



Agency Rpt
34

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

May 12, 1981

CITY MANAGER'S OFFICE
RECEIVED
MAY 6 1981

Housing Authority of the
City of Sacramento
Sacramento, CA 95814

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 5-14-81

Honorable Members in Session:

SUBJECT: Grant Application for Area 4 Agency on Aging to Co-Sponsor the Senior Information and Referral Program with the Sacramento City/County Public Library

SUMMARY

Attached is a resolution approving the submission of a grant application to the Area 4 Agency on Aging to co-sponsor the Senior Information and Referral Program with the Sacramento City/County Public Library, and authorization for the Executive Director to execute a contract upon receipt of grant funds.

BACKGROUND

The Area 4 Agency on Aging has issued a Request for Proposal to the community to locate a sponsor for the Senior Information and Referral Program. Since the Sacramento Housing and Redevelopment Agency and the Public Library are (1) presently involved in providing information and referral, (2) committed to the service population, and (3) demonstrating successful service to and by the elderly through existing programs, the Sacramento Housing and Redevelopment Agency and Public Library request approval to co-operatively sponsor the project under a inter-agency contract marked Attachment I. A summary of the proposal is attached for your review marked Attachment II.

The project year begins July 1, 1981 and ends June 30, 1982.

FINANCIAL DATA

The budget will include \$33,220 to carry the program through the grant year. As indicated in the attached Memorandum of Understanding, the Sacramento Housing and Redevelopment Agency will be the lead agency and administer the funding, and reimburse Library expenses as indicated in the budget.

5-14-81
All Districts (1)

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
Page Two

May 12, 1981

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of May 4, 1981, the Sacramento Housing and Redevelopment Commission adopted a motion recommending adoption of the attached resolution. The votes were recorded as follows:

AYES: Coleman, Fisher, Knepprath, Luevano, A. Miller,
Teramoto, B. Miller

NOES: None

ABSENT: Serna, Walton

RECOMMENDATION

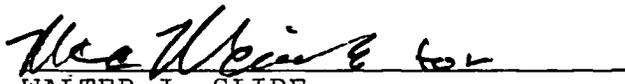
The staff recommends adoption of the attached resolution authorizing the Interim Executive Director to submit a grant proposal and authorizing the Interim Executive Director to execute a contract with the Area 4 Agency on Aging in co-operation with the Sacramento City/County Public Library.

Respectfully submitted,



WILLIAM H. EDGAR
Interim Executive Director

APPROVAL RECOMMENDED:



WALTER J. SLIPE
City Manager

RESOLUTION NO. HA- 81-046

Adopted by the Housing Authority of the City of Sacramento

May 14, 1981

APPROVAL OF A GRANT APPLICATION TO THE AREA
4 AGENCY ON AGING TO CO-SPONSOR AND ADMINISTER
A SENIOR INFORMATION AND REFERRAL PROGRAM WITH
THE SACRAMENTO CITY/COUNTY PUBLIC LIBRARY

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY
OF SACRAMENTO:

1. The Interim Executive Director is authorized to submit a proposal to the Area 4 Agency on Aging to co-sponsor a Senior Information and Referral Program under a Memorandum of Understanding with the Sacramento City/County Library.
2. The Interim Executive Director is authorized to enter into a contract with the Area 4 Agency on Aging and the Sacramento City/County Public Library to receive \$33,220 to administer the project during the period of July 1, 1981 through June 30, 1982.
3. Grant approval for coordination with Information Network to create a genetic INR, Information and Referral Systems.

VICE CHAIRMAN

ATTEST:

William H. Egan

SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY
Date 5-14-81

RESOLUTION NO. HA-_____

Adopted by the Housing Authority of the City of Sacramento

May 14, 1981

APPROVAL OF A GRANT APPLICATION TO THE AREA
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CHAIRPERSON

ATTEST:

SECRETARY

DRAFT CONTRACT

Dated _____, 1981

THIS CONTRACT is made and entered into this _____ day of _____, 1981; between the HOUSING AUTHORITIES OF THE CITY AND COUNTY OF SACRAMENTO, public corporations (hereinafter jointly referred to as "Authority") and the Sacramento City and County Public Library (hereinafter referred to as "Library").

Said Contract is made with reference to these Recitals:

(a) Authority and Library are negotiating an agreement for the joint sponsorship of the River City Information Center, a project funded by the Area 4 Agency on Aging with Older American Act Title III Funding.

(b) The Authority and the Library are recipients of a grant from the Area 4 Agency on Aging enabling them to co-sponsor a Senior Information and Referral Program hereafter referred to as the River City Information Center and

(c) The River City Information Center is a project designed to assist older persons to (1) increase their knowledge and awareness of services and programs available and (2) expedite service linkages of persons in need with appropriate services and

(d) The primary function of the Library is that of an information and service institution and the professional staff education and skills include gathering, processing, retrieving and disseminating information and

(e) The Library is and has been engaged in the provision of Information and Referral Services and maintains a set of community resource files and

(f) The Library is dedicated to and has demonstrated a commitment to older persons as evidenced by its many programs that cater to the needs of the elderly and

(g) The Authority has a demonstrated ability and commitment to providing direct services through a continuum of social service programs for older adults and

(h) The Authority has existing and established relationships with multi-service agencies and

(i) The Authority has professional staff whose education and skills involve the provision of social service programs involving housing, nutrition, and support services for frail and at-risk elderly persons and

(j) The Authority Community Service and housing staff are presently providing information and referral services,

Now, THEREFORE, it is mutually understood between the parties as follows: The project, as contemplated by the parties, consists of several parts as described below. Each part must be accomplished by one of the parties as follows:

1. The term of the RIVER CITY INFORMATION CENTER, and thus this Contract, is until June 30, 1982; however, it may thereafter be extended by mutual agreement of the parties

2. The Library shall assign specially trained staff in the techniques of providing Information And Referral to man the RIVER CITY INFORMATION CENTER central access point the at Central Library

3. The Library will provide Information And Referral during the hours that the Central Library is open

4. The Library will maintain the Information and Referral resource and reference files as specified by the State Office of Planning and Research Classification System

5. The Library will keep the files current by updating contact personnel, agency services, organizational information and cross references

6. The Library will make available a minimum of 150 square feet at the Central Library which is centrally located, easily accessible, and highly visible for the RIVER CITY INFORMATION CENTER access point

7. The Library will record statistical data on Information and Referral use/users which is required for grant reporting

8. The Library will respond to questions directed to the Information and Referral Center with information found in the resource file and will, when appropriate, refer to the Information and Referral Director elderly persons, or advocates for the elderly, who need more in-depth counselling in order to identify appropriate resources to meet their particular needs

9. The Library will provide follow-up activities to insure that the system is responsive

10. The Authority will be the lead agency in administering the grant

11. The Authority will provide the accounting and bookkeeping responsibilities for the administration of the grant

12. The Authority will reimburse the Library for expenses as approved in the budget and by mutually agreed upon procedures

13. The Authority will recruit and employ the Information And Referral Director under their personnel policies with the Library participating in and concurring with the final selection

14. The Information and Referral Director will be an employee of the Authority and under the supervision of his or her Executive Director or designee

15. The Information And Referral Director will be responsible for:

- (a) program coordination
- (b) budget monitoring
- (c) reporting
- (d) schedule appointments with appropriate staff for client needing personalized assistance
- (e) promotional and public relation activities on behalf of the Information And Referral Center

16. The Authority will oversee administration, planning and evaluation of the Information And Referral Center in cooperation and concurrence with the Library

17. The Authority will negotiate contracts and develop grants on behalf of the project with concurrence of the Library

The Library and the Authority will develop the Information And Referral Center in accordance with the national standards for Information And Referral Services to the greatest extent possible and as a function of a local government agency.

The Library and the Authority will hold regularly scheduled Information And Referral meetings no less than bi-monthly.

The Library and the Authority will agree to cooperate fully and in the best interests of the sponsoring agencies, the Information and Referral project, and especially the purpose and people for which the program was intended. Should there be a unresolvable difference the final decision will be made by the offices of the City Manager.

Designated representatives of the Library are as follows:

- (1) _____ City/County Library Director
- (2) _____ Deputy Director
- (3) _____ Head Librarian, Central
- (4) _____ Chief of Community Services SHRA
- (5) _____ Director, Information & Referral

Designated representatives of the Authority are as follows:

- (1) _____, Executive Director
- (2) _____, Director of Housing & Services
- (3) _____, Chief of Community Services
- (4) _____, Director of Information & Referral

This Contract may be terminated by either party giving two (2) weeks prior written notice to the other. This Contract may be supplemented by subsequent addenda in the form of agreed-to correspondence and memoranda which further delineate and define the roles and responsibilities of the parties in furtherance of the purpose of this Contract and the program.

Housing Authority of the City
of Sacramento and

Housing Authority of the County
of Sacramento

by _____
Title: EXECUTIVE DIRECTOR

Sacramento City/County Public Library

by _____
Title:

SUMMARY OF A PROPOSAL

Interagency Sponsorship: Sacramento Housing & Redevelopment Agency
Sacramento City/County Public Library

Program Title: RIVER CITY INFORMATION CENTER
(Senior Information & Referral Program)

Source of Funds: Area 4 Agency on Aging
Older American Act/Title III

Geographic Area: County of Sacramento

Problem Statement:

The major focus of the Information & Referral Project is on the problem that people, especially older persons, frequently do not know what social services are available or how to access these services.

Project Goals:

Short Term:

- (1) To provide information that will assist older persons to increase their knowledge and awareness of the services and programs available to them.
- (2) To expedite the prompt and appropriate delivery of the service by linkage of people in need with appropriate service.
- (3) To serve as a statistical data bank to gather information for planning purposes by pointing out essential and helpful services that are available along with deficiencies that interfere with a good service delivery.
- (4) To maintain and update Information & Referral resource files under the State Office of Planning and Resources (OPR) classification coding system.

Long Term:

- (1) To develop a comprehensive generic information & referral center with a substantial staff of specialists utilizing a sophisticated, computerized system and advanced technological techniques which successfully match the individual needs with available resources.
- (2) Contribute to the development of a cooperative and coordinated human service network as a method for the establishment of a county-wide comprehensive client-centered service delivery system responsive to individual needs.

Plan of Action:

The basic information and referral will be provided by specially trained resource librarians and Information & Referral specialists through the central access point at the Central Library. An information center will be located in a highly visible and accessible area which will provide information for call-ins and walk-ins.

The more complicated questions that indicate that problems are less defined and necessitate professional informational counselling and clarification to attain appropriate linkage will be referred to the Information & Referral Director who will direct the individual to a resource person who will be most capable in providing service linkage. Follow-up will be provided to insure that the system is responsive and that clients are receiving needed services.

Target Clients:

<u>LEVELS OF CLIENT NEED</u>	<u>AGENCY/STAFF RESPONSIBILITY</u>
I. <u>Information Seekers</u> Those who have a clear understanding of their needs and have defined their problems.	<u>Library</u>
II. <u>Problem Solvers</u> Those with less defined problems who need counselling and clarification and escort services (ie, older persons, family members, advocates).	<u>SHRA Community Services</u> <u>Counselling:</u> Housing Nutrition Transportation Home Support Services <u>Escort and</u> <u>Support:</u> R.S.V.P. Senior Companion Program
III. <u>Persons In Situational Crisis</u> Those with acute situation and difficulties needing active professional support.	<u>Library and Identified</u> <u>Community Crisis Contacts</u> Mental Health Health Police Housing Nutrition Financial Transportation

Primary Target:

The major focus of this funding will be toward providing information to older persons which will assist them in maintaining their highest level of functioning and independence, and utilizing natural support systems whenever possible.

Service Level:

- (1) To provide an information & Referral central access point at the Central Library during open hours (present level: 6 days/58 hours per week) with a 24-hour answering service.
- (2) To provide a minimum of 9,000 individual and 1,000 agency information transactions, 240 referral linkages and follow-up on 240 referral transactions.
- (3) To provide a minimum of 300 direct-service linkages to frail, vulnerable and at-risk elderly clients.

Budget:

<u>Salaries & Wages</u>	\$ 21,632
Information & Referral Director (p/t 20 hours week/1,039 annually)	
Information & Referral Specialist (p/t 30 hours week/1,560 annually)	
R.S.V.P. Staff Coordinator (p/t 15 hours week/775 annually)	
<u>Employee Benefits</u>	1,274
<u>Travel</u>	468
<u>Telephone</u>	742
<u>Supplies</u>	1,200
<u>Printing</u>	1,004
<u>Advertising</u>	450
<u>Indirect Costs*</u>	6,900
Request for Title III funds...	\$ 33,220
Local Inkind Support**.....	29,493
Total Project Costs.....	\$ 62,713

*Indirect Costs

cover budget and accounting services, personnel payroll services, legal services, data processing services, space costs, and other central support services.

**Local Inkind Support

Community Service Division Chief
(8 hours week/416 annually)
Community Services Coordinator
(10 hours week/520 annually)
I&R Resource Librarian
(28 hours week/1456 annually)
R.S.V.P. Volunteers
(20 hours week/1040 annually)

AGENCY QUALIFICATIONS
FOR CO-SPONSORSHIP OF
THE INFORMATION & REFERRAL PROGRAM

Sacramento City/County Public Library

- (1) The primary function of the library is that of a information and service institution.
- (2) The public is accustomed to calling the library for information.
- (3) Professional staff education and skills include gathering, processing, retrieving, and disseminating information.
- (4) The Central Library is a reference and resource center and is presently actively involved in providing information and referral; over 78,637 references provided last year.
- (5) Logical place for a centralized collection of resource data and most capable in functioning in this capacity.
- (6) One of the most accessible institutions with branches in most neighborhoods for information dissemination and coordination and daily intra-branch deliveries.
- (7) Primarily impartial and dedicated to the interests of society as a whole; exist to service the community.
- (8) Demonstrated committment to older persons with many special programs that cater to the elderly:
 - (a) mobile units serving elderly and handicapped individuals;
 - (b) large-print books;
 - (c) health fairs;
 - (d) tax assistance programs (A4AA);
 - (e) Books-by-Mail (a program for shut-ins);
 - (f) community rooms utilized by senior planning and advisory bodies;
 - (g) host agency for Retired Senior Volunteer Program and Senior Community Service Employment Program;
 - (h) pre-book sales for senior citizens;
 - (i) TTY telephone services for the deaf;
 - (j) accessible to the mobility impaired and handicapped;
 - (k) relationship with State Library for books for the blind;

- (l) non-threatening environment which has no social stigma involved;
- (m) ability to expand service outlets should monies become available.

Sacramento Housing & Redevelopment Agency

- (1) Demonstrated attitude and committment to service population.
- (2) Demonstrated ability and involvement in providing direct human services.
- (3) Existing and established relationship with multi-service agencies.
- (4) Presently involved in providing information and referral services through a continuum of programs administered by one agency:
 - nutrition
 - housing
 - companion services
 - shopping assistance
 - child care
 - income supplement programs
- (5) Committment to the community as exemplified by the Community Service Division's programs and success in providing service to diversified age groups and needs.
- (6) Bilingual capabilities in-house which can provide translation as needed.
- (7) Already existing 24-hour telephone answering service.

