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El Paso County, CO



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**RESOLUTION NO. 21-359**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF EL PASO, STATE OF COLORADO**

**RESOLUTION TO APPROVE THE 2021-2022 CHAFEE FOSTER CARE INDEPENDENCE  
PROGRAM COLLABORATIVE SERVICES PLAN**

**WHEREAS**, pursuant to C.R.S. §§ 30-11-101(1)(e) and 30-11-107(1)(e), the Board of County Commissioners of the County of El Paso, State of Colorado (hereinafter "Board"), has the legislative authority to represent the County and manage the business and concerns of the County; and

**WHEREAS**, the El Paso County Department of Human Services administers the Chafee Foster Care Independence Program (Chafee Program); and

**WHEREAS**, the Chafee Program supports foster teens and young adults aged 14 to 23 and assists them in a successful transition to independent living; and

**WHEREAS**, this 2021-2022 Chafee Program Collaborative Services Plan is for the period of October 1, 2021 through September 30, 2022; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of the County of El Paso, State of Colorado, hereby approves the 2021-2022 Chafee Foster Care Independence Program Collaborative Services Plan.

**BE IT FURTHER RESOLVED** that the Chair of the Board of County Commissioners, a duly elected, and qualified member, or the Vice Chair, a duly elected and qualified member of the Board of County Commissioners, be and is hereby authorized and appointed on behalf of the Board to execute any and all documents necessary to carry out the intent of the Board as described herein.

Done this 28<sup>th</sup> day of September 2021 at Colorado Springs, Colorado.

ATTEST



County Clerk and Recorder

**BOARD OF COUNTY COMMISSIONERS  
OF EL PASO COUNTY, COLORADO**

Chair



**COLORADO**

Office of Children,  
Youth & Families

Division of Child Welfare

**REQUEST FOR STATE APPROVAL OF PLAN**

Does your county program intend on applying for Colorado Foster Youth Successful Transition to Adulthood Grant Program (HB21-1094) funding?

- Yes X
- No

Please complete all portions of the plan for the Chafee Foster Care Independence Program (Chafee).

This Chafee Program Services Plan is hereby submitted for El Paso COUNTY (*Indicate host county name*), for the performance period of October 1, 2021 through September 30, 2022.

The Plan includes the following:

- Completed and Signed "Request for State Approval" form
- Completed "FFY22 Program Plan Cover Page" form
- Completed "Statement of Assurances" form
- Completed "Narrative Summary and Program Description" form
- Completed and Signed "Regional Collaborative MOU(s)" (*if applicable*)
- Completed "Financial Pre-award Questionnaire" form
- Completed "Budget and Budget Justification Form Workbook"
  - Completed "Population to be Served" Worksheet
  - Completed "Budget Template" Worksheet
  - Completed "Workload Worksheet" (for each worker)

This Chafee Program Services Plan has been developed in accordance with State Department of Human Services rules and is hereby submitted to the Colorado Department of Human Services, Division of Child Welfare for approval. If the enclosed proposed Chafee Program Services Plan is approved, the plan will be administered in conformity with its provisions and the provisions of State Department rules and plan requirements.

**Contact Information:**

**Primary Contact:**

Name: Courtney Daugherty  
Title: Chafee Supervisor

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Email: courtneydaugherty@elpasoco.com

**Supervisor/Administrator Contact:**

Name: Jessica Hardwicke  
Title: Support and Services Manager

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**Accounting Contact:**

Name: Anna Monroe  
Title: Budget Analyst

Phone: 719-520-7755  
Email: annamonroe@elpasoco.com

By signing below you verify that the information provided in this plan is correct and current and the county agrees to provide services in accordance with this plan. Your signature also acknowledges agreement to the statement of assurances found herein. If two or more counties propose this plan, the required signatures below are to be completed by each participant county. Please attach an additional signature page as needed.

Signature, Director, County Department of Human Services

9/13/2021

DATE

Signature, CHAIR, BOARD OF COUNTY COMMISSIONERS or Appointed Representative DATE



## COLORADO

Office of Children,  
Youth & Families

Division of Child Welfare

### CHAFEE PROGRAM SERVICES PLAN Federal Fiscal Year (FFY) 2022 PROGRAM PLAN COVER PAGE

Period of Performance: October 1, 2021 to September 30, 2022

- Chafee Case Management and Support Services
- Education and Training Voucher (ETV) Services
- National Youth in Transition Database (NYTD) Services

Host County Name: El Paso County

Fiscal Agent: El Paso County

Host County DUNS Number: 07-644-4017

#### Regional Chafee Collaborative Counties:

- This section should be utilized to identify other counties which your program will be serving in FFY22.
- Identify the counties that your program has an official collaboration with (signed MOU - see page 11 for the template).
- It should also be used to designate those counties that aren't being served by an existing Chafee program where your program is willing to serve.
- For those counties that you include in this section they will be added to your county for the purposes of the calculation of your annual award.
- If two or more counties identify the same county that they are willing to serve the calculation will be split between those counties for the award.

Collaborative Counties (please indicate if you have an MOU with each county listed):

- |                    |                   |
|--------------------|-------------------|
| 1. Teller County   | MOU: Yes: X (IGA) |
| 2. Kiowa County    | MOU: Yes: X (IGA) |
| 3. Elbert County   | MOU: Yes: X (IGA) |
| 4. Cheyenne County | MOU: Yes: X (IGA) |

Does your county program have a formalized agreement (MOU, Interagency agreement, etc.) with the local Runaway and Homeless Youth (RHY) Provider?

- Yes
- No: X
- In-process:

Name of RHY Provider: The Place

Additional Notes:

**Contracted Agency Name (if applicable)**

Name of Agency Contracted to Provide Chafee Services on behalf of the County:

Agency Name:

**CHAFEE PROGRAM SERVICES PLAN  
STATEMENT OF ASSURANCES**

The following County: El Paso assure that, upon approval of the Chafee Program Services Plan and notice of funding, the following will be adhered to in the implementation of the Chafee Program Services Plan:

**Chafee Program - Federal and State Required Statement of Assurances:**

1. Funds shall be used exclusively for the purposes specified in the plan (12 CCR 2509-4 (7.305.41);
2. Funds shall not be used to supplant, duplicate, or replace existing child welfare funds and;
3. Funds shall not be used for county budget shortfalls;
4. Assistance and services shall be provided only to Chafee-eligible youth [Social Security Act (SSA), Title IV-E, Section 477(b)(3)(A)] on a voluntary basis;
5. Not more than 30 percent of the amounts allocated for Chafee for a fiscal year (performance period) will be expended for room and board for youth who have left foster care because they have attained 18 years of age and have not attained 21 years of age [SSA Section 477(b)(3)(B)];
6. None of the amounts paid to the County Department from its Chafee award will be expended for room and board for any child who has not attained 18 years old [SSA Section 477(b)(3)(C)];
7. The County Department will make every effort to coordinate the Chafee program receiving funds with other Federal and State programs for youth (especially transitional living youth projects funded under part B of Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies [SSA Section 477(b)(3)(F)];
8. Youth participating in the program under this section will participate directly in designing their own program activities that prepare them for independent living and the youth will be required to accept personal responsibility for living up to their part of the program [SSA Section 477(b)(3)(H)];
9. The County Department will enter data on services into the State automated reporting system (Colorado Trails);
10. The County Department will assure that National Youth in Transitions Database (NYTD) program evaluation and youth survey requirements are met; and
11. Ensure all youth 18 to 21 have documents that demonstrate legal presence in the United States before Chafee services are provided [SSA Section 472(a)(3), Immigration and Nationality Act (INA) Section 245A(h), and INA Section 210(f)].
12. Chafee services and funding are utilized only for those youth who qualify according to the eligibility standards contained in 12 CCR 2509-4 (7.305.42).

The County's Chafee Program Services Plan is required to be approved annually. Given that services are not standardized across counties, it is important to provide detailed bullets of information about a County's projected services.

According to Volume 7, the Chafee Program is a federally funded statewide independent living program that is county administered.

The purpose of the Chafee Program is to provide flexible funding to enable programs to be designed and conducted for the following purposes [SSA Section 477(a)]:

1. Support all youth who have experienced out-of-home placement at age 14 or older in their transition to adulthood through transitional services such as assistance in obtaining a high school diploma and post-secondary education, career exploration, vocational training, job placement and retention, training and opportunities to practice daily living skills, substance abuse prevention, and preventative health activities;
2. Help children who have experienced foster care at age 14 or older achieve meaningful, permanent connections with a caring adult;
3. Help children who have experienced foster care at age 14 or older engage in age or developmentally appropriate activities, positive youth development, and experiential learning that reflects what their peers in intact families experience;
4. Provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18-23 years of age to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood;
5. Make available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care;
6. Provide the services to children who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption, and
7. Ensure children who are likely to remain in foster care until 18 years of age have regular, ongoing opportunities to engage in age or developmentally-appropriate activities.
8. These services shall supplement existing independent living resources and programs in county departments, residential child care facilities and child placement agencies, and by federal statute, shall not replace or duplicate existing services.

Chafee Program funds shall not exceed 30% of a counties budget or be used for room and board for a youth under eighteen (18) years of age.

## NARRATIVE SUMMARY AND PROGRAM DESCRIPTION

It is acknowledged that the eligible youth for Chafee services per 12 CCR 2509-4 (7.305.42) represents a diverse population with many different developmental needs. For certain questions there is a request to provide information on how each population will be addressed by the department of human/social services and/or the Chafee program. It will be important to differentiate the services that are available when there is continued DHS/DSS involvement as opposed to when this is no longer an option.

When completing each section please provide the requested information for the two separate identified populations:

- **Population #1:** 14 through 17-year-olds.
- **Population #2:** 18 to 23-year-olds.

Positive Youth Development (PYD) is extremely important in guiding service implementation and should be taken into consideration and documented throughout the annual plan. The PYD principles are provided below.

- **Strengths-based** - Taking a holistic approach that focuses on the inherent strengths of an individual, family or community, then building upon them.
- **Inclusive** - Addressing the needs of all youth by ensuring that our approach is culturally responsive.
- **Engaging youth as partners** - Ensuring the intentional, meaningful, and sustained involvement of youth as equitable partners in the programs, practices, and policies that seek to impact them.
- **Collaborative** - Creating meaningful partnerships within and across sectors to effectively align our work.
- **Sustainable** - Addressing long-term planning through funding, training, capacity building, professional development, and evaluation in order to ensure ongoing support and engagement of youth.

### Identification, Outreach, and Waitlist:

I. Describe in bulleted detail how the program will identify and engage youth eligible for Chafee services in each of the eligible populations.

#### Population #1:

- Outreach from Community Partners
- Identification and referrals received through El Paso County Staff, DYS, ARD, Family Engagement Meeting facilitators, Child Placement Agencies (CPAs), and youth
- Informational sessions with internal staff and CPAs
- El Paso County webpage has contact information for the Chafee Program Supervisor
- El Paso County created a report which identifies youth 14 and 15 years of age and the identified caseworkers will be contacted
- Chafee workers who are approached by eligible youth while meeting with assigned youth in the foster home, group homes, Residential Child Care Facilities, and other placement settings, will request a referral from the caseworker
- El Paso County DHS adoption unit reports
- Referrals from CPA Staff
- Chafee Program Supervisor is copied on all placement confirmations for youth 14 years or older

**Population #2:**

- Referrals from CPA Staff that have connections with former foster care youth
- Informational sessions with community partners
- Information will be posted on the El Paso County Department of Human Services website for self-referrals
- The Place referrals
- Pikes Peak Continuum of Care
- The Youth in Transition Program

**II. Describe (in bulleted format) how the county will verify a youth meets the citizenship or qualified alien requirements before accessing Chafee services [SSA Section 472(a)(3), INA Section 245A(h), and INA Section 210(f)].**

- El Paso County Department of Human Services policy is that citizenship will be verified at intake through interview and verification of documentation. Caseworker will attest to this verification on the Chafee Referral Form.
- Chafee assists youth with obtaining their vital documents which will verify citizenship.

**III. Describe how the program will operate a waitlist if there is a need for one. Include how the program will prioritize youth with the most need and on what criteria this is based.**

If it becomes a need to operate a waitlist the El Paso County Chafee Program will maintain this waitlist on an excel spread sheet, while filing the referrals. Youth will be removed from the waitlist as they are assigned to Chafee workers and a letter will be sent to the caseworker letting them know who the youth was assigned to and the date the services begin. This program will prioritize the youth based on their permanency goal, age, and level of need. The level of need will be indicated on the referral by the caseworker. These indicators include, history or risk of homelessness, history of human trafficking, parenting or pregnant, adjudicated delinquent, developmentally delayed, physically disabled, sexual offender, substance abuse, and mental illness.

**Program Narrative: Describe in bulleted detail and short summary how the program will design and deliver individualized services to achieve the purposes below.**

**Legal permanency and lifelong connections**

- A. Describe how the County child welfare agency will help young people identify, develop, and strengthen relationships with family, kin, mentors, and other supportive adults through the course of ongoing casework practice for youth who continue to have ongoing involvement with child welfare.

**Population #1:**

El Paso County currently uses the Family Search and Engagement process to identify and locate kin who may be open to placement or support. El Paso County offers many trainings for staff that focus on family engagement and the importance of not just conducting the initial search but also continuing to locate all supports for our youth. As an agency it is required that caseworkers ensure family support is discussed continuously throughout the life of a case. The caseworker is required to submit a diligent search referral within 2 business days from the child's removal from their home. Family Search and Engagement workers conduct diligent searches by using methods such as, CBMS, Accurint, CJC inmate search, TRAILS, US Immigration and Customs Enforcement, National

Sex offender search, DOC Offender search, conduct interviews, Google search, child's birth certificate, Spokeo, Facebook, and Colorado Springs Utility search, etc. This search is required to be completed within 7 business days from receipt of the diligent search referral. The family search and engagement worker will notify all grandparents and other adult relatives within 30 days of the child's removal.

There are several ways in which caseworkers can help identify, establish, and strengthen supportive relationships with family and natural supports. At the beginning of the case as caseworkers complete face to face contacts with their youth they can ask them questions about hobbies and interests as well as who they have done these activities within the past. They can ask them a variety of questions revolving around who they are comfortable talking with, who they call when something exciting happens in their life, who they have spent holidays with in the past as well as any people who have stood out in their lives such as a pastor, coach, or friend's parents. Caseworkers will document all contacts with kin/kin-like members under the FSE tab in Trails.

**Population #2:**

There are several ways in which Chafee workers and Caseworkers can continue to assist with identifying supportive relationships for older youth. During face-to-face visits workers will continue to inquire about hobbies and interest. They ask the youth questions around who has supported them in the past. Chafee workers will assist youth in reengaging in therapy which might repair old relationships or provide the healing needed to create new and healthy relationships. Chafee workers will provide prosocial experiences that engage youth within their community and peer group in a productive and constructive manner. This fosters positive relationships while building on their leadership skills. Referrals to faith-based organizations, and other community connections will be made on behalf of the youth. Youth will be taught interpersonal and communication skills, which will be used throughout their lives to build relationships. Chafee workers will attempt to guide youth through the process of reestablishing relationships with biological family members by addressing safety, communication, and boundary issues.

- B. Describe how the Chafee program will serve as a support, rather than a replacement to the efforts described in question 1 above, to support the development of lifelong connections.

**Population #1 and Population #2:**

- Helping youth develop connections with adults for emotional and personal support is a key component of El Paso County's Chafee Program. This process begins during the initial staffing and completion of the Road Map to Success through the completion of the Emancipation Transition Plan
- Youth identify important adults in their lives who could be used as a support, and workers help them to develop these relationships into lifelong connections
- Referrals to mentoring programs, faith-based organizations, and other community connections
- The program provides workers who attend the Family Engagement Meetings and Permanency Reviews which facilitate and explore lifelong connections for foster youth
- Teaching youth interpersonal and communication skills which are used throughout their lives
- Provide prosocial experiences that engage youth within their community and peer group in a productive and constructive manner. This fosters positive relationships while building on their leadership skills.
- Foster youth often attempt to re-establish relationships with their biological families. The Chafee workers attempt to guide them through this process by addressing safety, relationship and boundaries



- Chafee workers help youth develop new connections and strengthen existing connections.
  - The Chafee Program complete the youth connections scale
  - Development of Life Book curriculum to assist youth in remembering possible connections from the past, document memories and to develop a strong sense of self
  - The Chafee program assists youth in creating traditions for holidays and special times spent with family members or other supportive connections
- C. For Population #2 describe how your Chafee program will help young people identify, develop, and strengthen relationships with family, kin, mentors, and other supportive adults, including your program's use of the Youth Connections Scale and other tools to support the development of lifelong connections.

**Population #2:**

- Youth identify important adults in their lives who could be used as a support, and workers help them to develop these relationships into lifelong connections
- Referrals to mentoring programs, faith-based organizations, and other community connections
- Provide prosocial experiences that engage youth within their community and peer group in a productive and constructive manner. This fosters positive relationships while building on their leadership skills.
- Teaching youth interpersonal and communication skills which are used throughout their lives
- Foster youth often attempt to re-establish relationship with their biological families. The Chafee workers attempt to guide them through this process by addressing safety, relationship, and boundaries
- Youth Connections Scale is completed upon opening a Chafee case for services. This creates conversation around supports and the need for permanent connections.

**Wellbeing**

- D. Describe the services the program will provide to help youth meet their physical, dental and mental health needs. Include your program's efforts to educate and enroll youth in Former Foster Care Medicaid.
- Independent living groups and individualized instruction on self-care
  - Instruction on Medicaid eligibility, and accessing medical services
  - Consulting with the Medicaid contact at El Paso County Department of Human Services regarding eligibility and other information
  - Distributing our "Helping Hands" community resource list to youth during the case and when they exit foster care
  - Referring youth to El Paso County Health Department for services
  - One on one work locating Medicaid providers in the community and educating youth regarding how to access their services
  - Connecting youth with Peak Vista Community Health Center for medical and dental services
  - Referrals to Mission Medical Center for medical, dental and pharmacy services
  - Chafee workers provide information on the Colorado Community Health Alliance to connect youth with Medicaid providers
  - Referrals to Franciscan Community Counseling for mental health services
  - Referrals to Diversus Health and Diversus Health Lighthouse Walk-in Crisis Center
  - Consultation on how to talk to the doctor and tracking symptoms prior to going to see a doctor
  - Transportation to medical, mental health, dental or urgent care appointments
  - Connecting youth with Non-Emergent Medical Transportation Service

E. Describe the services the program will provide to help young people make informed sexual health decisions and meet their sexual health needs.

- Power Through Choices curriculum, taught by the Chafee staff
- Referrals to Catholic Charities for healthy sexuality and counseling
- Referrals to Planned Parenthood
- El Paso County Health Department offering STI clinic, immunizations, and well checks
- Informal consultation on a case-by-case basis by the Chafee worker with the youth
- Informal consultation on a case-by-case basis with Health Partners
- Referrals to Peak Vista Community Health Clinic
- Transportation to Urgent Care
- One on one education using the iEmpathize curriculum

F. Describe the services and supports the program will provide to young people who are pregnant and parenting.

- Referrals to the Nurse Family Partnership through the El Paso County Health Department
- Referrals to El Paso County Health Department for parenting/well-baby consultations, visits and WIC
- Pregnancy Center referrals for parenting classes, maternity and baby clothes
- Provide books on parenting and pregnancy such as, "What to Expect When Expecting"
- Referrals to the First Visitor Program for support to young parents
- Referrals to Catholic Charities
- Request for supplies and furniture through the Care Portal
- Partnership with local Mothers of Preschoolers group and moms for donated items
- Referrals to Center on Fathering
- Referrals to SafeCare
- Referrals to Special Connections Women's treatment services for evaluation for outpatient and residential treatment (pregnant women and mom and infant can be there together) if there is any indication that a pregnant teen could be using drugs or alcohol during pregnancy.
- Local programs include Homeless Pike Peak in Colorado Springs, Haven Residential in Denver on the Fort Logan Campus; Crossroads in Pueblo; and the Miracles Program in Arvada.
- Referral information is listed on the Colorado Department of Human Services Office of Behavioral Health website.

G. Describe the services the county and program will provide to help young people make healthy relationship decisions.

Population #1:

- Chafee is a relationship-based program and workers frequently address the issues of healthy relationships and coping skills on a one-to-one basis
- Chafee workers model healthy relationships with the youth on their caseloads
- Chafee facilitated Power Through Choices healthy relationship classes
- Healthy relationship curriculum is created and presented individually, based on "Wait Training" curriculum
- Referrals to Center on Fathering

**Population #2:**

- Chafee is a relationship-based program and workers frequently address the issues of healthy relationships and coping skills on a one-to-one basis
- The Center on Fathering classes and case management
- Chafee workers model healthy relationships with the youth on their caseloads
- Referrals to Inside Out
- Referrals to TESSA
- Referrals to Colorado Springs Junior League for mentors

- H. Describe the services the county and program will provide to help young people make healthy lifestyle decisions (including but not limited to substance use, exercise, tobacco use prevention, etc.).

**Population #1:**

- Stress management classes and relaxation techniques
- Hiking/Bouldering and other experiential activities
- Fishing/Tennis workshop
- Suicide prevention coalition partnership
- Phoenix Multi- Sport sober living community
- Independent Living Skills Classes offered to transitioning youth
- Referrals to Trio Services through Pikes Peak Community College
- Staffing cases with Core Service Navigators to brainstorm available resources
- Referrals to Colorado Community Health Alliance for connection to available resources

**Population #2:**

- Individually teach stress management and relaxation techniques
- Trio Services through Pikes Peak Community College
- Suicide prevention coalition partnership
- Independent Living skill classes offered to after care youth
- Phoenix Multi- Sport sober living community
- Summer Hiking Club
- After Care youth support groups
- Referrals to Diversus Health and Diversus Health Lighthouse Walk-in Crisis Center
- Staffing cases with Core Service Navigators to brainstorm available resources
- Referrals to Colorado Community Health Alliance for connection to available resources

- I. Describe how your program will collaborate with family, kin, mentors, other supportive adults, community health and mental health centers, and community partners to support the wellbeing of young people in the program.

- Utilization of Family Engagement Meetings to assist youth in the transition from care
- Inclusion of family and support persons in the creation of the Roadmap to Success and the Emancipation Transition Plan
- Ongoing consultation with community and natural supports regarding youth engagement Strategies
- Transport/accompany youth to appointments
- Referrals to local community and mental health centers
- Youth and supports attend the Chafee hosted Permanency Dinner

- J. Describe how the county and program will collaboratively serve young people with physical and developmental disabilities.

**Population #1:**

- The Resource Exchange provides comprehensive and SLS Services
- El Paso County has a liaison located on site for the coordination of services
- Referrals to Division of Vocational Rehabilitation
- Accessing local School Districts' Transitions programs and advocating for services
- Assistance with applications for Social Security benefits
- Referrals to the Independence Center
- Referrals to the ARC of the Pikes Peak Region
- Referrals to the Office of Accommodative Services and Instructional Support Program at Pikes Peak Community College
- Referrals to the Inside Out Program
- Attending IEP meetings at high schools
- Referrals to Colorado Community Health Alliance

**Population #2:**

- The Resource Exchange provides comprehensive and SLS Services
- El Paso County has a liaison located on site for the coordination of services
- Referrals to Division of Vocational Rehabilitation
- Access community service programs through the Goodwill Program
- Assistance with applications for Social Security benefits
- Referrals to the Independence Center
- Referrals to the Office of Accommodative Services and Instructional Support program at Pikes Peak Community College
- Referrals to the ARC of the Pikes Peak Region
- Referrals to Home and Community Based Services through Rocky Mountain Healthcare Services
- Referrals to Colorado Community Health Alliance

- K. Describe how the program will support the young people you serve when it comes to their culture, linguistic needs, racial and ethnic backgrounds, sexual orientations, and gender identifies.

- We serve the Unaccompanied Refugee Minors (URM) through Lutheran Family services
- They provide a wide variety of training on other cultures
- We provide translators to youth who speak English as a second language
- Utilization of Google translator
- Referrals to Centro De La Familia to serve the Hispanic population
- We interview and check-in with youth about their cultural and/or religious needs and assist in meeting those needs
- Referrals to the Multicultural Office at Pikes Peak Community College
- Referrals to Catholic Charities and their immigration office
- Referrals to Educating Children of Color Conference
- Referrals to Inside Out
- Resources provided in quarterly newsletter, which is given to the youth

## Safe and stable housing

- L. Describe how the county will strategically access the full continuum of financial housing resources for youth including Independent Living Arrangements (ILA), Chafee, and Family Unification Program (FUP) vouchers.

El Paso County has increased the utilization of supervised independent living placement (SILP) for foster care youth. A process for identifying appropriate youth and ongoing services has been developed and implemented. The process begins with a SILP referral which initiates an internal case review. The review team includes, two managers, two supervisors, the caseworker, and the Chafee worker. A budget is presented, and the team approves an individualized monthly stipend amount. Upon approval a family engagement meeting is scheduled. The team and youth attend the meeting and a contract is created to meet the needs of the youth, while creating some accountability. Facilitated meetings with the youth's support team are put in place 30 days after the youth moves out. These meetings will remain in place for a timeline agreed upon by the team. Chafee workers will meet weekly with youth at the beginning of the SILP to support youth during the transition. The Chafee Program will continue to be creative in the use of SILP's to meet the needs of the youth. The URM population utilizes the SILP on a regular basis. To increase utilization of the FUP Vouchers Chafee workers will refer youth to The Place or other community locations to complete the VI-SPDAT assessment. If youth are eligible, they will be referred to the Pikes Peak Continuum of Care to then be referred to qualifying housing options, which includes FUP Vouchers. Chafee workers will continue to locate apartments that meet the requirements of the vouchers and to generate positive working relationships with the landlords of these apartments. This program applied to the State to be approved for 20 FYI Vouchers. This has been an ongoing process and at this point we are still waiting for approval. The Chafee Program supports youth with emergency funds for rental assistance, along with connecting youth to local community partners for added resources.

- M. Describe the housing supports including financial assistance (fees, deposits, rental assistance, and emergency funds), referral services, and assistance locating housing the program will provide to help youth secure safe and stable housing.

- Chafee workers assist youth, one on one to help them locate housing when they exit care and using a move out checklist Chafee workers assist youth in making appropriate housing choices
- Referrals to Care Portal for fee and deposit assistance
- Referrals to Dream Makers for fee, deposit, and rental assistance funds
- Youth are provided with a written list of affordable housing options and various public housing programs
- Speakers from public housing agencies present at Chafee IL skills classes about leases, rental agreements and tenant responsibilities
- Chafee IL skills classes on how to read a lease and landlord expectations
- Referrals to The Place for the VI-SPDAT assessment to enter the continuum of care process
- Budgets, compliance with leases, cleanliness, eating habits and schedules are reviewed frequently. Chafee believes that a youth must make their living situation a safe, stable and comfortable "home"
- Youth are given a "move out" box when they leave care containing various start-up items
- Youth are also taken "move out" shopping and allowed to purchase independent living items
- Referrals to Partner's In Housing, Mary's Home, and Harbor House
- Chafee workers create positive working relationships with local landlords to advocate for the youth

- Fostering Hope Transitional Housing
- N. Briefly describe barriers to securing safe and stable housing in the communities you serve and efforts your county is engaged in to address those barriers.
- Locating affordable rental units in the Colorado Spring area: continuing to look for affordable rental options
  - Youth meeting qualifications with no rental history: developing relationships with landlords and building relationships with relatives willing to be co-signers
  - Negative or no credit history: credit checks, credit remediation is provided by the Department and paying increased deposits
  - Access to public transportation: locating housing on the bus routes
  - Sexual offender status: youth can have their record expunged and Chafee workers will help with this process
  - Cost of living increase: provide resources for education and training to increase youth's skills and increased opportunity in employment
- O. Describe ways in which the program will collaborate with family, kin, mentors, supportive adults, housing authorities, or community partners to help young people secure safe and stable housing.
- The Place emergency placements for youth and housing program
  - Springs Rescue Mission homeless shelter and case management
  - Greccio Housing offers affordable housing to low-income clients
  - Salvation Army housing for single parents and single females
  - Partners in Housing apartments and case management
  - Catholic Charities supportive services
  - REACH Pikes Peak program's IDA home savings and rental assistance programs
  - Referrals to Mary's Home, Harbor House and Family Life Center
  - Providing support to supportive adults who allow Chafee youth to live with them
  - Creating contracts to set clear expectations when youth reside with relatives, friends or mentors
- P. Describe the status of the county and Chafee partners with local runaway and homeless youth (RHY) providers, and/or continuums of care (CoC). Include efforts underway, through those partnerships, to prevent youth from discharging from foster care to a homeless shelter facility.
- Chafee will refer youth to The Place who have no other housing options
  - The Place staff work with Chafee to create transition plans for youth to include education, housing and IL skill development goals
  - The Place will refer eligible youth for Chafee Services
  - Chafee workers will refer youth to The Place to administer the VI-SPDAT assessment
  - Chafee workers partner with The Place outreach workers
  - The Place facility is included in the training, provided by Chafee, to educate youth about resources in the community
  - Participation in the Pikes Peak Continuum of Care
  - Two Chafee workers are training to administer the VI SPDAT and to enter data into the HMIS system.

Q. Describe the status of the county and Chafee program efforts to re-engage youth who may be receiving services through an RHY provider and are Chafee or re-entry eligible, and/or may be on the run from foster care.

- The Place is diligent about referring Chafee eligible youth
- Chafee workers partner with The Place staff to make sure they have current eligibility requirements and updated referral procedures
- Chafee workers continue to reach out via Facebook and text message
- Chafee workers approach youth on the streets who have previously been served by this program

#### **Secondary educational attainment**

R. Describe how the county and program will support or encourage young people as they work to complete their high school diploma or GED.

##### **Population #1:**

- Chafee workers assist youth in finding alternative schooling choices, if required
- Incentives for passing grades
- Incentives for High School graduation and GED completion
- Chafee workers attendance and advocacy at school meetings
- Chafee workers educate youth on IEP's and transitional services, in addition to making referrals to the ARC
- Referrals to Pikes Peak Library District for free tutoring

##### **Population #2:**

- Chafee workers assist youth in finding alternative schooling choices, if required
- Assistance with enrolling into Job Corps
- Assistance with enrolling into or accessing adult educational programs
- Referrals to Pikes Peak Workforce Center for assistance with educational opportunities
- El Paso County Chafee require that youth cannot exit care without secondary educational completion
- Assistance with enrolling into Pikes Peak Community College GED Program
- Assistance with enrolling in Pikes Peak Workforce Center for financial assistance
- Applications to CASA Milton Foster Children's Fund for GED costs
- Incentives for passing grades
- Incentives for High School graduation and GED completion
- Chafee worker attendance at school meetings and advocacy at IEP's and transition planning
- Chafee workers partner with school counselors to locate credit recovery programs
- Referrals to Pikes Peak Library District for free tutoring
- Chafee workers educate youth on the broader opportunities available to those who have completed their secondary education
- Purchasing GED study guides and practice tests

S. Describe ways in which the program will collaborate with family, kin, mentors, supportive adults, and education and community partners to support the achievement of high school diplomas or GEDs by youth in your program.

- Celebration of Educational Excellence
- Daniels Scholarship Program through UCCS
- Chafee workers will attend IEP meetings
- Workforce Investment Opportunity Act referrals (WIOA)
- Referrals to local tutoring programs and providing transportation
- Chafee youth provide input on youth panel forums
- Connecting youth through campus connections and mentors at local Universities
- Strong partnership and contacts with Pikes Peak Community College
- Chafee workers make referrals to mentors who have a career that is similar interests of the Youth
- Including family, kin, mentors etc. in meetings with educational updates/plans

#### **Post-secondary training and educational attainment**

T. Describe how the program will support and encourage young people as they work to complete their postsecondary educational goals.

- Referrals to OASIS
- Attendance with youth to college orientation meetings
- Attendance with youth to advising meetings
- Referrals to tutoring programs within the college they are attending
- Incentives for passing grades and degree/certificate completion
- Help navigating financial aid and scholarship applications
- Visits to college dorms and housing
- Applications to the ETV program
- Referrals to College Trio/student support

U. Describe how the program will collaborate with family, kin, mentors, supportive adults, institutions of higher education, and community partners to support the achievement of postsecondary certifications or degrees by youth in your program.

- Celebration of Educational Excellence
- Daniels Scholarship Program through UCCS
- Educational Training Vouchers
- WIOA referrals
- Chafee youth provide input on youth panel forums
- Helen McLorriane Scholarships
- Connecting youth through campus connections and mentors at local Universities
- Strong partnership and contacts with Pikes Peak Community College
- Including family members in meetings with youth as they prepare for college



## **Adequate employment**

- V. Describe how the county and program will help young people gain the experience and skills needed to become or remain employed.

### **Population #1:**

- One to one work with Chafee workers to teach pre-employment work and maturity skills, to
- include social skill development.
- Discussions regarding work issues and maintaining employment
- Locating volunteer opportunities
- Consultation and assistance regarding obtaining appropriate interview clothing
- Independent living skills workshops.

### **Population #2:**

- Chafee Independent Living Skills Classes
- One to one work with Chafee workers to teach pre-employment work and maturity skills.
- Discussions regarding work issues and maintaining employment
- Taking youth job hunting and completing the “job hunting like a pro” worksheet
- Consultation and assistance regarding obtaining appropriate interview clothing
- Dress for Success event
- Assisting with enrollment into Job Corps
- Mock interviews
- Role play difficult conversations
- Assisting with joining the military

- W. Describe how the county and program will collaborate with family, kin, mentors, supportive adults, local workforce centers (WIOA), and community-based workforce programs to help youth prepare for and attain adequate employment.

### **Population #1:**

- Referrals to the Career and Technical Educational Opportunities through the school
- Participation in CASA’s Hangar program providing work experience
- Attendance at IEP and school staffing’s in order to connect youth to the School to Work Alliance Program
- Work with foster care providers around supporting youth with transportation to volunteer opportunities
- Referrals to the WIOA program, through the local Workforce Center, and supporting the application, testing and interview process
- Six-month job incentive
- Collaboration with the Fostering Hope teams for apprenticeships
- Work with foster care providers around supporting youth with transportation to work and encouraging youth to maintain employment
- Referrals to the Division of Vocational Rehabilitation

### **Population #2:**

- Chafee Independent Living Skills Classes
- One to one work with Chafee workers to teach pre-employment work and maturity skills.
- Discussions regarding work issues and maintaining employment
- Taking youth job hunting and completing the “job hunting like a pro” worksheet

- Consultation and assistance regarding obtaining appropriate interview clothing
- Dress for Success event
- Assisting with enrollment into Job Corps
- Mock interviews

X. Describe how the County and Chafee utilize the Reasonable and Prudent Parent Standards to support youth in engaging with employment opportunities while in foster care.

- Foster parents can sign for participation in the Pikes Peak Workforce Center's WIOA program
- Foster parents can approve participation in work programs
- Foster parents can approve participation in Chafee activities
- Foster parents can approve internships, JROTC and volunteer opportunities
- Unsupervised job hunting in the community

#### **Financial stability**

Y. Describe how the county and program will work with youth to develop a functional knowledge of budgeting, money management, and basic financial literacy.

##### **Population #1:**

- Teach Independent Living Skill Classes that address financial literacy
- A speaker from a local financial institution present workshops on money management, credit and financial literacy
- Created an online money management program for the youth to participate in that allows them to pay bills (i.e. rent, utilities), practice with pretend debit card, maintain a bank account and reconcile ledgers
- Develop move out budget
- Individual meetings to work on the IL workbook developed by El Paso County Chafee

##### **Population #2:**

- Individual meetings to work on the IL workbook developed by El Paso County Chafee
- Review money management styles
- Review bank account transactions and receipts to evaluate spending habits
- Create and evaluate an ongoing budget
- Developed an opportunity for youth to win an incentive by entering a drawing for paying rent timely

Z. Describe how the county will provide youth in out-of-home care with practical money management experience prior to emancipation or discharge, including providing opportunities to open savings and/or checking accounts.

##### **Population #1 and Population #2:**

- Help the youth budget the money to cover their necessary clothing and personal needs
- Chafee online Money Management Program
- Teach youth how to get the most for their money
- Youth receive an allowance from their placements, and they are expected to manage that money for personal items

- Assist the youth in opening a savings account and monitoring their spending and saving. Youth should be saving 80% of their paycheck, after court fines and restitution payments
  - Advocate for youth to be permitted to open savings or checking accounts while in care
- AA. Describe how your program will collaborate with family, kin, mentors, supportive adults, financial literacy programs, and community partners to support the financial education and decision-making needs of young people in the program.
- Presentations by local financial institutions
  - CASA Hangar offers budget classes
  - Discussions at Family engagement meetings regarding youth's budget
  - Foster parent consultation and Task Sheet
  - IL workbook created by El Paso County Chafee to be used in the home with the family, kin, mentors or supportive adults

**Successful transition to adulthood from foster care.**

- BB. Describe ways in which the county and the Chafee program promotes and supports normalized experiences among young people through age or developmentally appropriate activities.

El Paso County Chafee develops and supports events that are holistic, prosocial, normalized, and promote adolescent brain development. We plan events throughout the year, with youth as equitable partners, that are well attended and the youth report as being fun. These events provide opportunities for youth to develop skills and to cultivate authentic relationships. Chafee workers promote youth involvement in extracurricular activities and programs. They also promote the interests of the youth and how they can become involved in community activities. These activities can begin at the age of 14, due to the eligibility requirements of the program.

- CC. Briefly describe any group classes or activities not already mentioned including the name of the group, purpose of the group, intended audience, expected frequency and length of time, and name of the curriculum used for the group, if applicable.

**Population #1:**

- Fort Carson High Ropes Course to promote leadership skills and teamwork, held annually, 5 hours, youth ages 14 and up
- Summer fishing trip, held annually, 5 hours, youth ages 14 and up
- Permanency Dinner to support lifelong connections, held annually, 3 hours, youth ages 14 and up with their support person
- Chafee Holiday Party, held annually, 3.5 hours, youth ages 14 and up
- End of Summer Chafee BBQ, held annually, 4 hours, youth ages 14 and up
- Boys to Men Guys group that addresses tying a tie, haircuts, hygiene, good manners etc., held annually, 4 hours, male youth ages 14 and up
- Bus Riding Workshop, held annually, 4 hours, youth ages 14 and up
- Community Service projects, twice a year, 4 hours, youth ages 14 and up
- George Forman Cooking Class, annually, 3 hours, youth ages 14 and up
- "Love Your Face," girls group designed to address hygiene, haircuts, good manners etc., annually, 4 hours, female youth ages 14 and up

**Population #2:**

- Book and Latte afternoon to promote literacy, held annually, open to youth, 2 hours
  - Car Care Workshop teaches basic car maintenance, held bi-annually, open to youth, 4 hours
  - Car Buying Workshop teaches basic car purchasing, held bi-annually, open to youth, 3 hours
  - Voter registration and voting workshop, held every 4 years, open to youth 18 and older, 2 hours
  - Branding workshop on how youth present themselves on social media, held annually, open to youth, 2 hours
  - Fort Carson High Ropes Course to promote leadership skills and teamwork, held annually, 5 hours, open to youth
  - Summer fishing trip, held annually, 5 hours, open to youth
  - Permanency Dinner to support lifelong connections, held annually, 3 hours, open to youth and their support person
  - Chafee Holiday Party, held annually, 3.5 hours, open to youth, spouse, and children
  - End of Summer Chafee BBQ, held annually, 4 hours, open to youth
  - Boys to Men Guys group that addresses tying a tie, haircuts, hygiene, good manners etc., held annually, 4 hours, open to male youth
  - Community Service projects, twice a year, 4 hours, open to youth
  - George Forman Cooking Class, annually, 3 hours, open to youth
  - "Love Your Face," girls group designed to address hygiene, haircuts, good manners etc., annually, 4 hours, open to female youth
- DD.** Describe any services not addressed previously in this section that the program will provide to help young people develop life skills and self-sufficiency competencies.
- Home-based services and mentoring programs paid through Medicaid and Core Services
  - Individual Planning Sessions and Family Engagement Meetings. Trained facilitators are available to hold these sessions and facilitate good outcomes with providing truly individualized plans
  - Fountain Community Services - provides multiple services, including the alternative high school, YMCA, DHS services (i.e. Food Stamps, etc.)
  - The Dale House Project
  - Pikes Peak Community College, Student Support Services, and the Career Development Center
  - Goodwill Career Opportunity Program
  - Career Training through Project Diakonia
- EE.** Describe collaborative partnerships or leveraging of resources not addressed previously in this section.
- Teens with Promise
  - Northern Churches Cares
  - American Charities
  - Peak Vista Community Health Center
  - Christmas for Kids – a program through EPCDHS that provides gifts to Chafee youth at
  - Catholic Community Charities
  - Assistance League Sweet Dreams Program
  - Piecing Partners Quilt Guild-providing quilts to youth
  - Care Portal
  - Individuals in the community who provide donations and gift cards

### **Sex Trafficking Reporting requirement**

- A. Describe how your program will identify victims of sex trafficking according to the definition of Sexual Servitude of an Adult (C.R.S. § 18-3-504).

***A victim:***

- Has unexplained absences from school for a period of time, and is therefore a truant
- Demonstrates an inability to attend school on a regular basis
- Chronically runs away from home
- Makes references to frequent travel to other cities
- Exhibits bruises or other physical trauma, withdrawn behavior, depression, or fear
- Lacks control over her or his schedule or identification documents
- Is hungry-malnourished or inappropriately dressed (based on weather conditions or surroundings)
- Shows signs of drug addiction

***Additional signs that may indicate sex-related trafficking include:***

- Demonstrates a sudden change in attire, behavior, or material possessions (e.g., has expensive items)
- Makes references to sexual situations that are beyond age-specific norms
- Has a “boyfriend” who is noticeably older (10+ years)
- Makes references to terminology of the commercial sex industry that are beyond age specific norms; engages in promiscuous behavior and may be labeled “fast” by peers

Other identifiers may include:

- Branding
- Makes references to a new family
- Gang affiliation

- B. Describe the county’s reporting procedure including who from the county program will make the report to law enforcement and to which law enforcement agency this report will be made. If the county provides Chafee services through an independent contractor, include the procedure for how the contractor will notify the county and how the county will ensure a report is made to law enforcement. Chafee workers will contact the local police department’s Human Trafficking Task Force within 24 hours of identifying human trafficking. Contacts for CSPD include:

- Sgt. Van’t Land: alan.vantland@coloradosprings.gov

- C. Identify what information will be presented in the report to law enforcement.

- Caseworker’s relationship to the youth
- Youth’s name and any aliases
- Youth’s DOB
- Youth’s sex, race, SSN
- Youth’s cell phone number
- Youth’s school, if applicable
- Youth’s height, weight, eye color, hair color, scars, marks and tattoos
- Youth’s location

Permission is needed from youth for the following information:

- Photo of youth
- Youth's medical and mental health condition
- Youth's medications
- Youth's drug history
- Youth's pregnancy status
- Youth's self-harm history and suicidal ideations
- Youth's gang involvement

D. Detail how and what will be documented in Trails about the report law enforcement.

- Name of the youth
- DOB
- Details of the report
- Reporting party
- Law enforcement jurisdiction
- Who was notified
- When they were notified
- Any additional comments

E. Discuss how your program will mitigate the potential effect of reporting youth to law enforcement and the impact that may have on the professional relationship.

Chafee workers will explain to the youth that it is necessary for them to report that a crime has been committed. Chafee workers will give the youth a choice of whether the youth would like to make the report, the youth can be present while the Chafee worker makes the report, or the Chafee worker can make the report without the youth present. Including choices and empowering youth to make decisions are a trauma-informed approach to working with youth.

## **X. Training and Program Support**

A. Describe the training needs of staff in your program, ways in which your county will help staff develop skills to more effectively work with youth and young adults, and gaps in training opportunities offered through the Child Welfare Training System and in the community.

- New Curriculum for teaching youth IL Skills
- Drug addiction
- How to create stable housing
- Mental Health management
- Open and interested in future program adjustments to include components of Pathways to Success

## **XI. Program Reporting**

A. Describe in bulleted detail how your county will engage foster parents and caseworkers to ensure full documentation of all independent living skill activities in Trails.

Population #1 and #2:

- Training caseworkers on NYTD documentation and listing of collateral contacts agency wide and for new workers
- Presentations at supervisors' meetings for them to follow up with their case workers
- Provide IL workbooks for foster parents to complete in the home

- Caseworker trainings
  - Completion of Roadmap to Success and Emancipation Transition Plans; monitored by monthly reports
- B. Describe ways in which your county and program will support efforts to contact youth participating in National Youth in Transition Database (NYTD) surveys.
- Facebook page for El Paso County Chafee youth
  - Training caseworkers on NYTD documentation and listing of collateral contacts
  - Providing case aide support in locating youth through Trails and Accurint searches
  - Updating caseworker contact information in Trails
  - Facebook messenger
  - Searching for youth in the areas of town in which they spend their time
  - Completing surveys for those in jail
  - Texting and calling youth who have moved out of state but who our program has worked with in the past

<b>CHAFEE PROGRAM REGIONAL MEMORANDUM OF UNDERSTANDING</b>
--

Date:

This Memorandum of Understanding (MOU) is between \_\_\_\_\_ County (Host County) and \_\_\_\_\_ County (Partnering County) regarding the provision of Chafee program services.

This MOU is entered into in order to clarify and define the roles and responsibilities for each County (listed above) in order to meet the requirements of the Chafee Program regarding Regional County agreements for service delivery to CFCIP participants.

It is the intent that by entering into this agreement that \_\_\_\_\_ County (Host County) and \_\_\_\_\_ County (Partnering County) mutually agree to adhere to State and Federal statutes and policies that apply to the CFCIP program.

General Provisions:

1. It is expected that the Directors (or Director's designee) from both the Host County and the Partnering County sign this MOU.
2. It is expected that both Counties entering this agreement shall be responsible to communicate and coordinate with each other regarding case referral and to provide each other with pertinent information regarding the child and any other issues deemed necessary for effective and constructive service delivery.
3. The Host County shall be responsible for Trails documentation.
4. The Host County is responsible for providing funds for a Chafee participant being served by the Host County.
5. The Host County shall be responsible for documenting and tracking the Chafee funds disbursed and such funds shall be reflected in the Host County's annual reporting.
6. The Host County shall be responsible for expending funds per CFCIP and Federal guidelines, documentation of expenditures and reporting the annual expenditures in annual reports.
7. The Host County shall be responsible for compiling the annual individual data reports and submit them to the Chafee Program Coordinator.
8. The writing and revision of Youth Transition Plans shall include the Chafee participant; care providers, and both the Host County and the Partnering County.

9. The Host County will agree to update the partnering County by use of Trails entry.
10. The Host County will provide any Chafee services determined necessary by the initial assessment in accordance with CFCIP regulations.
11. The Host County is responsible for initial follow up reports.
12. The Host County will inform the Partnering County of case closure through written documentation and will close the Independent Living case in Trails.
13. The Host County is responsible for providing a copy of the annual County Collaborative Chafee Plan to the Partnering County upon plan approval and ensures that expenditures are allowable costs.

**Specific Provisions:**

1. Please list specific services to be provided by the Host County:
  
2. Financial agreements: The Host County receives a total regional award of \$            for the County Collaborative Chafee Plan submitted by the Host and Partnering Counties to the Division of Child Welfare. This award includes an amount of \$            available for Chafee services to be provided to Chafee eligible youth from the Partnering County and for which referral is made to the Host County by the Partnering County requesting services. Any funds not expended by August 31st shall be expended at the discretion of the Host County.
  
3. Chafee funds shall be used in accordance with Federal guidelines in Public Law 106-169 and 2 C.F.R. Part 200, and per federal statute Title IV-E of the Social Security Act at Section 477.

**Signatures:**

County, Host Collaborative County

_____	Director (or Director's designee)
_____	Administrator
_____	Chafee Supervisor
_____	Chafee Caseworker

County, Partner Collaborative County

_____	Director (or Director's designee)
_____	Administrator
_____	Chafee Supervisor
_____	Chafee Caseworker



**CHAFEE PROGRAM SERVICES PLAN  
ABOUT THE AWARD AND SUB-RECIPIENT DETERMINATION**

Per the Uniform Administrative Requirements for grants and agreements at 2 CFR Part 200, DCW is required to notify funding recipients about the source of federal funds and about whether the recipient is considered a vendor or a sub-recipient of those federal funds. County recipients of Chafee Independent Living Awards are considered sub-recipients and are subject to the provisions of 45 CFR Part 92 and the Uniform Administrative Requirements of 2 CFR Part 200 (formerly OMB Circulars A-87, A-122, and A-133).

**About the Award:**

<b>Federal Award Identification Number:</b>	2101COCILP	<b>Federal Award Date:</b>	October 1, 2020 - September 30, 2022
<b>Federal Award CFDA #:</b>	93.674	<b>Total Amount of Federal Award:</b>	\$1,642,271
<b>Awarding Agency:</b>	US Department of Health and Human Services, Administration for Children & Families	<b>Pass-through Entity:</b>	Colorado Department of Human Services, Division of Child Welfare
<b>Award Description:</b>	John H. Chafee Foster Care Independence (Chafee ILP) Program under Title IV-E of the Social Security Act (42 U.S.C. 677 et. Seq.).		
<b>Awarding Agency Contact Information:</b>	Derek Blake, Chafee Program Coordinator 303-866-5995 / <a href="mailto:Derek.Blake@State.co.us">Derek.Blake@State.co.us</a>		
<b>Indirect cost rate for the Federal award (including if the de minimis rate is charged per 2 CFR §200.414 Indirect (F&amp;A) costs).</b>	CDHS uses an actual cost allocation model to assess indirect costs. The budget exhibit outlines any indirect costs assumed by the sub-recipient. 0% of this award is R&D.		

The tentative Federal Fiscal Year 2022 award for each county is shown in Attachment 1. This is for planning purposes only, and should be treated as an estimate. Only county programs that received Chafee funds in FFY 2020 are listed. The actual award may increase or decrease.

**CHAFEE PROGRAM SERVICES PLAN  
FINANCIAL PRE-AWARD QUESTIONNAIRE**

Per 2 CFR Part 200, effective July 1, 2015, DCW is also required to conduct a financial risk assessment for all sub-recipients prior to awarding grant funds. Counties must complete and submit this financial pre-award questionnaire and submit it along with their county plan.

Name of organization:

Name and title of person completing this form:

1) Please complete the following table (adding lines as necessary) or attach your own document detailing your organization's current sources of funding for services for the Chafee-eligible population (including CDHS grants). Provide the funding agency, the program name, the types of funds (i.e., Federal, State, local, private, etc.), and the contract/award budget amount:

Grantor Agency	Type of Funds	Program	Contract/Award Budget Amount	Contract/Award Period
				-
				-
				-
				-

2) Describe your experience managing similar awards. You may use the table below as needed.

Program Name	Program Dates	Program Description	Granting Agency	Amount
				-
				-
				-
				-

3) For the accounting/fiscal FTE assigned to this project, provide their name, title, and how long they have worked for your organization in their current role. Identify the person that is in charge of maintaining your accounting and financial records for this project and provide a brief description of their accounting experience and qualifications. Identify any new accounting personnel assigned to this project within the previous 12 months, and whether any of your accounting systems have changed within the previous 12 months.

- 4) Does your organization receive an annual financial statement audit under:
- The Single Audit Act/OMB Circular A-133 (Government Auditing Standards)\_\_\_\_\_ OR
  - Generally Accepted Auditing Standards (GAAS)
  - Click [here](#) for more information on audit requirements for sub-recipients.

If yes, please provide a copy (electronic preferred) or link to your most recent audit report and STOP HERE AND SIGN/DATE BELOW.

IF NO, PLEASE ANSWER ALL THE REMAINING QUESTIONS AND SIGN/DATE BELOW.

5) Are your organization's financial records maintained in accordance with Generally Accepted Accounting Principles (GAAP)?

6) Are accounting records supported by original documentation specific to contracting with your vendors?

7) What controls are followed to ensure all of the following:

a) The reasonableness of cost;

b) The allowability of costs;

c) The allocability of costs to a contract?

8) Do you have available accounting policies and procedures to review? If not, please describe your organization's overall fiscal controls and structure to sufficiently:

a) Permit the preparation of financial statements.

b) Allow the organization's staff, in the normal course of performing their assigned functions, to prevent or detect misstatements in financial reporting or the loss of assets in a timely manner.

c) Compare the budget to actual expenditures.

Please Sign and Date Below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHAFEE PROGRAM SERVICES PLAN  
BUDGET AND BUDGET JUSTIFICATION FORM INSTRUCTIONS**

**Introduction**

All counties who submit a plan are required to submit a plan budget and budget justification using the attached budget form. This form is the same as last year application, but see additional information below:

1. *The Division of Child Welfare (DCW) has estimated county awards for federal fiscal year (FFY)22.*

Counties should use the tentative FFY22 county awards table to formulate their budget for FFY22.

**2. *The budget categories and level of justification required are more closely aligned with standard federal grant budget categories and justification requirements.***

The budget and justification breaks out personnel, supplies and operating, travel, and indirect expenditures from the standard Chafee activities. Accordingly, please use the budget form to describe how the categorical costs are derived. In the “description” field discuss the necessity, reasonableness, and allocation of the proposed costs. Calculations should include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.

For example: Telephone costs. Average cost is \$40 per month per staff. Two 0.5 FTE staff are assigned for 12 months.  $\$40 \times 2 \times 12 \times 0.5 = \$480$ .

**3. *DCW is requesting additional information about the additional funds that are utilized in meeting the needs for serving the Chafee population.***

In addition to knowing the planned use for your Chafee award, DCW is interested in knowing the actual total cost of serving the Chafee-eligible population, above and beyond what the Chafee grant is able to cover. Please include all of the costs of serving the Chafee population, and indicate in the appropriate column whether that cost is traditionally covered by Chafee or by another county funding source. DCW will not assume that the non-Chafee costs are match for the CFCIP funding.

Please use the following categories and guidelines for preparing the budget and budget justification form. If applicable, please review the guidance under ‘Host Counties’. This form was designed to make automatic calculations. However, it is your responsibility to **DOUBLE CHECK ALL CALCULATIONS** to ensure accuracy before submitting your final application.

**Personnel - CFMS - Program Code E010, Function Code 2850**

Description: Costs of employee salaries/wages and benefits. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using and whether those are a part of your CFCIP match.

Justification: Indicate information for each employee for whom CFCIP funding is proposed in whole or in part. For each staff person, provide their title, monthly salary/wages/rates, monthly fringe/benefits costs, time commitment to the project as a percentage or full-time equivalent, and time commitment to the project in months per year. Do not include the costs of consultants or personnel costs of delegate agencies, unless otherwise indicated.

If Chafee is not funding 100% of the position, please provide information about the other funding sources you are using.

Example personnel line items include:

Chafee Coordinator: Direct program time associated with providing leadership to the program.

Adolescent caseworker\*:

Administrative staff: Administrative support positions such as a receptionist, administrative assistant or program assistant, general clerical help, temporary help, etc.

\*Federal IV-E requires a 20% match for the state/county programs to access Independent Living Funds. To meet the match requirement the county should code adolescent caseworkers currently reported in CFMS as (Program Code 3200, Function Code 1210) to an 80/20 (Program Code E050, Function Code 2875).

**Supplies & Operating - CFMS - Program Code E010, Function Code 2850**

Description: Costs of operating the program and of tangible personal property other than that included in the "Other" or "Indirect" categories. Such costs, where applicable and appropriate, may include but are not limited to: insurance, food, space and equipment rentals, printing and publication, computer use, training costs such as tuition and stipends, staff development costs, and administrative costs. This used to be included in the 'Personnel' budget category, which distorted budget projections for personnel. If Chafee is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

Justification: Specify general categories of supplies and operating expenses. Show computations and provide other information that supports the amount requested.

**Travel - CFMS - Program Code E010, Function Code 2850**

Description: Costs of employee's project-related travel (This item does not include costs of consultant travel). This used to be included in the 'Personnel' budget category, which distorted budget projections for personnel. If Chafee is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your Chafee match.

Justification: For each type of trip show: the purpose, the duration, per diem, mileage allowances, and other transportation costs and subsistence allowances.

**Room and Board Reimbursement - CFMS - Program Code E010, Function Code 2810**

Description: Reimbursement for room and board is available to young adults, ages 18-23, who emancipated from foster care on or after their 18th birthday. Room and board is defined as rent, rental deposits, furniture, and household start-up items. No more than 30% of your total award may be spent for room and board. If Chafee is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your Chafee match.

Justification: Indicate the number of young adults for whom reimbursement is to be provided, the estimated rate of reimbursement, the quantity, and the percent that will be billed to Chafee. If Chafee is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your Chafee match.

**Purchase of Service Contracts - CFMS - Program Code E010, Function Code 2850**

Description: Indicate information for each specific provider from whom Chafee services are proposed to be purchased. The definition of 'purchase of service contracts' is found in 12 CCR 2509-1 ([Volume 7.607](#)). If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your Chafee match.

Justification: The justification shall include the provider's name, the description of services provided, the rate of services, the quantity of services, and the percent of the cost assigned to Chafee. The description field shall describe the solicitation method for all known or anticipated purchase of service contracts greater than \$10,000.

**Youth Direct Service - CFMS - Program Code E010, Function Code 2850**

Description: Youth Direct Services shall be used according to federal guidelines [SSA Section 477(d)(1)] as incentives for completing goals in the plan for transition to independent living. It should include other expenditures that will assist Chafee youth to emancipate and when no other funding sources exist. ***This may not be used for Room and Board.*** If Chafee is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your Chafee match.

**Justification:** The justification shall include the provider's name, the description of services provided, the rate of services, the quantity of services, and the percent of the cost assigned to Chafee.

**Host County/Other - CFMS - Program Code E010, Function Code 2810**

**Description:** If you are a host county or the fiscal agent for a county, provide details for how much is being requested for each hosted county, including a description of the services offered and details about the calculation methodology.

Also, use this section to indicate any other types of services your Chafee program will provide. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your Chafee match.

**Justification:** Provide computations, a narrative description and a justification for each cost under this category.

**Indirect Charges**

**Description:** Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned directly to federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated to a federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a federal award as a direct cost.

**Justification:** Describe your indirect rate or allocation methodology, including whether that methodology has been approved by the federal government and whether it has changed with the introduction of 2 CFR Part 200, Appendix VII (Uniform Administrative Guidance for Grants and Cooperative Agreements, States and Local Government Indirect Cost Proposals).

# CHAFEE PROGRAM ANNUAL PLAN

## Attachment 1 PROJECTED FEDERAL FISCAL YEAR 2022 COUNTY FUNDING TABLE

County	Amount
Adams	\$133,498
Arapahoe	\$100,384
Boulder	\$70,333
Broomfield	\$10,713
Chaffee	\$7,631
Delta	\$16,817
Denver	\$168,329
El Paso	\$284,356
Garfield	\$9,005
Jefferson	\$103,667
La Plata	\$22,358
Larimer	\$103,667
Mesa	\$88,459
Montrose	\$15,231
Morgan	\$22,893
Pueblo	\$76,091
Weld	\$75,739
Balance of State	\$0
<b>TOTAL</b>	<b>\$1,304,252</b>

These funding amounts are tentative and shall be treated as an estimate for budgeting purposes only. If your county is not listed, you do not need to complete a plan unless you would like to apply for Chafee Program funds for FFY21.

If you have a need for Chafee funds but do not wish to apply for full funding, please review the Balance of State application process which can be found in the Informational Memorandum titled *Chafee Foster Care Independence Program Services Plan 2019-2020 Planning Package Due on September 25, 2020* (IM-CW\_2019-xxxx). The memo can be found on the Memo Website (<https://sites.google.com/a/state.co.us/cdhs-memo-series/home>).



**CHAFEE PROGRAM SERVICES PLAN**  
**FFY 2021-22 BUDGET AND BUDGET JUSTIFICATION FORM**

County Name	El Paso	Program Contact Name, Title, Phone and Email	
Budget Period	October 1, 2021 - September 30, 2022	Fiscal Contact Name, Title, Phone and Email	Anna Monroe, Budget Analyst, 719.520.7755, annamonroe@elpasoco.com
Project Name	Chafee Program		

CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP)							NOT COVERED BY CHAFEE*	
REIMBURSEMENT REQUEST							*Please describe the costs to serve the Chafee population that are not a part of your Chafee reimbursement request. This information is voluntary, however it helps DCW gather information on the true cost to serve this population.	
Expenditure Categories								
<b>PERSONNEL – CFMS – Program Code E010, Function Code 2850</b>								
Position Title/Employee Name	Job Title or Description of Work (for hourly employees, please include the hourly rate and number of hours in your description).	Monthly Salary	Monthly Fringe	Percent FTE assigned to CFCIP	No. Months of Cost	Total Direct Chafee Cost	Total annual cost covered by Other Funding	Description of other funding source
CYFS Supervisor - Supt & Svcs		\$5,590	\$2,245	65%	12	\$61,120	\$0	
CYFS Lead Soc CW - Supt & Svcs		\$4,486	\$2,053	95%	12	\$74,536	\$0	
CYFS Social CW III - Supt&Svcs		\$4,156	\$1,995	95%	12	\$70,119	\$0	
CYFS Social CW III - Supt&Svcs		\$4,184	\$2,000	95%	12	\$70,501	\$0	
CYFS Social CW III - Supt&Svcs		\$4,062	\$1,979	80%	12	\$57,996	\$0	
CYFS Social CW III - Supt&Svcs		\$4,184	\$2,000	95%	12	\$70,501	\$0	
Case Aide PT	Part-Time	\$1,933	\$337	80%	12	\$21,790	\$0	
Case Aide PT	Part-Time	\$1,933	\$337	80%	12	\$21,790	\$0	
						\$0	\$0	
						\$0	\$0	
						\$0	\$0	
Total Personnel Services						\$448,354	\$0	
<b>SUPPLIES &amp; OPERATING – CFMS – Program Code E010, Function Code 2850</b>							<b>NOT COVERED BY CHAFEE*</b>	
Item Name	Description of Item / Justification for Item	Rate	Qty	% of cost assigned to CFCIP	Total Direct Chafee Cost	Other Funding	Description of other funding source	
	Monthly Data plans for staff iPads and iPhones	\$590.00	12	100%	\$7,080	\$0		
	Monthly Operating/Training for Staff	\$100.00	12	100%	\$1,200	\$0		
	Office Supplies				\$100	\$0		
	Printer Cartridge				\$820	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
Total Supplies						\$9,200	\$0	
<b>TRAVEL – CFMS – Program Code E010, Function Code 2850</b>							<b>NOT COVERED BY CHAFEE*</b>	
Item Name	Description of Item / Justification for Item	Rate	Qty	% of cost assigned to CFCIP	Total Direct Chafee Cost	Other Funding	Description of other funding source	
	Monthly Travel for Staff			100%	\$10,000	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
Total Travel						\$10,000	\$0	
<b>Room and Board Reimbursement – CFMS – Program Code E010, Function Code 2810</b>							<b>NOT COVERED BY CHAFEE*</b>	
Definition: Reimbursement for room and board is available to young adults, ages 18-23, who emancipated from foster care on or after their 18th birthday. Room and board is defined as rent, rental deposits, furniture, and household start-up items.								
Provider Name	Description of Services/goods	Rate	Qty	% of cost assigned to CFCIP	Total Direct Chafee Cost	Other Funding	Description of other funding source	
	Youth Direct Room and board (to include rent, rental deposits, furniture, and household start-up items)			100%	\$6,000	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
					\$0	\$0		
Total Room and Board						\$6,000	\$0	
<b>Purchase of Service Contracts – CFMS – Program Code E010, Function Code 2850</b>							<b>NOT COVERED BY CHAFEE*</b>	
Indicate information for each specific provider from whom CFCIP services are proposed to be purchased.								

Provider Name	Description of Services	Rate	Qty	% of cost assigned to CFCIP	Total Direct Chafee Cost	Other Funding	Description of other funding source
Garden of the Gods Self Storage	Storage Unit	\$115	12	100%	\$1,380	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
Total Purchase of Service Contracts					\$1,380	\$0	
YOUTH DIRECT SERVICE – CFMS – Program Code E010, Function Code 2810 Definition: Youth Direct Services shall be used according to federal guidelines as incentives for completing goals in the plan for transition to independent living and for other expenditures that will assist Chafee youth to emancipate; and, when no other funding sources exist. This may not be used for Room and Board.						NOT COVERED BY CHAFEE*	
Provider Name	Description of Services	Rate	Qty	% of cost assigned to CFCIP	Total Direct Chafee Cost	Other Funding	Description of other funding source
Various	Youth Direct Incentives	\$50	160	100%	\$8,000	\$0	
Various	Youth Direct Education			100%	\$5,500	\$0	
Various	Youth Direct Discretionary spending			100%	\$8,000	\$0	
Various	Youth Events			100%	\$16,500	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
Total Youth Direct					\$38,000	\$0	
HOST COUNTIES/ OTHER – CFMS – Program Code E010, Function Code 2810						NOT COVERED BY CHAFEE*	
Name	Description of Services	Rate	Qty	% of cost assigned to CFCIP	FFY21 Total Requested	Other Funding	Description of other funding source
*Elbert County	Partnering with County -- extra cost built into Travel and incentives				\$0	\$0	
*Kiowa County	Partnering with County -- extra cost built into Travel and incentives				\$0	\$0	
*Cheyenne County	Partnering with County -- extra cost built into Travel and incentives				\$0	\$0	
*Teller County	Partnering with County -- extra cost built into Travel and incentives				\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
Total Host County/Other					\$0	\$0	
SUB-TOTAL BEFORE INDIRECT					\$512,934	\$0	
Indirect – CFMS – Program Code E010, Function Code 2810						NOT COVERED BY CHAFEE*	
Rate	Description				Amount	Other Funding	Description of other funding source
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
Total Indirect					\$0	\$0	\$0
TOTAL					\$512,934	\$0	\$0