

CITY OF DAVIS
2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

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

Street Address: 416 'F' Street
Mailing Address: P.O. Box 72084
E-mail Address: citizenswhocare@sbcglobal.net
Phone Number: 530-758-3704
Fax Number: 530-750-5344

Contact: Christine Cipperly Address: P.O. Box 72084 Phone: 530-758-3704
(Be sure to list the best contact to get information to the organization as quickly as possible.)

Total Proposal Request: \$ \$9,467

(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) Program 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
\$ 789 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. As we live longer, our needs change. Too often, the frail elderly risk premature institutionalization. The Time Off for Caregivers Program supports independent living by avoiding 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 also important. This is often the only weekend time caregivers have to themselves. Most caregivers (55%) experience clinical depression and are more likely to experience physical injuries (Family Caregiver Alliance, 2002). Respite care minimizes the emotional and physical repercussions of caregiving.

In 2004, the program served 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 anticipates serving at least 12 Davis residents again in the 2005-06 fiscal year.

b. **Benefit**

Time Off is the only weekend social respite program in Yolo County. It will benefit at least 12 Davis residents in 2005-06. 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. Additional 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 40 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, CWC would require an additional \$12,000 annually to operate the program or be forced to lower the staff/volunteer to client ratio. Volunteers ensure program quality.

The cost per beneficiary is \$789. This is a reduction of \$28 per client over 2003. The reduction is due to a comprehensive program analysis and restructuring of staffing. CWC reviewed program operations in 2003. Based on its findings, the agency 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 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 organizations. Key partners include Yolo Hospice, Yolo Adult Day Health Center, Elderly Nutrition Program, and Davis Senior Center.

The agency regularly 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 representatives identify clients utilizing multiple programs. In 2004, one Time Off participant participated in the Elderly Nutrition Program.

Three Time Off participants also used Yolo Adult Day Health Center. Two of the Time Off Clients also used In Home Respite support from CWC.

Because Time Off is a weekend program, no duplication exists. Those seniors/families participating in multiple programs are simply augmenting 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.

C. 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 in 1986. In 1988, the agency obtained nonprofit status per IRS 501©(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 recorded and submitted to Program Coordinator. The Coordinators completes an In Take Packet for each new client. This documents basic data include age, ethnicity, medical conditions, income, etc. Each month, the coordinator updates the client's file. Updates document any improvements or declines in health. The Program Coordinator maintains a client file. A second copy is maintained at the agency's office.

All volunteers are screened and trained before being placed in any program. Volunteers receive monthly contact from the Volunteer Director. Volunteers have access to monthly 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 compromised 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 almost 30 years of nonprofit management experience. The Program Coordinator, Hannah Burnell, has over five years experience in elderly activities coordination. Ellie Slaven, Volunteer Director, holds an Associates Degree and has 8 year's experience managing volunteer programs.

SCOPE OF SERVICES

a. Project Description (Activity Summary: Describe the activities of the proposed budget)

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. Davis Community Transit van service provides transportation, if necessary.

The Program Coordinator prepares an activity plan for each session. He is responsible for preparing all necessary materials and supervising activities. A typical session includes social time, arts and crafts, brief walks/exercise, and music. The Program Coordinator observes clients and provides feedback to caregivers at the end of each session. The Program Coordinator is also responsible for assessing new clients, completing new client In Take Packets, and evaluating appropriateness for the program.

The Coordinator supervises a Program Assistant. The Program Assistant is responsible for monitoring individual participants, assisting with toileting and meal preparation, and assisting volunteers. The Program Assistant is capable of implementing the program in the Coordinator's absence.

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

The Office Manager assists 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 at least 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 \$789 per Davis client annually. The program will create 192 client contacts (# of clients X average # of days). The cost per CDBG client contact is only \$49.

b. Target Group

c.

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>
Update Client Files	Monthly
Conduct family Interviews and client assessments	Ongoing
Prepare funder mandated reports and reimbursement requests	Quarterly
Status report including numbers served, funds expended, and challenges To CWC Board of Directors	Quarterly
Provide ongoing training for staff and volunteers	Ongoing
Provide 24 Time Off sessions annually	Ongoing
Serve and average of 8 to 10 families per month	Ongoing
Serve at least 15 families cumulatively (12 from Davis)	June 30, 2005

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 fun, stimulating day of activities for frail elders	Elders have fun, socialize and get moving. Caregivers get 5 hours relief	Frail elders increase their chance of avoiding institutionalization.

**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	\$7,300	\$12,456	\$19,842
B. Fringe Benefits	\$739	\$406	\$1,144
C. Consultant/Contract Services			
TOTAL PERSONNEL BUDGET	\$8,125	\$12,862	\$20,986
D. Office Rent		\$520	\$520
E. Utilities			
F. Telephone	\$192		\$192
G. Office Supplies		\$150	\$150
H. Equipment			
I. Printing/Duplication			
J. Travel/Conferences			
K. Other (Specify)			
Liability Insurance	\$450	\$1,600	\$2,050
Food	\$600	\$600	\$1,200
Craft supplies/Admission	\$100	\$400	\$500
Davis Community Transit		\$120	\$120
TOTAL NON-PERSONNEL BUDGET	\$1,342	\$3,515	\$4,857
TOTAL PROJECT BUDGET	\$9,467	\$16,377	\$25,843

* 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
------------------------------------	------------------	------------	------------	------------	------------

* 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.

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

Peter Shack
27413 Meadowbrook Drive
Davis, CA 95616
Telephone: (530) 758-6641
Fax: (530) 758-2210
Email: pkshack@dcn.org
Committee(s): Fund Development
Term: 1 **Term Expires:** 2006

Vice President

Suzanne Hall
1574 Carmel Valley Dr.
Woodland, CA 95776
Telephone: (530) 661-3123
Fax: (530) 661-0874
Email: shalldo@aol.com
Committee(s): Fund Development, Human Resources, Marketing
Term: 1 **Term Expires:** 2005

Secretary/Treasurer

Maria Acuna-Feldman
1407 Banyan Place
Davis, CA 95616
Telephone: (530) 753-6225
Cell: (530) 219-1217
Fax: (530) 753-9172
Email: admin@daviswaldorf.org
Committee(s): Finance, Fund Development, Human Resources
Term: 3 **Term Expires:** 2005

Mary Ellen Baldwin
1515 Shasta #3330
Davis, CA 95616
Telephone: (530) 753-3052
Fax: (530) 753-3052
Email: mebaldwin@sbcglobal.net
Committee(s): Fund Development, Marketing
Term: 2 **Term Expires:** 2004

Board Members and Staff November 2004

Evelyn Buddenhagen
1012 Plum Lane
Davis, CA 95616
Telephone: (530) 756-8653
Fax: (530) 759-0747
Email: esbudden@dcn.org
Committee(s): Human Resources, Marketing
Term: 3 **Term Expires:** 2006

Ann Edmondson
921 Cleveland Street
Woodland, CA 95695
Telephone: (530) 662-7856
Email: edsmails@earthlink.net
Committee(s): Program,
Term: 2 **Term Expires:** 2006

Chris Hatfield
506 W. A Street
Dixon, CA 95620
Telephone: (707) 678-4949
Cell: (707) 410-7447
Fax: (916) 653-2653
Email: chris_hatfield@dot.ca.gov
Committee(s): Human Resources, Marketing
Term: 3 **Term Expires:** 2005

Pat Hutchinson
1019 Plum Lane
Davis, CA 95616
Telephone: (530) 756-2530
Email: phutchin@dcn.org
Committee(s): Program
Term: 3 **Term Expires:** 2005

Mary Ann Jung
414 Sandpiper Drive
Davis, CA 95616
Telephone: (530) 753-8929
Email: mavjung@jps.net
Committee(s): Fund Development, Program
Term: 1 **Term Expires:** 2007

Margaret Lie
3401 Bermuda Ave #16
Davis, CA 95616
Telephone: (530) 758-7740
Fax: (530) 758-0312
Email: mrlie@aol.com
Committee(s): Human Resources, Program
Term: 2 Term Expires: 2004

Finance Officer (Volunteer)

Dick Frost
1919 Amador Place
Davis, CA 95616
Telephone: (530) 756-0178
Email: rjfrost@aol.com
Committee(s): Finance

Staff

Executive Director

Christine Cipperly
P.O. Box 72084
Davis, CA 95617
Office Telephone: (530) 758-3704
Home Telephone: (530) 756-9679
Cellular: (530) 400-4757
Fax: (530) 750-5344
Email: xtine@cal.net

Assessment Nurse

Susan McGibbon
205 Los Robles Way
Woodland, CA 95695
Office Telephone: (530) 668-8780
Home Telephone: (530) 661-9098
Cell: (530) 867-2316
Fax: (530) 666-3121

Volunteer Director

Ellie Slaven
216 Maedell Way
Woodland, CA 95695
Office Telephone: (530) 668-8780
Cellular: ((530) 908-3665
Fax: (530) 662-6866

Email: cwcvc@dcn.org

Administrative Assistant

Cheri Kerr
2927 Anza Ave
Davis, CA 95616
Home Telephone: (530) 756-2675
Office Telephone: (530) 758-3704
Cellular: (530) 400-7970
Fax: (530) 756-2675
Email: celticgoddess04@yahoo.com

Time Off Volunteer Coordinator

James Burton
115 Luz Place
Davis, CA 95616
Home & Cell Telephone: (916) 256-8817
Email: JB3media@yahoo.com

Time Off Program Director

Hen Burnell
1805 E. 8th Street #4
Davis, CA 95616
Home Telephone: (530) 759-7084
Cell: (530) 220-0503
Email: Llhen79@yahoo.com

Time Off Trainer (Temp.)

Louise De Masi
2421 Albany Ave
Davis, CA 95616
Home Telephone: (530) 756-7278