

CITY OF DAVIS
2008-2009 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

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

Street Address: 1260 Lake Blvd. #208 Davis CA 95616

Mailing Address: (same)

E-mail Address: citizenswhocare@omsoft.com

Phone Number: (530) 758-3704

Fax Number: (530) 750-3773

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: \$ \$ 7,500

X On-going Support New Project

CDBG Eligible Category: Public Service

National Objective Compliance/Low and Mod Benefit: Limited Clientele

City Council Identified Critical Needs:

Programs to Support Independent Living and Prevent Institutionalization

Elder caregiver support and education services

Elder care coordination: adult day health

Support services for homebound elder adults

PUBLIC SERVICE X

NON-PUBLIC SERVICE

Beneficiary Information:

13 Total number of beneficiaries in program

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

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

\$682 Cost per **CDBG** beneficiary per year (CDBG Request/CDBG Beneficiaries)

PROJECT NARRATIVE

a. Need

The Time Off for Caregivers Program, operated by Citizens Who Care, Inc. (CWC) provides a scheduled day respite for caregivers. Time Off for Caregivers (TOC) provides five hours of fully staffed respite care two Saturdays per month. In many cases, this is the only weekend time caregivers have to themselves.

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. It is widely understood that older people live a longer and higher-quality life in their own home environment. At some point, in our later years, in order to remain in our own home, most of us will need a caregiver—at first a family member or close friend, later a paid person. The demands of caregiving can be very great. Most caregivers (55%) experience mental depression and are much more likely to experience physical injuries (source: Family Caregiver Alliance, 2002).

CWC clients come in pairs—the frail senior and the caregiver are both in need. CWC often uses the phrase “client families”. Support from TOC relieves and strengthens caregivers and their families. It reduces the emotional and physical demands of caregiving. It enables families to help their loved frail elder remain longer in his or her own home. Transfer to a long-term care facility often has a depressing impact, and every resource that supports independence is important. **TOC supports independent living and prevents premature institutionalization.**

The TOC budget cost per family is about \$160 per month. A monthly fee of only \$80 is charged to those who have the ability to pay. Families who pay for private respite services encounter fees of \$20 to \$25 per hour. **The private equivalent of CWC's program would cost the client family \$250 per month.**

CWC's clients are principally low to moderate-income. Convalescent hospital care in Yolo County averages \$6,000 per month. These families need help to avoid having to prematurely transfer their loved elder to a convalescent facility. This looming financial burden alone substantiates the need for the TOC program. In addition, TOC meets the emotional and physical health needs of clients and caregivers, and the community's need to reduce unnecessary strain on the long-term care system.

b. Benefit

Time Off is the only weekend social respite program in Yolo County. This day respite service is aimed at frail elderly and their families who need support to maintain quality of life and avoid premature institutionalization. The combination of caregiver respite and group socialization improves the quality of life of both the senior client and the client family.

TOC is a well-organized program of activities (see Scope of Services) that provides stimulation and regular social contact. Participants have access to a quality program at an affordable cost. The program fees are low – only \$40 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.

In 2007-08, the program is serving a per-session average of 9 Davis elder residents and their caregivers. The program anticipates an average of 10 participants per session in the 2008-09 fiscal year.

The program utilizes a total of about 30 volunteers annually. Volunteers contribute five hours each session, with 24 sessions annually. This results in over 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 substantially lower the staff/volunteer to client ratio.

Time Off contributes to the quality of life of the caregiver and the senior. By providing the service at a low fee (donations are encouraged but never required), the program remains available to Davis residents regardless of income. This day respite service results in increased caregiver well-being, strengthened families, prevention of premature institutionalization, and a substantial cost savings to the elders' families and our community.

c. Other Resources and Collaboration

CWC receives the bulk of its financial and in-kind support from individuals, charitable organizations and businesses in the community. Two community fundraising events are held each year. Local organizations including Right and Relevant store and dinner, Senior Citizens of Davis, Inc., several religious congregations, Soroptimists and the Venture Club have donated funds to CWC. It is difficult to obtain grants, and this source of revenue is not predictable for budget purposes. The agency benefited from a recent \$10,000 grant from Catholic HealthCare West and a small grant from the Rumsey Community Fund. United Way funding has been available in the past for our respite activities in Woodland, but not in 2007-08. Area 4 Agency on Aging funds are no longer available.

In 2006-07, the City of Davis CDBG award to CWC was reduced by more than 30 percent. The 2007-08 award was even less. CWC allocated savings from one-time bequests to offset this loss.

Collaboration is key to CWC's success. The organization believes it provides a unique and critical service that is strengthened by relationships with other community organizations. The agency strives to fill its unique niche while avoiding duplication of services. CWC communicates with several senior service entities to receive and provide referrals, solicit feedback, and discuss emerging trends. Key contacts include Woodland Memorial and Sutter Davis home health services, Yolo Hospice, Yolo Adult Day Health Center, the Yolo Multi-Disciplinary Team, Yolo County Social Services and Older Adult Program, Yolo Elderly Nutrition Program, Commission on Aging/TRIAD, and the Davis Senior Center.

Some clients utilize the services of more than one agency, and these contacts facilitate effective use of resources. For example, CWC, the Elderly Nutrition Program, and Yolo Adult Day Health Center communicate to identify clients. Each agency's programs are unique; as a result, Davis's frail elderly can maximize available support for their independence.

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 created its In-Home Respite Program in 1986. In 1988, the agency obtained nonprofit status per IRS 501(c)(3). Citizens Who Care currently operates three programs: In-Home Respite, Convalescent Hospital Visiting and 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 the Cities of Davis and Woodland, Woodland United Way, The California Endowment, Sierra Health Foundation, Sacramento Regional Foundation, Catholic Healthcare West and the Rumsey Community Fund. In 2006-07 the City of Davis staff reported that in a federal audit review CWC was commended for its management procedures.

The agency's financial activities are managed by a volunteer professional Finance Officer. 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. CWC obtains an annual independent CPA audit.

All volunteers are screened and oriented before being placed in any CWC program, including In-Home Respite. Volunteers receive ongoing contact from CWC's Director of Volunteers, and have access to training opportunities through CWC and other senior service agencies.

Program data is tracked through multiple sources. All referrals are forwarded to the Assessment Nurse. The Assessment Nurse visits the client's home and determines his or her suitability for the program. Upon admittance, the Assessment Nurse completes an In-Take Packet. This documents basic data including age, ethnicity, medical conditions, income, etc. Each month, the Assessment Nurse reviews the client's file for any needed updates. These updates document any improvements or declines in health. The Assessment Nurse maintains the client file with a second copy maintained at the agency's office.

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. As all personnel are part-time, the total FTE staff is 2.5 persons. The Executive Director has almost four decades of health care policy and management experience. CWC's assessment nurses have several decades of experience in public health and gerontology. CWC's Director of Volunteers has over nine 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 space provided by the City of Davis at the Davis Senior Center. When necessary, Davis Community Transit van service provides transportation.

Referred clients are evaluated for participation in the program by the Assessment Nurse. The nurse advises the Program Director as necessary.

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. She also confers as needed with the Assessment Nurse.

The Program Director supervises a health care aide and a program assistant. The aide is responsible for monitoring individual participants, 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 oversees program administration including staff evaluation, surveys, and review of program reports.

The program costs about \$1,750 per client annually. This proposal is for \$682 per client to come from CDBG funds.

b. Target Group

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

c. Outreach

CWC promotes its programs through many methods. The agency distributes its brochures throughout the county. Brochures are maintained at senior centers, medical and social program facilities, and churches. The agency maintains a fully-descriptive website that includes printable forms for requesting services and becoming a volunteer. Finally, CWC distributes a newsletter three times annually to a readership of about 3000 persons.

CWC also uses its fundraisers, volunteer events, and other activities to maintain contact with its support base and to generate attention in newspapers and other media to elders' needs. These venues 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 10 families/caregivers per session	Ongoing

PERFORMANCE MEASUREMENTS

<p style="text-align: center;">ACTIVITY</p> <p style="text-align: center;">(What the program does to fulfill its mission)</p>	<p style="text-align: center;">INDICATOR</p> <p style="text-align: center;">(The direct products of program activities)</p> <p style="text-align: center;">Service #s</p>	<p style="text-align: center;">OUTCOME</p> <p style="text-align: center;">(Benefits that result from the program)</p>
<p>Twice monthly, provide a stimulating 5 hours of activities for frail elders.</p> <p>Recruit, assign and supervise 30 volunteers during the year</p>	<p>120 hours of respite for the caregiving family, 120 hours of activities for elders who would be otherwise isolated</p> <p>. Approx. 10 volunteers per session, over 1000 hours of direct service to frail elders (10 x 24 sessions x average 10 clients)</p>	<p>Frail elders have fun, socialize and get moving; they maintain their level of functioning and strengthen their ability to avoid institutionalization.</p> <p>Frail elder is able to increase and maintain independent function, and stay longer in own home, rather than move to a convalescent hospital</p> <p>Caregivers are given much needed respite</p> <p>Elders make new friends</p> <p>Caregiver and family are supported and strengthened</p> <p>Volunteers, elders and the community experience stronger social bonds</p>

**CITY OF DAVIS
COMMUNITY DEVELOPMENT BLOCK GRANT
2008-2009**

TIME OFF - CITIZENS WHO CARE

Budget Category	Proposed Project CDBG Portion	Other Sources	Total
A. Salaries and Wages	6,100	8,900	15,000
B. Payroll Expense	800	895	1,695
C. Volunteer Labor (In-Kind)	0	15,400	15,400
TOTAL PERSONNEL BUDGET	6,900	25,195	32,095
D. Office Rent	0	525	525
E. Telephone	75	170	245
F. Office Supplies	0	75	75
G. Printing & Copying	0	100	100
H. Travel	75	175	250
I. Other			
Liability Insurance	150	625	775
Supplies - Food and Crafts	300	2,200	2,500
Training	0	50	50
TOTAL NON-PERSONNEL BUDGET	600	3,920	4,520
TOTAL PROJECT BUDGET	7,500	29,115	36,615

CITIZENS WHO CARE, INC.

2/6/08

Projected Budget Fiscal Year 2008-2009

INCOME	Budget 2007-2008	Projected 2008-2009	Davis IHR
Grants			
Davis CDBG - In- Home Respite	4,822	7,500	7,500
Davis CDBG - Time Off	4,821	7,500	-
New Grants	10,000	10,200	800
Woodland CDBG - In-Home Respite	6,000	6,000	-
Woodland United Way	-	2,000	-
Total Grants	25,643	33,200	8,300
Revenue			
Donations	3,000	3,000	-
Donor Drive	21,000	21,000	-
Fundraising Events - WC, BF	35,000	35,000	-
Fundraiser - 3rd party	5,000	5,000	-
Interest Income	2,500	2,000	-
Memorial & In-Honor Gifts	3,500	3,500	-
Program Fees - Time Off	9,000	7,500	-
United Way Capital Region Bequest	2,000	2,000	-
Endowment Distribution	3,950	8,000	-
Operating Fund Reserve	14,007	9,250	-
Total Revenue	98,957	96,250	-
TOTAL INCOME	124,600	129,450	8,300
Volunteer Labor - In-Kind	72,900	72,900	19,000
EXPENSES			
Conferences/Training	150	150	50
Cost of Generating Support	4,000	4,000	-
Equipment & Software	350	250	-
Insurance	4,600	4,200	825
Licenses & Memberships	350	200	-
Mileage Reimbursement	850	1,000	325
Office Supplies	1,500	1,500	125
Outreach/Newsletter	3,700	3,800	-
Payroll Taxes	7,600	7,750	1,950
Postage	3,000	3,000	-
Printing & Copying	1,000	1,000	250
Professional Services	2,600	3,300	-
Rent	4,900	5,150	725
Supplies and Services	2,250	2,500	-
Telephone	2,250	2,400	325
Volunteer Recognition	500	250	-
Workers' Compensation	3,000	3,000	685
Wages and Salaries	82,000	86,000	21,500
TOTAL OPERATING EXPENSES	124,600	129,450	26,760
Volunteer Labor - In-Kind	72,900	72,900	19,000
Total Program Cost	197,500	202,350	45,760
Profit (Loss)	-	-	(18,460)