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OAKLAND

2016 MAY 12 PM 7: 37

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Sara Bedford  
Director, Human Services

**SUBJECT:** Senior Companion Program/Foster  
Grandparent Program (SCP/FGP)  
Renewal Grant Applications  
Fiscal Year 2016-2017

**DATE:** May 10, 2016

City Administrator Approval

Date:

5/12/16

## RECOMMENDATION

**Staff Recommends That The City Council Adopt A Resolution (1) Authorizing The City Administrator To Enter Into Grant Agreements To Accept Grant Funds For Fiscal Year 2016-2017 From The Corporation For National And Community Services (CNCS) In Amounts Not To Exceed \$287,126 For The Senior Companion Program And \$29,484 For The Foster Grandparent Program; (2) Authorizing The City Administrator To Accept And Appropriate Additional Grant Funds From CNCS Within The Grant Terms Without Returning To Council; And (3) Authorizing A Contribution From The General Purpose Fund In The Amount Equivalent To The Department Central Services Overhead Charges.**

## EXECUTIVE SUMMARY

The continuation grants will provide seniors, ages 55 and above, volunteer opportunities to assist frail, monolingual and socially isolated seniors and disadvantaged children, youth and their families. The Senior Companion Program (SCP) grant estimated at \$287,126 and Foster Grandparent Program (FGP) estimated at \$ 29,484, for a total of \$316,610, are both funded by the Corporation for National and Community Services (CNCS).

## BACKGROUND / LEGISLATIVE HISTORY

The SCP is beginning its 39th year of operation, effective July 26, 2016. Pursuant to City Council Resolution No. 56572 C.M.S., dated July 26, 1977, the City first accepted the grant funds to provide meaningful part time volunteer opportunities for eligible senior residents in the City of Oakland. The SCP and FGP come under the Domestic Volunteer Act of 1973, as amended.

In January of 2015, pursuant to City Council Resolution No. 85366 C.M.S., the Council authorized the City Administrator to conduct and document a National Service Criminal History Check (NSCHC) that includes fingerprint-based Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history check on individuals in covered positions such as

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volunteers and staff who began work on or after April 21, 2011 and who have recurring access to vulnerable populations: children 17 years of age or younger and persons age 60 and older, or to individuals with disabilities. As specified in 45 Code of Federal Regulations (CFR) Parts 2510, 2522, 2551, and 2552, the positions covered include SCP and FGP volunteers and other participants and staff funded under the CNCS grants.

The SCP volunteers assist frail, monolingual, and socially isolated elders. Foster Grandparents provide supportive assistance to K-12 disadvantaged and at risk children and youth. Both programs serve a dual function in that the elderly clients and youth/students benefit from the assistance provided by senior volunteers and in turn, the volunteers gain a sense of civic responsibility and satisfaction.

### **ANALYSIS AND POLICY ALTERNATIVES**

The SCP and FGP receive funds from the following sources:

- CNCS funds 65 SCP volunteers and eight FGP volunteers;
- Alameda County Transportation Commission supports one SCP senior leader volunteer;
- The City of Oakland General Purpose Fund supports staff, volunteers, and recognition activities.

The City of Oakland's SCP and FGP must meet the following guidelines and performance objectives as required by all grantees funded by the CNCS:

- All volunteers and staff with recurring contact with vulnerable, disabled, and disadvantaged residents must undergo background checks, fingerprinting, and review by the DOJ and FBI.
- Program volunteers are required to have liability and accident coverage provided by CIMA Volunteer Insurance (CIMA is not an acronym: [www.cimaworld.com](http://www.cimaworld.com)).
- All volunteers are required to be certified annually to participate in either the SCP or FGP.
- Companions and Grandparents must be age 55 and above, have completed 30 hours of pre-service training, and be qualified as low income to receive a stipend.
- Certified SCP and FGP participants must volunteer 15 to 20 hours weekly and serve up to 1044 hours annually.
- Annually, Senior Companions must complete 67,860 hours of service; and Foster Grandparents must complete 8,352 hours of service.

Senior Companions and Foster Grandparents may contribute a combined 76,212 hours of volunteer service annually. The Senior Companions assist 300 unduplicated clients who are frail, monolingual adults and or elderly. Foster Grandparents tutor and mentor 100 children and youth who require assistance to maintain their resilience.

Volunteer service hours are connected to the number of certified Senior Companions and Foster Grandparents who are eligible to place in service (i.e. cleared by the DOJ and the FBI). Grant funds are contingent upon the number of volunteer placements and hours of service annually. Applicants for the Senior Companion and Foster Grandparent Programs must

complete a criminal history pre-screening and clearance process before being assigned to serve in community based programs.

As a result of City Council authorizing the acceptance of the two grants:

- Seventy-five low-income SCP and FGP volunteers will have the opportunity to provide in-home and /or center-school based assistance to elderly and at risk children/youth program participants.
- Volunteer will perform approximately 78,300 hours of volunteer activities.
- SCP and FGP volunteers are assigned to twenty-four community based, public and private station sites. Volunteers are supervised by professionally trained staff.
- Elderly clients receiving assistance from Senior Companions will have increased access to resources to maintain their independence in the community.
- At risk/disadvantaged children/youth will have increased their reading levels after being assisted and mentored by Foster Grandparent volunteers

Senior Companions and Foster Grandparent volunteers improve the quality of life including socialization and public safety for program participants.

The activities and interventions performed by the SCP volunteers will actively engage frail, monolingual and isolated elders to sustain their independence within the broader community. FGP volunteers will provide disadvantaged children and youth with mentoring and reading assistance. The community, in general, will have increased access to eligible and certified volunteers ready for placements in public and private community service based programs.

Families and caregivers will garner a sense of hope for the future of their children. Elders living within the community at large will have increased access to resources and language appropriate assistance (i.e. companionship, respite, transportation to medical appointments and group grocery shopping and general sense of feeling safe within their respective communities.

### **FISCAL IMPACT**

The grant monies provide for the volunteer support expenditures including fingerprinting, stipends, meals, transportation, liability insurance, recognition, uniform identification badges and other allowable expenses. There are no income requirements for the clients served by the volunteers. As required by the CNCS, 80 percent of the grant funds go directly to support low income eligible volunteers.

These funds are delineated in the Senior Companion and Foster Grandparent project cost centers for Fiscal Year (FY) 2016-2017 as follows:

- Grant funds from the CNCS in the amount of \$ 287,126 in the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), and FY2016-2017 SCP/Federal Project (G486340)
- Grant funds from the CNCS in the amount of \$ 29,484 in the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), and FGP/Federal Project (G486440)

- The General Purpose funds will provide \$122,467 in General Purpose Fund (1010), and SCP/FGP/Federal Match FY 2016-2017 Projects (G486350) and (G486450) for \$116,231 and SCP/FGP Federal Fundraising Projects (G486360 & G486460) for \$ 6,236 for administrative and other volunteer programs costs associated with the Senior Companion and Foster Grandparent programs which is included in the Mayor's proposed FY 2016-2017 budget pending City Council adoption.

Based on the Federal administrative cost caps and level of required funding to support the program, the Human Services Department (HSD) is requesting, as it has in prior years, a contribution from the general purpose fund in an amount equivalent to Central Services Overhead in an estimated amount of \$25,309.

Furthermore, if additional funding becomes available from the grantor, CNCS, within the duration of the grant term (July 1, 2016 – June 30, 2017) for the same purpose, Staff is requesting authorization for the City Administrator to accept and appropriate these funds to the Senior Companion and Foster Grandparent programs without returning to Council.

### **PUBLIC OUTREACH / INTEREST**

Under a memorandum of program guidance, Senior Companion and Foster Grandparent volunteers are assigned and placed in community service base programs. The programs include public and private organizations in which volunteers are assigned to assist Oakland residents and their families.

Volunteers are supervised at the following community based station sites:

- SCP/FGP – East Oakland Health Center, Westlake Christian Terrace, Allen Temple Arms, Family Bridges, St. Mary's Community Center, Posada De Colores, MSSP, Sojourner Truth Manor, deFremery and Redwood Heights/Park & Recreation Centers, Centro Infantil De La Raza, Oakland Head Start, Oakland Unified School District/Experience Corps, Reading Partners, Berkeley head Start, Studio One Art Center and Safe Walk to School.

### **COORDINATION**

The HSD Fiscal, Office of the City Attorney and Controller's office were consulted in the preparation of this report and resolution.

### **PAST PERFORMANCE, EVALUATION AND FOLLOW-UP**

Annually, the Senior Companion and Foster Grandparent volunteers, clients and station site supervisors complete program assessments and surveys. Additionally, the CNCS requires that the SCP and FGP complete both fiscal and program assessments. These reports are then tracked and monitored by the California State Office regional staff. The FY 2015 surveys include:

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1. Annual Program Service Satisfaction Surveys of 300 SC Elderly clients.
2. Annual Program Service Satisfaction Surveys of 300 SC/Taxi-Up & Go Project (TUGO) clients.
3. Annual Assessments of Children/Youth by station site supervisors of Foster Grandparents to determine the impact on learning: reading and development of their assigned mentees.
4. Annual Program Service Satisfaction Surveys of 75 volunteers (includes all who served during a FY 2015).
5. Annual Program Service Satisfaction Surveys of 24 station supervisors.
6. Volunteer Performance Evaluations are completed by each station site supervisor.
7. The CNCS performs either an annual site monitoring visit and or electronic reports to assess the program and fiscal management of both the SCP and FGP.

The TUGO is an extended service performed by SCP volunteers in partnership with the Oakland Paratransit for the Elderly and Disabled (OPED). The SC volunteers escort program clients, family caregivers and adult/elderly residents to medical appointments and or grocery shopping. The project provides quarterly reports to the Alameda County Transportation Commission.

During FY 2016 2017, the SCP and FGP will continue to survey program clients, community station site supervisors and other stakeholders to assess and evaluate the program's performance.

### **SUSTAINABLE OPPORTUNITIES**

**Economic:** Eligible senior volunteers receive non-taxable supplemental income to defray the high cost of living on fixed incomes. The SCP and FGP clients will serve to benefit and reduce the costs associated with aging, isolation, limited supports, and institutionalization. In alignment with Oakland Promise, at risk youth/children will improve their reading levels and increase school attendance (i.e. thus minimizing the juvenile detention factor at a potential cost savings to taxpayers).

**Environmental:** The report has no environmental impact.

**Social Equity:** Through an extensive network of community based programs, senior volunteers perform civic engagement interventions that make their neighborhoods stronger by helping frail and isolated elders, children and youth that are at risk and have special needs with social, educational and health related activities.

### **ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that the City Council adopt a resolution (1) authorizing the City Administrator to enter into grant agreements to accept grant funds for Fiscal Year 2016-2017 from the Corporation for National and Community Services (CNCS) in amounts \$287,126 for the Senior Companion Program and \$29,484 for the Foster Grandparent Program; (2) authorizing the City

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Administrator to accept and appropriate additional grant funds from CNCS within the grant terms without returning to Council; and (3) authorizing a contribution from the General Purpose Fund in the amount equivalent to the Department Central Services Overhead charges.

For questions regarding this report, please contact Scott Means, Aging and Adult Senior Services Manager, at (510) 238-6137.

Respectfully submitted,

  
SARA BEDFORD  
Director, Human Services Department

AGING & ADULT SERVICES DIVISION  
Reviewed by: Scott Means, Manager  
Prepared by: Andrea Turner, Supervisor  
SCP/FGP

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# OAKLAND CITY COUNCIL

*[Signature]*  
City Attorney

2016 MAY 12 **RESOLUTION No.** \_\_\_\_\_ **C.M.S.**

Introduced by Councilmember \_\_\_\_\_

**RESOLUTION (1) AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO GRANT AGREEMENTS TO ACCEPT GRANT FUNDS FOR FISCAL YEAR 2016-2017 FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES (CNCS) IN AMOUNTS NOT TO EXCEED \$287,126 FOR THE SENIOR COMPANION PROGRAM AND \$29,484 FOR THE FOSTER GRANDPARENT PROGRAM; (2) AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT AND APPROPRIATE ADDITIONAL GRANT FUNDS FROM CNCS WITHIN THE GRANT TERMS WITHOUT RETURNING TO COUNCIL; AND (3) AUTHORIZING A CONTRIBUTION FROM THE GENERAL PURPOSE FUND IN THE AMOUNT EQUIVALENT TO THE DEPARTMENT CENTRAL SERVICES OVERHEAD CHARGES**

**WHEREAS**, the City Council by Resolution No. 56572 C.M.S. dated July 26, 1977 applied for and received funds from the Corporation for National and Community Services (CNCS) for the first City of Oakland Senior Companion Program (SCP) and in 1999 added the Foster Grandparent Program (FGP); and

**WHEREAS**, the City of Oakland SCP and FGP provide meaningful part-time volunteer opportunities for income eligible older persons who provide supportive assistance to the elderly, children and youth and their family members; and

**WHEREAS**, in order to continue funding low-income senior volunteers for the fiscal year of July 1, 2016 through June 30, 2017 the City of Oakland wishes to apply for and accept grant funds from the CNCS in the amounts of \$287,126 for SCP and \$29,484 for FGP; and

**WHEREAS**, the City will continue to support the SCP and FGP by paying a portion of the program staff salaries, fringe benefits and volunteer recognition activities from the General Purpose Fund in the amount of \$122,467 for Fiscal Year (FY) 2016-2017; and

**WHEREAS**, a contribution from the General Purpose Fund in an amount equivalent to the Department's Central Services Overhead rate in an estimated amount of \$25,309 is necessary in order to maximize benefits to seniors, and due to administrative cost restrictions for the grant; now, therefore, be it

**RESOLVED:** That the City Administrator or her designee is hereby authorized to apply for, enter into grant agreements, and accept the aforesaid SCP and FGP grants from the CNCS in amounts not to exceed \$287,126 for the SCP and \$29,484 for the FGP, for a total amount from both grants of \$316,610; and be it

**FURTHER RESOLVED:** That grant funds from the CNCS in the amount of \$287,126 will be deposited to the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), and FY 2016-2017 SCP/FED Project (G486340); and be it

**FURTHER RESOLVED:** That grant funds from CNCS in the amount of \$29,484 will be deposited to the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), and FY 2016-2017 FGP/FED Project (G486440); and be it

**FURTHER RESOLVED:** That the General Purpose Fund will provide \$122,467 included in the Mayor's proposed FY 2016-2017 budget pending City Council adoption for administrative and other volunteer program costs associated with the Senior Companion Program and Foster Grandparent Program; and be it

**FURTHER RESOLVED:** That all central services overhead charges associated with this grant in an estimated amount of \$25,309 will be offset through a contribution of the General Purpose Fund included in the Mayor's proposed FY 2016-2017 budget pending City Council adoption; and be it

**FURTHER RESOLVED:** That if additional funding becomes available from CNCS, for the same purpose, the City Administrator is authorized to accept and appropriate these funds to the Senior Companion and Foster Grandparent programs without returning to Council within the duration of the grant term from July 1, 2016 through June 30, 2017; and be it

**FURTHER RESOLVED:** That the City Council hereby appoints the City Administrator or designated representative to conduct all negotiations, execute and submit all documents, including but not limited to application, agreements, amendments, modifications, payment requests and related actions which may be necessary for the completion of the aforementioned grant without returning to Council; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is authorized to amend the above-referenced CNCS grants to accept additional grant amounts for the same purpose and for the same grant year if additional grant funds become available without returning to Council; and be it

**FURTHER RESOLVED:** That said grant agreements and contracts shall be approved as to form and legality by the Office of the City Attorney and placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and  
PRESIDENT GIBSON MCELHANEY

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

**LATONDA SIMMONS**  
City Clerk and Clerk of the Council  
of the City of Oakland, California