

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: Seniors' Resource Center, Inc.

Address: 3227 Chase St.

City, State Zip: Denver, CO 80212

Name of Executive Director: John Zabawa, President/CEO

Name of Application Contact: Mary Ellen Carlow

Contact Title: Development Coordinator - Grants

Contact Phone: 303-235-6964

Contact Email: mcarrow@SRCaging.org

Activity/Program Name: Supportive Service To Keep Low Income Seniors Safe in Their (Housing Authority) Residences and Increase Their Overall Well-Being

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

Amount Requested: \$50,000

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).

Seniors' Resource Center (SRC) has delivered a multi-program approach to care options for older adults and their family caregivers since 1978 in Jefferson County and over three decades has expanded service delivery in the greater Denver metro area. Headquartered in JeffCo, 85% of those we serve are County residents, with 83% being in low/fixed income categories. Programs include: Coordinated Care Management, In Home Care, Adult Day & Respite Services, Volunteer Services and Transportation. During the recent 5 year period (2008-2012) SRC has experienced an increase of 20% in the numbers served, and with more seniors in Jefferson County than any other of Colorado's 64 counties, we know this trend will continue as Baby Boomers age into "seniorhood."

SRC is dedicated to helping preserve the independence of older adults, keeping them capable of safely living in their own residence and able to remain engaged in their communities. Each program can stand alone or easily be combined to deliver maximum benefits for our clients. Services also directly benefit family caregivers and aid in reducing the stressor of on-going caregiving roles. Improving the quality of life for our clients is at the heart of the SRC mission.

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

SRC will provide a comprehensive care management service specifically for low/fixed income seniors residing in one of 3 sites in Jefferson County (Canyon Gate, Golden, Lewis Court, Golden and the Wheat Ridge Town Center, Wheat Ridge) to: improve seniors safety and reduce the risk of falls and injuries, thus keeping clients more capable of staying in their residence, offer newly developed wellness classes (on-site and possibly at recreation centers) for continued senior community engagement, learning and socialization, and expand our current care model into the Wheat Ridge Town Center for improved outcomes for senior residents in terms of safety, access to convenient community resources and referrals to all SRC programs. Each aspect of this service delivery is designed to promote housing stability for low/fixed income senior residents and improve outcomes. Through a simple assessment tool, SRC will measure the feedback of the clients, and be able to customize service delivery for future program refinements, as needed. Comprehensive on-site housing supportive services are effective in ensuring that residents can sustain their housing stability and thus prevent premature placement into nursing homes.

If a project site is identified, please provide address:

This project will be on-going at three JeffCo housing senior residence locations:

Canyon Gate (a 52 unit apartments, JCHA) 1411 8th St. Golden, CO 80401, (expanded service)

Lewis Court (a 50 unit apartements, NSP funded) 2200 Jackson St., Golden, CO 80401 (expanded service) and

Wheat Ridge Town Center (88 units Section 42/IRS Code of 1986 LIHTC project) 4340 Vance St., Wheat Ridge, CO 80033 (new service.)

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 checked="" type="checkbox"/> | Town of Lakeside | <input type="checkbox"/> |
| Edgewater | <input 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.

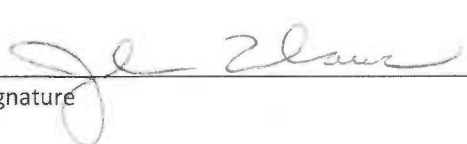
Signature and Certification

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) **John Zabawa**

Title **President/CEO**

Signature 

Date **10/1/13**

Application General Information

Agency Name: Seniors' Resource Center, Inc.

Agency DUNS Number: 130865322

Name of Application Contact: Mary Ellen Carlow

Application Contact Title: Development Coordinator - Grants

Application Contact Phone: 303-235-6964

Application Contact Email: mcarlow@srcaging.org

Project/Program Name: Supportive Service To Keep Low Income Seniors Safe in Their Residences and Increase Their Overall Well-Being

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. SRC care managers have expertise working with low to moderate income seniors. From the initial intake, to the development of in-depth care plans, our staff provides exceptional service designed with individuals' needs in mind.

The desired skill set: B.A. in social work, sociology, psychology or gerontology fields, bi-lingual skills and knowledge of the social service system preferred. Training will be conducted within the care management department. The staff members refer clients to any program that could improve the client's overall quality of life. For low income clients, this includes how to make the most of their limited financial resources.

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. Care management is an integral part of our multi-program approach. In 2012 the department served 11,885 individuals, an increase of 38% from five years ago. Approximately 83% of those we serve are in low/fixed income categories, making this proposal in excellent alignment with SRC's expertise and the needs of subsidized senior housing residents.

This project will: 1.) expand service in our current Jefferson County Housing Authority locations in Golden through new senior focused wellness classes, 2.) develop a new care management program for the Wheat Ridge Town Center location, and 3.) incorporate SRC's Safe In Your Space model to reduce the risk of falls and injuries.

Please describe the organization's experience administering/managing grant funds. Include discussion regarding previous funds received from Jefferson County as well as other funders. SRC maintains diverse funding streams, the majority of which come from grants and contracts. This includes support from Colorado based foundations, municipal, county, state and federal sources. Previous Jefferson County funding has come from the Jefferson County general funds for SRC's general operational needs, and specific project support, including previous care management grants, transportation grants and in home care grants. Our grant administration is managed within each department and our financial department tracks all expenditures related to SRC grants.

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	21,866	17,355	
Proposed Activity**	190	190	\$263

*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: This project will serve an estimated 190 seniors residing in Golden and Wheat Ridge. Quantitative and qualitative measurements will aid SRC in determining the project effectiveness throughout the grant cycle. Client surveys will be conducted and reviewed for feedback. Since August, 2012 SRC has provided care management in the convenience of the two Golden housing locations and this concept would be expanded at the Wheat Ridge Town Center.

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. Seniors, primarily low income and some moderate income individuals will be served. Many will have mobility challenges and other aging related impairments. They are the residents of three subsidized senior housing locations. Their modest incomes can create struggles that require help with managing monthly expenses as well as help with referrals to maximize their ability to continue living as independently as possible. This population often struggles with asking for help after an adult lifetime of being able to manage on their own. By providing services within the housing locations, SRC brings service directly to our clients in their familiar surroundings.

Please describe the direct benefit of the CDBG funds to the individual/household being served. Care management will develop care plans, and follow up sessions. The SRC Safe In Your Space fall prevention project allows care managers to review elements of risk in an older adult's home and outline ways to reduce the risk of falls and injuries. Safe In Your Space will be part of the care management for clients at all three housing locations. Safe In Your Space has a proven track record of reducing the risk of falls and injuries. Wellness classes provide a social outlet as well as information sharing and methods to improve overall quality of life.

Please describe the indirect benefit to the broader Jefferson County community. Low income seniors will learn about options for services from the SRC and access quality care directly from SRC. This fortifies the older adults' ability to remain capable of living safely in their own residences as they face challenges related to aging in place. We'll provide services without a fee to clients. By delaying a premature placement into a long term facility, SRC offers compassionate care while delivering cost savings to the community. With the average cost of nursing home placement in Colorado currently at \$73,000 per year, our community based services and referrals serve a dual purpose.

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.). This project will take place at three senior housing locations. One will be a new location for our care management service and the other two will be an expansion of service. The care manager has been well received at the two Golden locations. SRC has a care manager on site there four days per week. The Wheat Ridge location will require networking, and building rapport with the senior residents.

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? It is possible that some seniors could be reluctant at first to partake in wellness classes, or make an appointment for a one-on-one care management session. It is the experience of SRC care managers that this barrier dissolves when seniors begin to build a rapport with the care manager they see regularly working at their housing site, and from word of mouth from their neighbors on how helpful this service has proven to be to the neighbors they know. On site care management offers a big advantage. SRC does not anticipate barriers at the two Golden locations.

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. SRC will utilize care management funding sources and our general operations budget to support this project. SRC will contribute 21% of the total project cost. The organization is committed to serving low income older adults in the County, has a successful care management project in place in Golden, is ready to expand that model and develop a new addition within the Wheat Ridge location.

If the full requested amount is not awarded, how much would the organization accept and still be able to implement the proposed activity? SRC would be appreciative of an amount that would be less than the requested \$50,000 and would be capable of providing expanded service in the two Golden locations, however in order to expand into an additional site (Wheat Ridge Town Center's 88 apartment location), we would need to receive close to the amount requested to staff that position. Since CDBG pays for direct salary only, we are currently supporting this proposal with \$13,000 in staff benefits.

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). SRC has a care management program at two of our proposed sites: Canyon Gate (52 units) and Lewis Court (50 units). In those locations we would expand service delivery. For the Wheat Ridge Town Center (88 units) senior apartments, we do not have a care manager. This would be a new project for that site. Funding from JeffCo CDBG would ensure our ability to expand this popular program into the Town Center and benefit the residents there. Without CDBG support SRC would not be able to develop our care management program at the Wheat Ridge Town Center at this time.

Please list funding (excluding CDBG and/or HOME funds) your organization has received from Jefferson County over the past two years. For our FY 2013: Jefferson County general funds \$580,000
For FY 2012: Jefferson County general funds \$980,000

Please list any CDBG and/or HOME funds your organization has received from Jefferson County over the past 10 years. 2012: Jefferson County CDBG (for In Home Care) \$30,000, 2011: CDBG (a vehicle match grant for the SRC transportation program) \$10,565, and 2008: \$30,000, 2007: \$22,000, 2006: \$22,000, 2004: \$21,770, 2003: \$12,000, and \$24,000.

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

The application is due *Tuesday, October 1, 2013 by 4 p.m.*

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2014 CDBG Application Budget

Applicant: Seniors' Resource Center, Inc.
Proposed Activity: Supportive Service to Keep Low Income Seniors

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.)	
Care manager; senior housing sites; 1.2FTE	\$ 42,200.00
SRC staff presentations, community presentations, senior wellness outings	\$ 2,800.00
TOTAL Personel	\$ 45,000.00
Travel (Limted to mileage of direct project delivery staff.)	
mileage	\$ 1,720.00
	\$ -
TOTAL Travel	\$ 1,720.00
Project/Operating Costs	
Collaterals for 3 Jefferson County Senior Housing sites	\$ 380.00
low income senior transportation for wellness outings	\$ 1,700.00
meeting/presentation expenses	\$ 1,200.00
TOTAL Project	\$ 3,280.00
TOTAL CDBG BUDGET	\$ 50,000.00

Total Activity Funding Sources	
<i>Provide overview of all funds dedicated to the proposed activity.</i>	
Type of Funds	Amount
CDBG Funds	\$ 50,000.00
Other Federal Funds	\$ -
Other Public Funds (State/Local/Tax Exempt Bonds)	\$ 4,000.00
Private Funds	\$ 9,000.00
Other	\$ -
TOTAL ACTIVITY/PROJECT FUNDS	\$ 63,000.00
CDBG/HOME SHARE	79% \$ 50,000.00
OTHER FUNDS SHARE	21% \$ 13,000.00