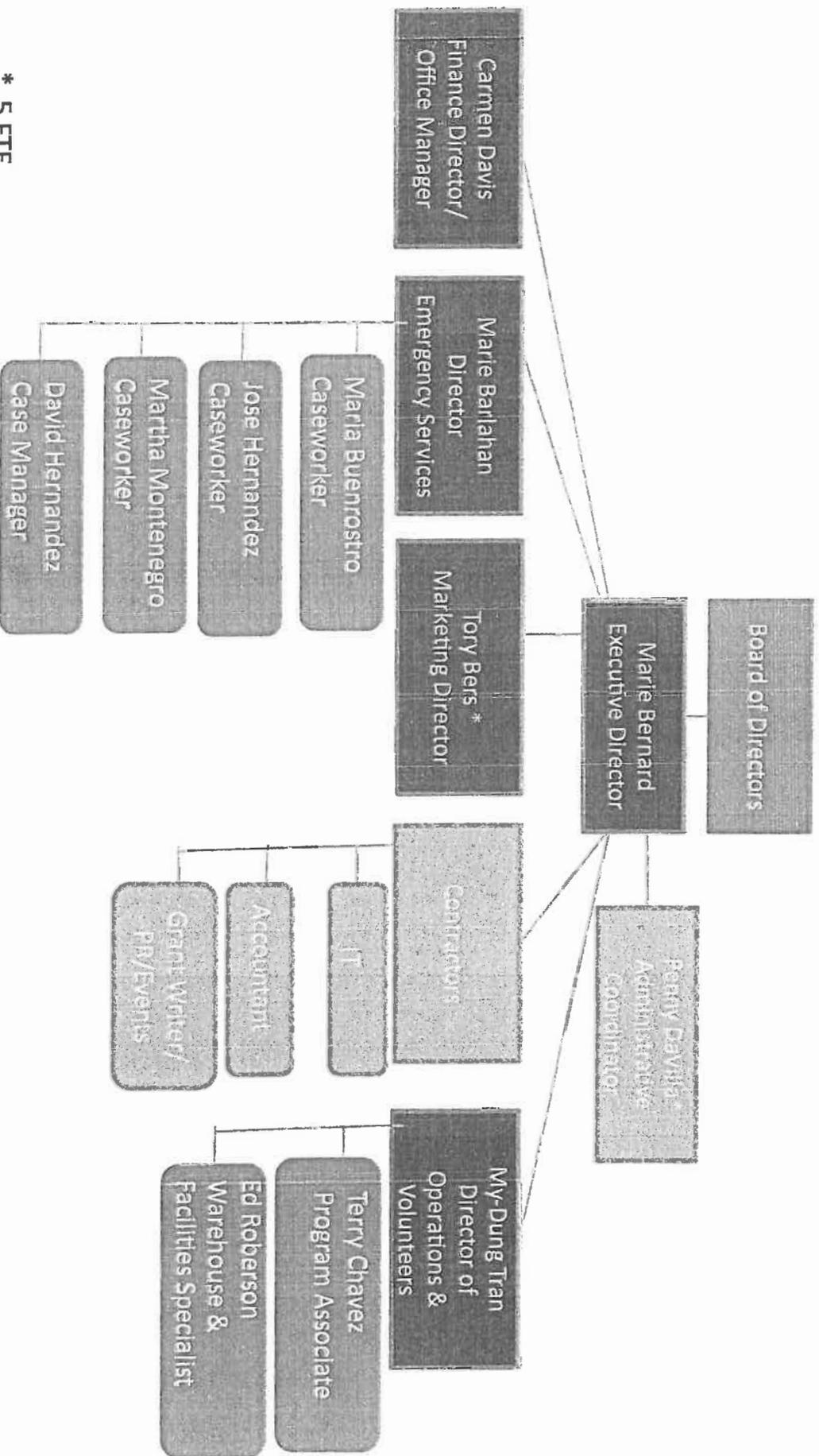
- A passion and demonstrated ability to help individuals achieve their goals
- A passion for working with unhoused individuals
- Adaptability and flexibility
- Must be a self-starter who can work well independently and with minimal direction
- Knowledge of local economic conditions, homeless best-practices, and homeless resources a plus
- Bachelor degree or comparable experience preferred
- Local travel required
- Bilingual a plus

Benefits: Competitive Salary, Medical/Dental/Vision insurance, generous paid vacation and sick time plan, optional 401K plan after 12 months

Please email resumes to CMjobs@streetsteam.com

Sunnyvale Community Services

Approved Organizational Chart as of January 1, 2014



* .5 FTE

March 21, 2014

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

Dear Ms. Ardina,

This letter is to confirm that, pending CDBG funding from the City of Sunnyvale, the Downtown Streets Team has committed to allocate matching funds and resources for the "Work First Sunnyvale" program, per the attached list of matching funds.

Thank you, —



Eileen Richardson
Executive Director
Downtown Streets Team



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 (408) 738-4321

Working to Prevent Homelessness and Hunger

February 12, 2014

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

Dear Ms. Ardina,

This letter is to confirm that, pending CDBG funding from the City of Sunnyvale, the Sunnyvale Community Services Board of Directors has committed to allocate matching funds and resources for the "Work First Sunnyvale" program, per the attached list.

Best Regards,

Deborah Owens
President
Board of Directors
Sunnyvale Community Services

Attachment



Funding Source	Amount	Status: Approved, Pending or Denied	Type of Match	Award Date*
DST: Vouchers for Participants	\$ 69,420	approved	Matching funds	7/1/2013
SCS: Supportive Services	\$ 10,000	approved	Matching funds	7/1/2013
SCS: Emergency Financial Assistance	\$ 10,000	approved	Matching funds	7/1/2013
DST/SCS: Marketing/PR	\$ 11,413	approved	Matching funds	7/1/2013
Matching Funds Subtotal	\$ 100,833			
DST Volunteer services: resume writing, interviewing skills	\$ 8,360	approved	In-Kind	7/1/2013
DST: Job Training & Placement Services	\$ 11,000	approved	In-Kind	7/1/2013
Second Harvest Food Bank (donated food)	\$ 19,500	approved	In-Kind	7/1/2013
SCS: Program Delivery Services	\$ 38,834	approved	In-Kind	7/1/2013
DST: Training Modules/Learning Mgt. System	\$ 45,500	approved	In-Kind	7/1/2013
SCS Volunteer services: Food delivery, etc.	\$ 8,000	approved	In-Kind	7/1/2013
DST: Job Skills Workshops	\$ 8,500	approved	In-Kind	7/1/2013
SCS Donated Materials (Backpacks, Food Cards)	\$ 19,000	approved	In-Kind	7/1/2013
In-kind contributions Subtotal	\$ 158,694			
Total	\$ 259,527			

* 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".

March 13, 2014



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

Dear Ms. Ardina,

This letter is to confirm that, pending CDBG funding from the City of Sunnyvale, Second Harvest Food Bank of Santa Clara and San Mateo Counties gives approval for Sunnyvale Community Services to distribute donated food to the clients in the "Work First Sunnyvale" program.

If you have any question, please contact me at (408) 694-0018 or cmccown@shfb.org.

Best regards,

Cynthia McCown
Vice President of Programs and Services

CYPRESS CENTER

4001 North First Street
San Jose, CA 95134
408-266-8866

CURTNER CENTER

750 Curtner Avenue
San Jose, CA 95125
408-266-8866

BING CENTER

1051 Bing Street
San Carlos, CA 94070
650-810-0800

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