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OAKLAND

2018 MAY -9 PM 2:33

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
FY2018-2019

DATE: April 30, 2018

City Administrator Approval

Date:

5/8/18

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 2018-2019 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 Term Without Returning To Council; And (3) Authorizing A Contribution From The General Purpose Fund In The Amount Equivalent To The Department Overhead Charges In An Estimated Amount of \$7,208 And Central Services Overhead Charges In An Estimated Amount Of \$26,270.

EXECUTIVE SUMMARY

The proposed resolution authorizes acceptance of grants from the CNCS that will provide seniors, ages 55 and above, volunteer opportunities to assist seniors and adults with disabilities who are frail, monolingual and socially isolated and disadvantaged and at risk 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 CNCS.

BACKGROUND / LEGISLATIVE HISTORY

The SCP is beginning its 41st year of operation, effective July 26, 2018. 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

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Life Enrichment Committee
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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 volunteers and staff who began work on and after April 21, 2011 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. The CNCS grants require criminal background checks as specified in 45 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 Pre-K and 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.

The SCP and FGP receive funds from the following sources:

- CNCS funds 65 SCP volunteers and 8 FGP volunteers;
- Measure BB supports two SCP volunteers in the Taxi-Up & GO project;
- 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.
- 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 forty hours of pre-service training, and be qualified as low income to receive a monthly 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 upwards to 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.

ANALYSIS AND POLICY ALTERNATIVES

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 prior to placement). 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. 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 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.

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.

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) 2018-2019 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 FY18-19 SCP/Federal Project (1004099)
- 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 (1004102)
- The General Purpose Fund will provide \$294,024 for Federal Match, fundraising, administrative and other volunteer programs costs associated with the Senior Companion and Foster Grandparent programs which is included in the FY2017-2019 Adopted Biennial Budget for fiscal year 2018-2019.

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 Departmental Overhead in an estimated amount of \$7,208 and Central Services Overhead in an estimated amount of \$26,270.

PUBLIC OUTREACH / INTEREST

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

COORDINATION

The Human Services Department Fiscal, Budget Bureau, 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

The Senior Companion and Foster Grandparent volunteers, clients and station site supervisors complete program annual 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 2018 surveys will include:

1. Annual Program Service Assessment /Satisfaction Surveys of 300 SC Elderly clients.
2. Annual Program Service Assessment/Satisfaction Surveys of 200 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 FY 2017 and 2018).
5. Annual Program Service Surveys of 24 station supervisors.
6. Volunteer Performance Evaluations are completed by each station site supervisor.
7. The CNCS/program staff and or, the Advisory Council perform either an annual site 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 bi-annual reports to OPED as required by Measure BB. During FY 2018-2019, the SCP and FGP will seek outside survey/assessors of 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 clients will benefit by receiving assistance to reduce the costs associated with aging, isolation, limited supports and institutionalization. At risk youth/children will improve their socialization and reading skills 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. The Human Services Department 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.

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 2018-2019 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 Departmental Overhead Charges In An Estimated Amount Of \$7,208 And Central Services Overhead Charges In An Estimated Amount Of \$26,270.

Sabrina B. Landreth, City Administrator

Subject: Senior Companion Program/Foster Grandparent Program (SCP/FGP) Renewal Grant Applications, FY2018-2019

Date: April 30, 2018

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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

Reviewed by: Scott Means, Manager
Aging & Adult Services Division

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

Item: _____
Life Enrichment Committee
May 22, 2018

2018 MAY -9 PM 2:38 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 2018-2019 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 DEPARTMENTAL OVERHEAD CHARGES IN AN ESTIMATED AMOUNT OF \$7,208 AND CENTRAL SERVICES OVERHEAD CHARGES IN AN ESTIMATED AMOUNT OF \$26,270

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, 2018 through June 30, 2019 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, a contribution from the General Purpose Fund in an amount equivalent to the Departmental Overhead in an estimated amount of \$7,208 and Central Services Overhead in an estimated amount of \$26,270 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 enter into grant agreements and accept the aforesaid Senior Companion Program (SCP) and Foster Grandparent Program (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 are included in the FY2017-2019 Adopted Biennial Budget and are appropriated in FY2018-2019 in the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), FY 2018-2019 SCP/FED Project (1004099), and Empowering Seniors & People with Disability Program (YS14); and be it

FURTHER RESOLVED: That grant funds from CNCS in the amount of \$29,484 are included in the FY2017-2019 Adopted Biennial Budget and are appropriated in FY2018-2019 in the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), FY 2018-2019 FGP/FED Project (1004102), and Empowering Seniors & People with Disability Program (YS14); and be it

FURTHER RESOLVED: That all Departmental overhead charges associated with this grant in the estimated amount of \$7,208 for FY2018-2019 will be offset through a contribution of the General Purpose Fund; and be it

FURTHER RESOLVED: That all central services overhead charges associated with this grant in an estimated amount of \$26,270 for fiscal year FY 2018-2019 will be offset through a contribution of the General Purpose Fund; and be it

FURTHER RESOLVED: That the General Purpose Fund will provide \$294,024, included in the FY 2017-2019 Adopted Biennial Budget, for administrative and other volunteer program costs associated with the Senior Companion and Foster Grandparent Program: 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, 2018 through June 30, 2019; and be it

FURTHER RESOLVED: That the City Administrator or designated representative is authorized 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 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, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,
and PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council
of the City of Oakland, California