



# AGENDA REPORT

TO: FRED BLACKWELL  
CITY ADMINISTRATOR

FROM: Sara Bedford

SUBJECT: Senior Companion/Foster Grandparent  
Programs FY 2014-2015

DATE: May 12, 2014

City Administrator  
Approval

Date

5-15-14

COUNCIL DISTRICT: City-Wide

## RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the City Administrator to apply for and accept grant funds for fiscal year 2014-2015 from the Corporation for National and Community Services (CNCS) in an estimated amount of \$316,610 for the Senior Companion Program (SCP) and Foster Grandparent Program (FGP) from July 1, 2014 through June 30, 2015.

## EXECUTIVE SUMMARY

The Senior Companion Program (SCP) grant estimated at \$287,126 and Foster Grandparent Program (FGP) grant estimated at \$29,484, for a total of \$316,610, are both funded by the Corporation for National and Community Services (CNCS). The grants are scheduled to begin July 1, 2014 through June 30, 2015. All grants will provide seniors volunteer opportunities to assist frail, monolingual and socially isolated seniors and disadvantaged children, youth and their families.

## OUTCOME

As a result of City Council authorizing the acceptance of the three 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.
- Volunteers will perform approximately 78,300 hours of volunteer activities.
- SCP and FGP volunteers are assigned to twenty-seven community based, public and private station sites. Volunteers are supervised by professionally trained staff.

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2014

- 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.

### **BACKGROUND/LEGISLATIVE HISTORY**

The Senior Companion Program and Foster Grandparent Program come under the Federal Domestic Volunteer Act of 1973 [As amended through Public Law 111-13, Enacted April 21, 2009].

The City of Oakland Senior Companion Program is beginning its thirty-seventh year of operation, effective July 26, 2014. Since the passage of the City Council's Resolution No. 56572 C.M.S., dated July 26, 1977, the program has grown to support over one hundred Senior Companion volunteers, even with the reduction in funding sources.

Foster Grandparent volunteers provide assistance to K-12 disadvantaged and at risk children and youth. They help children learn to read and care for children/youth with disabilities (i.e. children with urban stressors and children that are physically and emotionally challenged). Since its inception in 1999, the Foster Grandparent program has provided supportive assistance to address the needs of children/youth and their families in Oakland.

The purpose of the Senior Companion and Foster Grandparent Programs is to provide meaningful part-time volunteer opportunities for income eligible senior residents in the City of Oakland. Senior Companion volunteers assist frail, monolingual and socially isolated elders. The volunteers provide supportive person to person services to help elderly Oakland residents remain independent in their homes and community.

The SCP and FGP receives funds and/or supports from the following sources and partnerships:

- Corporation for National and Community Services (CNCS) funds sixty-five SCP volunteers and eight FGP volunteers.
- The Safe Walk to School program leverages funding to provide two to four FGP volunteers.
- Alameda County Transportation Commission supports two SCP senior leader volunteers for the Taxi-Up & Go project in partnership with Oakland Paratransit for the Elderly and Disabled (OPED).
- The City of Oakland General Purpose Fund supports staff, volunteers and recognition activities.

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2014

The Senior Companion and Foster Grandparent programs serve vulnerable and disadvantaged residents of Oakland. Both programs serve a dual function in that the elderly clients and youth/students benefit from the assistance provided by volunteers and in turn, the volunteers gain a sense of civic responsibility and satisfaction. Program volunteers, clients and youth/students improve the quality of their lives, their communities and Oakland in general (i.e. with access to resources and increased reading skills). The City of Oakland's SCP and FGP must meet the following guidelines and performance criteria as specified by the CNCS:

- Each volunteer is required to meet specific program eligibility requirements before earning the title of Senior Companion or Foster Grandparent. Companions and Grandparents must be age 55 and above, have completed thirty (30) hours of pre-service training, and be qualified as low income if receiving a stipend.
- All volunteers are required to be certified as eligible participants annually and to attend monthly in-service training classes provided by program staff and guest consultants.
- Program staff and site coordinators provide additional training for volunteers placed in child care centers, schools, recreation and Head Start centers.
- Senior Companions and Foster Grandparents, who are income eligible, must volunteer 15 to 20 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 towards lunch at \$2.00 a day and \$13.00 a month towards the payment for a bus pass and/or auto expenses. These contributions vary and are adjusted based on available funds to provide additional supports for low-income volunteers.
- All volunteers undergo background checks and fingerprinting and the program is required by the CNCS to have liability and accident coverage under CIMA Volunteers Insurance.

Depending on the availability of funding, Senior Companions and Foster Grandparents may contribute 78,300 hours of volunteer service. The Senior Companions assists 350 unduplicated clients who are frail, monolingual and/or elderly. Foster Grandparents mentor 150 children/youth in schools and centers that may require their assistance with program activities (i.e. reading). Clients are served annually and a care plan (SC) or activity plan (FG) is maintained on each client to identify the assistance and service received and performed by each volunteer.

Community based programs provide staff to volunteer as station supervisors for Senior Companions and Foster Grandparents. The Foster Grandparent and Senior Companion programs partner under a Memorandum of Understanding that serves only as a Program Guideline. The guideline delineates the role, responsibility and operations of the SCP/FGP and the volunteer station sites. Twenty-seven (27) community based programs supervise and monitor the placement of volunteers assigned to their clients. Station supervisors develop, review and evaluate each client's care plan (SC) and activity plan (FG). Station supervisors meet monthly with volunteers assigned to their program sites to sign off time-sheets.

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2014

## ANALYSIS

Senior Companion and Foster Grandparent volunteers improve the quality of life including socialization and public safety for program participants. The activities and interventions as performed by volunteers will provide increased opportunities to actively engage frail, monolingual and isolated elders in sustaining a sense of independence within the broader community. Disadvantaged children and youth, on the other hand, will have increased opportunities to receive mentoring and reading assistance. 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, safety/911 Registry assistance, etc).

## PUBLIC OUTREACH/INTEREST

As required by the CNCS, the SCP and FGP grant funds must provide volunteer opportunities and client assistance to Oakland residents and surrounding cities. The Program will conduct outreach to community organizations within Oakland and Alameda County. This effort is enhanced by the placement and supervision of volunteers in community based station sites. These stations represent a wide variety of professional, non-profit and private/public service programs. Program staff and station supervisors coordinate the outreach and matching of volunteers with clients in their service population areas.

Following are SCP volunteer placement sites: East Oakland Health Center, Westlake Christian Terrace, Allen Temple Arms, Family Bridges, St. Mary's Community Center, Posada De Colores, Multi-Purpose Senior Services Program, West Lake Christian Terrace, Sojourner Truth Manor, Merritt Crossing, St. Mary's Gardens, Vietnamese Center of the East Bay, Davis Family Resource Center, and South Berkeley Senior Center. Oakland Fire Department's Prevention Education Unit, and in partnership with the Oakland Paratransit for the Elderly and Disabled (OPED).

Following are FGP volunteer placement sites: Bret Hart Middle School, deFremery Recreation Center, Redwood Heights Recreation Center, Centro Infantil De La Raza, Fruitvale Head Start, Experience Corps in Oakland Unified School District, Reading Partners, Berkeley Head Start/YMCA, Studio One Art Center, Kidango Center, Safe Walk to School.

Based on the high attrition rate of volunteers due to poor health, death and/or moving out of the area, staff will increase the outreach activities to targeted populations including Spanish speaking, Caucasians, African American male volunteers and underserved districts in FY14-15.

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2014

Additional public outreach or interest in program activities will be posted on the City's website, language appropriate local newspapers and other formats will be utilized to attract and increase the program's target goals.

### **COORDINATION**

The Office of the City Attorney and Budget Office were consulted in the preparation of this report and resolution.

### **COST SUMMARY/IMPLICATIONS**

The grant funds estimated at \$316,610 have been appropriated to the Human Services Department and are included in the FY 2013-2015 adopted budget as follows:

- Grant funds from the CNCS in the amount of \$287,126 in Fund (2120), Senior Companion Program Organization (75241), and SCP/FED Project (G464250)
- Grant funds from the CNCS in the amount of \$29,484 in Fund (2120), Foster Grandparent Program Organization (75241), and FGP/FED Project (G464340)
- The General Purpose funds will provide \$111,874 in Fund (1010), Senior Companion Program Organization (75241), and SCP/FGP/FED/City Match FY 2014-2015 Projects (G464260 & G464350) for \$106,356 and (G464360 & G464270) for \$5,518 for administrative and other volunteer program costs associated with the Senior Companion and Foster Grandparent programs which is currently budgeted for FY 2014-2015 budget.

### **FISCAL IMPACT**

The SCP and FGP are targeted for reduced funding in FY14-15 at the federal level from the CNCS. The status of funding the Senior Companion and Foster Grandparent programs is under legislative review.

Under federal guidelines, the administration of SCP and FGP requires that 80% of the grant funds go directly to low-income eligible volunteers. There are no income requirements for the clients served by the volunteers. The City's General Purpose Fund (GPF) will provide \$ 111,874 to support the grant funds currently budgeted in the FY 2014-2015 budget. The grant monies provide for the volunteer support expenditures including stipends, meals, transportation, liability insurance, recognition, uniform identification badges and other allowable expenses.

Due to 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 \$23,601.

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2014

If additional grant funding becomes available from the grantor (CNCS), for the same purpose, within the existing grant term, staff is seeking authorization to accept and appropriate these funds to fund the Senior Companion and Foster Grandparent programs without returning to Council within the duration of the grant term (July 1, 2014 – June 30, 2015).

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

The combined ethnicity of both SCP and FGP volunteers are as follows: Asian /Pacific Islander (60 %), African American (30 %), Hispanic (3%), Caucasian (4%) and other (3%).

The SCP and FGP are monitored by the CNCS annually. In addition, both programs are required to complete additional assessments/surveys annually to review the quality of service performed. The FY 2013 surveys were distributed to the following participants:

1. Annual satisfaction surveys of 300 clients.
2. Annual satisfaction surveys of 75 volunteers.
3. Annual satisfaction surveys of 27 station supervisors.
4. Annual volunteer performance evaluations: 60 were completed by station supervisors.
5. The CNCS performs either an annual site monitoring visit and or electronic reports to assess the program and fiscal management of both the Senior Companion and Foster Grandparent programs.

Additionally, Oakland Senior Companion Assessment and Referral Program (OSCAR), in partnership with the Oakland Fire Department, completed over three hundred 911 Registry assessments forms. This partnership continues to demonstrate an innovative approach to engage Senior Companion volunteers in civic/public safety assignments.

Ninety-seven percent (97%) of the clients surveyed in FY13 reported that Senior Companion volunteers helped them to stay connected to resources in the community. Station Supervisors reported that their Foster Grandparent volunteers made a difference in the lives of children and youth they mentored and helped to develop social skills. Students assisted by Foster Grandparents are annually assessed and evaluated by professional staff.

Senior volunteer services (SCP/FGP) will continue to use client and volunteer surveys, outside contract/consultants and evaluation formats to assess and enhance the program's performance in general; and specifically to increase the number of survey respondents.

## 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; and, 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.

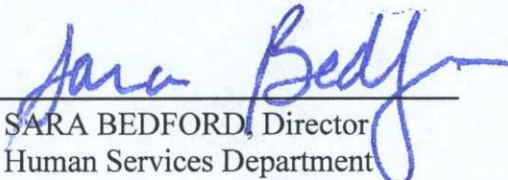
**Social Equity:** Through an extensive network of community based programs, senior volunteers perform civic engagement interventions that make their neighborhoods stronger by helping frail and isolated elders, children and youth that are at risk and have special needs with social, educational and health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

## DISABILITY AND SENIOR CITIZEN ACCESS

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.

For questions regarding this report, please contact Scott Means, Aging & Adult 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  
Senior Companion & Foster Grandparent Programs

Item: \_\_\_\_\_  
Life Enrichment Committee  
May 27, 2014

FILED  
OFFICE OF THE CLERK  
OAKLAND

# OAKLAND CITY COUNCIL



City Attorney

2014 MAY 15 PM 1:00

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

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

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR AND ACCEPT GRANT FUNDS FOR FISCAL YEAR 2014-2015 FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES (CNCS) IN AN ESTIMATED AMOUNT OF \$316,610 FOR THE SENIOR COMPANION PROGRAM (SCP) AND FOSTER GRANDPARENT PROGRAM (FGP) FROM JULY 1, 2014 THROUGH JUNE 30, 2015**

**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 (formerly, "ACTION") 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, 2014 through June 30, 2015 the City of Oakland wishes to apply for and accept grant funds from the Corporation for National and Community Services (hereinafter, "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 (GPF) in the amount of \$111,874 for 2014-2015; 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 \$23,601 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 his designee is hereby authorized and directed to apply for and accept the aforesaid SCP and FGP grants; and be it

**FURTHER RESOLVED:** That the City Council hereby appoints the City Administrator or his designee to conduct all negotiations, execute and submit all documents and take the related actions that may be necessary to accept and appropriate the aforementioned grants without returning to Council; and be it



**FURTHER RESOLVED:** That grant funds from the CNCS in the amount of \$287,126 have been appropriated to Federal Fund (2120), Senior Companion Program Organization (75241), and SCP/FED Project (G464250); and be it

**FURTHER RESOLVED:** That grant funds from CNCS in the amount of \$29,484 have been appropriated to Federal Fund (2120), Foster Grandparent Program Organization (75241), and FGP/FED Project (G464340); and be it

**FURTHER RESOLVED:** That the General Purpose Fund will provide \$111,874 approved in the FY 2014-2015 adopted budget in the General Purpose Fund (1010), Senior Companion Program Organization (75241), FGP/FED Fundraising 1415 Project (G464360), SCP-FED Fundraising 1415 Project (G464270), SCP/CITY Match FY14-15 Project (G464260), and FGP/CTY Match 1415 (G464350) 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 \$23,601 will be offset through a contribution of the General Purpose Fund as approved in the Adopted Budget; and be it

**FURTHER RESOLVED:** That if additional funding becomes available from the grantor (CNCS) for the same purpose, within the existing grant term, these funds can be accepted and appropriated to fund the Senior Companion and Foster Grandparent programs without returning to Council within the duration of the grant term (July 1, 2014 – June 30, 2015).

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

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, SCHAAF, REID and  
PRESIDENT KERNIGHAN

NOES-

ABSENT-

ABSTENTION-

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