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Bill Wright Technology Matching Fund 2008 APPLICATION

Review the 2008 Application Guidelines & Resources before completing your application. If you do not have the Guidelines, they can be found at www.seattle.gov/tech/tmf. You must submit this form. You may add space as necessary to complete the questions. Your application package should include this application form, the budget spreadsheet and attachments (if applicable).

NORTHAVEN RETIREMENT AND ASSISTED LIVING **northaven.com**
 Applicant Organization Website

Darlene S. Storti
 Project Contact Person

11045 8th AVE. NE Seattle, WA 98125
 Mailing Address Zip Code

206-365-3020
dstorti@northaven.com
 Phone Email

Roger Edmark, Board Chair **Roger.M.Edmark@Boeing.com**
 Executive Director or Board President Email

NORTHAVEN RESIDENT COMPUTER GROUP
 Project Name

11045 8TH AVE. NE Seattle, WA 98125
 Project Location(s) Zip Code

NORTHAVEN, INC. **91-0877707**
 Fiscal Agent Organization (See Appendix I in the Application Guidelines & Resources) Tax ID (If applicable)

Describe your proposed project in 1- 3 sentences.

Northaven Retirement/Assisted Living facility is a non-profit HUD-Medicaid program serving low-income elderly in North Seattle. We currently have a computer center(4 stations) providing computer usage for approximately 240 residents. Our computers need updated and we would like to add 1 more Station to accommodate more residents.

TOTAL amount of City funds requested for this project (up to \$20,000)	\$5,000
TOTAL value of community match (This must be greater than or equal to the total amount of City funds requested):	5,362
TOTAL PROJECT COST (Amount of City funds + value of community match):	\$10,362

ORGANIZATIONAL INFORMATION

1. Organizational Description

Give a brief description of your organization and its mission.

Northaven, Inc. (Northaven Retirement/Assisted Living) facility located in North Seattle is a non-profit, HUD-Medicaid facility. Our mission is to provide quality affordable housing and services to low-income elderly. Northaven Retirement has been in operation since 1972 and in 1992 we added our Assisted Living facility. We have 240 residents that live in our facility. We serve a very diverse population with the average age of 85. We employ approximately 65 employees.

2. Information about Existing Program(s) What programs do you currently offer? Do these programs provide information technology access and training or support civic engagement?

We currently have a computer center with 4 computer stations. The original program monies for start-up of this program were from a HUD grant. We have a very active resident computer group with an Instructor 4 hours weekly that is paid for through Northaven's operating budget. The instructor conducts individual on-going technology training in many areas and provides monthly seminars/trainings for the residents. We are just starting a new service for the residents for general e-mail. Non-connected residents can use this email for receiving pictures from family, confirm doctor appointments, receive legal documents from their lawyers/family, or for any other purpose of receiving information. This technology provides connections to the outside community and world for our residents who have either medical or mobility issues and do not leave the facility often. HUD does not currently allow for services that we currently provide to the resident to come from operating expenses. We have had to find alternate sources for subsidizing these programs on an on-going basis.

3. Organizational Budget

What is your organization's budget? Please check one.

Under \$100K

\$100K - \$300K

Over \$300K

4. Staff Size What is your organization's staff size?

Approximately 65 for both programs

PROJECT INFORMATION

5. Project Description.

Give a brief description of your project.

We would like to update our computer equipment that was purchased many years ago and add 1 computer station. This would provide for more access for our residents and we could offer more educational seminars/classes for them.

6. Type of Project. Please check one. This project is a(n):

- New project**
 Expansion of an existing project –updating equipment

7. Project Goals List up to 3 to 5 goals for your project. 1) Update our present computer equipment 2) add 1 additional computer station to increase resident access to technology for those residents lacking the funds to purchase their own computers 3)Add additional Computer classes increasing technology literacy for our residents, enhancing community building and increasing independence for technology users.

8. Project Activities and Outcomes What will you do to accomplish your goals? Please complete the chart below. You may add rows if necessary. (See Appendix G in the Application Guidelines & Resources for examples)

<i>Activity</i>	<i>Target Audience</i>	<i>#'s Served</i>	<i>Tech Skills Taught</i>	<i>Life Skills Taught</i>	<i>Outcomes for organization and/or participants</i>
Purchase the necessary computer equipment	Low-income seniors	Approx. 55 residents -increase Numbers for 2008	Basic computer(word, Excel)e-mail Internet search	Communication skills to families and the outside community, Access to senior information sites, research abilities on various subjects	Increased self-confidence with Technology skills, Increased knowledge of the Internet system Creating independence for Research and knowledge, increased independence and reduced isolation from the outside community and world

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9. Project Timeline

- A. List in chronological order specific steps you will take to complete this project. You may add rows if necessary.
- B. Next to each step, identify who will be responsible for carrying out the step or activity.
- C. Estimate the date the step will be completed (month and year). Dates should start no earlier than July 2008 and end no later than June 2009.

<i>A. Step</i>	<i>B. Responsible Person/Group</i>	<i>C. Date Done</i>
Purchase equipment	Northwest Technology-Mike Fox (current tech) Judy Smith-Instructor	November 2008

10. Community Benefit Describe what will be left in place as a result of your project? (technology, programs, organizational capacity, community capacity)

additional computer access for many additional residents that would like to participate in the technology programs, This will increase their independence and keep them informed of community programs and world wide information. It will also allow them to research pertinent information needed and manage their own affairs easier. We also will begin educating our residents on Grass Roots Advocacy and how they can participate in issues pertinent to them and register their concerns and support for these issues.

11. Community Involvement and Partnerships How have you involved the community and partners in the planning for this project?

Discussed the need and equipment needed with our Resident Computer Interest Group, Resident Council, Instructor and Tech from Northwest Technology.

12. Promotion and Recruitment What steps will you take to ensure participation and promote your project?

Continued communication and promotion to our Resident Council and increased class **subjects to the residents on a monthly basis.** We will conduct this on-going information thru **our monthly Resident Council meetings/Resident Computer Interest group and flyers distributed to keep our residents informed of what is being offered in the Computer Center. Educating new residents on our Computer Center.**

13. Evaluation. What is your evaluation plan? How will you evaluate the impact that your project has on the individuals that participate and on the community? What information will you gather to track this? The current Instructor keeps a monthly log and on-going records on residents participating in this program. We will continue to monitor our participation and individuals accessing the computers. We will offer more basic classes for newer residents. We also interview our new residents as to their interests and needs.

14. Technical Support. Who will be providing support for the technology infrastructure of your project? Briefly describe their experience and affiliation with your organization.

We have had an on-going contract for support, equipment and services from Northwest Technology for many years. Mike Fox is sole owner of this company and services many other non-profit facilities in the Seattle area. Mike will purchase our equipment for this project at cost for us.

We have a Computer Instructor, Judi Smith, that has been working with our residents for approximately 5 years, 4 hours weekly.

15. Project Budget. Review Appendices C, D, F and J in the Application Guidelines & Resources.

A. Budget Spreadsheet

Please complete a project budget and include in your application. Use the TMF budget template available at www.seattle.gov/tech/tmf.

B. Budget Narrative

REQUESTED COMPUTER HARDWARE/other **\$5,000.00**
5 Computers/flat screen//1 computer desk/1 chair

In-kind cash/match

Supplies-	\$	500	from Resident Council for / paper/software/ink
Other-		870	printer -desk-chair- for additional computer station
Tech support		1,090	2 hours per station -\$109 pr hr. x 5 stations
Tech support (Volunteer match)		872	\$109 x 2 hr. per month x 4 months = \$436
Training Instructor		1,280	4 hrs. x 4 weeks x \$20 pr. hr. x 4 months(Aug, Sept. Oct, Nov)
Training-volunteer (match)		480	\$15-volunteer x 2 x 4 weeks x 4 months = 480
Admin./Coord. Volunteer/match		120	\$30 x 1(month) x 4 months
Application-in-kind		150	\$150
Total in-kind cash/match		\$5,362	

16. Attachments. Include if applicable.

APPLICATION SUBMISSION

Submit your application via email or in hard copy format. We request that you please email as much of your application as possible. Deliver to:

Delia Burke, Technology Matching Fund Manager
City of Seattle, Department of Information Technology
700 Fifth Avenue, Suite 2700, P.O. Box 94709
Seattle, Washington 98124-4709
(206) 233-2751
communitytechnology@seattle.gov

or drop it at your nearest Neighborhood Service Center. Visit www.seattle.gov/neighborhoods/nsc for a list of Neighborhood Service Center locations.

The application package must be received by 5:00 P.M. on Monday, March 10, 2008.
All applications must be easy to photocopy. Do not staple or bind hard copy applications.

15A. Project Budget

NORTHAVEN RETIREMENT

Description	City Funds	In-kind or Cash Match	Volunteer Match	Sources not counted as Match	Total
Supplies, Material and Equipment					
Hardware	\$5,000.00				\$5,000.00
Software					\$0.00
Supplies		\$500.00			\$500.00
Other		\$870.00			\$870.00
Subtotal	\$5,000.00	\$1,370.00	\$0.00	\$0.00	\$6,370.00
Services					
Internet connectivity					\$0.00
Insurance					\$0.00
Printing and publicity					\$0.00
Other					\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel:					
Technical support		\$1,090.00	\$872.00		\$1,962.00
Training and open lab facilitation		\$1,280.00	\$480.00		\$1,760.00
Outreach and marketing					\$0.00
Administration and coordination			\$120.00		\$120.00
Evaluation					\$0.00
Application preparation (10 hrs x\$15/hr)		\$150.00			\$150.00
Other					\$0.00
Subtotal	\$0.00	\$2,520.00	\$1,472.00	\$0.00	\$3,992.00
Totals	\$5,000.00	\$3,890.00	\$1,472.00	\$0.00	\$10,362.00

Reminders

* Total community match must be equal to or greater than total request for city funds

* The maximum city funds that can be requested is \$20,000