

Application Form
City of Sunnyvale Human Services Funding
January 2013

COVER SHEET

APPLICANT INFORMATION

Legal Name of Organization: Catholic Charities of Santa Clara County

Mailing Address: 2625 Zanker Rd #200

City: San Jose

State: CA

Zip Code: 95134

Web Address: www.CatholiccharitiesSCC.org

Contact Person: Kitty Mason

Title: Grants Manager

Email: kmason@catholiccharitiesscc.org

Telephone Number: 408-295-4647

Fax Number: 408-944-0275

Executive Director: Gregory Kepferle, CEO

Email: gkepferle@catholiccharitiesscc.org

PROGRAM OVERVIEW

Program Name: Day Break Cares - Adult Day Care Program

Location(s) where Sunnyvale clients will be served (include full street address(es):

535 Old San Francisco Road Sunnyvale, CA 94086 (at the First United Methodist Church)

Brief Program Description:

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

Catholic Charities of Santa Clara County's Day Break Cares program offers dependent older adults who suffer from dementia a safe and stimulating environment promoting their health, recreation, and socialization. By providing high quality, state licensed adult day care services, Day Break Cares assists caregivers in delaying or preventing institutional placement of their loved ones and reduces isolation through caregiver support groups. Our program will provide this vital assistance to Sunnyvale seniors and their family caregivers who both face the very daunting challenges caused by dementia.

Application Form
City of Sunnyvale Human Services Funding
January 2013

SECTION 1: FUNDING REQUEST FOR SUNNYVALE PROGRAM

A. City of Sunnyvale Funding Categories (See RFP Notice, page 8). Please select one:

- Operational Emergency Seed Program

B. Consolidated Plan Priority Need Type.

Select only one:

- A. Basic Needs (Food, financial aid, emergency shelter)
 B. Youth Intervention (mentoring/after-school programs)
 C. Mental Health or Substance Abuse Counseling
 D. Other Supportive Services (Legal aid, senior care services, disability-related services, etc.)

C. Program Financials¹

Funding Request: \$15,000.00

Total Program Cost: \$335,972.00

Cost per client for proposed Sunnyvale Program: \$428.57

Number of Sunnyvale clients to be served: 35

Total matching funds for proposed Sunnyvale services: 320,972

Match Ratio (% of program funded by matching funds): 95%

Is Applicant currently receiving funding from Sunnyvale? Yes No

Has the Applicant applied for funds from the City of Sunnyvale for this Program before? Yes No

If yes, complete the following chart for the previous five years.

Fiscal Year Applied	Amount Requested	Amount Awarded by City
2009-2010	15,000	5,853
2011-2012	15,000	9,826

¹ NOTE: Please see pages iii-iv of Application instructions for details on how to calculate Program Cost and Cost per client

Application Form
City of Sunnyvale Human Services Funding
January 2013

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 2: PROGRAM INFORMATION

A. Program Overview and Target Clientele

1. Provide a brief description of the proposed Program, including the specific services to be provided to Sunnyvale clients with funds from the City of Sunnyvale. Describe your target clientele in terms of age group, income level, household type, etc.

Day Break Cares helps meet the needs of two populations- Seniors in Sunnyvale who suffer from dementia and their family caregivers. Adult day care is a safe and stimulating activity program designed to maximize wellness and decrease social isolation so common among persons suffering from dementia. Caregivers of dependent seniors get a much needed break from the demands of round-the-clock caregiving and experience less isolation through our caregiver support groups. We engage seniors in a range of activities such as painting, crafts, music and dance. Our adult day care program brings dependent seniors together in a group where their individual needs are met in a social environment. All of our clients share a healthy lunch daily. We target seniors 60+ residing in Sunnyvale who are already at risk for disability and lower incomes. Approximately 50-60% of our clients live with their spouse, and 25-30% live with an adult child. A very few live alone in senior housing. We have a Chinese speaking program serving 4-6 Sunnyvale residents at any given time, and our English speaking program serves 6-12 Sunnyvale residents at a time. 75% are low-income based upon client intake data. Because we are committed to providing respite regardless of income, we operate our program on a sliding fee scale. Catholic Charities has served vulnerable seniors for 45+ years and is deeply committed to assisting those in poverty. Our Day Break program has been in Sunnyvale since 2007 and continues to target all families in Sunnyvale struggling with the impact of dementia and the stresses and hardships it brings.

2. Describe the type of needs(s) that the proposed Program would address, its impact on Sunnyvale, and which need or objective of the City's Consolidated Plan it is primarily intended to meet.

Day Break Cares services in Sunnyvale are designed to meet the City's Consolidated Plan need for other supportive services. As the only not-for-profit, licensed adult day care program in the City of Sunnyvale, Day Break Cares is uniquely qualified to respond to the respite care needs of Sunnyvale's diverse families. Again, because we turn no one away for inability to pay, our respite services are equally available to clients at all income levels and who are considered at risk based on age, cognitive impairment, and limited financial resources. In addition to our adult day care service, we also offer monthly caregiver support groups. These groups respond to the need for caregiver education, elder care counseling, and information and referral to other senior programs. Accompanying the explosive growth in the elderly population has been a steady increase in the number of seniors being diagnosed with dementia. This situation will continue well into future decades and Sunnyvale residents will increasingly seek out respite and related services to manage the many competing demands of caregiving in our society. Caring for a loved one with dementia is well-documented as an extremely demanding and expensive endeavor that often leaves caregivers stressed, isolated, depressed and even impoverished. Similarly, older adults with dementia are themselves at greater risk for placement in expensive institutions when their families cannot find or afford respite care in the community. Day Break Cares addresses the needs of both populations in Sunnyvale with a program caregivers frequently tell us is invaluable. Working caregivers note a decrease in missed time at their jobs because they now have reliable, affordable respite care for their aging loved ones. Spouses benefit from a break in their otherwise stressful lives. Seniors and their family members who reside in Sunnyvale continue to be well-served by our Day Break Cares program and the qualified and very dedicated staff who ease their caregiving burden six days per week.

Application Form
City of Sunnyvale Human Services Funding
January 2013

3. Describe the Program's client eligibility requirements. Note if the clients are at-risk and/or an under-served population, and explain why.

To qualify for Day Break Cares adult day care services, seniors must be 60+, residing in Sunnyvale, and have mild to moderate dementia or a related condition. Day Break particularly targets minority seniors and has a non-English speaking program serving clients who speak Mandarin, Cantonese, Taiwanese, Shanghainese and Vietnamese. Our clients are physically frail, cognitively impaired with Alzheimer's disease or other dementias, socially isolated, at risk for lower incomes and their caregivers are burdened by the responsibilities of caring for dependent elders. All of these factors contribute to making our program participants an under-served population. The very nature of dementia is that it is an extremely isolating condition, both for the dependent elder and his/her caregiver. The high financial costs of long term care, combined with the emotional costs of caregiving, place this population at great risk for a host of related health and financial problems.

4. What other private or public organizations are now, or will be, addressing the same needs as the proposed program? List and describe the services provided by each agency to address these needs. Explain how the proposed program augments rather than duplicates the services of others. Describe how your agency collaborates with similar or complimentary service providers.

Catholic Charities' Day Break Cares adult day care program is the only not-for-profit, state-licensed program of its kind in the City of Sunnyvale and as such there is no duplication of this service in our community. Day Break Cares shares referrals with our similar service providers such as the Alzheimer's Activity Center and Yu Ai Kai, both located in San Jose, when a client can be better served in a more specialized setting. Our collaboration with our landlord, First United Methodist Church (FUMC), is a very helpful partnership. The Church's senior nutrition program allows our clients to join other seniors for a healthy lunch and vital socialization Monday-Friday. Referring partners include Kaiser Permanente, El Camino Hospital, Palo Alto Medical Foundation, Sunnyvale Senior Center, the Alzheimer's Association of Northern California, Council on Aging-Silicon Valley, St. Cyprian's and St. Martin's parishes, and other community organizations who share our interest in the welfare of Sunnyvale's seniors and their caregivers. Day Break staff participate in the County's Aging Services Collaborative as well as working with local community colleges De Anza and Foothill, to recruit volunteers and substitute staff.

5. Describe any direct, quantifiable cost savings your proposed program would generate for the City, such as reducing a need for city services, (police, etc.). Attach any reports or other documentation supporting your estimates of city savings. Do not include cost savings to other public or private entities (county, state, federal agencies, or businesses).

To the extent that persons with dementia, when left unattended, can wander or engage in dangerous behavior, emergency personnel could be summoned to assist. However, such incidents would most likely occur as 9-1-1 calls for emergency assistance and are thus out of the scope of this proposal.

Application Form
 City of Sunnyvale Human Services Funding
 January 2013

6. Number of unduplicated clients estimated to be served by the proposed program in next fiscal year (must be consistent with Section 1.C).

Sunnyvale Clients: 35 Total Program Clients: 50

a. If the agency currently receives Sunnyvale funding, will the amount requested for FY 2013-14 result in an increase in the number of Sunnyvale clients currently being served by the agency?

Yes No (If Yes, continue, if No, go to "B. Objectives")

b. How many additional Sunnyvale clients are expected to be:

Extremely Low Income 8.5% Very Low Income 15% Low Income: 60%

Please complete the table below, using actual client data from prior years; only for the specific program for which you are requesting City funds:

Time Frame	Number of Sunnyvale Clients Served	Total Number of Clients Served	Amount of Sunnyvale Funding Received, if Any	Average Annual Program Cost Per Client
Average of past 5 years	21	30	\$7,839.00	\$373.28
FY 2011-12	25	35	\$9,826.00	\$393.04
Estimated for FY 2013-14	35	50	\$15,000.00	\$428.57

Application Form
 City of Sunnyvale Human Services Funding
 January 2013

Please provide the number of unduplicated Sunnyvale clients served by income level and special needs, if any:

	2011-2012 Actual	2012-2013 Proposed		2011-2012 Actual	2012-2013 Proposed
	SUNNYVALE ONLY			SUNNYVALE ONLY	
Extremely Low Income (0%-30% AMI)	1	3	Youth (0-18 years)		
Very Low Income (31%-50% AMI)	1	5	Adults (19-61 years)	2	2
Low Income(51%-80% AMI)	33	23	Seniors (62+ years)	33	33
Moderate Income (81%-120% AMI)		2	Disabled Individuals		
Above Moderate Income (120%+ AMI)		2	Other Special Needs		
Total	35	35	Total	35	35

B. Objectives

For each program objective, please indicate the proposed type and number of units of service to be provided during the next fiscal year. Units of service are those units that will be used to calculate program performance and justify reimbursement requests. You must include at least one type of unit, and may include up to four types.

Objective (unit of service) e.g. hours of service, meals provided, evictions prevented, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Adult Day Care Clients (# of S'vale residents)	9	8	9	9	35
Days of Service	18	16	18	20	72

Application Form
 City of Sunnyvale Human Services Funding
 January 2013

C. Program Administration and Monitoring

1. Use the table and space below to briefly describe how the program will be managed and administered, including proposed staff time and staff functions.

Position Title	Program Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to Sunnyvale Grant Activity	Amount of Salary to be funded by grant, if any
Program Director	Oversee all aspects of Day Break Cares - Adult Day Care programs +	70,000	40	74%	
Program Supervisor	Supervises daily operation of the Day Break - Adult Day Care site +	47,203	40	100%	15,000
Program Assistant - (2)	Provide lead support to program clients with daily activities +	14,560	24	100%	
Activity Assistant (2)	Assist clients with daily activities and direct care.	9,266	12	100%	

Six staff members and at least 10-15 part-time volunteers will implement the Day Break Cares program in Sunnyvale. The Program Director and Program Supervisor oversee program planning, fund development, oversight and supervision of staff and volunteers; and provision of information and referral services to seniors and caregivers in the community. The Program Assistants plan and implement all the diverse activities for the seniors in the adult day care program with Activity Assistants helping with direct care. Volunteers are recruited to help with the daily activities and companionship for clients at the center. +

2. How will the effectiveness of your program be measured during each year of the grant?

The Day Break adult day care program uses several measures to assess both the quality of our program and its effectiveness. Success is defined by how well the program achieves its primary objectives to decrease the social isolation experienced by persons with dementia and their caregivers, and to offer a safe and stimulating respite service for our participants. Initial measures include numbers of Sunnyvale residents served in the program and our intake form includes particular demographics regarding age, ethnicity, disability and income. Again, because our seniors must be 60+ to enter the program, a large proportion are low or moderate income. As a result of our program, 70% of new family caregivers' level of self-reported stress will be reduced by 25% after their loved one is served for six months, as determined by the Caregiver Stress and Burden Scale (attached for reference.) In addition, we are revising how we measure program impact on well-being. Currently, the Geriatric Depression scale is used to ascertain level of depression both before starting to attend day care and after six months. However, without being able to offer medical treatment for depression, this tool has proven limited. We are now collaborating with the Adult Day Care consortium in Santa Clara County to finalize a tool assessing social isolation, which a major risk factor for depression and which our program is uniquely designed to address. This tool will be in use by June 1, 2013 and 70% of newly enrolled dependent seniors will experience a 25% decrease in social isolation after participating in adult day care for six months. Finally, at least 70% of seniors in the day care program will remain in their homes and out of institutional care for at least nine months.

Application Form
City of Sunnyvale Human Services Funding
January 2013

3. Describe your policies and procedures for assuring that people with disabilities and/or limited English proficiency have equal access to services and benefits. Attach your agency's Language Access Policy and disability-related policies, if any.

Our Sunnyvale Day Break adult day care program prides itself on our ability to serve the diverse community of Sunnyvale. Because of their Alzheimer's disease or related dementias, all of our senior clients are considered disabled. Our sites meet physical accessibility standards necessary to comply with our adult day care license. In addition, our bilingual Day Break staff speak four different languages and our on-call staff, employed by the Day Break Home Care program, boasts capability to communicate in 13 different languages. Please see the attached Catholic Charities policy regarding equal access to services and benefits.

4. Provide a brief general description of your agency and the services it provides. Describe your agency's experience in providing the proposed services. If previously funded by the City, what goals and accomplishments were achieved with City funds?

Catholic Charities of Santa Clara County is a private, non-profit agency with 501(c) 3 status with a mission to create a more just and compassionate community in which people of all cultures and beliefs can participate. Founded in 1955, CCSCC serves and advocates on behalf of families and individuals, especially those living in poverty, throughout Santa Clara County. In FY 2012, CCSCC served approximately 37,000 poor and vulnerable individuals through a broad base of programs that include housing services, job skills training and placement, older adult services, mental health and substance abuse counseling, financial education, immigration, refugee resettlement, and youth and family education and support services. CCSCC's Older Adult Services (OAS) Division has served vulnerable older adults and their families in Santa Clara County for almost 50 years and is highly regarded in the community by clients, referring agencies, and collaborative partners. The Day Break Adult Day Care service has been operating in Sunnyvale since 2007. Funds from the City of Sunnyvale have supported staffing this program with high quality, dedicated personnel who are so critical to providing day care services to seniors with dementia. Staff have also offered vital caregiver support and education with these funds.

5. Explain how your agency collects client eligibility and demographic data, consistent with CDBG requirements for public services programs. Attach a copy of your client application or income verification form.

All Day Break client information is collected using a standard client intake assessment. A copy of this form is included in the attachments, as is the financial assessment form we utilize. Staff review the financial assessment form with clients and caregivers to determine their fee, since our services are operating on a sliding fee scale. Clients or their caregivers are asked to sign the form to verify its accuracy. Client files are maintained in locked file cabinets. When a client leaves our program, their file is retained for the seven year period required by state licensing regulations.

D. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Program and briefly describe how your Program meets the Goal(s).

- Goal #2:** Support activities to end homelessness
- Goal #3:** Support activities that provide basic services
- Goal #4:** Promote fair housing choice
- Goal #5:** Expand economic opportunities for low-income households.

E. HUD Performance Measures

HUD required that recipients of federal funding assess the outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by your proposal.

Objectives

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- Objective #2: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Application Form
City of Sunnyvale Human Services Funding
January 2013

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Non-Profit with 501(c)(3) Status : Yes _____

Faith-based organization: Yes _____

Community Based Development Organization (CBDO): No _____

Community Housing Development Organization (CHDO): No _____

Other Type of Organization: N/A _____

Describe: N/A _____

DUNS Number: 119747590 _____

B. Total Agency Budget

	2012-13	2011-12	2010-11	2009-10
Administration	\$3,930,759.00	\$3,828,869.00	\$3,328,651.00	\$2,834,867.00
Fundraising	\$2,007,496.00	\$880,273.00	\$1,105,270.00	\$984,231.00
Proposed Program (Total Budget)	\$344,789.00	\$254,313.00	\$189,763.00	\$167,675.00
All Other Programs	\$24,323,643.00	\$24,133,914.00	\$22,775,459.00	\$19,367,869.00
Total Agency Budget	\$30,606,687.00	\$29,097,369.00	\$27,399,143.00	\$23,354,642.00

Application Form
City of Sunnyvale Human Services Funding
January 2013

C. Budget for Fiscal Years 2013-14 & 2014-15

Proposed Sunnyvale Program Annual Expenses*	City Funds	Matching Funds	Total
Salaries/Benefits/Payroll/Taxes	\$15,000.00	\$252,067.00	\$267,067.00
Office Supplies			
Communication		\$12,278.00	\$12,278.00
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance		\$713.00	\$713.00
Equipment Rental/Maintenance		\$10,800.00	\$10,800.00
Audit/Legal/Professional Services (for CDBG portion only)			
Direct Services (Funding for specific service, e.g. meal, ride)		\$6,000.00	\$6,000.00
Contract Services			
Other		\$39,114.00	\$39,114.00
Total Expenses	\$15,000.00	\$320,972.00	\$335,972.00

* Round to the nearest whole dollar and include only expenses associated with proposed program and Sunnyvale clients.

