

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

**Organization Name:** CITIZENS WHO CARE, INC. / *In-Home Respite Program* \_\_\_\_\_

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

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

E-mail Address: care@dcn.org

Phone Number: (530) 758-3704 \_\_\_\_\_

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

**Total Proposal Request: \$10,090**

  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:**

  55   Total number of beneficiaries in program

  30   Total number of beneficiaries in program served with CDBG funds

  75   Percentage of the CDBG beneficiaries with low/moderate income

Citizens Who Care  
In-Home Respite Program

\$ 336 Cost per CDBG beneficiary (CDBG Request/CDBG Beneficiaries)

## **PROJECT NARRATIVE**

### **a. Need**

Citizens Who Care's In Home Respite Program supports independent living by enabling Davis seniors to avoid institutionalization. As a result, the program directly meets the City Council's Identified Critical Need within the Basic Human Needs Category.

Last year, 31 frail elderly Davis residents remained independent with the assistance caregivers. The availability of a caregiver was critical to their independence. The In Home Respite Program supports the elderly person and their caregiver. While the financial, emotional, and physical benefits to the frail elderly are significant, caregiving responsibilities take a toll on the person providing care. Caregivers experience an above average incidence of clinical depression with over half (55%) of caregivers suffering from 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).

Maintaining caregiver stability improves the quality of care, and life, experienced by the frail elderly. The In-Home Respite Care Program represents a critical component in the continuum of care Davis provides to its frail elderly. Lack of respite care can result decrease care quality due to depression, caregiver burnout, etc. In home respite care also functions as a critical conduit in assessing the elderly person's health status. Respite workers often identify physical decline that may indicate the need for advanced services such as hospice.

### **b. Benefit**

The program will benefit at least 30 Davis residents during the 2003-04 fiscal year. Based on current program statistics, at least 75% of the elderly participants will qualify as extremely low to moderately-low income per the required guidelines. Citizens Who Care repeatedly provides a high quality of service at an efficient price. Based on the proposed budget, the program will have a cost per beneficiary of \$336. It must be noted that the use of volunteer labor for respite care to Davis residents is equivalent to \$24,024 annually significantly reduces the cost per beneficiary. Without the use of volunteers, the cost per Davis client would be \$1,110.

In-Home Respite Care contributes the quality of life of the caregiver and the senior. By providing the service at little to no cost (contributions are encouraged but not required), the program is available to all Davis residents regardless of income. The delay/avoidance of institutionalization results in strengthened families, decreased caregiver depression, and a substantial cost savings to premature convalescent care placement. For low-income residents, this ensures an increased quality of life.

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

Citizens Who Care leverages actual and in-kind support. The agency's budget is stable due to diversity of income sources. In addition to Davis CDBG funds, the agency receives funds from United Way, Area 4 Area on Aging, and fundraising activities.

Volunteer support represents an in-kind value of \$24,024 for the program. The amount is based on volunteers providing at least 3,120 hours of direct services assessed at \$7 per hour (averaged cost of paid respite care) plus a 10% benefits savings. The program continually recruits and trains new volunteers. Volunteers are supervised and receive ongoing support and education. 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.

The program works with other elderly service programs including Yolo Hospice, Yolo Adult Day Health Center, and the Davis Senior Center. Program directors identify gaps, potential duplication, and work to strengthen the continuum of care. Citizens Who Care meets annually with representatives from Yolo Adult Day Health Center and the Elderly Nutrition Program to identify clients using multiple services. In 2002-03, the programs identified two clients using Yolo Adult Day Health Services and the In-Home Respite Program. Three In-Home Respite clients also use the nutrition program. Four clients using the In-Home Respite Program also participate in Citizens Who Cares Time Off for Caregivers Program. While clients may use the services of more than one agency, each agency's program are unique and unduplicated. As a result, Davis residents can access several opportunities to sustain their independence.

d. **Organizational Capacity:**

Citizens Who Care 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) criterion.

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 prevailing 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.

Citizens Who Care is governed by a 14 member volunteer board of directors. The board is comprised of standing committees including 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 In-Home Respite Program will serve at least 30 Davis families. Each family will receive at least 2 hours of care per week resulting in 3,120 cumulative hours of respite care. Program staff will provide individual family assessments at least quarterly to support the participants.

The Administrative Assistant screens clients and volunteers. The Respite Nurse Coordinator conducts a comprehensive family assessment. Based on the assessment, the Respite Nurse Coordinator confers with the Volunteer Coordinator to identify a respite volunteer. The Respite Nurse Coordinator remains available through follow-up counseling and home visits, as needed.

The Volunteer Coordinator serves the needs of the volunteer caregiver. Volunteers receive ongoing individual support, training, and feedback from the Volunteer Coordinator. All staff meet monthly to assess current clients and alleviate client obstacles.

The program allows the caregiver an opportunity to take a weekly break from their caregiving opportunities. These opportunities are critical to the well-being of the elderly person and the caregiver. Through comprehensive screening, volunteer placement, and ongoing supervision, the program provides Davis families with frail elderly members an opportunity to avoid placement in a nursing home facility and allows the elderly citizens continued community involvement.

### **b. Target Group:**

The program serves the frail elderly and their caregivers. Most clients experience one or more chronic medical conditions such as Alzheimer's or Parkinson's disease. Of the 30 Davis participants to be served, at least 75% will qualify as low or low/moderate income.

### **c. Outreach**

Program information is disseminated through agency brochures and marketing materials. Brochures are maintained at social service agencies, senior care facilities, senior activity locations, medical centers, and other community sites. The brochure highlights services and provides contact information. The agency distributes at least 1,000 brochures annually. The agency participates in public speaking engagements including civic groups, care providers, and senior serving agencies. The agency distributes a quarterly newsletter to over 3,000 Yolo County residents. Agency information is also available at all Citizens Who Care events and through the Citizens Who Care website at [www.citizenswhocare.org](http://www.citizenswhocare.org).

## **TIMELINE**

<b>Activity</b>	<b>Completion Date</b>
• Identify continuing families	July 1, 2003
• Conduct ongoing intake of families for a cumulative total of at least 30 Davis respite families.	June 30, 2004
• Maintain active caseload of at least 20 Davis respite families.	June 30, 2004
• Recruit and train at least 10 new respite volunteers serving Davis families.	June 30, 2004
• Provide eight in-service trainings to respite volunteers.	June 30, 2004
• Client assessment by Respite Nursing Coordinator at least quarterly	September 30, 2003 December 31, 2003 March 31, 2004 June 30, 2004
• Conduct exit interviews with primary caregiver if/when service is cancelled.	June 30, 2004
• Conduct exit interviews with volunteer if/when services is cancelled.	June 30, 2004

	<b>Agency 2001-02</b>	<b>Agency 2002-03</b>	<b>In-Home 2002-03</b>	<b>Time Off 2002-03</b>
<b>Income</b>				
Events	\$44,771	\$28,000		
Book Sales	\$8,041	\$1,000		
Entertainment Books	\$4,752	\$4,800		
Donations	\$33,776	\$38,750	\$4,129	\$1,392
United Way Designations	\$6,535	\$5,000		
Public Grants**	\$18,175	\$25,822	\$6,371	\$5,031
Private Grants	\$41,890	\$35,250	\$1,500	
Program Income	\$8,285	\$7,800	\$1,550	\$6,250
Interest Income	\$1,138	\$3,000		
In-Kind Volunteers*	\$33,000	\$33,000		
<b>Total Income</b>	<b>\$200,364</b>	<b>\$182,422</b>	<b>\$13,550</b>	<b>\$12,673</b>

<b>Expenses</b>				
Salaries	\$98,560	\$97,079	\$10,600	\$9,163
Benefits	\$9,633	\$9,667		
Volunteers - In-Kind*	\$33,000	\$33,000		
Insurance	\$3,345	\$3,350	\$850	\$835
Postage	\$3,245	\$3,970		
Printing	\$2,978	\$3,900	\$500	\$150
Rent & Utilities	\$6,561	\$6,050	\$750	\$450
Supplies (Includes food)	\$9,198	\$8,500		\$1,300
Professional Services	\$700	\$700		
Taxes, Licenses, & Memberships	\$420	\$450		
Telephone, Fax & Internet	\$1,335	\$1,400	\$250	\$125
Volunteer Recognition	\$40	\$100		
Board Retreat & Training	\$300	\$500		
Mileage & Travel	\$730	\$1,050		\$450
Conferences & Training	\$807	\$500	\$200	
Equipment	\$2,000	\$500	\$400	\$200
Community Outreach	\$6,002	\$4,200		
Fundraising Expenses	\$8,241	\$7,371		
<b>Total Expenses</b>	<b>\$187,095</b>	<b>\$182,287</b>	<b>\$13,550</b>	<b>\$12,673</b>

<b>Excess Income Over Expenses</b>	<b>\$13,269</b>	<b>\$135</b>	<b>\$0</b>	<b>\$0</b>
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\* Agency is incorporating in-kind value of volunteer labor for the first time in 03-04.

\*\* Public grants for In-Home and Time Off Programs are CDBG funds for the current fiscal year.

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

***CWC-Respite 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	\$650	\$1,335	\$1,985
Administrative Assistant	\$1,250	\$659	\$1,909
In-Home Respite Care Coordinator	\$4,500	\$2,500	\$7,000
Volunteer Coordinator	\$2,000	\$1,000	\$3,000
Volunteer Labor (In-Kind)		\$21,840	\$21,840
B. Fringe Benefits (10%)	\$840	\$549	\$1,389
C. Consultant/Contract Services	\$0	\$0	\$0
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$9,240</b>	<b>\$49,723</b>	<b>\$58,963</b>
D. Office Rent		\$850	\$850
E. Utilitiies			
F. Telephone		\$265	\$265
G. Office Supplies		\$200	\$200
H. Equipment		\$230	\$230
I. Printing/Duplication		\$650	\$650
J. Travel/Conferences		\$250	\$250
K. Other (Specify)			
Liability Insurance	\$850		\$850
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>\$850</b>	<b>\$2,445</b>	<b>\$3,295</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$10,090</b>	<b>\$52,168</b>	<b>\$62,258</b>

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***BUDGET SUMMARY FOR PROPOSED PROJECT***

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In-Home Respite Care Coordinator	\$4,500	\$2,500	\$7,000
Volunteer Coordinator	\$2,000	\$1,000	\$3,000
Volunteer Labor (In-Kind)		\$21,840	\$21,840
Subtotal	\$8,400	\$27,334	\$35,734
B. Fringe Benefits (10%)	\$840	\$549	\$1,389
C. Consultant/Contract Services	\$0	\$0	\$0
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$9,240</b>	<b>\$27,883</b>	<b>\$37,123</b>
D. Office Rent		\$850	\$850
E. Utilities			
F. Telephone		\$265	\$265
G. Office Supplies		\$200	\$200
H. Equipment		\$230	\$230
I. Printing/Duplication		\$650	\$650
J. Travel/Conferences		\$250	\$250
K. Other (Specify)			
Liability Insurance	\$850		\$850
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>\$850</b>	<b>\$2,445</b>	<b>\$3,295</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$10,090</b>	<b>\$30,328</b>	<b>\$40,418</b>

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**Board of Directors**