



## **PROJECT NARRATIVE**

### **a. Need**

Over the last four years, Yolo Family Service Agency/Agencia de Servicios Familiares de Yolo (YFSA) has served on average 1,000 clients annually with approximately 35% residing in Davis. Even with this level of service, Yolo County residents remain under-served, according to the Yolo County Mental Health Services Act Three-Year Plan (2006-2008). This plan predicts that at least 520 Yolo County youth and at least 957 adults will require mental health services but be uninsured and therefore unable to access such services. All population groups (youth, transition-age youth, adults, and older adults) remain under-served in terms of accessing mental health services in the county. In particular, the MHSA report specifies that Latino adults remain the most under-served population in the county.

Today, approximately 92% of YFSA's clients are low- and very-low income, with approximately 35% living in Davis. Over the last four years, YFSA has also transformed more fully into a bicultural, bilingual organization; now approximately 35% of our clients are Latino, matching county demographics and more closely aligning to projected needs.

In many families, someone may be struggling with depression, parent/child conflict, the impact of caring for an ailing parent, and countless other challenges. For low-income families, seeking mental health services often does not seem like a viable option. These families have other important demands—paying their rent, buying groceries, paying for child care, etc. Because of our mission to make mental health services accessible to the whole community, YFSA provides mental health counseling on a sliding scale based on income and family size, ensuring that families can contribute towards paying for services without creating too much financial hardship.

In Davis, YFSA has used CDBG funds over the last several years to provide subsidized counseling services to hundreds of low-income Davis residents. YFSA has successfully provided services with Davis CDBG funds previously. The agency's current funds will be expended by May due to the increased demand for services.

### **b. Benefit**

Many of the families who come to our agency are low and very-low income families with multiple stressors. For example, a single family may be living in poverty, may be struggling to raise a child with developmental disabilities, and may have two other children diagnosed with ADHD and oppositional defiance. In this family, the parents may be unemployed and one may be struggling with significant depression. Fighting in the home contributes further to stressful dynamics. In another family, grandparents may be raising two grandchildren who were abandoned and physically abused by substance-abusing parents; they may be struggling with the children's persistent anger and their own differing parenting styles. These are just two examples, but it is common for our clinicians to encounter families and individuals facing overwhelming stressors and overwhelming barriers to their well-being.

For these families, mental health services are a necessary first step toward lowering stress levels, raising coping abilities, and finding strategies for creating safe home environments. These families often are seeking out support from the community but find that resources are limited. In Davis, YFSA is the one of the only community-based mental health agencies that serves the low and very-low income populations. While a handful of private practitioners will see families and individuals who qualify for Medi-Cal, the truth is that many private practitioners reserve only one or two places in their practice for low-income clients and most of the families must turn to either the county (for problems in the psychotic and suicidal range), to FamiliesFirst (for home- and community-based services for seriously emotionally disturbed youth and their families) or to YFSA (for services for families and individuals living with considerable stress and in danger of worsening into crisis without intervention).

Mental health services are a fundamental component of an effective community continuum of care. Yolo Family Service Agency is Yolo County's provider of professional mental health services to individuals, couples, and families – *regardless of ability to pay*. Low-income counseling services ensure that all Davis residents can access critical services before they escalate to a crisis.

**c. Other Resources and Collaboration**

YFSA has collaborative agreements with a range of local service providers. Our school-based services are offered through collaboration with the Washington Unified School District in West Sacramento, the Woodland Unified School District (Cache Creek Continuation High School), and the Esparto School District (Madison Continuation High School) in rural Yolo County. Referrals also come through our partnerships with Rural Action of Knights Landing, Inc. (RAKL) as well as and with Rural Initiative in Social Economics, Inc. (RISE) in Esparto. YFSA works in partnership with the Family Resource Centers, ensuring a flow of communication and a coordination of services. In Knights Landing, we also have a partnership through RAKL with Grafton School, where a bilingual clinician provides individual and family counseling. YFSA also collaborates with Suicide Prevention of Yolo County to provide a 24-hour suicide prevention hotline for youth.

YFSA is a contract provider for Yolo County Alcohol, Drug, and Mental Health, the Yolo County Department of Employment and Social Services, and CalWORKS. Many families come to our agency as well through their involvement in Child Welfare Services, who contracts with us for individual counseling, family counseling, and parent training. Other partnerships include CommuniCare Health Centers, the Sexual Assault and Domestic Violence Center, and Alta Regional Center. By publicizing the availability of services through each of these partners, as well as through the local media, YFSA generates a steady stream of referrals for very low-income residents of Yolo County.

YFSA maintains diverse funding sources to support our programs. Each counseling session costs our agency approximately \$91, including salaries for licensed and license-eligible clinicians, intake services, client services coordination, case management and referral, community outreach, clinical supervision, billing management, facilities maintenance, and administrative costs. These are the agency's legitimate costs of doing business and remain well below the costs of \$100 to \$130 per client session charged by private practitioners in the community. YFSA is typically able to pool funds from different sources (e.g., county contracts, insurance payments, fees) to cover approximately \$60 per session. This means that YFSA must solicit funds from public and private sources (e.g., CDBG funds, United Way, private foundations) to raise an additional \$31 per session for low-income clients. YFSA also procures donations through annual events and mail appeals and engages in steady efforts to cultivate more donors.

Because YFSA requires its clinicians to be licensed or license-eligible, volunteers are not used to provide services. YFSA does use volunteers in administrative support roles and facilities maintenance roles to minimize overhead. Volunteers also assist in fund-raising to support the organization, primarily through the agency's dedicated Board of Directors. YFSA does annually employ student interns as well who help with community outreach and provide assistance in parenting groups, social skills groups, and our Kids' Turn program which provides psycho-education and support for families going through divorce.

YFSA is the primary community-based non-profit providing counseling services for low-income residents of Davis. No other mental health agency targets this population or provides affordable, preventative services from licensed and license-eligible clinicians.

**d. Organizational Capacity**

YFSA has been Yolo County's provider of affordable mental health services for the past 47 years. Currently, 14 licensed and license-eligible clinicians (10 FTE) are providing services to over 200 clients and their families each week throughout Yolo County. In 2006, we project that YFSA will serve over

1,000 clients. As a result of sustained efforts to become a bilingual/bicultural organization, our staff is now over one-third bilingual and bicultural, and approximately 35% of our clients are primarily Spanish-speaking. Our organization supports all clinicians through cultural competency trainings and culturally-based consultation groups led by an experienced, bilingual clinician.

YFSA is under the leadership of Jim Rodgers who holds a Masters of Nonprofit Administration and a Masters of Counseling. Jim is supported by the Management Team, including the Clinical Program Director, Susana Russ, LCSW, a clinician with 20 years of experience, and the Business and Fiscal Director, Betsy Taloff, with 25 years of experience. A volunteer board of directors sets agency policy and defines the agency's mission and services. The YFSA Board roster is attached.

## **SCOPE OF SERVICES**

### **a. Project Description**

Using CDBG funds, YFSA will provide 450 counseling sessions to at least 50 low- and very-low-income residents of Davis during the fiscal year 2006-2007. The \$13,950 in funds requested results in \$279 per CDBG beneficiary, who will each participate in on average nine counseling sessions (approximately \$31/session).

Of the \$13,950 requested in CDBG funds, \$11,870 covers salaries and benefits for clinicians providing counseling services and professional supervision required to ensure quality of service. The \$1,287 administrative allowance covers costs of maintaining fiscal records and preparing mandatory narrative and budget reports. The \$793 for insurance pays a portion of the mandatory coverage at the Davis office.

YFSA anticipates achieving the following outcomes during the fiscal year 2006-2007:

- At least 70% of the clients will report improved functioning because of the services.
- At least 75% of the clients will rate service quality as "good" or "excellent" on surveys.
- At least 60% of the clients will attend a minimum of nine sessions.

### **b. Target Group**

Low Income Counseling Services will serve 50 low-income Davis residents during the fiscal year through 450 sessions. Based on existing data, 69% of the clients will be adults and 31% will be children. Two-thirds (66%) of the clients will be female and 34% male. Current clientele is 49% Caucasian, 39% Hispanic, 3% African American, 4% Asian/Pacific Islanders, 3% Native American and 2% Other.

### **c. Outreach**

YFSA uses grassroots outreach techniques and collaborative partnerships to maintain referrals. Outreach efforts include participating in health fairs, cultural events, and public forums. The agency also maintains regular contact with other nonprofits (such as CommuniCare) to maintain an effective professional relationship. The agency regularly advertises its services through the local media and maintains brochures and flyers at other human service agencies (nonprofit and government).

## PERFORMANCE SCHEDULE

**Work Plan** (Identify activities and completion dates)

<u>List Activity</u>	<u>Completion Date</u>
Serve 50 low-income Davis residents	June 30, 2007
Provide at least 450 individual counseling sessions (50 x 9)	June 30, 2007
Send Client Survey within 30 days of final session	Ongoing
Maintain monthly summary of survey results	Ongoing
Maintain quarterly summary of residents served & sessions	Ongoing
Submit mandatory quarterly reports	October 2006 January 2007 April 2007 June 2007

## PERFORMANCE MEASUREMENTS

<b>ACTIVITY</b> (What the program does to fulfill its mission)	<b>INDICATOR</b> (The direct products of program activities)  Service #s	<b>OUTCOME</b> (Benefits that result from the program)
<b>Provide low-income counseling services to Davis residents</b>	<ul style="list-style-type: none"> <li>• At least 50 clients served</li> <li>• At least 450 therapeutic sessions</li> </ul>	<ul style="list-style-type: none"> <li>• At least 70% of clients will report improved functioning.</li> <li>• At least 75% of clients will rate the quality of services as “good” or “excellent”.</li> <li>• At least 60% will attend a minimum of nine sessions.</li> </ul>

**CITY OF DAVIS  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

***BUDGET SUMMARY FOR PROPOSED PROJECT\****

<b>Budget Category</b>	<b>Proposed Project "CDBG Portion"</b>	<b>Other Sources</b>	<b>Total</b>
<b>A. Salaries and Wages</b>			
<i>Therapists</i> 450 client sessions of 1.25 hrs at \$21/hr.	\$8,060	\$3,753	\$11,813
<i>Clinical Supervision</i> 2 hours per week @ \$60/hr	\$1,956	\$4,284	\$6,240
<i>Client Services Coordinator</i> 6 hours per week @ 11.50/hr		\$3,588	\$3,588
<i>Billing Manager</i> 3 hours per week @ \$15.40/hr		\$2,402	\$2,402
<i>Clinical Director</i> 8 hours per week @ \$28.80/hr		\$13,478	\$13,478
<b>B. Fringe Benefits</b> 23% of Gross Salaries	\$1,854	\$6,278	\$8,132
<b>C. Consultant/Contract Services</b>			
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$11,870</b>	<b>\$33,784</b>	<b>\$45,654</b>
D. Utilities - \$100/month		\$1,200	\$1,200
E. Telephone - \$35/month		\$420	\$420
F. Office Supplies - \$17.50/mth		\$210	\$210
G. Equipment			
H. Duplication - 100 copies/mth @ .05 each		\$60	\$60
I. Travel - 60 miles/mth @ .35/mi		\$252	\$252
J. Other (Specify)			
Insurance - Davis Office	\$793	\$2,040	\$2,833
Office Maintenance - \$40/wk		\$2,080	\$2,080
Adminstrative Allocation 10% of Salaries & Benefits	\$1,287	\$3,278	\$4,565
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>\$2,080</b>	<b>\$9,540</b>	<b>\$11,620</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$13,950</b>	<b>\$43,324</b>	<b>\$57,274</b>

\* Please revise this form and annotate budget items as needed

***NEW REQUIREMENTS:*** All applicants are requested to submit a copy of their organization's Operation Budget.

Yolo Family Service Agency  
**Budget Overview**  
FY 2005 - 2006

	<u>Jul '05 - Jun 06</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4 · Contributed support</b>	
4010 · Unrestricted contributions	30,000.00
4520 · Federal grants	19,917.00
4550 · Private grants	215,500.00
<b>Total 4 · Contributed support</b>	<u>265,417.00</u>
<b>5 · Earned revenues</b>	
5020 · Federal contracts/fees	300,000.00
5030 · State contracts/fees	19,500.00
5040 · Other government contracts/fees	25,750.00
5180 · Program service fees	148,200.00
<b>Total 5 · Earned revenues</b>	<u>493,450.00</u>
<b>5800 · Special events</b>	
5810 · Special events revenue	9,000.00
<b>Total 5800 · Special events</b>	<u>9,000.00</u>
<b>5900 · Other income</b>	
5910 · Interest income	1,200.00
5920 · Gross rents revenue	26,800.00
5930 · Miscellaneous revenue	500.00
<b>Total 5900 · Other income</b>	<u>28,500.00</u>
<b>Total Income</b>	796,367.00
<b>Expense</b>	
<b>7200 · Salaries, etc.</b>	
7210 · Officers & directors salaries	68,500.00
7220 · Salaries & wages	481,500.00
7230 · Payroll taxes	42,075.00
7240 · Employee benefits	84,425.00
7260 · Misc payroll exp	3,190.00
<b>Total 7200 · Salaries, etc.</b>	<u>679,690.00</u>
<b>7500 · Contract services</b>	
7520 · Accounting fees	7,500.00
7530 · Legal fees	0.00
7550 · Other contract services	4,900.00
<b>Total 7500 · Contract services</b>	<u>12,400.00</u>
<b>8100 · General operating expenses</b>	
8110 · Supplies	11,000.00
8130 · Telephone & telecom	3,650.00
8135 · Internet & website	1,750.00
8137 · Translation expense	623.00
8140 · Postage & delivery	1,950.00
8160 · Equip svc contracts & maint	950.00

Yolo Family Service Agency  
**Budget Overview**  
FY 2005 - 2006

	<u>Jul '05 - Jun 06</u>
8170 · Printing & copying	3,746.00
<b>Total 8100 · General operating expenses</b>	<u>23,669.00</u>
<b>8200 · Occupancy expenses</b>	
8210 · Rents & mortgage interest	28,591.00
8220 · Utilities	15,643.00
8230 · Real estate taxes	1,618.00
<b>Total 8200 · Occupancy expenses</b>	<u>45,852.00</u>
<b>8300 · Travel &amp; meeting exp</b>	
8310 · Travel & mileage	936.00
<b>Total 8300 · Travel &amp; meeting exp</b>	<u>936.00</u>
<b>8500 · Misc expenses</b>	
8510 · Interest expense	3,380.00
8520 · Insurance	
8522 · D&O insurance	1,900.00
8524 · Property & liability	9,000.00
<b>Total 8520 · Insurance</b>	<u>10,900.00</u>
8530 · Membership dues & subscripts	2,340.00
8540 · Staff develop/training	1,900.00
8550 · ED expenses	1,000.00
8555 · Board expenses	1,500.00
8580 · EPSDT admin fee	12,000.00
<b>Total 8500 · Misc expenses</b>	<u>33,020.00</u>
<b>8600 · Business expenses</b>	
8620 · Bank & other charges	800.00
<b>Total 8600 · Business expenses</b>	<u>800.00</u>
<b>Total Expense</b>	<u>796,367.00</u>
<b>Net Ordinary Income</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>