

# AGENDA REPORT

**TO:** FRED BLACKWELL  
CITY ADMINISTRATOR

**FROM:** Sara Bedford

**SUBJECT:** FY 2013-2015 Information & Assistance  
(I&A) Program Grant

**DATE:** May 8, 2014

City Administrator  
Approval



Date 5.15.14

**COUNCIL DISTRICT:** City-Wide

## RECOMMENDATION

Staff requests that the City Council adopt a resolution authorizing the City Administrator to: 1) accept a grant in an estimated amount of \$42,019 per year or \$84,038 for two years from Alameda County Social Services Agency, Area Agency on Aging for continued operation of the Information and Assistance (I&A) Program for Oakland Seniors for the period of July 1, 2013 through June 30, 2015; and 2) accept, appropriate, and expend an additional award of \$2,902 of the fiscal year 2012-2013 I&A Grant (Fund 2160, Project G420410) not approved during the FY 2012-2013 Midcycle Budget

## OUTCOME

The acceptance of this grant from Alameda County will allow the Aging and Adult Services Division to continue to support the needs of Oakland's most vulnerable older residents. The funds will be used to provide Information and Assistance program services at the City's four Senior Centers.

According to the 2010 US Census, more than 20% of Oakland residents over the age of 65 live alone. These seniors may have challenges accessing services and are likely to be at higher risk of developing behavioral conditions such as depression, dementia and hoarding. They are also at much greater risk of injury or death if they suffer a fall, and according to the Centers for Disease Control and Prevention, one out of three adults age 65 and older will experience a fall each year, and those falls are the leading cause of injury, death, and hospital admissions for trauma among this population.

This funding will provide a resource for those vulnerable seniors, including monolingual, low-income seniors living alone enabling them to find the resources necessary to remain safely and independently in their homes.

## **BACKGROUND/LEGISLATIVE HISTORY**

The City of Oakland has been a municipal advocate for low-income, diverse residents since the 1960s, when a federal Community Action Agency (CAA) office was established in Oakland to provide services designed to eradicate poverty. The first of four community senior centers at the Veterans Memorial Building was established in 1985, as a result of the City Council's adoption of the first "Comprehensive Plan for Seniors." The City met the first goal of the plan by establishing the Department on Aging in 1989. The services that were initially in the Department on Aging are now part of the Human Services Department (HSD) Aging and Adult Services Division.

For more than twenty years the City has received funding from Alameda County to provide Information and Assistance (I&A) Program services to senior residents. Each year the City of Oakland provides information, referral and follow-up to over 1,500 seniors. The I&A program supports the case management, caregiver support, employment, and transportation programs provided by the HSD Aging & Adult Services Division.

## **ANALYSIS**

The HSD I&A Program provide services primarily to low income Oakland residents who are age 60 and older. The location of the Information and Assistance (I&A) program at the Oakland senior center, ensures that seniors have access to critical support services. Each year I&A staff provide information about housing, health care options, transportation, utility discounts, nutrition programs and other programs to more than 1,500 seniors, the majority of whom live in the City of Oakland.

The City of Oakland will continue to use the grant funding to pay for staff, materials and classes in order to ensure that the most relevant information is shared with seniors. This information may include discounts available to seniors who need transportation services, food assistance, respite, housing assistance, adult day care programs, utility payment, adaptive devices, home repairs, and other basic necessities that will allow them to live independently in Oakland. Staff will continue to document all contacts and referrals, as required by the County of Alameda.

## **PUBLIC OUTREACH/INTEREST**

The Information and Assistance program will serve as a resource for both Aging and Adult Services Division staff and for other local non-profit senior service providers. When I&A program participants are identified by HSD staff or other local providers, the intake and follow-up is done by the I&A staff at the Oakland senior centers. I&A staff, under the supervision of the Aging and Adult Services program analyst, conduct regular outreach to potential clients, and ensure that the information available is timely and relevant.

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Aging and Adult Services team members and staff are trained to recognize and refer eligible individuals to the I&A program. Referrals also come from local senior service organizations, and are facilitated through community outreach presentations and word-of-mouth.

**COORDINATION**

Coordination has occurred between HSD fiscal manager, Budget Office, and City Attorney's Office. The grant will be coordinated through the HSD Aging & Adult Services Division, with support from staff of the Oakland Senior Centers and with information provided by local community based organizations serving the elder population.

**COST SUMMARY/IMPLICATIONS**

If funded, this Information and Assistance grant in an estimated amount of \$42,019 per year or \$84,038 for fiscal years 2013-2015 will support the objectives of the Aging and Adult Services Division of the Human Services Department.

ANNUAL COST ELEMENTS OF AGREEMENT/CONTRACT:

Salaries & Benefits.....	\$ 33,254
Operating Costs .....	\$ 8,765
<b>ANNUAL AGREEMENT/CONTRACT AMOUNT .....</b>	<b>\$ 42,019</b>

SOURCE OF FUNDING: Alameda County Social Services Agency

**FISCAL IMPACT:**

This agreement is funded by Alameda County. Funding is included in the adopted FY2013-2015 adopted budget and has been appropriated to Human Services Department County of Alameda: (Grants) Fund (2160), HSD Outreach Program Organization (75251), Outreach Program FY1314 Project (G420320) and Outreach Program FY1415 Project (G420330) and Empowering Seniors and People with Disabilities Program (YS14). There are no matching funds required. Expenses include staff costs – two PPT 50% I&A caseworkers – training, transportation and materials. HSD is requesting as it has in prior years, a contribution from general purpose fund in an amount equivalent to Central Services Overhead in an estimated amount of \$10,242 per year for a total of \$20,484 for both fiscal years.

The FY 2012-2013 Midcycle Budget included FY 2012-2013 I&A Grant appropriations of \$39,117 in the County of Alameda: (Grants) Fund (2160), HSD Outreach Program Organization (75251), Outreach Program FY1213 Project (G420410) and Empowering Seniors and People with Disabilities Program (YS14). The actual FY 2012-2013 I&A Grant Award was awarded in the amount of \$42,019. The City has collected \$42,019 of the FY 2012-2013 I&A Grant. Staff is requesting City Council approval to accept, appropriate, and expend the \$2,902 difference above the \$39,117 already accepted and appropriated for expenditure.

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If additional grant funding becomes available from the grantor (Alameda County Social Services Agency), for the same purpose, within the existing grant term, staff is seeking authorization to accept and appropriate funds for the I&A Program without returning to Council within the duration of the grant term (July 1, 2013 – June 30, 2015).

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

The City of Oakland Aging and Adult Services Division has been the sub grantee, through the Alameda County Area Agency on Aging, for the federal Community Based Services Information and Assistance program. The I&A program provides direct counseling services to seniors and their families, supporting their independence by providing information and assistance to programs and benefits.

The Information and Assistance funding has provided an effective and successful program in the City for more than 15 years. The I&A programs are located at the Oakland senior centers. Performance is reviewed by Alameda County on a quarterly basis, and at no time during the extended annual contracting period has the City been found to be out of compliance with the requirements of the contract. The current contract requires that the I&A outreach specialists provide information, referral and follow-up services to at least 420 new senior residents each year.

Performance measurements, including the number of clients served and type of services provided, are monitored by Alameda County.

I&A staff are expected to attend meetings and events to remain informed and up-to-date on benefits and services for seniors such as Medicare, MediCal, housing support, transportation and other programs.

An internal peer review process is conducted bi-monthly and reported to the California State Department of Aging. An external Utilization Review is conducted biennially by the California State Department of Aging.

Informal feedback from clients in the form of phone calls, thank you cards or letters expressing satisfaction with the service is tracked.

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**SUSTAINABLE OPPORTUNITIES**

***Economic:*** The grants for items and services provided to Oakland residents will be used to pay Oakland based business operators and vendors. HSD will continue to invest in the Oakland community by purchasing services and equipment for eligible seniors from Oakland based businesses.

***Environmental:*** In conjunction with the USDA and the County Area Agency on Aging, the grant program will provide nutritional vouchers for fresh produce from Farmers' Markets in Oakland.

***Social Equity:*** Services provided will improve the quality of life for low income Oakland seniors who are socially disadvantaged, mono lingual, and at risk of losing their independence when faced with unexpected financial emergencies.

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

Respectfully submitted,

  
\_\_\_\_\_  
Sara Bedford, Director  
Human Services Department

HSD AGING & ADULT SERVICES DIVISION

*Reviewed by:* Scott Means, Manager

*Prepared by:* Tracy Jensen, Program Analyst

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FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2014 MAY 15 PM 5: 33

Approved as to Form and Legality

  
City Attorney

## OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

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**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO:**

- 1) ACCEPT A GRANT IN AN ESTIMATED AMOUNT OF \$42,019 PER YEAR OR \$84,038 FOR TWO YEARS FROM ALAMEDA COUNTY SOCIAL SERVICES AGENCY, AREA AGENCY ON AGING FOR CONTINUED OPERATION OF THE INFORMATION AND ASSISTANCE (I&A) PROGRAM FOR OAKLAND SENIORS FOR THE PERIOD OF JULY 1, 2013 THROUGH JUNE 30, 2015; AND**
- 2) ACCEPT, APPROPRIATE, AND EXPEND AN ADDITIONAL AWARD OF \$2,902 OF THE FISCAL YEAR 2012-2013 I&A GRANT (FUND 2160, PROJECT G420410) NOT APPROVED DURING THE FY 2012-2013 MIDCYCLE BUDGET**

**WHEREAS**, in Oakland 30% of elderly persons who are fifty years of age and older live below the poverty level; and

**WHEREAS**, local governments have played an important role in assisting elderly persons in maintaining their standard of living; and

**WHEREAS**, many elderly persons are in need of transportation, food assistance, respite, housing assistance, and support for other basic necessities; and

**WHEREAS**, the Human Services Department's Aging and Adult Services Information and Assistance Program links older adults who need assistance to the appropriate service(s) within the communities and, to the maximum extent practicable, establishes adequate follow-up procedures; and

**WHEREAS**, the City desires to continue to support the Information and Assistance Program by accepting this program baseline funding; and

**WHEREAS**, the City wishes to offset all central services overhead charges associated with this grant in an estimated amount of \$10,242 per year for a total of \$20,484 for both fiscal years, as has been done in all of the past years; and

**WHEREAS**, the Fiscal Year 2012-2013 I&A Grant award was \$42,019 but it was accepted, appropriated and expended in the amount of \$39,117; now, therefore, be it

**RESOLVED:** That an additional \$2,902 of the FY12-13 I&A Grant be accepted, appropriated, and expended; and be it

**FURTHER RESOLVED:** That the City Administrator or his designee is hereby authorized and directed to apply for and accept a grant in an estimated amount of \$84,038 from the Alameda County Social Services Agency for the period of July 1, 2013 to June 30, 2015; and be it

**FURTHER RESOLVED:** That all central services overhead charges associated with this grant in an estimated amount of \$10,242 per year for a total of \$20,484 for both fiscal years will be offset through a contribution of the General Purpose Fund as approved in the Adopted Budget; and be it

**FURTHER RESOLVED:** That the funds are included in the FY2013-2015 adopted budget and have been appropriated in Human Services Department Social Services Grant Fund (2160), HSD Outreach Program Organization(75251), Outreach Program FY1314 Project (G420320) and Outreach Program FY1415 Project (G420330) and Empowering Senior and People with Disabilities Program (YS14); and be it

**FURTHER RESOLVED:** That if additional grant funding becomes available from the grantor (Alameda County Social Services Agency), for the same purpose, within the existing grant term, the City Administrator or his designee is hereby authorized to accept and appropriate these funds for the I&A Program without returning to Council within the duration of the grant term (July 1, 2013 – June 30, 2015); 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, 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 in accordance with its basic purpose without returning to Council.

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

**PASSED BY THE FOLLOWING VOTE:**

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

NOES -

ABSENT -

ABSTENTION -

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