



**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM
2018-2020 APPLICATION AND PLAN**

Due October 2, 2017 at 5:00pm

Applications and all attachments must be submitted electronically in one PDF or ZIP file to leslie.krupa@state.co.us.

A. GENERAL AND SUMMARY INFORMATION

1. Name/Title of Proposed Project:	Adams County CSBG Program
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2. Applicant:	Adams County Human Services Department
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(In the case of a multi-county service area, please provide the name of the "lead" county or organization).

Federal Tax ID#: 84-6000732

DUNS #: 076476373

In the case of a multi-county service area, provide the names of all directly participating counties:

N/A

3. Chief Elected Official (In the case of a multi-county application, Chief Elected Official of the "lead" county, Private Nonprofit organizations, please list Board President.). This person will be listed as Signature Authority in the contract.
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Name:	Eva Henry	Title:	Chair
Mailing Address:	4430 South Adams County Parkway, 5 th Fl.	Phone:	720-523-6100
City/Zip:	Brighton 80601	Alt Phone:	
E-Mail Address:	ehenry@adcogov.org		

4. Designated Contact Person This person will be listed as Responsible Administrator in the Contract and will receive all mailings for the application.
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Name:	Sue Bozinovski	Title:	Community Support Manager
Mailing Address:	11860 Pecos Street	Phone:	303-227-2283
City/Zip:	Westminster 80234	Alt Phone:	
E-Mail Address:	sbozinovski@adcogov.org		

5a. House District: 30, 31, 32, 34, 35, 56	5b. Senate District: 21, 24, 25
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6. Amount of CSBG Projected FFY18 Allocation	\$489,558
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7. Mission Statement: To empower Adams County individuals, families, and communities to achieve stability and self-sufficiency by linking and leveraging local resources.

8. Project Description (Provide three-five sentences <u>summarizing</u> your CSBG program. This will be the summary statement for your Exhibit B - Scope of Work in the contract): Adams County completed a Community Needs Assessment in 2017 to gather information to determine the needs to be addressed for the 2018-2020 grant cycle. Through the analysis of the Community Needs Assessment, we determined we would work on the following federal objectives via sub-recipients: education and cognitive development, health and social/behavioral development to include nutrition, civic engagement and community involvement, and services supporting multiple domains. As part of our assessment, we utilized the Adams County Community Enrichment Plan created by the Community Enrichment Multi-Agency Steering Committee. Adams County plans to use direct costs for internal services to support the Community Enrichment Plan.
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9. Date of local public hearing (required prior to submission of application): 09/19/2017*Attach publication of hearing notice and hearing minutes to application.***B. CHECKLIST OF REQUIRED ITEMS**

This checklist includes requirements for completing the Community Services Block Grant (CSBG) Application and Plan. Eligible entity should mark all items included in the submission.

Submitted	Document Section	Comments (State use only)
<input checked="" type="checkbox"/>	A. General and Summary Information Page	
<input checked="" type="checkbox"/>	B. Completed Checklist of Required Items	
<input checked="" type="checkbox"/>	C. Tripartite Board Membership Roster	
<input checked="" type="checkbox"/>	D. Budget Summary	
<input checked="" type="checkbox"/>	E. Project Eligibility	
<input checked="" type="checkbox"/>	F. Project Information	
<input checked="" type="checkbox"/>	G. Community Needs Assessment <ul style="list-style-type: none"> Includes analysis of information collected directly from low-income individuals (1.2) Includes analysis of information from community partners in assessing needs and resources (2.2) Includes data specific to poverty and its prevalence related to (at a minimum) gender, age and race/ethnicity for service area (3.2) Includes both qualitative and quantitative data (3.3) Includes key finding on the causes and conditions of poverty in service area (3.4) Reviewed and accepted by tri-partite board as documented in board minutes (3.5) 	
<input checked="" type="checkbox"/>	H. Community Action Plan <ul style="list-style-type: none"> Identify the strategies and services that will be provided to address the need, problem or situation. Description of the expected outcome for the client or community. Projected number of clients and percentage of success expected. Description of the measurement tool and process that will be used to determine success. Description of how coordination will occur with other programs Description of how CSBG funds will be leveraged with other resources Description of any innovative initiatives being undertaken Outcome-based, anti-poverty focused and ties directly to community needs assessment (4.2) Demonstrates full use of the ROMA cycle and use of a ROMA certified trainer (4.3) Accepted by tri-partite board as documented in board minutes 	
<input checked="" type="checkbox"/>	I. Strategic Plan <ul style="list-style-type: none"> Accepted by tri-partite board as documented in board minutes (6.1) Addresses reduction of poverty, revitalization of low income communities, and/or empowerment of people with low incomes to become more self-sufficient (6.2) Contains family, agency and/or community goals (6.3) Customer satisfaction data and customer input is included in process (6.4) 	

Submitted	Attachments	Comments
<input type="checkbox"/>	1. W-9 (Address on W-9 is where payments will be sent.)	
<input type="checkbox"/>	2. Publication Notice of Public Hearing	
<input type="checkbox"/>	3. Public Hearing Minutes	
<input type="checkbox"/>	4. Detailed Budget and Narrative (Use form provided.)	
<input type="checkbox"/>	5. Board Minutes approving Community Needs Assessment	
<input type="checkbox"/>	6. Board Minutes approving Community Action Plan	
<input type="checkbox"/>	7. Board Minutes approving Strategic Plan	
<input type="checkbox"/>	8. Organizational Standards Annual Assessment	Submit online by 10/2/17.

C. TRIPARTITE BOARD MEMBERSHIP ROSTER

Eligible Entity Type: ☒ Public Agency ☐ Private CAA ☐ Multi-County Service Agency

Total Seats per Agency Bylaws: 9

Total Current Vacant Seats: 0

Total Number of Seats Reserved for Each Sector: 3 Low Income 3 Elected Officials 3 Private Organizations

LOW INCOME

Name (If vacant, please list as Vacant Seat.)	County Represented	Community/Group Represented	Date Seated	Current Term Expiration	Vacancy Date (If applicable)
Megan Herrera	Adams County	Commerce City	01/31/2016	01/31/2019	
Bonnie Sauer	Adams County	Unincorporated Adams County	01/31/2016	01/31/2019	
Pamela Spivey	Adams County	Unincorporated Adams County	01/31/2015	01/31/2018	

PUBLIC ELECTED OFFICIALS

Name (If vacant, please list as Vacant Seat.)	County Represented	Elected/Public Office Represented	Date Seated	Current Term Expiration	Vacancy Date (If applicable)
Carl Lee Jones	Adams County	Board of County Commissioners	01/31/2015	01/31/2018	
Nina Myers	Adams County	Board of County Commissioners	01/31/2017	01/31/2020	
Steven Cervantes	Adams County	Board of County Commissioners	01/31/2017	01/31/2020	

PRIVATE ORGANIZATIONS

Name (If vacant, please list as Vacant Seat.)	County Represented	Organization/Business Represented	Date Seated	Current Term Expiration	Vacancy Date (If applicable)
Randy McCall	Adams County	Minority Business Development	01/31/2015	01/31/2018	
Damian Cervantes	Adams County	Medical	01/31/2016	01/31/2019	
Emily Fleischmann	Adams County	Attorney/Public Defender	01/31/2016	01/31/2019	

D. BUDGET SUMMARY

1. Please fill out the budget summary table, based on the CSBG projected FFY18 amount.

Revenue	
Provide the projected annual allocation given to you by the State CSBG Office.	
CSBG Program	FFY18 Projected Budget Amount
TOTAL	\$489,558

Expenses	
List budget category subtotals from your detailed budget and narrative. Total must match projected allocation.	
Expenditures by Category	FFY18 Projected Budget Amount
Direct Costs	\$246,187
Sub-recipients (grants and contracts)	\$220,032
Indirect Costs (If applicable)	\$23,339
TOTAL	\$489,558
Please attach a detailed budget with narrative on the budget table provided with application materials (Excel spreadsheet format).	

2. I certify that CSBG funds will **not** be used for construction related expenses. ☒
3. I certify that CSBG funds will **not** be used for any type of political activity. ☒
4. I certify that CSBG funds will be used in accordance with Uniform Guidance. ☒

E. PROJECT ELIGIBILITY

The purpose of the CSBG program is to alleviate the causes and conditions of poverty in communities. Please select the Federal Objective(s) and National Goal(s) addressed in this application and plan.

1. **Federal Objectives, as listed in IM152.** (Select one or more objectives to be addressed in the Community Action Plan submitted.)

- ☐ Employment
- ☒ Education and Cognitive Development
- ☐ Income, Infrastructure, and Asset Building
- ☐ Housing
- ☒ Health and Social/Behavioral Development (includes Nutrition)
- ☒ Civic Engagement and Community Involvement
- ☒ Services Supporting Multiple Domains
- ☒ Linkages (e.g. partnerships that support multiple domains)
- ☒ Agency Capacity Building
- ☐ Other (e.g. emergency management/disaster relief)

2. **National Goals, as listed in IM152.** (Select one or more national goals to be addressed in the Community Action Plan submitted.)

Grantee will be expected to report on the results of all CSBG-funded programs in relation to these goals in the CSBG IS Final Reports.

- ☒ Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
- ☒ Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
- ☒ Goal 3: People with low-incomes are engaged and active in building opportunities in communities.

F. PROJECT INFORMATION - If applying for Linkages only, indicate “not applicable” for questions 1-4 in this section and proceed to question 5.

1. Applicant must be able to demonstrate that customers of CSBG programs or services will be low-income individuals and/or families living at 125% Federal Poverty Level or below. Describe how customer eligibility based on Federal Poverty Level is determined, evaluated and tracked for the purpose of CSBG program activities.

Adams County CSBG staff will provide technical assistance to each sub-recipient to ensure that they understand CSBG income eligibility requirements. Adams County will monitor sub-recipients to verify compliance. For direct services provided by Adams County, CSBG Program staff will utilize the Adams County CSBG Certification Form which verifies household income.

2. If the proposed project requires customers to complete an application or there is a selection process (e.g., emergency assistance, human services program, etc.), describe what procedures will be used to ensure that customers receiving assistance will be selected through an open and equitable process and that greatest community needs are addressed.

Each sub-recipient will be required to follow their policies and procedures on customer selection. Adams County will monitor to make sure it is done in a fair manner.

For direct services, CSBG Program staff will provide services on a first come first serve basis. Once all supplies are filled, a waitlist will be established to maintain a fair process.

3. Please describe the notification process and grievance procedures for customers who are declined assistance.

All sub-recipients are required to have and follow an established grievance procedure. For direct services, CSBG Program staff will use Adams County's grievance procedure.

4. If sub-recipients determine customer eligibility, please describe monitoring procedures the eligible entity uses to ensure the federal poverty level income requirement, selection process and notification/grievance procedures as listed in Question 1-3 are met. If no sub-recipients are used in this program, please indicate “not applicable.”

Adams County CSBG staff will schedule on-site performance reviews with each sub-recipient at least once during the term of the CSBG grant, per our Policy and Procedures Manual. A monitoring tool will be utilized to conduct on-site performance reviews to ensure questions 1-3 are reviewed and followed by the sub-recipients. County Finance staff is available to provide CSBG staff technical assistance, as needed, with these sub-recipient site reviews.

5. If applying for Linkages, please describe how services provided will involve community partners, coordinate services and provide and evaluate community outcomes that address poverty. Please note that “information and referral” type services are not eligible as linkages. Rather, a coordinated and community-driven strategy to improve service delivery at the community level must be described and implemented.

CSBG Program Staff have partnered with the Adams County Community Enrichment Steering Committee to work together to address poverty. This Steering Committee is made up of Adams County Human Services staff from various programs, City of Thornton, City of Westminster, Tri-County Health Department and Early Childhood Partnership of Adams County. Through this partnership, we will be able to accomplish more, avoid duplication, and better serve our residents. Based on the Adams County Community Enrichment Plan led by the Steering Committee and developed from workgroups that involved approximately 150 agencies, three projects have been prioritized so far focused on early childhood efforts, homelessness support, and senior citizen outreach tools. CSBG Program Staff will work with each project lead to ensure program compliance is being met.

G. COMMUNITY NEEDS ASSESSMENT

1. Describe the community needs assessment methods and process used to determine the needs to be addressed in this Community Action Plan. If serving multiple counties, describe how the community needs assessment process gathered information from all participating counties. Be sure to include how low-income individuals as well as other community organizations contributed to this community needs assessment.

Adams County contracted with Joining Vision and Action to complete the Community Needs Assessment. The following were their methods and process.

In order to determine the needs to be addressed in this Community Action Plan, a mixed-methods approach was employed for the community needs assessment to gather perspectives from multiple sources. A literature review was conducted to better understand the conditions of poverty for low-income Adams County residents. A community resident survey was developed and administered to hear from low-income residents about the services they utilize as well as any challenges or barriers to accessing services. A series of community focus groups were held to facilitate in-depth

discussions about the challenges and barriers residents face when accessing services. A community inventory and associated map were developed to help understand the geographic gaps that may exist in organizations providing services. Finally, a provider survey was developed and administered to gather the perspective of those administering services to low-income residents in Adams County.

The resident survey targeted low-income residents of Adams County, with surveying taking place at Adams County Human Services locations, where individuals were accessing resources available to them, and at community service providers serving low-income residents. Recruitment for focus groups largely took place through collecting contact information from interested individuals responding to the resident survey. As such, data collected from low-income residents making 125% or less of the federal poverty guidelines make up the majority of data used for the community needs assessment.

In addition to lending the perspective of those providing services to low-income residents to the community needs assessment through the provider survey, community service providers were engaged as part of the community needs assessment process to assist in collecting surveys and recruiting focus group participant from the populations they serve. A few organizations also offered their location for the purposes of holding a focus group, with one held at a service provider's location. ¹

Adams County CSBG Program also utilized the Adams County Community Enrichment Plan to gather data from various service providers and analyze the needs and priorities within the County.

2. Describe community **demographic data** specific to poverty and its prevalence related to (at a minimum) gender, age and race/ethnicity for the service area in this community needs assessment. Identify the source used to determine this information.

Adams County demographics and the prevalence of poverty as it relates to each were pulled from American Community Survey Estimates using Social Explorer tables. ² According to American Community Survey estimates, 10.3% of households and 13.8% of individuals in Adams County are experiencing poverty. Females experience poverty at higher rates than males, with 7.5% and 6.2%, respectively. When examining rates of poverty for single heads of household, 34.1% of single female heads of household are experiencing poverty, while 13.4% of single male heads of household are experiencing poverty. When it comes to experiencing homelessness in Adams County, there appears to be a roughly even split between men and women, with women making up just over 45% of homeless individuals included in homeless counts. In comparison, in Denver County, women made up less than 40% of individuals included in homeless counts. ³ Young people ages 18 and under (19.1%) experience higher rates of poverty than both those ages 18 to 64 (12.2%) and those ages 65 and over (7.9%). Minority groups experience poverty at higher rates than those who identify as white only, with those who identify as black or African American alone, American Indian and Alaska Native alone, and Hispanic or Latino all experiencing poverty rates over 20%. Additionally, nearly one out of every four residents whose primary language is Spanish are experiencing poverty in Adams County.

Race/ethnicity	Percent experiencing poverty
White alone (non-Hispanic or Latino)	7.6%
Hispanic or Latino	20.9%
Asian alone	15.5%
American Indian and Alaska Native alone	21%
Black or African American alone	27.2%
Spanish Primary Language	24.9%

¹ Participants at this focus group were not exclusively recruited from the community service provider's service recipients, but instead were drawn from the entire pool of willing participants.

² Social Explorer tables: ACS 2015 (5-Year Estimates)(SE), ACS 2015 (5-Year Estimates), Social Explorer; U.S. Census Bureau

³ Figures related to homelessness were pulled from Metro Denver Homeless Initiative reports: Metro Denver Homeless Initiative. (2017). "2017 Point in Time Report: Seven-County Denver Metro Region." Retrieved from <http://mdhi.org/wp-content/uploads/2016/12/2017-Metro-Denver-PIT-Final.pdf>; Metro Denver Homeless Initiative (2017). "2016 Point in Time Report: Seven-County Denver Metro Region." Retrieved from <http://mdhi.org/wp-content/uploads/2016/07/2016-PIT-07.07.16-APT-JB.pdf>; Metro Denver Homeless Initiative. (2016). "2016 Point in Time Summary: Adams County." Retrieved from http://mdhi.org/wp-content/uploads/2010/07/Adams-16.final_.pdf; Metro Denver Homeless Initiative. (2017). "2017 Point in Time Summary: Adams County." Retrieved from http://mdhi.org/wp-content/uploads/2016/12/2017-PIT-County-Draft_Adams.pdf.

3. Describe how both **qualitative and quantitative data** were incorporated into the design and execution of the community needs assessment, Include the community resources available and those that are lacking, as identified in the community needs assessment. Identify any internal and external sources of data that were used in the process. Identify any barriers to data collection that were encountered in the process.

A resident survey (targeting the low-income sector), which included customer satisfaction, was designed to collect quantitative data pertaining to services accessed by low-income residents, challenges experienced by low-income residents, difficulty in accessing services and the extent to which barriers are experienced by low-income individuals accessing resources. Demographic data collected through the survey was used to compare responses across groups to gain a deeper understanding of the challenges faced by various demographic groups. The resident survey also allowed respondents to expand upon their responses through open-ended questions. This qualitative data, in addition to that collected through focus groups, was used to better understand the specific challenges and barriers experienced by low-income residents of Adams County.

A provider survey captured both quantitative and qualitative data that were used to identify the challenges and barriers for low-income residents of Adams County as seen by those who provide services to low-income and marginalized communities.

The largest barrier to data collection encountered in this process was the conducting of focus groups. Despite contacting participants and getting an agreed upon date and location, a few focus groups had to be rescheduled. Whether this was due to location, transportation issues or some other issue is difficult to determine. Regardless, hosting full focus groups proved to be a challenge.

Available Resources as Identified in Community Needs Assessment

Nutrition and Food Resources. With both the community inventory identifying numerous providers of nutrition and food assistance, the large numbers of survey respondents indicating being able to access food assistance and service providers identifying nutritional needs as being a met need for low-income residents, it is clear through this community needs assessment that food and nutrition assistance resources are available to, and accessed by, low-income residents in Adams County despite large numbers of food insecure individuals.⁴

Resources Lacking as identified in Community Needs Assessment

Limited Availability of Affordable Housing. Community survey, provider survey responses and focus group participants identified affordable housing as a need for low-income residents of Adams County. Combined with limited availability of subsidized housing, a high cost of living and limited availability of affordable housing in a difficult housing market, all point to a limited availability of resources to help low-income individuals with housing needs.⁵

Limited Transportation Options. Provider survey responses and focus group participants both identified transportation as being limited in Adams County. Furthermore, the community inventory only identified one transportation service provider in the county. Focus group participants specifically identified the lack of destinations for the public transit system as being problematic. For the mobility limited or those who cannot afford their own motor vehicle, the lack of available transportation options is problematic.

Healthcare Gaps Identified. Numerous survey respondents indicated receiving health care services through government programs or community providers. However, the high rate of uninsured in Adams County and a large number of residents eligible but not enrolled in Medicaid indicate that services available are not necessarily being connected to those in need of them.⁶

Emergency Services Lacking. According to a study conducted by the Burnes Institute for Homelessness, there are just over 200 beds available to individuals experiencing homelessness in Adams County. With the most recent count of

⁴ External data sources to estimate levels of food insecurity were:

Kids Count in Colorado! 2017, *Adams County Data*, retrieved from <http://www.coloradokids.org/wp-content/uploads/2017/05/2017-Kids-Count-County-Data-Adams.pdf>;

Feeding America. (2016). *2015 Overall County Food Insecurity in Colorado*. Retrieved from <http://map.feedingamerica.org/county/2015/overall/colorado>.

⁵ National Low Income Housing Coalition. (2017). *Out of Reach 2017: The High Cost of Housing*. Retrieved from http://nlihc.org/sites/default/files/or/OOR_2017.pdf.

Adams County, "Adams County Housing Needs Assessment 2017: *DRAFT*." Retrieved from <https://www.adcogov.org/sites/default/files/Adams%20County%20HNA%20Full%20DRAFT%202-7-17.pdf>

⁶ Figures related to numbers of uninsured and those eligible for government assistance were pulled from: Colorado Health Institute. (2017). *County Data Workbook*. Retrieved from http://www.coloradohealthinstitute.org/data/%7B%22field_category%22:%5B%2240%22%7D

homeless individuals believed to be a severe undercount, there is likely an imbalance between homeless individuals and available beds. Provider survey respondents rated emergency services (e.g., a place to sleep) as one of the top unmet needs of low-income residents in Adams County.⁷

Access to healthy foods can be difficult. While survey respondents' (both resident and provider) indicated access to food and nutrition services were widespread, nearly one third of resident survey respondents reported accessing healthy food, such as fresh produce, was somewhat or very difficult. CSBG Community Advisory Board members expressed concern over areas of Adams County being food deserts. These findings indicate that while food services are successful in providing food to many of those in need, there are still many in Adams County who experience difficulty in accessing healthy food.

An analysis of the Adams County Community Enrichment Plan was completed as well. This data was a compilation of qualitative data gathered by the Community Enrichment Steering Committee.

4. Based on the results of the community needs assessment, what are the key **causes and conditions** of poverty in the service area? What are the needs or conditions (economic or otherwise) contributing to poverty in the community that this application and plan will address?

Based on the Adams County Community Needs Assessment, the primary causes and conditions of poverty were the following:

Cost of housing putting pressure on low-income residents.

The economic improvements seen across Colorado and in the Denver metro region—a positive trend for those above the poverty line—has put Adams County's low-income residents in a difficult situation. Increasing rental costs creates a decreasing pool of rental units that are affordable for the county's low-income residents. With housing assistance programs more often than not receiving more requests for assistance than they can handle, vulnerable low-income residents have few options to turn to.

Minimum wage earners unable to make ends meet.

While unemployment is low in Adams County, the high costs of living—particularly those resulting from housing—creates an untenable situation for low-income residents earning minimum wage. Needing to work 2.7 minimum wage jobs to afford a two-bedroom apartment at minimum wage could present challenges for two earners in a household; needing to make ends meet with a single head of household earning minimum wage would leave a household in a precarious position financially.

High levels of medically uninsured in Adams County.

In 2015, just over one-tenth of Adams County residents did not have healthcare insurance. Without insurance to help mitigate the costs of a potential health crisis, many low-income residents are one illness or accident away from unmanageable financial stress.

Limited and expensive transit options present challenges for the most vulnerable populations.

Public transit options are limited throughout much of Adams County, and this creates challenges for vulnerable populations such as the elderly and the homeless. Whether it is visiting a doctor or other health provider or seeking services to help with making ends meet, mobility limited populations have few options to seek assistance from community and government providers.

The following are needs, gaps and barriers contributing to poverty in Adams County:

Needs -

Help making ends meet.

Rising costs of living in Adams County place increased financial burden on low-income residents. This burden leads many low income residents to seek assistance in satisfying the basic needs of food, medical care and shelter.

Affordable housing.

For low-income households, the number of units that are affordable in Adams County is very limited.

Food assistance critical service to many.

⁷ Figures for number of beds available and reasons to believe the most recent homeless count represents an undercounting of homeless individuals were pulled from: Burnes Center on Poverty and Homelessness. (2016). "An Assessment of Adams County's Efforts to Address Homelessness." Retrieved from <http://www.adcogov.org/sites/default/files/Adams%20Homelessness%20Assessment.pdf>

Rated as one of the more important services received by many survey respondents, food assistance provides needed nutrition and helps low-income families make ends meet. The high caseload for food assistance and number of children eligible for free and reduced-price lunches are indicative of high levels of food insecure households within Adams County.

Options for mobility limited populations to get where they need to go.

Mobility limited populations, such as older adults and the homeless, experience difficulty in finding transportation to where they need to go throughout Adams County and within the metro region.

Gaps -

Access to medical insurance.

Adams County has both a high number of residents who do not have medical insurance and residents who are eligible for Medicaid but not registered. Closing this gap would increase the number of low-income residents' access to medical services.

Education levels on job requirements outstrip obtained education for many.

The rate of jobs requiring a bachelor's degree is greater than the rate of residents with bachelor's degrees seeking employment in Adams County.

Lack of healthy food options for many.

When asked about the difficulty of accessing healthy foods, approximately one-third of community survey respondents indicated this was somewhat to very difficult, and another third indicated accessing healthy food was a little difficult. Focus group participants identified a few areas, such as southwest Adams County, as being food deserts. The need for healthy food is something in requiring further examination for a sizable portion of the low-income population of Adams County.

Limited availability of subsidized housing.

With fewer than 5% of housing units in Adams County affordable for low-income households, there are limited rental options. Excessive demand for subsidized housing has created long waiting lists for receiving housing assistance. Low-income households are left with few options.

Public transportation destinations lacking and fares too expensive.

Many low income households have inadequate transportation options. Public transportation throughout Adams County often lacks necessary destinations. Further compounding the problem is the high cost of fare. A round trip using public transportation is \$5.20, a cost that many find prohibitive for their day-to-day needs.

Childcare options for parents of special needs children lacking.

One identified gap in childcare was the lack of options for parents raising children with special needs.

Availability of beds for homeless may be lacking.

While recent counts by Metro Denver Homeless Initiative appear to roughly align with the number of available beds at shelters in Adams County, it is believed these figures represent an undercount of the actual numbers of homeless individuals currently in the county.

Barriers –

Knowledge of available services.

Both community and provider survey respondents in Adams County rated knowing of available services to be one of the most common barriers to accessing services. Many low-income residents may be without reliable phones, computers, or internet access to help them identify what services may be available to them and where to go to access the services.

Spanish language materials lacking at some providers.

While most providers indicated the availability of Spanish speaking staff, approximately half indicated that Spanish language materials were not available. As a result, Spanish speakers experienced greater barriers in accessing services.

Limited and unaffordable options for acquiring marketable skills. For those most in need of vocational training and education, the costs associated with these organizations can be prohibitive.

Application process can be challenging.

Many low-income Adams County residents struggle with the amount of paperwork required to access services. Some focus group participants recalled stories of being unable to seek clarification on some applications they found to be particularly confusing.

Most all barriers magnified for homeless individuals.

Across the board, nearly every barrier rated by homeless or formerly homeless respondents was rated much higher than the rest of the sample. Without their basic needs being met and access to basic resources limited, the challenges experienced by low-income residents are magnified for those experiencing homelessness.

H. COMMUNITY ACTION PLAN (3 YEARS)

1. What specific **strategies and services** will be employed through the community action plan to address the needs identified in the community needs assessment? [Click here for examples from the new annual report.](#)

Adams County will provide services to address the identified needs in our Community Needs Assessment through a combination of sub-recipients, sub-contractors, and partnerships.

Education and Cognitive Development:

Sub-recipient, New Legacy Charter School will provide early childhood education to students whose parents are attending the high school, using a multi-generational approach for their overall services.

Health and Social/Behavioral Development (include Nutrition):

Sub-recipient, Project Angel Heart will provide prepared meals to terminally ill clients.

Sub-recipient, Adams County Emergency Food Bank will distribute food to those in need.

Civic Engagement and Community Involvement:

Sub-recipient, Ethiopian Community Development Council-African Community Center will provide community orientation classes for refugees and immigrants, using a "Getting Ahead" approach.

Services Supporting Multiple Domains:

Sub-recipient, La Raza Services, Inc. will provide case management and determine eligibility for the various programs within the agency.

Adams County will provide case management to homeless individuals.

Linkages:

Adams County and partner agencies will expand outreach to seniors so they can better access public assistance and community resources to maximize their income.

Agency Capacity Building:

Adams County will consult with Early Childhood Partnership of Adams County to provide outreach, engagement and support to early childcare centers that accept Colorado Child Care Assistance Program (CCCAP) funds.

2. Describe the **expected outcomes** for the customers or community that will be achieved. Include the projected number of unduplicated customers to be served and the projected success rate. Indicate whether each outcome is a **family, agency or community** level outcome.

Education and Cognitive Development:

Family level: 79 students will demonstrate improved positive approaches toward learning, including attention skills and will achieve at basic grade level.

Health and Social/Behavioral Development (include Nutrition):

Family level: 15,079 residents will have nutritional needs met.

Civic Engagement and Community Involvement:

Family Level: 900 refugees and immigrants will gain civic skills to be able to improve their quality of life.

Services Supporting Multiple Domains:

Family level: 400 people experiencing homelessness will have a reliable address.

Family level: 200 people will enroll in health and/or employment services.

Linkages:

Family level: 500 seniors will gain knowledge necessary to improve their access to public assistance and maximal benefits they are eligible for.

Agency level: Adams County agencies will gain knowledge of socially and economically needy seniors.

Agency Capacity Building:

Agency level: 550 childcare centers will increase quality of care.

3. How will success be measured? Include the **outcome indicators, the data collection and/or measurement tool, the person(s) responsible for evaluation and the frequency of data collection and evaluation**. Include both quantitative and qualitative evaluation techniques. [Click here for examples from the new annual report.](#)

These are the projected outcome indicators for Year One:

Education and Cognitive Development:

75 of 79 early childcare students will demonstrate improved positive approaches towards learning and will achieve at basic grade level. This data will be collected and evaluated by sub-recipient staff through the online Teaching Strategies Gold assessment tool twice a year; with a 95% projected success rate.

Health and Social/Behavioral Development (include Nutrition):

13,579 of 15,000 residents will have their nutritional need met. This data will be collected by the sub-recipient staff through service numbers, daily, monthly and year-end reports. Client surveys will evaluate the qualitative nature of the services, with a 90% projected success rate.

Civic Engagement and Community Involvement:

810 of 900 participants will demonstrate an understanding of home buying process; demonstrate an understanding of finance management, with an 85% projected success rate.

675 of 900 participants will demonstrate an understanding of how to safely navigate in their new community, with an 85% projected success rate.

765 of 900 participants will demonstrate an understanding of available health resources, with an 85% projected success rate.

This data will be collected by the sub-recipient staff through post-tests as well as observations and conversations with individuals to assess their understanding. Post-tests are completed by participants at the end of each session.

Services Supporting Multiple Domains:

180 of 200 residents will enroll in 1 or more programs to help individuals emerge or prevent crisis such as domestic violence, sexual assault, human trafficking, mental health, HIV, and parolee re-entry. Services supporting multiple domains include: health care access and benefit enrollment; youth education and leadership; employment opportunities in the skilled trades, with a 90% projected success rate. Salesforce software will be utilized to manage client data across all programs. Data will be reviewed and evaluated on a quarterly basis by sub-recipients.

200 of 400 people experiencing homelessness will receive a PO Box or a mailing address, with a 50% projected success rate. A tracking tool will be used to track the number of individual obtaining a mailing address and will be maintaining by Adams County.

Linkages:

One senior-specific community needs assessment will be completed with a 100% projected success rate, one website for Aging Well in Adams County will be developed and an eNewsletter will be produced for seniors, with an 80% projected success rate. These will be measured by the actual project completion and usage of the website and sign up for the eNewsletter. Progress reports will be completed quarterly.

Agency Capacity Building:

275 of 550 childcare centers will receive support and be at high quality performance, with a 50% projected success rate.

Sub-contractor will keep track of childcare center capacity building/support as well as monitor quality childcare scores.

Program reports will be collected quarterly by CSBG program staff from sub-recipients and sub-contractor agencies.

4. What **other community entities, organizations, or stakeholders** recognize the value of this program as partners in this plan? Please describe how your partners are contributing to this project and how services will be coordinated. Describe how duplication of services will be avoided.

The Adams County Community Enrichment Steering Committee consists of stakeholders from various jurisdictions and services providers. Through this partnership, we will be able to accomplish more, avoid duplication, and better serve our residents.

Adams County's tri-partite board members are valued stakeholders who see the importance of the CSBG program and have contributed to the plan by participating in the overall development.

5. Describe **how CSBG funds are leveraged** with other cash and in-kind resources in the community. In what ways does CSBG fill gaps in services or address unmet needs in the community?

By partnering with sub-recipients, we are able to fill the service gaps that exist within the County. CSBG funds do not completely fund all programs, but act as the glue within the agencies to be able to offer these services. Therefore, with the aid of CSBG funds, agencies are able to leverage their funding sources.

6. How is **Results Oriented Management and Accountability (ROMA)** – the 5-step process of assessment, planning, implementation, achievement of results and evaluation – used in your agency and program? Describe how you achieve **each of the five steps** in the process.

Adams County CSBG Department is committed to incorporating the ROMA process throughout grant cycles. Described below is how Adams County achieved the five step process.

Assessment –

In order to better understand the needs of low-income residents living in Adams County, along with the potential gaps and barriers in services, provided by government and community organizations, Adams County Human Services partnered with Joining Vision and Action (JVA) to conduct the 2017 Community Needs Assessment. This helped us gather information from the community. The Community Enrichment Plan was also utilized to gather data within service providers to also access needs and priorities and was considered an additional document within the Community Needs Assessment.

Planning -

The CSBG Department staff and tri-partite board meet on December 16, 2016 and developed the following mission statement: To empower Adams County individuals, families, and communities to achieve stability and self-sufficiency by linking and leveraging local resources. Utilizing our mission statement and the outcomes from the Community Needs Assessment (to include the Community Enrichment Plan), the board and staff meet on July 21, 2017 to review and approve the overall board recommendations for sub-recipient awardees to Adams County Board of County Commissioners.

Implementation –

The strategy Adams County plans to implement is awarding sub-recipients to carry out the services and will also sub-contract to implement services based on community needs. Adams County will also link services to our older adults and mobility-limited populations.

Achievement of Results –

Adams County CSBG staff and Tri-partite Board will observe sub-recipients and sub-contractors to monitor and report progress internally and externally.

Evaluation –

At the end of each program year, Adams County CSBG staff will gather data and evaluate to report back to the state office via annual report.

7. When was the last **ROMA training** accessed by the organization? Who attended, and who provided the training?

Staff:

Julianna Nelson – attended ROMA training on February 16, 2017 provided by DOLA and CCAA.

Sue Bozinovski – attended ROMA training on June 14, 2016 provided by the CCAA.

Esther Ramirez – attended ROMA training on June 14, 2016 provided by CCAA.

Tri-partite board:

Damian Gonzales – attended ROMA training on June 14, 2016 provided by the CCAA.

Randy McCall – attended ROMA training on July 16, 2014 provided by DOLA and CCAA.

8. Did a **Certified ROMA Trainer** review this Community Action Plan prior to submission?

☒ Yes

☐ No

Provide the name of the Certified ROMA Trainer who completed the review: Josiah Masingale

I. STRATEGIC PLAN (5 YEARS)

1. What is the **long-term vision** for the CSBG program at your organization or department? How does this vision address reduction of poverty, revitalization of low income communities, and/or empowerment of people with low incomes to become more self-sufficient?

The Adams County Board of Commissioners passed a resolution in public hearing on Jan. 18, 2012, adopting the new Adams County Mission, Vision, and Goals as the framework by which the county operates and delivers services to the residents of Adams County.

Mission:

To responsibly serve the Adams County community with integrity and innovation.

Vision:

Adams County is the most innovative and inclusive county in America for all families and businesses.

Goals:

- Education and Economic Prosperity
- High Performing, Fiscally Sustainable Government
- Quality of Life
- Safe, Reliable Infrastructure
- Community Enrichment

Adams County Human Services has developed the Community Enrichment Initiative and Steering Committee to work towards the County's Community Enrichment goal: Adams County provides a human service network that protects the vulnerable in our community. We improve lives through integral community partnerships.

As part of the long-term vision within the CSBG Program, our work will align with the County's goal by establishing partnerships by awarding funds to agencies that work towards the reduction of poverty by protecting the vulnerable in our community. The CSBG Program has determined their mission to be: *To empower Adams County individuals, families, and communities to achieve stability and self-sufficiency by linking and leveraging local resources.*

2. What **strengths, weaknesses, opportunities and threats** contribute to the organization or department's ability to achieve the long term vision indicated above. Strengths and weaknesses are internal to the organization. Opportunities and threats are external to the organization.

A major strength in Adams County is the multiple agencies providing services to people with low-income. We understand that it can be a challenge to coordinate efforts within the Adams County community. We have the opportunity to partner with agencies to avoid duplication of efforts, network, and empower residents to achieve stability and self-sufficiency.

3. What **long-term family, agency and/or community goals** are addressed by the strategic plan?

We have utilized the CSBG Program mission statement to establish the long-term goals that will be addressed. We plan to continue supporting Adams County residents, families and communities to achieve stability and self-sufficiency by linking them to resources through sub-recipients and partnerships.

4. How was **customer satisfaction information and customer input** included in the strategic planning process?

The qualitative data gathered from the Community Needs Assessment (to include the Community Enrichment Plan) was gathered through surveys and focus groups. This data included customer satisfaction with various services provided in the community. We then analyze this data to ensure it aligns with the long-term vision/strategic plan.

5. How are the goals in the strategic plan **supported by your community action plan**? How will **progress be tracked** towards the overall vision and goals expressed in your strategic plan?

By aligning with the Adams County Community Enrichment goal, the CSBG Program will support the efforts by providing funds to partner agencies. The CSBG staff will monitor sub-recipients to ensure services work towards to overall vision. Staff will work with each sub-recipient to ensure they meet their goals and objectives stated in their contract.

Official Board Action taken on

Date

Submission of this form indicates official action by the applicant's governing board authorizing application for these funds.

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To the best of my knowledge and belief, statements and data in this application, including the attached tables and other documentation, are true and correct and the submission of same has been duly authorized by the governing body of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Signature, Chair

Name (typed or printed)

Title

Date