

**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](mailto:khyser@jeffco.us). Applicants are encouraged to submit the completed Pre-Application via email to [khyser@jeffco.us](mailto: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: Jeffco Action Center, Inc., dba the Action Center

Address: 8755 W. 14th Avenue

City, State Zip: Lakewood, CO 80215

Name of Executive Director: Mag Stittmatter

Name of Application Contact: Margot West

Contact Title: Grants Officer

Contact Phone: 303-237-7704 x247

Contact Email: [margotw@theactioncenterco.org](mailto:margotw@theactioncenterco.org)

Activity/Program Name: Capital Campaign Phase II: "Investing for a Better Tomorrow"

Name of Activity/Program Manager (may be the same as the Executive Director and/or Application Contact): Joe Haines, Director of Development

Amount Requested: \$150,000.00

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).

The Action Center provides an immediate response to basic human needs and promotes pathways to self-sufficiency. Since 1968, the organization has been providing essential services to the homeless, the near homeless and the working poor. Last year, we assisted over 28,000 unduplicated, low-income individuals by providing food, clothing and a notable array of life-enhancing resources. We strive to Give Help, provide Hope and Build Dignity for individuals and families seeking self-sufficiency. Our interdisciplinary approach focuses on; (1) INTERVENTION services which are designed to make an immediate, significant impact. Our five-day supply of nutritional food to households is an example; (2) PREVENTION services, such as rent or utility assistance, which alleviates situations that could threaten our client’s progress towards self-sufficiency; (3) CONNECTION assistance, which is designed to support individuals and families in maintaining or regaining self-sufficiency by accessing resources made available by our partner organizations. The Action Center offers community-based links to workforce, education, mental health counseling and health navigation.

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

We are entering Phase II of our three phase Capital Campaign, beginning in the Fall of 2014 through Spring of 2015, to provide expanded services to clients seeking self-sufficiency. The Phase II goal is to raise \$2.7 Million dollars to renovate the Action Center's receiving processing and storage areas. The current Action Center building will be renovated to better manage the needs of an organization that last year distributed more than \$6 Million in donated goods. The renovation will allow donated items to be more effectively received, processed and stored on site. The current dock, originally designed for postal trucks, will be updated to accommodate tractor trailers of food product. Volunteer groups will be able to work on-site to process these items. Restocking the food pantry, clothing bank and other client need areas will be accomplished with a fork-lift or roller conveyor across the parking lot instead of taking a van or truck to off-site storage, to load and unload back at the Action Center.

If a project site is identified, please provide address:

The Action Center; 8755 W. 14th 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](mailto: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](mailto:khyser@jeffco.us) or phone at 303/271-8373.

# Capital Improvements Request

## 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](mailto: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) Mag Strittmatter

Title Executive Director



9-30-2013

Signature

Date

Please note: The Action Center is submitting two applications for funding. This application is for Capital Improvements. We submitted our Audited Financial Statements and IRS Letter of Determination with the Rental Assistance Application.

**Application General Information**

Agency Name: Jeffco Action Center, Inc., dba the Action Center

Agency DUNS Number: 1-65914698

Name of Application Contact: Margot West

Application Contact Title: Grants Officer

Application Contact Phone: 303-237-7704 x247

Application Contact Email: margotw@theactioncenterco.org

Project/Program Name: The Action Center's "Investing for a Better Tomorrow" Capital Campaign

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 Capital Campaign Steering Committee meets monthly and is charged with the direction of the campaign. It is comprised of primary askers that include Action Center leadership, development staff, past and present board members, community volunteers and Jeffco residents. The Owner, Architect and Contractor Committee (OACC) has been meeting for approximately 19 months. This committee is made up of the executive director, members of the board of directors, Pinkard Construction; Colorado Architects Peter Ewers and Orville Anderson; along with volunteer, Chuck Nichols, who owns Tenant Planning Services. To date, we have received \$2,337,636 toward Phase I of the campaign, which is 55.7% of the \$4.2 million goal, leaving \$1,862,364 to be raised in this phase. This request is for the Phase II (\$2.7 million goal) of the campaign.

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. We have made improvements twice since 1992 to accommodate client growth in our current facility, formerly home to the old Lakewood Post Office. When renovated in 2002, this facility was designed to accommodate 70 to 100 households and distribute one-ton of food a day. Over the past 10 years, the Action Center's client intake numbers have more than doubled. We currently serve up to 160 households and distribute up to four tons of food each day. This campaign is about enhanced facilities to provide better services to more clients. At the very center of those plans is our desire to improve our existing facilities as a result of the newly launched Self Sufficiency Pathways Program, a second tier of intensive case management services for clients on the road to self sufficiency.

Please describe the organization's experience administering/managing grant funds. Include discussion regarding previous funds received from Jefferson County as well as other funders. Foundation, corporation and government grants comprise approximately 42 percent of our over three million dollar cash budget. We have also been administering CSBG funds for several years to provide food, transportation and rental assistance. Each month, the organization's grant administrator, who has over twenty-five year's experience, meets with all relevant program and finance staff members to discuss grant activity, plans and growth potential. The capital campaign is supported by lead gifts from: Jeffco CDBG, the Anschutz Foundation, the Daniels Fund, the Stevinson Group, Jane & Bill Hays, the Gates Family Foundation and the Helen & Arthur Johnson Foundation.

**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	28,500	6,380	
Proposed Activity**	28,500	6,380	

\*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 request is for capital improvements, therefore, once the project is complete, the services within the newly remodeled building will serve the entire county.

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. We provide services to the poor, the working poor and the homeless of Jefferson County. We estimate that the Capital Campaign will make it possible for our newly renovated client services center to increase the number of clients served by 30 percent. The largest vulnerable population we serve is children 18 years of age and under (42 percent), followed by young adults 19-30 (19 percent), adults 31-50 (26 percent) and older adults 51-99 (13 percent).

Please describe the direct benefit of the CDBG funds to the individual/household being served. For over 45 years, the majority of success the organization has enjoyed was measured through outputs of services (numbers of meals, shelter tenants, items of clothing). We will now be in a position to go beyond outputs and provide meaningful outcomes, providing sound proof to our funding sources as well as the public we serve that the services we offer are literally changing lives for the better. Phase II of the Capital Campaign will also help make possible another direct benefit: the success of another program roll-out benefitting our clients: our self-select food pantry making nutritious, perishable foods available through our Food Rescue Co-Op.

Please describe the indirect benefit to the broader Jefferson County community. The Action Center will be poised to provide extensive services to the Jefferson County community when we expand the model of comprehensive case management to all program areas in our dedicated new space. This model will allow clients to access the level and care they need to propel them to self-sufficiency. As clients improve their lives and become more self-sufficient, Jefferson County as a whole improves and stabilizes. Homelessness and chronic, generational poverty decreases along with revolving-door dependency on public benefits and charity.

**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.). CDBG Funds allocated early toward the Capital effort helped us achieve 55.7 percent of our total Capital Campaign goal to date, a remarkable accomplishment when taking into consideration that a still sluggish economy exists.



Phase II of the campaign translates into a renovation for the Action Center's current client services center (which will move to Cottonwood I during Phase I) and renovation to the 2nd floor of Cottonwood II for staff offices. At this stage, we will be prepared to officially end the "silent" campaign phase and are poised to begin Phase II (\$2.7 million) of the three phase campaign. The additional site and renovated space will be used to double client processing capacities, expand our food pantry storage and preparation and more than double our Case Management services through our Self-Sufficiency Pathways Program.

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?

**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. Board and staff have identified more than \$4 million in donor prospects for the Capital Campaign and the responsibilities for the "asks" have been delegated amongst them. Thirty foundations, both local and national, have been identified as potential funders and have been charted according to deadline dates and funding requirements. Additionally, the Action Center has more than 120 individuals, businesses and churches who are active members of the "Self-Sufficiency Society." Members have made a five-year commitment of at least \$1,000 annually to the Action Center. We are utilizing the same cultivation techniques we use for our relationship-building model of fundraising to solicit donors for the capital campaign. We will be in the beginning stages of Phase II in August, 2014 so we will expend the CDBG funds (based on contract timing) within the 18 month time frame.

If the full requested amount is not awarded, how much would the organization accept and still be able to implement the proposed activity? Any award amount from CDBG will be accepted to benefit our clients. Since the success of the Capital Campaign depends upon the collective efforts of supporters as a whole, the Action Center would more than likely cultivate alternative sources of revenue in the absence of this award.

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). We have researched and assembled a Master List of potential Capital Campaign donors to approach that expands daily.

Please list funding (excluding CDBG and/or HOME funds) your organization has received from Jefferson County over the past two years. CSBG 2010-11: \$54,701; 2011-12: \$41,631; 2012-13: \$102,172

Please list any CDBG and/or HOME funds your organization has received from Jefferson County over the past 10 years. Rental Assistance: 2010: \$54,701; 2011: \$69,000; 2012: \$79,000

Capital Campaign Award: 2012: \$175,000

**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.**

Complete applications can be provided by email to [khyser@jeffco.us](mailto: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

**2014 CDBG Application Budget**

**Applicant:** Jeffco Action Center, Inc., dba the Action Center  
**Proposed Activity:** The Action Center's "Investing for a Better Tomorrow" Capital Campaign

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.

<b>Community Development Block Grant Funds</b>	
<b>BUDGET</b>	
<i>List budget items and amounts to be paid for with the awarded CDBG funds.</i>	
Budget Item	CDBG Amount
<b>Personel (Limited to wages of staff performing direct project delivery.)</b>	
	\$ -
	\$ -
	\$ -
TOTAL Personel	\$ -
<b>Travel (Limted to mileage of direct project delivery staff.)</b>	
	\$ -
	\$ -
TOTAL Travel	\$ -
<b>Project/Operating Costs</b>	
	\$ 150,000.00
	\$ -
	\$ -
TOTAL Project	\$ 150,000.00
TOTAL CDBG BUDGET	\$ 150,000.00

<b>Total Activity Funding</b>		
<b>Sources</b>		
<i>Provide overview of all funds dedicated to the proposed activity.</i>		
Type of Funds	Amount	
CDBG Funds		\$ 150,000.00
Other Federal Funds		\$ -
Other Public Funds (State/Local/Tax Exempt Bonds)		
Private Funds		\$ 2,550,000.00
Other		\$ -
TOTAL ACTIVITY/PROJECT FUNDS		\$ 2,700,000.00
CDBG/HOME SHARE	6%	\$ 150,000.00
OTHER FUNDS SHARE	94%	\$ 2,550,000.00

NOTE: Phase I of the Capital Campaign us totaled at \$4,200,000.00





September 26, 2013

Ms. Kristin Hyser, Community Development Specialist  
Jefferson County Government  
100 Jefferson County Parkway, #3530  
Golden, CO 80419

RE: The Action Center's CDBG

Dear Jefferson County Community Advisory Board Members:

I would like to take a moment to express how vital the services offered by the Action Center are to the citizens of Jefferson County. Employees of the Action Center are able to assist the over 28,000 clients who come into the center for assistance or to refer them to other service providers, such as my agency, as needed. I am proud to say that we partner with the Action Center to bring multi-faceted programming to the people we want to empower in Jefferson County.

This letter is in support of their Capital Campaign. The Capital Campaign is currently in the first of three phases but will soon enter into the all-important development phase.

Improved facilities for the Action Center mean that more people will be provided even better, more enhanced services. Their Self-Sufficiency Pathways Program is new for the organization and its intent is to provide a second tier of Case Management care to clients who strive to pull themselves out of homelessness and poverty and become productive, self-sufficient residents of Jefferson County.

All of us who live, work and call Metropolitan Denver our home need to support those community-wide projects that help make our area a better place to live. Please support the Action Center's Capital Campaign.

Sincerely,

Mark B. Johnson, MD, MPH  
Executive Director

Golden Office	1801 19 <sup>th</sup> Street	Golden, CO 80401	303.271.5700 – office	303.271.5702 – fax
Lakewood Clinic	260 S Kipling Street	Lakewood, CO 80226	303.232.6301 – office	303.239.7088 – fax
Arvada Clinic	6303 Wadsworth Bypass	Arvada, CO 80003	303.275.7500 – office	303.275.7503 – fax