



Eva J. Henry - District #1
Charles "Chaz" Tedesco - District #2
Erik Hansen - District #3
Steve O'Dorisio - District #4
Mary Hodge - District #5

**STUDY SESSION AGENDA
TUESDAY
May 29, 2018**

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE

10:30 A.M.	ATTENDEE(S): Stephanie Wilde
	ITEM: 2017 Animal Shelter Highlight / Update
11:00 A.M.	ATTENDEE(S): Nancy Duncan
	ITEM: 2019 Budget Process Kickoff
12:00 P.M.	ATTENDEE(S): Kristin Sullivan / Joelle Greenland / Debra Bristol / Melissa Scheere
	ITEM: Adams County 2018 Annual Action Plan and Program Recertifications
12:30 P.M.	ATTENDEE(S): Jeffery Maxwell / Jeremy Reichert
	ITEM: ROW Maintenance – Street Sweeping
1:00 P.M.	ATTENDEE(S): Kristin Sullivan / Doug Clark / Nana Appiah / Greg Baca / Christine Francescani
	ITEM: Update on Land Use Notification Process
1:30 P.M.	ATTENDEE(S): Raymond Gonzales
	ITEM: Administrative Item Review / Commissioners Communications
2:00 P.M.	ATTENDEE(S): Heidi Miller
	ITEM: Executive Session Pursuant to C.R.S. 24-6-402(4)(a) for the Purpose of Discussing Potential Purchase of Property

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION AGENDA ITEM

DATE:	May 29, 2018
SUBJECT:	Animal Shelter Update / 2017 Year in Review
FROM:	Stephanie Wilde, Animal Shelter Director
AGENCY/DEPARTMENT:	Adams County Animal Shelter/Adoption Center
ATTENDEES:	Stephanie Wilde, Marla Vogel
PURPOSE OF ITEM:	Update on current Adams County Animal Shelter/Adoption Center operations and 2017 achievements
STAFF RECOMMENDATION:	General Update

BACKGROUND:

In 2017 the Adams County Animal Shelter achieved several milestones and met many objectives set in the shelter's 5-year business plan. This presentation is to highlight specific accomplishments in 2017 and review current operations and services in place to care for companion animals and to serve residents with animal-related needs.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Manager's Office

ATTACHED DOCUMENTS:

ACASAC 2017 Year in Review Power Point Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

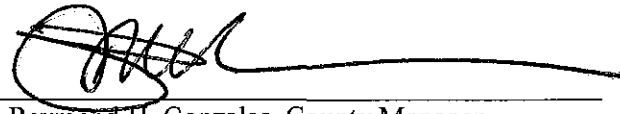
Fund:**Cost Center:**

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

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Current Budgeted Operating Expenditure:			
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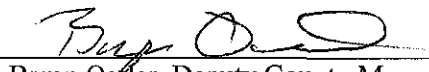
New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☒ NO

Additional Note:**APPROVAL SIGNATURES:**

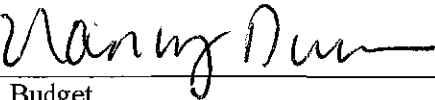
Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager



Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:

Budget

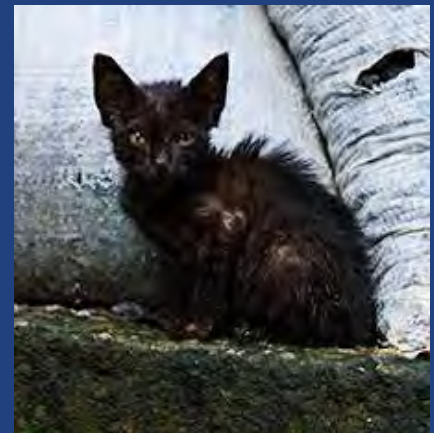
Adams County Animal Shelter and Adoption Center

2017 Year in Review

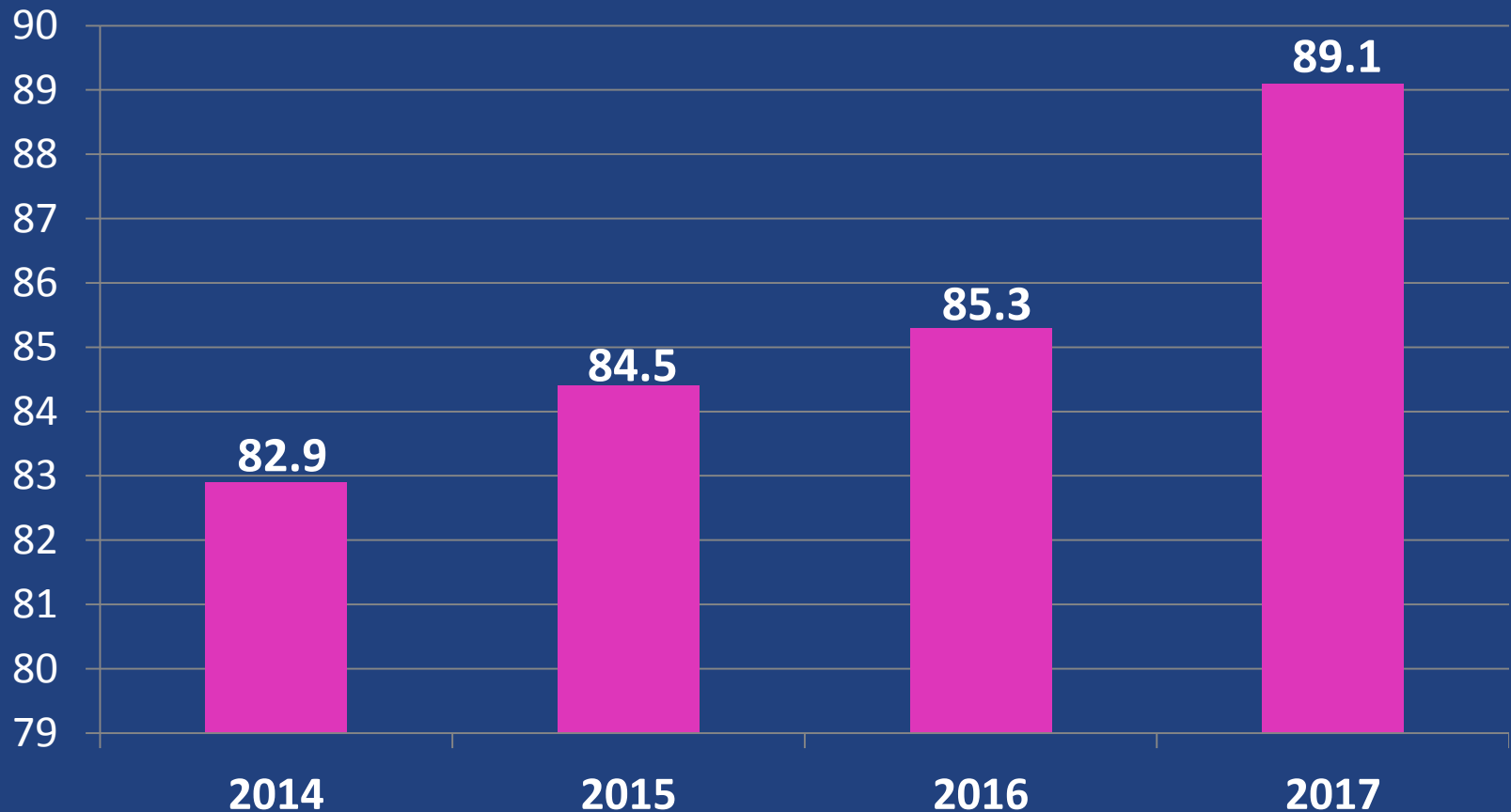
May 29, 2018

Challenges

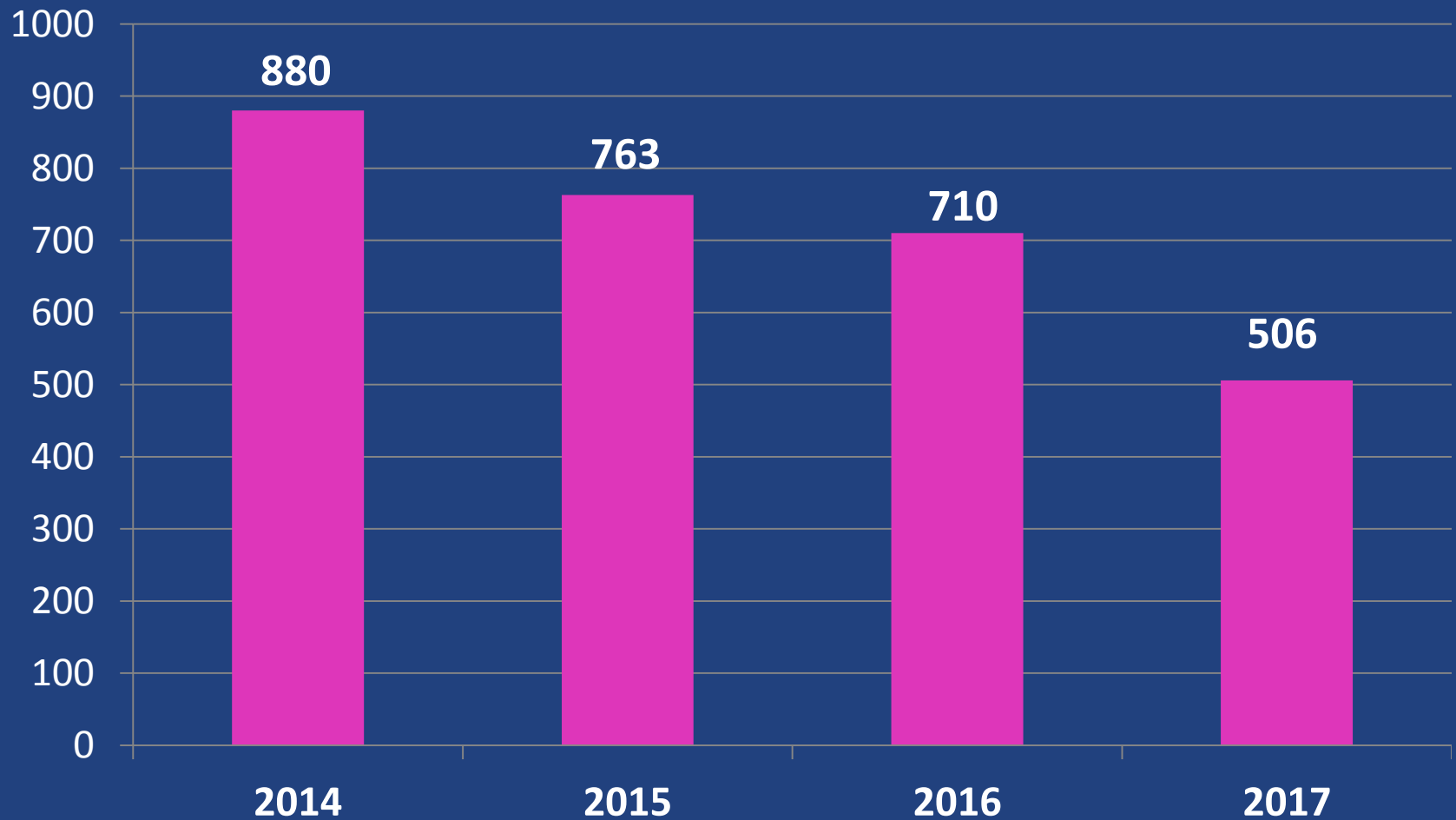
- Difficulties with current facility/ location
- Image / reputation
- Community cats (feral cats)
- Return to owner rates
- Some animal rights groups
- Turnover and workforce shortages
- Outdated practices and inefficiencies
- Increasing costs of animal sheltering
- Increase in ill, injured, and geriatric animals
- Increase in animals with behavioral issues



Save Rate: Highest in Shelter History!



Transfers Out: Down 73%



Average Length of Stay



7.8 Days for Dogs

13.5 Days for Cats

10 Days on Average for All Animals!

2,377 Animals Adopted!



First-time Participation in NBC and Telemundo's National Clear the Shelters Adoption Event



Promotions and Specials Generated One Third of All Adoptions in 2017

DOG DAYS
SUMMER SPECIAL
Dog adoption fees will be **50% off** - some exceptions may apply.
Now through July 2



Visit us today, or give us a call at 303.288.3294

Adams County Animal Shelter Adoption Center CO
February 5 · 🌟

Today's the big game, and the last day to take advantage of our "Big Game Special" where most dogs 30 lbs. and over will be \$51, some exceptions may apply. Stop by our shelter from 10 a.m.-5 p.m. today, or give us a call at 303.288.3294 for more information.

Big Game Special



HELP
CELEBRATE
Adopt a Shelter Cat Month

NOW UNTIL JUNE 30TH



Adult Cat Adoption Fee is: \$25
(Some exclusions may apply)
Visit us today, or give us a call at 303.288.3294

Participated in 8 Community Events



Highest Annual Adoption Revenue in a Single Year at \$275,794



1,499 Animals Returned Home!

- 2,208 Animals Microchipped
- 914 Dog Licenses Issued
- New Tag Machine

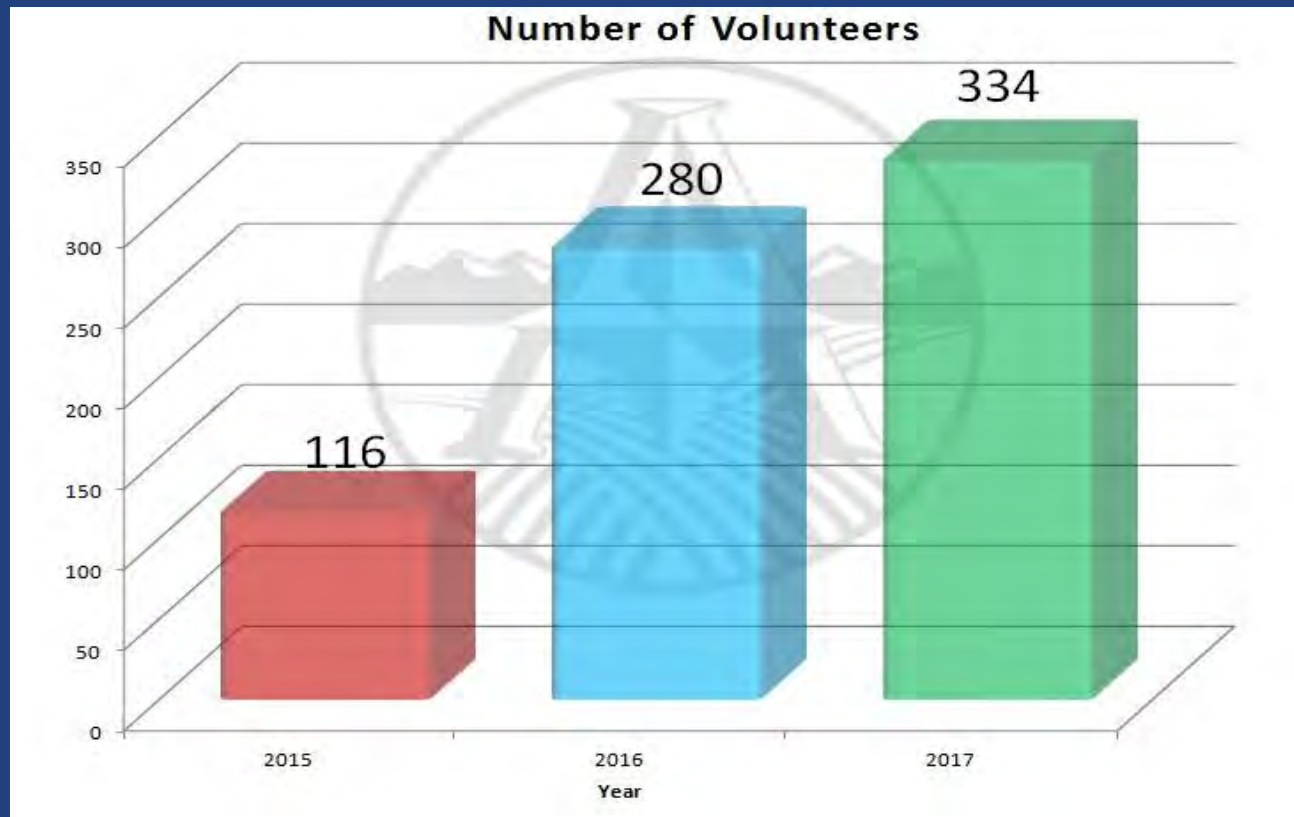


Volunteer Program Success in 2017

- Increased # of volunteers and service hours for 3rd year in a row
- Established a Volunteer Leadership Council
- Held first ADCO employee volunteer training at Government Ctr

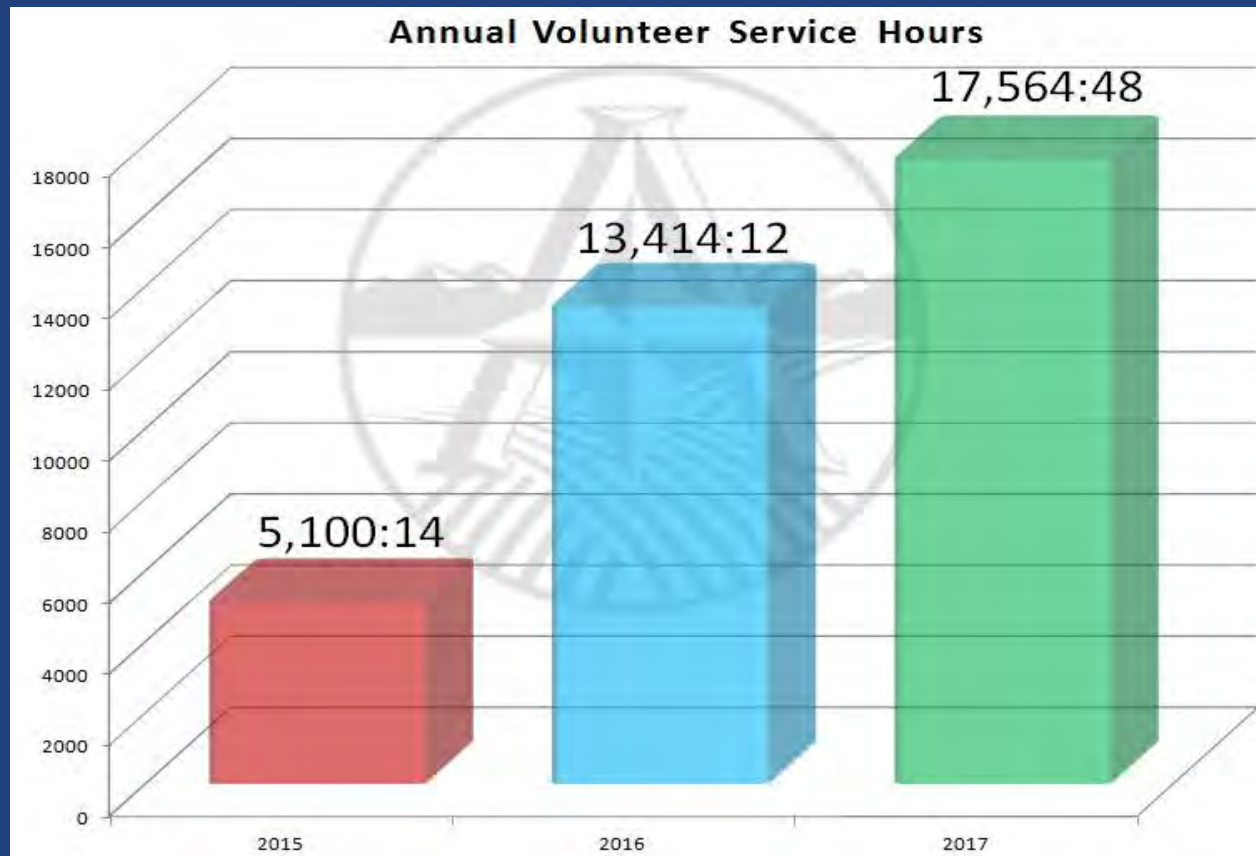


Increased Number of Volunteers by 189% since 2015



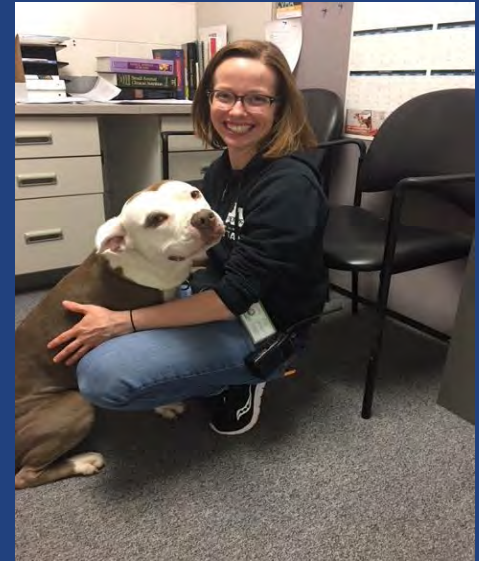
17,564 Volunteer Service Hours

The Most in Shelter History! Up 125%



Foster Program Success in 2017

- Total animals fostered: **420**
- Total number of foster volunteers: **60**



Assisted with Rescue of 44 Dogs from Texas during the 2017 Hurricane Crisis

Sweet Angie



Fostering Partnerships that Help Save Animals



Fostering Partnerships that Help Support People

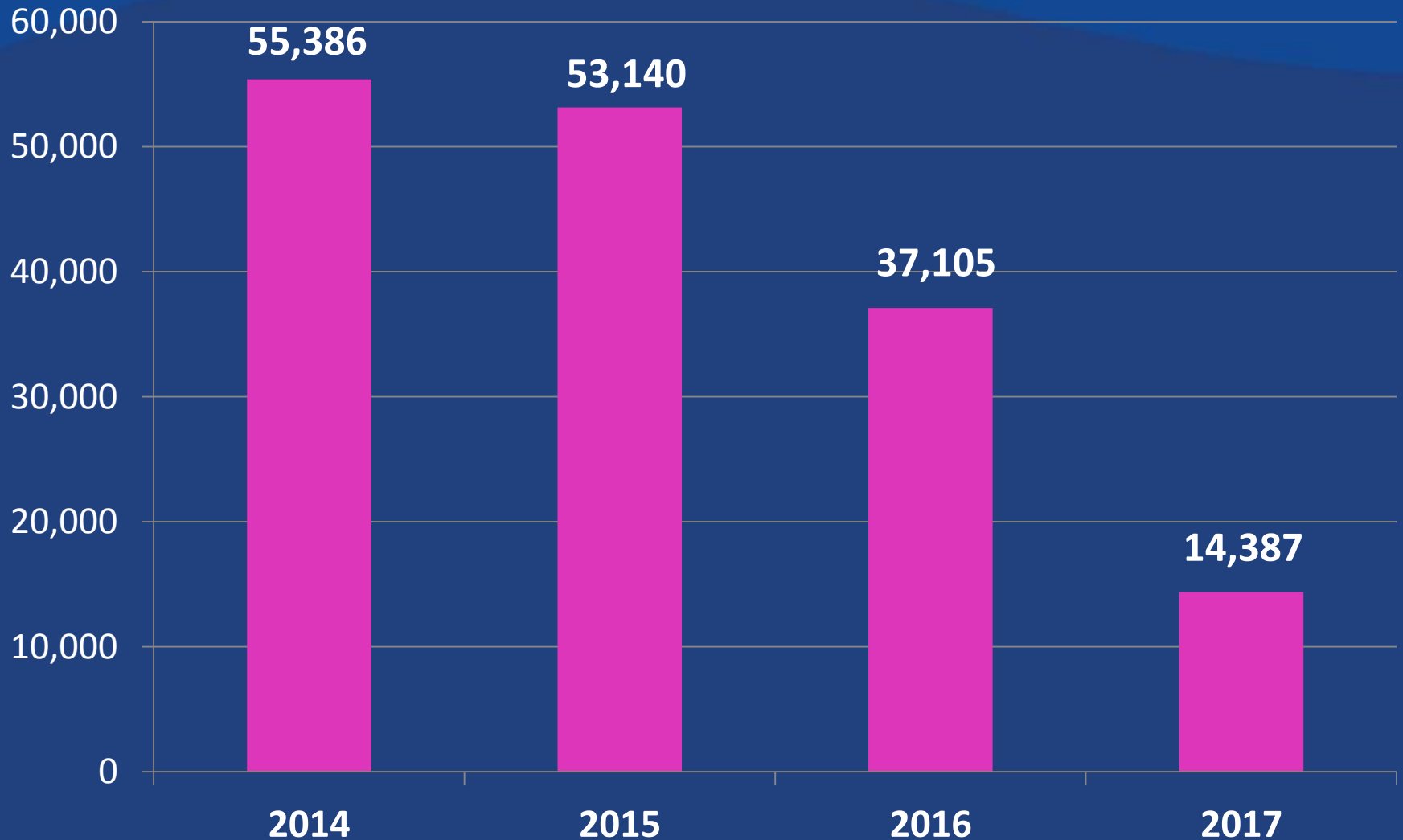
- Adams County Workforce Experience Program (2 active interns)
- Adams County “Heart at Work” Program (8 active volunteers)
- Mapleton Early College (6 active interns)
- Big Picture College and Career Academy High School (1 active intern)
- Adams 14 School to Work Alliance Transition Program (5 active volunteers)
- Adams County Employment First Program
- Adams County Volunteership Program
- Brighton Housing Authority Jessica Hara Memorial Scholarship
- Denver Public Schools – School to work Program

Getting Our House in Order



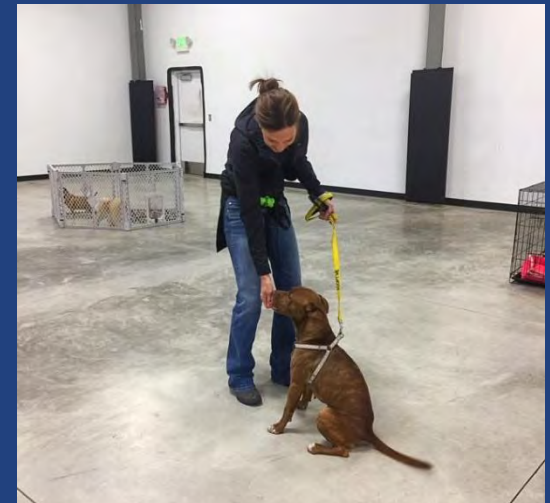
- Significantly improved processes for tracking revenues and expenses
- *Currently conducting a fee analysis*
- Reduced cost of microchips by 35%
- Reduced overtime costs over the past three years
- Tracking more than 40 metrics across shelter departments
- Increased staff training and team-building opportunities
- Implemented and updated standard operating procedures
- Linked employee recognition to county norms and values
- Contributed numerous hours, input and research toward new animal shelter design, including ongoing user group feedback

Reduced Overtime by 74%



Implemented New Behavior Evaluation and Animal Enrichment Guidelines

- Implemented comprehensive evaluation process for cats and dogs
- Increased use of videos in evaluation process
- Added extra evaluation requirements for larger dogs
- Began tracking more detailed behavior-related metrics
- Developed advanced volunteer behavior and training team
- Established enrichment practices to decrease kennel stress
- Implemented 100% force-free training and low-stress handling methods





BLUE COLLAR

Kitties for Hire

**Saved 88 Cats
in 2017!!**



Need a cat to help keep your barn, stable, or work space free of rodents?
Adopt a cat from our Blue Collar Kitty Program! Our blue collar kitties are natural hunters who enjoy earning their keep by freeing your space of mice and other pests.

Cost:

Adoption fees are waived for these special working kitties in exchange for a safe place to make their forever home.

For more information about the
Blue Collar Kitty Program,
visit us today at 10705 Fulton St., Brighton, or

1,629 Animals Served at Vaccine Clinics



5,071 Total Animals Vaccinated

- 1,591 Animals Spayed/Neutered
- 148 Animals Received Dental Procedures
- 212 Animals Received End-of-Life Services



Together We Made a Difference!

- Provided 62,274 sheltered days for 5,369 animals
- Served 1,629 animals at public vaccination clinics
 - Cared for a total of 6,998 animals!



- Served an estimated 5,000+ households in our community

Sneak Peek of Things to Come



Overview of the new Riverdale Animal Shelter
(features, improvements, and opportunities)

Comprehensive fee analysis and recommendations

Questions?





STUDY SESSION AGENDA ITEM

DATE:	May 29, 2018
SUBJECT:	2019 Budget Process Kickoff
FROM:	Nancy Duncan, Budget Manager
AGENCY/DEPARTMENT:	County Manager's Office
ATTENDEES:	County Manager's Office & Budget Office
PURPOSE OF ITEM:	To begin meeting for the 2019 Budget Process with the Board of County Commissioners
STAFF RECOMMENDATION:	Informational Only

BACKGROUND:

The Annual Budget Process begins each year in May. This meeting is to present information to the Board of County Commissioners to begin that process. The Budget Staff will be presenting dates and preliminary information for the 2019 Budget Process.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Manager's Office and Budget Office

ATTACHED DOCUMENTS:

2019 Budget Kick Off PowerPoint Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

Fund:**Cost Center:**

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
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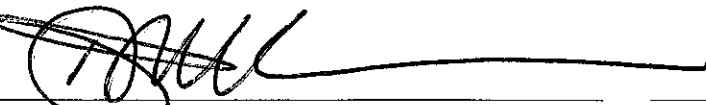
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Total Expenditures:			

New FTEs requested: ☐ YES ☐ NO

Future Amendment Needed: ☐ YES ☐ NO

Additional Note:

Informational Only

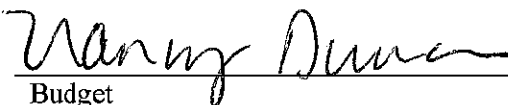
APPROVAL SIGNATURES:

Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:
Budget

2019
ADAMS COUNTY BUDGET OFFICE



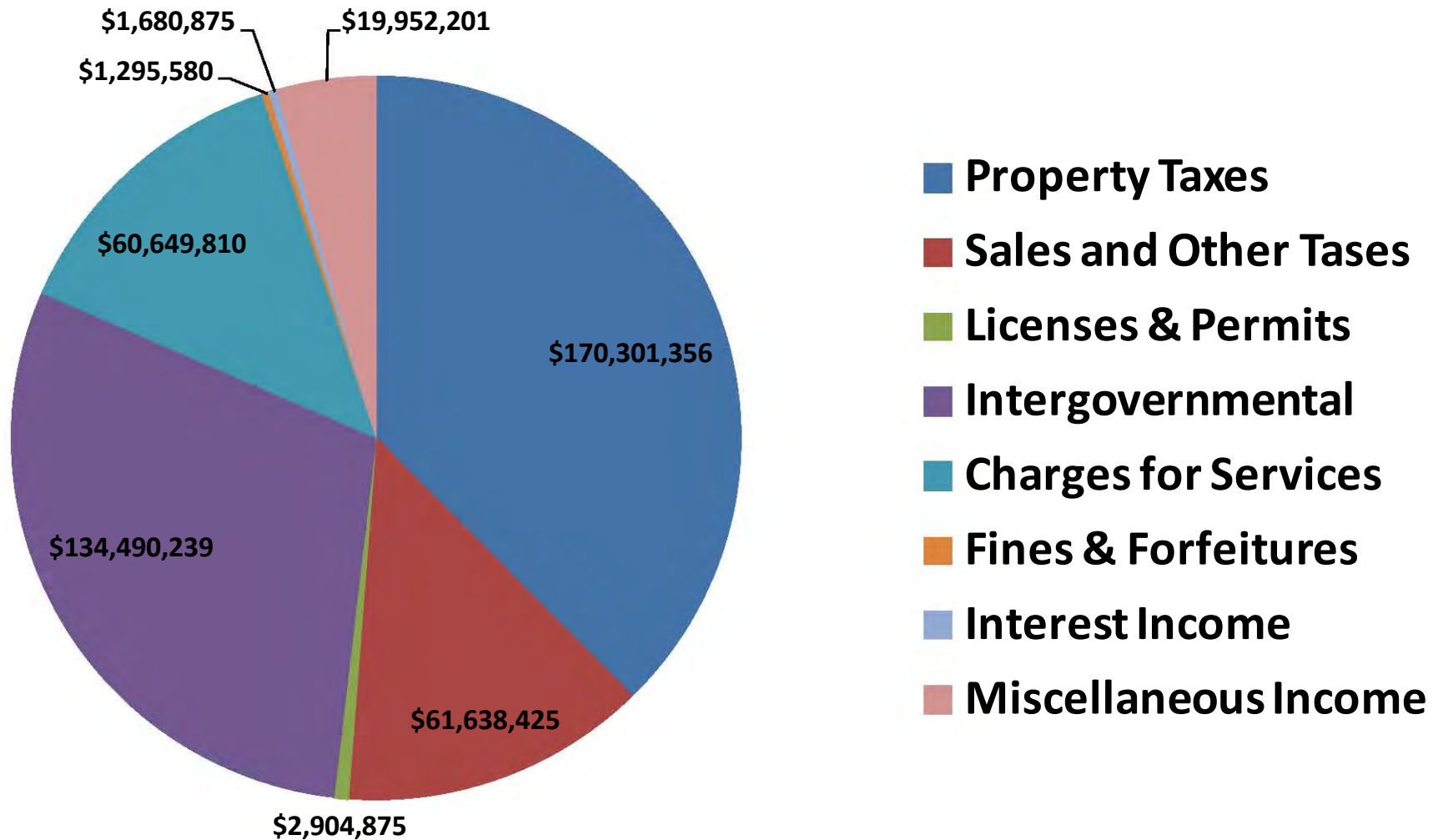
**2019 Budget Development Kick Off
BoCC Study Session
May 29, 2018**

2019 Budget Kick-Off

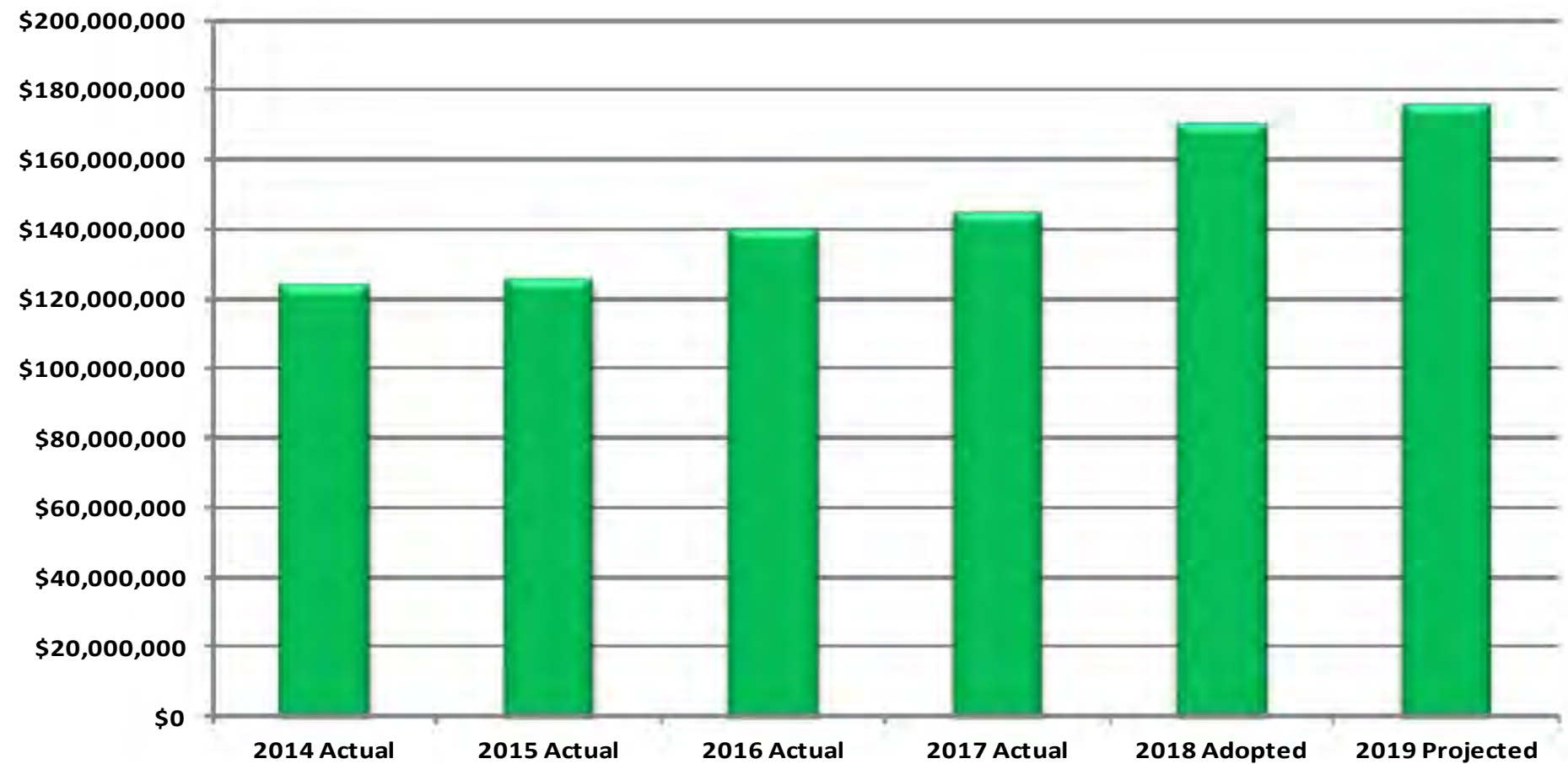
- Revenue Assumptions
- Expenditure Assumptions
- Direction Regarding Operational Expenditures
- Updating of any Budget Policies and/or Goals
- Budget Summit and Meetings



A Look at 2018 Adopted Revenues

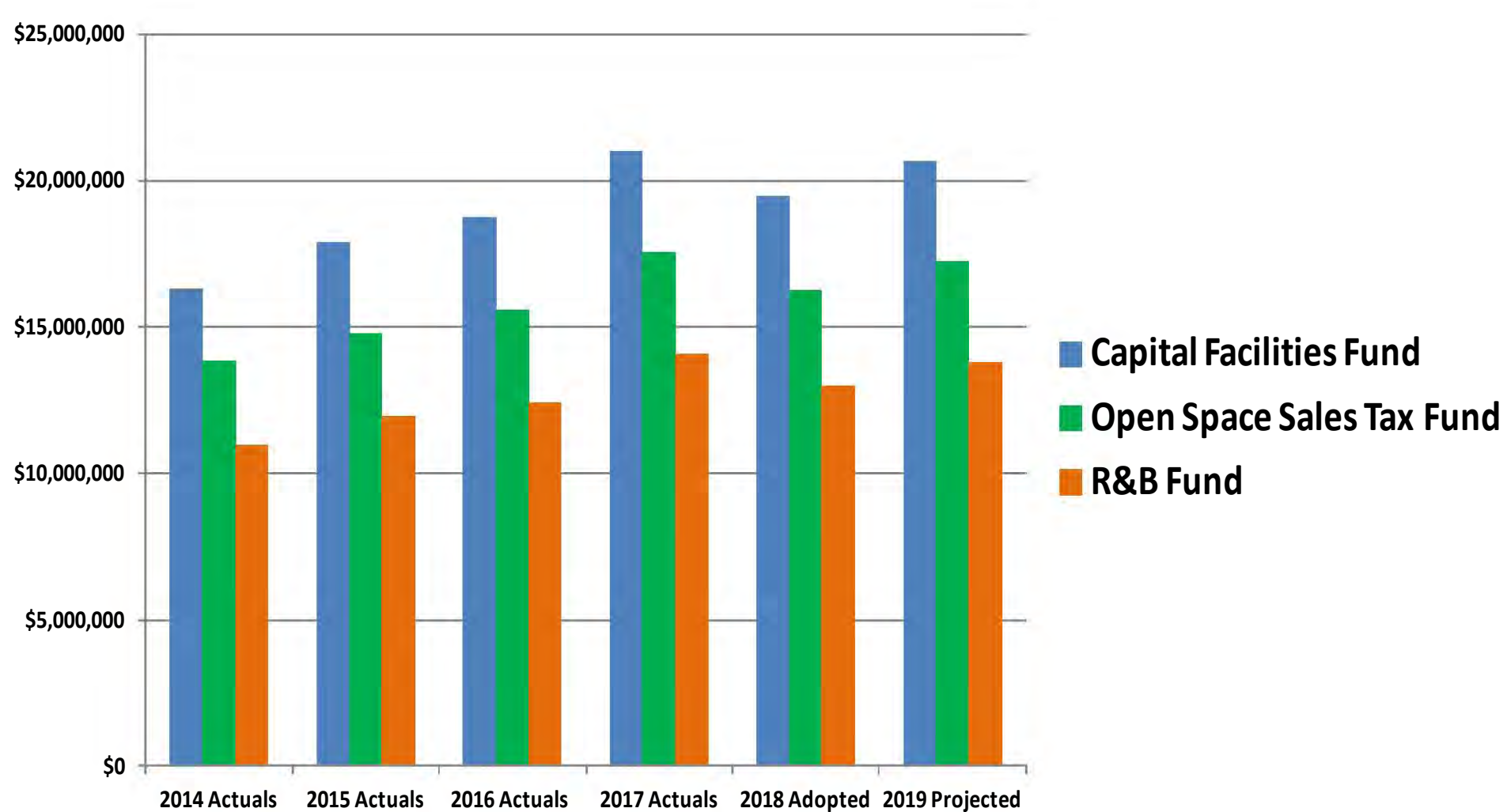


2014-2019 Property Taxes



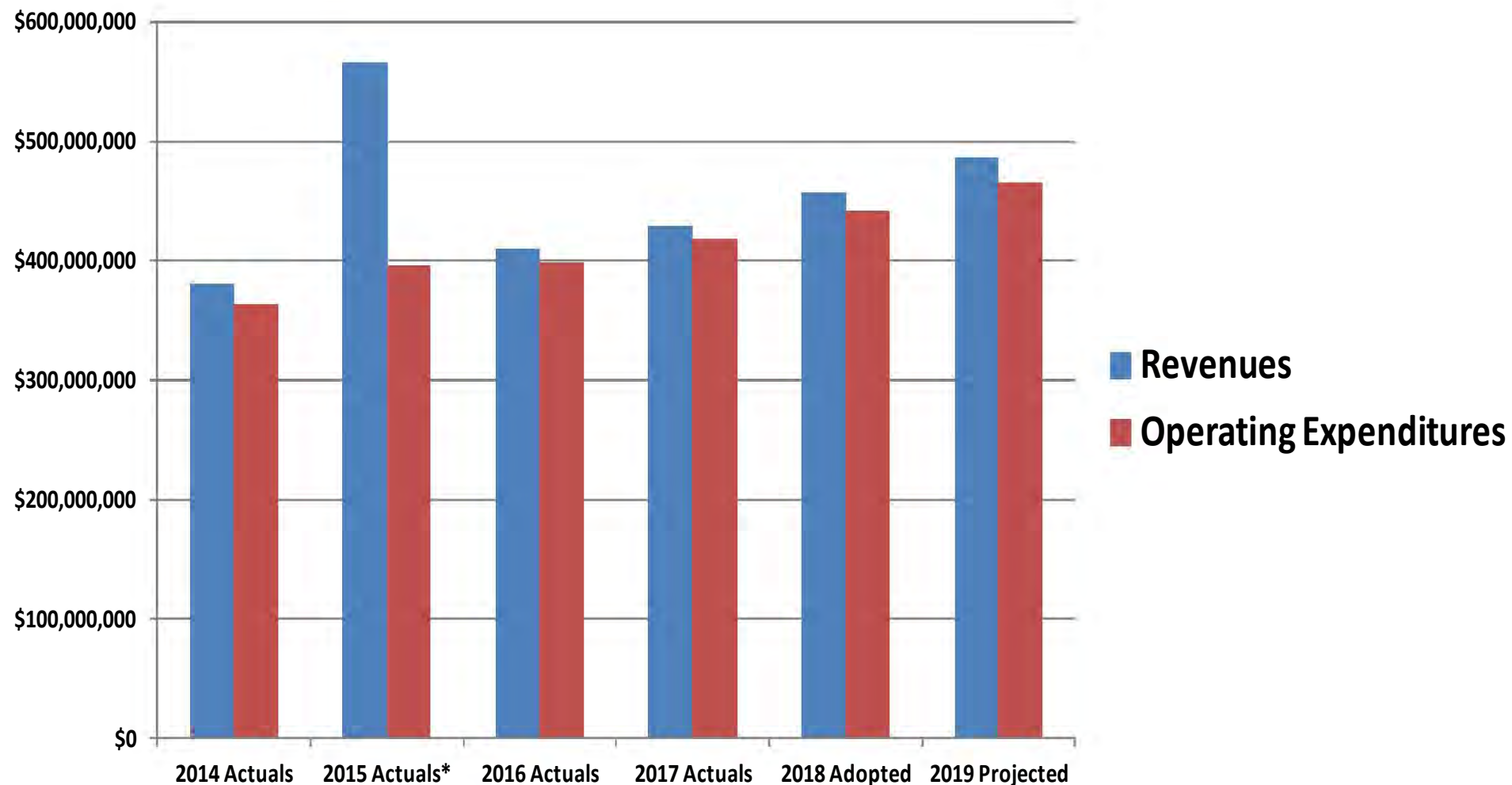
2014-2019 Sales Taxes by Fund

(does not include Marijuana Sales Tax)

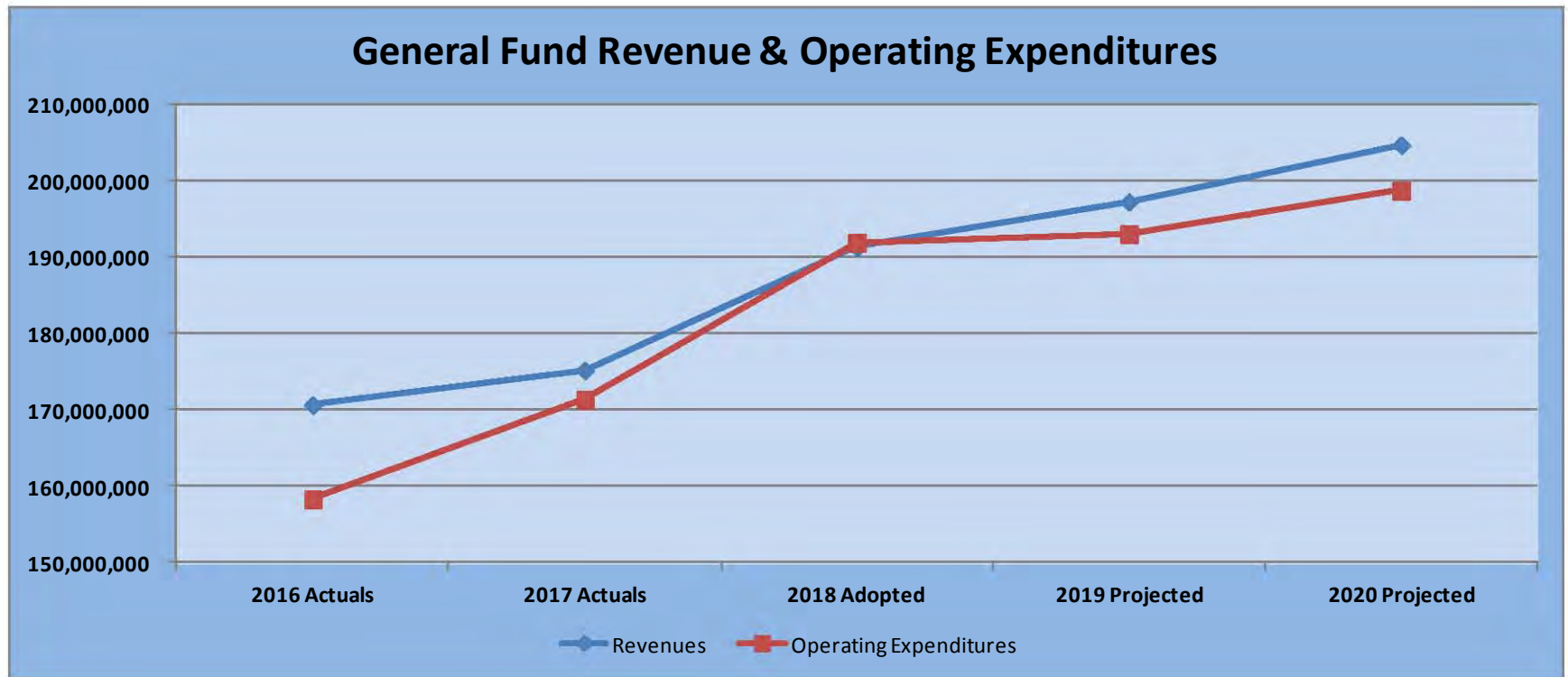


Revenues and Operating Expenditures

(*2015 Revenues include COP Funding)

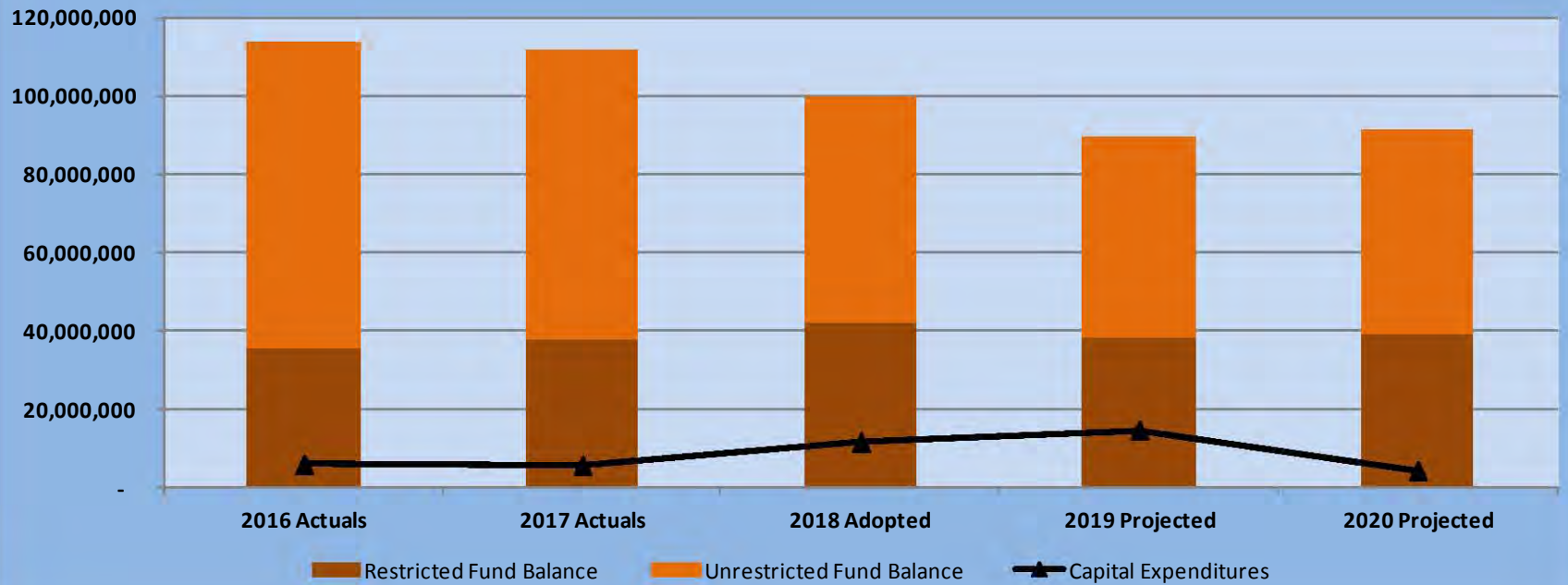


2018 includes \$5.3M in one time projects.

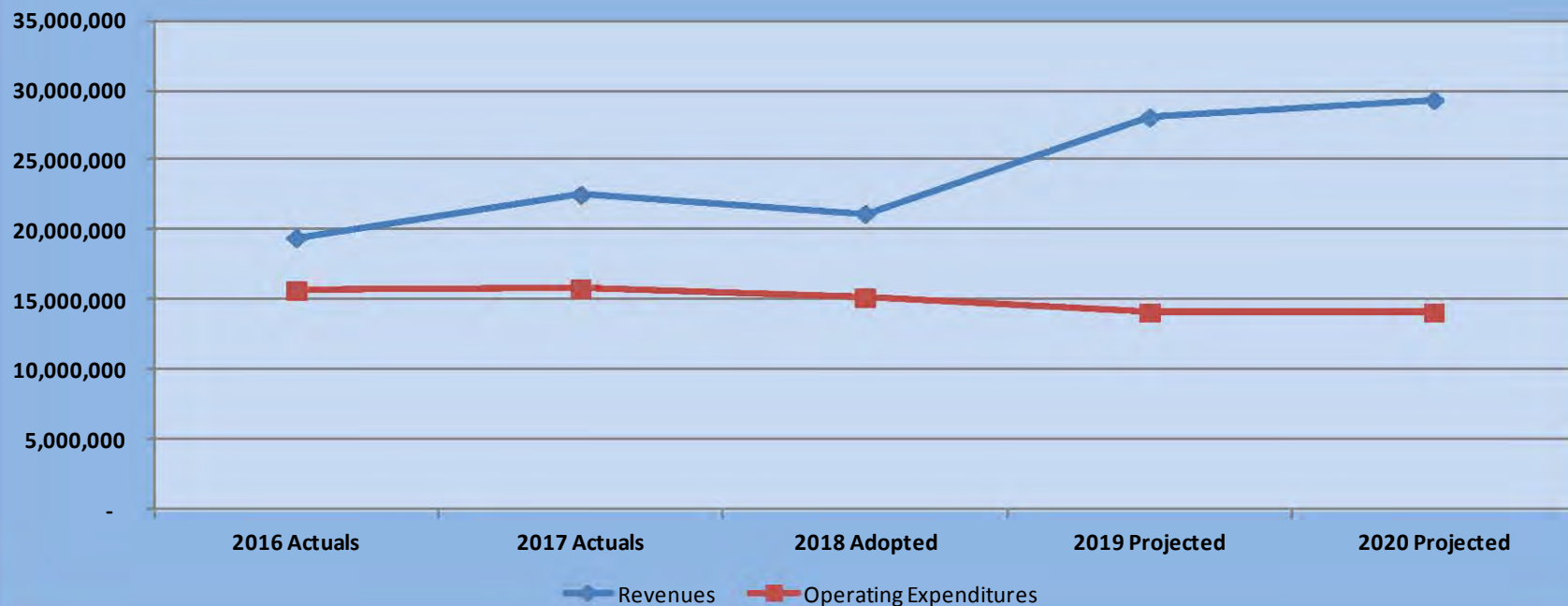


	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Gap	\$12,383,742	\$3,841,553	-\$649,127	\$4,231,964	\$5,972,495

General Fund Restricted / Unrestricted Fund Balance and Capital

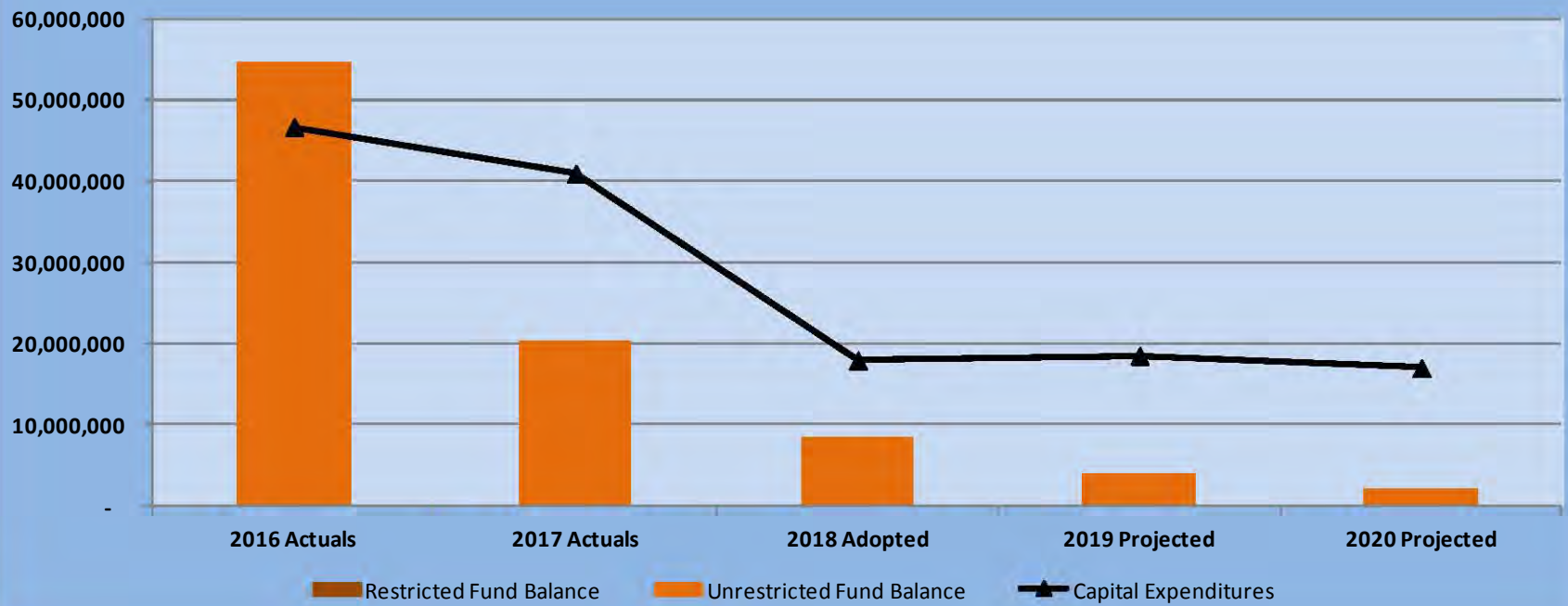


Capital Facilities Revenue & Operating Expenditures

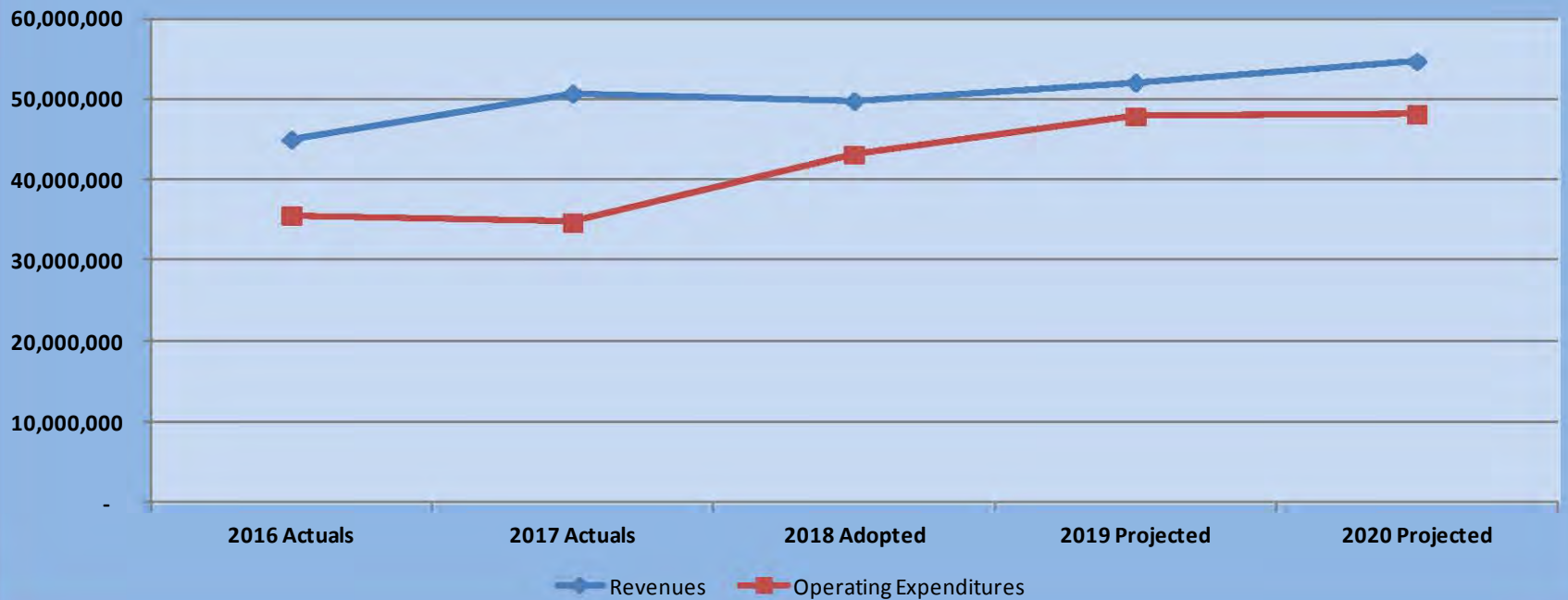


	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Gap	\$3,763,658	\$6,710,280	\$5,988,915	\$13,952,622	\$15,190,420

Capital Facilities Restricted / Unrestricted Fund Balance and Capital

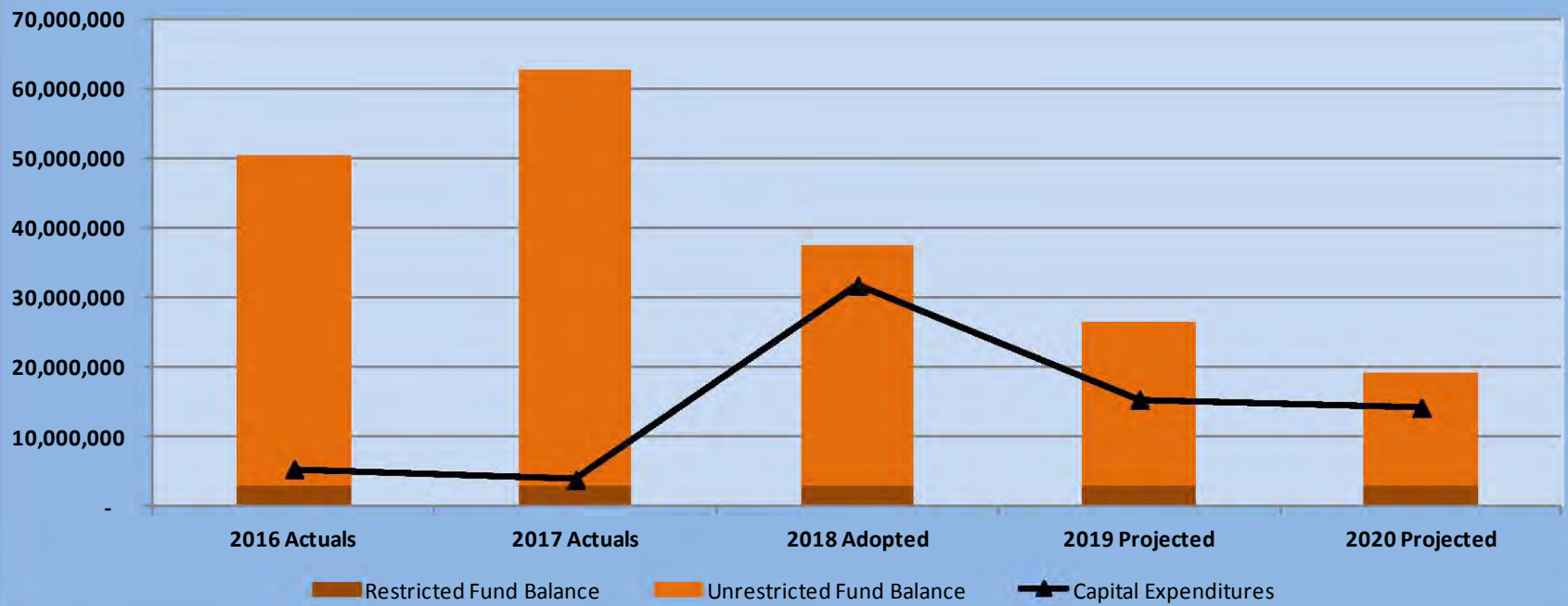


Road & Bridge Revenue & Operating Expenditures

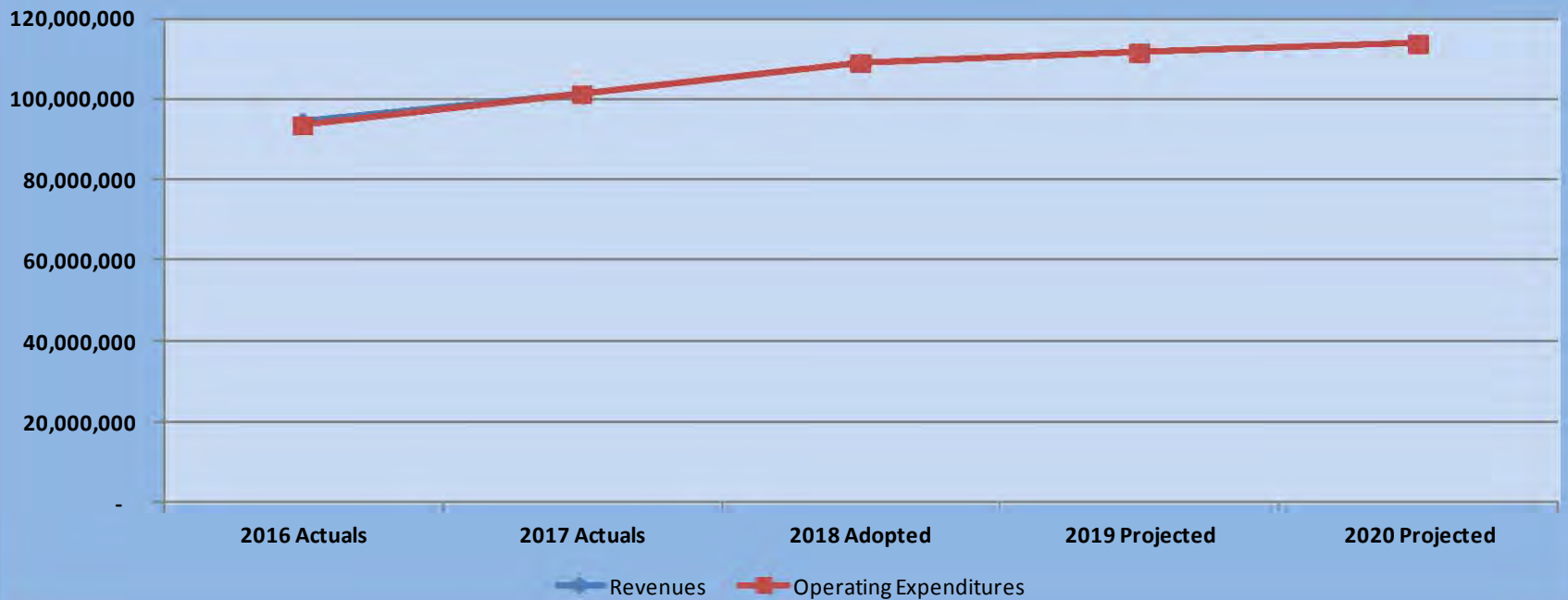


	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Gap	\$9,385,268	\$15,967,436	\$6,670,255	\$4,216,635	\$6,554,524

Road & Bridge Restricted / Unrestricted Fund Balance and Capital

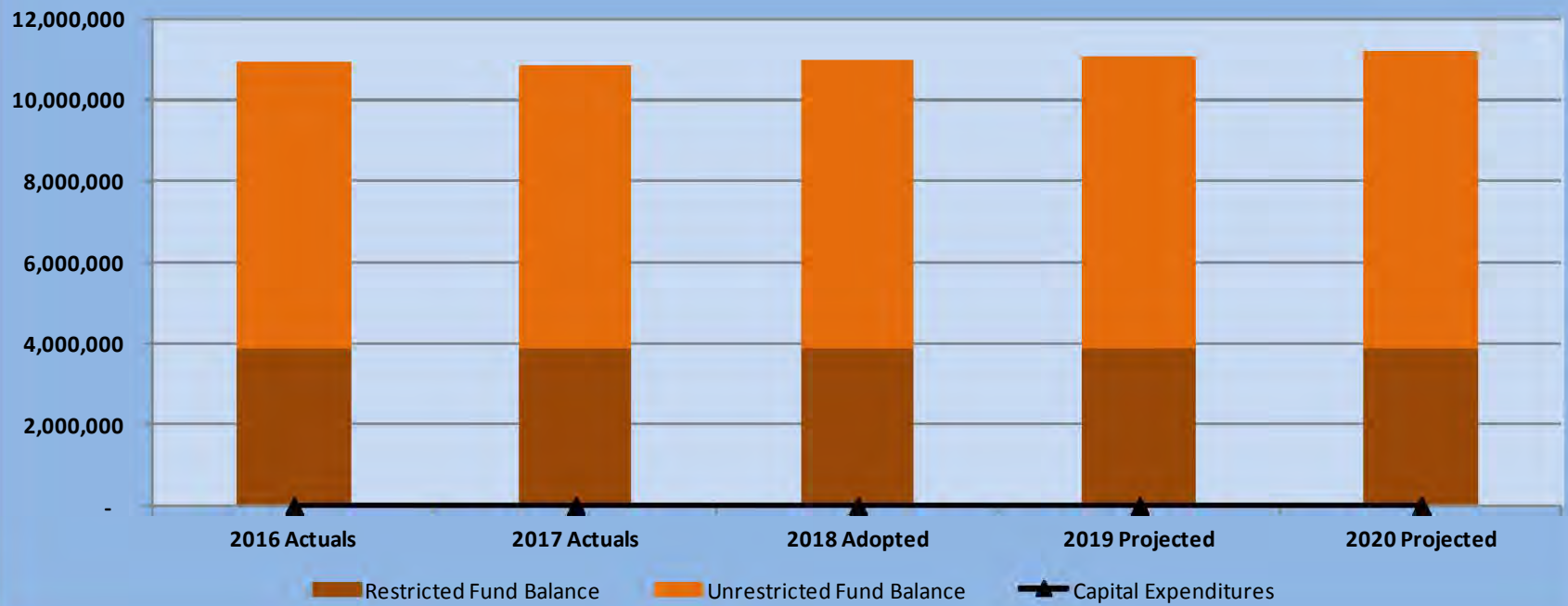


Social Services Revenue & Operating Expenditures

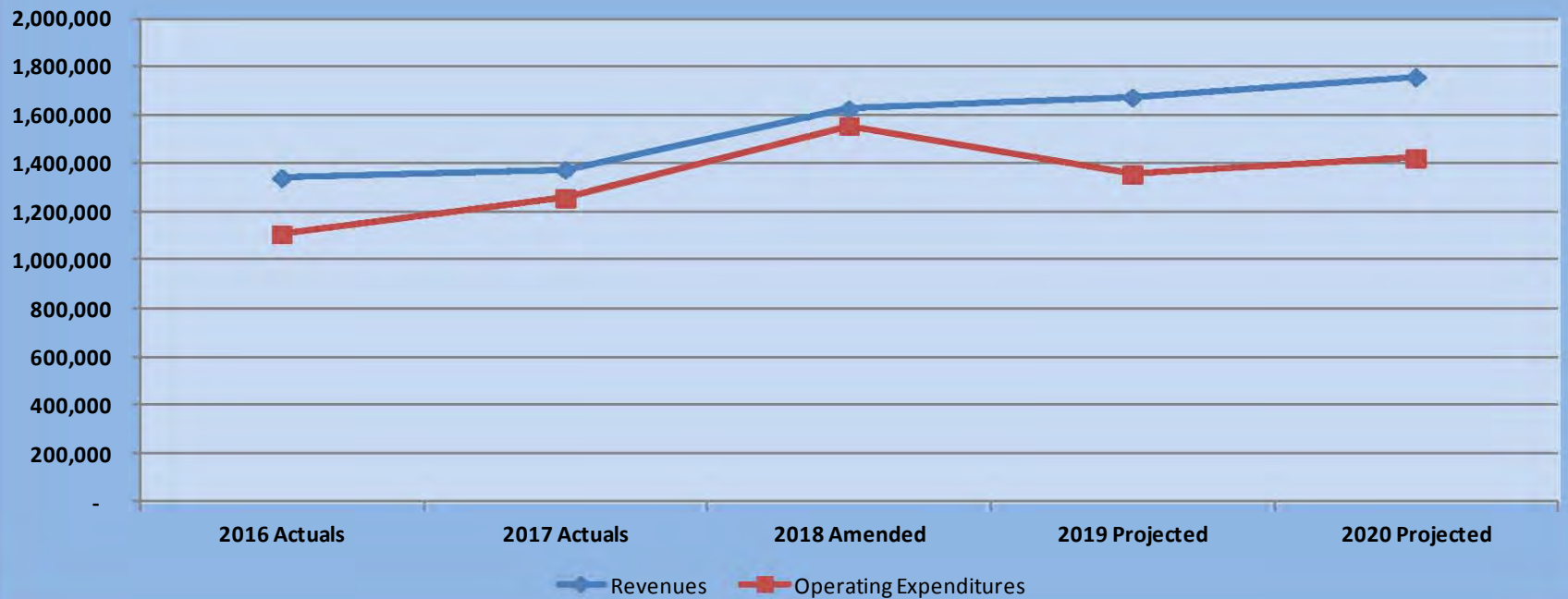


Gap	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
	\$747,828	-\$111,619	\$157,531	\$81,592	\$124,312

Social Services Restricted / Unrestricted Fund Balance and Capital

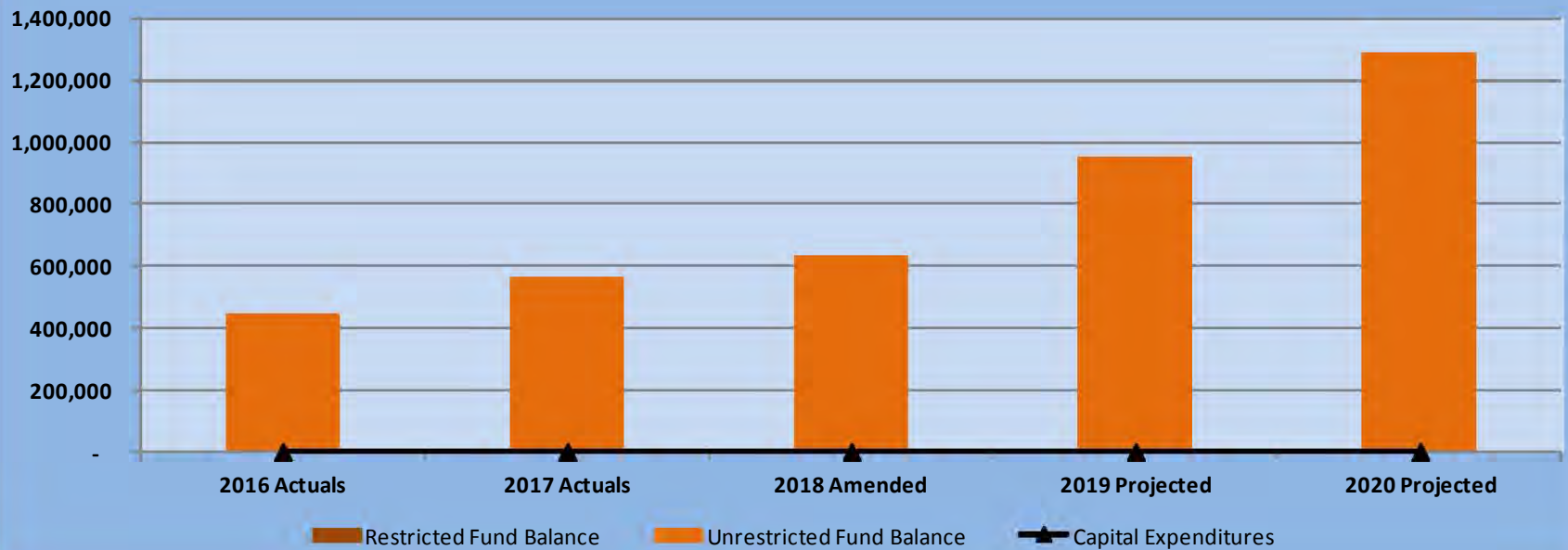


Developmentally Disabled Fund Revenue & Operating Expenditures



	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Gap	\$231,834	\$117,212	\$69,721	\$318,921	\$336,060

Developmentally Disabled Fund Restricted / Unrestricted Fund Balance and Capital



Next Steps

- May 21 – Budget Module Opened
- July 6 – Operating and Capital Budgets Due
- August – Department & Elected Official Meetings with the Budget Team
- September 21 – Elected Official and Department Budget Summit at Riverdale Golf Course
- Early October – Review of Budgets with Department Directors and Budget Team
- October 9 – Presentation of County Manager's 2019 Proposed Budget in Public Hearing
- November – Meetings with BoCC and Budget Team
- December 4 – First Reading of 2019 Proposed Budget in Public Hearing
- December 11 – Second Reading of 2019 Proposed Budget and Adoption of 2019 Adams County Budget
- December 11 – Certification of Mill Levies



STUDY SESSION AGENDA ITEM

DATE: May 29, 2018

SUBJECT: Adams County 2018 Annual Action Plan (AAP) and Program Recertifications

FROM: Kristin Sullivan, Community and Economic Development Director

AGENCY/DEPARTMENT: Community and Economic Development

ATTENDEES: Kristin Sullivan, Doug Clark, Joelle Greenland, Melissa Scheere and Debra Bristol

PURPOSE OF ITEM: Discussion of the County's 2018 AAP and program recertifications as required by the US Department of Housing and Urban Development (HUD) in order to receive federal funds

STAFF RECOMMENDATION: Approval to proceed with 2018 AAP and program recertifications for final approval at the July 3, 2018 public hearing and subsequent submittal to HUD

BACKGROUND:

HUD Program Recertifications

As part of the County's eligibility to receive Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds from HUD, the County is designated by HUD as an Urban County, which administers CDBG funds for the Town of Bennett, unincorporated Adams County and the cities of Brighton, Federal Heights and Northglenn. With respect to HOME funds, the County is designated as a Participating Jurisdiction for a HOME Consortia which administers HOME funds for the county as well as the cities of Thornton and Westminster. As required by HUD, Intergovernmental Agreements (IGA) are currently in place for the Urban County and HOME Consortia; however, HUD requires a recertification every three (3) years. The last recertification period started in 2015 and expires at the end of the 2018 program year (June 30, 2019). The County must now requalify in order to participate for the next qualification period (Federal Fiscal Years - 2019, 2020 and 2021).

The Urban County IGA that governs CDBG has an automatic renewal provision, which only requires the County to provide letters to its Urban County members of their right to discontinue participation. Letters were sent to all members and no notices to discontinue participation in the Urban County were received.

The HOME Consortia IGA does not have an automatic renewal provision. Therefore, a new IGA (draft attached) covering the 2019, 2020 and 2021 federal fiscal years must be submitted to HUD for its consideration by June 30, 2018 in order to continue receiving HOME funds. The new IGA has only minor changes (e.g. dates, new program year date, etc.) to which all HOME Consortia members have agreed, and the County Attorney's office has reviewed and approved all edits. The respective city councils will

need to approve the IGA by resolution prior to the County's final approval at a public hearing on June 19, 2018.

2018 Annual Action Plan (AAP)

The County has developed the 2018 AAP as a HUD requirement to qualify for CDBG and HOME funding for Program Year 2018 (July 1, 2018 to June 30, 2019). The AAP is an annual planning document that identifies and summarizes housing and community development projects that will be conducted in the program year. The County can only submit its 2018 AAP after it receives its official allocation letter from HUD, and following Board approval after the required thirty (30) day public comment period. To date, the County has not received its allocation letter; however, it has received informal notification of its CDBG/HOME allocations, respectively: \$1,309,418 & \$1,047,548.

The objective of the 2018 AAP is to:

1. Adopts specific actions in accordance with the Consolidated Plan;
2. Sets program milestones;
3. Identifies projects to address community and housing needs;
4. Allows for the opportunity to reallocate and reprogram funds from previous years; and
5. Allows an opportunity for the public to provide input on the use of funds.

Staff Summary

Federal Grant Process: Adams County, as the Grantee of HUD funds, is responsible for the submission of a Consolidated Plan that outlines the community needs, establishes goals and priorities of how funds will be targeted/distributed and submission of subsequent annual plans. The Consolidated Plan covering the period from 2015 - 2019 was approved by the Board in May 2015. The 2018 AAP is the current annual plan under the 2015 - 2019 Consolidated Plan. After Board approval, the AAP will be submitted to HUD, which has forty-five (45) days to review and accept it. Once accepted, HUD will enter into separate CDBG/HOME agreements with the County.

CDBG Program: The purpose of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income. At a minimum, seventy percent (70%) of CDBG funds must be used for activities that benefit persons of low- and moderate-income.

HOME Program: The purpose of the HOME program is to expand the supply of permanent, decent, safe, sanitary, and affordable housing; design and implement strategies for achieving an adequate supply of permanent, decent, safe, sanitary, and affordable housing; and provide participating jurisdictions the various forms of federal housing assistance for serving very low- and low-income Americans.

In addition, fifteen percent (15%) of the total 2018 HOME allocation must be awarded to a Community Housing Development Organization (CHDO). An additional five percent (5%) may be allocated to the CHDO project in the form of CHDO Operating Costs. These operating costs assist the CHDO in carrying out CHDO activities, and build organizational capacity.

Staff Recommendations

HUD Program Recertifications

Approval to proceed with the Urban County and HOME Consortia program recertifications for FYs 2019, 2020, and 2021. The Urban County IGA will be automatically renewed pending final Board approval at the June 19, 2018 public hearing. HOME Consortia IGA will be executed after final approval from the County Attorney's Office and final approval at the June 19, 2018 public hearing.

Annual Action Plan

Approval to proceed with the 2018 AAP public comment period and final approval at the July 3, 2018 Public Hearing. All project recommendations, outlined below, will meet HUD national objectives, as well as the County's goals and objectives outlined in its 2015-2019 ConPlan.

Anticipated CDBG 2018 Projects

Julian County Member	Project	Funding Amount
Adams County	Minor Home Repair	\$532,065
City of Brighton	Minor Home Repair	\$178,916
City of Federal Heights	• Minor Home Repair • Code Enforcement	\$38,715 \$60,180
City of Northglenn	Pedestrian and Bicycle Trail Improvements	\$224,090
Adams County	Unison Housing Partners Broadway Project (44 units)	Reserve Project
Adams County	Administration (20%)	\$261,883
Total CDBG Projects		\$1,295,849

Anticipated HOME 2018 Projects

HOME Consortium Member	Project	Funding Amount
Adams County & City of Thornton	Unison Housing Partners Crossing Pointe, Phase I (64 units)	\$830,000*
City of Westminster	St. Charles Company, LLC St. Mark Village (216 units)	\$369,103*
Adams County	CHDO Reserve ** - TBD	\$157,132
Adams County	Administration (10%)	\$104,754
Total HOME Projects		\$1,460,989

*Includes Prior Year Resources

** A required allocation of HOME funds to eligible Community Housing Development Organizations (CHDOs)

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Attorney

ATTACHED DOCUMENTS:

DRAFT 2018 Annual Action Plan

2016-2018 Urban County IGA (City of Federal Heights – Example)

DRAFT HOME IGA

PPT Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

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Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☐ NO

Future Amendment Needed: ☐ YES ☐ NO

Additional Note:

All funds are appropriated by HUD with no general funds.

APPROVAL SIGNATURES:



Raymond H. Gonzales, County Manager

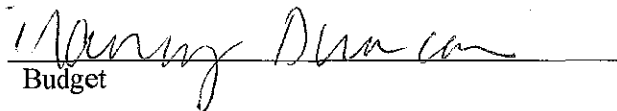
Alisha Reis, Deputy County Manager



Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:



Budget

A presentation to the BoCC regarding

2018 Annual Action Plan and Program Recertifications

Community and Economic Development

May 29, 2018



ADAMS COUNTY
COLORADO

Why are we here?

- US Department of Housing and Urban Development designates Adams County as an Urban County and a HOME Consortia
 - Requires the recertification of current Intergovernmental Agreements (IGAs) with its participating local governments in order to continue receiving Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding
- Discussion of 2018 Annual Action Plan and anticipated CDBG/HOME projects

Program Recertifications

- Intergovernmental Agreements
- Urban County
 - Town of Bennett and cities of Federal Heights, Brighton, and Northglenn
 - Automatic renewal provision
- HOME Consortia
 - Cities of Thornton and Westminster
 - No automatic renewal provision

2018 Annual Action Plan

Objectives

1. Adopts specific actions in accordance with the Consolidated Plan;
2. Sets program milestones;
3. Identifies projects to address community and housing needs;
4. Allows for the opportunity to reallocate and reprogram funds from previous years; and
5. Allows an opportunity for the public to provide input on the use of funds.

Anticipated CDBG Projects

\$1,309,418 – 2018 Allocation

Urban County Member	Project	Funding Amount
Adams County	Minor Home Repair	\$532,065
City of Brighton	Minor Home Repair	\$178,916
City of Federal Heights	•Minor Home Repair •Code Enforcement	\$38,715 \$60,180
City of Northglenn	Pedestrian and Bicycle Trail Improvements	\$224,090
Adams County	Unison Housing Partners Broadway Project (44 units)	Reserve Project
Adams County	Administration (20%)	\$261,883
Total CDBG Projects		\$1,295,849

* Town of Bennett – no viable project

Anticipated HOME Projects

\$1,047,548 – 2018 Allocation

HOME Consortia Member	Project	Funding Amount
Adams County & City of Thornton	Unison Housing Partners Crossing Pointe, Phase I (64 units)	\$830,000*
City of Westminster	St. Charles Company, LLC St. Mark Village (216 units)	\$369,103*
Adams County	CHDO Reserve** - TBD	\$157,132
Adams County	Administration (10%)	\$104,754
Total HOME Projects		\$1,460,989

*Includes Prior Year Resources

** A required 15% allocation of HOME funds to an eligible Community Housing Development Organization (CHDO)

Next Steps

- Receive official allocation letter
- Public Comment Period - May 30 – July 3
- BoCC Public Hearing – July 3
- Submit Annual Action Plan
- Post-HUD acceptance
 - CDBG/HOME Agreements executed between HUD & County
 - Contracts with Subgrantees' executed by Chair

Adams County 2018 Annual Action Plan



DRAFT
Program Year
July 1, 2018 - June 30, 2019



Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The mission of Adams County is to responsibly serve the Adams County communities with integrity and innovation. With this foundation, the County's goals are to support the economic, social, environmental, and cultural well-being of its communities. This is best achieved through effective partnerships, capacity building and management of funding to foster socio-economic vitality and maximize opportunities throughout the County. The County accomplishes this through the administration of federal, state, and local grants, all of which leverage existing funds to address the needs within the County.

The County works in partnership with representatives from the Town of Bennett, and the cities of Brighton, Federal Heights, Northglenn, Thornton and Westminster. It also partners with many non-profit organizations and local housing authorities that contribute to the delivery of services. Representatives of these partners serve on boards, committees and focus groups to build community collaboration and, as federal funding recipients, work hard to meet the local goals and needs of the community.

The County provides residents with the following opportunities:

- Affordable housing;
- Code enforcement;
- Infrastructure and public facility improvements; and,
- Programs to provide minor home repairs for low to moderate income homeowners.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Adams County set Priorities and Objectives for the term of the 2015-2019 Five (5) Year Consolidated Plan (Con Plan). These priorities and objectives were discussed with key community members, Urban County partners, and used to solicit applications for Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) program funding for the 2018 program year (PY2018). In 2018, the County will oversee the Plan's defined activities to meet these Priorities and Objectives as discussed below:

Priorities & Objectives

Priority: Housing

Objective #1 - Rental housing is available for the low and very low-income populations where rental housing rates are low

Objective #2 - Affordable housing is located in areas easily adjacent to services including transit by the low to moderate-income populations

Objective #3 - Affordable housing is available for low-income renters that want to buy

Objective #4 - Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired

Priority: Community and Economic Development

Objective #1 - More job services and job creation for Adams County residents

Objective #2 - Public facilities and community resources are created and enhanced to support low to moderate-income populations

Objective #3 - Invest strategically in neighborhoods to assist in revitalization

Priority: Seniors and other Prioritized Populations

Objective #1 - Prioritized populations have housing options, especially those earning less than 40% AMI

Objective #2 - Services available for at-risk children

Objective #3 - Prioritized populations are educated about housing and service options

Objective #4 - Housing and services options near transit are enhanced for prioritized populations

Objective #5 - Integration of prioritized populations into the community

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The County maintains positive relationships with agencies and Urban County partners responsible for undertaking many of the projects described in the Annual Action Plan (AAP). Past project and program successes with these partners helped shape the County's goals for the PY2018. Due to historic commitment deficiencies (especially regarding HOME funds), the County has been proactively setting the stage to commit and spend prior year resources by prioritizing "shovel ready" projects. The County has also continued to meet its timeliness ratio for the last two program years. This outcome is a result of the County being committed to ensuring timeliness by choosing realistic and feasible projects that met those goals and objectives defined in the Con Plan. In addition, the County has taken several steps to improve the required monitoring process for subgrantees and subrecipients. This has improved the County's communication with all partners and ensures a positive relationship with any compliance issues. The County continues to have ongoing conversations with the HOME Consortia members regarding the County's expectations for long-term monitoring. The County is committed to ensuring compliance with all federal regulations through its monitoring obligations.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The County included a variety of outreach efforts to have optimal public input that would inform the AAP. These efforts included service provider/key partner meetings, newspaper notifications, Urban County and HOME Consortia meetings, the County's webpage, and public hearings. Information regarding the proposed 2018 activities was available on the County's website for public comment. Outreach efforts varied to reach diverse populations and ensure that the input received was insightful and representative of all County residents. It also encouraged the participation of those in specialized populations such as non-English speaking, persons with disabilities, residents of public housing, low-income residents and seniors. Adams County published the draft AAP, solicited input from providers and the public, and held a public hearing to approve the final plan for submittal to the U.S. Department of Housing and Urban Development (HUD).

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The 2018 AAP public comment period will begin on May 30, 2018 and end July 3, 2018 at the Board of County Commissioners' public hearing.

6. Summary of comments or views not accepted and the reasons for not accepting them

Not applicable as no comments were received.

7. Summary

Not applicable.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ADAMS COUNTY	Adams County Community Development
HOME Administrator	ADAMS COUNTY	Adams County Community Development

Table 1 – Responsible Agencies

Narrative

The County's primary purpose is to improve the quality of life for its residents through the management of grant-funded programs for housing, community development, neighborhood revitalization, economic development and human service activities. The common thread of the funds administered by the County is to benefit low- and moderate-income residents. More than seventy percent (70%) of all funds and programs administered by the County directly impact the lives of low- and moderate-income residents. The County continues to opt out of Emergency Services Grant (ESG) funding and allocates those funds to the State of Colorado who administers the grant. With this arrangement, non-profits only have to apply to the State for ESG and are considered a first priority for the County's ESG allocation.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Adams County worked with a variety of agencies and municipalities that provide services to residents in order to collect data around housing, services and economic development needs. Key partner focus groups and interviews were held to collect the data to inform the development of the Con Plan, the AAP, the 2017 Housing Needs Assessment (HNA), and the County's anticipated 2018 Balanced Housing Plan (BHP).

To gain a more thorough understanding of the housing situation in Adams County, three focus groups and a series of interviews with community leaders were conducted in late 2016 for the HNA. The County then held additional stakeholder engagement events to shape the BHP. The BHP's purpose is to take the information collected from the HNA and stakeholder input, and present defined goals and outcomes through a multifaceted and collaborative approach. As a result, the following goals were created to further speak to the many barriers in achieving "balanced housing" across a county with a diverse population and housing needs:

- Utilize New and Existing Tools
- Reduce Constraints to Development
- Expand Opportunities for Housing

For more information, the final HNA and BHP can be found at <https://www.adcogov.org/BHP>. The BHP is due to be ratified in July 2018.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Adams County works in collaboration with the cities of Westminster and Thornton through the HOME Consortia to distribute HOME funds for eligible projects that create or preserve housing. Adams County also works with local certified CHDOs and local housing authorities to provide essential health and mental health services. These organizations include Community Resources and Housing Development Corporation (CRHDC), Unison Housing Partners (UHP), formally Adams County Housing Authority, and the Brighton Housing Authority (BHA).

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Metro Denver Homeless Initiative (MDHI) works with homeless providers throughout the metro Denver region to coordinate homeless service efforts. In Adams County specifically, MDHI has a VISTA member placement with UHP to assist with coordinating the annual Point-in-Time homeless count. MDHI is developing a regional coordinated assessment system, building a housing pipeline, and engaging other community partners to provide services to individuals homeless or at risk of becoming homeless throughout the metro Denver region. MDHI staff was

consulted during the development of the 2015-2019 Con Plan. Adams County continues to coordinate with homeless providers working in the County to fund programs serving homeless individuals, families, families with children, veterans, youth, and persons at risk of becoming homeless.

In 2017, the Burnes Center presented the results of their study on homelessness in the County to the County to the Board of County Commissioners. The plan provided a number of short- and long-term recommendations. Since then the County has hired a Homelessness Liaison to specifically address homelessness in the County.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Not applicable.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Westminster
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Public Housing Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed HOME activities and participation in developing the HNA and BHP.
2	Agency/Group/Organization	City of Thornton
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Public Housing Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed HOME activities and participation in developing the HNA and BHP.
3	Agency/Group/Organization	Unison Housing Partners (formally Adams County Housing Authority)
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs Affordable Housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed HOME activities and participation in the HNA and BHP.
4	Agency/Group/Organization	BRIGHTON HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed HOME activities and participation in the HNA and BHP.

5	Agency/Group/Organization	Community Resources and Housing Development Corp
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed CHDO activities and contributed to the development of the HNA and BHP.
6	Agency/Group/Organization	CITY OF FEDERAL HEIGHTS
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Minor Home Repair Program
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed CDBG activities.
7	Agency/Group/Organization	City of Brighton
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Seniors and Other Prioritized Populations, Minor Home Repair Program
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed CDBG activities.
8	Agency/Group/Organization	CITY OF NORTHGLENN
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Improvements
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed CDBG activities.

9	Agency/Group/Organization	TOWN OF BENNETT
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Public Facility
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in the development of the 2018 AAP by discussing proposed CDBG activities.
10	Agency/Group/Organization	ADAMS COUNTY
	Agency/Group/Organization Type	Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Sustainability, Minor Home Repair Program and Infrastructure Improvements
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Adams County Community and Economic Development Department and the Board of County Commissioners participated in the development of the 2018 AAP by discussing proposed CDBG and HOME activities.

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Metro Denver Homeless Initiative (MDHI)	Adams County uses the MDHI Point in Time annual homeless count, and other research and coordination efforts to develop plans for serving homeless persons in Adams County.

Table 3 – Other local / regional / federal planning efforts

Narrative

Not required - NA

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The County included a variety of outreach efforts for citizen participation to provide valuable input included in the AAP. These efforts included service provider/key partner meetings, newspaper notifications, Urban County and HOME Consortia meetings, the County's webpage, and public hearings. The County has also made available information regarding the AAP and related citizen participation process on the County's website. Outreach efforts varied to reach diverse populations to include input that was insightful and representative of all Adams County residents. It also encouraged the participation of those in specialized populations such as non-English speakers, persons with disabilities, residents of public housing, low-income residents and seniors. Adams County encouraged participation by local institutions, members of the Continuum of Care, service providers, special needs providers, nonprofit organizations, and housing developers. This data was then analyzed by staff who incorporated the findings on housing, special needs, and community development into the priority outcomes. By determining the Priorities, the County was able to allocate funds to the appropriate agencies to provide those necessary services. Residents were encouraged to provide comments on the draft AAP through a publicized thirty (30) day public review period. The County publicized the availability of the draft AAP in multiple local newspapers and on the County's webpage on the County's website.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
Internet Outreach	Non-targeted/broad community	The County utilized its website to provide updates the public on upcoming public hearings, funding allocations, and reports, including the AAP.	The County has not received any comments to date regarding BoCC approved funding allocations and reports.	No comments received.	www.adcogov.org/community-development
Public Hearing	Non-targeted/broad community	The AAP Public Hearing on July 3, 2018.	No comments received.	No comments received.	http://adcogov.legistar.com/calendar.aspx
Newspaper Ad	Non-targeted/broad community	The County published a Notice of Public Hearing and Request for Public Comments on May 30, 2018 in multiple local newspapers.	No comments received.	No comments received.	
Urban County Meetings	Urban County Members	Urban County members participated in several meetings in regard to the development and allocation of the 2018 CDBG activities.	No comments were received.	No comments were received.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Adams County's allocation of HUD funds (CDBG and HOME) is determined annually, and only after it receives a formal letter from HUD regarding the amount for each program. CDBG funds are allocated to jurisdictions that are Urban County members with projects in the County. Adams County is a HOME (2) consortia, which includes the Cities of Thornton and Westminster, as well as the remainder of the County. HOME funds are allocated to the two Consortia cities, and throughout the year to housing projects within the county. While ESG funds are allocated to Adams County, the Board in 2016 agreed not to accept these funds but rather allocate them to the State of Colorado due to a number of factors including costs recovery burden and capacity issues. The State must give first priority to County-based applicants.

Federal dollars leverage additional funds in many of the projects completed as part of the Consolidated Plan. Federal dollars are limited, and agencies completing projects will often utilize other funds to complete projects. The leveraged dollars represent a benefit to all Adams County residents. They stretch the grant funds received by the County, while allowing projects to precede that benefit either the area or a specific clientele. At the same time, it aids the agencies supplying the leveraged funds in meeting their goals. In addition to CDBG and HOME funds, Adams County provides local grants to human service organizations serving the County's low income individuals and families through its Human Services Agency Grant (HSAG) Program.

Each of these funding streams has allowed Adams County to target at-risk populations and leverage fixed program year allocations. These funding streams helped provide resources, services, and opportunities to people that may not qualify under HOME or CDBG guidelines and to neighborhoods that may not have been targeted with regular Program Year funding.

The County also leverages other streams of funding that help provide necessary services to the low-income population. Funding includes: Community Services Block Grant (CSBG), Older Americans Act (OAA), Colorado State Funding for Senior Services (SFSS), Colorado Department of Transportation (CDOT), and the HSAG program. With these federal, state and local funds, Adams County is able to provide vital agency support to non-profits and partner agencies that carry out the HUD programs and provide essential services to the residents of the county. The strategic leveraging of these funds allows the county to provide the most comprehensive support to its citizens and the agencies serving its citizens.

HOME project expenditures require a twenty-five percent (25%) match. In order to be considered HOME match, the funding must be a non-federal permanent contribution to affordable housing contributed in an eligible manner and properly documented. Adams County encourages all HOME funded projects to have program funding match.

CDBG Prior Year Resources total \$0 and no Program Income is projected.

Through reconciliation, HOME Prior Year Resources total \$442,427. Program Income that could be programmed in the PY2018 is \$234,758 for activities related to HOME approved activities, including, but not limited to, activity delivery costs.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,309,418	0	0	1,309,418	1,309,418	Adams County will allocate 2018 CDBG funds to its Urban County members (four local jurisdictions) for their proposed projects.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,047,548	234,758	442,427	1,724,733	1,047,548	HOME funds are allocated in Thornton, Westminster (HOME Consortia), and throughout the county. Adams County uses 10% of HOME funds for administration of programs.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	0	0	0	0	0	ESG funds are allocated to the State of Colorado.

Table 1 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

County funded projects use a variety of other leveraged funds to cover the total cost of projects. HOME funded projects use Low Income Housing Tax Credit (LIHTC) equity, State of Colorado HOME funds, Federal Home Loan Bank Board, HUD 221 (d)(4) FHA Loan and other resources to cover the cost of development, redevelopment, rehabilitation, homebuyer assistance, and other project costs. CDBG projects leverage grant funds from local jurisdictions through the form of waiving of water tap and development fees. Activities funded by HOME will have the required twenty-five (25%) match from previous program years and from fee reductions by local jurisdictions.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Adams County and local jurisdictions may choose to provide publically held land for housing, community facility, and other eligible HOME and CDBG projects. No specific parcels are being used in the 2018 program year.

Discussion

Not required - NA

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Infrastructure Improvements	2015	2019	Non-Housing Community Development	City of Northglenn	Community and Economic Development Needs	CDBG: \$216,094	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1445 Persons Assisted
2	Preservation of Existing Housing Stock	2015	2019	Affordable Housing	County-Wide City of Federal Heights City of Brighton	Housing Needs Community and Economic Development Needs Seniors and other Prioritized Populations	CDBG: \$749,697	Homeowner Housing Rehabilitated: 74 Household Housing Unit
3	Construction of New Rental Housing	2015	2019	Affordable Housing	County-Wide City of Thornton City of Westminster	Housing Needs Seniors and other Prioritized Populations	HOME: \$990,118	Rental units constructed: 280 Household Housing Unit

Table 2 – Goals Summary

Goal Descriptions

1	Goal Name	Infrastructure Improvements
	Goal Description	The City of Northglenn has proposed to install new infrastructure for a bicycle/pedestrian plan in its low to moderate income neighborhoods to improve overall mobility and accessibility for residents to other residential areas as well as connections to neighborhood services in commercial areas and public facilities.
2	Goal Name	Preservation of Existing Housing Stock
	Goal Description	<p>The Minor Home Repair (MHR) Program will service individual homeowners of low-to-moderate income throughout the Cities of Brighton and Federal Heights, and unincorporated Adams County. The program will address essential home repairs to promote decent, safe and sanitary conditions as well as accessibility issues. County staff will administer the MHR program for the Cities.</p> <p>The County has identified a potential reserve project by Unison Housing Partners that would include funds towards tap fees for the rehabilitation of a office building into rental housing for families and seniors.</p>
3	Goal Name	Construction of New Rental Housing
	Goal Description	<p>The following are the descriptions for two affordable rental projects:</p> <p>Crossing Point is UHP's planned affordable housing development with a multigenerational focus located less than one-half (½) mile from the light rail station. Crossing Pointe will be developed in two phases. When fully built out, there will be two hundred six (206) units of affordable housing serving a wide-range of persons from young children to seniors with household incomes ranging from at or below 30% of the Area Median Income (AMI), to up to 60% AMI. The first phase of construction, for which we are applying, focuses on sixty-four (64) units of affordable senior housing. Seven (7) of the units will serve seniors at or below thirty percent (30%) of AMI, nine (9) will serve those below forty percent (40%) of AMI, thirty-three (33) units will serve those below fifty percent (50%) of AMI, and fifteen (15) units will be for those below sixty percent (60%) of AMI.</p> <p>St. Mark Village is a two hundred sixteen (216), six (6) building LIHTC project located at the NW corner of 97th Avenue and Federal Boulevard. The project will be financed with non-competitive private activity bonds issued by CHFA. One hundred percent (100%) of the units in the community will serve families earning at or below sixty-percent (60%) AMI.</p>

AP-35 Projects - 91.420, 91.220(d)

Introduction

Adams County has allocated CDBG and HOME funds to projects in 2018 that meet the County's 2015-2019 Con Plan's Priority Needs and Annual Goals.

CDBG projects include minor home rehabilitation and public infrastructure. Adams County and the cities of Brighton, Northglenn and Federal Heights have prioritized projects in their jurisdictions and will oversee projects within their communities.

HOME projects include the creation of two new affordable housing rental projects.

#	Project Name
1	CDBG: Housing
2	CDBG: Infrastructure
3	CDBG: Administration
4	HOME Administration
6	HOME: Thornton
7	HOME: CHDO
8	HOME: Westminster

Table 3 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Community input from the Urban County members, community organizations, and non-profits determined how the County will allocate priorities described in the Con Plan. Urban County members participate in the Urban County through a formula basis and after receiving their allocation, the County works with each to identify a project that addresses the Con Plan goals and meets the needs of their respective residents. While the current housing market creates barriers to addressing many of the issues contributing to the increase in need for affordable housing, the County continues to improve its working relationships with developers, housing authorities and others to overcome this obstacle. In addition, the County dedicated part of its 2016 CDBG administration costs to the development of the County's 2017 Housing Needs Assessment and 2018 Balanced Housing Plan to address the issues that were raised in the 2015 Analysis of Impediments to Fair Housing Choice.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG: Housing
	Target Area	County-Wide City of Federal Heights City of Brighton
	Goals Supported	Preservation of Existing Housing Stock
	Needs Addressed	Housing Needs Seniors and other Prioritized Populations Community and Economic Development Needs
	Funding	CDBG: \$809,877.48
	Description	Minor Home Repair (MHR) Program will serve individual homeowners of low-to-moderate income throughout the Cities of Brighton and Federal Heights, and unincorporated Adams County. The program will address essential home repairs that are in danger of failure or that could lead to health, safety, or accessibility issues. County staff will administer the MHR program for the Cities.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	The MHR budget of \$749,697.48 will serve approximately seventy-four (74) low-to-moderate income households. With \$532,065.55 being allocated to unincorporated Adams County (approximately fifty-three (53) households), \$178,916.81 being allocated to Brighton (approximately seventeen (17) households) and \$38,715.12 being allocated to Federal Heights (approximately four (4) households).
	Location Description	The MHR Program will take place within unincorporated Adams County, and in the city limits of the cities of Brighton and Federal Heights. In the event that funding is allocated to the reserve activity, Unison Housing Partners Broadway Redevelopment Project, funding will serve Adams County residents.
	Planned Activities	<p>The MHR Program is intended to impact the health, safety, and sanitary conditions as well as address sustainability for low-to-moderate income owner occupied households. The program is designed to maintain safe homes, preserve and improve the quality of the housing stock, assist seniors to age in-place or the disabled to remain in their homes and address sustainability through energy efficient replacements. The MHR Program will be administered and managed by the County and will retain twenty percent (20%) of each jurisdiction's allocation for Activity Delivery Costs (ADCs). Any overage amounts of ADCs will be allocated back into the appropriate jurisdiction's budget to serve more homeowners. Operating the MHR Program in unincorporated Adams County will stand as a reserve project, in the event that any of the proposed 2018 CDBG activities become infeasible. The MHR Program meets the National Objective of assisting low-moderate income residents under low mod income housing.</p> <p>The CDBG matrix code is 14A, Rehab: Single-Unit Residential.</p>

2	Project Name	CDBG: Infrastructure
	Target Area	City of Northglenn
	Goals Supported	Infrastructure Improvements
	Needs Addressed	Seniors and other Prioritized Populations Community and Economic Development Needs
	Funding	CDBG: \$224,090.55
	Description	CDBG funding will be utilized in City of Northglenn's bicycle/pedestrian plan, which was approved in January 2018. The plan aims to improve overall mobility and accessibility throughout the City.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	City of Northglenn's ADA Sidewalk activity will benefit 2,480 people within the below Census Tracts and Block Groups.
	Location Description	Various areas within the City of Northglenn, Census Tracts and Block Groups as outlined below.
	Planned Activities	The City of Northglenn proposes to improve the overall mobility and accessibility of trails that run through the City's residential neighborhoods located within any of the following census tracks within the City of Northglenn: Census Track 85.07, Block Group 1 Census Track 85.07, Block Group 5 This project will consist of the overall enhancement of the neighborhoods with accessibility connectivity for pedestrian and bicycle trails. City of Northglenn has been allocated \$202,528, of which, the County will retain five percent (5%) of the allocation for ADCs. City of Northglenn's activity meets the National Objective of assisting low-moderate income residents under low mod benefit on an area basis. The CDBG matrix code of 03L.
3	Project Name	CDBG: Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$261,883.60
	Description	Adams County will retain the allowable twenty percent (20%) of 2018 CDBG funding for Adams County Community Development staff to administer the program.
	Target Date	6/30/0019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Adams County will retain the allowable twenty percent (20%) of 2018 CDBG funding for County staff to administer the program.

4	Project Name	HOME Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	HOME: \$104,754.80
	Description	Adams County will retain ten percent (10%) of 2018 HOME funding for Adams County Community Development staff for HOME program administration. Further, ten percent (10%) of applicable Program Income (PI) from prior year(s) activities will also be used for administration.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Adams County will retain ten percent (10%) of 2018 HOME funding for Adams County Community Development staff for HOME program administration. Further, ten percent (10%) of applicable Program Income (PI) from previous grant year activities will also be used for administration.
5	Project Name	HOME: Thornton
	Target Area	County-Wide City of Thornton
	Goals Supported	Construction of New Rental Housing
	Needs Addressed	Housing Needs Seniors and other Prioritized Populations
	Funding	HOME: \$830,000
	Description	First phase of a two phased new affordable rental construction project know as Crossing Pointe
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit approximately sixty-four (64) elderly individuals or couples at or below sixty percent (60%) AMI.
	Location Description	4220 East 104th Avenue, Thornton, CO 80233
	Planned Activities	Adams County will be allocating additional HOME funds to Crossing Pointe to construct a new affordable housing development with a multigenerational focus in the City of Thornton. The County will be allocating \$500,905.17 in HOME funds in addition to the City of Thornton's \$120,109.00. The project will produce 64 units of affordable senior housing at or below 60% AMI.

6	Project Name	HOME: CHDO
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	HOME: \$157,132.20
	Description	The County has not identified a CHDO activity to date.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
7	Project Name	HOME: Westminster
	Target Area	City of Westminster
	Goals Supported	Construction of New Rental Housing
	Needs Addressed	Housing Needs Seniors and other Prioritized Populations
	Funding	HOME: \$369,103.39
	Description	St. Mark Village is a two hundred sixteen (216) unit, six (6) building LIHTC project located at the NW corner of 97th Avenue and Federal Boulevard. The project will be financed with non-competitive private activity bonds issued by CHFA. One hundred percent of the units in the community will serve families earning at or below sixty percent (60%) AMI.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	A total of two hundred sixteen (216) units in the project will serve families earning at or below sixty percent (60%) AMI.
	Location Description	The NW corner of 97th Avenue and Federal Boulevard in the City of Westminster
	Planned Activities	The City of Westminster will be allocating all of their 2017 and 2018 HOME funds (\$369,103.39) to St. Mark Village. The new affordable rental housing project will provide two hundred sixteen (216) units serving between thirty percent (30%) to sixty percent (60%) AMI. The project consists of one (1)-, two (2)-, and three (3)-bedroom units located in North Central Westminster and will be adjacent to regional transportation services.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Adams County encompasses approximately 1,183.6 square miles. It extends 72 miles west to east, and 18 miles north to south. It is adjacent to Denver and is one of the five counties that make up the Denver metropolitan area. All of Colorado's interstate highways (I-25, I-70, and I-76) and their associated loops (I-225, I-270) converge in Adams County. In addition, US Highways 36, 287, 6 and 85 also run through the County. E-470 completes the connection from C-470 in the south, through Denver International Airport and finally to I-25.

Adams County, which historically has been agricultural in nature, has undergone a development typical to counties in close proximity to a major metropolitan city. Urbanization has occurred most rapidly in the western part of the County as a result of the continued growth in the Denver Metro region. The eastern section of the County, with the exception of the Towns of Bennett and Strasburg, are comprised mainly of farms and rangeland. The Town of Bennett has experienced historic growth throughout the last year and has developed a strategic plan for growth largely due to its proximity to Front Range Airport and downtown Denver.

Cities within the geographic county include Arvada, Aurora, Brighton, Commerce City, Federal Heights, Northglenn, Strasburg, Thornton and Westminster and the Town of Bennett. Adams County has a diverse mix of large, suburban communities, smaller towns, and rural farming communities that have an extensive range and mix of housing, commercial enterprises and public services.

Adams County does not plan to target funds to "geographic priority" areas, however, allocations have been made to specific communities throughout Adams County for projects that are local priorities. The following communities receive allocations of CDBG funds based upon their total populations and low income populations, and apply to Adams County to use the funds within their own communities based on local priorities and needs: Town of Bennett, Unincorporated Adams County, and the Cities of Brighton, Federal Heights, and Northglenn.

The communities of Thornton and Westminster receive direct CDBG allocations from HUD, and are part of the Adams County HOME consortia. Consortia members are allocated a set-aside of HOME funds for projects within their communities. The remaining HOME funds are allocated by Adams County.

Geographic Distribution

Target Area	Percentage of Funds
County-Wide	26
City of Thornton	30
City of Federal Heights	5
City of Northglenn	11
City of Commerce City	0
Town of Bennett	1
City of Brighton	9
City of Westminster	18

Table 3 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

In 2018, the Urban County IGA will be recertified for another three (3) year requalification period. CDBG funding allocations can be made up to the amounts in the agreement, if the local governments have eligible projects each year. Applications for funding are made to Adams County, and reviewed for eligibility within the CDBG and HOME program guidelines. Public improvements are made in jurisdictions mentioned throughout the AAP, and must serve low-to-moderate income census tracts.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

Adams County will fund many affordable housing projects, including homeowner rehabilitation and new construction of affordable rental.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	170
Special-Needs	0
Total	170

Table 4 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	280
Rehab of Existing Units	74
Acquisition of Existing Units	0
Total	354

Table 5 - One Year Goals for Affordable Housing by Support Type

Discussion

County new construction projects will produce a total two hundred eighty (280) new affordable rental units (Crossing Pointe (64) and St. Mark Village (216).

An estimated seventy-four (74) units will benefit from the County's Minor Home Repair Program. The program will focus on units in unincorporated Adams County and the cities of Brighton and Federal Heights.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

Unison Housing Partners (UHP) will be adding 64 affordable housing units in the City of Thornton known as Crossing Pointe. Crossing Pointe includes 16 project-based vouchers.

Actions planned during the next year to address the needs to public housing

The housing authorities have not determined any needs to address at this time.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Unison Housing Partners (UHP) values the input of its residents. UHP's Resident Advisory Board, made up of residents who reside at UHP properties, meets quarterly to discuss UHP's priorities and property improvements. The UHP Board is responsible for establishing the policies of the Authority and for oversight of the fiscal and practical implementation of those policies. Members of the Board are appointed by the Adams County Commissioners and serve staggered terms. UHP's Board includes a seat for an Adams County resident of low-income housing; currently this seat is held by a resident of an UHP property. Annually, UHP surveys all residents of its properties to get feedback across a wide array of topics pertaining to resident housing. Additionally, during the planning stage of any future developments, UHP will solicit input from residents of its existing properties and area residents for design and programming.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable, PHA is not designated as troubled.

Discussion

Not required - NA

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The County works with local homeless providers to reduce and end homelessness throughout Adams County and the region. The County continues to provide HSAG funding to help these efforts. Additionally, the County recently finished a homelessness study conducted by the Burnes Center on Poverty and Homelessness in Denver, Colorado. This study provided short, mid and long term recommendation for the County to consider in proactively addressing homelessness. The County's Community Enrichment Committee will be looking at the short-term recommendations more closely and evaluating a full time position to lead a number of efforts outlined in the Community Enrichment Plan, including homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Board have identified homelessness and reducing poverty as priority needs for the County. The County has laid out homeless assistance, homeless prevention goals and is working on implementing its Community Enrichment Plan developed by Human Services. The County administers a variety of housing and non-housing community development resources which are used to support the efforts of a broad based community network of service providers which provide homeless assistance in the County and the municipalities. Service providers supported by the County provide outreach and case management which assess individual needs and links them with the continuum of services available in the County.

Addressing the emergency shelter and transitional housing needs of homeless persons

There is a shortage of emergency and transitional housing in the County. There is little public support for creation of mass shelters. The County and service providers have resorted to a rapid re-housing approach to find shelter for those with no shelter options. Because of the lack of affordable rental units, service providers often have to refer households needing emergency shelter or transitional housing to housing providers in surrounding jurisdictions. The County is taking a proactive approach to addressing the shortage of affordable units by working with non-profit and private developers to encourage new developments that would add to the affordable housing inventory. The County is working with existing homeless providers to increase the number of beds and transitional housing opportunities available through existing homeless providers. The County will be meeting and coordinating with municipal governments to identify development opportunities in their jurisdictions and will be supportive of new affordable developments that municipalities bring forth.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Because of the shortage of transitional units in the County, it is often difficult to move homeless persons into permanent housing. If service providers are unable to place a household in permanently affordable housing in Adams County, they work with housing and service providers in surrounding jurisdictions to find suitable housing. Because of the shortage of both emergency and transitional housing, service providers employ a strategy to either place homeless households outside the County or provide the necessary financial assistance to keep them in their current housing. If the household obtains stable housing, the service providers funded by the County will provide the necessary supportive services to assist that family in maintaining stability and moving toward independence. The supportive services continue so that the formerly homeless households have less chance of experiencing another episode of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The County funds and supports the local network of service providers which provide homeless prevention services to households in danger of homelessness. By using a prevention strategy, service providers are better able to help households maintain stability in their housing. In order to maintain stability, financial assistance for rent, mortgage, utility and other household necessities is provided by partner agencies. The programs also provide case management and referral services to assist that family in overcoming the challenges that brought them to the brink of homelessness.

Discussion

Not required - NA

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

Over the last decade Adams County has experienced a wide range of economic and demographic transitions. These transitions have led to a county that can pride itself on becoming a desirable destination for those looking to live in a community that is inclusive and that provides lifestyle opportunities that fail to exist in other areas in the seven (7) county Denver Metro region (Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas and Jefferson). The County's current housing climate and geographic location have contributed to the County's growing population – fifth largest and second fastest in the region. In addition, a diversity of land uses from dense cities to suburbs and open range-land, gives the County a unique identity aiding in its growth. The resulting pressures of this growth and housing stock demands have pushed housing prices to a point where many residents struggle to either find attainable housing or maintain their housing.

In a proactive effort to create solutions to the County's housing challenges, the County commissioned the 2017 Housing Needs Assessment (HNA). The HNA created a thorough economic and demographic description of the County, including its strengths and challenges as they relate to housing. The HNA identified findings that were then presented to various stakeholders who provided valuable input and possible solutions. This input also helped build the framework for developing the County's 2018 Balanced Housing Plan (BHP). The BHP's purpose is to take the information collected from the HNA and stakeholder input, and present defined goals and outcomes through a multifaceted and collaborative approach. This plan is truly a balanced housing plan as it seeks to build a platform that allows all areas of the County to achieve housing of all types, and meets the needs of the County's diverse and growing population.

BHP provides recommendations on how to address the following findings:

- Finding 1: Housing is less affordable
- Finding 2: Increasing affordability gap at all income levels
- Finding 3: Housing supply is not meeting demand
- Finding 4: Adams County has distinct socioeconomics

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Adams County has identified affordable housing as a high priority and has moved to address this through several planning efforts including the Adams County 2015-2019 Con Plan. Through the development of the HNA and BHP, the county focused on creating a plan that provides a roadmap to addressing some of the County's housing barriers by focusing on a balance of the housing.

Balanced Housing is achieved by a community's ability to provide a variety of housing choices that reflect an individual's financial and lifestyle needs. By recognizing that housing needs are shaped by access to jobs, education, and amenities, the BHP is designed as a guide for the County as it strives to provide its residents with housing opportunities that meet their needs and achieving a greater quality of life. The BHP was the next step in county-wide recommendations and set forth the following goals and policies:

1. Utilize New and Existing Tools
2. Reduce constraints to development
3. Expand Opportunities

Policies

1. Improve and support housing opportunities for all residents in Adams County
2. Foster an environment the promotes "balanced housing"
3. Encourage connection and access between schools and housing
4. Promote the preservation of the County's current housing stock
5. Integrate development practices the increase diversity in housing options

Discussion

Not required - NA

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

Adams County is a large county making it difficult to adequately deliver services to both urban and rural constituencies. The mixture of urban and rural land throughout the county poses both service delivery and service recipient challenges. Many of the core agencies are located in the more urban portions of the County which makes service delivery in the eastern and northern rural portions of the county difficult. The lack of adequate transportation and service providers in the rural areas are a hindrance to meeting the needs of the underserved throughout the County.

One of the major problems associated with meeting the needs of the underserved is the levels of funding. In today's economy, more and more county residents are requesting services, which places strains on the County's capacity to adequately provide appropriate care.

One of the areas of weakness that Adams County continues to face is a fully functional referral system. This can be attributed to the recent funding uncertainties within all federally-funded areas (TANF, Food Stamps, Medicaid, etc.) and the vast geographic parameters of service-delivery agencies. The County is working to increase the availability of information for both service-providers and residents. Due to the lack of funding available for information sharing techniques, the process is slower than anticipated. Despite the lack of funds, the County and local service-delivery agencies strive to increase the availability of information online, to minimize the number of unassisted referrals. With additional collaboration with the County's Public Information Office, the County hopes to increase its outreach at community meetings hosted by other departments, public input gained through public hearings, working with the primary senior center (Senior Hub), non-profits who work directly with citizens, and County Poverty Symposiums with regional non-profits addressing the reduction of poverty.

Actions planned to foster and maintain affordable housing

Adams County has made new construction of affordable rental housing and preservation of existing affordable housing priorities for receiving HOME and CDBG funds. Adams County works with the local housing authorities, nonprofit housing agencies and private developers to expand and preserve the affordable housing stock throughout the county.

Furthermore, the County will be completing its 2018 Balanced Housing Plan in July 2018, which outlines specific recommendations to address housing barriers and increase opportunity for the creation and preservation of housing in the County.

Actions planned to reduce lead-based paint hazards

The local Housing Authorities, the Minor Home Repair Program, and other Section 8 provider agencies strictly adhere to the Uniform Condition Property Standards (UPCS) for public housing and Section 8 tenants, and the Lead Safe Housing Rule. Housing Authorities will not allow Section 8 tenants to rent units with lead hazards that are not mitigated by the landlord. In addition, all units owned and purchased and rehabilitated by the housing authorities are mitigated for lead.

Grantees receiving HOME or CDBG funds to purchase and renovate properties which contain lead-based paint are responsible for paying for and coordinating detection and mitigation of lead hazards within the property.

The Adams County Minor Home Repair program requires lead hazard testing when conducting rehabilitation that could involve lead-based paint, and achieve clearance from certified inspectors when the rehabilitation is required per 24 CFR Part 58. All work is completed in accordance with the Lead Safe Housing Rule.

Actions planned to reduce the number of poverty-level families

The Adams County Workforce and Business Center, the County's Community Enrichment Committee, local municipalities, and community agencies work together to identify the emergent employment needs of the low income population and develop appropriate responses to these needs. The Workforce and Business Center provides routine classes and training to enhance the skills of the emerging labor force. The County can also identify qualified and interested business owners, potential business owners and small business owners, as well as those interested in learning a new trade, all of which will foster a comprehensive Section 3 list for future projects. Housing authorities and housing providers are engaged to identify those residents in need of training and/or interested in participating with the Section 3 initiative.

The UHP provides self-sufficiency services to residents of their housing units and clients of the Section 8 voucher program. The FSS program has a proven track record of helping residents gain the skills necessary to move themselves out of poverty.

Actions planned to develop institutional structure

The County is the lead agency in both the CDBG Urban County and the HOME Consortia. Adams County's Urban County consists of:

- Town of Bennett
- City of Brighton
- City of Federal Heights
- City of Northglenn

Every three years, these jurisdictions are re-invited to renew their Intergovernmental Agreement (IGA) with the County. Each of them receives a percentage of the County's CDBG allocation based on a formula allocation (total and low-income populations). As the lead agency, the County monitors each jurisdiction's projects to ensure they meet national objectives, eligibility, and compliance issues such as environmental review clearances. All projects are assessed through an application process for eligibility and feasibility.

In addition to the Urban County, Adams County leads a HOME Consortia with the cities of Westminster and Thornton. A percentage of the county's annual HOME allocation is reserved to each of these municipalities based on a formula determined and posted annually by HUD. The County will be recertifying the HOME Consortia and Urban County IGAs for an additional three (3) year period in 2019.

The County also provides portions of its HOME allocation to:

- Community Development Housing Organizations (CHDO's) (15% requirement)
- Local Housing Authorities
- Non-profit housing developers
- For-profit developers

Adams County has increased CHDO qualification strategies to align with the 2013 HOME Final Rule amendments and HUD best practices. Adams County will continue to seek and certifying new CHDOs throughout the County for the purposes of expanding the County's capacity to undertake projects. The County also provides operating expenses to certified CHDOs to help increase capacity and administer HOME projects.

Actions planned to enhance coordination between public and private housing and social service agencies

Adams County will continue efforts to provide technical assistance to community partners as part of its coordination between public and private housing and social service agencies, as well as encouraging sub-recipients to work together to leverage resources and knowledge. The County fosters collaboration between departments to determine the highest and best use of all funding received by the division. These departments include, but not limited to, Public Works, Human Services, Workforce Business Center, and the County Manager's Office and other partners to strengthen the delivery of services to all areas of the County.

Discussion

Not required - NA

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 0 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |
| 5. The amount of income from float-funded activities | 0 |
| Total Program Income: | 0 |

Other CDBG Requirements

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 80.00% |

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Adams County is not utilizing other forms of investment outside as outlined in CFR 92.205.

A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

In regard to activities in the 2017 AAP, recapture and resale provisions are relevant to the Community Resources and Housing Development Corporation (CRHDC) and Habitat for Humanity's proposed HOME activities for low-to-moderate income homebuyers.

CRHDC will acquire and rehabilitate affordable homes and sell to eligible homebuyers. Through this program, the homebuyer will also receive HOME assistance by the reduction of the purchase price of the home through the utilization of HOME funds for acquisition and rehabilitation. Proceeds from the sale of the property to an eligible homebuyer will be returned to the County as program income and revolved back into another home for acquisition and rehabilitation – similar to NSP. The HOME assistance provided to the homebuyer will follow Recapture Provisions as set forth in a Deed Restriction and Covenant to reduce/forgive the direct subsidy of the HOME investment on a pro-rata basis for the amount of time the homeowner owned and occupied the housing measured against the affordability period. The period of affordability will be set by the applicable period in the HOME rule based on the subsidy amount. Resale provisions will not apply to this activity.

Habitat for Humanity's proposed activity is new construction and therefore is not subject to program income unless the affordability period is not met as established under the recapture provisions. Once a home has been sold to an eligible homeowner, the period of affordability is set by the applicable period in the HOME rule based on the subsidy amounts set forth in 24 CFR Part 92.254 (a) (4) based on the per unit direct HOME subsidy and resale and recapture provisions as established and secured by a Deed Restriction and Covenant on the property. The properties must be the principal residence of homeowner throughout the period of affordability, unless the property is resold. In the event of any resale prior to the expiration of the of the affordability period, the property shall be sold only to a buyer whose household qualifies as Low-Income. As such, the new purchaser must use the property as their principal residence unless the affordability period has expired. A household is considered Low-Income if the household's income is at or below 80% of the area median income for the Denver-Aurora Metropolitan Statistical Area as published annually by HUD at the time of contract to purchase. Homeowners will be selected on a first come first serve basis.

The price at resale shall provide the Homeowner (or subsequent owner during the affordability period) a fair return on investment (including owner's investment and any capital improvements) while ensuring that the housing will remain affordable to a reasonable range of Low-Income homebuyers, as described below in Section 3.

A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

“Fair return on investment” is defined as the owner's return at sale, which is the sum of any initial down payment and closing costs made out of the owner's funds at purchase, and any capital improvements made to the property. For example, if the owner paid: \$4,500 for the down payment; \$1,500 for closing costs; and \$2,000 for capital improvements, the fair return on investment would be \$8,000. Fair return on investment is subject to market limitations. In certain circumstances, such as a declining housing market where home values are depreciating, the owner may not receive a return on investment because the home is sold for less or the same price as the original purchase price.

Eligible capital improvements include permanent improvements that add value to the property. Capital improvements do not include regular maintenance and repair items.

Prior to closing on the sale of the property by the homeowner to a prospective purchaser, the homeowner must request the prospective buyer under the affordability requirements and certify that the sales price for the property meets the affordability and fair return criteria. If the property is used as the primary residence of eligible Low-Income households for the affordability period, the owner shall be absolved of the resale provisions. If this property is not used as the primary residence of eligible Low-Income households for the affordability period, the owner shall be required to repay one hundred percent (100%) of the HOME funds attributed to the property.

The County will not be participating in the First Time Homebuyer Program (FTHB) program in 2018; however, it is expected that there will be recapture from FTHB participants who did not meet the affordability period. Adams County Housing Authority operated the FTHB program, and adhered to the affordability requirements as set forth in 24 CFR Part 92.254(a)(4) based on the per unit direct HOME subsidy on a pro-rata basis per the recapture provision.

The period of affordability was set by the applicable period in the HOME rule based on the subsidy amount. The FTHB assistance varied based on the individual's needs, not exceeding \$15,000, as outlined in the Deed of Trust and Promissory Note. The recapture provisions include a written agreement and lien between Adams County and HOME assisted homebuyer constituting the terms of recapture.

Recapture provisions reduce/forgive the HOME investment on a pro-rata basis for the amount of time the homeowner owned and occupied the housing measured against the affordability period. For example, if \$10,000 in down payment and closing costs assistance was provided with a five (5) year affordability period and the homeowner sells the home after two (2) years, the affordability period would not be met. The homeowner would then be required to pay 60% of the down payment assistance or \$6,000 in recapture, while \$4,000 is forgiven. If the homeowner refinances and stays in the home, the affordability period is still being met and no payments are due to the County. If the homeowner refinances to take cash out or takes out a home equity loan, the affordability period is not met and the homeowner is obligated to pay the remaining balance of the loan as outlined above.

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

24 CFR 92.206 does not apply as the County does not utilize HOME funds to refinance existing debt of multi-family housing.

Emergency Solutions Grant (ESG)

Include written standards for providing ESG assistance (may include as attachment)

NA

If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

NA

Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

NA

If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

NA

Describe performance standards for evaluating ESG.

NA

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises herein set forth, the sufficiency of which is hereby acknowledged, the COUNTY and the CITY agree as follows:

I. TERM OF THE AGREEMENT

This Agreement covers the CDBG Entitlement program. The three Federal fiscal years covered by the urban county qualification period is FY 2016 to FY 2018. The initial term of this Agreement shall be for three (3) program years, beginning **March 1, 2016**, ending **February 28, 2019**. Funding for this Agreement is based on Federal fiscal years, which begin October 1st and end September 30th of the following year.

This Agreement shall automatically be renewed for an additional three (3) year term unless either party provides written notice that it elects not to participate in a new qualification period. The automatic renewal provision also requires that entities will adopt all amendments and failure to comply will void the automatic renewal for such qualification period. By the date specified in HUD's Urban County qualification notice for the next qualification period, the COUNTY shall provide notice to the CITY of its right not to participate in the additional term, pursuant to applicable HUD regulations. Any changes to this Agreement required pursuant to HUD's Urban County Qualification Notice shall be made by written amendment to this Agreement, which shall be mutually agreed upon and executed by both Parties hereto and submitted to HUD.

This Agreement shall remain in effect until the CDBG funds and Program Income ("PI") received with respect to activities carried out during the three-year qualification period and any applicable successive qualification periods pursuant to renewals of the Agreement are expended and the funded activities completed, and the COUNTY and the CITY cannot terminate or withdraw from the Agreement while it remains in effect.

II. RESPONSIBILITIES OF THE CITY

- A. **City and County Cooperation.** The CITY will cooperate and work with the COUNTY in the preparation of detailed projects and other activities to be conducted or performed within the CITY during the Federal fiscal years during which this Agreement is in effect. The CITY will also cooperate with the COUNTY, and the COUNTY will cooperate with the CITY, to undertake or assist in undertaking community renewal and lower income housing assistance activities, specifically urban renewal and publicly-assisted housing. The finalized projects and activities will be included in the COUNTY's AAP when required, annually. The CITY understands and agrees, however, that the COUNTY shall have final responsibility for the selection of all projects and activities to be included in the grant requests and the submission of requests. The CITY shall cooperate fully with the COUNTY in all CDBG Program efforts planned and performed hereunder and does hereby allow and permit the COUNTY to undertake or assist in undertaking essential community development and housing assistance activities within the CITY as may be approved and authorized in the COUNTY's CDBG Plans, Agreements and/or Contracts, including the AAP, when required.
- B. **Delegation of Administrative and Supervisory Control.** The CITY acknowledges that the COUNTY is ultimately responsible to HUD for the supervision and administration of any funds received by the Urban County or Participating Jurisdiction under the CDBG Program. However,

the COUNTY pursuant to §§ 29-3-101 to 123, §§ 30-11-101 to 107; §§ 30-20-301 to 310; and §§ 30-20-401 to 422, Colorado Revised Statutes (C.R.S.), as amended; and

WHEREAS, it is recognized that the COUNTY does not have independent legal authority to conduct some kinds of community development and housing assistance activities within the boundaries of the CITY and, therefore, its ability to conduct the CDBG Program in the CITY is limited. Accordingly, in order for the CITY to be considered a part of the Urban County and be included in the County's annual requests to HUD for CDBG Program funds, CDBG regulations require that the CITY and the COUNTY enter into a cooperation agreement wherein the CITY authorizes and agrees to cooperate with the COUNTY to undertake or to assist in the undertaking of community renewal and lower-income housing assistance activities, essential community development and housing assistance activities within the boundaries of the CITY, as may be approved and authorized in the COUNTY's annual grant agreements with HUD; and

WHEREAS, the CITY also recognizes and understands that a unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to a metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.'

WHEREAS, pursuant to Colo. Const. art. XIV, § 18 and § 29-1-203, C.R.S., as amended, the COUNTY and the CITY are expressly authorized to cooperate and contract with each other for any function, service, or facility lawfully authorized to each; and

WHEREAS, the COUNTY and CITY have determined that it would be mutually beneficial and in the public interest to enter into this Agreement.

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to the extent authorized by law, the COUNTY hereby delegates to the CITY responsibility for the supervision, administration, and expenditure of any funds it is allocated pursuant to this Agreement. The CITY hereby expressly agrees to independently supervise, administer, and spend such funds in compliance with this Agreement, CDBG Regulations, and the AAP.

- C. **Subrecipient Agreements.** Pursuant to CDBG Regulations, as published in 24 C.F.R. Volume 3, Subtitle B, Chapter V, Part 570.501(b), the CITY is subject to the same requirements applicable to "subrecipients," including the requirement of a written agreement as set forth in 24 C.F.R. Volume 3, Subtitle B, Chapter V, Part 570.503. This Agreement shall be used as the subrecipient agreement for each of the individual projects approved during the time this Agreement is in effect. Additionally, the COUNTY shall use Sub-recipient Agreements for all projects administered on behalf of the CITY and shall notify the CITY of individual project and/or Activity COUNTY approvals. The Agreements may contain the Project Name, Project Purpose, Scope of Service, Project Description, Performance Measures, Staffing and Description of System Delivery, Project Budget, Time of Performance, Reporting Requirements, Labor Standards requirements (if any), Environmental Review Requirements and other Financial Information. This Agreement shall govern such elements as PI, Reversion of Assets, Records, Reports and Asset Management.
- D. **Project Timelines.** The CITY shall submit to the COUNTY, no less frequent than annually, formal CITY proposals, including a timeline and budget for each project or activity. The timeline shall specify the length of time needed for each phase through the completion of the project or activity. The CITY shall comply and/or require its contractors and/or sub-contractors to comply with the timelines submitted and the CITY shall allocate the funds received hereunder accordingly. The CITY understands that failure to comply with the timelines may result in cancellation of a project or activity and/or the loss of CDBG funding, unless the COUNTY determines that extenuating circumstances beyond the CITY's control exist, permitting the project to proceed and be completed in a reasonable time. The timeline for a project or activity shall commence when the COUNTY provides written notification to the CITY of proposal/project/activity approval and authorization by the COUNTY and/or HUD and a fully executed Agreement. Unobligated or unexpended funds not used by the CITY shall be transferred to the allocation formula for redistribution. The COUNTY will review all CDBG projects and activities to determine whether they are being carried out in a timely manner as required by CDBG Regulations, 24 C.F.R. Volume 3, Subtitle B, Chapter V, Part 570.902.
- E. **Payment Process.**
1. **Applications for Funding.** Before the COUNTY distributes any funds to the CITY under this Agreement, the CITY shall submit to the COUNTY Community Development Division an application for funding, which shall be in the form and format specified by the COUNTY and in compliance with HUD regulations.
 2. **Contract Project Agreement Payments.**
 - a. **Payment and Reimbursement Procedures.** In order to receive payments or expense reimbursements under this Agreement, the CITY shall submit to the COUNTY's Community Development Division a request for payment with appropriate documentation (invoices, billings, etc.) specifying the items or services for which payment is being requested. Payments for eligible expenses or reimbursements shall be made against the line item budgets specified in the Agreements and in accordance with

performance thereof. The COUNTY shall process requests for payments or reimbursements within thirty (30) business days and shall forward payments to the CITY, or the appropriate contractor or vendor as identified through a fully executed Agreement or Contract with the CITY, immediately upon the approval of the request. Reimbursements may be delayed for monitoring of activities and/or submission of incomplete documentation.

b. Indirect Costs. If indirect costs are charged, the CITY will develop an indirect cost allocation plan for determining the appropriate CDBG share of administrative costs and shall submit such plan to the COUNTY for approval.

F. Non-Appropriation Clauses. The CITY agrees that every contract to which it is a party involving the use of CDBG funds allocated hereunder shall include a non-appropriation clause. Such clause shall state that the funding therefore is contingent upon the continuing allocation and availability of CDBG funding and not upon the availability of COUNTY General funds.

1. Accounting Standards. The CITY's financial management system shall be in compliance with the standards specified in OMB Circular A-87. In addition, the CITY shall comply with OMB Circular A-110, Attachment F, and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

H. Expenditure Restrictions. All CDBG funds approved by HUD for expenditure under the COUNTY's Grant Agreement, including those that are identified for CITY projects and activities, shall be allocated to the specific projects and activities described and listed in the CITY's proposal for funding, Agreements, and Contracts; such funds shall be used for no other purposes. No project, activity, or the amount allocated to a given project or activity may be changed without the written concurrence of the COUNTY and/or HUD, as required.

I. Additional Spending Limitations. The CITY agrees that no more than two-and-one-half percent (2.5%) of the total funds it receives hereunder shall be used for eligible planning, urban environmental design, and policy-planning-management-capacity building activities, upon formal application and , as defined in under the CDBG Regulations, 24 C.F.R. Subtitle B, Volume 3, Chapter V, Part 570.205. The CITY understands that if more than two-and-one-half percent (2.5%) of the funds are otherwise used, the COUNTY may be penalized and the CITY shall be required by HUD to reimburse any amounts wrongfully expended in excess of the two-and-one-half percent (2.5%) limit. The CITY further agrees that no more that fifteen percent (15%) of its annual allocation hereunder may be spent on community service activities, pursuant to the CDBG Regulations, 24 C.F.R. Chapter 3, Subtitle B, Chapter V, Part 570.201(e).

If the CITY wishes to conduct a project or activity that would be in excess of either the two and one-half percent (2.5%) limit or the fifteen (15%) limit, it shall first submit to the COUNTY a written request for a waiver prior to the submission of its project or activity application. The CITY understands and agrees that the COUNTY may or may not grant a waiver request regarding these activity limits and that the COUNTY shall have final responsibility for the selection of all projects and activities.

The CITY understands that, by executing the CDBG cooperation agreement, the included unit of general local government understands that it: (1) May not apply for grants from appropriations

under the State CDBG Program for fiscal years during the period in which it participates in the urban County's CDBG program; and (2) May receive a formula allocation under the HOME Program only through the urban county. Thus, even if the urban county does not receive a HOME formula allocation, the participating unit of local government cannot form a HOME consortium with other local governments; and (3) May receive a formula allocation under the ESG Program only through the urban county. .

- J. **Cost Overruns.** The CITY shall be solely responsible for any financial liability or costs incurred as the result of cost overruns associated with projects or activities within its jurisdiction for which it receives funding under this Agreement.
- K. **Requests for Additional Funding.** Pursuant to CDBG Regulations, 24 C.F.R. Volume 3, Subtitle B, Chapter V, Part 570.504, the CITY shall fully expend all CDBG Program funds for the project or activities identified in the applicable Agreement prior to requesting any additional funding from the COUNTY. If the CITY terminates its participation in the Urban County, any CDBG Program funds received by the CITY thereafter shall be returned to the COUNTY, unless the CITY has become an "Entitlement Grantee" and the COUNTY agrees to permit the use of the funds by the CITY solely for the purposes permitted under the CDBG Regulations governing Entitlement Grantee Programs.
- L. **Bonds.** The CITY shall be solely responsible for procuring from its contractors and/or subcontractors bid guarantees and performance and payment bonds as required by Federal and State law. Pursuant to OMB Circular A-110, Attachment B and Attachment O, Par. 4.C, bid guarantees in the amount of five percent (5%) of the contract price are required for contracts in the amount of one hundred thousand dollars (\$100,000) or more. Performance and payment bonds in the amount of one hundred percent (100%) of the contract price are also required. Such bonds must be issued by corporate sureties approved by the CITY, licensed to do business in the State of Colorado, and may only be released upon the written approval of the CITY.
- M. **Insurance.** The CITY shall be solely responsible for requiring its contractors and/or subcontractors to provide adequate insurance as required by Federal or State law and as appropriate for all projects and activities for which the CITY receives funding under this Agreement. The insurance required of the CITY's contractors and/or subcontractors may include, but not be limited to, commercial general liability insurance, automobile insurance, workers' compensation insurance, professional liability insurance, and unemployment insurance. All insurance policies must list both the CITY and the COUNTY as "Additional Insureds."

In the event that the CITY fails to require its contractors and/or subcontractors to acquire and maintain adequate insurance as required herein, the CITY shall, to the extent allowed by law, indemnify the COUNTY for any liability incurred as the result of such failure. The CITY shall cure or cause to be cured such failure within ten (10) business days after having received written notice from the COUNTY of the failure. If the insurance requirement(s) are not met and/or cured within ten (10) business days, the COUNTY may immediately suspend, discontinue, or terminate this Agreement and any program or activity allocations made hereunder.

- N. **City as Independent Contractor.** The CITY shall be responsible for the direct day-to-day supervision and administration of the projects and activities for which it receives funding under this Agreement. As such, the CITY shall be deemed to be acting as an independent contractor and not as an employee of the COUNTY. The CITY shall be solely and entirely responsible for its acts and omissions, and the acts and omissions of its elected officials, employees, servants,

contractors, and subcontractors during the term and performance of this Agreement. No elected official, employee, servant, contractor, or subcontractor of the CITY shall be deemed to be an employee, servant, contractor, or subcontractor of the COUNTY because of the performance of any services or work under this Agreement. The CITY, at its expense, shall procure and maintain workers' compensation insurance and unemployment compensation insurance as applicable and/or required by law. Pursuant to the Workers' Compensation Act, § 8-40-202(2)(b)(IV), C.R.S., as amended, the CITY understands that it and its elected officials, employees, and agents are not entitled to workers' compensation benefits from the COUNTY. The CITY further understands that it is solely obligated for the payment of Federal and State income tax on any moneys earned pursuant to this Agreement, as applicable.

- O. Assurances and Certifications. The CITY agrees to comply with the HUD Assurances and Certifications contained in the document attached hereto and incorporated herein by this reference as Exhibit 1.
- P. Excessive Force. The CITY has adopted and is enforcing:
1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and;
 2. A policy enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- Q. Record Retention. The CITY shall maintain records and accounts of the funds it receives hereunder in accordance with accepted accounting procedures and any applicable Federal and State laws and regulations. The CITY will provide full access to these records to the COUNTY, the Secretary of HUD or the Secretary's designee, the Office of Inspector General, and/or the General Accounting Office, so that compliance may be confirmed regarding the expenditure of funds pursuant to this Agreement. The CITY further agrees to provide the COUNTY, upon request, a copy of any audit records pertaining to the CITY's CDBG Program operations during the term of this Agreement. The CITY shall retain all records pertaining to this Agreement for a period of ten (10) Federal fiscal years following the termination of this Agreement.
- R. Termination Asset Management. If the CITY terminates its participation in the Urban County CDBG Program, any assets acquired under this Agreement or from CDBG Program funding shall be managed or disposed of in accordance with 24 C.F.R. Volume 1, Subtitle A, Part 85 and any other applicable HUD and/or Federal regulations.
- S. Compliance With Local Laws. All responsibilities of the CITY enumerated herein shall be subject to applicable State statutes and regulations and CITY ordinances, resolutions, and rules and regulations insofar as they apply to projects or activities located within the CITY.

III. RESPONSIBILITIES OF THE COUNTY

- A. Administrative Oversight. The COUNTY, as a designated Urban County and Participating Jurisdiction, is ultimately responsible for the administrative oversight and supervision of all funds allocated to the CITY hereunder. As such, it is responsible for ensuring that all funds allocated to the CITY are expended in accordance with the AAP, all Agreements and/or Contracts, and all

applicable Federal, State, and local laws, ordinances, resolutions, regulations, and laws pertaining to this Agreement. It is the intent of the COUNTY to exercise only that degree of administrative and supervisory control concerning CITY projects and activities as necessary to comply with such requirements and in accordance with the provisions of this Agreement.

B. Distribution of Funds. The distribution of CDBG funds between the COUNTY and the CITY shall be determined as follows:

1. **Administrative Allocation.** The COUNTY shall retain seventeen-and-one-half percent (17.5%) of the total CDBG Program funds allocated to the COUNTY for the purpose of general oversight, management, coordination and related costs. The expenditure of these funds shall be within the sole discretion of the COUNTY for the aforementioned purposes.

In the event the CITY does not have appropriate planning activities for any given Federal fiscal year, the COUNTY shall retain the two-and-one-half percent (2 1/2%) Administrative funds for Program operations within the COUNTY Community Development Division.

2. **Allocations to Jurisdictions.** The funds remaining after the subtraction of the administrative allowance outlined above shall be made available to the respective jurisdictions based on an analysis of the percentage that each jurisdiction's population and low income population represents in comparison of the total population of the Urban County. This formula will reflect the information provided in the most recent decennial United States Census.
3. **Application Compliance.** All applications for funds must comply with all applicable Federal laws and regulations before any funds may be distributed.
4. **Benefit to Low and Moderate Income Residents.** CDBG National Objectives require that at least seventy (70%) of CDBG funds utilized must principally benefit low-to-moderate-income residents. The COUNTY and the CITY agree to utilize their CDBG Program allocations each year in accordance with CDBG Program National Objective requirements by allocating at least seventy (70%) percent of their funds toward projects or activities that principally benefit low-to-moderate income residents. In preparing applications for funding, the CITY shall also take into consideration provisions for the elimination of slums or blight and provisions to meet urgent community development needs that are a threat to public health and safety and have become known or serious within the last eighteen (18) months, which are also part of the CDBG Program National Objectives.
5. **Community Service Activities Spending Cap.** The CITY agrees that no more than fifteen percent (15%) of its annual allocation hereunder may be spent on community service activities, pursuant to CDBG Regulations, 24 C.F.R. Chapter 3, Subtitle B, Chapter V, Part 570.201(e). No carry-over of community service activities will be allowed. Community service activities funds not fully expended within the specified timeframe must be recaptured and reprogrammed as part of the next annual funding cycle.
6. **Reallocation of Funds.** Should any one participating CITY be unable for any reason to spend its allocated funds within the timeframes needed for reporting and timeliness, Urban County participants will be notified of the unspent allocation and allowed to propose a project or program that could use those funds quickly and efficiently. Proposals must demonstrate the ability of that project or program to use the funds in a timely manner, as deemed by the

COUNTY. Such proposals would be considered and voted upon by the County and all participating jurisdictions. A majority vote would decide distribution of these unspent funds.

A record of these distributions will be kept by the County for the County and all participating jurisdictions to review when deciding future allocations to ensure that no single member is receiving the greatest benefit of CDBG funding.

If, for any reason, the Participating CITY cannot comply with any applicable Federal laws and regulations, the funds for which the Participating CITY was eligible under this Agreement shall not be paid to that CITY and shall be reallocated as described above.

7. **Non-Use of Funds.** Parties agree the CITY may elect not to apply for the funds for which it is eligible, in which case such funds shall be reallocated as described under the reallocation section above.

IV. MUTUAL RESPONSIBILITIES

- A. **Compliance With Federal Laws and Regulations.** The PARTIES shall take all actions to do all things that are appropriate and required to comply with the applicable provisions of the grant agreements received from HUD by the COUNTY in which the CITY is included. These include but are not limited to: the Act, as most recently amended, including all associated regulations, rules, guidelines, and circulars promulgated by the Federal departments, agencies, and commissions relating to the CDBG Program; the Davis-Bacon Act, as applicable; Section 3, as applicable; Minority-Owned Businesses/Women-Owned Businesses, as applicable; the Contract Work Hours and Safety Standards Act; Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968; the Housing and Community Development Act of 1974; The Fair Housing Act; the Uniform Federal Accessibility Standards (UFAS); the Americans With Disabilities Act (ADA); and the Residential Lead-Based Paint Hazard Reduction Act of 1992, as amended, and any associated regulations and rules. Additionally, in accordance with 24 C.F.R. Volume 3, Subtitle B, Chapter V, Part 570, no employee, official, agent or consultant of the CITY shall exercise any function or responsibility in which a conflict of interest, real or apparent, would arise. The PARTIES shall take all actions necessary to assure compliance with the COUNTY's Urban County certification required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 109 of Title I of the Housing and Community Development Act of 1974, and other applicable laws.
- B. **Governmental Immunity.** The COUNTY and the CITY are "Public Entities" as defined under the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S., as amended. Nothing in this Agreement shall be construed to waive or in any manner limit any of the protections or immunities afforded thereunder.
- C. **Fair Housing.** The COUNTY is prohibited from funding activities that do not comply with HUD's policies and regulations concerning fair housing. The CITY agrees not to take any actions pursuant to funding it receives under this Agreement that would result in the COUNTY being in noncompliance with its Fair Housing Certification. The CITY acknowledges that noncompliance by the CITY may constitute noncompliance by the COUNTY, which may provide cause for funding sanctions or other remedial actions by HUD. Urban County funding shall not be used for activities in, or in support of, any locality that does not affirmatively further fair housing

within its own jurisdiction or that impedes the COUNTY's actions to comply with the County's Fair Housing Certification.

- D. Reporting.** The CITY will file all reports and other information necessary to comply with applicable Federal laws and regulations as required by the COUNTY and HUD. This includes providing to the COUNTY information necessary to complete the Consolidated Annual Performance and Evaluation Report (CAPER) in a timely fashion. Requirements will be specified in individual Agreements and/or Contracts. The COUNTY shall be responsible for confirming the compliance of CITY projects with applicable Federal laws and regulations. The COUNTY shall further be responsible for maintaining proper documentation of the COUNTY's administrative expenses and for determining that all necessary reports and information are filed with HUD and other applicable Federal agencies in a timely fashion.

- 1. Support of Nonprofit Organizations.** The COUNTY recognizes nonprofit organizations as being valuable partners in addressing the needs of low and moderate-income citizens. The CITY is encouraged to provide financial support utilizing its General funds, CDBG funds, and other available funds to support nonprofit organizations that serve low-income residents within the Urban County and/or the CITY. CDBG funds are limited to fifteen percent (15%) annually for community service activities. CDBG funds should supplement activities above and beyond what local CITY funds normally support; they are not meant to displace use of local support.
- 2. Termination.** This Agreement may only be terminated as provided herein or as otherwise provided by Federal, State, or local law, ordinance, resolution, regulation, or rule.

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IN WITNESS WHEREOF, the COUNTY and the CITY have duly executed this Agreement, which shall become effective as of the latest date written below.


**BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO**

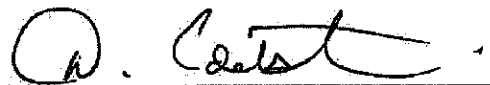

Charles Tedesco, Chairman

August 11, 2015
Date

ATTEST:
Stan Martin
CLERK AND RECORDER

APPROVED AS TO FORM:


Deputy Clerk


Adams County Attorney's Office

**CITY OF FEDERAL HEIGHTS
ADAMS COUNTY, COLORADO**


Joyce Thomas, Mayor

8/15/2015
Date

ATTEST:
CITY OF FEDERAL HEIGHTS

APPROVED AS TO FORM:


Patti K. Lowell, CMC, City Clerk



William Hayashi, City Attorney

EXHIBIT 1
CERTIFICATIONS

The CITY certifies that:

- a. It possesses legal authority to make a grant request, and to execute a community development and housing program, and to contract with Adams County for such assistance.
- b. The CITY governing body will duly adopt or pass as an official act, a resolution, motion or similar action authorizing the person identified as the Official Representative of the CITY to submit CITY funding proposals and all understandings and assurances contained therein, and directing and authorizing the person identified as the Official Representative of the CITY to act in connection with the submission of proposals and to provide such additional information as may be required.
- c. As part of the COUNTY's Citizen Participation Plan, the CITY will hold a public hearing at least ten (10) days prior to submitting funding proposals to the COUNTY and will:
 1. Provide citizens with estimated amounts of CDBG funds proposed to be used for activities that will benefit persons of low and moderate-income; and
 2. The CITY will prepare proposals of community development on the projected use of funds in accordance with Section 570.301(a) (3).
- d. CDBG funds/projects/programs will be conducted and administered in compliance with:
 1. Title VI of the Civil Rights Act of 1964 (Pub.L. 88-352; 2 U.S.C. § 2000d *et seq.*);
 2. Title VIII of the Civil Rights Act of 1968 (Pub.L. 90-284; 42 U.S.C. § 3601 *et seq.*); and
 3. Federal Fair Housing Requirements.
- e. The CITY will develop proposals of projected use of funds in which at least seventy percent (70%) of the funds are utilized on activities or projects that principally benefit low and moderate-income families. Remaining funds may be used on activities or projects that address other National Objectives, in compliance with HUD requirements, including activities or projects that eliminate slum or blight, as identified in a HUD-approved Slum/Blight Plan, or projects that meet an urgent need, as defined by HUD;
- f. The CITY will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under Section 206 of the Act or with amounts resulting from guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
 1. Funds received under Section 108 of the Act are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Act; or
 2. For purposes of assessing any amount against properties owned and occupied by persons of moderate-income, the CITY certifies to the Secretary that it lacks sufficient funds received under Section 108 of the Act to comply with the requirements of subparagraph (1) above.
- g. When appropriate for CITY projects, notifications, inspections, testing, and abatement procedures concerning lead-based paint will comply with Section 570.608.
- h. The CITY will comply with the other provisions of the Act and with other applicable laws.
- i. The CITY agrees to administer, in good faith, a policy designed to ensure that the activities and facilities are free from illegal use, possession, or distribution of drugs and alcohol by its beneficiaries and is in compliance with drug-free work place policies.

INTERGOVERNMENTAL AGREEMENT
HOME INVESTMENT PARTNERSHIPS PROGRAM
CONSORTIUM - [INSERT JURISDICTION]

THIS INTERGOVERNMENTAL AGREEMENT (HEREAFTER, "Agreement") is made and entered into this ____ day of _____, 2018, between the BOARD OF COUNTY COMMISSIONERS, COUNTY OF ADAMS (HEREAFTER "COUNTY"), a political subdivision of the STATE of COLORADO, located at 4430 South Adams County Parkway, Brighton, Colorado, 80601-8205, and the [INSERT JURISDICTION] (HEREAFTER "CITY"), a home-rule municipality, located at [INSERT ADDRESS]. The COUNTY and the CITY may be referred to collectively as "Parties," and individually as "Party."

RECITALS

WHEREAS, the United States Government, through the National Affordable Housing Act of 1990 (the "ACT"), has established the HOME Investment Partnerships Act Program ("HOME"), administered through the U.S. Department of Housing and Urban Development ("HUD") and has designated Adams County as a Participating Jurisdiction ("PJ") to administer such Federal funds, subject to certain conditions, for the purpose of expansion and rehabilitation of the supply of decent, safe, sanitary, and affordable housing and to strengthen partnerships among all levels of government and the private sector; and

WHEREAS, 24 Code of Federal Regulations (CFR), 92.101 Consortia of the ACT provides that a consortium of geographically contiguous units of general local government can be considered to be a unit of general local government for the purposes of receiving an allocation and participation in the HOME program, and a determination has been made by HUD that the CITY and COUNTY are geographically contiguous and are eligible to participate in a HOME Consortium; and

WHEREAS, HUD rules and regulations governing HOME funds, as published in 24 CFR, Part 92 ("HOME Regulations"), provide that a county is eligible to receive HOME funds as a "Participating Jurisdiction," as defined therein, and must submit to HUD an annual request for funding in the form of an Annual Action Plan ("AAP"). The cities and units of local government within a county may be included in the Participating Jurisdiction by intergovernmental or cooperative agreement and may thereby be included in the Participating Jurisdiction's HOME program; and

WHEREAS, the CITY and COUNTY recognize the need to address the community issues of homelessness, deteriorating housing stock, increase the supply of permanent affordable housing for lower-income households, and affordable and supportive housing for persons and families residing or wishing to reside in the CITY and have determined that it will be mutually beneficial and in the public interest to enter into an Intergovernmental Agreement regarding participation in HOME Consortium; and

WHEREAS, the CITY desires to enter into an Intergovernmental Agreement with the COUNTY to participate in a consortium for the purpose of using HOME funds in the city, as authorized by Title II of the ACT to enhance cooperation between jurisdictions and to maximize the use of resources available by local governments to affect the housing-related problems of lower-income persons; and

WHEREAS, the COUNTY has elected to administer such Federal funds for its HOME Consortium through the Adams County Community Development Division; and

WHEREAS, the CITY and COUNTY are authorized to enter into cooperative agreements pursuant to the Colorado Constitution, Article XIV, § 18, and § 29-1-203, CRS; and

WHEREAS, the CITY will remain its own Entitlement for the direct receipt and administration of Community Development Block Grant ("CDBG") funds from HUD; and,

WHEREAS, this Intergovernmental Agreement is intended to fully supersede and replace the previous Agreement between the Parties.

NOW THEREFORE, in consideration of the promises and the cooperative actions contemplated hereunder, the CITY and COUNTY agree as follows:

I. GENERAL PROVISIONS

A. CITY and COUNTY Cooperation. The CITY and COUNTY will cooperate on the HOME projects and activities conducted with the CITY's HOME funding allocation during the Federal Program Years identified in this Agreement.

B. Representative Appointment. The COUNTY is designated as the "Lead Entity" of the Adams County HOME Consortium ("Consortium") and will act in the representative capacity for all member units of general local government for the purposes of HOME per 24 CFR Part 92. As the Lead Entity, the COUNTY may add new members to the Consortium at qualification periods.

C. Program Year/Term of Agreement. The Parties agree that beginning with Program Year ("PY") 2019, the HOME Consortium PY start date shall be July 1, 2019 and the PY end date will be June 30, 2020. The three federal fiscal years for which the Consortium is receiving HOME funding is FY 2019 to FY 2021. Both the CITY and COUNTY agree that the duration of this Agreement shall cover funding for HOME PYs 2019, 2020, 2021, beginning on July 1, 2019 and ending on June 30, 2022. No Consortium member may withdraw from the Consortium while the Agreement is in effect. The Agreement remains in effect until the expenditures of HOME PYs 2019, 2020 and 2021 funds for eligible activities and all HOME funds are closed out in HUD's Integrated Disbursement and Information System ("IDIS"), pursuant to 24 CFR 92.507.

D. IGA Renewal and Amendments. The COUNTY and the CITY can renew this agreement for any successive qualification periods. Each such period will last for three federal fiscal years. The County shall notify the CITY in writing by the date specified in HUD's most current Consortia Designation Notice or HOME Consortia web page of the CITY's right to decide whether to continue to participate in the Consortium for the next qualification period. The COUNTY shall send a copy of the written notification provided to the CITY to the HUD field office. The CITY will respond with its decision whether to renew its participation in the Consortium for the next qualification period through a signed City Council resolution; this will be provided to the COUNTY at least 15 days prior to the COUNTY's deadline to notify HUD of the Consortium participants for the new qualification period.

Any programmatic, administrative, or operational changes to this Agreement shall be made by written amendment to this Agreement, which shall be mutually agreed upon and executed by both the CITY and COUNTY. Amendments shall be made pursuant to HUD's most current Consortia Designation Notice.

E. Distribution of Funds. The allocation of HOME funds earmarked for the CITY shall be determined by HUD through the HOME Consortia Participating Members Percentage Report (also called the Consortia Share Report) that is posted on HUD's website. The CITY shall determine how the CITY's HOME allocation will be used on an annual basis and this will be authorized through the passing of a City Council Resolution.

The COUNTY will retain up to ten percent (10%) of the total HOME annual allocation of the Consortium for program administration and other expenses related to program operations, in accordance with HUD regulations. The COUNTY will notify the CITY of its Total Gross HOME allocation, which will identify the breakdown of Administration set-aside for the COUNTY and the CITY's net allocation of HOME funds. Such allocations shall not be modified or withdrawn unless mutually agreed upon in writing by both parties.

F. Program Income. Should any CITY HOME-funded projects generate Program Income ("PI"), the Parties agree that the income shall go towards CITY HOME-funded projects and/or be used specifically for CITY residents through other approved HOME-funded projects, unless such projects are unavailable and HUD commitment and/or expenditure deadlines are threatened. The CITY agrees and understands that ten percent (10%) of all PI received from CITY HOME-funded projects shall be retained by the COUNTY for program administration costs. The PI will be calculated in accordance with 24 CFR, including 92.207, 92.503, and 92.504.

G. Designated Project Representatives. Parties agree that the designated representatives for the purposes of administering this Agreement are:

[INSERT JURISDICTION]
[INSERT DEPARTMENT]
[INSERT ADDRESS]
[INSERT ADDRESS]
[INSERT PHONE]
[INSERT EMAIL]

And

Adams COUNTY
Community Development Division
Division Manager of Record
4430 South Adams County Parkway
Brighton, Colorado 80601-8205
720.523.6851
JGreenland@adcogov.org

Either Party may change its Designated Representative through written notice to the other Party, as provided in Paragraph H. Notices, below.

H. Notices. The Parties agree that any notices permitted or required by this Agreement shall be deemed delivered when personally delivered or upon deposit in the United States Postal Service, fully pre-paid, certified, return receipt requested, and addressed to the Designated Representative identified in Paragraph I or via electronic mail (email) when delivery verification is provided through email delivery notification methods. Either Party may change its address by notice issued in accordance with this paragraph.

I. Conflict of Interest. In accordance with 24 CFR Part 92.356, no employee, official, agent, or consultant of the CITY or COUNTY shall exercise any function or responsibility in which a conflict of interest, real or apparent, would arise.

II. RESPONSIBILITIES OF THE COUNTY

A. Administrative Oversight. The COUNTY, as a designated Urban County and Participating Jurisdiction, is ultimately responsible for the administrative oversight and supervision of all HOME funds allocated to the Consortium and its members, per 24 CFR Part 92. As such, the COUNTY is responsible for ensuring that all HOME funds allocated to the CITY are expended in accordance with the Consolidated Plan/AAP, sub-recipient agreements, resolutions and all Federal, State, and local regulations and notices pertaining to HOME funding. Per HUD's Consortia Designation Notice, the COUNTY shall be responsible for renewing the IGA and submitting amendments to the IGA to the HUD field office. The COUNTY is responsible to provide no less than forty-five (45) days notice to the CITY of any deadlines that would require CITY Council action.

B. Legal Liability and Responsibilities. Parties recognize and understand that the COUNTY is the lead governmental entity for the Consortium and, therefore, shall be held by HUD to be legally liable and responsible for the execution of the HOME Program. The COUNTY assumes overall responsibility for ensuring the Consortium's HOME Program is carried out in compliance with the requirements of HOME, including requirements concerning a joint Consolidated Plan, as set forth in HUD regulations 24 CFR Parts 91 and 92, circulars promulgated by the Federal departments, agencies, and commissions related to the HOME Program.

C. Sub-Recipient Agreements. The COUNTY shall create and enter into sub-recipient agreements for all the HOME-funded projects and activities of the Consortium. Sub-recipient agreements for CITY HOME-funded projects will be executed on an annual basis, providing that HOME-eligible projects are developed and authorized through a CITY Council Resolution. The COUNTY will provide the CITY with a copy of all fully executed sub-recipient agreements and amendments for HOME-funded projects within 30 days of their execution. The COUNTY shall take all actions reasonably required to comply with the applicable provisions of the sub-recipient agreements.

D. Eligibility Review and Compliance Monitoring. The COUNTY shall be responsible for confirming eligibility and compliance of the CITY's HOME projects and activities with all applicable Federal, State and local regulations. Also, the COUNTY shall be responsible to provide monitoring of all HOME-funded projects to ensure compliance with applicable regulations associated with the HOME Program, including, but not limited to, Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Uniform Federal Accessibility Standards (UFAS), Americans with Disabilities Act, and the Residential Lead-Based Paint Hazard Reduction Act of 1992, and Uniform Relocation Act (URA).

E. Reporting Requirements. The COUNTY shall report on HOME funds and activities through IDIS and close out projects within a timely manner. The COUNTY shall provide the CITY with quarterly HOME activity reports and close out reports for any HOME-funded CITY projects and activities and separate reports for CITY Program Income funded activities. Also, the COUNTY will file all standard and required HOME reports with HUD as necessary to comply with applicable Federal regulations. The COUNTY shall further be responsible for maintaining proper documentation of the COUNTY's administrative expenses.

F. Public Participation. The COUNTY shall adhere to HUD requirements regarding public notification and public hearing processes necessary to receive HOME funds.

III. RESPONSIBILITIES OF THE CITY

A. Eligibility Review. The CITY will work with agencies eligible to use HOME to evaluate needs in the low-income community and identify potential projects that could be funded through the HOME Program. The CITY will provide guidance to agencies on applying for HOME funds and evaluate the potential projects for initial eligibility.

B. Action Plan/Consolidated Annual Performance and Evaluation Report (CAPER) Submissions. The CITY, as an Entitlement Community, prepares its own AAP and CAPER each year for the CDBG program. The CITY will refer to the COUNTY's AAP and CAPER for information related to HOME-funded projects. The CITY shall provide the COUNTY with a CITY Council Resolution on these documents so the COUNTY can incorporate the project description into the COUNTY'S AAP.

IV. MUTUAL RESPONSIBILITIES

A. Consolidated Plan. During the years that the entitlement communities in Adams County prepare and submit a joint Consolidated Plan, the CITY and COUNTY will collaborate on the development of the Plan. As the lead entity of the HOME Consortium, the COUNTY is responsible for the completion and submission of the Plan. The CITY is responsible for completing the sections required for the CITY's CDBG program and funding allocations. The COUNTY is responsible for the sections related to the funding received directly by the COUNTY, which includes HOME funds.

B. Fair Housing. Parties hereto collectively and individually agree to affirmatively further fair housing, in accordance with all Federal rules, regulations, and requirements. Each Party shall be responsible for compliance with HUD Fair Housing regulations. Both the CITY and the COUNTY shall prepare and submit their own Analysis of Impediments to Fair Housing and be responsible for performance measures established in their respective Analysis of Impediments report.

C. Indemnification. The Parties agree that, to the extent possible, the COUNTY and the CITY shall indemnify and hold the other, its officers, agents, and employees harmless from and against any and all claims, actions, liabilities, costs, including attorney fees, and other costs of defense, arising out of or in way related to any act or failure to act by each other and each other's officers, agents, and employees, and contractors, in connection with this Agreement.

D. Venue. The laws of the State of Colorado shall govern as to the interpretation, validity and effect of this Agreement. The Parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with the District Court of Adams County, Colorado.

E. Modification. This Agreement contains the entire understanding of the Parties and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived, except by instrument in writing signed by all Parties.

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto and in agreement thereof, this ____ day of _____, 2018.

[INSERT JURISDICTION],
A Colorado Municipal Corporation

[INSERT AUTHORIZED REPRESENTATIVE]
[INSERT ADDRESS]
[INSERT ADDRESS]

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

**COUNTY OF ADAMS, STATE OF COLORADO
BOARD OF COUNTY COMMISSIONERS**

Chair

ATTEST:
STAN MARTIN, CLERK & RECORDER

Deputy Clerk

APPROVED AS TO FORM:

Adams County Attorney's Office

DRAFT



STUDY SESSION AGENDA ITEM

DATE: 5/29/2018
SUBJECT: Right Of Way Maintenance – Street Sweeping
FROM: Jeffery A. Maxwell, PE, PTOE Public Works Director
AGENCY/DEPARTMENT: Public Works
ATTENDEES: Jeffery Maxwell, Director, Brian Staley, Deputy Director, Jeremy Reichert, Operations Manager
PURPOSE OF ITEM: Present recommendations for adoption of formal street sweeping program Levels Of Service (LOS) and operating expectations.
STAFF RECOMMENDATION: <ul style="list-style-type: none">• Identify a desired minimum service expectation for the street sweeping program based on presentation• Replace four (4) sweepers in 2018• Reduce total sweeper holdings to five (5) units• Acquire reliable/sustainable water source• Build appropriate street sweeping debris storage (compliant with Stormwater MS4 requirements)

BACKGROUND:

Adams County Public Works – Operations Division currently performs street sweeping year round on roadways that have curb and gutter installations. Roadways with no curb and gutter will also be swept as needed to clean up spills or crash debris. In 2017 the department committed to rolling out a formal street sweeping program in 2018 with specific routing, priority ranking, and service methodologies. The proposed program will provide more accurate tracking and reporting structure for street sweeping activities commiserate with the level of quality that the County has come to expect from the Public Works – Operations Division.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Adams County Public Works – Operations Division

ATTACHED DOCUMENTS:

2018 Street Sweeping Program

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

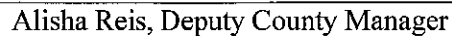
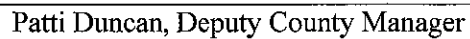
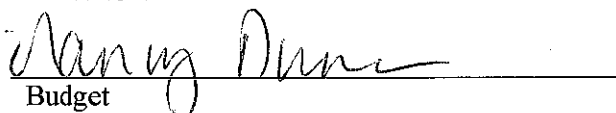
Fund:**Cost Center:**

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Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☐ NO

Future Amendment Needed: ☐ YES ☐ NO

Additional Note:**APPROVAL SIGNATURES:**
Raymond H. Gonzales, County Manager
Alisha Reis, Deputy County Manager
Bryan Ostler, Deputy County Manager
Patti Duncan, Deputy County Manager**APPROVAL OF FISCAL IMPACT:**
Nancy Dunn
Budget



Study Session – May 29, 2018

PUBLIC WORKS - OPERATIONS DIVISION

ROW Maintenance – Street Sweeping

1. Considerations & Understandings
2. Priority Rankings
3. Levels of Service (LOS) and Scenarios
4. Estimated Operating Cost – Per LOS scenario
 - 2018 Q1 example
5. Public Works Recommendations



Considerations & Understandings

- Street sweeping debris testing and disposal fees
- Water supply requirements
- Sweep-Mile vs. Lane Mile
 - 1 mile at 24' width \cong 3.45 mile of sweeping
 - 3.45 sweep miles \cong 85 minutes
- Street Sweeping Team
- Equipment maintenance
- Priority ranking map

Roadway Priority Ranking

Prioritization factors for roadways equipped with curb & gutter:

- Number of lanes & roadway classification
- Traffic volume & speeds
- Connectivity (bike routes, jurisdictional gateways, school routes)
- Roadway use (industrial, commercial, retail, TOD, residential etc.)
- Historical/prone problem areas

Priority	Lane Mile		Sweep Mile
P1	155	=	234
P2	130	=	182
P3	475	=	684

Levels of Service - Scenarios

PRIORITY	SERVICE LEVEL SWEEP COUNT (ANNUALLY)			
	LOS A	LOS B	LOS C	LOS D
1	10	8	6	4
2	8	6	4	2
3	6	4	2	1

Estimated Cost – Per LOS

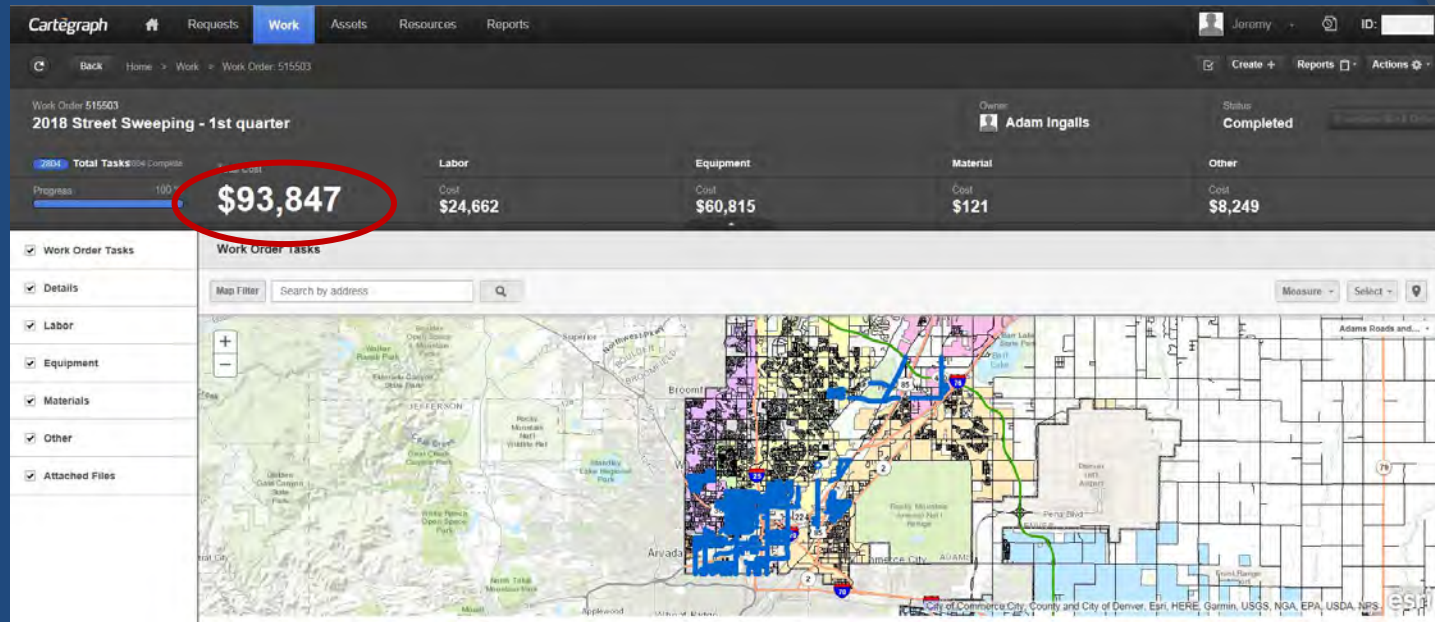
LOS Scenario - Service Cycles				Annual Sweep Miles	Annual Cost	= \$66 per Sweep Mile
SERVICE	P1	P2	P3			
LOS A	10	8	6	7,696	\$ 507,697.00	
LOS B	8	6	4	5,564	\$ 367,050.00	
LOS C	6	4	2	3,432	\$ 226,405.00	
LOS D	4	2	1	1,950	\$ 128,640.00	

Current service level for the street sweeping is <LOS D

The level of service (LOS) has the greatest impact on labor allocation (25% of labor resources)

Current debris disposal budget: \$25,000

2018 – 1st Quarter Sweeping Example



Street Sweeping Program Priorities:

- Define LOS methodologies
- Increase the LOS
 - Improve practices
 - Enhanced tracking
 - Illustrate cost, labor, and equipment demand
- 2018 1st quarter sweeping demonstrates this effort.

Public Works Recommendations

- ⦿ Adopt LOS D as minimum service expectation
- ⦿ Replace four (4) sweepers in 2018 to improve equipment reliability thereby increasing productivity
 - Reduce total sweeper holdings (units) to 5
- ⦿ Acquire reliable/sustainable water source
 - Potential new facility
- ⦿ Build appropriate street sweeping debris storage that is compliant with Stormwater (MS4) requirements

Questions ?



STUDY SESSION AGENDA ITEM

DATE: May 29, 2018
SUBJECT: Land Use Public Notification
FROM: Kristin Sullivan, Director of Community and Economic Development
AGENCY/DEPARTMENT: Community and Economic Development
ATTENDEES: Kristin Sullivan, Doug Clark, Nana Appiah, Greg Baca, Christine Francescani
PURPOSE OF ITEM: To provide a status update of enhanced land use public notification processes
STAFF RECOMMENDATION: Proceed with the enhanced notification processs

BACKGROUND:

Section 2-01-04 of the County's Development Standards and Regulations requires notification to all property owners on record located within a minimum of five hundred (500') feet (exclusive of public right-of-way, public facilities, parks, or public open space) of the property lines of parcel (s) of land for which a development is planned. County staff normally extends the notification radius beyond the minimum requirements to capture and inform the majority of the surrounding property owners.

In addition, neighborhood and homeowners associations are also notified of intended development. This notification is first in a series of notifications used by staff to inform property owners of proposed development applications. The notification at this stage is mainly to inform the surrounding property owners of the proposed development and solicit their input for consideration in providing review comments on the application. There is a second notification sent to the same group after staff completion of the review of the application and at the time of scheduling the project for public hearing. This is in addition to a newspaper publication and posting of signs on the property.

For the past several months, staff has researched ways to improve the current notification process. Specifically, there have been concerns about inadequate notification to surrounding residents who are not property owners, as some property owners on record do not reside on their property, but rather rents to others. To provide notification to all surrounding property owners, as well as residents living within a certain radius of a proposed development, staff with the Information Technology Department is purchasing data that contains all addresses in the County with zip codes. This data will allow staff to send notifications to all addresses within a selected

radius surrounding a proposed development, not only to property owners on record, which has been the practice. This data will be available and incorporated in the County Geographic Information Database by end of May. In the meantime, staff, as of May 1, 2018, has been working with the IT Department to use other systems for obtaining addresses and sending notifications to all surrounding properties of a planned development.

In addition to the notification, staff is also proceeding to use larger notice signs when posting on the real property for development applications. The minimum sign required for those notifications is two (2) square feet. However, to increase visibility of the signs and the text, staff is planning to order new signs that are four (4) square feet to replace the current ones used for such posting, as well as redesign the signs with visible and bright colors (See Powerpoints). The current ones are a minimum of 3 square feet in size. Staff is also transitioning to use hardwood stakes to anchor the signs instead of small, metal stakes that are currently used and do not adequately hold the sign during heavy winds.

STAFF RECOMMENDATION:

To proceed with the improved method of sending notifications to property owners in addition to residents surrounding proposed development applications, as well as using larger and colorful signs and stronger posting structures to sustain the signs during high speed winds.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Manager's Office
County Attorney's Office
Information Technology Department

ATTACHED DOCUMENTS:

Powerpoint Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

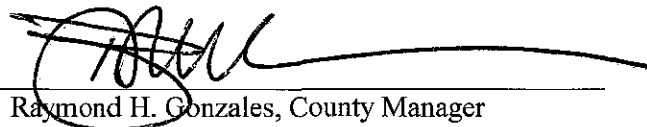
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	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

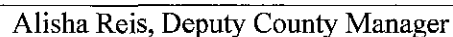
	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☒ NO

Additional Note:**APPROVAL SIGNATURES:**

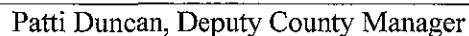
Raymond H. Gonzales, County Manager



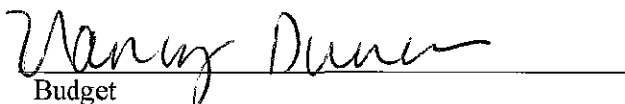
Alisha Reis, Deputy County Manager



Bryan Oster, Deputy County Manager



Patti Duncan, Deputy County Manager

APPROVAL OF FISCAL IMPACT:
Budget

Land Use Notifications

Community and Economic Development

Nana Appiah



Background

Current Requirements:

1. Mailed Notice

- Mailed notice to property owners within 500 feet
- Staff regularly extends the notification distance to capture more property owners
- Second notification mailed at least 10 days prior to first public hearing

2. Newspaper Publication

3. Posting of Signs

Recent Enhancements

- Starting 5/1, all new and current land use cases include mailed notices for current residents to reach renters

Examples of Signs

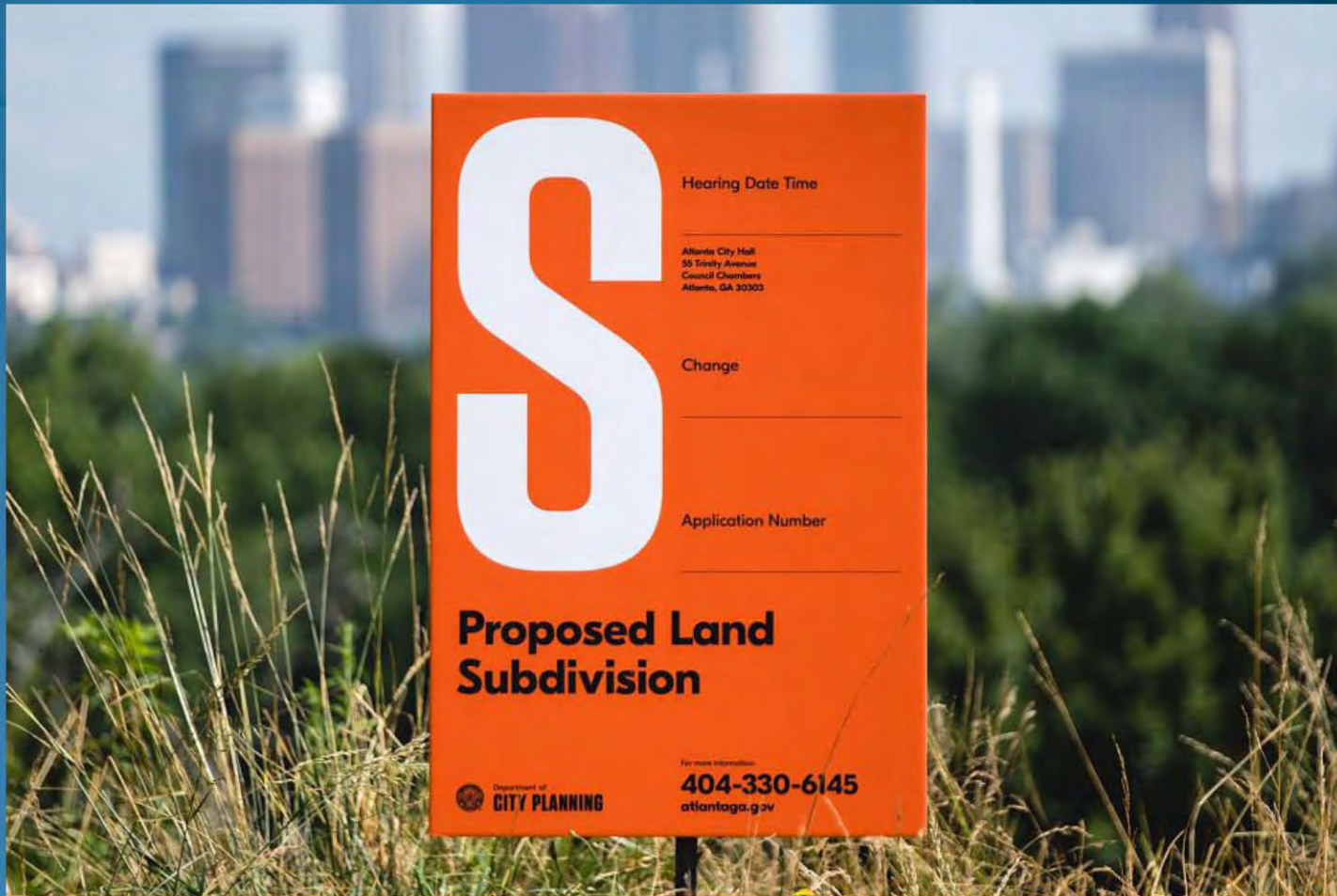
City of Fort Collins/Castle Rock/Adams County



Required Information on Signs

- Date
- Time
- Place
- Purpose of hearing

City of Atlanta



City of Atlanta

<div><h1>A</h1><p>Hearing Date/Time</p><p>Application Number</p><p>Materials Design Review</p><p>Application Number</p><h2>Certificate of Appropriateness</h2><p>Department of CITY PLANNING</p></div>	<div><h1>V</h1><p>Hearing Date/Time</p><p>Change</p><p>Application Number</p><h2>Variance Special Exception Appeal</h2><p>Department of CITY PLANNING</p></div>	<div><h1>Z</h1><p>Hearing Date/Time</p><p>Change</p><p>Application Number</p><h2>Zoning Application</h2><p>Department of CITY PLANNING</p></div>	<div><h1>P</h1><p>Hearing Date/Time</p><p>Change</p><p>Application Number</p><h2>Proposed Land Subdivision</h2><p>Department of CITY PLANNING</p></div>
<div><h1>U</h1><p>Hearing Date/Time</p><p>Change</p><p>Application Number</p><h2>Special Use Permit</h2><p>Department of CITY PLANNING</p></div>	<div><h1>T</h1><p>Property Address</p><p>Hearing Date/Time</p><p>Notice of Public Hearing Affecting This Property</p><p>Department of CITY PLANNING</p></div>	<div><h1>T</h1><p>Name on Approval</p><p>Property</p><p>Deadline for Appeal</p><h2>Tree Removal</h2><p>Notice of Preliminary Approval At This Site</p><p>Department of CITY PLANNING</p></div>	<div><h1>T</h1><p>Property Address</p><p>Sign Posting Date</p><p>Notice of Plan Submittal for this Site</p><h2>Tree May Be Removed</h2><p>Department of CITY PLANNING</p></div>

City of Atlanta

- <https://matchstic.com/work/atlanta-city-public-notice-signs>

Adams County

S

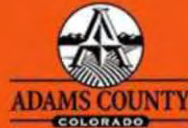
Hearing Date and Time

Adams County Government Center
4430 S. Adams County Pkwy.
Brighton, CO 80601

Change

Application Number

**Proposed Land
Subdivision**



720.523.6998
adcogov.org

Recommendation



Recommendation

- New data file with addresses with zip codes to notify all residents/property owners
- Increase the size of sign from 18 X 22 to 22 X 28
- Redesign signs for better visibility
- Adopt City of Atlanta Example