



Administration Building
West Hearing Room
5334 S. Prince St.
Littleton, CO 80120
303-795-4630
Relay Colorado 711

Kathleen Conti, District 1
Nancy Sharpe, Chair, District 2
Jeff Baker, District 3
Nancy Jackson, District 4
Bill Holen, Chair Pro Tem, District 5

Study Session April 6, 2020

The Arapahoe County Board of County Commissioners typically holds weekly Study Sessions on Monday and Tuesday. Study Sessions (except for Executive Sessions) are open to the public and items for discussion are included on this agenda. Agendas (except for Executive Sessions agendas) are available through the Commissioners' Office or through the County's web site at www.arapahoegov.com. Please note that the Board may discuss any topic relevant to County business, whether or not the topic has been specifically noticed on this agenda. In particular, the Board typically schedules time each Monday under "Committee Updates" to discuss a wide range of topics. In addition, the Board may alter the times of the meetings throughout the day, or cancel or reschedule noticed meetings. Questions about this agenda? Contact the Commissioners' Office at 303-795-4630 or by e-mail at commissioners@arapahoegov.com

Study Session Topics

11:00 A.M. Calendar And Board Updates

Michelle Halstead, Director, Communication and Administrative Services

12:00 P.M. E-Team Update

David Bessen,

Chair, E-Team

Director, Information Technology

12:30 P.M. *2021 Aid To Agencies Application Review And Update

Discussion of the 2021 Aid to Agencies application and an update on the Aid to Agencies program

Request: Information/Direction

Jacquelyn Bayard, Administrative Specialist, Communication and Administrative Services

Michelle Halstead, Director, Communication and Administrative Services

John Christofferson, Deputy County Attorney

Documents:

[BSR_2021_A2A_STUDY_SESSION_20200306.PDF](#)

[FRM_2021_A2A_APPLICATION_20191021.PDF](#)

Break

2:30 P.M. *Drop In (WHR)

Board of County Commissioners

1. 2020 Census Update

Update from the Internal Census Committee on current and upcoming activities associated with Arapahoe County's 2020 Census planning efforts

Request: Information/Direction

Michelle Halstead, Director, Communication and Administration Services

Chris Henning, Communication Manager, Communication Services

Nancy Sonnenfeld, Census Coordinator, Communication Services

Jessica Gapuzan, Performance Management Analyst, Human Services

Larry Mugler, Planner, Public Works and Development

Linda Haley, Community Housing and Development Manager, Community Resources

John Christofferson, Deputy County Attorney

Documents:

[BSR_CENSUS_DROPIN_UPDATE_20200406.PDF](#)

2:50 P.M. *Executive Session (WHR)

Executive Study Session and County Attorney Administrative Meeting [Section 24-6-402 (4)(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session) (WHR)

Ron Carl, County Attorney

* To Be Recorded As Required By Law

WHR - West Hearing Room

Arapahoe County is committed to making its public meetings accessible to persons with disabilities.

Assisted listening devices are available. Ask any staff member and we will provide one for you.

If you need special accommodations, contact the Commissioners' Office at 303-795-4630 or Relay Colorado 711.

Please contact our office at least 3 days in advance to make arrangements.



BOARD SUMMARY REPORT

Date: March 30, 2020

To: Board of County Commissioners

Through: Michelle Halstead, Director, Communication and Administrative Services

From: Jacquelyn Bayard, Administrative Specialist, Communication and Administrative Services

Subject: 2021 Arapahoe County Aid to Agencies Application Review and Update

Purpose and Recommendation

The purpose of this Study Session is to discuss the 2021 Aid to Agencies application with the Board of County Commissioners and to provide an update to the Board on the Aid to Agencies program.

Discussion

The Aid to Agencies grant funding application is typically made available to the public in early April with an application deadline of early June. Historically, the review team has convened to update the Aid to Agencies application for the coming year. However, the Board has requested an update on this process.

Additionally, staff requests direction on whether or not the Board would like to continue and/or expand the annual updates from awarded organizations to hear how Aid to Agencies funds are being used.

Reviewed by:

Jacquelyn Bayard, Administrative Specialist, BoCC Administration
Michelle Halstead, Director, Communication and Administrative Services
Linda Haley, Senior Resources Division Manager, Community Resources
Don Klemme, Director, Community Resources
Melissa Dahlin, Accountant III, Human Services
Suzanna Dobbins, Finance Division Manager, Human Services
Jessica Gapuzan, Performance Management Analyst, Human Services
Cheryl Ternes, Director, Human Services
John Christofferson, Deputy County Attorney



2021 Grant Application

Aid to Agencies Program

APPLICATION DEADLINE: JUNE 10, 2020

SUBMIT APPLICATION TO: Arapahoe County Commissioners' Office
Jacquelyn Bayard at jbayard@arapahoe.gov, (for questions call 303.734.5459).

Note: All applications must be submitted electronically in PDF format. If possible, please combine all required documents into one PDF file.

PROGRAM PROPOSAL SOLICITATION NOTICE: The Aid to Agencies Program provides funding to public and non-profit agencies which provide necessary services that benefit the citizens of Arapahoe County. Necessary services include human services, mental health, crisis intervention, and drug and alcohol rehabilitation. These programs are deemed necessary by the County though are not mandated by statute. The program grants are service level funding arrangements between the Board of County Commissioners of Arapahoe County and a service provider. The Board of County Commissioners will determine the level of grant funding provided by Arapahoe County. The limited amount of funding appropriated in the Arapahoe County General Fund to the Arapahoe County Aid to Agencies program is derived from several sources including the county's mill levy. **Recognizing that many other public agencies have their own mill levy, as a matter of practice and precedent, Aid to Agencies applications that propose to provide a service to a population that is served by a public agency that has its own mill levy typically do not receive favorable recommendations for funding. This application is for a one-year period and must be resubmitted annually. Agencies are considered on a year-to-year basis and funding should not be considered ongoing.**

Grant Agency Name:

Address:

City: **State:** **County:** **Zip:**

Phone Number: **E-Mail:**

Grant Agency is Non-profit 501 (C) 501 (C) 3 **Federal ID Number**

Grant Director: **Phone:**

Chief Executive Officer: **Phone:**
(Or Authorizing Official)

Signature

Contact Name: (if different than above) **Phone:**

Program(s) Summary: Briefly (in 150 words or less) provide a description of the program(s) for which funding is requested.

Primary Program Recipients: Identify the population that this program will serve.

Primary Issue(s) Addressed: (Human Services, Health & Wellness, Crisis Intervention)

Has your agency received funds in the past from Arapahoe County or any other government entity?

Yes No

Fiscal (accounting) Year of Agency: **Name of Auditing Firm (if any):**

FINANCIAL DOCUMENTATION REQUIRED

For those agencies with a budget of \$20,000 and over, provide a copy of the **most recent financial statement including budget, revenue and expense, along with a financial audit.**

If an agency has a total budget under \$20,000, provide a **record of budget, revenue and expense** for the previous year.

PERFORMANCE AUDITS

The Board of County Commissioners may direct a team or representative to implement onsite audits of the agencies receiving County funds to verify the information outlined in the annual application and contract. These audits should be expected to continue in future years.

I. AGENCY REVENUE EXPENSE SUMMARY BUDGET

Agency Revenue Sources	2019	2020	2021 Request
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<i>Agency Cash Revenue</i>	\$	\$	\$
<i>In-Kind Revenue</i>	\$	\$	\$
Total Agency Revenue	\$	\$	\$

Requested Arapahoe County Contribution	\$
Arapahoe County Contribution as % of Total Projected Revenue	%

Agency Expenses	2019	2020	2021 Projected
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<i>Operating Expenses</i>	\$	\$	\$
<i>Capital Outlay</i>	\$	\$	\$
Total Expenses	\$	\$	\$
Percentage of Revenue Used for Administrative Costs	%	%	%
What percentage of revenue is received from fund-raising?	%	%	%

II. NARRATIVE (be sure that each question is answered completely):

Please answer the following questions to help Arapahoe County learn more about your program or service. Responses in this section should be typed, single spaced, with double spacing between paragraphs, and left justified. In the event that a question does not pertain to your program, please write “Not Applicable” as the response.

A. AGENCY AS A WHOLE

- 1. Describe the agency’s Mission, Vision and Values.**
- 2. Briefly (in 150 words or less) provide a summary of the services your agency offers and how they align with Arapahoe County’s Mission, Vision and Values.** *For more information see <http://www.arapahoegov.com/index.aspx?NID=138>*

Mission:

Vision:

Values:

- 3. What provisions are in place to assure your agency has the capability to administer public funds?**
- 4. Given that this is not an entitlement, what is your contingency plan to serve your population if ever your Aid to Agencies funding is eliminated?**
- 5. If your agency received funding in the previous year, *and* is asking for an increase, please explain clearly to what purpose the additional funds would be used.**

B. PROGRAM SPECIFICS *Agencies with more than one program shall complete questions 6-13 for each program.*

- 6. Describe the gap your program fills and how you identified the gap.** *Please provide data, statistics, and supporting documentation to explain the community assessment or information gathering process used to determine the need for the program.*
- 7. Describe the quantifiable program goals for which you are applying for funds. What are the measurable community impacts of your program?** *Outline the goals, timetable, and format(s). Identify how this addresses the needs identified above. Identify specific population demographics. Include as much detail as is necessary to give the Board of County Commissioners a thorough picture of what the program intends to do as well as when and how the program is conducted/implemented.*
- 8. Describe the previous year’s accomplishments and how these accomplishments were evaluated.** *If this program was awarded an Aid to Agencies grant last year, did you meet the program goals that*

were funded as listed in your previous application? Please explain why or why not. If this is a new program, describe how your agency has met other goals in the past.

- 9. If this program does not serve all of Arapahoe County, what exact geographic area does it serve?**
- 10. How many unduplicated Arapahoe County individuals were served in the previous year? What percent of the total population served were from Arapahoe County? What type of outreach efforts are being made? *Please provide a percentage.***
- 11. How does your fee structure accommodate low-income or indigent populations? *Please describe the pay structure.***
- 12. Describe how you worked with other organizations to prevent duplication in the previous year.**
- 13. Provide any additional information that is pertinent to this application.**



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: March 26, 2020

To: Board of County Commissioners

From: Internal Census Committee: Michelle Halstead, Chris Henning, Nancy Sonnenfeld, John Christofferson, Jessica Gapuzan, Larry Mugler and Linda Haley

Subject: Census 2020 Update

Request and Recommendation:

The purpose of this drop-in session is to provide a brief update on current and upcoming activities associated with Arapahoe County's 2020 Census planning efforts and to answer any questions.

Background

The U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every 10 years. Census data is critical to the County in several areas, most notably in determining how many seats each state has in the U.S. House of Representatives, as well as determining the redistricting of state legislatures. Having an accurate and complete census count is important in determining Federal and State aid and grants, economic development, housing assistance, transportation improvements and many other programs that residents depend upon. Maintaining or increasing non-property tax revenue is necessary to provide more than 240 statutory services in alignment with resident expectations.

Arapahoe County's service area includes diverse populations and geography which pose unique challenges to obtaining an accurate count. The county's internal census working committee is focusing on communities that have been historically undercounted by the decennial census. According to County data, these group total 161,519 individuals, representing 25 percent of Arapahoe County's population.

The temporary coordinator position approved by the board is strategizing and leading the County's efforts in obtaining an accurate count, designing plans to engage hard-to-reach populations and coordinating efforts with internal and external stakeholders.

Adaptations to census work plan

The COVID-19 pandemic has had a deep effect on County operations as well as local, state and national census outreach efforts. The Internal Census Committee is working to adapt and change plans as needed to comply with local and state orders, helping keep county staff and volunteers safe while also continuing to engage hard-to-count communities whenever possible. In-person engagement opportunities and special events are cancelled through the end of April and will be evaluated for the remainder of spring and summer as appropriate. The County will switch to a more robust digital outreach plan until events and in-person meetings can resume.

Complete Count Committee – meeting cancelation

- The CCC meeting slated for **Thursday, April 23, 2020, 4-5pm at Admin, WHR will be canceled.** Updates of modifications made to census engagement plans will be communicated to stakeholders, along with offers of support, solicitation of feedback, and information about current response rates in municipalities across the county.

Internal Activities

- Face-to-face engagement activities have been canceled; alternate engagement plans are being developed with a focus on digital message promotion, along with flyer distribution at meal delivery sites throughout the community.
- Internal census web page updated with changes to operational plans and focus on key message “it’s never been easier to respond” online or by phone.
- Census posters and flyers distributed to facilities with public traffic.
- ACSO Census information at Coffee with a Cop held 2/27/20.
- ACSO Census safety and security video posted early March.
- Human Services client list bulk text campaign initiated
- Moviegoer campaign modified to all digital to reach additional HTC populations.
- County Volunteer recruitment efforts modified to solicit digital promotion, engagement and support with social networks.
- Census awareness messaging included in TTH, social media and website.

External Activities

- Census information provided at Walnut Hills community event held 2/25/20.
- Information provided in 4 Square Mile Neighborhood meeting and bulletin in March and April.
- Census banner printed and displayed at Columbine Valley Town Hall.
- Census presentation made to Arapahoe County Council on Aging (ACCOA) on 3/2/20, and information displayed at Malley Senior Recreation Center.
- 303 Day Census promotion held at 303 Coffee on 3/3/20 with the City of Centennial.
- Census informational table at parent teacher conferences held 3/5/20 at Arapahoe HS.
- Info table at Koelbel Library 3/6/20, Southglenn Library 3/9, and May Library 3/10/20, in partnership with Arapahoe Library District.
- Info table at Bob Hall Drums Centennial Active Seniors Event at SSPR Family Sports Center 3/11/20.
- Census information at Home Depot Night at Sheridan Early Childhood Center on 3/11/20.

- Informational materials and messages with municipal partners being re-vamped in partnership with community development block grant (CDBG) grantees, schools, and homeless services partners.
- Places of worship outreach effort modified to focus on digital engagement.
- Slides for monitors in clinic exam rooms, messaging for eNewsletter and staff provided to Doctors Care.
- Materials for STRIDE Community Health Center offered and being re-visited.
- Continued collaboration with organizations and DOLA grantees serving hard-to-count populations in the metro area, including older adults, young children, A/PI, AA, Latino, Persons with Disabilities, LGBTQ, mobile and transient populations, along with rural residents.

Reviewed By:

John Christofferson, Deputy County Attorney