

CITY OF OAKLAND

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OAKLAND

2019 JUN 27 PM 8:46

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Sara Bedford
Director, Human Services

SUBJECT: Senior Companion Program/Foster Grandparent Program (SCP/FGP) Continuation Grant Applications FY2019-2020

DATE: June 3, 2019

City Administrator Approval

Date: 6/27/19

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To:

- (1) Enter Into Grant Agreements To Accept Grant Funds For Fiscal Year 2019-2020 From The Corporation For National And Community Services (CNCS) In Amounts Not To Exceed \$301,482 For The Senior Companion Program (SCP) And \$30,958 For The Foster Grandparent Program (FGP);**
- (2) 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 Central Services Overhead Charges In An Estimated Amount Of \$31,493.**

EXECUTIVE SUMMARY

Adoption of the proposed resolution will provide for seniors, ages 55 and above, volunteer opportunities to assist other seniors and adults with disabilities who are frail, monolingual and socially isolated and provide companionship, transportation and access to community resources; and, provide disadvantaged and at-risk children and youth with mentoring and reading assistance.

The continuation grants for the Senior Companion Program (SCP) estimated at \$301,482, and the Foster Grandparent Program (FGP) estimated at \$ 30,958, for a total of \$332,440 are both funded by the Corporation For National And Community Services (CNCS). The volunteer assistance as performed by the Senior Companions and Foster Grandparents provide much-needed services to help residents and the community while fostering a positive environment for families throughout Oakland.

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BACKGROUND / LEGISLATIVE HISTORY

The SCP is beginning its forty-second year of operation, effective July 26, 2019. 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 City Council most recently authorized renewal of the grant funds from the CNCS in June 2018, through Resolution No. 87226 C.M.S. The SCP and FGP are part of the Domestic Volunteer Act of 1973, as amended.

The continuation grants require criminal background checks as specified in 45 Code of Federal Regulations Parts 2510, 2522, 2551, and 2552, the positions covered include SCP and FGP volunteers and other participants and staff funded under the CNCS grants.

As mandated by the CNCS in January of 2015, pursuant to Resolution No. 85366 C.M.S., the City 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 checks 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.

ANALYSIS AND POLICY ALTERNATIVES

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

Senior Companion Program volunteers assist frail, monolingual and socially isolated elders with escort assistance to medical appointments and grocery shopping. Foster Grandparent Program volunteers provide supportive assistance to Pre-Kindergarten and Kindergarten-12th grade disadvantaged and at-risk children and youth with reading and mentoring activities.

Both programs serve a dual function in that the elderly clients and youth/student clients benefit from the assistance provided by senior volunteers and in-turn, the volunteers gain a sense of civic responsibility and satisfaction. Taxi Up & Go (TUGO) is an extended service performed by SCP volunteers in partnership with the Oakland Paratransit for the Elderly and Disabled (OPED). The SCP 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 B.

The SCP and FGP receive funds from the following sources:

- CNCS funds sixty-five SCP volunteers and eight FGP volunteers;
- Measure B supports two SCP volunteers in the Taxi-Up & GO project;
- The City of Oakland General Purpose Fund supports staff, volunteers and community 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.
- Senior Companions and Foster Grandparents must be age 55 and above, have completed forty hours of pre-service training, and qualify 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 of 300 unduplicated clients who are frail, monolingual adults and/or elderly. Foster Grandparents tutor and mentor 100 children and youth, in need of support and 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 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 volunteers will provide disadvantaged children and youth with mentoring and reading assistance. Staff recommends the approval of the resolution which will provide the community with increased access to eligible and certified volunteers, ready for placement in public and private community service-based programs.

FISCAL IMPACT

The grant monies provide for the volunteer support expenditures including fingerprinting, stipends, meals, transportation, liability insurance, appreciation and recognition of volunteers, 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) 2019-2020 as follows:

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- Grant funds from the CNCS in the amount of \$ 301,482 in the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), and FY19-20 SCP/Federal Project 1004561
- Grant funds from the CNCS in the amount of \$ 30,958 in the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), and FGP/Federal Project 1004564
- The General Purpose Fund will provide \$ 134,941 in Fund 1010, for Federal Match, fundraising, administrative and other volunteer programs costs associated with the Senior Companion and Foster Grandparent programs, which is included in the Mayor's proposed FY 2019-2020 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 \$31,493.

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.

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 section, Office of the City Attorney and Budget Bureau 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 annual program performance assessments. Performance measures are reported annually and include the service outcomes of children/youth and seniors/adults assisted by program volunteers. Additionally, the CNCS requires that the program sponsor prepare and

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submit annual fiscal and program reports, including where clients are served in Oakland and Alameda County (see Table 1).

Table 1: Program Volunteers and Clients By District

Districts	1	2	3	4	5	6	7	Surrounding Cities	Total
Volunteers	15	14	6	5	3	7	9	16	75
Percent	20.0%	18.67%	8.00 %	6.67%	4.00%	9.33%	12.00%	21.33%	100%
SC Clients	49	72	46	21	12	46	47	105	398
Percent	12.31%	18.09%	11.56%	5.28%	3.02%	11.56%	11.81%	26.38%	100%
Total(s)	64	86	52	26	15	53	54	121	473

The program assessment process includes service demographic data on all program participants, except for the children and youth assisted in the FGP. In compliance with CNCS confidentiality requirements the demographics of at risk-children/youth (i.e. race/residence) are not monitored (see Table 2).

Table 2: Program Volunteers and Clients By Ethnicity

Race	Volunteers	Clients
African American	23	72
Native American	0	3
Chinese	21	97
Vietnamese	21	102
Filipino	5	21
White	0	13
Hispanic	0	4
Korean	0	2
Other	5	11
Declined	0	73
Total(s)	75	398

Additional Annual Program Service Assessment /Satisfaction Surveys include:

1. 200 SC/Taxi-Up & Go Project (TUGO) clients.
2. Annual Assessments of Children/Youth by station site supervisors of Foster Grandparents.
3. Annual Program Service Satisfaction Surveys of 75 volunteers (includes all who served during FY 2018 and 2019).
4. Annual Program Service Surveys of 24 station supervisors.
5. Volunteer Performance Evaluations are completed by each station site supervisor.
6. The CNCS/program staff and/or, the Advisory Council, composed of public/private agencies and the Mayor's Commission of Aging, perform either an annual site visit

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and/or electronic reports to assess the program and fiscal management of both the SCP and FGP.

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. In alignment with Oakland Promise, the FGP improves socialization and reading skills and increases school attendance among participating at-risk youth/children (thus minimizing the juvenile detention factor as a potential cost savings to taxpayers).

Environmental: This 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.

Sabrina B. Landreth, City Administrator

Subject: Senior Companion Program/Foster Grandparent Program (SCP/FGP) Continuation
Grant Applications FY 2019-2020

Date: June 3, 2019

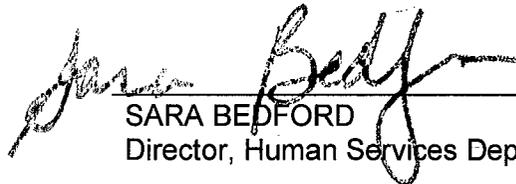
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ACTION REQUESTED OF THE CITY COUNCIL

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 2019-2020 From The Corporation For National And Community Services (CNCS) In Amounts Not To Exceed \$301,482 For The Senior Companion Program (SCP) And \$30,958 For The Foster Grandparent Program (FGP); (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 Central Services Overhead Charges In An Estimated Amount Of \$31,493.

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
Programs

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[Signature]
City Attorney's Office

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OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION (1) AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO GRANT AGREEMENTS TO ACCEPT GRANT FUNDS FOR FISCAL YEAR 2019-2020 FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES (CNCS) IN AMOUNTS NOT TO EXCEED \$301,482 FOR THE SENIOR COMPANION PROGRAM (SCP) AND \$30,958 FOR THE FOSTER GRANDPARENT PROGRAM (FGP); (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 CENTRAL SERVICES OVERHEAD CHARGES IN AN ESTIMATED AMOUNT OF \$31,493

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, 2019 through June 30, 2020 the City of Oakland wishes to apply for and accept grant funds from the CNCS in the amounts of \$ 301,482 for SCP and \$30,958 for FGP; and

WHEREAS, a contribution from the General Purpose Fund in an amount equivalent to the Central Services Overhead in an estimated amount of \$ 31,493 is necessary in order to maximize benefits to seniors, and due to administrative cost restrictions for the grant; now, therefore, be it

WHEREAS, That grant funds from the CNCS in the amount of \$ 301,482 are included in the Mayor's Proposed FY 2019-2020 budget and will be appropriated to the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), FY 2019-2020 SCP/FED Project (1004561), and Empowering Seniors & People with Disability Program (YS14); and be it

WHEREAS, That grant funds from CNCS in the amount of \$ 30,958 are included in the Mayor's Proposed FY 2019-2020 budget and will be appropriated to the Federal Action Agency Fund (2120), Senior Companion Program Organization (75241), FY 2019-2020 FGP/FED Project (1004564), and Empowering Seniors & People with Disability Program (YS14); and be it

RESOLVED: That the City Administrator or her designee is hereby authorized to enter into grant agreements, and accept and appropriate the aforesaid Senior Companion Program (SCP) and Foster Grandparent Program (FGP) grants from the CNCS in amounts not to exceed \$301,482 for the SCP and \$30,958 for the FGP, for a total amount from both grants of \$ 332,440; and be it

FURTHER RESOLVED: That all central services overhead charges associated with this grant in an estimated amount of \$31,493 for fiscal year FY 2019-2020 will be offset through a contribution of the General Purpose Fund included in the Mayor's FY 2019-2020 budget as adopted by City Council; and be it

FURTHER RESOLVED: That the General Purpose Fund will provide \$ 134,941 of Federal Match, included in the Mayor's Proposed FY 2019-2020 budget and adopted by City Council, 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, 2019 through June 30, 2020; 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 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 - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

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