

CITY OF DAVIS
2007-2008 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

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

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

Total Proposal Request: \$ \$ 10,000

(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 and Prevent Institutionalization

2) _____

3) _____

PUBLIC SERVICE

NON-PUBLIC SERVICE

Beneficiary Information:

14 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

\$833 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 \$130 per month. A monthly fee of only \$70 is charged to those who have the ability to pay. Families forced to 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. Additional met needs include 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 \$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.

In 2006-07, the program served a per-session average of 9 Davis elder residents and their caregivers. The program anticipates a per-session average of 10 participants in the 2007-08 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 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's Davis IHR program 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, Soroptomists 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. (Support has come from the United Way for our respite activities in Woodland, apart from this application.) 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 organization 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 the recent 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 2.65 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 eight 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 Nurse Aide and a Program Assistant. The Nurse 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 \$833 per client to come from CDBG funds.

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 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 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 month	Ongoing

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.	Frail elders maintain their level of functioning and strengthen their ability to avoid institutionalization.
Recruit and assign 30 volunteers during the year	Approximately 1000 hours of direct service to frail elders. Caregivers receive much needed respite.	Caregiver and family are supported and strengthened. Frail elder is able to stay longer in own home, rather than move to a convalescent hospital. Volunteers, elders and the community experience stronger social bonds.

CITIZENS WHO CARE, INC.
 Projected Budget Fiscal Year 2007-2008

2/15/2007

INCOME	Operating Budget 2006-2007	Proposed Budget 2007-2008	Time-Off
Grants			
Caregiver Support Group - Area 4	900	-	-
Davis CDBG - In-Home Respite	5,500	10,000	-
Davis CDBG - Time Off	5,500	10,000	10,000
New Grants	8,000	9,000	-
Woodland CDBG - In-Home Respite	6,000	6,000	-
Woodland United Way	6,900	5,000	-
Total Grants	32,800	40,000	10,000
Revenue			
Donations	2,500	3,000	-
Donor Drive	22,500	23,000	-
Fundraising Events - WC, BF	34,000	35,000	-
Fundraisers - 3rd party	2,000	3,000	-
Interest Income	2,000	1,800	-
Memorial & In-Honor Gifts	3,500	3,600	-
Program Fees - Time Off	8,000	6,000	6,000
Sales (EB, IITB, Cookbook) - net	500	-	-
United Way Capital RegionBequest	3,000	2,000	
Bequest	10,000		
Operating Fund Reserve	3,500	10,000	-
Total Revenue	91,500	87,400	6,000
TOTAL INCOME	124,300	127,400	16,000
Volunteer Labor - In-Kind	65,000	72,900	14,400
EXPENSES			
Conferences/Training	250	-	-
Cost of Generating Support	4,500	4,000	-
Equipment & Software	500	500	-
Insurance	3,500	4,500	765
Licenses & Memberships	900	700	-
Mileage Reimbursement	600	600	105
Office Supplies	2,950	2,700	155
Outreach	2,500	2,500	-
Payroll Taxes	7,400	7,500	1,220
Postage	4,350	4,000	-
Printing & Copying	2,600	2,400	255
Professional Services	1,000	2,000	-
Rent	5,200	5,400	510
Supplies - Food and Crafts	2,200	2,250	2,250
Telephone	2,250	2,100	245
Volunteer Recognition	500	500	-
Workers' Compensation	2,700	2,900	440
Wages and Salaries	80,400	82,850	13,545
TOTAL OPERATING EXPENSES	124,300	127,400	19,490
Volunteer Labor - In-Kind	65,000	72,900	14,400
Total Program Cost	189,300	200,300	33,890
Profit (Loss)	-	-	(3,490)

**CITY OF DAVIS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2007-2008**

TIME-OFF FOR CAREGIVERS - CITIZENS WHO CARE

Budget Category	Proposed Project CDBG Portion	Other Sources	Total
A. Salaries and Wages	8,000	5,545	13,545
B. Payroll Expense	1,000	660	1,660
C. Volunteer Labor (In-Kind)	0	14,400	14,400
TOTAL PERSONNEL BUDGET	9,000	20,605	29,605
D. Office Rent	0	510	510
E. Telephone	100	145	245
F. Office Supplies	0	155	155
G. Printing & Copying	0	255	255
H. Travel	50	55	105
I. Other			
Liability Insurance	250	515	765
Supplies - Food and Crafts	600	1,650	2,250
TOTAL NON-PERSONNEL BUDGET	1,000	3,285	4,285
TOTAL PROJECT BUDGET	10,000	23,890	33,890