

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

Address: 8755 W. 14th Avenue

City, State Zip: Lakewood, CO 80215

Name of Executive Director: Mag Strittmatter

Name of Application Contact: Margot West

Contact Title: Grants Officer

Contact Phone: 303-237-7704 x247

Contact Email: margotw@theactioncenterco.org

Activity/Program Name: Rental Assistance & Family Preservation/Landlord Tenant Mediation

Name of Activity/Program Manager (may be the same as the Executive Director and/or Application Contact): Brooke DeGroat, Director of Program Services

Amount Requested: \$90,000

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).

The Action Center provides an immediate response to basic human needs and promotes pathways to self-sufficiency. The organization has been providing essential services to the homeless, the near homeless and the working poor since 1968. 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).

The Action Center offers rental assistance and family stabilization services to individuals and families who are in arrears on their rent and facing homelessness. With a little help and when the immediate need is at its highest, these families can become self-sufficient and financial stable . This is the goal of the Action Center. Their problems typically begin with a negative, even catastrophic, event, such as the loss of a job, a domestic violence incident, a medical emergency or a divorce or delay of spousal support funds. Tensions mount when the payment of rent to a landlord is delayed. The family stabilization program offers the assistance individuals and families need to increase their chances of staying in their homes. We are there for tenants and/or landlords going through a stressful process whereby rental obligations are not being satisfactorily met. We contract with a mediation attorney who provides information and resources to help tenants and landlords communicate more effectively with each other in a neutralized setting. Often times, conflicts and disagreements can be worked out as a result, saving everyone time, money and stress. More important, the family mediation/stabilization program offers the assistance people need to increase their chances of staying in their homes.

If a project site is identified, please provide address:

Services are provided at 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 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.

Rental Assistance 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. 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

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: Rental Assistance & Family Stabilization Services

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 Action Center intends to hire a full-time temporary (three month position duration, no benefits) Outreach Client Services Counselor, filled when word of funding is received. What makes our approach to providing rental assistance/stabilization services so unique is our counselor's "one step beyond" the normal approach of "clients come to us." The counselor is scheduled to put into place an outreach plan, traveling at least two days per week to the unincorporated areas of Jeffco to identify potential clients who may require assistance and signing them up for services on the spot. This business plan requires a high degree of collaboration between us with our partners in these outlying areas, such as ECHO in Evergreen, to make this plan so effective. We will continue to identify and forge new partnerships to continue services in more locations in the outlying areas.

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. Foundation, corporation and government grants comprise approximately 42 percent of our over three million dollar cash budget. 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 and plans. We have provided rental assistance through grants provided by Jefferson County CSBG and CDBG, the City of Arvada CDBG and through federal HUD and TANF allocations. When CDBG funds are depleted, we receive calls every day asking when funds will be reinstated.

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

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**			

		94	94 rentals averaging \$850 per
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*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. We serve the poor, working poor and homeless of Jeffco, the fourth most many Jeffco residents live in poverty and face homelessness daily. With the housing crash and subsequent recession of the last decade, Jefferson County and its 13 incorporated cities and towns have seen exponential growth in the number of families living in or near poverty. For example, while the county's overall poverty rate is 8.8%, Jefferson County's 119,000 children suffer a poverty rate of more than 11%. Children under the age of 18 make up the largest demographic the Action Center serves at 42 percent.

Please describe the direct benefit of the CDBG funds to the individual/household being served. We offer rental assistance and family stabilization services to clients who are in arrears on their rent, facing homelessness. When their immediate need is at the highest, and with a little help, these families can save their homes. Their problems typically begin with a negative, even catastrophic, event, such as the loss of a job, a domestic violence incident, a medical emergency or a divorce or delay of spousal support funds. Our program offers the assistance clients need to overcome barriers and challenges and increase their chances of staying in their homes - a first, important step to self-sufficiency.

Please describe the indirect benefit to the broader Jefferson County community. Experts agree that when homelessness exists, the community as a whole is negatively impacted. It is easier and takes less resources to stabilize a family in crisis before they become homeless rather than to have to later assist that family. The Action Center believes that providing rental assistance to families before their housing problems become insurmountable is a more realistic approach to stabilization as opposed to the "crisis-management" approach. By taking a proactive approach, we stand a better chance of keeping families in their homes, which, in turn, makes them more productive citizens. Residents maintain a happy, healthy, nurturing environment and continue to pay taxes and purchase goods and services in that community.

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.). Based on the previous grant year expenditures, we have the framework in place to proceed when funds are received. When notification is received that additional funding is available, the Action Center is prepared to accept those funds, put staff into place and begin the process of providing assistance to clients.

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? Identifying potential staff who are available to work within a constricted time period (such as full time, three month

time period) can be challenging but we are confident we will find the ideal person to coordinate the program, distribute the funds and build our outreach efforts in outlying areas.

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. The Action Center is contributing to the program with administrative (computers, space, supplies) and supervisory support. The program falls under the direction of Program Services Director Brooke DeGroat, who holds a Masters Degree in Social Work and is a Licensed Clinical Social Worker. Brooke has extensive experience providing direct client care, program development and management for human services programs in the nonprofit setting

If the full requested amount is not awarded, how much would the organization accept and still be able to implement the proposed activity? the Action Center will accept any award amount. If funding is depleted, it simply means that fewer households will receive rental assistance and family stabilization services.

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). Unfortunately, when sources of funding are lost, it means that fewer households are provided the much-needed assistance.

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

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100 Jefferson County Parkway, Ste. 3530
Golden, CO 80419

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

2014 CDBG Application Budget

Applicant: Jeffco Action Center, Inc., dba the Action Center
Proposed Activity: Rental Assistance and Family Stabilization Services

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.)	
Outreach Client Services Counselor	\$ 19,900.00
	\$ -
	\$ -
TOTAL Personel	\$ 19,900.00
Travel (Limted to mileage of direct project delivery staff.)	
	\$ -
	\$ -
TOTAL Travel	\$ -
Project/Operating Costs	
Rental Assistance & Family Stabilization Services	\$ 80,100.00
	\$ -
	\$ -
TOTAL Project	\$ 80,100.00
TOTAL CDBG BUDGET	\$ 100,000.00

Total Activity Funding Sources		
<i>Provide overview of all funds dedicated to the proposed activity.</i>		
Type of Funds	Amount	
CDBG Funds		\$ 100,000.00
Other Federal Funds		\$ -
Other Public Funds (State/Local/Tax Exempt Bonds)		\$ -
Private Funds		\$ -
Other		\$ -
TOTAL ACTIVITY/PROJECT FUNDS		\$ 100,000.00
	CDBG/HOME SHARE	100% \$ 100,000.00
	OTHER FUNDS SHARE	0% \$ -



September 26, 2013

Jefferson County Community Advisory Board
c/o Ms. Kristin Hyser, Community Development Specialist
Jefferson County
100 Jefferson County Parkway, #3530
Golden, CO 80419

RE: The Action Center's CDBG Rental Assistance Proposal

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 and refer them to other service providers as needed.

I am in full support of their proposal for CDBG funding. More than ever, it is important that organizations like the Action Center continue to be funded so that they can continue the work they do to help so many people in need. The money they seek is for homeless prevention and family stabilization services in the way of rental assistance and tenant/landlord mediation. This helps the whole county in its efforts to combat homelessness.

Please feel free to contact me with any questions you may have. We fully support the Action Center's CDBG request for rental assistance funds.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynnae Flora", is written over the word "Sincerely".

Lynnae Flora
Deputy Director

Cc: Wanda Cowart, Community Assistance Division Director