

CITY OF DAVIS
2006-2007 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Organization Name: CITIZENS WHO CARE, INC. /Time Off For Caregivers

Street Address: 416 F Street Davis CA 95616

Mailing Address: P.O. Box 1843 Davis CA 95617

E-mail Address: citizenswhocare@sbcglobal.net

Phone Number: (530) 758-3704

Fax Number: (530) 750-5344

Contact: Ken Wagstaff Address: 1114 Kent Drive Davis CA 95616 Phone: (530) 758-3722

(Be sure to list the best contact to get information to the organization as quickly as possible.)

Total Proposal Request: \$ \$ 9,000

(Check one) 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

NON-PUBLIC SERVICE

Beneficiary Information:

15 Total number of beneficiaries in program

12 Number of beneficiaries in program to be served with **CDBG** funds

75% Percentage of the **CDBG** beneficiaries with low/moderate income

\$750 Cost per **CDBG** beneficiary per year (CDBG Request/CDBG Beneficiaries)

PROJECT NARRATIVE

a. Need

People are living longer. By 2010, nearly 40% of California's population will be over 65 years old. As we live longer, our needs change. Too often, the frail elderly risk premature institutionalization. The Time Off for Caregivers Program, operated by Citizens Who Care, Inc. (CWC) supports independent living by helping clients avoid premature institutionalization. Time Off for Caregivers provides five hours of respite care two Saturdays per month.

The program provides the frail senior with regular social contact. Caregiver support is equally important. In many cases, this is the only weekend time caregivers have to themselves. Most caregivers (55%) experience mental depression and are much more likely to experience physical injuries (Family Caregiver Alliance, 2002). Respite care substantially reduces the emotional and physical demands of caregiving. It improves the quality of life of the senior client.

In 2005-06, the program is serving a per-session average of twelve Davis residents and their caregivers. This represents a 30% increase over 2002. The increase is due to growing need and improved outreach. The program again anticipates serving a per-session average of 12 Davis residents in the 2006-07 fiscal year.

b. Benefit

Time Off is the only weekend social respite program in Yolo County. It will benefit 12-15 Davis residents in 2006-07. These participants will have access to a quality program at an affordable cost.

The proposed services are considered Limited Clientele activities. This designation presumes the clients are principally low to moderate-income persons. Because the program is a Limited Clientele activity, the program fees are low – only \$35 per session. Fee reductions are also available. The program fees augment grant funds and unrestricted revenues. Use of program fees provides stable income and ensures program quality.

The program offers an additional benefit by using over 30 volunteers annually. Volunteers contribute five hours each session, with 24 sessions annually. This results in 950 to 1,000 hours of annual service. If forced to pay for this service, the program would require an additional \$12,000 annually to operate, or would be forced to lower the staff/volunteer to client ratio.

The annual cost per beneficiary is \$750. This is lower than in the past. The reduction is due to a comprehensive program analysis and restructuring of staffing conducted in 2003-4. Based on study findings, CWC modified the program's staffing. The modifications and improved use of volunteers allowed the agency to reduce costs without compromising quality. The agency remains committed to regular evaluation to maintain effectiveness and efficiency.

c. Other Resources and Collaboration

CWC receives significant support from individuals, charitable organizations and businesses in the community. In addition to the use of Davis CDBG funds, CWC is supported through financial and in-kind donations, fees, and a small amount of Area 4 Agency on Aging funds. Local organizations including Right and Relevant, Senior Citizens of Davis, Inc. and Soroptomists have donated funds to CWC. The agency benefited from a one-time \$25,000 grant from Catholic Healthcare West in 2004, and is currently seeking other grants. Past support has come from United Way California Capital Region, The California Endowment, Sierra Health Foundation, and Sacramento Regional Foundation. With specific respect to the Time Off Program, Davis CDBG funds are more than matched by the total of program income (fees) and the value of the volunteers CWC recruits. The overall CWC program funding base sustains a critical mass of professional and program expertise that makes it possible to oversee and support the Time Off Program with efficiency and effectiveness.

Collaboration is key to CWC's success. The agency believes it provides a unique and critical service that is strengthened through interaction with other organizations. Key program contacts include Davis Senior Center, Yolo Hospice, Yolo Adult Day Health Center, and the Elderly Nutrition Program.

The agency communicates with these organizations to provide referrals, seek feedback, and discuss emerging trends. Each year, CWC, the Elderly Nutrition Program, and Yolo Adult Day Health Center identify clients utilizing multiple programs. Because Time Off is a weekend program, no duplication exists. Those seniors and their families participating in multiple programs are simply piecing together the few services available to keep the senior independent. While clients may use the services of more than one agency, each agency's programs are unique.

d. Organizational Capacity

Citizens Who Care (CWC) began in 1975 as an advisory committee of the Mental Health Association of Yolo County. By 1985, the organization established its Convalescent Hospital Visiting Program, and its In-Home Respite Program in 1986. In 1988, the agency obtained nonprofit status per IRS 501(c)(3). Citizens Who Care currently operates four programs: In-Home Respite, Convalescent Hospital Visiting, Pet Visiting, and Time Off for Caregivers. These programs function as part of a countywide service continuum supporting the frail elderly.

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.

The agency's financial activities are managed by a professional Finance Officer using QuickBooks software. All expenditures require documentation (invoice, time sheet, etc.). The agency's Finance Committee and Board of Directors review all fiscal policies for appropriateness and internal and external accountability.

Program data is tracked through multiple sources. All referrals are recorded and submitted to the Program Director. She completes an In-Take Packet for each new client. This documents basic data, including age, ethnicity, medical conditions, income, etc. The Program Director maintains a client file. Each month, she updates the file. These updates document any improvements or declines in health. A second copy is maintained at the agency's office.

Incoming clients are reviewed for program appropriateness by the CWC Assessment Nurse. The Program Director may call for reassessment as needed. All volunteers are screened and trained before being placed in the program. Volunteers receive monthly contact from the Director of Volunteers. Volunteers have access to frequent training opportunities through CWC other senior service agencies

Citizens Who Care is governed by a 10 to 15 member Board of Directors. The board is comprised of standing committees including Finance, Human Resources, Program, and Fundraising. The board reviews financial statements monthly. The agency receives an annual independent audit. Ken Wagstaff, Executive Director, has almost four decades of health care management experience. The Program Director, Venetia Cotter, has over three years experience in elderly activities coordination. Marie LaCroix, Medical Aide, is a certified medical technician. Ellie Slaven, Director of Volunteers, has 8 year's experience managing volunteer programs.

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, from 10 a.m. to 3 p.m. (5 hours). The program operates at the Davis Senior Center. When necessary, Davis Community Transit van service provides transportation.

The Program Director prepares an activity plan for each session. She is responsible for preparing all necessary materials and supervising activities. A typical session includes morning refreshments, social time, arts and crafts, brief walks/exercise, music, games and lunch. The Program Director observes clients and provides feedback to caregivers when appropriate. She is also responsible for completing new client In-Take Packets, and monitoring client appropriateness for the program. The Program Director provides a detailed report of each program session to the Executive Director and the Director of Volunteers.

The Program Director supervises a Medical Aide and a Program Assistant. The Medical Aide is responsible for monitoring individual participant, and assisting with toileting and meal preparation. The Program Assistant, in addition to general assistance duties, is responsible for training, assisting and monitoring volunteers.

The agency's Director of Volunteers recruits and screens volunteers for the program. She conducts outreach to area churches, service clubs, colleges and schools. The Director of Volunteers maintains regular contact with all volunteers and works with the Program Director to ensure adequate volunteer staffing for each session.

The Administrative Assistant supports the program by conducting initial screenings and coordinating program referrals and billings. The Executive Director manages program administration including statistics, surveys, and funding reports and conducts presentations. All program funds support direct services.

The program will serve an average of twelve Davis seniors and their caregivers. Each will use the program an average of sixteen times (eight months). The average is based on program data for the past four years. The program operates on a modest \$750 per client annually. The program will create 192 client contacts (# of clients X average # of days). The cost per CDBG client contact is only \$47.

b. Target Group

The program serves the frail elderly and their caregivers. Frail elderly are defined as seniors over 60 years of age experiencing one or more chronic conditions that affect daily living skills.

c. Outreach

CWC promotes its programs through many methods. The agency distributes its brochures throughout the county. Brochures are maintained at senior centers, medical facilities, and churches. CWC requests its materials be provided in the "welcome packets" of local churches. The agency maintains a website that includes printable forms for requesting services and becoming a volunteer. Finally, CWC distributes a newsletter three times annually to a readership of 3000 persons.

CWC promotes itself through the media. The agency uses fundraisers, current events, and local contacts to leverage attention in newspapers and on television. These opportunities are also used to promote volunteer opportunities. The agency seeks out public speaking engagements and participates in several health fairs and public events each year.

PERFORMANCE SCHEDULE

Work Plan (Identify activities and completion dates)

<u>List Activity</u>	<u>Completion Date</u>
Update Client Files	Monthly
Conduct family interviews and client assessments	Ongoing
Prepare funder-mandated reports and reimbursement requests	Quarterly
Present status report to CWC Board of Directors including numbers served, funds expended, and challenges	Quarterly
Provide training for staff and volunteers	Ongoing
Provide 24 Time Off sessions annually	Ongoing
Serve an average of 12 families/caregivers per month	Ongoing
Serve 15 families/caregivers cumulatively	June 30, 2007

PERFORMANCE MEASUREMENTS

ACTIVITY (What the program does to fulfill its mission)	INDICATOR (The direct products of program activities) Service #s	OUTCOME (Benefits that result from the program)
Provide a stimulating day of activities for frail elders.	Elders have fun, socialize and get moving. Caregivers get five hours relief.	Frail elders increase their ability to avoid institutionalization.

CITIZENS WHO CARE, INC.

2/15/2006

INCOME	Operating Budget 2005-2006	Proposed Budget 2006-2007	Time-Off Proposed
Grants			
Caregiver Support Group - Area 4	1,900	900	900
Davis CDBG - In-Home Respite	8,917	10,000	0
Davis CDBG - Time Off	8,000	9,000	9,000
Unidentified Grant	2,000	9,000	0
Woodland CDBG - In-Home Respite	3,000	4,000	0
Woodland United Way	8,500	9,000	0
Total Grants	32,317	41,900	9,900
Revenue			
Donations - R&R, SCD	1,500	2,500	0
Donor Drive	30,000	33,000	0
Fundraising Events - WC, BF	31,500	33,000	0
Fundraising Event - New	3,500	3,000	0
Fundraisers - 3rd party	0	2,000	0
Interest Income	300	500	0
Memorial & In-Honor Gifts	2,500	3,000	0
Program Fees - Time Off	4,000	8,400	8,400
Sales (EB, IITB, Cookbook) - net	600	500	0
Operating Fund Reserve	9,437	0	0
Total Revenue	83,337	85,900	8,400
Volunteer Labor - In-Kind	40,000	65,000	12,960
TOTAL INCOME	155,654	192,800	31,260
EXPENSES			
Board Development	1,000	0	0
Conferences/Training	500	0	0
Cost of Generating Support	5,000	5,000	0
Equipment & Software	1,000	500	0
Insurance	3,925	3,500	750
Licenses & Memberships	900	900	0
Mileage Reimbursement	500	600	100
Office Supplies	2,850	2,950	150
Outreach	2,500	2,500	0
Payroll Taxes	6,552	7,510	1,185
Postage	4,000	4,450	0
Printing & Copying	2,500	2,600	250
Professional Services	800	1,000	0
Rent	5,000	5,200	500
Supplies - Food and Crafts	2,000	2,200	2,200
Telephone	2,000	2,250	240
Volunteer Labor - In-Kind	40,000	65,000	12,960
Volunteer Recognition	500	500	0
Workers' Compensation	1,325	2,700	425
Wages and Salaries	72,802	83,440	13,150
TOTAL OPERATING EXPENSES	155,654	192,800	31,910
Profit (Loss)	0	0	(650)