

**CITY OF BENICIA
 BENICIA HUMAN SERVICES BOARD
 FY 2017-2019 GRANT APPLICATION
 TITLE PAGE**

PART A

1. **Project/Program Name:** New Pathways Counseling
2. **Amount of Funding Request: Annual:** \$ 61,612 **Grant period (2 years):**
\$123,224
3. **Organization Submitting Proposal:** Catholic Charities of Solano

Organization Data:

Name: Catholic Charities of Solano
 Address: 125 Corporate Place
Suite A
 Phone: 707-644-8909
 Fax: 707-644-6314
 Fed. ID #: 465010936

Contact Person:

Name: Elizabeth Barber, LMFT
 Title: Clinical Director
 Phone: 707-556-9137 ext. 2203
 Email: ebarber@csssolano.org
 Fax: 707-644-6314

4. **Year organization legally established:** 1942 **State:** CA

5. **Project or Program Category (check applicable categories and subcategories):**

<input type="checkbox"/> Safety Net	<input checked="" type="checkbox"/> Health & Wellbeing	<input type="checkbox"/> Other
<input type="checkbox"/> Rent	<input checked="" type="checkbox"/> Counseling	<input type="checkbox"/> Affordable Housing
<input type="checkbox"/> Food	<input checked="" type="checkbox"/> Suicide Prevention	<input type="checkbox"/> Job Skills
<input type="checkbox"/> Utilities	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Literacy
<input type="checkbox"/> Transportation	<input type="checkbox"/> Child Abuse Prevention	<input type="checkbox"/> Parenting
<input type="checkbox"/> Childcare	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Mental Health	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> School Counseling	<input type="checkbox"/>

6. **Serving clients (check all that apply):**

<input checked="" type="checkbox"/> Children Under 5	<input checked="" type="checkbox"/> Youth (5-18)	<input checked="" type="checkbox"/> Adults (19 to 59)	<input checked="" type="checkbox"/> Seniors Over 60	<input checked="" type="checkbox"/> Family Unit
<input checked="" type="checkbox"/> Low-Income	<input checked="" type="checkbox"/> Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **Anticipated Number of Unduplicated Benicia Residents to be Served:** 100 to 300*

*Goals are set in number of sessions rather than number of clients as there is a range in how many sessions a client will utilize.

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE A SIGNATORY ON BEHALF OF AN ORGANIZATION REQUESTING FUNDS FROM THE BENICIA HUMAN SERVICES BOARD.


 Authorizing Signature
 Typed name: Thomas Cashman

Executive Director
 Title

January 26, 2017
 Date

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2017-2019 GRANT APPLICATION**

Part B – BUDGET INFORMATION

8. Provide a budget for the project. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$ 46,350	\$ 40,867	\$ 5483
Benefits (Direct ¹)	12,979	10,847	2132
Personnel (Support ¹)			
Benefits (Direct ¹)			
Contract Services			
Project-Supplies	500	300	200
Project Equipment	1000	0	1000
Transportation (e.g. gas costs, rental)	600	0	600
Other Direct Costs			
SUBTOTAL	61,429	52,014	9415
INDIRECT COSTS			
(Administrative ¹)			
Personnel	4633	4633	0
Benefits	1297	1297	0
Space Rental	5796	2898	2898
Utilities			
Telephone	575	290	285
Office Supplies	1200	480	720
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			
Liability Insurance	1115	0	1115
SUBTOTAL	14,616	9598	5018
TOTAL COSTS	\$ 76,045	\$ 61,612	\$ 14,433

Column A = Total cost of the proposed project.

¹ Provide names, titles, education and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

Clinical Director, Deputy Director, Counseling Coordinator – Total Salaries \$158,143

**CITY OF BENICIA
 BENICIA HUMAN SERVICES BOARD
 FY 2017-2019 GRANT APPLICATION**

Column B = Amount you are requesting in this grant application.

Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

Part B – BUDGET INFORMATION – (continued)

9. APPLICANT SOURCES: Provide sources of other funds for the project. Total amount should correspond with Total C (previous page). Do not include your entire budget here (it should be attached).

Applicant Sources – Other Funding (be specific)		Amount or Value	Indicate if Cash or In-kind
Catholic Charities Auxiliary	\$	500	Cash
Catholic Charities of Sacramento – Annual Appeal		3500	Cash
Fees for Service – Low cost counseling		750	Cash
Catholic Charities of Solano – Donations		500	Cash
TOTAL	\$	5250	

10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.

Fiscal Year	Program		Amount	Benicians Served
2016-17	Low-Income/School Counseling	\$	17,160	70 a/o 12-31-16
2015-16	Low-Income/School Counseling		17,160	120
2014-15	Low-Income Counseling		16,510	59
2013-14	Low-Income Counseling		16,510	70
2012-13	Low-Income Counseling		17,400	69
2011-12	Low-Income Counseling		17,400	49
2010-11	Low-Income Counseling		14,545	50
2009-10	Low-Income Counseling		14,545	46
2008-09	Low-Income Counseling		25,590	80
TOTALS		\$	156,820	613

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2017-2019 GRANT APPLICATION**

Part C - PROJECT / ORGANIZATION DISCUSSION (Please limit Part C to 5 pages.)

11. Brief Project Summary (Two to three sentences describing the grant proposal):

Catholic Charities of Solano/New Pathways Counseling proposes to expand our three year old school-based student and family counseling services in order to meet a request by the Benicia Unified School District for increased services. We also propose to continue our sixteen year old program to provide counseling/therapy services to low income Benicia residents at multiple locations.

Counseling will be provided at five Benicia schools: Benicia High School, Benicia Middle School, Joe Henderson Elementary, Mary Farmer Elementary, and Matthew Turner Elementary. This will include individual counseling with students and family, and counseling/therapy at the school sites. The main objective is to improve the mental, social, and emotional health and welfare of Benicia residents in need. At our Benicia office we will provide individual, couples, and family counseling/therapy to children age 5 and up, teens, adults, and seniors.

12. Describe organization's general purpose and activities:

The mission of Catholic Charities of Solano is to: "reach out to provide assistance to anyone who is poor or disadvantaged by offering health and social service programs that contribute to an individual's freedom and independence, while always valuing the dignity of human life and the importance of family."

Catholic Charities of Solano offers programs and services to anyone in need under four divisions: New Pathways Counseling Program; Family Assistance; Immigration Services; and Friendship Services. Services are provided from the home office in Vallejo and in the cities of Fairfield, Vacaville and Benicia.

New Pathways Counseling Services is the formal name of Catholic Charities of Solano's counseling program. The program provides professional, confidential, and affordable counseling/therapy services to Solano and Yolo county area residents. Services are provided in individual, private, or group sessions.

Catholic Charities is expanding its service footprint into Yolo County during 2017. Grant makers may begin to see documents using our new name "Catholic Charities of Yolo-Solano". For this application we are using our name most familiar to this funding agency.

13. List all financial liabilities or pending legal action:

N/A. There are none.

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2017-2019 GRANT APPLICATION**

14. Is your organization applying for other grants for fiscal years 2017-2019? If so, list the project, funding source(s), proposed budgets, and requested amount(s).

Our Family Assistance Program has applied for a Vallejo CDBG grant for FY 2017-2019 in the amount of \$20,000 to assist homeless and low-income residents with necessary social services including rental assistance, case management and emergency food. We have also applied for a CBDG grant in the amount of \$42,500 to provide bi-lingual (Spanish/English and Tagalog/English) counseling services to Vallejo homeless and low-income persons. We also plan to apply for other grants as they become available.

15. At what location will the proposed project take place and how long has the organization

School counseling and school-based family counseling/therapy will take place on campus at the designated schools: Benicia High School, Benicia Middle School, Joe Henderson Elementary, Mary Farmer Elementary, and Matthew Turner Elementary. New Pathways has provided services at Benicia High School since the 2014-15 academic year and at Benicia Middle School for the 2016-17 academic year.

The New Pathways Counseling office—where other community-focused service are provided, is located at 159 East D Street, Suite G, in Benicia. We have occupied this office since April 2010. Our administrative office is located at 125 Corporate Place, Vallejo. We have occupied this office since April 2005. Our agency has served people in need in the south county area since 1942.

Part C - PROJECT / ORGANIZATION DISCUSSION (continued)

16. What are your proposed hours of operations for this project? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to incoming calls, answer general questions, etc.?

School counseling services will take place during school hours on a day, or days, designated by the school. Family counseling/therapy at school sites will be offered by appointment from 4:00 PM to 8:00 PM on a day or days designated by the school. Project staff, including the Clinical Director, will be available at Catholic Charities/New Pathways main office in Vallejo from 9:00 AM to 5:00 PM Monday through Thursday. The Clinical Director and counselors are also available by email.

Counseling/therapy services provided at our Benicia office will be available by appointment. Appointments can take place at any time mutually agreed upon by the counselor and the client.

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2017-2019 GRANT APPLICATION**

- 17. Describe the project associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of your program.**

We propose to expand our three year old school counseling program. Counseling has been offered at Benicia High School for the past three academic years. Services were expanded this year, to add services at Benicia Middle School and to offer family counseling/therapy on both campuses. Benicia Unified School District has requested that services be offered at three elementary schools as well. (Please see BUSD letter of support attached to this document.) The quantifiable goal is to provide 2500 student and family counseling/therapy sessions serving from 90 to 250 unduplicated clients per year and will be structured as follows:

Benicia High School

Students (5 days/week)
Families (3 evenings/week)

Benicia Middle School

Students (3 days/week)
Families (2 evenings/week)

Joe Henderson Elementary

Students (1 day/week)
Families (1 evening/week)

Mary Farmer Elementary

Students (1 day/week)
Families (1 eve/week)

Matthew Turner Elementary

Students (1 day)
Families (1 evening/week)

This proposal to increase services is a result of current demand for services exceeding our current capacity to provide them. All current school counselors' caseloads are at capacity or above, with a waiting list at Benicia High School. At the time of this writing, all additional referrals for services at Benicia Middle School are added to a waiting list.

We also propose to continue our sixteen year old counseling community-focused program which offers low/no income Benicia residents the option of low/no-fee individual, family, couples and group counseling/therapy services. New Pathways serves Benicia residents of all ages, with the main objective of improving their mental, social and emotional health and welfare. The quantifiable goal is to provide 250 sessions per year serving from 20 to 50 clients per year. The service target goal is set in the number of counseling sessions provided rather than number of clients, as there is variability in how many sessions a client will utilize. This performance method establishes more accurately measurable and quantifiable outcomes.

- 18. If the proposed project involves direct services to youth, please indicate the number of volunteers providing direct services, how those individuals are screened and trained, specific duties assigned to volunteers, and how volunteers are supervised. If the proposed project does not involve direct services to youth, please indicate "N/A".**

The project would involve up to fifteen clinicians providing direct services to youth. All New Pathways clinical volunteers are selected after interview(s) with our Clinical Director, live scan clearance, Shield the Vulnerable training, and favorable references. The clinical volunteers are

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2017-2019 GRANT APPLICATION**

either trainees in a Master's program, or are license-eligible interns/associates, and are regulated by the California Board of Behavioral Science. They are trained and supervised by the licensed clinical director and licensed clinical supervisors. The specific duties assigned to the New Pathways volunteers are individual, family, couples, and school counseling/therapy and related record keeping.

19. Why is this project necessary for the citizens of Benicia? How will recipients benefit from your services?

Students in Benicia schools face serious and significant issues including suicidality, depression, anxiety, academic difficulties, peer/social problems, sexual and gender orientation issues and family problems. Counseling in Benicia schools was introduced three years ago. The response has been robust. Services have increased in each subsequent academic year, and demand now exceeds the capacity to meet it. There is a currently waiting list at Benicia High School and referrals at Benicia Middle School now are added to a waiting list. Student self-reports as well as student requests for services based on peer recommendations indicate that New Pathways' school-based counseling is providing meaningful relief and assistance. On several occasions students have reported suicidality to their counselor and a crisis has been averted. School staff report increased mental health stabilization, stigma reduction, increased levels of self-awareness, and graduation resulting from the school counseling. Benicia Unified School District (BUSD) has requested increased services as detailed above. (Please see attached letter dated 1-10-17 by Jessica Garcia, Mental Health Coordinator, BUSD.)

Responses to our community-focused counseling/therapy services offered for several years, report referrals from Benicia social service agencies, and citizen requests all suggest that many Benicia residents are facing challenges with marital, family and child development, economic and social situations, and mental health conditions. In addition, current social and economic conditions have left many people with a level of stressors which exceed their ability to cope. Timely intervention can support and assist people to develop the skills and understanding to cope with their situation. Many Benicia residents have been impacted by the economic climate of the past several years and are unable to pay \$80.00 to \$200.00 per session costs of private counseling. New Pathways offers an affordable alternative.

20. How will outreach be conducted?

Outreach for services provided at school sites will include distribution of service availability to BUSD staff, and participation in school registration and family night events. Referrals for school counseling and family counseling/therapy at school sites will be generated by school staff.

Community-focused services outreach will be conducted through presence and participation in county and community events such as the Benicia Forum, the Mental Wellness Subcommittee, the Solano Suicide Prevention Committee, Benicia Library, collaboration and cross referrals with other Benicia agencies, and brochures/informational flyers distributed at community locations such as the Benicia Police Department, Benicia Library, the Community Action Council, Benicia Family Resource Center, the Benicia Youth Action Council and the VFW.

**CITY OF BENICIA
 BENICIA HUMAN SERVICES BOARD
 FY 2017-2019 GRANT APPLICATION**

21. List the specific quantifiable goals of the project.

(Please state your goal in terms of number of individuals, families or groups served. For example, agency will provide X number of individuals counseling services per quarter.)

Report total services provided	Annual goal
New Pathways Counseling will provide 62.5 in-office counseling/therapy sessions per quarter serving from 5 to 13 clients per quarter. *	New Pathways Counseling will provide 250 in-office counseling/therapy sessions per year serving from 20 to 50 clients per year. *
New Pathways Counseling will provide 62.5 hours of school based student and family counseling/therapy sessions per quarter serving from 22 to 62 clients per year.*	New Pathways Counseling will provide 2500 hours of school based student and family counseling/therapy sessions per year serving from 90 to 250 clients per year.*

*Goals are set in number of sessions rather than number of clients as there is a range in how many sessions a client will utilize.

Discuss how your organization will collect, organize and disseminate this data.

Data are collected through monthly reports submitted by all clinicians and are then organized by the Clinical Director according to reporting requirements. The information will be conveyed to the Benicia Human Services Board as required. In the past quarterly reports have been submitted indicating the number of clients and sessions that have been provided per quarter and per year as well as reporting on marketing and outreach activities.

22. Is this project an existing program or activity provided by your organization? Please explain.

Yes, in-office counseling/therapy has been offered in Catholic Charities/New Pathways Benicia office for the past sixteen years. This project is a continuation of those services. School counseling has been offered in two Benicia schools for three academic years with expansion to a third school and including family counseling in the current academic year. The proposed project is an expansion of the existing services.

23. Identify similar programs in the community and how yours will differ.

We are unaware of similar programs in the community.

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2017-2019 GRANT APPLICATION**

24. Describe previous comparable projects or programs that your organization, has undertaken that demonstrate successful administration and implementation.

The school based services have been in place and successfully administered for three years. The current project is an expansion of existing services and locations. One indication of successful administration and implementation is the request and support from BUSD for increased services and locations. (Please see attached letter dated 1-10-17 by Jessica Garcia, Mental Health Coordinator, BUSD.) Our in-office counseling/therapy project is a continuation of existing services. The program has been administered successfully for sixteen years.

25. For current grantees, if the amount you are requesting in this funding cycle is higher than what you are receiving now, please explain the reason for the increase.

Catholic Charities/New Pathways is requesting increased funding in this funding cycle in order to expand school based student and family counseling/therapy. If sufficient funds to provide services as proposed are not available, Catholic Charities/New Pathways would request reconsideration of the proposal to be negotiated on a reduced, mutually-sustainable scale. Our intent is to tailor the proposal to available funds.

26. REQUIRED ATTACHMENTS: Verify and check off confirmation indicating that the following required items are attached to the original application.

Attachment Confirmation	Item No.	Item Description
(✓)	1.	IRS Letter of Tax Exempt Status
(✓)	2.	Organization's total budget for the current year
(✓)	3.	Copy of most recent audit or financial statement
(✓)	4.	Names and addresses of Board of Director
(✓)	5.	List of paid principal staff and positions
(✓)	6.	Job descriptions for principal staff and personnel <u>to be paid partially or in full with grant funding</u>
(✓)	7.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
(N/A)	8.	If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

Thank You!