



**Community Services Block Grant  
 Semiannual Program Report**

Due July 31 for January 1 – June 30

Due January 31 for July 1 – December 31

To submit, please email to [alex.vercio@state.co.us](mailto:alex.vercio@state.co.us) by the due date.

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|--|
| Grantee Agency Name:<br><b>Arapahoe County Senior Resources</b>  |
| Name and Title of Person Completing this Report:<br><b>Linda Haley, Housing, Community Development and Senior Resources Division Manager</b> |
| Phone and e-mail address:<br><b>303-738-8089 lhaley@arapahoegov.com</b>  |

**Reporting Period:** (Check which reporting period this report is applicable to)

- January 1 – June 30                      Year \_\_\_\_\_  
 July 1 – December 31                      Year   x

**Directions:** Check all federal objectives that apply and report for each below, indicating the federal objective addressed in each reporting block on the form. Please reference Exhibit B of your contract for the federal objectives you agreed to report on. Give an update for **ALL** federal objectives included in your contract. You may wish to reference your services and strategies spreadsheet created with CCAA to report on progress made toward your deliverables.

- |   |   |
|---|---|
| <input type="checkbox"/> Employment   | <input type="checkbox"/> Civic Engagement and Community Involvement |
| <input type="checkbox"/> Education/Cognitive Development                              | <input type="checkbox"/> Services Supporting Multiple Domains       |
| <input type="checkbox"/> Income, Infrastructure, and Asset Building                   | <input checked="" type="checkbox"/> Linkages                        |
| <input checked="" type="checkbox"/> Housing   | <input type="checkbox"/> Agency Capacity Building                   |
| <input checked="" type="checkbox"/> Health, Social/Behavioral Development (Nutrition) | <input type="checkbox"/> Other                                      |

**Linkages, If Applicable:** If you provide Linkages as part of your grant, provide specific activities undertaken, the purpose of the activity and the outcome for the client or community. Describe what kinds of new collaborative partnerships were formed (or strengthened) between your agency and other organizations as a result of the activity. (Simply providing a list of meetings attended is not sufficient.)

We continue to be active in the GOALS leadership team. GOALS is a 2-Gen program that is in development with Human Services. The site location has now been secured and we will be utilizing CDBG funds to assist with rehabbing the facilities. Partners include Human Services, Head Start, Arapahoe/Douglas Works, Aurora Housing Authority, and Aurora Mental Health.

Arapahoe County continues to move forward with the HANDS (Helping Arapahoe Neighbors Discover Supports) program which is an endeavor to bring together County, faith based groups, and non-profits to fill identified gaps in the community. We participate on the leadership committee for HANDS.

We have been participating in an ongoing group to address issues on homelessness and camping on the South Platte and Highline Canal. This group has involved representatives from several municipalities, County Open Space, several Parks and Rec organizations and resulted in a workshop designed to educate the various entities in who the homeless are, resources available, best practices, etc. This work group is ongoing.

We had an unfortunate but unique opportunity due to the Windermere Fire which displaced 160 low/mod income seniors in November to strengthen and build on our relationship with Love Inc. a non-profit that brings together 34 different faith based organizations to meet unmet needs. They are part of our long term recovery team and responded by developing a navigator program that would provide volunteers to support seniors who needed help with applying for new housing, transportation to get to appointments, utilizing their faith connections to secure space for meetings and resource events, and providing social opportunities for seniors who were losing their "community" as they were forced to move to different locations. Our relationship is on-going. We were able to work with other entities within the county such as Emergency Management, and also Red Cross, the LDS church who provided volunteers for packing and unpacking, etc. to meet resident needs.

We also continue our roles with the Arapahoe County Council on Aging, Littleton Transportation Network Denver Regional Mobility and Access Council, Denver Regional Council of Governments/Area Agency on Aging, and the Centennial Senior Commission.

**Federal Objective: A.2.e Homemaker Program**

1. How many participants were served during this reporting period for this Federal Objective? 318

Services Provided: Homemaker Services including cleaning bathrooms, cleaning kitchens, vacuuming, dusting, laundry, dishes, changing beds, grocery shopping, and Rx pickup.

Strategies Addressed: In-home Affordable Seniors/Disabled Care Sessions

2. Is this number on track with the "projected" number of clients from your application and plan? (If answer is No, please include reason why.) No. The numbers are slightly below projections due to staff turnover. We were unable to add new clients while we were in the hiring process for 2 vacant positions. The current economic climate makes it more difficult to hire good employees. The process took double the usual length of time. One way we are addressing this is that we just increased the starting pay for the second time in a couple of years.

**Federal Objective (if applicable): A.2.dHousing – Eastern Plains**

1. How many participants were served during this reporting period for this Federal Objective? 4 households

Services Provided: Emergency rent, mortgage, mobile home lot rent, utilities and propane.

Strategies Addressed: SRC 4d, 4e, 4c, 4i

2. Is this number on track with the "projected" number of clients from your application and plan? (If answer is No, please include reason why.) No. Families on the Eastern Plains continue to have difficulty with follow through. Our sub-grantee has new staff and we spent a day on the Eastern Plains visiting the libraries which are strong community points and locations for people seeking information. We provided updated applications and info sheets to them. We also visited the food bank in Strasburg which is a source of referrals and provided them with updated info. We have streamlined the program as much as is reasonable to simplify the process.

**Federal Objective (if applicable): A.2.d Housing- urban Arapahoe County**

1. How many participants were served during this reporting period for this Federal Objective? 48 households were served.

Services Provided: Emergency rent, mortgage, utilities

Strategies Addressed: SRV 4c, 4d, 4e, 4i

2. Is this number on track with the "projected" number of clients from your application and plan? (If answer is No, please include reason why.) Yes, this number is on track. We receive more requests each month than we are able to serve with the funding available. The biggest variable in predicting the numbers is that we never know until someone comes in how much rent is needed to prevent their eviction, how much if any they can contribute, and whether or not the landlords will negotiate down late fees with us.

Of the households who received assistance 10.5% were no longer in that housing upon follow-up, 82.4% remained in their housing and planned on renewing their lease if given the opportunity. 3 families required additional rent assistance during this time.

**Federal Objective (if applicable): A2D Housing – 3 month program**

1. How many participants were served during this reporting period for this Federal Objective? 2

Services Provided: rent assistance on a decreasing basis for 3 months with month 1 being 100%, month 2 being 50% and month 3 being 25%.

Strategies Addressed: SRV 4c, 4d, 4e,

2. Is this number on track with the "projected" number of clients from your application and plan? (If answer is No, please include reason why.) No. This number is lower than predicted. We are trying to find a balance between identifying and

assisting families too quickly and thereby not having funds left if someone comes in later in the year and also balancing those who can succeed without this help. One area that we have identified that can almost always use the extra assistance is when we have applicants who are domestic violence survivors. I believe in year 2 we will be able to better identify families who would be appropriate for this program.

**Federal Objective (if applicable):**

1. How many participants were served during this reporting period for this Federal Objective?

Services Provided:

Strategies Addressed:

2. Is this number on track with the "projected" number of clients from your application and plan? (If answer is No, please include reason why.)

**Period Reporting**

1. On what date/s did your tripartite board meet during this reporting period? 7/25/18 and 10/24/18  
(Attach a copy of all meeting minutes that occurred during the reporting timeframe)

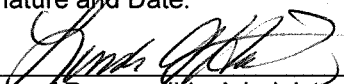
2. Were there updates or changes to the Tripartite Board during this reporting period? If so, please explain:  
No changes.

3. Please identify any problems encountered during the reporting period, and include what actions your organization has taken or plans to take to resolve the issue:  
The only real problem we encounter is the difficulty hiring employees in the current economic climate. We find that most people who are not currently employed have significant barriers to successful employment, a large percentage don't show up for interviews, and actual applications are about 30% of the numbers we normally get. We have attempted to address this for the future by increasing the starting wage which became effective on 12/29/18.

4. You may request training or technical assistance from DOLA at any time. If you would like to request assistance at this time, please indicate your needs here. Please be specific.

**I hereby certify to the best of my knowledge and belief that the information in this report, including any supplemental information, is true and correct.**

5. Signature and Date:

 2/16/19

Name of Responsible Administrator (Please Print)

Linda G. Harley

**ARAPAHOE COUNTY COMMUNITY SERVICES BLOCK GRANT  
ADVISORY COUNCIL- 2018 QUARTERLY MEETING  
1690 W. Littleton Boulevard, Littleton, CO 80120  
Evergreen Room, Third Floor  
Wednesday July 25, 2018**

**Council Members Present:**

Carol LoCicero, Client Representative  
Patricia Vigil, Client Representative  
Corey Reitz, South Metro Housing Options  
Sandra Blythe-Perry, IFCS  
Linda Rinelli, Community Volunteer  
Bill Holen, Arapahoe County Commissioner  
Carol Fey, Littleton City Councilor

**Absent and Excused:**

Melinda Townsend, Aurora Housing Authority

**Staff Present:**

Linda Haley, Division Manager  
Lauren Thomas, Senior Resources Coordinator  
Don Klemme, Director Comm. Resource Dept.  
Becky McAvoy, Business Associate III

**Call to order**

Linda Haley called the meeting to order at 9:35 a.m.

**Welcome and Introductions**

Linda welcomed everyone.

**Approval of April Minutes**

Linda passed out copies of April 2018 minutes for review and called for approval. There were no corrections/amendments suggested. Sandra Blythe-Perry moved to approve the minutes. Patricia Vigil seconded. The motion passed unanimously.

**New Board Member – Low Income Representative**

Linda reminded the council they were still in need of a new member, preferably in time for the October 2018 meeting. The candidate does not need to be a senior however must be low income. Linda asked everyone to think about someone who might be able to fill this vacancy.

**Community Action Partnership Conference – Denver 8/28-8/31**

Linda reviewed the CAP conference and stated there was funding available for anyone who wished to attend. Agendas are forthcoming.

**Regional Forums – Denver 8/16/18**

Brief discussion regarding regional forum.

**CSBG Organizational Standards**

Linda discussed that the Organizations Standards are again open for updating. There are 52 standards to meet by October 2018 however they do not all "expire" this year.

### **County Single Audit**

CSBG was not included in this most recent audit but Linda provided the link to everyone for online viewing.

### **Review of Community Action Plan Initiatives and Results to date – Align Arapahoe Relationship**

ROMA logic model handouts were distributed. There was review and discussion of the Homemaker, Housing Assistance and Eastern Plains Emergency Assistance programs, including client statistics and goals, to date. These programs link to Align Arapahoe, the County's Strategic Plan, through the Vulnerable Populations Initiative. Bill Holen inquired if funding was available to pay taxes owed on client homes, however this is not an option. Side discussion ensued regarding possible other options for those clients.

### **Approval to continue forward in 2019 with same Action Plan Initiatives and Results**

Bill Holen moved to approve to continue into 2019 with the same Action Plan Initiatives and Linda Rinelli seconded. Motion was passed unanimously.

### **Discussion of options to increase spending on emergency housing**

If we continue to underspend Linda may initiate a discussion with DOLA about increasing the emergency housing assistance line item in the budget.

### **Role of CSBG Advisory Council Members**

A handout detailing the role and expectations for CSBG Advisory Council Members was distributed for review and discussion.

### **Sign new Conflict of Interest Statements**

Linda distributed to all members the Conflict of Interest Statements and briefly outlined them. All members present signed and Linda collected.

### **CSBG Updates:**

Linda distributed the CSBG Semiannual Program Report for review (January to June 2018) and reviewed the linkages outlined.

### **Financial Updates**

The last of the 2017 monies were spent by June 30, 2018. Linda is considering having a discussion with DOLA about possibly increasing the emergency housing funds line item if it looks like we will continue to have excess funds. Another option for discussion down the road would be to provide some funds to local food banks through an RFP process. There will be an update at the October meeting. Lauren inquired if transportation (i.e. bus passes) could be included and Linda said it was possible. However, there are intricate and stringent screening processes for bus pass purchase and distribution. Don Klemme offered that, at the federal lobbyist level, there are concerns about the possibility of a

continuing resolution this fall. With the continuing uncertainties of Federal funding, there are benefits to having a sizeable carryover at the end of the year.

#### Homemaker Program

Program numbers for last six months were reviewed, including number of households and services provided. Lauren remarked there are still openings for more clients to serve in this area.

#### Eastern Plains Emergency Services

Program numbers were reviewed. Linda noted that applicants in this program tended to struggle with follow through on paperwork verification, due to being such a rural area and not many formal organizations for outreach in this area. Integrated Family Community Services manages this grant and has a new Program Manager. Linda and staff will be meeting with her next week.

#### Emergency Housing Assistance

Program numbers, clients and data regarding follow ups were reviewed. There continues to be a need to meet demands for emergency rent, security deposits and utility assistance in the area. We are going to be working with Family Promise for help with transitioning appropriate clients from shelter to apartments with our pilot project of paying a full month's rent the first month, one half the second and one quarter the third.

#### **Other Program Reports:**

##### Chore Services

Lauren reviewed there is a wait list for this well-received service, in the neighborhood of six weeks' time. This program is fully staffed at this time, with both temporary and full time workers.

##### Transportation

We finished out the year delivering all of the required trips as per our DRCOG contract. The City of Aurora has budgeted \$80,000 for transportation which will go through DRCOG but no contracts have been signed yet.

##### Veteran Services Office

The program continues to be very busy and the claims recouped year to date are \$1.9 million. The office is very busy.

##### Housing and Community Development

Linda reviewed HUD processes/funding and the new HUD representative they are working with. Staff has been working on the Urban County and HOME Consortium which is renewed every three years and is the agreement between all the participating municipalities to allow Arapahoe County to receive funds. All agreements were ready for submission but at the last minute HUD wanted to change some items so the contracts are still in process.

### **Advisory Committee Member Reports:**

- Carol LoCicero reported new seniors and new families moving into the buildings, with an end to the construction.
- Corey Reitz reported many staff changes/retirements/turnover so they are in a period of adjustment, as well as looking to fill property manager and maintenance vacancies. SMHO is also looking for a new location as they have outgrown their current site.
- Patricia Vigil reported that their own property (Amity) is without a property manager, however the front office staff is still all there and assisting everyone.
- Sandra Blythe-Perry reported they just hired a new program director. They are currently working on the Back-To-School program and, further out, the holiday planning is already underway.
- Linda Rinelli had nothing to report.
- Bill Holen reported the BOCC was training new personnel and reorganizing. The Budget Committee also has long-range planning goals to address the issue of Arapahoe County's budget shortfall in years to come and how best to navigate this challenge. Bill also complimented the Veterans' staff of all the work they do on behalf of veterans.
- Carol Fey reported attending a Tri-Cities (Littleton, Englewood, Sheridan) meeting regarding homelessness, specifically along the Platte River area. Carol stressed this is an issue that is everyone's concern and will take cooperation between jurisdictions to develop solutions.
- Don Klemme dovetailed with Carol's point that Arapahoe County is working with City of Littleton on an upcoming forum addressing all those impacted by homelessness along Platte and elsewhere. There is a meeting September/October and an agenda underway. Many entities are affected by homelessness; counties, cities and parks and recreation folks. Don reminded everyone that Federal funding issues also affect Weatherization, ADWorks!, and /DRCOG funding. Don also mentioned the County Fair underway this weekend and all the preparation and time gone into it.
- Lauren Thomas reported her area is fully staffed now but there are still openings for clients in the Homemaker program and to pass the word.
- Linda closed by reminding everyone again about the search for a new low income member for the CSBG committee.

**Next meeting – October 24, 2018**

### **Adjournment:**

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Becky McAvoy  
Community Resources Administration Business III

**ARAPAHOE COUNTY COMMUNITY SERVICES BLOCK GRANT  
ADVISORY COUNCIL- 2018 QUARTERLY MEETING  
1690 W. Littleton Boulevard, Littleton, CO 80120  
Evergreen Room, Third Floor  
Wednesday October 24, 2018**

**Council Members Present:**

Patricia Vigil, Client Representative  
Sandra Blythe-Perry, IFCS  
Linda Rinelli, Community Volunteer  
Carol Fey, Littleton City Councilor

**Absent and Excused:**

Melinda Townsend, Aurora Housing Authority  
Carol LoCicero, Client Representative  
Corey Reitz, South Metro Housing Options  
Bill Holen, Arapahoe County Commissioner

**Staff Present:**

Linda Haley, Division Manager  
Lauren Thomas, Senior Resources Coordinator  
Don Klemme, Director Comm. Resource Dept.  
Teri Whitmore, Business Associate II  
Becky McAvoy, Business Associate III

**Call to order**

Linda Haley called the meeting to order at 9:35 a.m.

**Welcome and Introductions**

Linda welcomed everyone and went around the table for introductions.

**Approval of July Minutes**

Linda offered copies of the July 2018 minutes for review and called for approval, as there were no corrections/amendments suggested. Linda Rinelli moved to approve the minutes. Patricia Vigil seconded. The motion passed unanimously.

**New Board Member – Low Income Representative**

Linda Haley reminded the council they were still in need of a new member, preferably by the end of 2018 to remain in compliance with organizational standards. The candidate does not need to be a senior, however must be low income and can "self-state" such. Linda again asked everyone to think about someone who might be able to fill this vacancy. Linda Rinelli offered that she would follow up with a connection she has for a possible referral. The County Attorney's Office approved members to call in, should we need a quorum and a member was unable to attend.

**CSBG Organizational Standards**

Linda distributed a handout for review. Linda gave brief overview how outdated standard material were deleted and new revisions submitted. Business Associate II Teri Whitmore will be assisting with these in 2019.



### **Review and Approval of CSBG Work Plan**

Handout distributed and reviewed. The same current programs (Homemaker, Eastern Plains Emergency Assistance and Emergency Housing Assistance) will carry over into 2019. Motion to approve made by Carol Fey and seconded by Sandra Blythe-Perry. Motion passed unanimously.

### **Distribution of 2019 Budget**

A detailed budget explanation was distributed and reviewed, encompassing areas of training, supplies, staff time allocation, and organizations we subcontract with.

### **CSBG Updates:**

#### Financial Updates

Handout distributed and reviewed showing period up to and including 09/01/2018. Linda pointed out we are technically “underspent” right now , however this slow expenditure ensures we are in no danger of having services/staff taken away. Although it is technically a 2018 budget, the deadline to spend is September 2019.

#### Homemaker Program

Section G handout distributed and reviewed. Currently there are 315 households served by this program.

#### Eastern Plains Emergency Services

Linda detailed the role IFCS was taking, having two of their staff newer members accompany Linda out east last week to introduce them to the area and get a little insight into the people and the needs on the Eastern Plains. New flyers were provided to the libraries and the food bank. Connections were made with staff at these sites so that they could understand and promote the program.

#### Emergency Housing Assistance

Linda explained year to date we have assisted 73 households, totaling 171 individuals, at over \$70,000.00 spent on this assistance to include security deposits, first months’ rent and eviction prevention.

In addition, Linda did mention the fire on Nevada Street, near Arapahoe Community College, that just occurred on October 23, 2018 in the evening hours, in downtown Littleton, which displaced residents. Linda told Carol Fey we were ready to assist, if asked to do so.

### **Other Program Reports:**

#### Homemaker Services

Linda provided reports from Align Arapahoe showing the percentage of people currently remaining in their own homes is currently 89%. This number changes throughout the year depending on how many people pass away or move on to higher levels of care.

### Chore Services

Linda provided the Align Arapahoe report showing the numbers served for the first quarter of the grant year.

### Transportation

Linda provided the Align Arapahoe report showing the numbers served for the first quarter of the grant year.

### Veteran Services Office

Align Arapahoe data reviewed. Linda pointed out that the claims recovered so far by VSO amounted to \$2,775,000.00.

### Housing and Community Development

Align Arapahoe data reviewed. Linda reminded everyone that HUD funds for our grant year beginning 5/1/18 were finally received in October 2018 so we will be catching up on spending. Ben Nichols has taken 492 housing assistance phone calls in the last quarter.

### **Advisory Committee Member Reports:**

- Lauren Thomas: Still need more workers and need more clients for the Homemaker program. The Chore Service waiting list is approximately 1-2 months, however.
- Pat Vigil: They have a vandalism issue at Amity Plaza where residents are having their tires slashed. No security cameras on premises. This is doubly hard on low-income seniors.
- Sandra Blythe-Perry: Thanked Linda Haley again for the "field trip" out to the Eastern Plains with her two IFCS staff members. It was very informative and great perspective on rural needs.
- Carol Fey: Attended the Tri-City Homeless Policy group meeting involving Littleton, Sheridan and Englewood. Carol outlined concerns from citizens and discussion on addressing possible solutions for growing homeless population. Change The Trend is an organization offering services out in Englewood who is willing to expand to other areas. Carol thanked Linda for speaking on homeless issues at recent gathering.
- Don Klemme: Attended the August 218 Community Action Partnership conference in Denver and was very impressed. Don outlined some of the recent partnerships and goals regarding meeting needs of homeless and working with the communities affected, including the Ready To Work transition program in Boulder, which is expanding to Aurora very soon, at no cost to Arapahoe County.
- Linda Rinelli: Attended Senior Issue meetings through Colorado Senior Lobby and AARP, at the Center for Active Adults. Linda outlined to the group some of the information she received there. On a side note, Linda was a winner in the 2019 Cherry Creek State Park photo contest and told everyone to be on the lookout for her work.
- Linda Haley: Metro Volunteers is now called "Spark The Change." They have started a new program, which previously existed as the Senior Companion Program, which is very similar to

the Foster Grandparent program. This new program provides a minimal stipend to low-income seniors in return for their work as senior companions, helping others with light housework or grocery shopping, etc. The stipend itself will not count against any benefits the low-income senior is receiving, and encourages seniors helping other seniors in need. The program is still in the initial stages, with first training completed for volunteers who can served anywhere from 15-40 hours, and new seniors in need being recruited. The low-income seniors who want to assist must be at least 55 years old. Per Linda, some travel expenses are reimbursed and trainings are paid.

**Next meeting – January 23, 2019**

**Adjournment:**

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Becky McAvoy

Community Resources Administration Business III