



## PROJECT NARRATIVE

### a. Need

Quality professional counseling is not a luxury. It is a necessity. Professional counseling is a fundamental benefit that must be available to all citizens. While other social ills create a greater sense of urgency, mental health issues are intertwined with these issues.

Studies indicate that 20-25% of homeless people suffer from an untreated mental health problem (National Resource Center on Homelessness and Mental Illness, 2001). Low-income families are more likely to avoid seeking mental health assistance when preventative treatment would avoid a crisis. Low-income individuals are more likely to require emergency room treatment and/or hospitalization because of a treatable mental condition. As a result, basic health care is compromised when mental health services are unavailable to low income individuals (NIMH, 2003). For those families striving to keep an elderly loved one at home, the caregiver is six times more likely to experience depression (Family Caregiver Alliance, 2004).

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. 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.

In only three years, the number of individuals and families seeking services from YFSA has increased 77%. The increase in clients was predominately low-income individuals and families. The increase in clients is linked to three factors: 1) improved outreach; 2) improved cultural competency; and 3) ability to serve low-income families through county contracts.

In 2004, YFSA served 1,250 clients of which 89% were low-income. Of these 1,250 individuals, 450 (36%) lived in Davis. These families faced hard choices. For those experiencing depression, parent/child conflict, the impact of caring for an ailing parent, and countless other challenges, seeking mental health services often did not seem like an option. These families had to balance accessing mental health services with other important demands – paying rent, buying groceries, etc.

YFSA does not believe one should have to choose between putting food on the table and securing mental health services. Because of our belief, YFSA provides mental health counseling on a sliding scale based on income and family size. The sliding scale ensures that families can still maintain dignity by contributing towards the services without creating a financial hardship.

YFSA is proud of its ability to serve increasingly larger numbers of low-income clients. The agency considers this growth as a sign of progress. The pride comes at a cost, though. The sliding fee scale fails to recoup the \$91 per session the agency spends. Even with insurance or public assistance, YFSA seldom recovers the full cost of providing services. In fact, contracts, fees, and client payments cover only \$60 of each client session, on average. In order to ensure high quality mental health services remain available to low income clients in our community, YFSA must augment at least \$31 per client session. Funds from private foundations, donations, and CDBG funding allow YFSA to continue to serve an increasing number of clients each year.

### **b. Benefit**

Low Income Counseling Services ensure low-income Davis residents can access critical services before they escalate to a crisis. This allows YFSA to meet basic human needs and provide preventative services. YFSA offers affordable, mental health counseling from licensed or licensed-eligible clinicians. The service allows the individual to seek care before a crisis occurs while maintaining affordability. YFSA complements other critical community service providers and strengthens the community.

### **c. Other Resources and Collaboration**

YFSA maintains diverse funding sources. Contracts and fees typically produce 65% of the funds necessary to provide counseling services. Foundation grants, CDBG funds, United Way monies and donations are used to provide the other 35% of the funding needed for low-income clients. YFSA raises over \$150,000 in unrestricted support annually. These funds support Low Income Counseling Services and other agency programs. These funds are raised through mail appeals, events, and major donor cultivation.

Because YFSA requires its clinicians to be licensed or licensed-eligible, volunteers are not used to provide services. YFSA does use volunteers in administrative support roles to minimize overhead. Volunteers also assist in raising unrestricted funds to support the organization.

YFSA works in tandem with other local service providers. CommuniCare Health Centers are the primary referral source for YFSA. Other referring sources include Hands Together, Suicide Prevention of Yolo County, Families First, SADVC, local schools, county programs, and private clinicians. YFSA seeks out opportunities to collaborate with other organizations. Its ASK Program is in partnership with Suicide Prevention and local schools. The agency has implemented parenting programs in partnership with Hands Together, as well. YFSA has also succeeded in forming partnerships with Family Resource Centers in rural communities.

YFSA is the sole provider of professional mental health counseling using licensed or licensed-eligible clinicians in Yolo County. Consequently, YFSA excels at providing quality services while avoiding duplication of other services.

### **d. Organizational Capacity**

YFSA has been Yolo County's provider of affordable mental health services for the past 46 years. Low Income Counseling Services has been a staple of the agency's service structure throughout its history. YFSA uses only licensed or licensed eligible clinicians in the provision of services. Currently, 27 clinicians (16 FTE) provide over 11,500 therapeutic sessions each year. YFSA has invested in improving its own cultural competency over the past three years. The agency currently employs ten employees who are bilingual in Spanish.

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. Susana Russ, LCSW is the Clinical Director with 20 years of experience. Betsy Taloff with 25 years experience serves as the Business and Fiscal Director. Julie Bornhoeft is the Development Director. She holds an MA in Philanthropy and Development and the CFRE credential and offers 12 years of experience. A volunteer board of directors sets policy and advises staff. Board roster attached.

## SCOPE OF SERVICES

### **a. Project Description**

Low Income Counseling Services will provide at least 540 counseling sessions to at least 60 low-income residents of Davis during the fiscal year. The service is provided at an average cost of \$91 per client session. YFSA recovers, on average, \$60 per session from client fees and contracts. The remaining \$31 must be secured from other sources. The \$14,947 in funds requested results in \$249 per CDBG beneficiary. Each beneficiary is expected to participate in nine sessions, based on the agency average. This equates to \$28 per session. The remaining \$3 per session (\$1,620 total) needed in augmentation funds will come from agency fundraising revenues and other grants. The \$91 per session reflects total costs of providing services including facility operation, administrative support, clinical supervision, and supplies in addition to the actual cost of salaries and benefits.

Of the \$14,947 requested in CDBG funds, \$12,867 covers salaries and benefits for clinicians providing counseling services and professional supervision required to ensure quality of service. The \$1,046 administrative allowance covers costs of maintaining fiscal records and preparing mandatory narrative and budget reports. This work is necessary support for the provision of client services. 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:

- 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 60 low-income Davis residents during the fiscal year through 540 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 60 low-income Davis residents	June 30, 2006
Provide at least 540 individual counseling sessions (60 x 9)	June 30, 2006
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 2005 January 2006 April 2006 June 2006

## PERFORMANCE MEASUREMENTS

<b>ACTIVITY</b> <small>(What the program does to fulfill its mission)</small>	<b>INDICATOR</b> <small>(The direct products of program activities)</small>  Service #s	<b>OUTCOME</b> <small>(Benefits that result from the program)</small>
<b>Provide low-income counseling services to Davis residents.</b>	<ul style="list-style-type: none"> <li>• At least 60 clients served</li> <li>• At least 540 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> 540 client sessions of 1.25 hrs at \$21/hr.	\$8,505	\$5,670	\$14,175
<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	\$2,406	\$6,767	\$9,173
<b>C. Consultant/Contract Services</b>			
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$12,867</b>	<b>\$36,190</b>	<b>\$49,057</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	\$3,619	\$4,906
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>\$2,080</b>	<b>\$9,881</b>	<b>\$11,961</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$14,947</b>	<b>\$46,071</b>	<b>\$61,018</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

2004-05 Budget

	<b>2004-2005 Budget</b>
<b>REVENUE</b>	
<b>Private Sector Grants &amp; Donations</b>	\$ 167,500.00
<b>Foundations &amp; Trusts</b>	\$ 81,500.00
<b>Contributions</b>	\$ 51,500.00
<b>Client Paid Services</b>	\$ 135,000.00
<b>Public Sector Contracts</b>	\$ 404,000.00
<b>Private Contracts</b>	\$ 6,000.00
<b>Public Sector Grants</b>	\$ 55,500.00
<b>Fund Raisers - Events</b>	\$ 8,000.00
<b>Other Income</b>	\$ 31,000.00
<b>TOTAL INCOME</b>	<b>\$ 940,000.00</b>
<b>EXPENSES</b>	
<b>Insurance Expenses</b>	\$ 10,500.00
<b>Interest Expense</b>	\$ 11,500.00
<b>Staff &amp; Board Retreats</b>	\$ 3,000.00
<b>Community Outreach</b>	\$ 8,000.00
<b>Membership Dues</b>	\$ 2,000.00
<b>Postage</b>	\$ 7,200.00
<b>Printing &amp; Publications</b>	\$ 5,450.00
<b>Professional Fees</b>	\$ 4,500.00
<b>Rent</b>	\$ 7,200.00
<b>Utilities</b>	\$ 12,200.00
<b>Property Maintenance</b>	\$ 11,500.00
<b>Maintenance Expenses</b>	\$ 7,700.00
<b>Property Taxes</b>	\$ 2,150.00
<b>Telephone</b>	\$ 11,200.00
<b>General Contract Services</b>	\$ 8,500.00
<b>Payroll Expenses</b>	\$ 818,000.00
<b>Supplies</b>	\$ 9,400.00
<b>TOTAL EXPENSES</b>	<b>\$ 940,000.00</b>
Difference	\$ -



**Yolo Family Service Agency  
Board of Directors**

<b>Board Member</b>	<b>Contact Information</b>	<b>Term</b>
Nancy Mack, President Retired School Principal	512 Greenwood Drive Woodland, CA 95695 H: 662-9637 E: <a href="mailto:chasrmack@aol.com">chasrmack@aol.com</a>	2000-2006 (2)
Karen Hannum, Vice President Counselor Woodland Joint Unified School District	24540 County Road 95 Davis, CA 95616 H: 758-2031 W: 662-4678 ext 233 E: <a href="mailto:khannum@wjusd.org">khannum@wjusd.org</a>	2002-2005 (1)
David Johnson, Treasurer CPA, Private Practice	231 D Street Davis, CA 95616 H: 758-6260 F: 758-3113 E: <a href="mailto:bigwavedlj@aol.com">bigwavedlj@aol.com</a>	2000-2006 (2)
Jack Latow, PhD, Secretary Owner Valley Clinical & Consulting Services	39607 Larkspur Place Davis, CA 95616 H: 753-3226 W: 661-1666 E: <a href="mailto:jlatow@sbcglobal.net">jlatow@sbcglobal.net</a>	2003-2006 (1)
Ana Bolanos, MSW Clinic Director Sacramento Community Health Center	2418 Caravaggio Drive Davis, CA 95616 H: 297-0779 W: 916-422-5398 E: <a href="mailto:anabolanos@maap.org">anabolanos@maap.org</a>	2003-2004 (1)
Arthur Rene Viargues Professor California Maritime Academy	613 Portsmouth Avenue Davis, CA 95616 H: 756-4417 W: 707-654-1146 E: <a href="mailto:viargues@davis.com">viargues@davis.com</a> or <a href="mailto:rviargues@csum.edu">rviargues@csum.edu</a>	2003-2006 (1)

**STAFF**

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**\*No Board Member receives reimbursement for services to the agency.\***