

Application Form
City of Sunnyvale Human Services Funding
January 2015

COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization: West Valley Community Services

Mailing Address: 10104 Vista Drive

City: Cupertino

State: CA

Zip Code: 95014

Web Address: www.wvcommunityservices.org

Contact Person: Sujatha Venkatraman

Title: Director of Stability Support Services

Email: sujathav@wvcommunityservices.org

Telephone Number: 408-255-8033 ext. 103

Fax Number: 408-366-6090

Executive Director: Naomi Nakano-Matsumoto

Email: naomin@wvcommunityservices.org

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

PROGRAM OVERVIEW

Program Name: Haven to Home Program

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

10104 Vista Drive, Cupertino, CA 95014

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.

West Valley Community Services' (WVCS') Haven to Home (HTH) program is based on the Housing-First methodology that vulnerable and at-risk homeless individuals are more responsive to interventions and social services support after they are placed in their own housing, rather than while living in temporary/transitional facilities or housing. The main goals of this program are to secure permanent housing, maintain employment, and enhance income opportunity. The intensive case management is designed to provide easy access to resources at one location. The project aims at ending homelessness by coordinating multilevel services and leveraging resources in the community.

Application Form
City of Sunnyvale Human Services Funding
January 2015

THIS PAGE INTENTIONALLY LEFT BLANK

Application Form
 City of Sunnyvale Human Services Funding
 January 2015

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: \$15,000.00 Funding Type: CDBG GENERAL FUNDS

Total Program Cost: \$100,800.00

Cost per client for proposed Sunnyvale Program: \$672.00

Number of Sunnyvale clients to be served with City grant: 20

Total matching funds for proposed Sunnyvale services: 85,680

Match Ratio (% of program funded by matching funds): 85%

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
2010-2011	15,000	10,774
2011-2012	15,000	7,369
2012-2013	15,000	8,022
2013-2014	15,000	10,000
2014-2015	15,000	9,817

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

Application Form
City of Sunnyvale Human Services Funding
January 2015

THIS PAGE INTENTIONALLY LEFT BLANK

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.

WVCS' Haven to Home (HTH) program is based on the Housing-First methodology that vulnerable and at-risk homeless individuals are more responsive to interventions and social services support after they are placed in their own housing, rather than while living in temporary/transitional facilities or housing. The HTH program proposes to address the need of homeless individuals/families by linking them to needed resources and helping them secure affordable housing. WVCS is the only agency in the west valley region to provide intensive case management to homeless individuals and families. Research indicates that only through supportive services, which includes intensive case management, can we motivate a homeless person to leave the streets and move into permanent housing. The intensive case management is designed to help coordinate resources in the community and provide supportive services to secure housing. The program aims at ending homelessness by providing basic need services to low income at-risk population. The HTH program intends to help 20 homeless individuals and families whose last address was in Sunnyvale move into permanent housing or enhance income opportunity to seek permanent housing through intensive case management services. HTH will coordinate outreach events in the Sunnyvale community to help families and individuals access safety-net resources at a convenient one-stop center. The target population for this grant will be families or individuals who have become homeless in the City 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 2013 Homeless Point-in-Time Survey Count, an estimated 7,631 individuals experience homelessness in Santa Clara County every night. Out of these, 74% were on the streets and 26% were in shelter facilities such as emergency shelter, transitional housing, and safe havens. Our goal is to help the unsheltered population find housing and help move the population from shelters into permanent housing. The West Valley area of Santa Clara County is often perceived as an affluent area with little or no needs related to basic food security and shelter. In our service area, approximately 18,415 live at or below the federal poverty level. This target community is often overshadowed by the local corporations who are among the most successful in the world, along with neighbors who are among the most affluent in the country. This myth is further witnessed by the children, families, and individuals in serious need of basic human support.

Most services for individuals and families facing issues related to poverty and homelessness are located in central or east San Jose or south County, making it difficult for those with transportation and other barriers to access needed services. The basic issues that WVCS have been working with our clients such as lack of accessibility to services, isolation of high risk families, lack of transportation, a very diverse ethnic and linguistic population is representative of some of the issues all around north county. We have the experience of dealing with these issues and have looked into solution for some of these problems. Through this county wide effort we will be able to work with north county agencies and programs to implement the successes of our efforts such as benefit clinics, outreach fairs, financial empowerment classes and make a bigger impact. WVCS is the only agency in the west valley region that provides intensive case management to homeless individuals and families.

Application Form
City of Sunnyvale Human Services Funding
January 2015

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

The target population for this grant will be families or individuals who have become homeless in the City of Sunnyvale. The main goal of the HTH program is to provide screening, crisis intervention, and stabilization of homeless clients. To receive services through the HTH program, all clients will have to complete an HMIS intake form indicating their housing status as being homeless. The clients will then sign a client agreement indicating their desire to accept case management services. The case manager will begin meeting the clients on a weekly basis and will develop an individualized case plan using the Self Sufficiency Matrix. The goal of intensive case management is to help individuals become self sufficient by incorporating the different service components included in their individual case plan. The HTH program serves the low income, at risk population. This population is at risk because they are unable to afford or have access to basic needs such as food, health care, and housing.

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.

WVCS is the only safety-net service agency providing case management services for homeless individuals and families in the west valley region of Santa Clara County. As a member of several collaborative, WVCS strives to exceed all best practice standards set by these groups and other partner agencies. WVCS is proud to be, as an example, one of the few basic needs agencies providing case management and wrap around services for our clients. WVCS is a member of the Santa Clara County Affordable Housing and Homeless Collaboration, Emergency Assistance Network, Step Up Silicon Valley, and the Silicon Valley Council of Nonprofits, etc.-. WVCS' management team is part of several work groups through Santa Clara Collaborative on Homelessness. WVCS also actively participate in policy. WVCS has continued partnership with Project Homeless Connect and is currently working with Downtown Streets Team. Through monthly outreach events WVCS provides blankets, clothing, and food to the homeless in Sunnyvale. WVCS is aggressively working towards identifying gaps in services in the north and west regions of Santa Clara County and bringing these resources to our community.

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).

According to a report by Destination Home on ending chronic homelessness in Silicon Valley, it can be three times more expensive for a chronically homeless person to be on the street than it is for the same person to be permanently housed. The annual cost to house a chronically homeless person would be \$16,000 versus \$60,000 as the annual cost for the same person to be on the streets. Cities are spending more money to treat the problem of chronic hopelessness when there are ways to prevent it and also provide services that would cost less. Intensive case management program such as the Haven to Home program is a cost effective program that is designed to address the current crisis and help prevent clients from becoming chronically homeless. WVCS' HTH Program offers clients a one-stop source of ancillary services such as health, mental health, substance abuse, as well as other support services such as financial education and public assistance. It will help save the city money as it will not need multiple service centers offering different services.

Application Form
 City of Sunnyvale Human Services Funding
 January 2015

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: 150

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 20 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	8	150	\$10,009.00	\$3,336.00
FY 2013-14	8	150	\$10,000.00	\$1,250.00
Estimated for FY 2015-16	20	150	\$15,000.00	\$500.00

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

\$672.00
 a.p.3

Application Form
 City of Sunnyvale Human Services Funding
 January 2015

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)	20	20	Youth (0-18 years)		
Very Low Income (31%-50% AMI)			Adults (19-61 years)	20	20
Low Income(51%-80% AMI)			Seniors (62+ years)		
Moderate Income (81%-120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
Total	20	20	Total	20	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
Weekly intensive case management services	5	5	5	5	20
Emergency financial assistance or vouchers	2	2	2	2	8

Application Form
 City of Sunnyvale Human Services Funding
 January 2015

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
Program Coordinator	Program Coordination	45,000	40	33.34%	15,000

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

Haven to Home program's effectiveness will be measured through data collected at the time of intake. All data for this program is entered on our WVCS database and the Help Management and Information System (HMIS) for Santa Clara County managed by CTA. The Self Sufficiency Matrix, which will be used to track the progress that a client makes through benchmarks established on their individual case plan. In addition, a follow-up survey will be conducted annually to track an individual's maintenance in his/her case plan.

See attached the Self Sufficiency Matrix.

Application Form
City of Sunnyvale Human Services Funding
January 2015

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.

WVCS complies with its board approved EEO policy and our facilities are ADA compliant. WVCS intake forms requests clients of any special accommodations. There are signs posted in the front office for people with physical disability. WVCS facilities staff conducts monthly walk through of the building to make sure WVCS site continues to provide easy access to clients with disability. WVCS staff are dedicated and caring professionals. Our multicultural/multilingual staff reflects the diversity of the community. WVCS staff is led by Executive Director, Naomi Nakano-Matsumoto, LCSW who has served in that capacity since 2005. Staff and volunteer language capacities include: English, Spanish, Vietnamese, Russian, Mandarin and Cantonese. WVCS also works with volunteers and board members who assist in providing culturally and linguistically appropriate services and outreach materials in Chinese, Spanish, and Vietnamese. Our comprehensive approach to case management accommodates client cultural preferences in food supplies, housing arrangements, and approaches to employment. WVCS' intake form is available in English, Chinese, and Spanish, Vietnamese, and Russian.

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?

WVCS provides a variety of lifeline services to prevent homelessness and hunger and serves as the only safety-net agency in the West Valley for individuals and families facing eviction, utility disconnections, and hunger. Wrap-around services are available to all WVCS qualified clients, which include benefit clinics to apply for public benefits, nutrition education and special seasonal programs, incorporating an integrated approach to nutritional and financial well-being. For over 18 years, WVCS has worked with the homeless population through its rotating shelter program and now the HTH program which allows WVCS to serve teens, women and families, who were unable to be served by the former Rotating Shelter program. For over eleven years, WVCS received City of Sunnyvale funding for the rotating shelter program and then the HTH program. The goals of the HTH program was to provide case management and referrals to 20 homeless clients who were residents of Sunnyvale. All goals and objectives were met for this grant. Last fiscal year the Haven to Home program served 235 clients and 30 clients moved into permanent housing. Also 125 individuals signed up for Benefit clinics for food stamps and health insurance. 19% of the individuals, who qualified for benefits, were from the Haven to Home program

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.

Income and race/ethnicity data is collected during the intake process and then entered into the WVCS client database. Periodic reports are generated to analyze data and trends to better tailor programs and services to client needs.

See attached WVCS Intake Form.

Application Form
City of Sunnyvale Human Services Funding
January 2015

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 Haven to Home program is based on the Housing-First methodology that vulnerable and at-risk homeless individuals are more responsive to interventions and social services support after they are placed in their own housing, rather than while living in temporary/transitional facilities or housing. The program aims at ending homelessness by coordinating multilevel services and leveraging resources in the community.

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.

Application Form
City of Sunnyvale Human Services Funding
January 2015

THIS PAGE INTENTIONALLY LEFT BLANK

Application Form
 City of Sunnyvale Human Services Funding
 January 2015

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): Yes _____

Community Housing Development Organization (CHDO): No _____

Other Type of Organization: No _____

Describe: N/A _____

DUNS Number: 141-088968 _____

B. Total Agency Budget

	Planned 2015-16	Adopted (Actual if available) 2014-15	Actual 2013-14	Actual 2012-13
Administration	\$214,500.00	\$204,282.00	\$280,219.00	\$300,500.00
Fundraising	\$185,612.00	\$185,612.00	\$224,433.00	\$167,500.00
Proposed Program (Total Budget)	\$165,974.00	\$164,974.00	\$185,074.00	\$100,800.00
All Other Programs	\$745,440.00	\$726,975.00	\$518,016.00	\$540,781.00
Total Agency Budget	\$1,311,528.00	\$1,281,843.00	\$1,207,742.00	\$1,109,581.00

*\$100,800
01/13*

Application Form
City of Sunnyvale Human Services Funding
January 2015

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

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$15,000.00	\$79,315.00	\$94,315.00
Office Supplies		\$472.00	\$472.00
Communication		\$472.00	\$472.00
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities		\$885.00	\$885.00
Insurance		\$772.00	\$772.00
Equipment Rental/Maintenance		\$343.00	\$343.00
Audit/Legal/Professional Services (for CDBG portion only)			
Direct Services (Funding for specific service, e.g. meal, ride)			
Contract Services			
Other		\$3,540.00	\$3,540.00
Total Expenses	\$15,000.00	\$85,800.00	\$100,800.00

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

Application Form
City of Sunnyvale Human Services Funding
January 2015

Proposed Funding Sources for Sunnyvale Program	Amount
City of Sunnyvale	15,000
Other Jurisdictions	85,800
Foundation	
Individual Donations	
TOTAL	100,800

- 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.