

**ORIGINAL**

Application Form  
City of Sunnyvale Human Services Funding  
January 2013

# COVER SHEET

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## APPLICANT INFORMATION

Legal Name of Organization: Lighthouse of Hope Counseling Center

Mailing Address: 1515 Partridge Ave.

City: Sunnyvale

State: California

Zip Code: 94087

Web Address: lighthouseofhopec.org

Contact Person: Janice Clark

Title: Program Manager

Email: jclark@lighthouseofhopec.org

Telephone Number: 408-716-8101

Fax Number: 408-736-5259

Executive Director: Gloria J. Baxter, LCSW

Email: gbaxter@lighthouseofhopec.org

## PROGRAM OVERVIEW

Program Name: Let's Talk

Location(s) where Sunnyvale clients will be served (include full street address(es):  
Fremont H. S. 1279 Sunnyvale Saratoga Rd. and Homestead H.S. 21370 Homestead Rd.

### Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. **This note applies to all boxes that allow multiple lines of text in this application.**

The Let's Talk Program is a psychoeducational learning approach to assist students in changing their negative behaviors. The program goal is to improve self esteem, decrease truancy, address drug and alcohol issues, and improve class room behavior. Individual counseling is available if requested. The program serves at risk/high risk teens (male & female) in the 9th through 12th grades who may not have a father physically or emotionally present. Services are delivered in group sessions that consist of 3-12 students. Groups meet once a week for 8 -12 weeks. Group session last one hour.

**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 Request: \$17,379.00

Total Program Cost: \$128,370.00

Cost per client for proposed Sunnyvale Program: \$1,284.00

Number of Sunnyvale clients to be served: 40

Total matching funds for proposed Sunnyvale services: 29,942

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
N/A		

<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.

Based in Sunnyvale, Lighthouse of Hope Counseling Center's Let's Talk program supports the healthy development and self-sufficiency of teens from households without fathers. Through counseling, coordinated support, and group work the program gives students the opportunity and structure to create a better future by addressing the issues they face. Let's Talk provides structured support groups and individual counseling to help teens who struggle socially, academically or emotionally. Groups offer teens positive alternatives to drugs, violence, gang activity and poor school performance. The groups assist students to develop positive personal and social outcomes, help them build their own capacity to persevere and thrive despite the obstacles they face.

The goal is to improve self-esteem, improve overall school performance, decrease truancy behavior, improve classroom behavior and peer relations while addressing substance abuse and gang involvement. Activities include helping teens identify situations in their lives affected by their fatherless situation, develop and manage a plan to positively address areas of difficulty and a follow through plan of action and support. Success comes from improving youth's direction from one of deficit and risk to one of resilience and assets. Services are offered on-site at various schools in Sunnyvale. Groups are delivered weekly over 8 week or 12 week groups of 5-15 students. Students are referred to Let's Talk by teachers, and other school personnel or parents. Students may also self-refer. They must meet HUD low-income limits for living below 80% of the area median income.

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.

The Let's Talk program is aligned with Consolidated Plan objectives to provide mental health counseling to youth and a positive alternative to drugs and violence. Lighthouse of Hope provides effective, culturally-competent counseling to address negative factors in their lives, develop a positive sense of self, resilience, and other character traits that support positive development. The program serves a need for role models, and mentors for teens growing up in homes without fathers who are at-risk for dropping out of school, as well as social outcomes such as early sexual activity leading to teen pregnancy, and sexually transmitted disease, substance abuse and gang involvement.

The failure to intervene and help teens create a better future for themselves exacts a compounding toll not just on the individuals, but the community as a whole via higher truancy and dropout rates, greater involvement with drugs, violence, gangs, and the criminal justice system. Lighthouse takes the highest need teens at a critical moment (often on the brink of school suspension or expulsion) and applies evidence based services to help teens turn their lives around and avoid a cycle of negativity. Through counseling and group work Lighthouse helps students develop skills to be successful in school, life and work. The intervention improves school attendance and performance, helps prevent truancy and gang involvement, reduces the need for police and public safety interventions and helps propel young people towards employability and self-sufficiency. Lighthouse helps students turn from being at-risk potential dropouts, to resilient students with a positive motivation towards improving circumstances in their lives.

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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.

Teens eligible to participate in the Let's Talk program are at-risk for substance abuse, gang violence, dropping out of school and overall poor school performance. Students in the 9th through 12 grades (male and female) who are struggling academically, socially and emotionally as a result of not having a father and who meet income eligibility according to HUD guidelines. Fathers may be in the home but are neither emotionally or physically available. According to a report by the California Department of Education 2010-2011, the number of students in Fremont High School with unexcused absence or tardy on three days or more represents 37% of the total enrollment of nearly 2,000 students. Further the 2007-2011 American Community 5 yr survey estimates that in Sunnyvale, CA 4,046 homes will be female headed with no husband present and that 1,800 of those homes will have minors living in the home. Teens in these homes are risk for substance abuse, truancy, gang involvement or "wannabe" gang behavior. Once identified, these students, will be referred to the Let's Talk program by teachers, school personnel, parents or students may self-refer. Parent permission and HUD guidelines income eligibility is required. Students complete pre and post tests to determine program effectiveness.

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.

Mental health and counseling services are offered to local youth by a number of providers other than the Lighthouse of Hope Counseling Center, including Sunnyvale Behavioral Health Center, Community Health Awareness (CHAC) JFK University, the YWCA and Bill Wilson Center.

What makes Lighthouse of Hope Counseling Center services unique is its presence on school campuses working specifically with students without a father in the home. Lighthouse of Hope partners with the school district to deliver on-site support and counseling to the students who bear an acute risk for negative outcomes such as truancy, teen pregnancy, child abuse, substance abuse, incarceration and suicide. Referrals to other providers are made where appropriate. Like all providers, Lighthouse relies on a strong mental health services safety net to serve the whole client.

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).

California Department of Education 2010-2011 reports the suspension rate for students in the 10th -11th grade in Fremont High School is greater than 10% of enrollment. CDE further reports 70 students were willfully defiant and disrupted school activities, 45 students were in possession or sale of controlled substances, alcohol or intoxicants while 68 students were involved in related physical injuries of another person. These statistics indicate that the police department and other City Services are extremely busy attempting to control juvenile delinquency and truancy behavior, which in turn increases the cost of police activity. Teens on the streets are prone to vandalize property or cause injury to another person which in turn increases the incidence of police activity to control behavior of students. Lighthouse's Let's Talk groups helps students develop the skills to be successful and resilient. The intervention improves school attendance and performance, reduces truancy rates, and gang participation and helps students build their own capacity to persevere and thrive despite their situations.

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

Sunnyvale Clients: 40 Total Program Clients: 100

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2013-14 result in an increase in the number of Sunnyvale clients currently being served by the agency?

Yes  No (If Yes, continue, if No, go to "B. Objectives")

b. How many additional Sunnyvale clients are expected to be:

Extremely Low Income 100% 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	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years	N/A	N/A		
FY 2011-12	N/A	N/A		
Estimated for FY 2013-14	40	100		\$1,284.00

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

	2011-2012 Actual	2012-2013 Proposed		2011-2012 Actual	2012-2013 Proposed
	<b>SUNNYVALE ONLY</b>			<b>SUNNYVALE ONLY</b>	
Extremely Low Income (0%-30% AMI)	N/A		Youth (0-18 years)	N/A	40
Very Low Income (31%-50% AMI)	N/A	19	Adults (19-61 years)		
Low Income(51%-80% AMI)		21	Seniors (62+ years)		
Moderate Income (81%-120% AMI)			Disabled Individuals		
Above Moderate Income (120%+ AMI)			Other Special Needs		
<b>Total</b>		<b>40</b>	<b>Total</b>		<b>40</b>

**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>
One Hour Group sessions (Girls)	2	11	11	7	31
One Hour Groups session ( Boys)	2	11	11	7	31
One hour Individual Counselings session	0	12	15	15	42

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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
Executive Director	provide over-site superv to prg.	0	32	20	0
Administrative Assistant	provide clerical and data entry	29,340	35	10%	2,934
Program Manager	supervise and manage program	29,390	25	50%	13,195
Group Facilitator (2)	facilitate groups student groups	27,012	36	50% each	0
Counselor	indiv. counseling to students	32,243	25	25%	0

The Executive Director of the Lighthouse of Hope volunteers her time to administrate, develop programs, manage day to day operations and supervise staff. The administrative assistant supplies clerical support and data entry reported from, groups. The Program Manager supervises group facilitators and counselor, and manages program operations. Group Facilitators will provide direct service to students, facilitate groups,intake and assess student needs, and administer tests. Counselor will provide individual counseling to program participants..

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

The Let's Talk Program guages its effectiveness by measuring changes in participant knowledge, behavior and status. Instruments used include pre and post intervention surveys and client interviews. Knowledge indicators measure percent of attitude improvement, and readiness for personal undertakings. Behavior indicators measure incidence of positive and negative behavior changes. Status indicators measure participants social status, such as ability to avoid negative actions and their mental health conditions. Program centered outcomes measure effectiveness through the participation and engagement level of participants along with their satisfaction with the quality of the program. This method will be used during each year the program is provided. Adjustments will be made to improve services according to surveys and outcomes.

Participant performance and feedback play key roles in the design of Let's Talk program activities. Statistics from 2012-2013 Let's Talk Groups in both Silver Creek and Yurba Buena High Schools. (1 semester, only) 35 females and 21 males participated) 23 % of females responding in pre tests indicated that they talked back to teachers. That number dropped by 6% at post test. Of the males who were asked do you get angry a lot on pre test, 19% said yes, that number dropped by 9% at post test. Of the males who were asked at pre test do you talk back to teachers 33% of males said yes, at post test that number dropped by 5%. Among males when asked do you disrupt class 33% said yes at post test that number dropped by 19%. These preliminary statistics demonstrate the positive effectiveness of the Let's Talk Groups on student behavior.

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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.

The Lighthouse of Hope Policies and procedures clearly state that "no person in the Lighthouse of Hope organization or persons seeking to receive services with Lighthouse of hope shall in no way be favored or discriminated against because of age, sex sexual orientation, color, ethnicity, color, creed or physical or mental condition, including HIV/AIDS status or political or religious opinions or affiliations. Policy is attached. As a routine part of staff training and orientation to the agency, the personnel policies are reviewed. New staff sign signature indicating they have read and understand the policies and agree to abide by them as part of accepting a position with Lighthouse of Hope Counseling Center. It is understood and accepted by all staff that all clients are accepted without regard for language, race or ethnicity. A specific Language Policy is not available at this time.

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?

Lighthouse of Hope is a community based private non profit based in Sunnyvale, CA. Under the leadership of Gloria J. Baxter, LCSW, LOHCC was founded to combat issues facing at-risk youth, families and those seeking compassionate community counseling. With over 28 years of social work experience in the South Bay, Gloria brings expertise in non profit management and private clinical counseling practice. Since 2008, LOHCC has provided counseling, parent education and mentoring services to at-risk youth, children and families in Santa Clara, Alameda and San Mateo counties. In addition to counseling services, the LOHCC also hosts a weekly television program on CREATV San Jose. "A Journey In Fatherhood" was funded by First Five. The program spotlights mentors and local agencies working towards responsible fatherhood and male involvement in Santa Clara County. Each Program profiles a responsible father and discusses the people, programs and services that helped them on their journey to becoming an involved parent. The Let's Talk groups are a spin off from the Journey in Fatherhood designed to address at-risk youth who have not had a father physically or emotionally available. Groups have been provided in the East Side Union High School District for the past 2 years.

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.

The LOHCC services are consistent with CDBG requirements by including services that provide youth with positive alternatives to drugs, violence and gangs. During the initial session, a student intake form is completed by each student. The document collects demographic information such as name, age, school name, mother and father's name, students birth date, city, grade level and ethnicity. The Intake form also assess for students living arrangements, and last time student saw or interacted with father and mother. As part of the student interview, group facilitators assess for information regarding students feelings about their father. Pre/post test assess negative behaviors students are struggling with. Students are minors and a parent permission slip is required for student participation. Parents permission forms includes a check lists of income amounts according to HUD income guidelines. Youth (0-18 years) are considered in the Extremely low Income AMI. The services provided under this grant are to be provided to High School students and includes group and individual counseling only. There are no provisions under this grant for counseling services to adults (19-61). Attached are copies of the Teen Intake Form and the Parent permission form.

#### D. Consolidated Plan Goals

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

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

LOHCC's Let's Talk Groups support activities for basic needs of mental health care to youth by providing positive alternatives to drugs, violence and gang involvement.

#### 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.

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

**A. Agency Information**

Non-Profit with 501(c)(3) Status : yes \_\_\_\_\_

Faith-based organization: N/A \_\_\_\_\_

Community Based Development Organization (CBDO): N/A \_\_\_\_\_

Community Housing Development Organization (CHDO): N/A \_\_\_\_\_

Other Type of Organization: Non - Profit \_\_\_\_\_

Describe: The Lighthouse of Hope Counseling Center is a Community Based Organization \_\_\_\_\_

DUNS Number: 01-511-4068 \_\_\_\_\_

**B. Total Agency Budget**

	2012-13	2011-12	2010-11	2009-10
<b>Administration</b>	\$52,330.00	\$47,089.00		
<b>Fundraising</b>	\$88,830.00	\$35,000.00		
<b>Proposed Program (Total Budget)</b>	\$65,912.00			
<b>All Other Programs</b>	\$23,500.00	\$10,000.00		
<b>Total Agency Budget</b>	\$111,866.00	\$92,089.00		

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**C. Budget for Fiscal Years 2013-14 & 2014-15**

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	17,379	29,942	46847
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance			
Audit/Legal/Professional Services (for CDBG portion only)			
Direct Services (Funding for specific service, e.g. meal, ride)	1250		1250
Contract Services			
Other			
<b>Total Expenses</b>	18,629		48,097

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

