



ORIGINAL

# COVER SHEET

## APPLICANT INFORMATION

Legal Name of Organization: Family & Children Services of Silicon Valley

Mailing Address: 375 Cambridge Avenue

City: Palo Alto

State: CA

Zip Code: 94306

Web Address: www.fcservices.org

Contact Person: Maritza Henry, MFT

Title: Director of School-Based Services

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Telephone Number: 408-200-8612

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Executive Director: Diana Neiman

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

## PROGRAM OVERVIEW

Program Name: Sunnyvale School-Based Services Program

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

Columbia Neighborhood Center, 785 Morse Ave; Cupertino Middle School, 1650 S Bernardo Ave.

## **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.**

Family & Children Services of Silicon Valley's Sunnyvale School-Based Services Program will address the mental health needs of at-risk, low-income youth and their families by providing individualized, evidence-based, bilingual, and culturally-competent individual and family clinical counseling services and Spanish-language stigma reduction and education services. Services, provided at no cost to families on-site at the Columbia Neighborhood Center and Cupertino Middle School, will address diverse needs, including trauma, depression, and anxiety, which influence students' success in school and in life and their families' overall functioning.

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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<sup>1</sup>**

Funding Amount Requested: \$24,739.00      Funding Type:     CDBG     GENERAL FUNDS

Total Program Cost: \$360,000.00

Cost per client for proposed Sunnyvale Program: \$665.00

Number of Sunnyvale clients to be served with City grant: 56

Total matching funds for proposed Sunnyvale services: 12,488

Match Ratio (% of program funded by matching funds): 34%

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	28,450	17,671
2013-2014	28,450	18,000
2012-2013	32,000	20,391
2011-2012	33,000	20,391
2010-2011	33,000	20,075

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

## **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.

Since 1948, FCS has been strengthening families and changing lives through mental health and support services. The School-Based Services Program (SBS) brings professional mental health care on-campus for children and youth (K-12) who are coping with diverse and often complex behavioral health needs, thereby advancing FCS's mission: to build strong, safe, and self-sufficient individuals, families, and communities. The Sunnyvale SBS Program brings trauma-informed, culturally-appropriate counseling services to Columbia Middle School and Cupertino Middle School students and their families. Students from Columbia Middle are referred to FCS's City-funded services at the Columbia Neighborhood Center (CNC). Referred students are from low-income and very low-income households, often headed by Spanish-speaking parents/guardians. A bilingual, bicultural therapist from FCS has offered individual, group, and family counseling services at the CNC since 2004, in order to alleviate or prevent the development of mental health conditions, promote school success, increase family functioning, and prevent or alleviate crisis. During the 2014 contract year, 19 youth were served at the CNC: 84.1% Hispanic, 5.3% Asian (Filipino), 5.3% Black/African American, and 5.3% Caucasian. Seventy-four percent of youth were from families with a female head of household. FCS proposes to serve 26 youth and their family members. Referral systems are established, ensuring FCS's therapist's time is well-utilized by residents needing care. Services are tailored to the student's age, culture, developmental stage, and special needs. Proposed parent workshops will be culturally-appropriate and provided by the bilingual, bicultural therapist.

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.

FCS's Sunnyvale SBS Program addresses the emotional and mental health needs of at-risk youth in order to prevent the development of more severe mental health conditions, reduce the risk of youth or family crisis, increase family functioning, and increase the likelihood of school engagement and graduation. Specific to services provided at the CNC, which have received City funding since 2004, school, city personnel, and other providers refer youth for a variety of reasons, including trauma, depression, anxiety, self-harming behaviors, lack of school engagement (e.g., poor attendance, truancy), classroom and peer behavior (e.g., bullying, inability to concentrate), family violence or abuse, parental or youth substance use, gang issues, family crises, and stress (including as a result of acculturation and poverty). Stigma around and a lack of knowledge of mental health issues combined with struggles of self-sufficiency often prevent the parents/guardians of our target population from seeking services for their children until teachers, school social workers, or other trusted professionals make the suggestion. Bilingual services, offered by a bicultural therapist allow Spanish-speaking parents to participate in counseling and consult with the therapist without the presence of a third party interpreter. The middle school years are a critical point of intervention: The National Institute for Mental Health (NIMH) has found that half of all lifetime cases of mental disorders begin by age 14. In addition, research conducted by the University of Chicago found that middle school attendance is more predictive of passing high school classes than test scores. Research has found that high school graduates are less likely to be unemployed, live in poverty, have poor health, or have children who will also live in poverty. The emotional and mental health effects of trauma can be significant, yet effective treatment strengthens youths' resiliency and family functioning, alleviating or preventing the development of more severe conditions.

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

FCS's SBS Program serves at-risk and under-served children, youth, and teens attending K-12 schools. Eligibility criteria vary by contract or school needs, yet share common characteristics: the student attends the respective school or lives in the appropriate neighborhood, has displayed emotional or behavioral health needs, and is considered to be at-risk. For our Sunnyvale SBS services at the CNC, the following eligibility criteria apply: (1) residency in Sunnyvale, with a focus on students attending Columbia Middle School (CMS) and living in the Columbia neighborhood; (2) all ages, with an emphasis on youth (identified in the Consolidated Plan as an underserved population in the area of mental health services); (3) household income at the extremely low, very low, or low-income levels; and (4) identified as at-risk. During Fiscal Year 2014, 32% of our clients were very low-income and 68% were low-income. All (100%) of clients were youth (0 to 18 years old), and 84% were Hispanic/Latino. Approximately 40% of Columbia Middle School parents are monolingual Spanish-speaking. Proposed Spanish-language educational workshops for parents will be open to parents of clients (primary population); extra spaces may be offered to other Spanish-speaking parents of Columbia Middle students.

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.

FCS's Sunnyvale SBS Program at the CNC operates in collaboration with City and nonprofit support services offered to residents in the Columbia area in order to promote their stability and self-sufficiency and to reduce the risk of crisis (including homelessness). Services address the need for culturally-appropriate, bilingual prevention and intervention counseling services for at-risk youth which allow parents/guardians to participate fully in their child's treatment without the need of third-party interpreters. This increases parental comfort and allows parents to ask questions and seek additional assistance, without added shame or stigma. Current Columbia Middle School counseling interns, which serve a student body of 740, are not bilingual. The CNC has one other Spanish-speaking therapist, yet the need for bilingual services is high; referrals are never lacking. FCS's services are provided by a bilingual, bicultural Master's level Marriage and Family Therapy Intern who has completed the requirements of licensure, including 3,000 hours of supervised experience, and has five years of experience, allowing her to provide trauma-informed treatment for youth with complex and severe mental health needs.

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).

FCS's Sunnyvale SBS Program at the CNC supports city and school efforts to reduce truancy and suspension rates, stabilize families, and promote positive youth outcomes. Student absences from school result in missed learning opportunities, reduced school funding, and a greater burden on city systems, such as the Public Safety Department. For the 2013-14 school year, Columbia Middle had 77 suspensions compared to 4.4 statewide. The California Department of Education reported a 4.23% truancy rate for Columbia Middle in 2012-13. Addressing truancy requires significant city staff time. Middle school attendance is an indicator of high school graduation; people who do not graduate from high school tend to cost the government more. In addition, FCS strives to reach youth and families before their issues reach the point of crisis and to promote family stability and functioning. Families in crisis require more city services and resources and for a longer period time; the 2014-15 Sunnyvale budget noted the pressure of growing need for services. Please see the enclosed reports.

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6. Number of unduplicated clients estimated to be served by the proposed program with the requested City grant funds in next fiscal year (must be consistent with Section 1.C).

Sunnyvale funded Clients: 56 Total Program Clients: 91

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 9      Low Income: 23

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	26	717	\$19,305.00	\$604.00
FY 2013-14	19	770	\$17,671.00	\$719.00
Estimated for FY 2015-16	56	830	\$24,739.00	\$429.00

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

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Please provide the number of unduplicated Sunnyvale clients served by income level and special needs, if any:

	<b>2013-2014 Actual</b>	<b>2015-2016 Proposed</b>		<b>2013-2014 Actual</b>	<b>2015-2016 Proposed</b>
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)		5	Youth (0-18 years)	19	26
Very Low Income (31%-50% AMI)	6	15	Adults (19-61 years)		25
Low Income(51%-80% AMI)	13	36	Seniors (62+ years)		5
Moderate Income (81%-120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>	19	56	<b>Total</b>	19	56

**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.

<b>Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Annual</b>
Unduplicated youth served	5	5	8	8	26
Unduplicated parents served (workshops)		15	15		30
Counseling hours (avg of 10 per youth)	50	50	80	80	260
Parent workshops about mental health topics		1	1		2

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**C. Program Administration and Monitoring**

1. Use the table and space below to briefly describe how the program will be managed and administered, including proposed staff time and staff functions.

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Dir of School-Based Services	Clinical supervision, admin .	82,000	32	.05	2,706
Therapist (bilingual)	Counseling; workshops	52,500	40	.45	15,593

Our School-Based Services Program is managed by our Director of School-Based Services, who provides clinical supervision, ensures compliance with funder requirements, conducts program evaluation, completes program reporting, manages the budget, and monitors progress against projected outcomes. Direct client services are provided by a bilingual, experienced school-based therapist. The therapist also maintains program documentation, including intake forms, income verification, and demographics.

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

FCS measures the effectiveness of our SBS Program in three ways: SERVICE DOCUMENTATION, CLINICAL ASSESSMENT TOOLS, and SATISFACTION SURVEYS. Each of these will continue to be used for our Sunnyvale clients. Service documentation tracks progress against our program objectives, including number of clients served, number of counseling hours provided, duration of treatment, and average number of sessions per client. As part of our individualized treatment planning for each client, our therapists use Child and Adolescent Needs and Strengths (CANS), a comprehensive, evidence-based assessment tool which considers psychological and social factors, including general symptomology, risk behaviors, developmental functioning, personal/ interpersonal functioning, and family functioning. CANS is used as a pre/post-evaluation tool to measure progress in areas that had been identified as needs. As a strengths-based tool, CANS also identifies existing youth assets which may be further strengthened and applied in treatment. According to the Praed Foundation, which developed CANS: "CANS dimension scores have been shown to be valid outcome measures in residential treatment, intensive community treatment, foster care and treatment foster care, community mental health, and juvenile justice programs" ([www.praedfoundation.org](http://www.praedfoundation.org)). Lastly, we use confidential Client Satisfaction Surveys to collect feedback from clients about the effectiveness of services, their satisfaction with the care they received, and suggestions for improvement.

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3. Describe your policies and procedures for assuring that people with disabilities and/or limited English proficiency have equal access to services and benefits. Attach your agency's Language Access Policy and disability-related policies, if any.

FCS prides itself in providing culturally-competent and linguistically-appropriate services in accessible locations in order to best serve our Silicon Valley community. We provide services in more than eight languages, and service locations are accessible to clients with various mobility needs. Each program tailors its service delivery to the needs of its target population. For our SBS Program, we assess cultural and linguistic fit and areas of expertise when placing therapists at schools. When additional languages are needed to address individual student needs, arrangements are made, as per our agreements with the school or district. Arrangements may include use of an interpreter or providing a referral to another service provider. For Sunnyvale clients, services are provided by a therapist who possesses the language and cultural expertise to best serve the needs of the target population of youth and families. Our therapist placed at the CNC is bilingual in Spanish, has more than one year of experience serving youth at the CNC, has expertise serving youth and families who are Hispanic/Latino, and is experienced addressing such issues as poverty, family violence or abuse, trauma, acculturation, gang issues, substance use, and other relevant concerns.

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?

The MISSION of FCS is to build strong, safe, and self-sufficient individuals, families, and communities. Since 1948, we have addressed emotional and mental health needs of children, teens, and adults, particularly those who would not otherwise be able to afford care. During the 2014 fiscal year, more than 11,000 individuals participated in our counseling, prevention, and support services, including our SBS counseling and support programming; individual and family counseling; family violence and abuse prevention services; treatment for drug/alcohol use; and specialized services for current and former foster youth, children and adults who are Deaf or Hard-of-Hearing, and LGBTQ youth and young adults. During the 2014 fiscal year, more than 800 students participated in our SBS Program, including 19 unique youth served through the Sunnyvale SBS Program at the CNC. Youth served at the CNC received a total of 190 counseling sessions. The four most common issues leading Columbia and Cupertino Middle students to be referred for counseling were depressed moods, anxiety or stress, and academic underachievement, and relationship issues. Please see the enclosed client stories.

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.

FCS maintains confidential records for each client we serve. Our School-Based Services staff members and Management are experienced operating in compliance with City of Sunnyvale reporting and financial requirements. For our proposed Sunnyvale SBS services, we will continue to follow our existing and established procedures, which are reviewed regularly to ensure compliance with City reporting and data collection requirements. As part of our Intake Process, we review the following forms with the youth's parent or guardian and obtain necessary consents and signatures: Consent for Treatment and Maintenance of Records for Minors, Authorization to Exchange Information, Notice of Privacy Practices, and Data Collection Form. The Data Collection Form (enclosed) is used to record the size of the household, estimated annual income per household, and race/ethnicity. We will maintain service delivery documentation, including intake/assessment records and counseling session progress notes. Signed forms and session documentation remain part of the client's confidential file.

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**D. Consolidated Plan Goals**

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2:** Support activities to end homelessness
- Goal #3:** Support activities that provide basic services
- Goal #4:** Promote fair housing choice
- Goal #5:** Expand economic opportunities for low-income households.

Goal #3: Support activities that provide basic services. // The Sunnyvale SBS Program services at the CNC will bring clinical counseling services to a high-need neighborhood. Offered at no cost to families, services ensure access to barrier-free, bilingual, professional, culturally competent mental health care. The City identified access to mental health care as a need in the Consolidated Plan. The Plan also indicates that families headed by single mothers face higher risk factors; FCS has been seeing a higher percentage of youth with single mothers.

**E. HUD Performance Measures**

HUD required that recipients of federal funding assess the outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

**Objectives**

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**Outcomes**

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

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**SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION**

**A. Agency Information**

Non-Profit with 501(c)(3) Status : 94-1167408

Faith-based organization: \_\_\_\_\_

Community Based Development Organization (CBDO): \_\_\_\_\_

Community Housing Development Organization (CHDO): \_\_\_\_\_

Other Type of Organization: \_\_\_\_\_

Describe: \_\_\_\_\_

DUNS Number: 1149238080000

**B. Total Agency Budget**

	<b>Planned 2015-16</b>	<b>Adopted (Actual if available) 2014-15</b>	<b>Actual 2013-14</b>	<b>Actual 2012-13</b>
<b>Administration</b>	\$910,000.00	\$884,483.00	\$811,639.00	\$936,438.00
<b>Fundraising</b>	\$165,000.00	\$164,460.00	\$283,799.00	\$125,394.00
<b>Proposed Program (Total Budget)</b>	\$360,000.00	\$340,299.00	\$323,581.00	\$230,740.00
<b>All Other Programs</b>	\$7,765,000.00	\$7,590,438.00	\$7,092,336.00	\$6,756,592.00
<b>Total Agency Budget</b>	\$9,200,000.00	\$8,979,680.00	\$8,511,355.00	\$8,049,164.00

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

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$24,109.00	\$1,288.00	\$36,597.00
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel	\$200.00		\$200.00
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance			
Audit/Legal/Professional Services (for CDBG portion only)	\$430.00		\$430.00
Direct Services (Funding for specific service, e.g. meal, ride)			
Contract Services			
Other			
<b>Total Expenses</b>	<b>\$24,739.00</b>	<b>\$12,488.00</b>	<b>\$37,227.00</b>

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

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<b>Proposed Funding Sources for Sunnyvale Program</b>	<b>Amount</b>
City of Sunnyvale	24,739
Other Jurisdictions	10,193
Foundation	
Individual Donations	2,295
<b>TOTAL</b>	<b>37,227</b>

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.

FCS's Sunnyvale SBS services reach at-risk youth attending Columbia Middle School and Cupertino Middle School, as well as families living in the Columbia neighborhood. Services at Cupertino Middle School are funded through a school contract; services for Columbia Middle School students at the CNC have been funded by the City. Individual donations augment Sunnyvale SBS funding sources as needed.

In addition, in the Fall of 2014, FCS approached the CNC about offering Medi-Cal Mental Health Services on-site for local residents who are eligible for Medi-Cal services. The CNC expressed interest in this opportunity to increase still more the availability of mental health services for residents, at no additional cost to the city, and partnered with FCS to complete the Medi-Cal site certification process for the facility. In January of 2015, FCS commenced Medi-Cal Mental Health Services at the CNC. Therapy is being provided by the same bilingual therapist who provides counseling services through the City of Sunnyvale contract. Funding is not duplicated: The therapist's time is billed to Medi-Cal when serving clients who are Medi-Cal eligible and meet medical necessity, and billed to the City of Sunnyvale contract for youth without Medi-Cal or whose emotional health issues do not meet medical necessity. Through Medi-Cal, FCS has added 8 hours of mental health services per week at the CNC. In response to feedback from the CNC, FCS has prioritized the increased hours for Spanish-speaking referrals. For the school faculty and staff, CNC staff members, and other providers who refer clients to FCS's on-site counseling at the CNC, the addition of Medi-Cal services is seamless. The individual making the referral does not need to determine whether the youth has Medi-Cal in order to make a referral. Through the intake process, FCS's therapist determines whether the youth qualifies for Medi-Cal services or needs to be served through the Sunnyvale contract hours.