

Jefferson County  
2011 Letter of Interest  
Community Services Block Grant (CSBG)  
SECTION 1 (Fillable Form/No Points)

**The goal of the Community Services Block Grant is to provide financial support for programs that have a measurable and potentially significant impact on the causes and effects of poverty. CSBG funds are limited to assisting individuals/families whose incomes do not exceed 125% of poverty level. The deadline for submission is 3:00 pm Friday, July 9, 2010. PLEASE PROVIDE 1 HARD COPY AND 1 CD OF ENTIRE SUBMITTAL.**

1. Organization Name:

Address:

Contact Person for this Letter of Interest:

Phone:

E-Mail:

2. Mission Statement:

3. The applicant is a:

501(c)(3)

Housing Authority

Governmental Agency

Quasi-Governmental Agency

4. Amount of Funds Requested: \$

5. Which Jefferson County Goal does this project address?

a. Fiscally Responsible Government

b. Quality Customer Service

c. Safe Communities

d. Predictable Growth

e. Mobility Options

6. The focus of 2011 CSBG funds is in meeting National Goal #6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments, specifically within National Indicator 6.2, Emergency Assistance (see National Indicators Summary, attached, for further detail). Please briefly describe how your program will provide emergency services and ultimately help move people toward self-sufficiency.

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SECTION 2 (Point Section)

**PLEASE LIMIT THIS SECTION TO 2 PAGES**

(you may use separate sheets of paper for this section)

1. Provide a 250 word abstract describing your project or program. *(30 points)*
2. Describe the problem and provide data/factual evidence and list sources. *(20 points)*
3. How will your proposal specifically address this problem? *(10 points)*
4. What are the outcomes that will indicate that you are addressing the problem? *(10 points)*
5. Describe who and why you targeted the population identified in your proposal; include things such as age, gender, ethnicity, geographic area, etc. *(10 points)*
6. How many people will be assisted through your project/proposal and what is the cost per served party? *(10 points)*
7. How will you collect data and measure effectiveness? Provide an assessment plan. *(10 points)*

Signature:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Chairman, Board of Directors

# CSBG NATIONAL PERFORMANCE INDICATORS

## **GOAL 1: LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT**

### National Performance Indicator 1.1

#### **Employment**

The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following:

- A. Unemployed and obtained a job
- B. Employed and maintained a job for at least 90 days
- C. Employed and obtained an increase in employment income and/or benefits
- D. Achieved "living wage" employment and/or benefits

### National Performance Indicator 1.2

#### **Employment Supports**

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by one or more of the following:

- A. Obtained skills/competencies required for employment
- B. Completed ABE/GED and received certificate or diploma
- C. Completed post-secondary education program and obtained certificate or diploma
- D. Enrolled children in before or after school programs
- E. Obtained care for child or other dependant
- F. Obtained access to reliable transportation and/or driver's license
- G. Obtained health care services for themselves or family member
- H. Obtained safe and affordable housing
- I. Obtained food assistance
- J. Obtained non-emergency LIHEAP energy assistance
- K. Obtained non-emergency WX energy assistance
- L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)

### National Performance Indicator 1.3

#### **Economic Asset ENHANCEMENT and Utilization**

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

- A.1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits
- A.2. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
- A.3. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings

#### **Economic Asset Enhancement and UTILIZATION**

- B.1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days
- B.2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account
- B.3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings
- B.4. Of participants in a Community Action assets development program (IDA and others):
  - a) Number and percent of participants capitalizing a small business with accumulated savings
  - b) Number and percent of participants pursuing post-secondary education with accumulated savings
  - c) Number and percent of participants purchasing a home with accumulated savings
  - d) Number and percent of participants purchasing other assets with accumulated savings

## **CSBG NATIONAL PERFORMANCE INDICATORS**

### **GOAL 2: THE CONDITIONS IN WHICH LOW-INCOME PEOPLE LIVE ARE IMPROVED**

#### **National Performance Indicator 2.1**

##### **Community Improvement and Revitalization**

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

- A. Jobs created, or saved, from reduction or elimination in the community
- B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community
- C. Safe and affordable housing units created in the community
- D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy
- E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination
- F. Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination
- G. Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination
- H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation
- I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post secondary education

#### **National Performance Indicator 2.2**

##### **Community Quality of Life and Assets**

The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by one or more of the following:

- A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets
- B. Increase in the availability or preservation of community facilities
- C. Increase in the availability or preservation of community services to improve public health and safety
- D. Increase in the availability or preservation of commercial services within low-income neighborhoods
- E. Increase in or preservation of neighborhood quality-of-life resources

#### **National Performance Indicator 2.3**

##### **Community Engagement**

The number of community members working with Community Action to improve conditions in the community.

- A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives
- B. Number of volunteer hours donated to the agency (This will be ALL volunteer hours)

#### **National Performance Indicator 2.4**

##### **Employment Growth from ARRA Funds**

The total number of jobs created or saved, at least in part by ARRA funds, in the community.

- A. Jobs created at least in part by ARRA funds
- B. Jobs saved at least in part by ARRA funds

## **CSBG NATIONAL PERFORMANCE INDICATORS**

### **GOAL 3: LOW-INCOME PEOPLE OWN A STAKE IN THEIR COMMUNITY**

#### **National Performance Indicator 3.1**

##### **Community Enhancement through Maximum Feasible Participation**

The number of volunteer hours donated to Community Action.

Total number of volunteer hours donated by low-income individuals to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income.)

#### **National Performance Indicator 3.2**

##### **Community Empowerment through Maximum Feasible Participation**

The number low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by one or more of the following:

- A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts
- B. Number of low-income people acquiring businesses in their community as a result of Community Action assistance
- C. Number of low-income people purchasing their own home in their community as a result of Community Action assistance
- D. Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action

### **GOAL 4: PARTNERSHIPS AMONG SUPPORTERS AND PROVIDERS OF SERVICES TO LOW-INCOME PEOPLE ARE ACHIEVED**

#### **National Performance Indicator 4.1**

##### **Expanding Opportunities through Community-Wide Partnerships**

The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

- A. Non-Profit
- B. Faith Based
- C. Local Government
- D. State Government
- E. Federal Government
- F. For-Profit Business or Corporation
- G. Consortiums/Collaboration
- H. Housing Consortiums/Collaboration
- I. School Districts
- J. Institutions of post secondary education/training
- K. Financial/Banking Institutions
- L. Health Service Institutions
- M. State wide associations or collaborations

### **GOAL 5: AGENCIES INCREASE THEIR CAPACITY TO ACHIEVE RESULTS**

#### **National Performance Indicator 5.1**

##### **Agency Development**

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

- A. Number of C-CAPs
- B. Number of ROMA Trainers

## **CSBG NATIONAL PERFORMANCE INDICATORS**

- C. Number of Family Development Trainers
- D. Number of Child Development Trainers
- E. Number of staff attending trainings
- F. Number of board members attending trainings
- G. Hours of staff in trainings
- H. Hours of board members in trainings

### **GOAL 6: LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE ENVIRONMENTS**

#### **National Performance Indicator 6.1**

##### **Independent Living**

The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:

- A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over)
- B. Individuals with Disabilities
  - Ages:
  - 0-17
  - 18-54
  - 55-over

#### **National Performance Indicator 6.2**

##### **Emergency Assistance**

The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:

- A. Emergency Food
- B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources
- C. Emergency Rent or Mortgage Assistance
- D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)
- E. Emergency Temporary Shelter
- F. Emergency Medical Care
- G. Emergency Protection from Violence
- H. Emergency Legal Assistance
- I. Emergency Transportation
- J. Emergency Disaster Relief
- K. Emergency Clothing

#### **National Performance Indicator 6.3**

##### **Child and Family Development**

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following:

- A.1. Infants and children obtain age-appropriate immunizations, medical, and dental care
- A.2. Infant and child health and physical development are improved as a result of adequate nutrition
- A.3. Children participate in pre-school activities to develop school readiness skills
- A.4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade
  
- B.1. Youth improve health and physical development
- B.2. Youth improve social/emotional development
- B.3. Youth avoid risk-taking behavior for a defined period of time
- B.4. Youth have reduced involvement with criminal justice system
- B.5. Youth increase academic, athletic, or social skills for school success

## **CSBG NATIONAL PERFORMANCE INDICATORS**

- C.1. Parents and other adults learn and exhibit improved parenting skills
- C.2. Parents and other adults learn and exhibit improved family functioning skills

### National Performance Indicator 6.4

#### **Family Supports (Seniors, Disabled and Caregivers)**

Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:

- A. Enrolled children in before or after school programs
- B. Obtained care for child or other dependant
- C. Obtained access to reliable transportation and/or driver's license
- D. Obtained health care services for themselves or family member
- E. Obtained safe and affordable housing
- F. Obtained food assistance
- G. Obtained non-emergency LIHEAP energy assistance
- H. Obtained non-emergency WX energy assistance
- I. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)

### National Performance Indicator 6.5

#### **Service Counts**

The number of services provided to low-income individuals and/or families, as measured by one or more of the following:

- A. Food Boxes
- B. Pounds of Food
- C. Units of Clothing
- D. Rides Provided
- E. Information and Referral Calls

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**1. Provide a 250 word abstract describing your project or program.**

The **Byers Place Emergency Assistance Center** provides emergency services to low-income (less than 125% of Federal Poverty Level) households in Jefferson County that are struggling to provide for their basic needs and are at risk of becoming homeless. The program provides financial assistance for rent, utilities and medical prescriptions or expenses; food baskets; bus tokens; basic commodities; and resource referrals. Clients may receive food baskets and commodities on a walk-in basis once a month. Clients may receive financial assistance for rent, mortgage, utilities and prescriptions once a year and must make an appointment with a volunteer intake worker. The purpose of the appointment is to confirm eligibility (proof of income level, residence in county, past assistance received) and assess the client's situation in order to provide them with the most appropriate support. The program also provides case management and medium-term financial assistance to eligible households through participation in HPRP and the Homeless Prevention Coalition. This comprehensive center offers a one-stop approach for people who are in immediate crisis. The outcome of services provided is that client households have immediate needs met and prevent eviction, foreclosure or utility shut-off for a minimum of 30 days. Through all services clients are afforded the opportunity to address causes of poverty and gain tools to work toward greater self-sufficiency. Although physically located in Denver, the Center targets Jefferson County residents and served 834 Jefferson County households last year.

**2. Describe the problem and provide data/factual evidence and list sources.**

The Jefferson County Community Development 5 Year Consolidated Plan 2010-2014 identifies housing for very low-income to low-income renter households as a priority need. The majority of the low-income population is cost burdened at market rate rent and there is a severe lack of affordable housing units to accommodate them; the plan states that there are currently "681 families on the Section 8 waiting list and 341 on the subsidized housing waiting list" (13). The Plan also reports that there are not enough homeless services available in Jefferson County. For example, there is no emergency shelter for homeless individuals and very limited transitional housing for homeless families to meet a small fraction of the need. Preventative services such as rental assistance are crucial to keeping families and individuals housed while they wait for affordable housing to become available or identify other resources and/or living arrangements.

**3. How will your proposal specifically address this problem?**

Catholic Charities' Byers Place Emergency Assistance Center addresses both the Housing and Homelessness priorities of Jefferson County's Consolidated Plan by offering supportive services to low-income households and those at risk of homelessness. The program also meets the CSBG National Performance Indicator 6.2 to provide emergency assistance to low-income individuals. The Center incorporates best practices in homeless prevention strategies highlighted in the county report, "Proposal to End Homelessness," by offering rental assistance coupled with referrals to other community resources to meet additional needs which also pose barriers to a household's self-sufficiency. Although other rental assistance programs exist in the county—including Jeffco Action Center, Helping Hearts & Hands and Mountain Resource Center—these services combined do not meet the need in the community. Catholic Charities helps to meet this need and last year provided rental assistance to 220 Jefferson County households. The program's primary source of rental assistance funds, FEMA-EFSP, has been reduced by 79% from last fiscal year (\$135,000 including ARRA funds down to \$28,000). Other agencies report similar cutbacks, meaning that the county as a whole will fall short of meeting the need. We are

requesting \$80,452 in Jefferson County CSBG funds which would be used to provide rental assistance to an additional 100 JeffCo households with an average payment of \$700.

**4. What are the outcomes that will indicate that you are addressing the problem?**

Short-term: Clients will have prevented eviction for a minimum of 30 days.

Intermediate: Clients will have improved their capacity for short-term self-sufficiency. 80% of households receiving CSBG funds will be stably housed 4 months after first receiving assistance. 50% will report that they used one or more referrals to obtain additional resources.

Long-term: Reduce the number of at-risk households that become homeless and increase long-term self-sufficiency of clients.

**5. Describe who and why you targeted the population identified in your proposal; include things such as age, gender, ethnicity, geographic area, etc.**

All Jefferson County residents are able to receive services. Clients come from Wheat Ridge, Lakewood, Arvada, Golden, Littleton, Edgewater and other towns. Of those served last fiscal year, 6.3% were African American, .5% Asian American, 52.2% Caucasian, 37.6% Hispanic, 2.2% Native American, .3% Pacific Islander and .9% Other. Forty-five percent of all clients were children under age 18 and 58% of households served were female-headed households.

**6. How many people will be assisted through your project/proposal and what is the cost per served party?**

CSBG funds would enable Catholic Charities to serve an additional 100 households. Cost per served party is roughly \$970, which includes rental assistance of \$700 (average) plus costs directly related to providing the service including administration, facilities and staffing costs. This request would cover \$852.04 per household served.

**7. How will you collect data and measure effectiveness? Provide an assessment plan.**

Short-term and intermediate outcomes are tracked and reported on according to the following procedures: Intake workers fill out a client intake form during the client's appointment for financial assistance. Intake workers store client information in client files, enter client information into the database system, Community TechKnowledge (CTK), and make four-month follow-up calls to determine whether the client is still stably housed and has utilized referrals they received. A spreadsheet will be developed in order to capture client follow-up responses. The EA Supervisor is responsible for conducting internal quarterly program reviews to ensure goals are being met as well as all funder-requested reports.

The long-term impacts on the community are not measured within the current scope of this program. Research does show that the cost of homeless prevention is much less than the cost of transitioning an individual or household from homelessness back to self-sufficiency. According to a March 2010 study conducted by HUD, the cost of a family using the homeless system is over two times greater than the cost of homeless prevention for the same period of time.<sup>1</sup> The Emergency Assistance Program is a cost-effective approach to providing a safety-net for those at risk and a foundation for building self-sufficiency.

Signature: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Chairman, Board of Directors

<sup>1</sup> US Department of Housing and Urban Development. (March 2010). *Costs Associated with First-Time Homelessness for Families and Individuals.*