

PRE-APPLICATION
Jefferson County Community Development
2014 Community Development Block Grant (CDBG) Program

Overview

Jefferson County receives an annual funding allocation from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. These funds are to be used to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income (LMI) persons. Jefferson County has elected to target the 2014 CDBG funds to the development of decent, safe and affordable housing, and contribute to the development of sustainable communities by preserving existing housing stock or promoting affordable rental or homeownership opportunities for LMI families. Jefferson County is currently soliciting proposals from community- and faith-based organizations, non-profits, city departments, and citizens to apply for the 2014 CDBG funds.

Please review all the information provided in the Notice of Funding Availability (NOFA) to ensure full understanding of the application process and requirements of the CDBG program. The NOFA can be reviewed at <http://jeffco.us/commdev> or by contacting Community Development staff by phone at 303.271.8373 or by email at khyser@jeffco.us. Applicants are encouraged to submit the completed Pre-Application via email to khyser@jeffco.us. Or the Pre-Application can be mailed to Jefferson County Community Development, 100 Jefferson County Parkway, Suite 3530, Golden, CO 80419. **Pre-Applications must be received by Tuesday, September 3, 2013 at 4:00 PM to be considered.**

Pre-Application General Information

Agency Name: Jefferson Center for Mental Health

Address: 70 Executive Center, 4851 Independence Street

City, State Zip: Wheat Ridge, CO 80033

Name of Executive Director: Harriet L. Hall Ph.D., President and CEO

Name of Application Contact: Rebecca Hansen

Contact Title: Development Director

Contact Phone: (303) 432-5089

Contact Email: RebeccaHa@jcmh.org

Activity/Program Name: Jefferson Center's Homeless Prevention Program

Name of Activity/Program Manager (may be the same as the Executive Director and/or Application Contact): **Katie Loesch**

Amount Requested: \$49,000

Applicant Organization (please select one):

- Nonprofit
- Housing Authority
- Government Agency
- Quasi-Government
- For Profit

Pre-Application Questions

Provide a brief description of the purpose of your organization (Limit to 200 words or less).

Jefferson Center for Mental Health's (Jefferson Center) mission is to promote mental health and provide quality mental health and wellness services to persons with emotional problems and/or serious mental illness (SMI). Last year, Jefferson Center provided treatment to 10,643 clients (86% in Jefferson County) and education and prevention services to thousands more community members. Eighty-eight percent of clients served had incomes below \$10,000, and 77% had SMI or other disability.

Jefferson Center's Homeless Prevention Program is a critical service within the Jefferson County community. The program helps low-income people with SMI remain in their homes and transition into stable housing. People with SMI are homeless more frequently and for longer periods than other homeless populations, and they face many challenges including lack of financial resources, difficulty retaining employment, and possibly an inability to function due to symptoms. Once homeless, adherence to treatment plans and medications becomes difficult and symptoms are likely to escalate.

Adults with SMI who are involved with the criminal justice system are at high risk for homelessness. Jefferson Center works to identify these individuals and provide them with homeless prevention services. Stable housing reduces recidivism and allows the clients to focus on recovery, self-sufficiency, and maintaining employment.

Provide a brief description of the housing-related activity for which funds are requested (Limit to 200 words or less). Jefferson Center requests \$49,000 for Jefferson Center's Homeless Prevention Program. With this funding, Jefferson Center will serve both the general population of clients and clients involved in Jefferson Center's Criminal Justice Program. Funding will be used to secure two motel rooms for the grant year to provide emergency shelter for an estimated 18 households. One room will be reserved for general clients to stay in the hotel for two months, and the other room will be reserved for criminal justice clients to stay one month. Grant funds will also provide a maximum of \$500 short-term rental assistance to an additional 62 households transitioning into permanent housing or in need of eviction prevention assistance; 56 households will be general population clients, and 6 will be criminal justice clients.

A major strength of the Homeless Prevention Program is the continuum of care that is available to clients through Jefferson Center's comprehensive range of services. All clients will also have access to mental health treatment, case management, benefits advocacy, psychiatric evaluation/medication monitoring and other supportive services including wellness classes, vocational and supported employment services, and connections to primary care providers and other community resources.

If a project site is identified, please provide address:

Short-term emergency housing is provided at the A&D Motel at 11891 West Colfax Avenue Lakewood, CO 80215.

If the activity involves acquisition, rehabilitation or demolition is the property currently occupied?

No Yes

If so, is it occupied by tenants or the current owner of the property ?

Is the property single family or multi-family ?

Pre-Application Minimum Qualifications

Identify the national objective the proposed activity meets (please select one):

- Benefits Low/Moderate Income Persons or Households (please consult explanation in NOFA)
- Address Slum or Blighted Areas (area must meet HUD's definition of slum and blight)
- Address an Urgent Need (must present particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and demonstrate other financial resources are not available to meet such needs).

If qualifying for the LMI National Objective, identify the category that will be used to meet the objective:

- Low Mod Area Benefit - Activity must benefit all residents in a particular area, where at least 51 percent of the residents are LMI persons
- Low Mod Limited Clientele - 51 percent of the beneficiaries of an activity must be LMI persons.
- Low Mod Housing Activities - Activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households.

Identify the CDBG eligible activity that will be undertaken to achieve the program's goal (please select one):

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Public Services (limited to 15% of Jefferson County's annual CDBG allocation)
- Activities relating to energy conservation and renewable energy resources; and

CDBG funds are restricted for use in unincorporated Jefferson County and/or in the cities of Golden, Edgewater, Wheat Ridge, Town of Mountain View, or Town of Lakeside; or for activities within the boundaries of local jurisdictions that serve residents from the previously identified geographic areas.

Please identify the geographic populations the activity will serve (select more than one if applicable).

- | | | | |
|---------------------------------|-------------------------------------|------------------------|-------------------------------------|
| Unincorporated Jefferson County | <input checked="" type="checkbox"/> | Town of Mountain View | <input checked="" type="checkbox"/> |
| Golden | <input checked="" type="checkbox"/> | Town of Lakeside | <input checked="" type="checkbox"/> |
| Edgewater | <input checked="" type="checkbox"/> | Other (please explain) | |
| Wheat Ridge | <input checked="" type="checkbox"/> | | |

The completed Pre-Application can be emailed to khyser@jeffco.us or mailed to Jefferson County Community Development, 100 Jefferson County Parkway, Suite 3530, Golden, CO 80419.

Pre-Applications must be received by Tuesday, September 3, 2013 by 4 p.m.

If you have any questions please contact Kristin Hyser, Community Development Specialist by email at khyser@jeffco.us or phone at 303/271-8373.

APPLICATION
Jefferson County Community Development
2014 Community Development Block Grant Program (CDBG)

Overview

Jefferson County receives an annual funding allocation from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. These funds are to be used to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income (LMI) persons. Jefferson County has elected to target the 2014 CDBG funds to the development of decent, safe and affordable housing and contribute to the development of sustainable communities by preserving existing housing stock or promoting affordable rental or homeownership opportunities for LMI families.

Jefferson County is currently soliciting proposals from community- and faith-based organizations, non-profits, city departments, and citizens to apply for the 2014 funds. Please review all the information provided in the Notice of Funding Availability to ensure full understanding of the application process and requirements of the funding program.

Application Instructions

The intention of this application is to build upon the Pre-Application previously submitted to and reviewed by Jefferson County Community Development. Please notify staff of any changes to the information submitted in the Pre-Application. If significant changes have been made, you may be asked to revise and resubmit the Pre-Application prior to continuing with the application process.

The complete application is due **Tuesday, October 1, 2013 at 4:00 p.m.** Applications must be received by this date and time to be considered.

Completed applications can be sent by email or mail or hand delivered. Emailed applications can be sent to khyser@jeffco.us. Emailed applications will only be considered received if an email receipt is received from Jefferson County Community Development staff following submission. Applications can also be mailed or hand delivered to:

Jefferson County Community Development (Attn: Kristin Hyser)
100 Jefferson County Parkway, Ste. 3530
Golden, CO 80419

A complete *email* application must include a signed application including the budget and all attachments (most recent audit letter/summary, 501(c)(3) letter, letters of support).

A complete *mailed or hand delivered* application must only include one single-sided, signed application including the budget plus a CD or flash drive containing the application, budget and all attachments (most recent audit letter/summary, 501(c)(3) letter, letters of support). **Please do not submit hard copies of the attachments.**

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. If submitting a hard copy of the application, do not place the application in binders or folders. Do not staple applications.

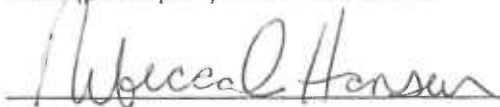
Signature and Certification

I certify that all information provided in this grant application is true and complete. I understand that any false information or omission may disqualify my organization from further consideration for grant funding. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees, officers and board members.

I have read, understand, and by my signature, agree with the above statements and authorize the investigation of my organization as set forth above.

Name (please print) Rebecca Hansen

Title Development Director





Signature

Date

Application General Information

Agency Name: Jefferson Center for Mental Health

Agency DUNS Number: 087372140

Name of Application Contact: Rebecca Hansen

Application Contact Title: Development Director

Application Contact Phone: 303-432-5089

Application Contact Email: RebeccaHa@jcmh.org

Project/Program Name: Jefferson Center's Homeless Prevention Program

Are there any significant changes in the information included in the Pre-Application previously submitted to Jefferson County Community Development? Yes No. If yes, please contact staff to determine if the Pre-Application needs to be revised and resubmitted.

Organizational Capacity (limit all answers to 100 words or less)

Please describe the experience of existing staff that will work directly with the proposed activity. If staff will be hired to manage the proposed activity, please describe the desired skill set and the organization's plan to hire and train the new position. Dr. Harriet L. Hall, Ph.D., is a licensed clinical psychologist and has been the president and CEO of Jefferson Center since 1984. The Director of Intensive Services, Lori Swanson-Lamm, LCSW, MSW, works with adults with serious mental illness (SMI) within the Intensive Services Network and on housing/homeless issues for the mentally ill. She also has extensive experience working with adults with SMI involved in the criminal justice system. The Manager of Adult Criminal Justice Programs, Katy Bruscano, LPC, serves on the Jefferson County Recovery Court. Katie Loesch manages the Housing and Homeless Prevention Program and serves as lead Navigation clinician.

Please describe the organization's experience administering the proposed activity. If this is a new activity, please describe the organization's ability to successfully administer the activity. For eleven years, Jefferson Center's Homeless Prevention Program has provided clients with necessary resources including emergency housing, rental/utility assistance, and support to transition from emergency housing into stable, permanent housing. It is the only program in Jefferson County to serve homeless individuals with serious mental illness (SMI). Ms. Bruscano works closely with Ms. Loesch to establish protocols for determining criminal justice client eligibility, create a stabilization plan, and monitor clients. Jefferson Center has successfully managed grants from the Colorado Division of Housing, Energy Outreach Colorado, Homeless Prevention Activities Program, and others for related activities.

Please describe the organization's experience administering/managing grant funds. Include discussion regarding previous funds received from Jefferson County as well as other funders. Jefferson Center has financial systems and procedures in place, and successfully manages a \$38 million annual budget. David Goff, MBA, is the Chief Financial Officer and oversees all accounting and finance staff including Controller, Accounts Receivable, and Accounts Payable departments. The Board of Directors Finance Committee meets and reviews financial reports monthly. Jefferson Center undergoes an annual A-133 Audit. Jefferson Center has received and successfully managed grants from Jefferson County for more than 10 years. All reporting requirements have and will be met in a timely manner and funding spent down in accordance with the proposed budget.

Impact (limit all answers to 100 words or less)

Does the proposed activity serve individuals or households ?

Please complete the following table regarding the number of unduplicated individuals/households served.

How many unduplicated individuals/households served?	Total Served	Urban County Residents* Served	Amount of funds per person served with CDBG funds (CDBG \$/# served)
Organization-wide	10,643 individuals in Fiscal Year 2012-2013	3,000 individuals in Fiscal Year 2012-2013	
Proposed Activity**	80 households	80 households	\$612.50

*Urban County residents include individuals/households residing in unincorporated Jefferson County, and the municipalities of Golden, Edgewater, Wheat Ridge, Mountain View and Lakeside.

**If the proposed activity does not serve individuals/households in a manner that can be enumerated (i.e. public facilities and improvements, acquisition of real property), please explain): N/A

Please describe the vulnerable populations served by the proposed activities. Vulnerable populations include low and moderate income persons (LMI) or persons presumed to be LMI including abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers, veterans. Jefferson Center predominately assists clients that are low-income and medically indigent/underserved, or on Medicaid. In FY 2012-2013, Jefferson Center served 10,643 clients (86% in Jefferson County). 88% of clients had incomes below \$10,000, and 77% had SMI or other disability. The Homeless Prevention Program targets vulnerable, extremely low-income individuals with SMI and clients with SMI who are involved with the criminal justice system. Individuals with SMI are homeless more frequently than other homeless populations and face many challenges including lack of financial resources, unemployment, an inability to function due to symptoms, substance use disorders, and/or lack of healthy support systems.

Please describe the direct benefit of the CDBG funds to the individual/household being served. People with a serious mental illness, especially those involved with the criminal justice system, are at extremely high risk for homelessness. By providing a stable home for clients in coordination with Jefferson Center's case management and therapeutic services, clients are able to focus on improving their physical and mental health and work toward self-sufficiency and recovery. This in turn helps break the cycle of homelessness and reduces recidivism among the criminal justice clients.

Please describe the indirect benefit to the broader Jefferson County community. Homeless individuals with mental illness are often not able to adhere to a treatment plan or access necessary psychotropic medications, which can result in an escalation of symptoms. In some cases, this escalation can endanger the community as well as the individual and can result in increased costs to the community through emergency room visits and/or involvement with the criminal justice system. By linking homeless prevention services with integrated mental health treatment, Jefferson Center strives to reduce the unnecessary utilization of public services, save money for the County and its communities, and improve the overall safety of Jefferson County residents.

Readiness to Proceed *(limit all answers to 100 words or less)*

As stated in the Notice of Funding Availability, CDBG funds must be expended within 18 months of being awarded. Please describe the current status of the proposed activity and the organization's ability to meet this schedule requirement. In your response please consider the timing of project milestones (i.e. site control, securing additional funds, permitting processes, hiring of additional staff, etc.). Jefferson Center has been providing homeless prevention services for eleven years and has experienced staff and well established

procedures that allow for grant spending to begin immediately, if awarded. No additional staff are required to implement the program. Jefferson Center has successfully been implementing CDBG awards since 2007.

Please describe any problems/barriers the organization has encountered in executing the proposed activity or any the organization anticipates encountering in the future. How will these problems/barriers be addressed? A barrier that Jefferson Center has encountered is the limited resources within Jefferson County to serve homeless people with mental illness, especially those involved in the criminal justice system; there is a lack of affordable housing options and vouchers in Jefferson County. To address this challenge, Jefferson Center has been expanding its inventory of permanent housing options dedicated to low-income residents of Jefferson County, including the recently added Jefferson Apartments and Jefferson Towers. Jefferson Center also works with the Colorado Division of Housing to secure Section 8 vouchers for its clients when they become available.

Funds and Leveraged Funds (limit all answers to 100 words or less)

Complete the attached budget.

Please describe the organization's ability to financially support/contribute to the proposed activity. Jefferson Center plans for the financial future of its programs by developing comprehensive strategic and fund development plans that are reviewed and updated annually. Current sources of funding include Medicaid and other fee for service contracts that provide an estimated 55% of the organization's revenues. Jefferson Center will effectively leverage its currently available resources to provide administrative staff and support services to implement the proposed Homeless Prevention services.

If the full requested amount is not awarded, how much would the organization accept and still be able to implement the proposed activity? While the requested amount will allow Jefferson Center to make the greatest impact on Jefferson County, any award amount would provide necessary emergency shelter and/or rental assistance to homeless individuals, parolees, and those recently released or diverted from jail who are suffering from serious mental illness.

If one source of funding is lost to support the proposed activity, does the agency have a contingency plan in place for this proposed activity? Yes No. Please explain). To ensure diversity of revenue streams, Jefferson Center has a development department that conducts ongoing prospect research to identify corporate, government, and private foundation support. The Development Director seeks individual giving/major gifts solicitations to support critical programs like the Homeless Prevention Program. In addition, an endowment has been created to ensure the long term future of the center; the earnings help support indigent care and brief therapy. Jefferson Center currently has a grant pending with Energy Outreach Colorado for utility assistance.

Please list funding (excluding CDBG and/or HOME funds) your organization has received from Jefferson County over the past two years. Jefferson Center actively partners with Jefferson County to deliver a variety of essential services to the community. During the last two years, support for these activities has come from the following Jefferson County departments/grant programs: General Budget (\$142,000 In FY2013, \$339,000 in FY2012); Core Services (\$87,264 in FY2013, \$98,450 in FY2012); Temporary Assistance for Needy Families (\$20,346 in FY 2013, \$56,974 in FY2012); Prenatal Services (\$2,689 in FY2013, \$3,611 in FY2012); and the Jefferson County Sheriff's Office (\$44,040 in FY 2013, \$14,849 in FY2012).

Please list any CDBG and/or HOME funds your organization has received from Jefferson County over the past 10 years. In the last 10 years, Jefferson Center has received the following funding from CDBG and HOME grants. In FY 2009-2010, Jefferson Center received a HOME grant for \$262,821.37 to acquire a 12-unit building in Wheat Ridge to provide affordable rental housing to low-income community members with SMI. In FY 2013-2014 Jefferson Center received \$175,000 in CDBG funding for property acquisition. Jefferson Center has received CDBG funds for homeless

prevention in FY 2013-2014 for \$39,500, in FY 2012-2013 for \$30,000, in FY 2011-2012 for 20,000, in FY 2010-2011 for \$26,000, and in FY 2006-2007 for \$15,000.

Attachments (Submit electronic versions of these documents by email or on a CD or flash drive.)

1. Activity Budget using attached format
2. Organization's most recent audit letter/summary
3. Copy of IRS 501(c)(3) Determination Letter (if applicable)
4. Three letters of support or partnership

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2014 CDBG Application Budget

Applicant: Jefferson Center for Mental Health
Proposed Activity: Jefferson Center's Homeless Prevention Program

Please complete the following budget demonstrating the proposed use of CDBG funds as well as additional funds committed to or to be committed to the activity. Jefferson County Community Development elects to only consider awarding administrative funds to direct project delivery costs. This is limited to wages and/or transportation of staff members providing direct project/service delivery. Reimbursement of staff benefits and/or general administrative and overhead costs (e.g. office supplies, computers, office equipment) is not allowable.

Community Development Block Grant Funds BUDGET	
<i>List budget items and amounts to be paid for with the awarded CDBG funds.</i>	
Budget Item	CDBG Amount
Personel (Limited to wages of staff performing direct project delivery.)	
	\$ -
	\$ -
	\$ -
TOTAL Personel	\$ -
Travel (Limted to mileage of direct project delivery staff.)	
	\$ -
	\$ -
TOTAL Travel	\$ -
Project/Operating Costs	
Criminal Justice Clients	\$ -
Motel Room	\$ 9,000.00
Rent, Deposit, and Utility Assistance	\$ 3,000.00
General Population Clients	\$ -
Motel Room	\$ 9,000.00
Rent, Deposit, and Utility Assistance	\$ 28,000.00
TOTAL Project	\$ 49,000.00
TOTAL CDBG BUDGET	\$ 49,000.00

Total Activity Funding Sources		
<i>Provide overview of all funds dedicated to the proposed activity.</i>		
Type of Funds	Amount	
CDBG Funds		\$ 49,000.00
Other Federal Funds		\$ -
Other Public Funds (State/Local/Tax Exempt Bonds)		\$ 46,800.00
Private Funds		\$ 15,000.00
Other		\$ -
	TOTAL ACTIVITY/PROJECT FUNDS	\$ 110,800.00
	CDBG/HOME SHARE	44% \$ 49,000.00
	OTHER FUNDS SHARE	56% \$ 61,800.00