

Application Form
City of Sunnyvale Human Services Funding
January 2015

COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization: Silicon Valley Independent Living Center

Mailing Address: 2202 N. First Street

City: San Jose

State: CA

Zip Code: 95136

Web Address: www.svilc.org

Contact Person: Debra Sue Stevens

Title: Director of Development & Communications

Email: grants@svilc.org

Telephone Number: 408-894-9041

Fax Number: 408-240-0153

Executive Director: Nayana Shah

Email: nayanas@svilc.org

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

PROGRAM OVERVIEW

Program Name: Housing and Emergency Services for Persons with Disabilities

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

Sunnyvale Community Service 725 Kifer Rd, Sunnyvale CA 94086; SVILC 2202 N. First St, SJ 95131

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 program will assist Sunnyvale residents with disabilities and their families (low- to extremely-low income by HUD standards) to transition from homelessness, health care facilities, unstable or temporary housing to permanent affordable, accessible, integrated housing including: emergency assistance information & referral; security deposits & rent (as available); group workshops and one-on-one sessions on how to conduct a successful housing search; self-advocacy skills in tenant/landlord rights, landlord/tenant mediation, provision of reasonable accommodation and accessibility; and other supportive services needed to ensure long-term sustainability of the independent living solution.

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SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

A. City of Sunnyvale Funding Categories (See RFP Notice, page 8). Please select one:

- Operational Emergency Seed Program

B. Consolidated Plan Priority Need Type.

Select only one:

- A. Basic Needs (Food, financial aid, emergency shelter)
 B. Youth Intervention (mentoring/after-school programs)
 C. Mental Health or Substance Abuse Counseling
 D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

C. Program Financials¹

Funding Amount Requested: \$24,434.00 Funding Type: CDBG GENERAL FUNDS

Total Program Cost: \$257,925.00

Cost per client for proposed Sunnyvale Program: \$407.23

Number of Sunnyvale clients to be served with City grant: 60

Total matching funds for proposed Sunnyvale services: 233,491

Match Ratio (% of program funded by matching funds): 91%

Is Applicant currently receiving funding from Sunnyvale? Yes No

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? Yes No

If yes, complete the following chart for the previous five years.

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2013-2014	14,475	10,000
2014-2015	10,000	9,817

¹ NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client

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SECTION 2: PROGRAM INFORMATION

A. Program Overview and Target Clientele

1. Provide a brief description of the proposed Program, including the specific services to be provided to Sunnyvale clients with funds from the City of Sunnyvale. Describe your target clientele in terms of age group, income level, household type, etc.

The Housing and Emergency Services for Persons with Disabilities program will assist Sunnyvale residents with disabilities and their families to transition from homelessness, health care facilities, unstable or temporary housing to permanent affordable, accessible, integrated housing including: emergency assistance, security deposits & rent (as available), information & referral, other supportive services as needed to ensure long-term sustainability of the interdependent living solution. The eligible target population is confirmed Sunnyvale residents with disabilities who are considered very-low or extremely-low income by HUD income guidelines, which includes: individuals, young adults, families and seniors. Specific targeted services are:

- a. Housing Workshops to teach consumers how to perform a housing search, information and referral services to other available resources that can assist in locating and obtaining housing and utilizing SVILC's in-house housing list of suitable housing options throughout the County to find available units that meet individual needs;
- b. Individualized service with staff specialized in housing to assess housing-related needs, and develop a plan;
- c. Peer support groups in order to increase consumer knowledge of housing solutions for independent living;
- d. Housing Tenant and Landlord Rights: Provide education regarding landlord/tenant rights particularly when a consumer is requesting necessary accessibility modifications;
- e. Other supportive independent living services that can assist the consumer to gain or increase their independence, such as: independent living skills training in budgeting, money management, access to resources.

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.

"The 2013 Santa Clara County Homeless Census and Survey," reported, Sunnyvale saw an 12% increase in the number of homeless individuals between 2011 and 2013 from 374 to 425; the actual number could be double that with those not participating in the census. Almost two out of three respondents (64%) reported one or multiple disabling conditions, including chronic physical illness, physical or mental disabilities, chronic substance abuse and severe mental health conditions. Forty-four percent (44%) of those surveyed reported a disabling condition limited their ability to get or keep a job in 2013. A recent study in Santa Clara County, "The Economic Impacts of Affordable Housing," noted that homeless people placed in supportive housing experience a significant reduction in the use of shelters, hospitalizations and emergency visits, a saving to Sunnyvale. Despite deeply impacting legislation such as the Americans with Disabilities Act, harmful stereotypes still exist in our community. In fact, a study by HUD and the Urban Institute found that people with disabilities experience discrimination in rental housing more often than any other minority population. A staggering 44% of discrimination claims are due to disability. Most emergency shelters will not admit wheelchair users who need support from a personal assistant to dress, eat and maintain their personal hygiene. Additionally, there is great disparity between the income levels and unemployment rate compared to their nondisabled peers. In Sunnyvale, a 1-bdrm apartment averages \$1,185, 131% of an individual's SSI income receiving an average benefit of \$907 per mth.

Project addresses Sunnyvale Consolidated Plan Objectives #1 "Help people who are currently homeless or at imminent risk of homelessness to obtain housing... and adequate support services/networks to achieve stability" and #2 "Support provision of essential human services, particularly for special needs populations (seniors, disabled, Homeless people, children, youth...)"; meets the primary National CDBG Objective to "provide decent housing and a suitable living environment" and the objective to "principally benefit lower income persons".

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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.

Participants are screened for eligibility in our Intake process and must provide appropriate documentation of their need for assistance (including personal income, race/ethnicity) and all necessary information is collected on the client intake form, including but not limited to disability status, contact information, emergency contact and their ability to successfully acquire stability must exist; a majority of the individuals served receive social security benefits in the form of Supplemental Security Income (SSI), Social Security Disability Income (SSDI), or a combination of the two. In most cases, the monthly benefit is between \$800 and \$1000 for SSI, and only slightly higher for SSDI, all are in the presumed to be lower-income by HUD standards. Many participants are homeless, at risk of becoming homeless, reside in inaccessible and unaffordable housing, or currently live in long-term care facilities. Many are unaware of the various programs – both public and private – that can assist them, such as in-home supportive services (IHSS). As one of the nearly 400 federally funded Centers of Independent Living in the U.S., federal regulations require SVILC to work exclusively with "People with Significant Disabilities," which aligns with the CDBG definition of "Severely Disabled Adult", also identified as an at-risk and under-served population.

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.

Many organizations provide some of the same services but to a more specific population, for example: low-income or mental health. SVILC is the only organization delivering these services to all people with any kind of disability(ies). Sacred Heart Community Services (SHCS) provides housing services to low-income, not disability targeted. Momentum for Mental Health serves a disability specific population. Referrals come from others when persons with any disability need to increase independence, or when our consumers are seeking food, clothing, employment or support specific to a disability. We collaborate with public/private agencies to tackle problems like access to decent housing for low-income people. Recently, partnering with SHCS to rally support for the City of Jose's Housing Impact Fee initiative. Working with the Housing Authority to add preference class for persons with disabilities transitioning from health care facilities to living in a community setting. SVILC works with EFSP for rent, hotel vouchers; Housing Industry Foundation and Season of Sharing to provide security deposits/rent. SVILC works with property managers to continuously update our "Affordable Housing in SCC - Rental Property" listings. available to our housing consumers which includes properties that are fully or partially HUD subsidized.

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).

As previously stated in a recent study in Santa Clara County, "Silicon Valley: 20 Year Plan to End Affordable housing Crisis, Chapter 6: The Economic Impacts of Affordable Housing" (see attachment #1), noted that homeless/low income people placed in affordable, supportive housing experience a significant reduction in the use of shelters, hospitalizations and emergency visits. See attachment of the study. Although the dollar amount cannot be identified, the impact to Sunnyvale for building a self-reliant community of persons with disabilities with safe, affordable and permanent housing is: 1) efficient utilization of City funds and existing services with an increased supply/demand for additional services; 2) reductions in shelter use, homelessness, hospitalizations and emergency room visits; 3) enhances the ability to secure, maintain and increase the income of those who are homeless, disabled or both by allowing them access to Social Security Disability, Medi-cal benefits and for many, employment and education opportunities which increases their economic contributions.

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6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year (must be consistent with Section 1.C).

Sunnyvale funded Clients: 60 Total Program Clients: 400

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2015-16 result in an increase in the number of Sunnyvale clients currently being served by the agency (with any funding source)?

Yes No (If Yes, continue, if No, go to "B. Objectives")

b. How many additional Sunnyvale clients are expected to be:

Extremely Low Income 50 Very Low Income 10 Low Income: 0

Please complete the table below, using actual client data from prior years; only for the specific program for which you are requesting City funds:

Time Frame	Number of Sunnyvale Clients Served with City Funds*	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years	40 (1-1/2 Yrs)	+1,200	\$19,817.00	\$396.34
FY 2013-14	25	368	\$10,000.00	\$400.00
Estimated for FY 2015-16	60	400	\$24,434.00	\$407.23

* If not funded previously by the City, enter the number of Sunnyvale clients served with any source of funds.

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Please provide the number of unduplicated Sunnyvale clients served by income level and special needs, if any:

	2013-2014 Actual	2015-2016 Proposed		2013-2014 Actual	2015-2016 Proposed
	SUNNYVALE ONLY			SUNNYVALE ONLY	
Extremely Low Income (0%-30% AMI)	25	50	Youth (0-18 years)	0	0
Very Low Income (31%-50% AMI)	0	10	Adults (19-61 years)	20	48
Low Income(51%-80% AMI)	0	0	Seniors (62+ years)	5	12
Moderate Income (81%-120% AMI)	0	0	Disabled Individuals	25	60
Above Moderate Income (120%+ AMI)	0	0	Other Special Needs	0	0
Total	25	60	Total	25	60

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.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Hours of service delivering housing services	263	264	264	264	1055

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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
Housing/PCA Coordinator	Workshops/Housing services	31,850	35	58%	24,434

The program is managed and administered directly by the Director of Programs at 0.35 FTE hours. The service providers include 2.0 FTE Housing / Personal Care Attendant (PCA) Coordinators who are specialized in housing and hiring/managing a PCA. The program is also supported by 1.3 FTE Satellite Service Coordinators delivering housing services in our Gilroy Satellite Office. Supportive staff includes: 0.37 FTE Information & Referral Coordinator who manages Housing Workshop sign-ups and one-on-one housing service appointments, 0.1 FTE Senior Accountant and 0.1 FTE for administrative tasks.

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

Our quantifiable objective is to deliver 1,055 housing service hours (annually) to 60 unduplicated Sunnyvale residents. SVILC will measure success by collecting data on a quarterly basis, and tabulating the number of unduplicated individuals who receive housing search assistance.

Other ways that SVILC will measure the effectiveness of the program in Sunnyvale are:

- a) Monthly focus on targeted outreach to Sunnyvale residents (very-low and extremely-low income adults with disabilities, their families and caregivers) will mainly be concentrated at Sunnyvale Community Service who has partnered with us to provide free space to conduct workshops and one-on-one service provision. Outreach includes flyers, brochures, e-news alerts and various outreach events in and around Sunnyvale, measuring the number of attendees (10 on average) at our Housing Workshops and number of outreach events;
- b) Educating Sunnyvale residents with disabilities how to conduct a housing search with new tools to manage their housing search, understanding the rights of tenants/landlords, including accommodation requests and having access to community resources through SVILC services will be measured through post-workshop surveys;
- c) It is challenging to find affordable housing in Silicon Valley, finding accessible housing is very difficult. SVILC strives to provide ongoing support to those consumers persist until they are successful, which we think is between 15-20% based on success stories (see attachment #5) and those consumers who stay in contact with their service provider.

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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.

One of SVILC's Core Values is "Ensure equal access for all" and SVILC is prepared to deliver any reasonable accommodation upon request. SVILC has a Disability Accessibility of Facilities, Programs and Communications Policy which states: "SVILC recognizes that disability accessibility is an organizational asset and a civil right. It is the policy of SVILC that all its facilities, programs, materials, communications, and activities of the organization are fully accessible to persons with all kinds of disabilities, in accordance with all local, state, and federal laws and regulations (including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act). All meetings shall be held in facilities that are disability accessible, where persons with disabilities can participate easily with minimum assistance. Language interpretation shall be provided upon request. All materials shall be made available in an accessible manner and in accessible formats upon request. Procedures must be in place for responding to requests for reasonable accommodations within a reasonable time. When purchasing equipment and/or technology for the office, every effort will be made to ensure that the equipment purchased is accessible to all employees with disabilities." (see attachments #2 and #3)

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?

SVILC was founded in 1976 by a small group of people with disabilities as a Center for Independent Living (CIL) to serve the needs of Santa Clara County residents with disabilities. Independent Living is both a philosophy and a goal that people with disabilities should have the same civil rights, options, and control over their lives as people without disabilities. Over 70% of the 22 highly-skilled staff and 9 board members are persons with disabilities who have an intimate understanding of disability issues. Our core programs are: (1) Advocacy, both systems advocacy and teaching self-advocacy skills; (2) Independent Living Skills training to live independently; (3) Information and Referral, providing options and resources beyond what SVILC provides; and (4) Peer Support for people with disabilities from people with disabilities; (5) Assistive Technology (AT) services, both at home and work; and (6) Housing and Personal Care Assistant (PCA) services, from direct housing referral to transitions from long-term care facilities into community-based housing. SVILC has provided housing solutions for decades; providing same services with CDBG funding in other jurisdictions with a track record of meeting/exceeding goals; FY13-14 met Sunnyvale funding goal of providing 250 hours of housing services to 25 Sunnyvale residents.

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.

As previously stated, participants are screened for eligibility in our Intake process and must provide appropriate documentation of their need for assistance (including personal income, race/ethnicity) and all necessary information is collected on the client intake form (see attachment #4), including but not limited to disability status, contact information, emergency contact. SVILC establishes a file (hardcopy and electronic) for each consumer receiving direct services. Personal data including demographics, income, race, etc. is maintained in SVILC's confidential and HIPAA-compliant CMIS system called NetCil for case management and reporting purposes. NetCil tracks statistical and client data needed for grant /contract reporting plus hours of service and goals, outreach activities, Informational & Referral listings, the number of ILP goals that have been completed. Files are annually reviewed for compliance and accuracy. Quantitatively, the NetCil database organizes consumer data for reporting results. Qualitatively, detailed service activities are tracked in case notes, and the Participatory Action Research (PAR), an interactive tool that engages participants in evaluating the program and outcomes.

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D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2:** Support activities to end homelessness
- Goal #3:** Support activities that provide basic services
- Goal #4:** Promote fair housing choice
- Goal #5:** Expand economic opportunities for low-income households.

The project meets the goals by providing housing search/education workshops and on-on-one service provisions to "Help people who are currently homeless or at imminent risk of homelessness to obtain housing... and adequate support services/networks to achieve stability" and to "essential human services, particularly for special needs populations (seniors, disabled, Homeless people, children, youth...)". Housing is the first priority on the road to achieving economic and emotional stability which allows people to engage in their communities.

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: 113302871 _____

B. Total Agency Budget

	Planned 2015-16	Adopted (Actual if available) 2014-15	Actual 2013-14	Actual 2012-13
Administration	\$228,422.00	\$228,422.00	\$204,759.00	\$289,002.00
Fundraising	\$70,198.00	\$70,198.00	\$54,082.00	\$73,000.00
Proposed Program (Total Budget)	\$257,925.00	\$227,393.00	\$141,585.00	\$124,904.00
All Other Programs	\$958,570.00	\$955,595.00	\$919,349.00	\$982,937.00
Total Agency Budget	\$1,515,115.00	\$1,481,608.00	\$1,319,775.00	\$1,469,843.00

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

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$24,434.00	\$161,715.00	\$186,149.00
Office Supplies		\$2,275.00	
Communication		\$0.00	
Publications/Printing/Advertising		\$500.00	
Travel		\$1,500.00	
Rent/Lease/Mortgage		\$42,109.00	
Utilities		\$0.00	
Insurance		\$3,459.00	
Equipment Rental/Maintenance		\$0.00	
Audit/Legal/Professional Services (for CDBG portion only)		\$0.00	
Direct Services (Funding for specific service, e.g. meal, ride)		\$19,683.00	
Contract Services		\$0.00	
Other		\$2,250.00	
Total Expenses	\$24,434.00	\$233,491.00	\$257,925.00

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

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Proposed Funding Sources for Sunnyvale Program	Amount
City of Sunnyvale	24,434
Other Jurisdictions	210,808
Foundation	
Individual Donations	3,000
Federal Funds - ESFP	19,683
TOTAL	257,925

1. Does your Organization have a HUD-approved indirect cost plan? Yes No
2. Does your agency charge any fees for the proposed Sunnyvale services? Yes No
3. Please explain how your organization is leveraging the requested City funds with other funds.

N/A