



**TOWN OF LOS GATOS
COMMUNITY AND SENIOR SERVICES COMMISSION MEETING
November 28, 2017
Town Council Chambers
110 East Main Street
LOS GATOS, CA 95030
5:00 p.m.**

*Tom Picraux, Chair
Ray Blockie, Vice Chair
Maureen Heath, Commissioner
Lisa Marshik, Commissioner
Lydia Norcia, Commissioner
Danice Picraux, Commissioner
Sawye Raygani, Youth Commissioner
Shomil Jain, Youth Commissioner (Alt)*

MEETING CALLED TO ORDER

ROLL CALL

COMMISSIONER REPORTS

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Community and Senior Services Commission Minutes of October 24, 2017

VERBAL COMMUNICATIONS *(Members of the public may address the Community and Senior Services Commission on any matter that is not listed on the agenda. Unless additional time is authorized by the Community and Senior Services Commission, remarks shall be limited to three minutes.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Update on West Valley Senior Transportation Pilot Program
 - a. Tylor Taylor, Executive Director/Saratoga Area Senior Coordinating Council
3. Update on Community and Senior Services Town website
4. Community Connections Site Visit
 - a. Live Oak Adult Day Services, Lydia Norcia - Attachment 1
5. Update on Age-Friendly Cities initiative
 - a. Draft infographic discussion
 - b. Report out from the SCC Age-friendly collaborative kick-off meeting – Attachment 2
6. Discussion and action on 2017 Accomplishments and 2018 Goals and Objectives – Attachment 3
7. Staff Liaison Report
 - a. Update from LGS Recreation, Janet Sumpter
 - b. Update on Community Grant application process – Attachment 4

ADJOURNMENT

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28 CFR §35.102-35.104]



DRAFT
MINUTES OF THE COMMUNITY AND SENIOR SERVICES COMMISSION MEETING
October 24, 2017

The Community and Senior Services Commission of the Town of Los Gatos conducted a Regular Meeting on Tuesday, October 24, 2017, at 5:00 p.m.

MEETING CALLED TO ORDER

ROLL CALL

Present: Chair T. Picraux, Vice Chair Blockie, Commissioner Heath, Commissioner Norcia, Commissioner Marshik, Commissioner D. Picraux, and Youth Commissioner Raygani

Absent: None

Also Present: Arn Andrews, Ryan Baker, Janet Sumpter

COMMISSIONER REPORTS

Commissioner Raygani informed the group that the Youth Commission will be hosting an intergenerational forum on December 9th. The meeting will include technology instruction for seniors.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Community and Senior Services Commission Minutes of September 26, 2017

MOTION: Motion by Commissioner Blockie to approve the minutes of September 26, 2017. Seconded by Commissioner Norcia.

VERBAL COMMUNICATIONS *(Members of the public may address the Arts and Culture Commission on any matter that is not listed on the agenda. Unless additional time is authorized by the Arts and Cultural Commission, remarks shall be limited to three minutes.)*

None

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Update from LGS Recreation, Janet Sumpter

Ms. Sumpter distributed RYDE flyer and November LGS 55 Plus Newsletter. In addition, Ms. Sumpter informed the group that the Mayor participated in a discussion group on democracy at LGS. She also provided background on a tea and tech program previously provided by LGS.

3. Update on West Valley Senior Transportation Pilot Program

a. Tylor Taylor, Saratoga Area Senior Coordinating Council

Mr. Taylor was unable to attend. Commission had a general discussion about concerns about the program and outreach for volunteers. Commissioner Norcia indicated she could reach out to the Lions and Kiwanis. Chair Picraux and liaison Andrews to schedule meeting with Mr. Taylor prior to next meeting.

4. Community and Senior Services Town website update

General discussion that website is not user friendly and has a drab, bookish feel. In addition the website has no reference of Age-friendly designation. Chair Picraux provided a handout with suggestions for updating several senior service providers.

5. Community Connections Site Visit

a. Live Oak Adult Day Services, Lydia Norcia

Commissioner Norcia provided a summary and handout of her visit. Items of note include; strong leadership and clear passion for seniors, quality of facility, and obvious usage by seniors. In addition Commissioner Norcia shared that the Executive Director feels the Town should create a Senior Services position to help coordinate town wide services.

6. Age-Friendly Cities initiative – follow up to Town Council prioritization

General discussion about direction provided by Council.

a. - transportation

Meeting to be arranged with RYDE to better understand the program.

b. - infographic

Infographic from the Office of Evan Low described as a good example. Chair Picraux volunteered to design a Los Gatos version.

- c. - emergency preparedness

General discussion about the Town helping with this initiative. In addition LGSR will be providing 4 trainings geared towards seniors.

7. Continuation of discussion of CSSC roles and responsibilities

General discussion about roles and responsibilities and that page 2 of the resolution best describes the mandate of the Commission.

8. Opportunity to discuss 2017 Accomplishments and 2018 Goals and Objectives

Team 1 has met twice and will meet again prior to the next meeting.

Team 2 indicated that a draft would be prepared prior to the next meeting.

9. Staff Liaison Report

- a. Joint Venture Silicon Valley report entitled, "Preparing for a Silicon Valley Retirement Surge"
- b. Los Gatos Mayor and Vice Mayor Reception

ADJOURNMENT

The meeting adjourned at 5:58pm.

Prepared by:

Arn Andrews/Assistant Town Manager



Los Gatos Community Services Commission
 Community Connections



Agency Site Visit Report

Agency Name	Live Oak Adult Day Services
Commissioner Name	Lydia Norcia
Date of Site Visit	November 2, 2017
Agency Representative Name, Title, Phone	Kim Hughes, Assistant Program Director, 408-354-4782
What services does the agency offer?	Adult Day Care in a kind, inviting, and safe environment. Specifically, breakfast/lunch/snack, assistance with activities of daily living, intellectual stimulation, socialization, daily exercise, yoga, regular and abundant musical entertainment, and arts and crafts.
What services does the agency offer specifically to Los Gatos residents?	All participants are treated equally.
Describe a typical client served by the agency.	This is a very challenging question, because every participant is unique. Current ages range from 52-91, and require a range of assistance with ADLs. Most of our older individuals experience mild cognitive impairment or dementia.
How does the agency reach out to the community: its identified audience, and/or volunteers?	Assisting Director attends community meetings such as COC, LG Town Hall, information exchanges with other social services, community/senior centers, and faith communities; posts monthly caregiver support group.
What are some greatest accomplishments of the agency during the past year?	Creative use of agency resources to continuously provide safe and stimulating environment for our clients, as well as daytime respite for their family caregivers; helping clients to remain in their homes and promote as much independence as possible.
What are some key challenges/barriers to providing service?	Our current clients have a perceived higher level of care than recent visitors and are reluctant to commit. Marketing communications in recent years not what was needed to maintain a good pipeline of new diverse clients.
What are some key emerging issues for the agency?	INCREASING CLIENT NUMBERS - EASE STIGMA ATTACHED TO ATTEND DUE TO FEAR OF APPEARING WEIRD - WEEDY - POOR OR BEING A BURDEN.
How could the Town assist the agency?	GET WORD OUT TO COMMUNITY ON WEBSITE INCREASED GRANT MONEY
Interview Notes	

LOS GATOS COMMUNITY SERVICES COMMISSION – AGENCY SITE VISIT FOR

LIVE OAK ADULT DAY SERVICES – Los Gatos, Ca 95030

INTERVIEW NOTES. LYDIA NORCIA, COMMISSIONER 11/2/17

Kim Hughes, Assistant Program Director, 408-354-4782

Kim is a very caring person with a passion for helping the senior community.

She reports that a big challenge is that many in the Los Gatos area do not think they need the services at this center. They see the current attendees as far worse off than they are due to many being in wheel chairs. A stigma is attached to being need or weak or needing any type of assistance.

The current populations is low due to lack of advertising and outreach by the last director.

They used to have an average of 18 to 20 seniors and now they only have 8-10 seniors.

Kim is working hard to increase the attendance by reaching out to Discharge RN's, ReHab Centers, Social workers that deal with seniors,

The care is based on a sliding scale so any one can attend.

Half of the men are veterans and the payment is a fixed rate of pay for veterans to the center.

The offer yoga, chair dancing, games, exercise with good stimulation and socialization.

They provide respite care for caregivers every day. In addition, they have a new program that offers a group program for support and counseling for care givers on a weekly basis.

Kim stated that the Town of Los Gatos can help by emphasizing the care for seniors in the Log Gatos Town Website. She feels the town needs a strong website that encourages and advises seniors and their families about senior services in Los Gatos. A website that welcomes and shouts out that the Town OF Los GATOS IS an Age Friendly Community.

KEY ISSUES FOR THE AGENCY: Increasing client numbers, ease and remove the stigma attached to attend the senior services in the community. Seniors do not attend because the see it as being weak, needy, poor/no money and being a burden on the community.

HOW CAN THE TOWN ASSIT THE Agency: The town can Help to get the word out to the community on the town website and increase the grant dollars for the Live Oak Adult Day Services. The Town Web Site needs to emphasis the town as an Age Friendly Community

Santa Clara County Age Friendly Silicon Valley
Collaborative Kick-off meeting
Friday, October 27, 2017

Attendees: 43

Cities Represented: Mountain View, Morgan Hill, San Jose, Milpitas, Saratoga, Campbell, Cupertino, Gilroy, Los Gatos, Palo Alto, Santa Clara, Sunnyvale.

Santa Clara County staff: Steve Preminger, Office of County Executive; Alex Linh, Office of Supervisor Chavez; Yvonne Jiménez, Office of Supervisor Yeager; Heather Wilson, Office of Supervisor Wasserman; Jim Ramoni, Director, Dept. of Aging and Adult Services; Vanessa Merlano, Manager, Senior Nutrition Program; Diana Miller, manager, Seniors' Agenda.

Other Community Partners: CAFÉ, PRx Digital, Rebuilding Together SV, Respite Research for Alzheimer's, Geriatric Case Management.

CITY REPORT OUTS ON AGE-FRIENDLY ACTIVITIES

Morgan Hill

Senior Advisory Committee created to help implement action plan

3 main goals (2 short-term, 1 long-term)

Short-term Goal:

- Communication- wanted to reach the entire senior community, especially the isolated seniors
 - Created a newspaper column, highlighted the 8 domains one by one
 - Formed outreach committee- get information out to isolated seniors or those not attending senior centers
- Access to community support and services
 - Ideas include: popup health clinics (at senior centers or other city locations)
 - Evergreen Valley health screenings
 - Case management program with Live Oak Adult day program (provides case manager 3 days/week onsite)
 - Annual resource fair- Second one Oct. 13th and very well-attended

Long-term Goal

- Transportation- finding alternative ways of finding transportation
 - Launched a volunteer driver program, which has been successful so far
 - Looking to create a shuttle service to downtown and other key locations in community

***Focus on collaborations and partnerships to accomplish goals (created an easy MOU to facilitate collaborative partnerships)

Saratoga

Age-friendly commission started in May 2016

Turned in action plan, which includes several Housing items

Goals/Projects:

- Transportation- R.Y.D.E. program- Collaboration between Santa Clara County, VTA, and all 5 West Valley cities, West Valley Community Services, Saratoga Senior Center (R.Y.D.E program supports seniors in Saratoga, Los Gatos, and Monte Sereno)
 - Initially a smaller program, but with support from Supervisor Joe Simitian this became a bigger program
 - This is a pilot project, so they are using software to track data
- Other focus is 4 completed items on action plan:
 - Parks and Recreation Commission is working on walking groups, also on revamping parks, asking “what does each park offer?”, using videos produced by 12 year olds, offering grief counseling, caregiver counseling, etc
 - Housing- reasonable accommodation program; when remodeling, fast track house changes
 - Intergenerational Focus- working with high schools
 - Identifying age-friendly businesses and dementia-friendly businesses
- Senior Nutrition- lunch prices have been cut in half and healthier meals served
- Mobile food pantry brought to Saratoga

Palo Alto

Senior center is a private non-profit, so AF is staffed by the city's human services office

3 topics to focus on this year

1. Senior isolation (Healthy Cities Healthy Communities)
 - a. Social connection is main focus for the year (includes working with Stanford)
2. Transportation
 - a. Avenidas- has a unique door to door program, connection with Lyft;
 - b. Working with shuttle program (improving or increasing amenities at shuttle stops- benches, names of shuttle stops, etc)
 - i. Liaison with VTA to identify amenities at some of the stops
3. Emergency Preparedness
 - a. Language access to city programs
 - b. Older adult awareness training to city employees
 - c. Age-friendly awareness campaign for businesses
 - d. Health and safety fair
 - e. Dementia friendly (1 day conference in Palo Alto in Spring 2018)

Campbell

3 goals:

1. Transportation- participating in R.Y.D.E pilot project
2. Creating educational programs- receiving information on relevant topics (caregivers, dementia, etc)
 - a. Nov: training on caregivers, emergency preparedness
 - b. Caregiver conference in May 2018
3. Develop more intergenerational programs (meaningful and interactive programs)
 - a. Technology Center- offer tutoring

- b. Want to create other programs with youth commission and other schools

Santa Clara

Community Development department hired an age-friendly SCU intern to do her capstone project- she'll be working on the 8 domains, specifically looking through project ideas with an age-friendly lens

- ***Looking at everything through an age-friendly lens
 - Sidewalks and lighting

Projects

- Redesigning 8 community neighborhood parks with all community members in mind (they used to have adult swings and slides, and adults have expressed that they want them back again)
 - Training architects to develop projects with an age-friendly lens- developing a park system that everyone can enjoy (not just kids)
- Senior Advisory Commission and ADA committee: hosting a second health and wellness fair (May 2018)
- Santa Clara did their own survey: currently analyzing 1200 surveys to drive additional workplan information
 - Doing a gap analysis with survey data
- Emergency preparedness
- Nutrition numbers are declining:
 - Food quality is very poor
 - Attendance at lunch program is declining so they are trying to figure out how to have a better senior lunch program at senior centers
- Transportation (want to work on this domain)

San Jose

Has established an Age-Friendly Advisory Council

Project Areas:

- Reducing senior isolation
- Intergenerational Programming
- Workplace ageism
- Housing
- Transportation

*** they have a workplan with objectives and long term goals .

Los Gatos

Task force picked 4 goals to work on, with 3 of the 4 planned for this year

1. 1: Transportation program R.Y.D.E (joining with Saratoga)
2. Emergency preparedness as a special focus this year
 - a. Have had several trainings
 - b. Working with fire and police departments
 - c. Instituted emergency backpacks

3. Working on infographic like a trifold
 - a. expanding website for local senior information
4. (next year) Social isolation and senior dances (JCC has planned a set of 4 dances over next 12 months)
 - a. Los Gatos will focus on this one item all next year

Cupertino

Number 1 goal is getting age-friendly designation. Have submitted application to WHO.

1. 1: Transportation is number one goal
 - a. have joined R.Y.D.E pilot program
2. Housing- large-scale developments are going up in Cupertino and a task force is looking at a co-housing component (want to pioneer new options for older people)
3. Social inclusion and outreach to non-English speaking communities-

Sunnyvale

Became a member of network last month

Sunnyvale senior center programs:

1. 3rd year of Senior Companion program- reaching people in their homes, working with caregivers
 - a. 4 companions brought 8 community members to senior center (working to prevent social isolation)
2. Intergenerational programming
 - a. Partnership with Gen2Gen to roll out a cooking class in 2018
3. Food and vegetable stand came out to the senior center yesterday (10/26/17)- had 20-25 seniors come out!
 - a. People with EBT cards and WIC service can use their cards there
4. With City of San Jose and Health Trust- training on enhanced fitness
 - a. Trained 10 new people from multiple cities
 - b. Ramp up instructors and making training at no cost so they can run programs in their own cities

Mountain View

Have created age-friendly task force

Project Ideas/Goals

1. Communication and Information- getting information out to the public
2. Respect and social inclusion
 - a. looking at using intergeneration programs to reach people
3. Senior advisory committee- most recent "State of the Seniors of Mountain View Report"
 - a. Will use this as guiding document for next steps

Gilroy

Still waiting for age-friendly confirmation – submitted application in July.

Goal: to create a better environment at senior center

- Enhance the outdoor patio area

- Get senior center painted a nice, non-institutional color
- Have purchased an 80" monitor for presentations and for movie matinees for seniors
- Intergenerational component- adopting a senior at Christmas ((like Toys for Tots) choose a card; purchase a gift for senior on card)
- Decorations for senior holiday crafters fair
- Field trip to theater in December in addition to monthly casino trips
 - cannot continue to offer for free
- Nutrition program
 - Serves 90 people per day
 - Had 120 people for lunch yesterday (10/26/17)
- Senior Advisory Board- wants to change their focus to help accomplish these goals
- Transportation
 - Partnered with Source-Wise which provides transportation for seniors
 - have purchased a van and a shuttle
 - rides are free
 - available at senior center 5 days/week

A-HA MOMENTS

- Mountain View has a community shuttle funded by Google to supplement VTA
- Working for county and emergency operations effort- after Napa/Sonoma fires, there is a heightened awareness to identify isolated seniors
- Meter-readers in Palo Alto
- Letter carriers – they visit the same houses every day, so use them to develop relationships, be aware of people, etc.
 - A group of letter carriers came to Dementia Friends training
- Services that people don't know about- Rebuilding Together mentioned that her organization fixes up homes for free
- Outreach in mobile home parks and senior centers being ramped up
- Intergenerational focus is really important- seniors identified this a high priority- they expressed that they wanted a place to hang out (from focus group data)
- January 31 Senior Agenda Network Summit- Donna Butts will be keynote speaker (CEO of Generations United, a policy-making think tank in Washington DC)
 - Is there interest in having a separate intergeneration-focused meeting at senior agenda event?
- Infographic on intergenerational stats- Diana will share with this group

IDEAS FOR CELEBRATION- HOW TO HIGHLIGHT EACH CITY AND PROMOTE AGE-FRIENDLY?

- Could be first step in getting a county-wide message about age-friendly out to the public- what is the key message we want to get out? Should we do a big push after celebration?
- Getting all 15 mayors together for a photo- that would be powerful image that would communicate the scale of this project (not 15 speeches!)

- Hold celebration at a park like a resource fair with tables for each city; music; share information with public
- Need to get some information out about what the outcomes will be; like a couple of collective items that county has identified (campaigns/initiatives to be kicked off)
- Weeklong event that culminates in a Friday evening event; could highlight different topics each day
- Gather testimonials- how has age-friendly has impacted peoples' lives
- If we all had 1 objective that we are working on, then that would be a strong statement
- Initiate a public awareness campaign of reframing aging and self-perception of seniors
- This could be something that happens at every city on a certain day, which will raise the public awareness; have organizations in each city come together on that day, like schools, etc
- What are we celebrating exactly? Is the celebration directed internally to this group or externally to the public?
- We are the community's best kept secret which means we haven't gotten the word out yet
- Diana: Get the word out that we are the first county in the US to have all cities become age-friendly, and with this momentum and shared vision we can do more for our seniors and our communities; celebration is one thing, but also what are you doing now?
- Confused about who the audience for the celebration is. What will get a senior in Palo Alto to go to an event in Los Gatos?
- Should hold a press conference at city hall
- Always have information on what the individual can do
- Focus on one domain at a time, where all the cities will be talking about the same topic on the same day
- Something like National Night Out; could be annual; at a local level but still county-wide
- Need to get other elements in the community involved, like hospitals, etc.; not just people but the organizations that can be helpful too (identify and involve other stakeholders)
- Since there is overlap among cities, can we agree on one thing that we can all work on together to get the word out?
- Get key stakeholders involved; invitation to engage could come from age commission or task force
- Are we talking about 2 different things? One idea is to get stakeholders involved, like National Night Out; other is public celebration/gathering (get 15 police chiefs, and other agencies, to show up (look beyond the mayors))
- Diana: can create a subcommittee to look at these ideas and create proposals
- Use social media to get this information out to this group; use PRx and CAFE; more than just Facebook

NEXT STEPS/WHAT'S COMING UP/MEETINGS

Diana

County wide we have Silicon Valley Reads in the month of Feb- this year's theme will be caregiving (2 books: husband who takes care of wife with mental illness; second is daughter who takes care of father with Alzheimer's)- cities could have programs that dovetail with this event. Kicks off at DeAnza College with the above two authors speaking.

Vanessa

Congregate Meal Program RFP is going out on Nov 15- encouraging applicants to look at innovative programming (like the nonprofit food truck in San Diego, which goes around to the mobile park homes- key here is transportation and going to where the people are. Similarly, we need to think outside of the box when addressing the nutritional needs of older adults; look at social isolation and transportation through Senior Nutrition Program; if there is another organization that is meeting a need for nutrition that isn't currently being met, then they should submit a proposal (for non-profits only)

Also, there will be a community conversation meeting on Oct 30 2-4pm at Sobrato Center 1400 Parkmoor, invite went out via Silicon Valley Council of Nonprofits.

Diana

Social Service Agency puts out grants for older adults and dependent adults- 5 year contract; RFP will be coming out Nov 3; Diana will send out info on this once she gets official word. Grants are for \$75K-\$100K.

Jim

- Attendees found today's meeting helpful and grounding
- Desire to meet on a regular basis?
 - Quarterly meetings will be good if they are working meetings (pick a topic), not updates on what cities are doing
 - Would like to see subject matter experts attend (learning meetings)
 - Cities are encouraged to bring their experts with them
 - Meetings should be interactive (majority of hands went up)

ANNOUNCEMENTS

Diana

San Jose Public Life Summit- Nov 8, 2017 10:30 AM to 1:30 PM The Intergenerational City (880 Cities and Knight Foundation), Gil Penalosa keynote, volunteer fair, intergenerational activities

Patrick Arbore from Institute on Aging- Friendship Line – Loneliness and Social Isolation Nov 9th, 10-noon at SSA Auditorium, 333 West Julian. Register with Eventbrite.

Siliconvalleyagefriendly.org and DAAS website- all slide decks will be up on website

LOS GATOS COMMUNITY AND SENIOR SERVICES COMMISSION
Summary of 2017 Commission Accomplishments

1. Age-Friendly City Initiative

- Successfully advocated for Los Gatos adopting the Age-Friendly Cities initiative as a priority goal for 2017.
- Commission chair served on the Age-Friendly initiative Task Force as chair. Los Gatos' application with 4 age-friendly priority goals was accepted by the World Health Organization and Town was granted age-friendly status.
- Commission provided a detailed written analysis of the 4 goals and verbal comment to the Town Council to assist in prioritization of the goals.
- Commissioners participated in numerous Santa Clara County age-friendly cities events throughout the year.
- Commission nearing completion of the age-friendly infographic goal.

2. Community Services

- Participated in a revision of the community services grant application form.
- Completed community services grant applications evaluation and recommended allocations to Town Council.
- Commissioners made visits to and reported on six community service grantee agencies.

3. Los Gatos Service Providers

- Provided support for the new Los Gatos Services Providers group which was initiated in 2016, including meeting coordination, scheduling and notice support, meeting summaries, and group's updated directory.
- Group's membership doubled compared to the previous year and a fixed meeting location site was established in partnership with the Los Gatos Chamber of Commerce.
- Four quarterly meetings were held. Guest speakers included Los Gatos Mayor Sayoc and County Supervisor Wasserman.

4. Other Activities

- Represented senior transportation issues on the ad hoc Transportation subcommittee led by the Transportation and Parking Commission.
- Updated Community and Senior Services listings on the Town website.
- Developed Commission Work Plan for 2018.

GOALS AND OBJECTIVES FOR THE CSSC IN 2018

The following are the Goals and Objectives Committee's recommendations for the Los Gatos Community and Senior Services Commission in 2018.*

1. Evaluate Community Services Grant applications and recommend to Town Council program allocations.
2. Carry out and report Commissioner visits to community service grantees.
3. Produce an info-graphic of Town services and recommend a distribution plan.
4. Track progress of the West Valley Transportation pilot (RYDE) and the assessment of its success. Advocate for a continuing seniors transportation program.
5. Promote and support the Town's efforts for emergency preparedness for seniors.
6. Develop plans for the 4th age-friendly goal on social isolation.
7. Update and enhance Community and Senior services website.
8. Provide support to the Los Gatos Service Providers group.
9. Propose a candidate for the Annual Seniors of Distinction Award.
10. Monitor Age Friendly updates and activities within Santa Clara County.

* Goals contingent on resources available

TOWN OF LOS GATOS ❖ FY 2017/18

APPLICATION FOR COMMUNITY GRANT FUNDING

GENERAL INSTRUCTIONS

Complete this application in full to be considered for FY 2017/18 Community Grant funding. Please provide *current* information most crucial to the evaluation process, including: Agency and Project Information, Budget Data, and Certification. As in prior years, funding is contingent upon the Town Council's General Fund allocation to the program and the applicant's previous program performance.

Purpose: The purpose of this application is to:

1. Substantiate demographically the assessed need for the project;
2. Gather required data in order to determine eligibility under the Community Grant Program;
3. Document the quality and quantity of services to be provided; and
4. Demonstrate benefit of program/project services to Los Gatos citizens. Los Gatos citizens are residents that live in the incorporated boundary of the Town (not based on mail address).

Eligibility: To be eligible for Community Grant funding, agencies must:

1. Submit a separate, completed application form for each project;
2. Be incorporated as a tax-exempt nonprofit corporation (IRS 501-C.3.) and/or exist as another governmental entity;
3. Demonstrate the managerial and financial capability to receive and expend grant funds;
4. Assure compliance with all applicable local, state, and federal laws including the non-discrimination requirement; and
5. Demonstrate good faith efforts to secure funding for programs and services from other sources.

Funding Categories: Programs for which funding is requested must qualify under one of the categories below. Proposals not fitting into one of these categories will not be considered for funding. Applicant services must directly benefit residents within the incorporated limits of the Town of Los Gatos.

1. Seed Program: Funding for start-up of new programs designed to meet a significant community need or problem. Proposers must demonstrate a high probability that funding can be sustained beyond the commitment of Town funds.
2. Project: Funding for one-time projects designed to address a significant community need or problem. Town funding shall be limited to a specific time-frame, usually not more than one year.
3. Emergency: Funding for operational programs in the community which meet an existing need. Applicants must demonstrate that: 1) current programs meet stated goals and objectives; 2) financial constraints will significantly curtail services to Town residents; and 3) future funding to continue the program can be obtained from other sources. Funding for programs shall be limited to one year.
4. Community Programs: Funding for programs and services to address identified community needs or problems (as stated in the Town's General Plan, action plans, or other policies).

Evaluation Criteria:

Human Service Programs: Evaluation criteria for agencies providing human services include, but are not limited to, the following:

- Community need for the program
- Uniqueness of program, lack of duplications in service
- Qualifications and experience of the agency and its staff
- Past performance in providing established services and meeting Town requirements
- Effectiveness in serving an identified audience
- Community involvement in program, including volunteers
- Number of Los Gatos clients served vs. total clients served (unduplicated clients)
- Cost per Los Gatos resident vs. cost per non-Los Gatos resident
- Number of low and very low income clients served
- Percent of total program budget requested from Town
- Reasonable cost
- Clarity, completeness, and accuracy of grant proposal

Arts/Cultural/Educational Programs: Evaluation criteria for arts/cultural/educational programs include, but are not limited to, the following:

- Community need for the program
- Uniqueness of program, lack of duplications in service
- Qualifications and experience of the agency and its staff
- Past performance in providing established services and meeting Town requirements
- Number of Los Gatos clients served vs. total clients served (unduplicated clients)
- Cost per Los Gatos resident vs. cost per non-Los Gatos resident
- Target audience for program (e.g., youth, seniors, students)
- Percent of total program budget requested from Town
- Reasonable cost
- Clarity, completeness, and accuracy of grant proposal

Process:

To assure that all applications receive due consideration and that the Council is provided with all information necessary to make appropriate funding decisions, all grant applications are first reviewed by an Evaluation Committee, consisting of either members of the Community and Senior Services Commission (which reviews Human Service program applications) or members of the Arts and Culture Commission (which reviews Arts, Cultural, Educational program applications).

The Evaluation Committees determine proposal eligibility based on the Eligibility Guidelines listed in this application, and make funding recommendations to the Community and Senior Services Commission or Arts and Culture Commission based on the Evaluation Criteria listed above. The Commissions, in turn, make funding recommendations to Town Council. Applicants will be invited to attend Commission meetings to present their applications and answer Commission member questions. Attendance at these meetings is not mandatory, but is recommended. Ineligible proposals will be rejected.

The Town Council makes the final determination on all funding allocations through the adoption of the

Town's Operating Budget.

Schedule: The schedule for the funding process is as follows:

Human Services Timeline*

Date	Task
January 17, 2017	Applications available
February 7, 2017	Applications due by 4:00 p.m.
February 8-10, 2017	Staff review applications and prepare summary documents, then distribute to Community and Senior Services Commission (CSSC) members.
February 13-17, 2017	CSSC Evaluation Committee meets to review applications and summary documents, contacts applicants as needed, and makes allocation recommendations.
March 22, 2017	CSSC meeting packet for the March 28 th public hearing is emailed to Commissioners and applicants. Packet will include draft funding allocation recommendations.
March 28, 2017 CSSC Public Hearing	CSSC Meeting: brief presentations (3 minutes each) by applicants and questions of applicants by Commissioners. After conclusion of presentations and questions, the Commission will develop its final allocation recommendations to Council.
May 2017	Town Council meeting: Public Hearing to consider FY 2017/18 Preliminary Operating Budget.
June 2017	Town Council meeting: adoption of FY 2017/18 Operating Budget.

*All dates are tentative and subject to change.

Arts, Cultural, Educational Timeline*

Date	Task
January 17, 2017	Applications available
February 7, 2017	Applications due by 4:00 p.m.
February 8-10, 2017	Staff review applications and prepare summary documents, then distribute to Arts and Culture Commission (ACC) members.
February 13-17, 2017	ACC Evaluation Committee meets to review applications and summary documents, contacts applicants as needed, and makes allocation recommendations.
March 10, 2017	ACC meeting packet for the March 15 th public hearing is emailed to Commissioners and applicants. Packet will include draft funding allocation recommendation. Applicants invited to attend meeting, for brief presentation and question/answer period.
March 15, 2017 ACC Public Hearing	ACC meeting: brief (3 minutes each) presentation by applicants, questions of applicants by Commissioners. After conclusion of presentations and questions, the Commission will develop its final allocation recommendations to Council.
May 2017	Town Council meeting: Public Hearing to consider FY 2017/18 Preliminary Operating Budget.
June 2017	Town Council meeting: adoption of FY 2017/18 Operating Budget.

*All dates are tentative and subject to change.

Type of Contract:

This application does not commit the Town to award a contract, pay any costs incurred in preparing the application, or procure or contract for services or supplies. The Town reserves the right to accept or reject

any or all applications received, to negotiate with all qualified applicants, or to cancel in part or in its entirety the application if it is in the best interest of the Town. The Town may also negotiate with qualified agencies to meet community needs.

Copies of the standard contract are available for review at the Town of Los Gatos Town Manager's Office. Please be advised that the Town's designee and auditors have the right to access the contracted agency's records. Proof of client participation is required and must be made available for review by the Town's designee during the course of the contract period (see sample Participation Agreement, Attachment 2). If funding is awarded, the Town will also require verification of worker's compensation and appropriate insurance documents.

Funding Availability: The Town Council will decide the amount of available funding for FY 17/18 during the budget process. Based on the recent past, total funding allocations range from \$100,000-\$120,000 with Human Service programs ranging from \$80,000-\$100,000 and Arts, Cultural, and Educational programs ranging from \$10,000-\$20,000.

Application Requirements:

1. Completed applications are due by 4:00 p.m., February 7, 2017, at the Town of Los Gatos Town Manager's Office, 110 East Main Street, Los Gatos. Applications will not be accepted after the deadline.
2. One (1) copy of the documents listed on the Applicant Agency/Program Documents Checklist and one (1) copy of the completed application form must be submitted. Please fill out the PDF form of the application, print and sign. Electronic copies will not be accepted.
3. Please do not include literature or attachments beyond those required or necessary to present a complete and effective application. Failure to submit a concise, complete application shall be evidence of the proposer's inability to undertake program objectives.
4. All applications must be submitted on the forms provided and in a manner consistent with the instructions. Applications must be word processed or typed.
5. All supplemental materials shall be returned to agencies not selected for funding upon request only.

For additional information, please contact:

Via Phone: Lynda Seastrom, Manager's Office Assistant
(408) 354-6832

Via Email: lseastrom@losgatosca.gov

In Person: Town of Los Gatos
Town Manager's Office
110 East Main Street
Los Gatos, CA 95030

**Town of Los Gatos
FY 2017/18 Community Grant Program
Application Summary**

Project: Project/Program:

Program Manager:

Agency: Name of Agency:

Site Address:

Name of Executive Director

Project Description: Provide brief description of agency, agency goals, and agency services. Describe your program briefly, including who benefits from your program.

Program Funding: Provide prior year fiscal year actual budget amounts and proposed amounts for new fiscal year.

Program Funding:	FY 2016/17 (adopted)	FY 2017/18 (requested)	Clients:	FY 2016/17 (actual)	FY 2017/18 (proposed)
Town annual funding amount			Unduplicated annual Los Gatos clients		
Total annual program budget			Total unduplicated annual clients		
Town \$ as % of annual total			Los Gatos clients as % of annual total		

TOWN OF LOS GATOS ❖ FY 2017/18

APPLICATION FOR COMMUNITY GRANT FUNDING

APPLICANT AGENCY/PROGRAM DOCUMENTS CHECKLIST

Please submit one copy of each of the documents listed below with your completed application. This page should serve as the cover sheet for that section of your submittal.

I. PROGRAM/PROJECT INFORMATION

Fee Schedule, Membership, or other fees

II. AGENCY INFORMATION

Current Board of Directors

Articles of Incorporation

Bylaws

Organizational Chart

Brochures, Flyers, Promotional Materials

III. FISCAL INFORMATION

Audit or Financial Statement plus Letter of Auditability

Organizational Budget

Internal Revenue Service Ruling Letter (Section 501 c.3)

California Revenue Code (Section 23701 d)

TOWN OF LOS GATOS ❖ FY 2017/18
 APPLICATION FOR COMMUNITY GRANT FUNDING
 GRANT APPLICATION

I. PROGRAM/PROJECT INFORMATION

A. Contact Information

Legal name of organization	
Address of organization	
Organization contact (Name, title, telephone number, email address)	
Program name	
Site address of program	
Program manager (Name, title, telephone number, email address)	
Annual grant amount requested FY 2017/18	

B. Community Need Statement

Describe briefly the demonstrated need in the Los Gatos community for the program. Cite data sources as appropriate.

c. Direct Services

For Human Services and Arts, Culture and Education grant requests, list, describe, and quantify each direct service to be provided annually from July 1, 2017 through June 30, 2018. A Direct Service is a service for which there is an identifiable client. A Participation Agreement (Attachment 2) must be completed by each client receiving the direct services described below.

Description of Service	FY 2017/18 Number of Services Provided Annually	FY 2017/18 Number of Unduplicated Los Gatos Residents served Annually
1.		
2.		
3.		
4.		
5.		

Average number of direct services received by each unduplicated client: _____
 Average number of direct services received by each unduplicated Los Gatos client: _____

D. Indirect Services

List, describe, and quantify each indirect service to be provided annually from July 1, 2017, through June 30, 2018. An Indirect Service is a service for which there is no identifiable client; for example, information and referral that is given over the phone.

Description of Service	FY 2017/18 Number of Services Provided Annually
1.	
2.	
3.	
4.	

F. Demographic Information

Provide demographic breakdown of unduplicated Los Gatos residents expected to receive direct services.

Demographic Data	Annual Number of Unduplicated Los Gatos residents FY 2017/18	Demographic Data	Annual Number of Unduplicated Los Gatos residents FY 2017/18
Age		Income	
Under 18 years old		50% of median and below	
19 – 50 years old		51% - 100% of median	
51 years old and over		Above 100% of Median	
		Sex	
		Female	
		Male	
Disability Status		Total	
Disabled		Total Los Gatos clients	
Not Disabled			

G. Client Participation Requirements

Attach appropriate fee schedules, membership requirements, or other fee listings.

II. AGENCY INFORMATION

A. General Information

Legal Name of Organization	
Address of Organization	
Name of Executive Director	
Date of Incorporation	
Insurance/Tax Information	
Federal Employer Tax Number	
State Employer Tax Number	
Worker's Compensation Carrier/ Policy Number	
Liability Insurance Carrier	

Amount of Liability Coverage	
Property Damage (combined with liability)	
Combined Single Limit	
Policy Period	

B. Staffing Profile

Please complete the chart below for your organization as it will be staffed during FY 2017/18. Identify the hours to be devoted to the program for which you are requesting funding, for both employees and volunteers.

Position Title	Number in Classification	Approximate Hourly Rate	Hours Worked per Week	Percent of Time to Program
Employees				
Volunteers				

C. Agency Experience--Describe the experience of your Agency in providing program services.

D. Staff Experience--Describe the experience of key staff assigned to the program.

E. Staffing Plan--Describe any anticipated staffing changes to occur during FY 2017/18.

III. FISCAL INFORMATION

A. Program Budget

Please complete the following summary tables to reflect the budget for your organization and program. All amounts should be rounded to the nearest dollar. Alternatively, please attach single page revenue/expense summary sheets for the program for which funds are requested and a separate summary for the organization.

Budget Summary

Budget Data	FY 2017/18	FY 2016/17
Los Gatos grant funding	Requested:	Received:
Total Program budget	\$	\$
Los Gatos grant as percentage of total Program budget	%	%
Total Organization budget	\$	\$
Cost per year per unduplicated Los Gatos client	\$	\$

Revenue Summary

Revenue Source	FY 2017/18 Organizational Budget	FY 2017/18 Program Budget	FY 2016/17 Organizational Budget	FY 2016/17 Program Budget
Los Gatos grant	\$	\$	\$	\$
Other municipal funding (please specify:)	\$	\$	\$	\$
County funding (please specify:)	\$	\$	\$	\$
State funding (please specify:)	\$	\$	\$	\$
Federal funding (please specify:)	\$	\$	\$	\$
Other jurisdiction funding (please specify:)	\$	\$	\$	\$
Fees for services	\$	\$	\$	\$
Donations	\$	\$	\$	\$
Reserve contingency fund	\$	\$	\$	\$
All other sources (please specify:)	\$	\$	\$	\$
Total	\$	\$	\$	\$

Expenditure Summary

Expense Category	FY 2017/18 Organizational Budget	FY 2017/18 Program Budget	FY 2016/17 Organizational Budget	FY 2016/17 Program Budget
Personnel	\$	\$	\$	\$
Facility	\$	\$	\$	\$
Overhead	\$	\$	\$	\$
Materials/Supplies	\$	\$	\$	\$
Professional Services	\$	\$	\$	\$
Fundraising	\$	\$	\$	\$
Capital Projects	\$	\$	\$	\$
Other (please specify:)	\$	\$	\$	\$
Total	\$	\$	\$	\$

B. Organization Contracts--Has your organization ever had funds withdrawn or a contract terminated for cause, unsatisfactory performance, or questionable costs on any financial statements or audit? If so, please describe.

C. Organization Investigations--Is your organization currently on probation or under investigation by any agency which is or was a funding source within the past two years? If so, please describe.

D. Budget Alternatives--What alternatives will your organization consider if the requested Community Grant funding is not provided, or provided at a reduced level? Describe how a reduction will affect the achievement of stated goals.

E. Funding Sources--Describe your organization's efforts in pursuing other funding sources.

F. Supplies Disclosure--If any non-expendable supplies with a unit cost of \$100 or more are to be purchased with Community Grant funds, please describe.

G. Travel Expense Disclosure--If Community Grant funds are to be used for staff travel expenses, please describe.