

**CITY OF OAKLAND**  
**AGENDA REPORT**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2008 MAY 15 PM 1:45

TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Department of Human Services  
DATE: May 27, 2008

RE: **Resolution Authorizing The City Administrator To Apply For, Accept, And Appropriate Grant Funds From The Corporation For National And Community Services (CNCS) In The Amount Of \$324,951 And The Alameda County Area Agency On Aging In The Amount Of \$19,568 And The City Of Berkeley In The Amount Of \$13,117 For The Senior Companion Program (SCP) And Foster Grandparent Program (FGP) For The Fiscal Year 2008-2009**

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**SUMMARY**

Staff requests that the City Council approve a resolution authorizing the City Administrator to apply for, accept and appropriate three Senior Companion Program (SCP) grants and one Foster Grandparents (FGP) grant in the amounts estimated at \$294,670, \$19,568, \$13,117, and \$30,281 for a total of \$357,636. These grants are funded by the Corporation for National and Community Service (CNCS), Alameda County Area Agency on Aging (AAA), and the City of Berkeley respectively. The four grants are scheduled to begin effective July 1, 2008 through June 30, 2009. The four grants will provide senior volunteer opportunities to assist frail and socially isolated seniors and at-risk children and youth and their family members.

**FISCAL IMPACT**

Funding will be appropriated to the Department of Human Services as follows:

- Grant funds from the Corporation for National and Community Services in the amount of \$294,670 will be deposited to Corporation for National and Community Services (CNCS) Fund (2120), Senior Companion Program Organization (75241), SCP/FED Project (G307310)
- Grant funds from the Alameda County Area Agency on Aging in the amount of \$19,568 will be deposited to California Department of Aging Fund (2132), Senior Companion Program Organization (75241), SCP/AAA Project (G307320)
- Grant funds from the City of Berkeley in the amount of \$13,117 will be deposited to Department of Health and Human Services Fund (2128), Senior Companion Program Organization (75241), ESP/Berkeley Project (G307360)
- Grant funds from the Corporation for National and Community Services in the amount of \$30,281 will be deposited to CNCS Fund (2120), Foster Grandparent Program Organization (75241), FGP/FED Project (G309310)

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2008

The General Purpose Fund will provide \$226,948 in Fund (1010), Senior Companion Program Organization (75241), SCP/FD/CTY MATCH FY 2008-09 Project (G307330) for administrative and volunteer program costs associated with the Senior Companion and Foster Grandparent programs. The SCP/FGP will receive a reduction in funding from the CNCS and AAA. In past years, the City Council has waived the Central Services Overhead levied against this and other senior program grants. A waiver is necessary for this program in FY 2008-2009. The waiver of Central Services Overhead charges would be \$7,491 and impacts the General Purpose Fund (GPF), in that it reduces "recovery" amounts.

## **BACKGROUND**

The purpose of the Senior Companion and Foster Grandparents Programs is to provide meaningful part-time volunteer opportunities for income eligible senior residents in the City of Oakland. The Senior Companion volunteers offer supportive person-to-person services to Oakland's frail and elderly residents with the purpose of helping them remain independent in their homes and community. The Senior Companion Program is beginning its 31<sup>st</sup> year of operation, effective July 26, 2008. Since the passage of the City Council's first Resolution No.56572 C.M.S., dated July 26, 1977, the program has grown to support over one hundred Senior Companion volunteers.

The Foster Grandparent volunteers provide children the much needed attention that can change lives. They help children learn to read and care for children/youth with disabilities (i.e. physically and emotionally challenged). Foster Grandparents mentor and help children/youth develop the skills, confidence and self-esteem to succeed in life. Since its inception in 1999, the program continues to address the needs of children/youth and their families in Oakland.

The FGP and SCP receive funds from the following sources:

- Corporation for National and Community Services (CNCS) funds sixty-six (66) SCP volunteers and seven (7) FGP volunteers.
- Area Agency on Aging of Alameda County funds five (5) SCP volunteers;
- City of Berkeley funds three (3) SCP volunteers.
- Community Development Block Grant (CDBG) funds one Case Manager and one SCP volunteer. This program's funding base varies annually.
- City of Oakland General Purpose Fund supports staff and recognition activities.

## **KEY ISSUES AND IMPACTS**

The Senior Companion and Foster Grandparent programs serve vulnerable and at-risk residents of Oakland. Both programs serve a dual function in that the clients benefit from the assistance provided by the volunteers and in turn, the volunteers gain a sense of civic responsibility. All participants of both programs improve the quality of their lives while strengthening their respective communities.

The Senior Companion Program and Foster Grandparent Program come under the Federal Domestic Volunteer Act of 1973, as amended. Under these guidelines, the administration of SC/FG program requires that 90% of the grant funds go directly to low-income volunteers. The City's General Purpose Fund (GPF) will provide \$226,948 (1010) to support the grant funds. The grant monies provide for the volunteer support expenditures including stipends, meals, transportation, liability insurance, recognition, uniform identification badges and other allowable expenses.

## **PROGRAM DESCRIPTION**

The Senior Companion Program (SCP) and Foster Grandparent Program (FGP) provide volunteer opportunities for seniors to help strengthen their communities.

Each volunteer is required to meet specific program eligibility requirements before conferring the title of Senior Companion or Foster Grandparent. Companions and Grandparents must be age 60 and above, low-income and have completed forty (40) hours of pre-service training (i.e. rules, regulations, in-home decorum, emergency procedures, forms completion, etc.). All volunteers are required to be certified as eligible participants annually and to attend twice a month in-service training classes provided by Laney College instructors. These classes provide the volunteers with pertinent information to enhance their understanding of the aging process and to bolster their skills in obtaining resources to assist their clients. The Foster Grandparent volunteers also receive basic volunteer training. Additional in-service training classes are provided by the site coordinators and program staff (i.e. child-care centers, libraries, schools, hospitals, and SCP/FGP program staff).

Senior Companions and Foster Grandparents must volunteer fifteen to twenty hours a week to receive a stipend (non-taxable/exempt contribution) of \$2.65 per hour of volunteer service. A volunteer may serve up to 1,044 hours annually. Other nominal contributions, to defray the personal expenses of a low-income volunteer wanting to serve his/her community, include small contributions toward lunch at \$2.00 a day, \$13.00 a month for a bus pass and or auto expenses. These contributions vary and are adjusted based on the available funds to provide additional supports for each volunteer.

Annually, Senior Companions and Foster Grandparents contribute up to ninety thousand hours of volunteer service. The program service will change based on the final designation of hours as specified in the grant award notice. The Senior Companions serve a duplicated count of 300-400 clients who are frail and/or elderly. Foster Grandparents serve 50 to 100 children and youth who are at risk and in need of special assistance. These clients are served annually and a care plan is maintained on each client to identify the level of service performed by each volunteer.

Community based programs provide staff to serve as station supervisors for Senior Companions and Foster Grandparents. The Senior Companion and Foster Grandparent program collaborates under a Memorandum of Understanding with nineteen (19) to twenty-four (24) community based

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2008

programs to place volunteers, which are then assigned clients, supervised and monitored monthly.

The community based stations represent a wide variety of professional programs including non-profit and private/public service programs (i.e. Allen Temple Arms, Family Bridges, Inc., Seton Center, St. Mary's, West Oakland Health Center, Oakland Unified School District, Oakland Library, child care centers, and after school programs).

Senior Companions assist in some of the following areas: escorting to and from medical appointments, shopping, completing forms, making referrals, assessing in-home safety needs, translating in the client's language, reading, writing and phoning for clients, providing respite for family care-givers and performing other care activities to ensure some semblance of independence in the lives of the elderly. Foster Grandparents assist children/youth and their families with reading, writing, learning and cognitive development activities, play and life skills enhancement activities, scheduling appointments, group and field trip activities, and mentoring for both the child and teen/young adult parents.

Additionally, the Oakland Senior Companion Assessment and Referral (OSCAR) volunteers, in partnership with the Fire Department, completed over five hundred 911 Registry Assessment forms. The partnership has demonstrated an innovative approach to the use of Senior Companion volunteers engaged in civic assignments.

The volunteers and clients served by both the Senior Companion Program and Foster Grandparent Program live throughout the City of Oakland and the surrounding areas. The combined ethnicity of both volunteers and clients served are as follows: Asian /Pacific Islander (68.0%), African American (23.34 %), Hispanic (4.34%), Caucasian (3.09%) and other (1.23%). See attachment A: FY 07-08 Clients Served by Zip Codes.

### Evaluation

SCP/FGP utilizes the following assessment mechanisms to review the quality of service performed and received:

1. Annual satisfaction surveys from its 300- 400 clients.
2. Annual satisfaction surveys from 100 -130 volunteers.
3. Annual satisfaction surveys from 19- 24 Station Supervisors.
4. Assessment of Stations by the Advisory Council and Program Staff.
5. Station Supervisors complete annual evaluations on volunteers assigned to their community-based programs.

Ninety percent of the clients surveyed reported that they liked having a volunteer either to assist them in maintaining some semblance of independence in their homes and or in community based programs assisting at-risk children/youth. The surveys underline the need for volunteers to continue to assist the "old-old" (age 89 and above) population and that of mentoring for the at-

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2008

risk children/youth. In addition to the program's use of satisfaction surveys, the SCP/FGP is evaluated annually by the Federal, County and local funding agencies. Senior volunteer services (SCP/FGP) will continue to use client satisfaction surveys and volunteer evaluations to improve services and to evaluate the program's performance in general.

## **SUSTAINABLE OPPORTUNITIES**

### Economic:

Eligible senior volunteers receive supplemental income to defray the high cost of living on fixed incomes.

### Environmental:

This report has no environmental impact.

### Social Equity:

Senior volunteers perform civic engagement interventions that make their neighborhoods stronger by helping frail and isolated elderly and children/youth that are at-risk and have special needs with social, educational and health related activities.

## **DISABILITY AND SENIOR CITIZEN ACCESS**

The Department of Human Services provides opportunities for equal access for people with disabilities and senior citizens to all programs, services and activities which result in the preservation of dignity, the right to independence, and the ability to live self-directed lives.

## **RECOMMENDATION(S) AND RATIONALE**

Staff recommends that the City Council accept this report and approve this resolution authorizing the City Administrator to accept and appropriate various grants for the Senior Companion Program and Foster Grandparent Program from the Corporation for National and Community Service, Alameda County Area Agency on Aging, and the City of Berkeley in a total amount of \$357,636 for July 1, 2008 through June 30, 2009.

**ACTION REQUESTED OF THE CITY COUNCIL**

That the City Council approve this resolution authorizing the City Administrator to apply for, accept and appropriate various grants in the amount of \$357,636 from the Corporation for National and Community Service, Alameda County Area Agency on Aging, and the City of Berkeley for the Senior Companion Program and Foster Grandparent Program in Fiscal Year 2008-09.

Respectfully submitted,



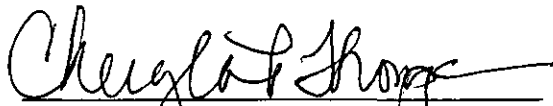
**ANDREA YOUNGDAHL**  
Director, Department of Human Services

Reviewed by:  
Brendalynn Goodall, Manager  
Aging & Adult Services Division

Prepared by:  
Andrea Turner, Supervisor  
Senior Companion Program  
Foster Grandparent Program

**Attachment A-**  
SCP/FGP FY 07-08 Clients Served By Function & Zip Code

APPROVED AND FORWARDED TO THE  
LIFE ENRICHMENT COMMITTEE:

  
Office of the City Administrator

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2008

# ATTACHMENT A

**Table I**  
**SENIOR COMPANION PROGRAM (SCP) AND**  
**FOSTER GRANDPARENT PROGRAM (FGP)**  
**FISCAL YEAR: 2007-2008**  
**CLIENTS SERVED TO DATE BY FUNCTION AND ZIP CODE**  
**(NUMBERS AND PERCENTAGES)**

	<b>ZIP CODES</b>	<b># of Clients Served-SCP</b>	<b># of 911 Registry Clients Served -SCP</b>	<b># of SCP Vols</b>	<b># of FGP Vols</b>	<b>Total # of Clients Per ZIP</b>	<b>% Per ZIP</b>
1	94601	34	36	4	2	76	7.15
2	94602	15	9	6		30	2.84
3	94603	8	3	3		14	1.31
4	94604	1				1	0.09
5	94605	9	3	1		13	1.22
6	94606	97	152	19		268	25.24
7	94607	49	229	13		291	27.41
8	94608	3	6	4		13	1.23
9	94609	9	2		1	12	1.12
10	94610	14	10	3		27	2.56
11	94611	11	3	2	2	20	1.88
12	94612	45	117	8		170	15.99
13	94616	1				1	0.09
14	94619	3				3	0.28
15	94621	14	8	10		32	3.04
16	94501	28	7	7	1	43	4.07
17	94540	1				1	0.09
18	94541	2				2	0.18
19	94544	2	1	1		4	0.37
20	94545	1				1	0.09
21	94546	1		1	1	3	0.28
22	94577		2	1		3	0.28
23	94578	3				3	0.28
24	94580	5	1	2		8	0.75
25	94702	12			1	13	1.24
26	94703	3		4	1	8	0.28
27	94704	2			1	3	0.28
28	94705			1	1	2	0.18
29	95579	1				1	0.09
30	95610	1				1	0.09
	<b>Totals</b>	<b>372</b>	<b>589</b>	<b>91</b>	<b>11</b>	<b>1063</b>	<b>100.00</b>

OFFICE OF THE CITY CLERK  
OAKLAND  
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Approved as to Form and Legality

*D. Bialosky*  
Oakland City Attorney's Office

## OAKLAND CITY COUNCIL

Resolution No. \_\_\_\_\_ C.M.S.

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**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR, ACCEPT, AND APPROPRIATE GRANT FUNDS FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES (CNCS) IN THE AMOUNT OF \$324,951 AND THE ALAMEDA COUNTY AREA AGENCY ON AGING IN THE AMOUNT OF \$19,568 AND THE CITY OF BERKELEY IN THE AMOUNT OF \$13,117 FOR THE SENIOR COMPANION PROGRAM (SCP) AND FOSTER GRANDPARENT PROGRAM (FGP) FOR THE FISCAL YEAR 2008-2009**

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

**WHEREAS**, the Alameda County Area Agency on Aging (hereinafter "AAA") and the City of Berkeley (hereinafter "Berkeley") have made available funds for the Senior Companion Program to provide volunteer opportunities to serve frail, socially isolated elders and family caregivers; 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 family members; and

**WHEREAS**, in order to continue funding low-income senior volunteers for the fiscal year of July 1, 2008 through June 30, 2009 the City of Oakland wishes to apply for and accept grant funds from the Corporation for National and Community Services (hereafter, CNS) in the amounts of \$294,670 for SCP and \$30,281 for FGP; from AAA in the amount of \$19,568 for SCP and from Berkeley in the amount of \$13,117 for SCP; 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 (GPF) in the amount of \$226,948 for 2008-2009; and now, therefore, be it

**RESOLVED:** That the City Administrator or her designee is hereby authorized and directed to apply for and accept the aforesaid grants and appropriate said funds to the City SCP and FGP; and be it



**FURTHER RESOLVED:** That the City Council appoints the City Administrator or her designee as agent of the City of Oakland to conduct all negotiations, execute and submit all and related actions that may be necessary for completion of the aforementioned grants with its basic purposes without returning to Council; and be it

**FURTHER RESOLVED:** That grant funds from the CNCS in the amount of \$294,670 will be deposited to Federal Fund (2120), Senior Companion Program organization (75241), SCP/Project (G307310); and be it

**FURTHER RESOLVED:** That grant funds from the CNCS in the amount of \$30,281 will be deposited to Federal Fund (2120), Foster Grandparent Program organization (75241), FGP/Project (G308310); and be it

**FURTHER RESOLVED:** That grant funds from the AAA in the amount of \$19,568 will be deposited to California Department of Aging Fund (2132), Senior Companion Program organization (75241), SCP/Project (G307320); and be it

**FURTHER RESOLVED:** That grant funds from the Berkeley in the amount of \$13,117 will be deposited to Department of Health and Human Services Fund (2128), Senior Companion Program organization (75241), SCP/Berkeley Project (307360); and be it

**FURTHER RESOLVED:** The Central Service Overhead is hereby waived; and be it

**FURTHER RESOLVED:** That should additional funds be received, the City Administrator or her designee is authorized to appropriate it for the purpose described above without returning to Council.

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

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, AND  
PRESIDENT DE LA FUENTE

NOES -

ABSENT -

ABSTENTION -

ATTEST:

\_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of  
the City of Oakland, California