

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: Jewish Family Service of Colorado

Address: 3201 S Tamarac Dr

City, State Zip: 80231

Name of Executive Director: Yana Vishnitsky

Name of Application Contact: Debbie Zimmerman

Contact Title: COO

Contact Phone: 720-248-4606

Contact Email: dzimmerman@jewishfamilyservice.org

Activity/Program Name: Colorado Senior Connections in Edgewater

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

Amount Requested: \$30,000

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).

Jewish Family Service of Colorado (JFS) believes in strengthening the community by providing vital services to people in need. Every day, JFS helps people overcome life's challenges to live fuller, more meaningful lives. JFS helps seniors live independently at home, provides quality mental health counseling, offers training and job placement to those with developmental disabilities and other barriers to employment, and provides food and financial aid to people in crisis. JFS offers a broad range of over 40 programs and services which help promote self-sufficiency, improve coping skills, positively change behaviors, increase awareness of available resources, improve well-being, decrease isolation and stress, increase client safety, and avert and manage crises.

The mission of Jewish Family Service (JFS) is to restore well-being to the vulnerable throughout the greater Denver community by delivering services based on Jewish values. These values include the obligation to make the world a better place one life at a time and that the act of giving is considered deficient if it is not characterized by kindness and respect. All of JFS's services are offered to anyone seeking help – regardless of faith, race, national origin, disability, age, gender, sexual orientation, or economic status.

Provide a brief description of the housing-related activity for which funds are requested (Limit to 200 words or less).

JFS is requesting a grant of \$30,000 to provide operating support for Colorado Senior Connections (CSC). These funds will be used to restore and enhance the well-being of participants so that these seniors are better able to remain in their own homes and maintain their independence. Specifically, funding will be used to continue to implement and expand the Naturally Occurring Retirement Community (NORC) in the city of Edgewater. JFS will facilitate new collaborations and further volunteer recruitment, training, and management to provide additional services to the Edgewater community. Additionally, participants will continue to take an active role in the planning and implementation of the program, thereby empowering seniors to be responsible for their own lives as well as for their community at large.

Specifically, funding will be used to increase staff to expand the information and referral services, homemaker services and care management services with the goal of keeping seniors in their homes. Last year, CSC provided programs and services to 409 unduplicated seniors (not including information and referral services). The demand for services is much higher. With additional funding the CSC in Edgewater can help additional low income seniors remain safely in their homes.

If a project site is identified, please provide address:

The City of Edgewater

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

Title President/CEO



Signature

10/1/13

Date

Application General Information

Agency Name: Jewish Family Service of Colorado

Agency DUNS Number: 07-835-2200

Name of Application Contact: Cathy Grimm

Application Contact Title: Senior Solutions Director

Application Contact Phone: 303-597-5000

Application Contact Email: cgrimm@jewishfamilyservice.org

Project/Program Name: Colorado Senior Connections in the City of Edgewater

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.

The existing staff that will work with the proposed activity include:

1. Cathy Grimm, MSW, LCSW, is the Director of JFS's Senior Solutions Department. Ms. Grimm is extensively involved in the local, regional, and national aging community.
2. Alison L Joucovsky MA LPC, is the Program Coordinator of Colorado Senior Connections (CSC). Ms. Joucovsky started the first NORC model in the state of Colorado.

A new Care Manager, MSW, will be hired to facilitate the expansion of CSC services to include case management, information and referral, and volunteer coordination. The Program Coordinator will serve as the direct supervisor.

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.

JFS's CSC program is the only one of its kind in operation in Colorado. JFS introduced CSC at Edgewater Plaza apartments and Sheridan Glen in 2009. The program experienced such tremendous success that the residents and community leaders in the city of Edgewater approached JFS to serve all of the senior residents in the city.

Survey results have concluded:

100% of respondents are informed about where to go for community resources.

94% of respondents leave their home at least once a week.

Currently, the demand for service far outpaces program's capacity. JFS is prepared to increase services with additional funding.

Please describe the organization's experience administering/managing grant funds. Include discussion regarding previous funds received from Jefferson County as well as other funders.

Jewish Family Service has worked with people in need for more than 130 years. JFS has extensive experience with administering and managing grant funds and responds in a timely and accurate fashion to all reporting/submission requirements of every funder.

JFS has received previous funding from CDBG as well as other government funding including ESG, CSBG, HPRP, and SSUF. JFS is also responsible for managing EFSP funds for the region.

CSC in the City of Edgewater receives funding from the City of Edgewater, the Daniels Fund, Rose Community Foundation, Mile High United Way, DRCOG, the Phillips Foundation and individual contributions.

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	23,031	1,015	
Proposed Activity**	450	450	\$66.67

*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):

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.

The vulnerable populations served by the proposed activities include low and moderate income elderly persons.

Please describe the direct benefit of the CDBG funds to the individual/household being served.

The primary goal of Colorado Senior Connections is to help seniors achieve maximum quality of life, independence, self-determination, and community engagement. This goal is realized by engaging residents in decision making about the services they wish to receive, by providing a variety of JFS's direct services, and by coordinating other agencies' provision of services in the city of Edgewater.

Specifically, JFS will provide the following:

- Care management services through in-home visits, consultations regarding care and service options, and arranging and monitoring care services with providers.
- Homemaker services which help seniors live as independently as possible, for as long as possible, without compromising their safety or health.
- Information and referral services to seniors, adult children of aging parents, and others with elder-care concerns with access to information on housing options, transportation needs, medical providers, Medicare and Medicaid eligibility, etc., and refers them to the appropriate resources.

Please describe the indirect benefit to the broader Jefferson County community.

CSC has become a leader in the Edgewater community and has been provided direct and indirect benefit to the broader Jefferson County community. CSC is led by a committee comprised of residents, property management, and JFS's staff. This committee defines goals, identifies interventions, and provides oversight. Services are coordinated through JFS's CSC Coordinators who works directly with residents to help them identify and select services specific to their community.

Specific benefits to the Jefferson County community include:

- Connecting all generations in the community through civic and social engagement.
- Filling the gaps (but not duplicating) where Medicare, Medicaid, or the Older Americans Act services are insufficient or inadequately coordinated. CSC provides direct in home services for seniors who are waiting to get approved for Medicaid Home and Community based services. Seniors report waiting up to six months for services to begin, often those six months are critical to keeping them in their home.
- Providing a range of coordinated health care, social services, and group activities on site.
- Drawing strength from partnerships that unite housing entities and their residents, health and social service providers, government agencies, and philanthropic organizations.
- Promoting independence and healthy aging by engaging seniors before a crisis occurs and responding to their changing needs over time.
- Providing seniors with vital roles in the development and operation of the program (both in governance and volunteer roles).

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.).

As mentioned above, the request for services has far outpaced CSC's current capacity. JFS anticipates that the new care manager can be hired within two months and expanded services can begin in month 3. Additional funds have already been secured. There is no need for permitting processes. All of the funds will be expended within 18 months of being awarded.

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?

There are two external issues affecting this program:

- a. Government budget cuts through DRCOG and the Older American's Act. This affects CSC's ability to provide homemaker services at no charge.
- b. The lack of programs and services in the neighboring communities and th request of residents in the neighboring communities to participate in CSC.

Neither of these issues has affected the achievement of the program or the organizational goals. JFS leverages other sources of funds and provides referrals to other agencies when CSC cannot serve the need because of the demand.

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.

JFS is fully committed both financially and programmatically to CSC. As such, JFS continually seeks a variety of sources to support it, including foundations, government funding, program fees, individual contributions and in-kind contributions. Additionally, the JFS Board of Directors designated an operating reserve fund by resolution at its February 27, 2012 board meeting. The general purpose of the fund is to help to ensure the long-term financial stability of the organization and position it to respond to varying economic conditions and changes affecting the organization's financial position and the ability of the organization to continuously carry out its mission.

If the full requested amount is not awarded, how much would the organization accept and still be able to implement the proposed activity? JFS will be able to expand services at all levels of funding. If less funding is awarded, less people will be served.

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).

JFS maintains a Board Designated Operating Reserve Fund to achieve the following objectives:

- a. To promote public and funder confidence in the long-term sustainability of the organization by preventing a cash flow crisis that may diminish its reputation and force its leaders to make expensive short-term, crisis-based decisions; and
- b. To provide a resource in the case of sudden, unexpected or catastrophic funding reductions until such time as an assessment of the operating implications can be completed.

Please list funding (excluding CDBG and/or HOME funds) your organization has received from Jefferson County over the past two years. N/A

Please list any CDBG and/or HOME funds your organization has received from Jefferson County over the past 10 years. N/A

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: Jewish Family Service of Colorado
Proposed Activity: Colorado Senior Connections in the City of Edgewater

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
<i>Personel (Limited to wages of staff performing direct project delivery.)</i>	
0.50 FTE Case Manager Position (Average of 18.375 hours per week @ \$21.00 per hour)	\$ 20,475.00
0.46 FTE Home Care Provider (Average of 17.36 hours per week @ \$10.00 per hour)	\$ 9,025.00
	\$ -
TOTAL Personel	\$ 29,500.00
<i>Travel (Limited to mileage of direct project delivery staff.)</i>	
Mileage @ \$0.555 per mile @ average of 17 miles per week	\$ 500.00
	\$ -
TOTAL Travel	\$ 500.00
<i>Project/Operating Costs</i>	
	\$ -
	\$ -
	\$ -
TOTAL Project	\$ -
TOTAL CDBG BUDGET	\$ 30,000.00

Total Activity Funding Sources		
<i>Provide overview of all funds dedicated to the proposed activity.</i>		
Type of Funds	Amount	
CDBG Funds		\$ 30,000.00
Other Federal Funds		\$ -
Other Public Funds (State/Local/Tax Exempt Bonds)		\$ -
Private Funds		\$ 129,879.00
Other		\$ -
TOTAL ACTIVITY/PROJECT FUNDS		\$ 159,879.00
	CDBG/HOME SHARE	19% \$ 30,000.00
	OTHER FUNDS SHARE	81% \$ 129,879.00