



COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization: Sunnyvale Community Services

Mailing Address: 725 Kifer Road

City: Sunnyvale

State: CA

Zip Code: 94086

Web Address: www.svcommunityservices.org

Contact Person: Marie Bernard

Title: Executive Director

Email: mbernard@svcommunityservices.org

Telephone Number: (408) 738-0121

Fax Number: (408) 738-1125

Executive Director: Marie Bernard

Email: mbernard@svcommunityservices.org

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

PROGRAM OVERVIEW

Program Name: Comprehensive Emergency Assistance

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

725 Kifer Road, Sunnyvale CA 94086

Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

Sunnyvale Community Services (SCS) is the core safety net agency for all five Sunnyvale zip codes. Our Comprehensive Emergency Assistance provides financial aid, nutritious food, and other in-kind assistance for low-income families and seniors. We are seeking \$75,000 in funding for our Year-Round Food Assistance. We provide food and in-kind aid to low-income families and seniors walking a financial tightrope, often forced to choose between food and rent. Year-round food assistance supplies healthy nutrition including fresh produce and monthly food stables. A family of four can receive healthy food valued at \$285 per month, helping them stretch their budgets for other essentials.

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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: 75,000 Funding Type: CDBG GENERAL FUNDS

Total Program Cost: 3,076,217

Cost per client for proposed Sunnyvale Program: 574.78

Number of Sunnyvale clients to be served with City grant: 131

Total matching funds for proposed Sunnyvale services: 3,001,217.

Match Ratio (% of program funded by matching funds): 98% funded by match

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
FY2014-15	74,800	74,611
FY2013-14	75,000	75,000
FY2012-13	75,000	75,000
FY2011-12	87,500	77,019
FY2010-11	87,500	54,926

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.

SCS's year-round food assistance provides nutritious food to Sunnyvale's low-income families and seniors with incomes at or below 200% of federal poverty levels. Our clients are the working poor, the unemployed, and seniors and disabled individuals living on fixed incomes. Each year we purchase protein-rich foods and winter produce to supplement the \$2,500,000+ in donated food. Foods such as shelf-stable milk, tuna fish, soups in pop-top cans for the homeless, and healthy kids' breakfasts are usually not donated and cost the most. Our request for \$75,000 funding equals 42% of the budgeted annual purchases for food and recycled bags totaling \$178,514. Our food assistance includes:

- Monthly Food Distributions for families and seniors, giving 3 days of non-perishables and protein-rich foods, including eggs, ground turkey, shelf-stable milk, and other nutritious foods. Over 660 of our families are seniors, and volunteers deliver food to over 100 seniors.
- "Produce Mondays" offers 25-30 pounds of fresh fruits and vegetables to > 700 families each week.
- Kids' Summer Food Distribution supplies needed nutrition during the summer months when school lunches are not available. 1,300 children in our food program also received school backpacks and \$25 shoe gift cards.
- Community Christmas Center gives families and seniors a two-week supply of food plus holiday gifts.
- Emergency Food and Homeless Food bags distributed daily, and twice-weekly pantry distribution.

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.

SCS's food program serves Sunnyvale's highest poverty areas in the northern part of the city. Our service area includes all the title one elementary schools and low-income middle schools in Sunnyvale, where a majority of the children qualify for free or reduced cost lunches including: Bishop (73.8%), Columbia Middle (68.8%), Lakewood (74.6%), San Miguel (78.1%), and Vargas (71.9%). 39% of our clients are children, even though children represent only 22% of the population of Sunnyvale. The City's 2010-2015 Consolidated Plan shows that 27.5% of Sunnyvale's total population, and a shocking 57% of seniors have low to extremely low income using HUD income definitions. 14% of our food program clients are seniors, up from 11% just three years ago. Second Harvest Food Bank's 2015 Hunger Index reports that 30% of residents in Santa Clara County are at risk of hunger – up from 25% for the past three years. Low-income households are being squeezed financially, with money spread thin across necessities like housing, clothing, and medical bills. Too often people have little money left for food, which means more food assistance is needed more frequently. Our food purchases have grown by 101% since 2010, reflecting the tight budgets our clients face due to rising rents. We need to buy protein-rich foods such as peanut butter, tuna, and shelf-stable milk to supplement donations. When we started "Produce Mondays in October, 2011, we had 320 families come the first week. Now we regularly pack bags for over 800 families. The report "Child Poverty in Santa Clara County 2013" states: "In recent years, Santa Clara County has experienced a steady increase in not only the total number of children in poverty, but also in the percentage of children living in poverty. The child poverty rate ...grew to 13% in 2010." Poverty rates in children matter because: "Children who grow up in poverty may experience poor health and social and cognitive development. These early-life experiences can have a profound effect on outcomes later in life... the stress that comes from growing up in poverty, may increase the risk of chronic disease in adulthood. Such consequences are greatest for children who experience poverty at a young age and those who experience persistent and extreme poverty."

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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.

2015 Criteria for Food Program:

- Resident of Sunnyvale
- Income: Up to 200% of U.S. Federal Poverty Level

Unfortunately, hunger knows no season. With rising rents, gas prices, and utility costs, nutritious food becomes a luxury for families and seniors. SCS has responded to the need for more food for low-income families, seniors, and the homeless by expanding our food distributions, increasing our referrals, and expanding our food services to homeless adults and children in our community.

Our services are available on a first-come, first-served basis. Our front office volunteers inform callers and visitors about our basic services. We do not make appointments. Clients are usually seen within 15-30 minutes. All food program clients first meets with a caseworker who determines the reason for the visit, reviews any past SCS services, and certifies clients for food or financial assistance based on proof of residence, income, and need, giving immediate food assistance if required, and referring to other services.

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.

United Way, Second Harvest Food Bank, and other key funders divide the county by zip codes to eliminate duplication and milking the system. Our service "territory" for food assistance covers four of five Sunnyvale zip codes (94085, 94086, 94088, and 94089 – the city's neediest areas). We work with local churches and dozens of community groups to eliminate duplication and maximize resources within Sunnyvale itself. We refer clients to over 50 other agencies for legal, employment, education, housing, shelter, medical, substance abuse, or domestic violence services, and those agencies refer clients to us. We host other agencies at our site so that our clients can have one-stop access to vital services. Over 70 companies, churches, community groups, and organizations conduct food drives, and collect school supplies and toys during the year. The Scouting for Food drive brings in over 10,000 pounds of food each year. We participate in county and state coalitions working to eliminate or to reduce the problems themselves. We serve on committees for CalWORKS, Santa Clara County Collaborative on Affordable Housing and Homeless Issues County Safety Net, Second Harvest Food Bank and Sunnyvale FISH, as well as many other organizations.

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).

SCS facilities and restrooms are fully accessible for those with physical disabilities. Our entrances have no steps and are easy to navigate. Out of 12 headcount, we have seven staff who are bi-lingual –five in Spanish, one in Spanish and Tagalog, and one in French We also have bilingual volunteers on food distribution days, and regularly recruit volunteers who can speak and write in different languages in all programs including Mandarin and Russian. Many of our front desk administrative volunteers are bi-lingual. Our volunteer training includes specific instructions to support clients needing bi-lingual assistance or physical accommodations. Our client information sheets are printed in English and Spanish, and translated into other languages as needed. We accommodate clients as well as staff with physical or sensory disabilities, sight and hearing disabilities, those with companion animals, and persons with mental disabilities.

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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: 4,224 Total Program Clients: 4,400

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 _____ Very Low Income _____ Low Income: _____

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	131	4,333	\$71,311	\$542.13
FY 2013-14	138	4,391	\$74,611	\$542.13
Estimated for FY 2015-16	131	4,400	\$75,000	\$574.78

* 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)	4,269	4,200	Youth (0-18 years)	2602	2600
Very Low Income (31%-50% AMI)	2,134	2,200	Adults (19-61 years)	3,135	3050
Low Income(51%-80% AMI)	200	200	Seniors (62+ years)	934	950
Moderate Income (81%-120% AMI)	not known	not known	Disabled Individuals	not known	not known
Above Moderate Income (120%+ AMI)	0	0	Other Special Needs	0	0
Total	6,671	6,600	Total	6,671	6,600

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
# of bags of food valued at \$40.69/bag	461	462	462	462	1,847
# individuals receiving 14 bags/year					131

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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
Director of Operations	Manages year-round food program	79,000	37.5	90%	0
Volunteer Manager	Manages 1,000 volunteers	60,000	37.5	90%	0
Warehouse Manager	Manages food warehouse	60,000	37.5	90%	0

No salaries or administrative overhead will be allocated to this grant request.

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

Our overall goals are the same every year: to provide assistance to every eligible client, and we did so again in 2013-14, with record amounts of food assistance. SCS' lean staff of 12 headcount is matched by over 1,000 volunteers equal to 15 headcount, greatly reducing our overhead. Our administrative costs have consistently been below 10%. Total success is having enough money and food to serve every eligible family, and we have done so for the last 25 years, as far back as our records go. We measure the number of unduplicated individuals served as well as the number and value of each service. We review and certify every individual family case and every service, including referrals to other agencies. All cases and services are recorded and tracked in SCS' database. We measure the following by quarter and annually:

- Number of families and seniors participating
- Number of unduplicated individuals participating
- Number of individual services delivered by category (e.g. one month of senior food)
- Demographics for individuals (e.g. age, race, sex)
- Overall agency funding for emergency assistance (financial and in-kind)
- Annual client satisfaction survey (Goal is to have 80% rate SCS an average of "4" on a 5-point scale.)

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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.

SCS facilities and restrooms are fully accessible for those with physical disabilities. Our entrances have no steps and are easy to navigate. Out of 12 headcount, we have seven staff who are bi-lingual –five in Spanish, one in Spanish and Tagalog, and one in French We also have bilingual volunteers on food distribution days, and regularly recruit volunteers who can speak and write in different languages in all programs including Mandarin and Russian. Many of our front desk administrative volunteers are bi-lingual. Our volunteer training includes specific instructions to support clients needing bi-lingual assistance or physical accommodations. Our client information sheets are printed in English and Spanish, and translated into other languages as needed. We accommodate clients as well as staff with physical or sensory disabilities, sight and hearing disabilities, those with companion animals, and persons with mental disabilities.

4. Provide a brief general description of your agency and the services it provides. Describe your agency's experience in providing the proposed services. If previously funded by the City, what goals and accomplishments were achieved with City funds?

Founded in 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. Over the years, the agency board and staff have focused our efforts to respond to the primary needs for food and financial assistance to the escalating number of low-income families in our community. For the past several decades, SCS has delivered emergency assistance by providing what our clients need most and what is not provided elsewhere in Sunnyvale. Last year, with City funding of \$74,661, we met our goals to assist a pro-rated number of 138 unduplicated individuals. Based on City criteria, we are now valuing the bags of food to include all donated food, recycled bags, direct staff time, and costs of our food assistance operations and volunteers. This now equals an AVERAGE cost of \$40.69/bag. Our request for \$75,000 will support 1,843 bags, giving an AVERAGE of 14.1 bags of food to 131 unduplicated individuals in a year. We are focusing City funding on the December food distribution and senior food distributions, when we purchase the bulk of food to supplement donations.

5. Explain how your agency collects client eligibility and demographic data, consistent with CDBG requirements for public services programs. Attach a copy of your client application or income verification form.

Each applicant meets with a caseworker who determines the reason for the visit, reviews any past SCS services, and certifies clients for food or financial assistance based on proof of residence, income, and need. Once we determine eligibility, they are helped with any immediate needs, such as an emergency food bag, gas voucher, or financial assistance, as well as the monthly food and weekly produce programs. All client information is recorded and stored in our secure database. We measure the following by quarter for food and financial aid:

- Number of families and seniors participating
- Number of unduplicated individuals participating
- Number of individual services delivered by category (e.g. one month of food)
- Demographics for individuals (e.g. age, race, sex)
- Overall agency funding for emergency assistance (financial and in-kind)

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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.

This program directly supports the objective to "Support provision of essential human services, particularly for special needs populations." We address the needs of lower-income households and/or those with special needs who struggle to meet their basic needs for food, clothing, health, child care, and shelter, or more specialized services.

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 EIN # 94-1713897

Faith-based organization: No

Community Based Development Organization (CBDO): Yes

Community Housing Development Organization (CHDO): No

Other Type of Organization: _____

Describe: _____

DUNS Number: 165378316

B. Total Agency Budget

	Planned 2015-16	Adopted (Actual if available) 2014-15	Actual 2013-14	Actual 2012-13
Administration	240000	240248	261440	205898
Fundraising	200000	200433	217862	191494
Proposed Program (Total Budget)	2840000	2830119	3076217	2607453
All Other Programs	1990000	1987875	2166021	1844828
Total Agency Budget	5270000	5258676	5721540	4849674

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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		187500	187500
Office Supplies		15120 (bags)	15120
Communication		17100	17100
Publications/Printing/Advertising		0	0
Travel		0	0
Rent/Lease/Mortgage			
Utilities		31500	31500
Insurance		0	0
Equipment Rental/Maintenance		0	0
Audit/Legal/Professional Services (for CDBG portion only)		0	0
Direct Services (Funding for specific service, e.g. meal, ride)		2661603 in-kind	2661603
Contract Services		0	0
Other	75000 (food)	88394	163,394
Total Expenses	75000	3001217	3076217

* 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	75000
Other Jurisdictions	0
Foundation	169807
Individual Donations	169807
2nd Harvest Food Bank(in-kind)	2661603
TOTAL	3076217

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

The funding from the City of Sunnyvale helps attract matching donations both financial and in-kind. Many of our donors evaluate their funding based on complementary support from the local City and County government. The largest donor and contributor to our food program is Second Harvest Food Bank, who consistently donate over \$2.5 M. in food to our program each year. Other sources of in-kind donations include Village Harvest, Sunnyvale FISH, local faith communities, and the annual Scouting for Food Drive. Our efficient operations and over 1,000 volunteers appeals to financial donors who support our general operating funds and specifically our food program. Several corporate donors including NetApp, and Applied Materials contribute to our general operating fund which helps support our food program. Other donors including SanDisk direct funding to food purchases.