

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

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- 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

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- 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. (30 points)

The Economic and Medical Assistance Program (EMAS) in the Community Assistance Division (CAD) of Jefferson County Human Services (JCHS) is responsible for establishing the eligibility of individuals who need assistance in a variety of areas, including food, medical, financial, employment and other specific benefit needs. EMAS staff and management, particularly in the current economic crisis with high unemployment, have seen unprecedented growth in the need for food and medical assistance. In Jefferson County, over 1000 applications per month are received for food assistance alone. Seventeen eligibility specialists work diligently to ensure that all applications are given the proper attention to ensure those in need receive help.

Access to eligibility programs for our clients continues to be a great need. As part of a series of larger strategies to address access and efficiencies in CAD, JCHS has begun a program of outreach workers in the community. Currently, two staff meet with clients in the community and process eligibility applications for Food Assistance and Medicaid on-site with the client. JCHS would like to expand the outreach program by putting two more workers "in the field" to assist with processing applications at our partners' locations on site, enhancing our community partnerships and customer service to clients seeking to access benefits, thereby supporting National Performance Indicator 4.1, Expanding Opportunities through Community-Wide Partnerships; National Performance Indicator 6.2, Emergency Assistance; National Performance Indicator 6.4, Family Supports; and National Performance Indicator 6.5, Service Counts.

2. Describe the problem and provide data/factual evidence and list sources. (20 points)

It is a fact that getting to 900 Jefferson County Parkway for many of our low income clients is very difficult. While RTD does have scheduled bus service, many clients must make numerous transfers to get to us from their homes across the county. The application itself is a challenge. Putting strong eligibility specialists "in the field" will enhance the experience for clients who may be challenged by the demands of the 26-page application. For instance, JCHS has collaborated with Jefferson Center for Mental Health for over two years, and what used to be an over-a-month process to screen and process assistance for clients, now takes less than ten days, or even less. Communication is vastly improved; our staff and JCMH staff work together to screen and assist clients; and the relationship between the two organizations has improved the speed by which issues can be problem-solved because everyone knows each other.

3. How will your proposal specifically address this problem? (10 points)

As mentioned above, two eligibility specialists currently spend four days a week in the offices of several of our community partners: Jefferson Center for Mental Health, Family Tree, Colorado Homeless Families Arvada, Jeffco Action Center, the Mountain Resource Center in Evergreen, and the Arvada Food Bank. Those partners have expressed their desire to increase the number of hours kept by our employees in their offices, as they too, have experienced unprecedented growth

in the need for their services, and see the value of an increased presence by our staff. In addition, the county would collaborate with additional partners to increase reach across the county. Several other community members, including the City of Wheat Ridge and the City of Edgewater (where a vast majority of our clients come from) have requested a greater presence by our workers.

4. What are the outcomes that will indicate that you are addressing the problem? (10 points)

Low income individuals and households, the frail, the elderly and disabled all will have increased access to the application process for public assistance much closer to their homes and neighborhoods, and will be able to get questions answered and concerns addressed in a much timelier manner than without such outreach.

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)

This outreach effort was started in response to feedback received from the community about the various barriers they experience trying to get to our offices in Golden, or the significant delays they experience when they apply for benefits. This outreach effort will make it easier for low-income households and elders to apply for and receive public benefits in locations closer to their homes or place of employment; the success of our initial efforts has born out this goal.

Additionally, The Jefferson County Work Force Center teamed up with the Jefferson County Library system, and has refurbished an old bookmobile van into a state-of-the-art mobile classroom. This vehicle could also be utilized as an eligibility site for those applying for benefits. An eligibility program specialist could help up to eight people apply for benefits online at one time. Two of the computer stations are handicap- and wheel-chair accessible. When the PEAK computer application system comes online in the spring, this state-of-the-art van coupled with an outreach program specialist could reach whole new regions of Jefferson County that have little transportation options, serving new customers.

6. How many people will be assisted through your project/proposal and what is the cost per served party? (10 points)

We anticipate doubling the amount of time we have a presence in partner offices, and increasing the number of organizations where we have a presence by at least three. Workers are anticipated to process at least 25 interviews/apps per worker per week above current numbers ($25 * 2 * 4 \text{ weeks} = 200 \text{ apps increase per month}$) at our partner agencies to ensure that these clients receive information about food assistance, medical and other benefits to which they are eligible. We anticipate approximately 50% will be eligible, for an additional 1200 families receiving assistance per year. If we utilize the mobile option once PEAK is available, we may see an even stronger increase in numbers.

7. How will you collect data and measure effectiveness? Provide an assessment plan. (10 points)

The Colorado Benefits Management System, or CBMS, is the data tracking tool used by counties. Data sets are already set up to track outreach activities by worker.