

**CITY OF DAVIS**  
**2003-2004 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

**Organization Name:** CITIZENS WHO CARE, INC. / *Time-Off for Caregivers Program*

Street Address: 416 F Street, Davis, CA 95616 \_\_\_\_\_

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**Contact:** Julie Bornhoeft, CFRE **Address:** 416 F Street, Davis 95616 **Phone:** 758-3704

**Total Proposal Request:** \$ 8,990 \_\_\_\_\_

X  On-going Support    \_\_\_\_\_ New Project

**CDBG Eligible Category:** \_\_\_\_\_  
Public Service  
(See List A)

**National Objective Compliance/Low and Mod Benefit:** \_\_\_\_\_  
Limited Clientele  
(See List B)

**City Council Identified Critical Needs:** (See List C)

1) Programs to Support Independent Living

2) \_\_\_\_\_

3) \_\_\_\_\_

PUBLIC SERVICE  X

NON-PUBLIC SERVICE \_\_\_\_\_

**Beneficiary Information:**

15 Total number of beneficiaries in program

11 Total number of beneficiaries in program served with CDBG funds

75 Percentage of the CDBG beneficiaries with low/moderate income

\$817 Cost per CDBG beneficiary (CDBG Request/CDBG Beneficiaries)

## **PROJECT NARRATIVE**

### **a. Need**

Citizens Who Care's Time Off for Caregivers Program supports independent living by enabling Davis seniors to avoid institutionalization. The program meets the Identified Critical Need within the Basic Human Needs.

Last year the program served eight Davis residents and their caregivers. While the benefits to the elderly are significant, caregiver support is also important. The majority (55%) of caregivers experience clinical depression (Family Caregiver Alliance, 2002). If the caregiver is themselves elderly, they are over 60% more likely to die within four years than the elderly who are not caregivers (Journal of the American Medical Association, 1999). Respite care helps minimize negative repercussions of caregiving.

Time Off for Caregivers is the *sole* weekend respite program in Yolo County. Last year, the program provided weekend respite care to twelve families, with eight being from Davis. Of the Davis residents, 75% qualified as extremely low to moderate low income. The program is complementary to other services because of its unique weekend format. The program allows seniors to engage socially and provides caregivers a predictable break. The senior remains engaged and the caregiver avoids burnout.

### **b. Benefit**

The program will serve eight Davis residents and their caregivers. Current demographics indicate that 75% will be moderate to extremely low-income. The program offers scholarships to low-income participants to ensure all eligible seniors can participate in the program. The cost per beneficiary is \$817. The amount is higher than home respite care because of program supply costs and on-site staffing. Compared to the average cost of \$3,500 per month for local skilled nursing facility care, the cost is very reasonable. The program offers the frail elderly an opportunity to participate in needed social activities and offers the caregiver a break from the demands of caregiving.

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

Citizens Who Care leverages actual and in-kind support. The agency's includes multiple income sources such as United Way, program fees, and fundraising revenues. Participants contribute \$70 per month. Three low-income families in Davis use scholarships that reduce the fee to \$35. Client fees provide 25 to 40% of the program's operating revenues.

Volunteers provide an in-kind value of \$11,088. The value is based on 1,440 hours at \$7 per hour (average cost for paid respite care) and a 10% benefits savings. Volunteers allow the program to maintain a cost per client of \$817. Without volunteers, the cost would be \$1,734. The \$7 per hour figure is significantly lower than the average price for paid respite care (\$18 per hour locally). The figure was chosen based on impartial recommendations for establishing value

of volunteer labor. Sources included the Nonprofit Quarterly and the Foundation Center among others.

Citizens Who Care meets with Yolo Adult Day Health Center and the Elderly Nutrition Program to identify clients receiving multiple services. Last year, four program participants received services through Yolo Adult Day Health Center. None received services through the Elderly Nutrition Program. Four clients use both the Time Off for Caregivers and In-Home Respite Programs operated by Citizens Who Care. The other programs do not offer weekend respite care and each agency represents a unique component of the continuum of care.

**d. Organizational Capacity:**

Citizens Who Care began in 1975 as an advisory committee of the Mental Health Association of Yolo County. In 1985, the organization established its Convalescent Hospital Visiting Program and its In-Home Respite Program in 1986. In 1988, the agency obtained nonprofit status.

Citizens Who Care currently implements five programs in Yolo County: In-Home Respite Care, Convalescent Hospital Visiting, Pet Visiting, Time Off for Caregivers, and Community Education. These programs function as part of a countywide service continuum supporting the frail elderly. Citizens Who Care ensures our seniors have access to caring friends whether they remain in their own homes or reside in a nursing home. The services ensure that caregivers can take a break from their caregiving duties without additional worry. The services provided by Citizens Who Care are unique. The agency works with other senior service providers to ensure quality care without duplication. Continued outreach to the elderly population allows the agency to promote its services and inform the community of program availability.

Citizens Who Care has a history of effective program management. The agency has managed grants from Woodland United Way, United Way California Capital Region, The California Endowment, Sierra Health Foundation, Sacramento Regional Foundation, and Catholic Healthcare West.

In May 2002, the Board of Directors increased salaries to meet the average nonprofit wages. Using impartial salary surveys of the region, the board implemented adjustments to maintain quality employees and attract qualified applicants. The salary increase is reflected within the personnel portion of the budget and accounts for the increase in program costs.

A 15 member volunteer board of directors governs Citizens Who Care. The board committees include Finance, Human Resources, Programs, and Fundraising. The board reviews financial statements monthly. A list of the board of directors is attached. The agency completes an annual independent audit. The agency recently hired Julie Bornhoeft, CFRE, as its Executive Director. Ms. Bornhoeft brings eight years nonprofit management experience to the organization.

**SCOPE OF SERVICES**

**a. Project Description:**

The *Time Off for Caregivers Program* provides weekend respite services on the second and fourth Saturday of each month. The program operates at the Davis Senior Center. The program operates from 10 a.m. to 3 p.m. Davis Community Transit van service provides transportation,

if necessary. The day begins with an informal social time followed by organized activities. Activities may include singing, exercise, bingo, arts and crafts, and short trips such as the UCD Arboretum. The program includes nutritious snacks and lunch.

The program will serve at least eleven Davis seniors and their caregivers. Each will use the program an average of sixteen times. At least twelve volunteers will contribute 1,400 cumulative hours to the program (\$11,088 in-kind value). The program operates on a modest \$817 per Davis client annually. Considering that the program will create 176 client contacts (# of clients x average # of days participating), the cost per CDBG client contact is only \$51.

The Program Director coordinates activities. The Volunteer Coordinator recruits and monitors volunteers. A Certified Nursing Assistant assists with personal care needs such as bathroom use and transfers. The Administrative Assistant conducts initial in-takes. The Executive Director manages program administration including statistics, surveys, and funding reports and conducts presentations. All program funds support direct services.

**b. Target Group:**

The program targets dependent seniors 55 years and older. Program statistics indicate that 67% of the participants are from Davis with over 75% of the participating seniors being low or low/moderate income.

**c. Outreach**

Program information is shared through brochures. The brochures are maintained throughout Yolo County where seniors gather. The agency distributes 500 to 1,000 brochures annually. The agency provides public speaking engagements at civic groups, care providers, and senior serving agencies. The agency distributes a quarterly newsletter to over 3,000 Yolo County residents. Agency information is available at all Citizens Who Care events and through the agency website at [www.citizenswhocare.org](http://www.citizenswhocare.org).

**TIMELINE**

<b>Activity</b>	<b>Completion Date</b>
<ul style="list-style-type: none"> <li>• Conduct family interviews and client assessments</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• Conduct targeted outreach to home health care providers and other social service agencies to promote the program.</li> </ul>	September 2003 and March 2004
<ul style="list-style-type: none"> <li>• Provide ongoing training for staff and volunteers</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• Serve an average of 8 to 10 families per month.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• Serve at least 15 families cumulatively.</li> </ul>	June 30, 2004



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

***BUDGET SUMMARY FOR PROPOSED PROJECT***

<b>Budget Category</b>	<b>Proposed Project</b>	<b>Other Sources</b>	<b>Total</b>
A. Salaries and Wages			
Executive Director		\$1,500	\$1,500
Administrative Assistance		\$1,500	\$1,500
Time Off Program Director	\$3,800		\$3,800
Volunteer Coordinator	\$2,000	\$500	\$2,500
Certified Nursing Assistant	\$1,100	\$600	\$1,700
Volunteer Labor (In-Kind)		\$11,088	\$11,088
B. Fringe Benefits (10%)	\$690	\$410	\$1,100
C. Consultant/Contract Services	\$0	\$0	\$0
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$7,590</b>	<b>\$15,598</b>	<b>\$23,188</b>
D. Office Rent		\$520	\$520
E. Utilitiies			
F. Telephone		\$135	\$135
G. Office Supplies		\$125	\$125
H. Equipment		\$230	\$230
I. Printing/Duplication		\$150	\$150
J. Travel/Conferences		\$500	\$500
K. Other (Specify)			
Liability Insurance	\$850		\$850
Food		\$700	\$700
Craft Supplies/Admission Fees		\$500	\$500
Davis Community Transit	\$550		\$550
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>\$1,400</b>	<b>\$2,860</b>	<b>\$4,260</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$8,990</b>	<b>\$18,458</b>	<b>\$27,448</b>

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**Board of Directors**

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**Board of Directors**