

COVER SHEET (Original)

APPLICANT INFORMATION

Legal Name of Organization: YWCA Silicon Valley

Mailing Address: 375 S. Third Street

City: San Jose

State: CA

Zip Code: 95112

Web Address: www.ywca-sv.org

Contact Person: Kelly Ramirez

Title: Chief Development Officer

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Telephone Number: 408.295.4011 x 217

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Executive Director: Keri Procnier McLain

Email: kmclain@ywca-sv.org

PROGRAM OVERVIEW

Program Name: YWCA Silicon Valley – Domestic Violence Dept. – Support Network Program

Location(s) where Sunnyvale clients will be served (include full street address(es):
375 S. 3rd St., S.J, 95112 & 298 S. Sunnyvale Ave., Sunnyvale & Emergency Shelter(Confidential)

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 YWCA Domestic Violence Department provides essential domestic violence services including: a 24-hour toll-free hot line (English/Spanish), emergency shelter, crisis counseling, legal advocacy, individual/group therapy, children's play therapy groups, children's art therapy, preventative education, safety planning, information and community referrals.

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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 Financials¹

Funding Request: \$35,000.00

Total Program Cost: \$1,230,968.00

Cost per client for proposed Sunnyvale Program: \$175.85

Number of Sunnyvale clients to be served: 200

Total matching funds for proposed Sunnyvale services: 815,610

Match Ratio (% of program funded by matching funds): 66%

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
FY 11-12	35,000	17,195
FY 10-11	35,000	18,842
FY 09-10	35,000	18,842
FY 08-09	35,000	20,383
FY 07-08	35,000	20,383

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

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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.

The YWCA Domestic Violence Department, Support Network Program provides Sunnyvale residents with essential domestic violence services. Survivors are provided with a safe welcoming environment where they can begin to address physical, emotional and psychological trauma. Our department has three main objectives: 1) to provide women and children living in dangerous domestic violence environments with emergency shelter (for 60 days) and basic needs, 2) to enable survivors of domestic violence to increase their safety options through safety planning and domestic violence education, 3) to provide a network of support via counseling, therapy, legal advocacy or comprehensive case management services. These culturally competent vital services provided by the YWCA Domestic Violence Department reduce the number of Santa Clara County women and children living without shelter in danger of domestic violence.

92% of clientele fall within the extremely low to low income categories as defined by the U.S. Department of Housing and Urban Development and the breakdown of client ethnicities for FY 11-12 are as follows: 53% Latino; 21% Caucasian; 8% African American; 7% Asian & Pacific Islander; 3% Multi-Ethnic; 2% Native American; and 4% Unknown/Other. Clients between the ages of 18-62 equaled 76%, 20% of our clients were between the ages of 0-17, and 4% of our clients were 63 and above.

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.

Our proposed Program would address the City of Sunnyvale's Consolidated Plan Goal to Support activities to end homelessness and the goal to address community development efforts (more specifically, the objective to provide essential human services for special needs populations; in this case survivors of domestic violence).

Victims of domestic violence are at an increased risk of homelessness, violence and even death when they attempt to escape abuse. The critical element in making the decision to leave an abusive relationship is a victim's knowledge that she and her children will find a safe place to reside. When battered women are not able to obtain affordable housing or shelter to escape violence, they are thrust into choosing between life with their abuser and life on the streets with their family. Many single women and children become homeless as a direct result of domestic violence. Nationally, it is estimated that half of the women and children who are experiencing homelessness as a direct result of domestic violence. At the local level, in 2011, the Santa Clara County District Attorney's office reviewed 3,860 domestic violence cases. There were sixteen (16) domestic violence deaths (1). Law enforcement indicates the number of actual domestic violence incidents is exponentially higher due to under-reporting of abuse. The breach in reporting is attributed to fear, cultural barriers, economic dependency and lack of awareness of available community services. Citation: (1) Santa Clara County Domestic Violence Council: Death Review Committee Final Report - January 1 - December 31, 2011.

Last year, the YWCA Support Network was able to serve over 200 Sunnyvale residents with essential services. Through support services, survivors are able to receive the tools necessary to increase self-sufficiency and build healthy relationships.

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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.

The YWCA Silicon Valley Domestic Violence Department, Support Network Program provides emergency shelter and essential services to all self identified survivors of domestic violence including women, men, children, families... This includes clients from all socioeconomic backgrounds, ethnicities and ages. When clients complete an intake form, they are asked for basic demographic information such as date of birth, address, city of residence, annual income, head of household, and ethnicity/race information. Survivors of domestic violence are an at-risk population. Due to the imminent physical danger that many survivors can be found in, our program does not require documentation of annual income, etc., because of the dangers it could put clients in (for example having to return to their residence for paperwork with a batterer present).

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.

There are five domestic violence agencies currently serving Santa Clara County: 1) YWCA Silicon Valley (Domestic Violence Department), 2) Maitri, 3) Asian Americans for Community Involvement, 4) Community Solutions, and 5) Next Door Solutions to Domestic Violence. Both Maitri and AACI provided services to the Asian American and South Asian community, while YWCA, Community Solutions and Next Door provide services in English and Spanish. All five agencies participate in the Santa Clara County Domestic Violence Advocacy Consortium in order to examine domestic violence issues and services county-wide. Each agency connects with one another in a collaborative effort every morning to verify available bed space at the various shelters to secure emergency housing for families in need. The YWCA Domestic Violence Department is the only domestic violence program with an office located in Sunnyvale to service North County residents. Additionally the YWCA Domestic Violence Department has a bilingual (English/Spanish) domestic violence advocate housed in Sunnyvale Public Safety, as well as bilingual domestic violence advocates working with the Sunnyvale Police Department and judicial system to assist clients.

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).

In FY 11-12 our department volunteers donated over 12,000 hours to our domestic violence services. The estimated dollar value of their services was over \$200,000. (Dollar value is based on the Independent Sector's California determined rate.). Last fiscal year, 23% of our volunteer's time was dedicated to serving clients from the City of Sunnyvale. This would result in a cost savings of \$46,000 in direct service salary costs.

In FY 11-12, the YWCA Domestic Violence Department provided 17 Sunnyvale residents with emergency shelter services, totaling just over 1,000 emergency bed nights, and provided 143 clients with counseling services. Through these services, the YWCA Domestic Violence Program was able to aid in the destruction of the multigenerational cycle of violence for our clients. Services and provision of shelter result in cost savings for Sunnyvale's law enforcement and medical response to domestic violence 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: 200 Total Program Clients: 7,000

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 165 Very Low Income 17 Low Income: 18

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	175	6,600	\$19,129.00	\$189.00
FY 2011-12	143	6,125	\$17,195.00	\$200.00
Estimated for FY 2013-14	200	7,000	\$35,000.00	\$175.85

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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
	SUNNYVALE ONLY			SUNNYVALE ONLY	
Extremely Low Income (0%-30% AMI)	107	150	Youth (0-18 years)	18	24
Very Low Income (31%-50% AMI)	26	36	Adults (19-61 years)	119	166
Low Income(51%-80% AMI)	10	14	Seniors (62+ years)	6	8
Moderate Income (81%-120% AMI)	0	0	Disabled Individuals	0	1
Above Moderate Income (120%+ AMI)	0	0	Other Special Needs	0	1
Total	143	200	Total	143	200

B. Objectives

For each program objective, please indicate the proposed type and number of units of service to be provided during the next fiscal year. Units of service are those units that will be used to calculate program performance and justify reimbursement requests. You must include at least one type of unit, and may include up to four types.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
# of counseling services	100	100	100	100	400
# of unduplicated counseling clients	50	50	50	50	200
# of clients receiving emergency shelter	3	3	2	2	10

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
La Familia Coordinator	Bilingual Advocacy Counseling	40,000	40	25%	10,000
Lead Shelter Advocate	Case Management, Legal Advocacy and Counseling	48,000	40	10%	5,000
Director of Clinical Services	Oversees the Entire Counseling and Therapy Program	71,325	40	7%	5,000

Director of Clinical Services supervises and administers the Counseling, Legal Advocacy and Therapy Programs. Staff provide the direct services to clients (i.e. program, therapy, etc..).

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

Client services (including geographical location) are recorded in confidential client files. Client data is then entered into our client services database. At the end of service provision for emergency shelter, legal advocacy, and counseling services, program staff provides clients with the opportunity to complete anonymous evaluation feedback forms for services received. Clients can provide general feedback, as well as report if agency services increased their personal understanding of domestic violence, if they successfully developed safety plans and if they received beneficial community referrals. For Children's Services, parents are asked to complete a confidential assessment of their child's participation in individual therapy and group therapy. Services are evaluated quarterly to ensure success in achieving agency goals. If deemed necessary, programmatic changes are implemented based on client feedback and personal stories to increase our programs effectiveness. Utilizing the results and feedback of our evaluation tools we recognized the priority in providing additional progressive services. The YWCA Domestic Violence Department, Support Network Program, has recently launched the After Care Program, which focuses on directly supporting shelter clients with obtaining and maintaining permanent and/or transitional housing after their emergency stay. Advocates work with clients to connect them with community resources, and continue case management services beyond their shelter stay, so that clients gain additional support in achieving self-appointed goals and participation in programs is based on an individual's priorities (housing, employment, education, etc.).

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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 YWCA Domestic Violence Department, Support Network Program is ADA compliant. We do not have any unresolved ADA issues to be addressed. Our emergency shelter is ADA compliant along with our shelter facilities for an individual or family.

The YWCA Domestic Violence Department has developed a Language Access Plan in regards to Limited English Proficiency Clients. Access to services is facilitated through the 24-hour toll-free bilingual (Spanish/English) domestic violence crisis line. Additionally, at our shelter we have access to a 24 language phone bank to increase our programs language access for our clients and staff. Please see Language Access Plan attached.

The YWCA Employee Handbook contains a non-discrimination policy. All individuals are welcome to use our programs and services. The majority of our programs have no fee associated with services. There is a nominal sliding scale fee for therapy services in the Domestic Violence Department.

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 YWCA Silicon Valley is well respected in the community for its provision of quality programs and services to empower women, children, men and families throughout Santa Clara County (including 15 cities and 14 law enforcement jurisdictions). On April 1, 2010, the YWCA merged with the Support Network for Battered Women, which has served Santa Clara County for over thirty three (33) years with the provision of domestic violence services, counseling, therapy, legal advocacy and emergency shelter. In August 2011, the YWCA Domestic Violence Department and the Rape Crisis Center opened a joint office in Sunnyvale, CA. Clients in need of assistance can receive services at the main office or the satellite office location. In FY 11-12, our staff and volunteers answered 5,000 crisis calls, sheltered 186 women and children with 6,065 bed-nights and provided 1,356 unduplicated clients with 14,800 individual and 1,610 group counseling sessions. Of those 1,356 unduplicated clients, 323 were clients served in the Northern Santa Clara County geographical region (24% of total clients served). Our agency met or exceeded all goals and objectives (crisis calls, shelter, counseling, legal and outreach) for the City of Sunnyvale's CDBG grant FY09-11. We remain on track to exceed goals for FY11-12.

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 YWCA Silicon Valley, Domestic Violence Department implements specific protocols for tracking all clients and the services they receive. Staff records all services in confidential client case files. Case notes are secured under double lock and maintained for seven years. Clients receiving services from our program for the first time work with advocates to complete service in-take forms that record information such as ethnicity, household income and residency. All data is tracked and entered into our client database system, which is used to compile data summaries for reports.

D. Consolidated Plan Goals

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

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

The Support Network Program provides domestic violence services directly to Sunnyvale residents. Services include emergency shelter (where clients receive basic needs: culturally appropriate food, clothing, bedding, formula and diapers), counseling, case management and legal services. These services increase client's self-sufficiency and personal safety. 92% of our clientele are extremely low to low income individuals.

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 : Yes _____

Faith-based organization: No _____

Community Based Development Organization (CBDO): No _____

Community Housing Development Organization (CHDO): No _____

Other Type of Organization: No _____

Describe: _____

DUNS Number: 932445737 _____

B. Total Agency Budget

	2012-13	2011-12	2010-11	2009-10
Administration	\$526,337.00	\$401,955.00	\$401,955.00	\$447,928.00
Fundraising	\$799,794.00	\$1,004,834.00	\$1,004,834.00	\$594,578.00
Proposed Program (Total Budget)	\$1,230,968.00	\$1,045,034.00	\$1,010,229.00	\$1,695,613.00
All Other Programs	\$3,500,720.00	\$3,732,347.00	\$3,568,133.00	\$3,628,263.00
Total Agency Budget	\$6,077,819.00	\$6,184,170.00	\$5,985,151.00	\$6,366,382.00

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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	\$24,400.00	\$810,559.00	\$834,959.00
Office Supplies	\$2,000.00	\$17,547.00	\$19,547.00
Communication	\$3,000.00	\$38,055.00	\$41,055.00
Publications/Printing/Advertising	\$0.00	\$8,662.00	\$8,662.00
Travel	\$0.00	\$13,942.00	\$13,942.00
Rent/Lease/Mortgage	\$0.00	\$79,573.00	\$79,573.00
Utilities	\$5,600.00	\$51,060.00	\$51,060.00
Insurance	\$0.00	\$12,110.00	\$12,110.00
Equipment Rental/Maintenance	\$0.00	\$21,033.00	\$21,033.00
Audit/Legal/Professional Services (for CDBG portion only)	\$0.00	\$0.00	\$0.00
Direct Services (Funding for specific service, e.g. meal, ride)	\$0.00	\$0.00	\$0.00
Contract Services	\$0.00	\$24,437.00	\$24,437.00
Other	\$0.00	\$124,590.00	\$124,590.00
Total Expenses	\$35,000.00	\$1,195,968.00	\$1,230,968.00

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

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Proposed Funding Sources for Sunnyvale Program	Amount
City of Sunnyvale	35,000
Other Jurisdictions	65,000
Foundation	200,000
Individual Donations	372,313
Calema	403,565
SCC	98,000
City of Mountain View	27,000
Fema	30,000
TOTAL	1,230,968

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. If your organization is not leveraging the requested City funds with other funds, please explain why.

N/A