

CITY OF DAVIS
2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Organization Name: CITIZENS WHO CARE, INC. / In-home Respite Program

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

Total Proposal Request: \$ 10,305

(Check one) On-going Support New Project

CDBG Eligible Category: Public Service
(See List A)

National Objective Compliance/Low and Mod Benefit: Limited Client
(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:

70 Total number of beneficiaries in program
45 Number of beneficiaries in program to be served with **CDBG** funds
75 Percentage of the **CDBG** beneficiaries with low/moderate income
\$229 Cost per **CDBG** beneficiary (CDBG Request/CDBG Beneficiaries)

PROJECT NARRATIVE

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a. Need

People are living longer. By 2010, nearly 40% of California's population will be over 65 years. As we live longer, our needs change. Too often, the frail elderly risk premature institutionalization. The In Home Respite Program supports independent living by avoiding premature institutionalization. In Home Respite places a volunteer with a frail senior for two hours each week. The two hours of respite care are often the difference between a senior remaining independent or being placed in a convalescent hospital prematurely.

The In Home Respite Program costs only \$62 per family per month. Families forced to pay for private respite services encounter fees of \$20 to \$25 per hour with a four-hour minimum. This equates to \$100 for only one day of respite care. Convalescent hospital care averages \$3,000 to \$4,000 per month. The financial impact alone substantiates the need for the program. Additional benefits include maintaining the emotional and physical health and reduction of unnecessary strain on the long-term care system.

The benefits extend beyond the frail senior. Caregivers experience clinical depression at significantly higher rates than their non-caregiving peers. In fact, over half (55%) of family caregivers are diagnosed with clinical depression. They are twice as likely to experience physical injury because of caregiving (Family Caregiver Alliance, 2000).

In 2003, 28 seniors were served by our In Home Respite program. Eight of these seniors received services in 2002 but 20 were new to the program. In 2004, the program served 38 unduplicated seniors with nine new clients. CWC anticipated serving at least 40 clients in the 2004-05 fiscal year and fell just short of this goal. The program was hampered a little bit when the Executive Director position was vacated in August and not filled until November 1. The dramatic increase reflects growing need, improvement in CWC's outreach efforts, and increased referrals from other senior serving organizations. Citizens Who Care anticipate serving at least 45 new clients in the 2005-06 fiscal year by adding an additional part time visiting home health nurse to meet the increased demand for services.

As our aging population increases, the availability of affordable respite care will become increasingly important. Volunteer-driven home based respite care offers the frail elderly and their families with the support needed to maintain quality of life and avoid premature institutionalization.

b. Benefit

The In Home Respite Program avoids premature institutionalization of frail seniors. The program will benefit at least 45 Davis residents in the 2005-06 fiscal year. The proposed services are Limited Clientele Activities. This designation presumes the clients are principally low to moderate-income persons.

The proposed project also offers an improved approach. CWC analyzed its services throughout 2003 implemented several significant changes during 2003. Staffing patterns were adjusted to eliminate duplication and maximize individual strengths. As a result, the organization will increase the number of clients served in 2004-05 *and* decrease its cost per client. Further implementation of this project and a more focused approach will increase our numbers at the currently reduced cost per client.

In 2003-04, the cost per beneficiary was \$336. In 2004-05, CWC reduced the cost per beneficiary to \$229 – a \$107 per beneficiary reduction. The agency now serves more clients at a reduced cost without compromising service quality. CWC remains committed to internal evaluation of its operations to ensure its funders receive the highest quality service at the most effective cost.

The program offers an additional benefit by using volunteers. Volunteers contribute two hours of respite care per family per week. While the client and volunteer may decide on a different schedule, the two hours per week represents the service standard. If forced to hire employees to pay for this service, the project's cost would increase by almost \$29,000 annually.

In-Home Respite Care contributes to the quality of life of the caregiver and the senior. By providing the service at no cost (contributions are encouraged but not required), the program remains available to Davis residents, regardless of income. Home based respite services result in strengthened families, decreased caregiver depression, and a substantial cost savings to the senior and our community.

c. Other Resources and Collaboration

CWC receives significant support from individuals and businesses in the community. In addition to Davis CDBG funds, CWC supports the In Home Respite Program through donations and Area 4 Agency on Aging funds. The agency also benefited from a one-time \$25,000 grant from Catholic Healthcare West for 2004. Additional support has come from Woodland United Way, United Way California Capital Region, The California Endowment, Sierra Health Foundation, Sacramento Regional Foundation.

Collaboration is key to CWC's success. The organization believes it provides a unique and critical service that is strengthened by other community organizations. The agency strives to fill its unique niche while avoiding duplication of services.

Key partners include Yolo Hospice, Yolo Adult Day Health Center, Elderly Nutrition Program, and Davis Senior Center. The agency regularly communicates with these groups to provide referrals, solicit feedback, and discuss emerging trends.

Each year, the Executive Directors of CWC, the Elderly Nutrition Program, and Yolo Adult Day Health Center meet to identify clients utilizing multiple programs. In 2004, two In Home Respite clients used the program while receiving Elderly Nutrition Program services. Four In Home Respite clients also used Yolo Adult Day Health Center. Records validate that the services were being received on different days and represent an augmenting, not duplication, of services. Three clients used both In Home Respite and Time Off for Caregivers. Neither client received respite care on the weekends so perceived duplication was again avoided. While clients may use the services of more than one agency, each agency's programs are unique. As a result, Davis's frail elderly have several resources to support 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-Home Respite, 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 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 through QuickBooks software. Each grant contract is tracked independently with all income and expenses being allocated by grant source. All expenditures require documentation (invoice, time sheet, etc.). The organization is in the process of reviewing all fiscal policies for appropriateness and to ensure internal and external accountability.

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 their 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 updates the client's file. Updates document any improvements or declines in health. The Assessment Nurse maintains a client file with a second copy maintained at the agency's office.

All volunteers are screened and trained before being placed in any program. In Home Respite volunteers also submit to fingerprinting. Volunteers receive monthly contact from the Volunteer Director. Volunteers have access to monthly training opportunities through CWC and other senior service agencies

A 10 to 15 member board of directors governs Citizens Who Care. The board is comprised of standing committees including Finance, Human Resources, Programs, and Fundraising. The board reviews financial statements monthly. The agency completes an annual independent audit. Christine Cipperly, Executive Director, has nearly 30 years of nonprofit management experience. The Assessment Nurse, Susie McGibbon, R.N., has over three decades experience in public health and gerontology. Ellie Slaven, Volunteer Director, has eight year's experience managing volunteer programs.

SCOPE OF SERVICES

a. Project Description

The In-Home Respite Program will serve at least 45 Davis families, an 8% increase over 2004-05. Each family will receive two hours of weekly respite care resulting in around 4,500 cumulative hours of respite care. Because families enter the program at different times, total respite hours vary annually. Because of the demand for the services of the Assessment Nurse, we propose to hire an additional experienced Public Health Nurse or Home Visiting Nurse to increase the hours of Assessment Nursing from

The majority of referrals begin with a telephone call. The Office Manager or Executive Director documents calls and forwards the referral to the Assessment Nurse. The Assessment Nurse schedules an initial screening within 7 days.

The assessment occurs in the home. It determines appropriateness, identifies other necessary community services, and notes interests/challenges that influence volunteer placement. Within 30 days of assessment, a volunteer is placed. Following placement, families receive contact from the Assessment Nurse every 30 to 60 days. Volunteers communicate with the Volunteer Director monthly. The agency uses monthly case management meetings to assess the placement and ensure the family and volunteer are supported. The Assessment Nurse completes a status report on each client monthly. The report documents communication, challenges, etc. A duplicate file is maintained in the agency's office.

b. Target Group

The program serves the frail elderly and their caregivers. Frail elderly is defined as a senior 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. The agency requests its materials are provided in the "welcome packets" of local churches, as well. The agency maintains a website that includes printable forms for requesting services and becoming a volunteer.

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. Each year the agency reaches over 1,000 citizens through presentations. The agency also participates in numerous health fairs and public events each year.

PERFORMANCE SCHEDULE

Work Plan (Identify activities and completion dates)

<u>List Activity</u>	<u>Completion Date</u>
Increase number of hours of Assessment Nurse services by hiring an additional part-time Assessment Nurse (number of increased hours of service per month = 4)	July 2005
Identify continuing families.	On-going
Conduct ongoing intake of families for a cumulative total of at least 45 Davis respite families.	June 30, 2006
Recruit and train at least 10 new respite volunteers serving Davis Families.	June 30, 2006
Provide four in-service trainings to respite volunteers.	June 30, 2006
Provide Quarterly listing of other educational in-services in county to volunteers.	June 30, 2006
Telephone contact between client and assessment nurse every 30 to 60 days- assessed quarterly	September 30, 2005 December 31, 2005 March 31, 2006 June 30, 2006.
Conduct exit interviews with volunteer if/when service is cancelled	on-going
Provide quarterly status reports to board of directors detailing Case load and expenditures.	Quarterly

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)
Match Frail Elders with Volunteers	Caregiver is given much needed respite, Elder has a new friend	Frail Elder is able to stay in own home, rather than in a convalescent hospital

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

BUDGET SUMMARY FOR PROPOSED PROJECT*

Budget Category	Proposed Project “CDBG Portion”	Other Sources	Total
A. Salaries and Wages	\$0	\$2,496	\$2,496
Executive Director	\$1,000	\$6,680	\$7,680
Administrative Assistant	\$3,145	\$4,679	\$7,824
Assessment Nurse	\$4,000	\$4,320	\$8,320
Volunteer Director		\$28,709	\$28,709
Volunteer Labor (In-Kind)			
B. Fringe Benefits (10%)	\$ 815	\$1,812	\$2,627
C. Consultant/Contract Services			
TOTAL PERSONNEL BUDGET	\$ 8,960	\$48,696	\$57,656
Office Rent	0	\$1,200	\$1,200
Telephone	\$120	\$350	\$470
Office Supplies	\$200	\$200	\$400
Printing/Duplication	\$350	\$350	\$700
Travel/Conferences		\$250	\$250
Other (Specify)			
Liability Insurance	\$450	\$1,400	\$1,850
Mileage	\$350	\$350	\$700
Fingerprinting	0	\$140	\$140
TOTAL NON-PERSONNEL BUDGET	\$1,470	\$4,240	\$56,341
TOTAL PROJECT BUDGET	\$10,305	\$52,936	\$63,251

* Please revise this form and annotate budget items as needed

NEW REQUIREMENTS: All applicants are requested to submit a copy of their organization’s Operating Budget.

	Agency 2002-03	Agency 2003-04	Agency 2004-05	In Home Respite 2004-05	Time Off 2004-05
Income					
Events	\$20,097	\$25,000	\$30,000	\$5,000	\$476
Product Sales	\$3,439	\$5,270	\$6,100	\$0	\$0
Donations	\$34,778	\$45,080	\$50,000	\$7,172	
United Way Designations	\$2,965	\$4,000	\$5,000	\$1,000	
Public Grants**	\$12,821	\$20,492	\$20,500	\$9,170	\$9,467
Private Grants	\$33,921	\$22,400	\$35,000	\$11,000	
Program Income	\$7,190	\$7,500	\$7,500		\$7,500
Interest Income	\$2,609	\$300	\$500		
In-Kind Volunteers*	\$27,000	\$39,000	\$44,000	\$28,709	\$8,400
Operating Reserves ***		\$6,112	\$0		
Total Income	\$144,821	\$175,154	\$198,600	\$62,051	\$25,843

Expenses					
Salaries	\$88,191	\$93,592	\$104,000	\$25,120	\$11,442
Benefits	\$7,937	\$9,109	\$10,400	\$2,512	\$1,144
Volunteers - In-Kind*	\$27,000	\$39,000	\$44,000	\$28,709	\$8,400
Insurance	\$3,256	\$3,900	\$4,500	\$1,850	\$2,050
Postage	\$1,011	\$3,754	\$4,000		
Printing	\$2,201	\$3,500	\$4,000	\$700	\$150
Rent & Utilities	\$4,455	\$4,560	\$4,800	\$1,200	\$520
Supplies (Includes food)	\$9,774	\$4,000	\$4,900	\$400	\$1,825
Professional Services	\$750	\$750	\$1,250		
Licenses, & Memberships	\$380	\$450	\$700		
Telephone, Fax & Internet	\$1,946	\$1,800	\$2,200	\$470	\$192
Volunteer Recognition	\$304	\$1,200	\$1,750		
Mileage & Travel	\$971	\$1,700	\$2,500	\$950	\$120
Conferences & Training	\$500		\$1,000		
Community Outreach	\$3,927		\$750		
Equipment		\$1,800			
Fingerprinting			\$250	\$140	
Fundraising Expenses	\$6,426	\$6,039	\$7,600		
Total Expenses	\$159,028	\$175,154	\$198,600	\$62,051	\$25,843

Excess Income Over Expenses	-\$14,208	\$0	\$0	\$0	\$0
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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.
- *** CWC Board voted to allocate Reserve Funds to elevate Executive Director to full-time status. The conscious use of reserve funds is intended to devote more resources towards fund development activities designed to increase the self-sufficiency of the organization.

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

CAPITAL PROJECT BUDGET SUMMARY*

Budget Category	Proposed Budget	Other Sources	Total
Project Development Wages and Salaries Fringe Benefits Materials Other Costs			
Land Acquisition			
Design Consulting Fees Materials Other Costs			
Final Development Wages and Salaries Fringe Benefits Materials Soft Costs Carrying Costs Fees Permits Other Costs			
Renovation or Construction Electrical Plumbing Heating Interior Rehabilitation Exterior Rehabilitation Grounds Improvements Framing Rough Finish			
Maintenance Grounds Other Maintenance			
TOTAL PROJECT BUDGET			

* Please revise this form and annotate budget items as needed

President

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Term: 1 **Term Expires:** 2006

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Term: 1 **Term Expires:** 2005

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Committee(s): Finance, Fund Development, Human Resources
Term: 3 **Term Expires:** 2005

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Term: 2 **Term Expires:** 2004

Board Members and Staff November 2004

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Term: 2 **Term Expires:** 2006

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Term: 3 **Term Expires:** 2005

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Term: 3 **Term Expires:** 2005

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Term: 1 **Term Expires:** 2007

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Term: 2 Term Expires: 2004

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Committee(s): Finance

Staff

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Time Off Program Director

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