Application Form
City of Sunnyvale Human Services Funding
January 2015

COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization:	The Health Trust (THT)
Mailing Address:	3180 Newberry Drive, Suite 200
City:	San Jose
State:	CA
Zip Code:	95118
Web Address:	www.healthtrust.org
Contact Person:	Maia Bookoff
Title:	Senior Grant Writer
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Executive Director:	Frederick J. Ferrer, Chief Executive Officer
Email:	fredf@healthtrust.org

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

PROGRAM OVERVIEW

Program Name: Meals on Wheels

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

Services are provided within homes of individual Sunnyvale clients throughout the City.

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 Health Trust (THT) invites the City of Sunnyvale to continue partnering to provide Meals On Wheels services to homebound Sunnyvale residents. The program includes nutritionally-balanced, home-delivered weekday meals; chilled weekend meals; Wellness Checks to ensure client safety and well-being; socialization; case management and referrals; and access to services such as PALS (Pets And their Loving Seniors), our free pet food program. City funding will be used to ensure Meals On Wheels program services for low-income, frail, elderly and disabled adults residing in Sunnyvale.

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SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

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

☒ Operational ☐ Emergency ☐ Seed Program

B. Consolidated Plan Priority Need Type.
Select only one:

☒ A. Basic Needs (Food, financial aid, emergency shelter)

☐ B. Youth Intervention (mentoring/after-school programs)

☐ C. Mental Health or Substance Abuse Counseling

☐ D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

C. Program Financials[1]

Funding Amount Requested: **$20,000** Funding Type: ☐ CDBG ☒ GENERAL FUNDS

Total Program Cost: 90,000 (projected for FY16 for Sunnyvale MOW Program - serving 50)

Cost per client for proposed Sunnyvale Program: $1800 (based on total of 50 served)

Number of Sunnyvale clients to be served with City grant: 20 (50 total)

Total matching funds for proposed Sunnyvale services: $70,000

Match Ratio (% of program funded by matching funds): 78%

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
2014-2015	$15,000	$10,307
2013-2014	$15,000	$10,500
2012-2013	$6,551	$7,130
2011-2012	$8,840	$6,551
2010-2011	$10,140	$8,520

[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.

SERVICES: THT's Meals On Wheels provides daily nutritious meals and wellness services to assist homebound residents in maintaining their independence at home. Hot meals are delivered each weekday and chilled box lunches are delivered on Friday for weekend consumption. All meals meet one-third of the Recommended Daily Requirements and are high in fiber and low in sodium, fat, and concentrated sugars. A wellness check is conducted with each meal delivery: drivers are trained to note changes in clients' cognitive awareness, potential safety hazards in the home, and whether meals are being eaten. This has been a lifesaving service for clients: drivers have found clients who have fallen or who have had medical emergencies. Over 50 investigative reports are submitted each month and immediately addressed to ensure client well-being. Additional services include case management and referrals; dietitian-approved wellness educational materials; access to audio books; in-home fall prevention resources; and access to PALS (Pets And their Loving Seniors), our free pet food program. CLIENTELE: Target clientele are homebound, frail, elderly or disabled and are at nutritional risk (i.e., have difficulty or are unable to shop and/or cook for themselves). This includes seniors (ages 60 and over) as well as disabled adults under the age of 60. THT serves all of Santa Clara County, but funding from the City of Sunnyvale will be used to support low-income clients (per HUD guidelines) who are residents of Sunnyvale.

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.

According to the 2010-2015 Consolidated Plan for the City of Sunnyvale, the City's population (in 2009) included over 15,270 seniors (11.8% of the population) and nearly 17,000 persons (over 12% of City residents) with one or more disabilities (physical, developmental, mental, and/or self-care). THT's Meals On Wheels (MOW) program addresses critical needs for the portion of these residents who require specialized services to remain independent. For homebound, frail, elderly and disabled adults, adequate food and nutrition is essential to maintaining health: hunger can be life-threatening, increasing the risk of stroke, prolonging recovery from illness, limiting the effects of prescription drugs, and decreasing resistance to infection. Despite living independently, clients served by MOW are unable to shop for or prepare their own food. In addition, for individuals on fixed incomes (particularly low-income residents), the rising costs of food and basic necessities make access to food a challenge. Aside from physical needs, this isolated population benefits significantly from social interactions offered by the program. For many clients, their MOW driver is the only person with whom they have contact each day. While supporting client safety through Wellness Checks, this interaction is vital even when food is available: in her 2011 testimony to the U.S. Senate Committee on Health, Education, Labor, & Pensions, Dr. Mary Jane Koren stated that "the most common cause of under-nutrition is depression." Without MOW services, many clients would likely experience hunger, resulting in poor health or compelling them to give up their independent living at home and resort to institutional care. In addressing the critical needs of this fragile population, the proposed program addresses Objective 1 of Goal C: to "Support provision of essential human services, particularly for special needs populations." Particularly, these services address basic needs associated with food.

3. Describe the Program's client eligibility requirements. Note if the clients are at-risk and/or an under-served population, and explain why.

THT's eligibility requirements for the Meals On Wheels program include the following:
~ Is a resident of Santa Clara County,
~ Is age 18 or older,
~ Is homebound (including being unable to shop for food and unable to access congregate meal programs),
~ Is at nutritional risk (e.g., unable to shop or prepare food for themselves), and
~ Is willing and has the mental/physical capacity to participate in the program.
Clients supported with funding from the City must also be residents of Sunnyvale and low-income (per HUD guidelines).
Clients are at-risk of having insufficient food to meet basic needs and of being unable to meet those needs on their own because they are homebound. This is an under-served population, as detailed below.

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.

THT works closely with other food delivery programs to prevent duplication of services and ensure that clients receive the services they need. No other program in the County provides hot, home-delivered weekday meals and chilled weekend meals to residents who require the support of fully-prepared food services on a daily basis. No other program offers home delivery of meals to disabled adults who are younger than 60. Three other programs do offer meal services for seniors (60 and over), but only for those who can prepare meals for themselves or are not homebound: Sourcewise (frozen meals), Second Harvest Food Bank (weekly groceries), and Senior Nutrition Program (congregate meals). On occasion, the Senior Nutrition Program arranges meal delivery for a fee, which is not an option for low-income residents. Without THT's MOW program, clients would most likely experience hunger, resulting in poor health and/or being forced to give up their independence and move to institutional care or assisted living.

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).

This project has the potential for direct cost savings for the City. For example, drivers submit over 50 Wellness Check reports each month which are immediately addressed in order to verify client safety. If a client does not answer the door, an emergency contact may be called or the driver may enter the home. Drivers have found clients who have fallen, been trapped in their bathtubs, or had medical emergencies. Although emergency personnel are frequently called in these situations, it is not always required because the driver found the client before this is necessary. Drivers have also found home hazards (e.g., unattended pots on the stove) which could cause harm to residents or damage to property. According to a 2010-2011 County Civil Grant Jury Report (attached), the average cost per Sunnyvale Fire Department service call is $3,437. If even ten significant emergency response calls were prevented annually, an estimated $34,370 would be saved.

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: 20 Total Program Clients: 650/50 cnty/Snnyvl

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 5 Very Low Income 6 Low Income: 2

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	11.4	707	$8,244	$1,311
FY 2013-14	9	599	$10,500	$1,322
Estimated for FY 2015-16	20	650	$20,000 (request)	$1,338

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

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)	8	10	Youth (0-18 years)	0	0
Very Low Income (31%-50% AMI)	1	5	Adults (19-61 years)	1	5
Low Income(51%-80% AMI)		5	Seniors (62+ years)	8	15
Moderate Income (81%-120% AMI)			Disabled Individuals	9	20
Above Moderate Income (120%+ AMI)			Other Special Needs		
Total	9	20	**Total**	9	20

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
Home-delivered Meals*	900	900	900	900	3600
Wellness Check with each meal delivery*	600	600	600	600	2400
Wellness Education Resources*	10	10	10	10	40
(*Units of service for 20 Sunnyvale clients)					

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
(1) Program Director	Direct pgrm mgmt, vol coord	$85,900	40	6%	$5,100
(2) Program Coordinator	Drct sppt srvcs,intake,Well Cks	$51,272	40	6%	$3,100
(3) Drivers	Direct food dlvry, Wellness Cks	$9,600	12	100%	$0
(4) VP of Program Services	Supervision of direct srvc team	$147,000	40	1%	$0

THT's Meals On Wheels team members are currently in place and have the capacity and experience to provide exceptional services. In particular, (1) has been managing program activities since 2013, has 30 years of nonprofit management experience and is ServSafe certified. In addition, (4) has over 20 years of management experience in health and wellness agencies, including 6 years with THT. This program benefits from the involvement and commitment of approximately 150 volunteers each year.

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

THT's Meals On Wheels team provides food and support services to help home-bound, frail, elderly and disabled adults remain independent in their own homes for as long as possible. These services support our clients' quality of life by addressing basic food needs, providing social interaction, and offering additional health and wellness resources. To measure the effectiveness of our program, both process (i.e., outputs) and outcome (e.g., client satisfaction, impact) information is collected.
~PROCESS: The effectiveness of our services will be measured by the degree to which we meet our service delivery goals for the number of meals provided and the number of clients served. This information is tracked using our sophisticated SERVtracker database software. Process goals for use of City funds include providing 3600 meals to 20 unduplicated Sunnyvale residents during the coming year.
~OUTCOME: THT uses a twice-annual client survey to measure the impact of our MOW program services on clients. The benefit to clients is measured by the degree to which we reach our annual outcome objectives that (1) at least 90% of surveyed clients report that the program is critical to their ability to remain independent in their own home and (2) at least 90% of surveyed clients report that the program is important for their daily well-being.

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.

THT administers a Language Access Plan (enclosed) to ensure access for applicants and clients with limited English proficiency. As an agency, THT is focused on ensuring access to services for all County residents. To accomplish this, staff members and volunteers are recruited and trained to support the diverse needs of the region's ethnically/linguistically diverse population and to support low-income and disadvantaged client populations. The MOW program team (staff members, interns, and volunteers) includes individuals who are able to support Spanish, Vietnamese, Chinese, and Tagalog speakers and individuals who identify as being Latino/Hispanic, Caucasian, African-American, Asian, Pacific Islander, and/or LGBTQ. As an agency, THT staff members are available to support clients who speak Spanish, Vietnamese, Chinese (Cantonese and Mandarin), Japanese, Hindi, and Tagalog. While most clients who do not speak English at home are not monolingual, THT uses CyraCom for over-the-phone interpretation in over 170 languages.

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 1996 from the sale of three local nonprofit hospitals, THT is a charitable 501(c)(3) nonprofit operating foundation serving Santa Clara and northern San Benito Counties. Our Mission is to lead the Silicon Valley community to advance wellness. Our Vision is to make Silicon Valley the healthiest region in America – and a place where every resident can achieve optimal health throughout their lifetime, irrespective of their background, income, race, ethnicity, or age. Our Meals On Wheels program was established nearly 25 years ago as part of the Visiting Nurses Association. With over two decades of experience, this program has the expertise to ensure consistent, quality services for frail, elderly and disabled adults. These services remain crucial to our homebound beneficiaries: over 70% of Meals On Wheels clients live alone, and more than 50% have no friends or family nearby. The commitment and involvement of both staff and over 150 Meals On Wheels volunteers help to ensure ongoing services. During the recently-completed fiscal year, 81,903 meals were provided to 599 clients; and 44,299 meals have already been provided to 468 clients during the first six months of 2014-2015.

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.

Client eligibility and demographic data is collected through our client application and intake procedures. We track race, ethnicity, income, language, age and gender. Income verification is self-certified on the application by the client's signature. Bachelor of Social Work Seniors and a licensed social worker provide in home visits once annually. Client health and income is reassessed twice annually. Overall, 86% of all Meals On Wheels program clients served by THT are low-income, and 83% of our clients are aged 60+. Please find enclosed a copy of our Client Intake form.

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.

THT's Meals On Wheels program provides Basic Services: by providing regular nutrition (food), the program assists low-income, homebound, frail, elderly and disabled adults to improve their daily living environment and help them maintain independence in their homes.

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 onlyto 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: 011506016

B. Total Agency Budget

	Planned 2015-16	Adopted (Actual if available) 2014-15	Actual 2013-14	Actual 2012-13
Administration	2,427,049	2,403,019	2,427,069	2,163,278
Fundraising	499,059	494,118	476,200	358,361
Proposed Program (Total Budget)	878,799	870,098	792,074	774,106
All Other Programs	15,597,407	15,442,977	11,574,906	11,459,590
Total Agency Budget	19,402,314	19,210,212	15,270,249	14,755,335

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

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	11,000	30,748	41,748
Office Supplies		2,256	2,256
Communication		575	575
Publications/Printing/Advertising			
Travel		2,818	2,818
Rent/Lease/Mortgage		2,070	2,070
Utilities		760	760
Insurance		388	388
Equipment Rental/Maintenance		420	420
Audit/Legal/Professional Services (for CDBG portion only)			
Direct Services (Funding for specific service, e.g. meal, ride)	9,000	25,200	34,200
Contract Services			
Other		4,765	4,765
Total Expenses	20,000	70,000	90,000

*** 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	20,000
Other Jurisdictions	N/A
Foundation	59,500
Individual Donations	8,000
Corporations	2,500
TOTAL	90,000

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.

THT is leveraging the requested City funds with other funds. To support this program, we seek resources from foundations; corporations; individual donors; and government entities, such as the City of Sunnyvale. To date, THT has secured $59,500 from foundations, $8,000 from individual donations, and $2,500 from corporations that could be used in combination with City of Sunnyvale funds to support MOW services for 50 clients in Sunnyvale.

~ AVERAGE COST PER CLIENT: Please note that the average cost per client has been calculated using the formula provided by the City and does not reflect the variation in number of meals each client receives: some clients receive a full year (365 days) of services, while others may only receive services for a few days or weeks. The total per-meal cost is currently $10. This dollar amount includes the cost of food, delivery, and support services.