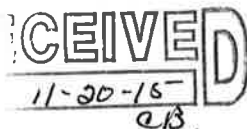




Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017



Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

Please read application instructions before completing.

2016 Adams County CDBG Application

2016 Adams County CDBG Application			
Applicant/Organization Name:		City of Commerce City	
Type of Organization:	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based		
Tax ID Number:	84-6006924		
Duns Number:	088448345		
Chief Official or Primary Contact:	Leigh Ann Noell		
Contact Information:	Phone: 303-289-3625	Email: lnoell@c3gov.com	
Mailing Address:	7887 E. 60 th Ave., Commerce City, CO 80022		
Project Name:	Residential Sidewalks & Pedestrian Curb Ramps		
Project Address:	Various locations throughout core city		
Project Priority (if submitting multiple applications)			
Project Start Date: MM/DD/YYYY	03/31/2016	Project End Date: MM/DD/YYYY	02/28/2017
Amount of CDBG Funds Requested	\$277,778		
Provide a brief summary of the proposed project in the space listed below. <i>More detail will be requested in other sections.</i>			
Concrete sidewalks and pedestrian ramps to be installed in three locations in core city.			

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

Housing Objectives:	Please check
H1- Rental housing is available for low and very low-income populations where rental housing rates are low	<input type="checkbox"/>
H2- Affordable housing is located in areas easily adjacent to services including transit by the low to moderate- income populations	<input type="checkbox"/>
H3- Affordable housing is available for low-income renters that want to buy	<input type="checkbox"/>
H4- Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired	<input type="checkbox"/>
Community and Economic Development Objectives:	
CD1- More job services and job creation for Adams County residents	<input type="checkbox"/>
CD2- Public facilities and community resources are created and enhanced to support low to moderate-income populations	<input type="checkbox"/>
CD3- Invest strategically in neighborhoods to assist in revitalization	<input checked="" type="checkbox"/>
Seniors and other Prioritized Populations:	
SN1- Prioritized populations have housing options, especially those earning less than 40% AMI	<input type="checkbox"/>
SN2- Services available for at-risk children	<input type="checkbox"/>
SN3- Prioritized populations are educated about housing and service options	<input type="checkbox"/>
SN4- Housing and services options near transit are enhanced for prioritized populations	<input type="checkbox"/>
SN5- Integration of prioritized populations into the community	<input type="checkbox"/>

2016 Adams County CDBG Application- *Project Classification*

Please see instructions (pages 5-7) to ensure you classify your project correctly.

Project Category: <i>Check only one</i>	<input type="checkbox"/> Public Service <input checked="" type="checkbox"/> Public Facility/Infrastructure <input type="checkbox"/> Housing/Economic Development			
Project Subgroup(<i>terms listed in instructions</i>): <i>List only one</i>	Public Facility/Infrastructure/Acquisition Subgroup: Sidewalks			
National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input checked="" type="checkbox"/> LMA	Census Tract:	87.09	
		Block Group:	3 & 4	
		Total Population:	2,745	
		LMI Population:	2,410	
		%of LMI:	88%	
	<input type="checkbox"/> LMC	How many additional low- to moderate income <i>clients</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
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<input type="checkbox"/> LMJ	How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:			
<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?			
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2016 Adams County CDBG Application- Agency Description

Agency description: Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

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Councilman Steve Douglas, At-Large, term ends 2019

Councilwoman Crystal Elliott, At-Large, term ends 2019

Councilman Jason McEldowney, At-Large, term ends 2017

The city's organizational chart is attached.

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific as to what the CDBG funds will be used for.** Attach additional information as needed.

A new concrete sidewalk will be installed in three locations:

- 58th Avenue, Poplar Street to Quebec Parkway
- 62nd Avenue, Locust Street to 315 feet west
- 69th Avenue, Pontiac Street to Quebec Street

None of these areas currently has sidewalk in place. Installing sidewalks will allow people to access schools, residences, businesses and bus stops in the area.

Fifty-two pedestrian ramps will be installed that meet ADA guidelines. Many of the existing locations have ramps which do not meet current ADA guidelines. Marked crosswalk will be installed to facilitate crossing wide streets.

No additional right-of-way is needed to construct these sidewalks or pedestrian ramps.

2016 Adams County CDBG Application- Community Components

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

A sidewalk will facilitate pedestrian & bicyclist access to local schools, places of worship, businesses, government services and to bus service.

Without the City taking the lead to construct this sidewalk, it will likely not be built for many years until adjacent property owners are required to construct it as part of redevelopment of their sites. Even if that occurs, it will be "piece meal", i.e. constructed in short segments only.

What are the quantifiable goals of this project? How will they be measured?

(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

Construct approximately 1,100 linear feet (approximately 0.21 miles) of concrete sidewalk and 52 ADA-accessible pedestrian ramps.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County		City of Federal Heights	
City of Brighton		City of Northglenn	
City of Commerce City	2,745	Town of Bennett	

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.

No other agencies or entities are currently responsible for constructing this sidewalk.

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.

The full amount requested will be needed for this project.

If the project is not awarded this amount of CDBG funding, how will it be affected?

The project will not happen.

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

The city will provide a cash match of \$39,682.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

Yes. Adams County Urban Counties

Please list the qualifications of the staff that will be administering the CDBG funds.

The Project Manager, Maria D'Andrea, P.E., Director of Public Works, is a registered professional engineer and has administered numerous federal projects of similar or larger scope including three CDBG projects for the Town of Castle Rock, Colorado which constructed new sidewalk and upgraded pedestrian ramps in the downtown area, (administered through Douglas County) each of which was approximately \$100,000-\$150,000 of funds. She has also overseen a federal bikeway project for the City of St. Louis Park Minnesota which totaled approximately \$1.2M.

Please check each item that already exists within your organization:

<input checked="" type="checkbox"/> Financial auditing system	<input checked="" type="checkbox"/> Client eligibility	<input checked="" type="checkbox"/> Demographic data collection
<input checked="" type="checkbox"/> Written conflict of interest policy	<input checked="" type="checkbox"/> Written procurement procedures	<input checked="" type="checkbox"/> Staff salary tracking

Can the project be completed within one year of receiving this grant? Yes No (Check only one box please)

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

Contract execution
 Two months after execution – RFP issued
 Three months after execution – Pre-bid meeting
 Four months after execution – Bid opening
 Five months after execution – Notice of award
 Six month after execution – Notice to proceed
 Twelve months after execution – Project completion

2016 Adams County CDBG Application
-- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)	Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Applied for	\$ 277,778
City of Commerce City	<input checked="" type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	39,682
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
Total Source of Funds for this Program		\$ 317,460
2. Project/Program Specific Budget (adjust categories as needed)		Amount
Personnel (Salaries, Training, Etc.)		\$0
Benefits (FICA, Unemployment, Health, Dental, Etc.)		\$0
Consultants		\$0
Insurance (D&O, Liability, Vehicle, Etc.)		\$0
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)		\$0
Supplies and Materials		\$0
Leased or Purchased Equipment		\$0
Acquisition Costs		\$0
Construction/Rehabilitation Costs		\$ 317,460
Other Operating Costs (please specify)		\$0
Total Program Costs		\$ 317,460

3. Total 2016 <u>Organizational</u> Budget	
4. What will the CDBG funds be used for ? Please be as specific as possible. (Example : \$1,000 for engineer, \$5,000 for building materials)	
All costs will be used for construction of the sidewalk and pedestrian ramps. Design, construction management and inspection will be provided by the City, using City staff, with no costs allocated to CDBG	
5. How much program income do you anticipate that this project will generate, if any ?	
None.	

2016 Adams County CDBG Application	
<u>-- Public Service Projects Only--</u>	<input type="checkbox"/> N/A
How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?	
How many more persons will be served if you receive CDBG funding?	
How long would clients receive services from your organization under this project?	
Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?	
What days and times will services be made available to the public?	
Does your agency have experienced staff that will provide the service, or will you hire and train new staff?	
How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.	

What is the CDBG-cost per client for this project? <i>(Total CDBG funds requested divided by number of clients served)</i>
How do you determine current eligibility? What client demographic information does your organization collect?
How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?

How many more persons will be served if you receive CDBG funding?

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?

How long will the facility be used for its intended purpose?

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?

Are funds already in place to operate the facility after improvements?

What days and times will the facility be open to the public?

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No (Check only one box) If no, skip to question 6.

2. Does the site require rezoning? Yes No (Check only one box)

3. Has your organization made an offer to purchase the property? Yes No (Check only one box)

4. Has your organization executed a contract to purchase the property? Yes No (Check only one box)

5. Will any persons or business be displaced by this acquisition? Yes No (Check only one box)
If yes, does your organization have non-CDBG funds available to pay relocation expenses? Yes No (Check only one box)

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

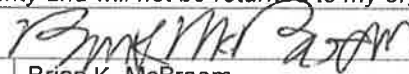
Are funds already in place to operate the property after improvements? Yes No (Check only one box)

Will you charge a fee for services provided at this property? If so, how much?

What days and times will the property be open to the public?

2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check								
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>								
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>								
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>								
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>								
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>								
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>								
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>								
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>								
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>								
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>								
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>								
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>								
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>								
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>								
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>								
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>								
<p><i>The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.</i></p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Print Name:</td> <td style="width: 40%;">Brian K. McBroom</td> <td style="width: 15%;">Title:</td> <td style="width: 30%;">City Manager</td> </tr> <tr> <td>Date:</td> <td colspan="3">November 16, 2015</td> </tr> </table>	Print Name:	Brian K. McBroom	Title:	City Manager	Date:	November 16, 2015			
Print Name:	Brian K. McBroom	Title:	City Manager						
Date:	November 16, 2015								

Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.

Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratencio@adco.gov

**ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COST
CITY OF COMMERCE CITY
Residential Sidewalks & Pedestrian Curb Ramps**

BY: MAD
CHECKED BY:

ITEM	UNIT	UNIT COST	QUANTITY	COST
REMOVALS/RELOCATION				
Remove & relocate fence	LF	\$12.00	80	\$960
Replace storm sewer inlet cover	EA	\$2,500.00	1	\$2,500
Relocate fire hydrant	EA	\$3,500.00	3	\$10,500
Reset mailbox	EA	\$150.00	2	\$300
Remove concrete curb & gutter	SF	\$30.00	180	\$5,400
Remove concrete sidewalk	SF	\$28.00	200	\$5,600
Remove asphalt	SF	\$20.00	740	\$14,800
Remove concrete driveway	SF	\$50.00	355	\$17,750
Reset sign	EA	\$100.00	16	\$1,600
Relocate traffic signal pole	EA	\$8,000.00	1	\$8,000
Relocate power pole	EA	\$5,000.00	2	\$10,000
SIDEWALK & CURB RAMPS				
Hot Bituminous Pavement (Patching) (Asphalt)	SY	\$80.00	30	\$2,400
Curb & Gutter, Type 2 (Section 1B)	LF	\$30.00	150	\$4,500
Concrete Sidewalk (6" depth)	SY	\$80.00	490	\$39,200
Concrete Driveway (6" depth)	SY	\$210.00	200	\$42,000
Curb Ramp, Type 2	EA	\$1,700.00	52	\$88,400
LANDSCAPING				
Remove landscaping	SF	\$20.00	200	\$4,000
Trim bushes/trees (2 areas)	LS	\$250.00	1	\$250
Remove tree	EA	\$200.00	3	\$600
Remove post	EA	\$50.00	1	\$50
Retaining wall	SF	\$80.00	180	\$14,400
Grading	LS	\$500.00	1	\$500
Seeding & Black dirt	SF	\$1.00	750	\$750
STRIPING				
Pre-formed Plastic Pavement Marking (Word/Symbol) - Crosswalk Marking (2' x 10')	SF	\$15.00	600	\$9,000
TOTAL OF BID CONSTRUCTION ITEMS:				\$283,460
Mobilization	LS	4%		\$11,340
Survey	LS	1%		\$2,830
Traffic Control	LS	3%		\$8,500
Erosion Control	LS	1%		\$2,830
SUBTOTAL LUMP SUM ITEMS:				\$25,500
Contingency		3%		\$8,500
TOTAL OF BID CONSTRUCTION ITEMS:				\$317,460



Google earth

feet
meters

600
200

58th Ave, Poplar St. to Quebec Parkway





Locust St.

Google earth

feet
meters



6and Ave, Locust St to 315' West



Google earth

feet
meters

700

200

6th Ave, Pontiac St. to Duxbury St.



Commerce City Citizens

Mayor and City Council

Legal
Municipal Judge
Boards and Commissions

City Manager

Deputy City Manager
External Services

Chief of Police

Internal Services

- Community Development Department
 - Administration
 - Community Flooding
 - Building Safety
 - Neighborhood Services
 - Housing
- Public Works Department
 - Administration
 - Street and Traffic Maintenance
 - Engineering
 - Refuse Collection
 - Fleet Management
 - Facility Services
- Parks and Recreation Department
 - Administration
 - Parks Maintenance
 - Recreation Programs
 - Community Events
 - Golf Course
- Economic Development

- Public Safety Department
 - Administration
 - Support Operations
 - Patrol Operations
 - Community Justice
 - Emergency Management

- City Manager's Office
 - Administration
 - Communications
 - Sustainability
 - Intergovernmental
- Finance Department
 - Financial Planning and Budgeting
 - Financial Services
 - Tax
 - Municipal Court
 - Internal Services
- Information Technology Department
 - Administration
 - Operations
 - Geographic Information Systems
- Human Resources Department
 - Human Resources
 - Risk Management
 - Organizational Development
 - Employee Activity Committee
- City Clerk Division



ADAMS COUNTY
COLORADO

Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017

Ineligible Project

RECEIVED
11-9-15
CB

Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:	City of Commerce City		
Type of Organization:	<input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> Government	<input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based
Tax ID Number:	84-6006924		
Duns Number:	088448345		
Chief Official or Primary Contact:	Leigh Ann Noell		
Contact Information:	Phone: 303-289-3625	Email: Inoell@c3gov.com	
Mailing Address:	7887 E. 60 th Ave Commerce City, CO 80022		
Project Name:	Quebec Street Sidewalk Installation		
Project Address:	53 rd Place to 56 th Avenue along Quebec Street		
Project Priority (if submitting multiple applications)			
Project Start Date: MM/DD/YYYY	03/30/206	Project End Date: MM/DD/YYYY	02/28/2017
Amount of CDBG Funds Requested	\$273,300		

Provide a **brief** summary of the proposed project in the space listed below. *More detail will be requested in other sections.*

A new concrete sidewalk will be installed along the west side of Quebec Street from 56th Avenue to approximately 1,063 feet south of the intersection of Quebec Street with 53rd Place.

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--Please check which goals will be met by your project--

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		How many low-income (31-50% AMI)?		
	<input type="checkbox"/> LMJ			

		How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:
	<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?
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- Plan and develop a unified, sustainable community
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 - Offering unique leisure activities and opportunities
 - Planning and developing quality physical environment

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- Councilman Steve Douglas, At-Large, term ends 2019
- Councilwoman Crystal Elliott, At-Large, term ends 2019
- Councilman Jason McEldowney, At-Large, term ends 2017

The city's organizational chart is attached.

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific as to what the CDBG funds will be used for.** Attach additional information as needed.

A new concrete sidewalk will be installed along the west side of Quebec Street from 56th Avenue, to approximately 1,063 feet south of the intersection of Quebec Street with 53rd Place, (map attached). There is currently no sidewalk along this street. The sidewalk will be 10-foot in width which would allow bicyclists to use it as well as pedestrians. The sidewalk will allow people to access the businesses and bus stops located along this corridor.

Eight new pedestrian ramps will be installed as well as a marked crosswalk to facilitate crossing a large driveway. Three bus bench pads will be installed in order to locate the existing benches out of the throughway for pedestrians to meet ADA guidelines.

Three existing bus stops are located adjacent to where the new sidewalk would be installed: one south of 54th Place, one south of 53rd Place and one near the TA Truck Center/gas station. They are served by the RTD Route 88 which runs between Northglenn, Commerce City and Stapleton/North Denver. Bus service is available in this area from 6:00 a.m. to 11:59 p.m. on weekdays, Saturdays and Sundays.

No additional right-of-way is needed to construct this sidewalk.

2016 Adams County CDBG Application- Community Components

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

A sidewalk will facilitate pedestrian & bicyclist access to local businesses, government services and to the daily bus service available on Quebec Street via RTD Route 88. Without a sidewalk, pedestrians must walk in the dirt. When snow is present, there is no path available and people must walk through snow drifts and risk injury.

Without the City taking the lead to construct this sidewalk, it will likely not be built for many years until adjacent property owners are required to construct it as part of redevelopment of their sites. Even if that occurs, it will be "piece meal", i.e. constructed in short segments only.

What are the quantifiable goals of this project? How will they be measured?
(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

Construct approximately 2,225 linear feet (approximately 0.42 miles) of concrete sidewalk. Install three bus bench pads and relocate bus benches out of the way of pedestrian traffic to meet ADA guidelines.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County		City of Federal Heights	
-----------------------------	--	-------------------------	--

City of Brighton		City of Northglenn	
City of Commerce City		Town of Bennett	
List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.			
The City will coordinate efforts with RTD, as needed. No other agencies or entities are currently responsible for constructing this sidewalk.			
2016 Adams County CDBG Application- Capacity			
If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.			
The full amount requested will be needed for this project.			
If the project is not awarded this amount of CDBG funding, how will it be affected?			
The project will not happen.			
Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.			
None			
Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.			
Yes. Adams County Urban Counties			
Please list the qualifications of the staff that will be administering the CDBG funds.			
Yes. The Project Manager, Maria D'Andrea, P.E., Director of Public Works, is a registered professional engineer and has administered numerous federal projects of similar or larger scope including three CDBG projects for the Town of Castle Rock, Colorado which constructed new sidewalk and upgraded pedestrian ramps in the downtown area, (administered through Douglas County) each of which was approximately \$100,000-\$150,000 of funds. She has also overseen a federal bikeway project for the City of St. Louis Park Minnesota which totaled approximately \$1.2M.			
Please check each item that already exists within your organization:			
<input checked="" type="checkbox"/> Financial auditing system	<input checked="" type="checkbox"/> Client eligibility	<input checked="" type="checkbox"/> Demographic data collection	
<input checked="" type="checkbox"/> Written conflict of interest policy	<input checked="" type="checkbox"/> Written procurement procedures	<input checked="" type="checkbox"/> Staff salary tracking	
Can the project be completed within one year of receiving this grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Check only one box please)			
Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.			
Contract execution Two months after execution – RFP issued Three months after execution – Pre-bid meeting Four months after execution – Bid opening Five months after execution – Notice of award Six month after execution – Notice to proceed Twelve months after execution – Project completion			

2016 Adams County CDBG Application

-- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)	Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Applied for	\$273,300
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
Total Source of Funds for this Program		\$273,300
2. Project/Program Specific Budget (adjust categories as needed)		Amount
Personnel (Salaries, Training, Etc.)		\$0
Benefits (FICA, Unemployment, Health, Dental, Etc.)		\$0
Consultants		\$0
Insurance (D&O, Liability, Vehicle, Etc.)		\$0
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)		\$0
Supplies and Materials		\$0
Leased or Purchased Equipment		\$0
Acquisition Costs		\$0
Construction/Rehabilitation Costs		\$273,300
Other Operating Costs (please specify)		\$0
Total Program Costs		\$273,300
3. Total 2016 Organizational Budget		\$68,555,227
4. What will the CDBG funds be used for ? Please be as specific as possible. (Example : \$1,000 for engineer, \$5,000 for building materials)		
All costs will be used for construction of the sidewalk. Design, construction management and inspection will be provided by the City, using City staff, with no costs allocated to CDBG		
5. How much program income do you anticipate that this project will generate, if any ?		
None.		

2016 Adams County CDBG Application

-- Public Service Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?

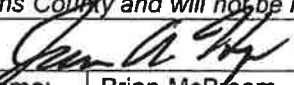
How many more persons will be served if you receive CDBG funding?
How long would clients receive services from your organization under this project?
Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?
What days and times will services be made available to the public?
Does your agency have experienced staff that will provide the service, or will you hire and train new staff?
How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.
What is the CDBG-cost per client for this project? <i>(Total CDBG funds requested divided by number of clients served)</i>
How do you determine current eligibility? What client demographic information does your organization collect?
How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application	
<u>-- Public Facility Projects Only--</u>	
<input checked="" type="checkbox"/> N/A	
How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?	
How many more persons will be served if you receive CDBG funding?	
Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.	

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?
Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?
How long will the facility be used for its intended purpose?
Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?
Are funds already in place to operate the facility after improvements?
What days and times will the facility be open to the public?
2016 Adams County CDBG Application
<u>-- Acquisition Projects Only--</u>
<input checked="" type="checkbox"/> N/A
1. Has a site been selected? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check only one box)</i> If no, skip to question 6.
2. Does the site require rezoning? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check only one box)</i>
3. Has your organization made an offer to purchase the property? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check only one box)</i>
4. Has your organization executed a contract to purchase the property? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check only one box)</i>
5. Will any persons or business be displaced by this acquisition? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check only one box)</i> If yes, does your organization have non-CDBG funds available to pay relocation expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check only one box)</i>
6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.
7. How long will the site be used for its intended purpose?
Are funds already in place to operate the property after improvements? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check only one box)</i>
Will you charge a fee for services provided at this property? If so, how much?
What days and times will the property be open to the public?

2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check		
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>		
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>		
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>		
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>		
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>		
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>		
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>		
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>		
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>		
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>		
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>		
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>		
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>		
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>		
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>		
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>		
<p><i>The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.</i></p>			
 JAMES A. HAYES ACTING CITY MANAGER			
Print Name:	Brian McBroom	Title:	City Manager
Date:	November 9, 2015		

Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.

Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratencio@adcogov.org

**ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COST
CITY OF COMMERCE CITY
Quebec Street Sidewalk Installation Project
West side, 56th Avenue to TA Travel Center**

BY: MAD
CHECKED BY:

ITEM	UNIT	UNIT COST	QUANTITY	COST
REMOVALS/RELOCATION				
Remove concrete sidewalk	SF	\$20.00	300	\$6,000
Sawcut & remove asphalt driveway	SF	\$8.00	4,340	\$34,720
Remove concrete driveway	SF	\$20.00	360	\$7,200
Reset sign	EA	\$100.00	5	\$500
Remove & re-set bus bench	EA	\$200.00	6	\$1,200
Relocate phone pedestal	EA	\$500.00	1	\$500
PAVEMENT & SIDEWALK				
Hot Bituminous Pavement (Patching) (Asphalt)	SY	\$80.00	40	\$3,200
Concrete Sidewalk (6" depth)	SF	\$65.00	2,700	\$175,500
Curb Ramp (Type 2)	SY	\$1,900.00	8	\$15,200
Chase Drain	LF	\$50.00	32	\$1,600
LANDSCAPING				
Remove landscaping (2 areas)	LS	\$500.00	1	\$500
Repair/relocate irrigation lines	LS	\$250.00	1	\$250
Remove tree	EA	\$200.00	4	\$800
Install tree (2" diameter)	EA	\$300.00	3	\$900
Remove sod	SF	\$1.00	200	\$200
Sod	SF	\$3.00	400	\$1,200
Gravel (2" depth)	SY	\$6.00	1,730	\$10,380
STRIPING				
Pre-formed Plastic Pavement Marking (Word/Symbol) - Crosswalk Marking (2' x 10')	SF	\$15.00	80	\$1,200
TOTAL OF BID CONSTRUCTION ITEMS:				\$244,020
Mobilization	LS	4%		\$9,760
Survey	LS	1%		\$2,440
Traffic Control	LS	3%		\$7,320
Erosion Control	LS	1%		\$2,440
SUBTOTAL LUMP SUM ITEMS:				\$21,960
Contingency		3%		\$7,320
TOTAL OF BID CONSTRUCTION ITEMS:				\$273,300



Google earth

feet
km

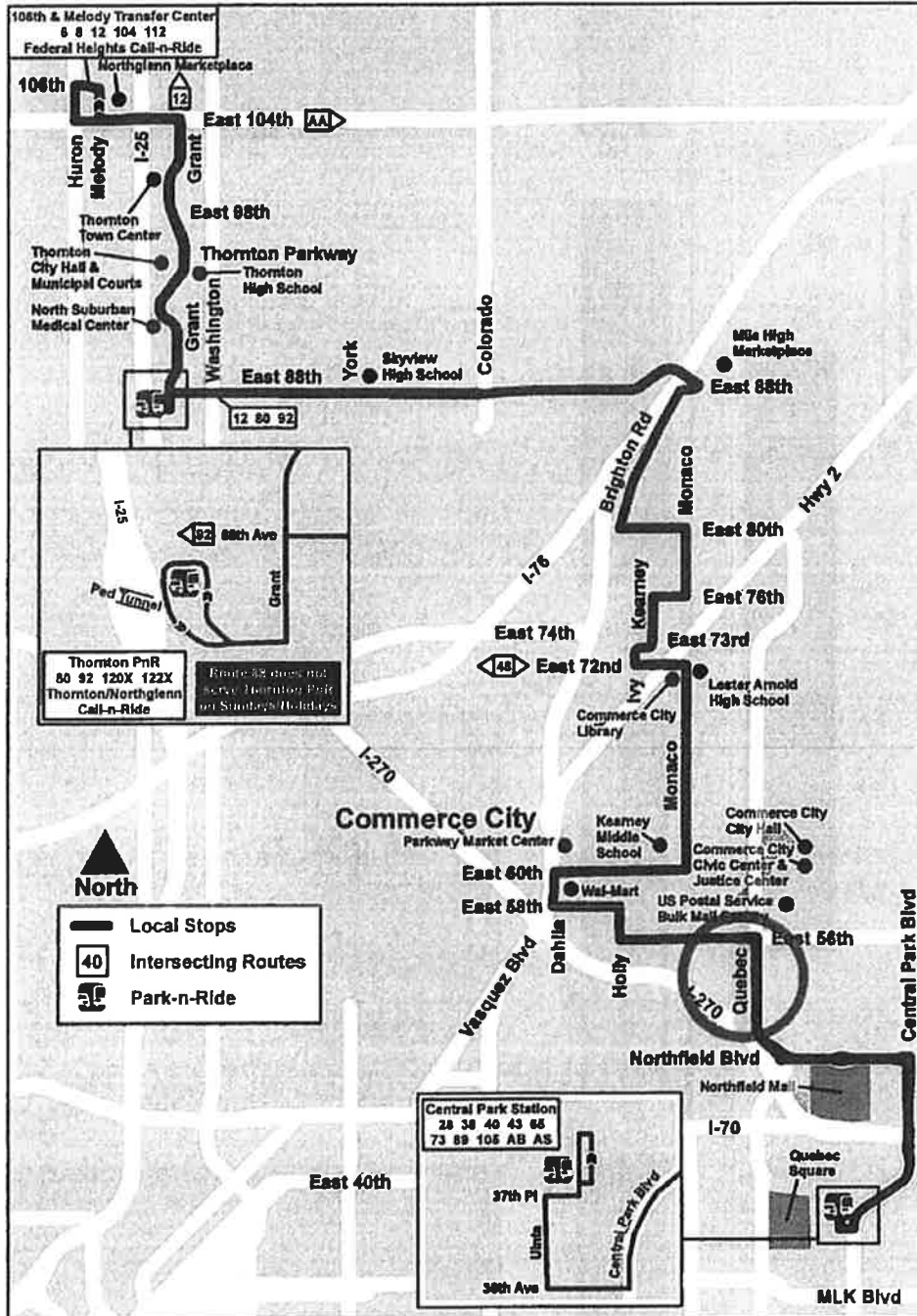
3000
1



● = Existing RTD bus stop

Route 88 Thornton/Commerce City

Effective: 16 August 2016
Map Revised: 16 August 2016



Commerce City Citizens

Mayor and City Council

Legal
Municipal Judge
Boards and Commissions

City Manager

Deputy City Manager
External Services

Chief of Police
Public Safety

Communications
Intergovernmental Relations

Administrative Services Officer
Internal Services

- Community Development Department
 - Administration
 - Community Planning
 - Building Safety
 - Neighborhood Services
 - Housing
- Public Works Department
 - Administration
 - Street and Traffic Maintenance
 - Engineering
 - Refuse Collection
 - Fleet Management
 - Facility Services
- Parks and Recreation Department
 - Administration
 - Parks Maintenance
 - Recreation Programs
 - Community Events
 - Golf Course
- Economic Development

- Public Safety Department
 - Administration
 - Support Operations
 - Patrol Operations
 - Community Justice
 - Special Investigation Unit
 - Emergency Management

- Finance Department
 - Financial Planning and Budgeting
 - Financial Services
 - Tax
 - Municipal Court
 - Internal Services
- Information Technology Department
 - Administration
 - Operations
 - Geographic Information Systems
- Human Resources Department
 - Human Resources
 - Risk Management
 - Organizational Development
- City Clerk's Office



Federal Awards Reports In Accordance with the
Single Audit Act and OMB Circular A-133
December 31, 2014

City of Commerce City, Colorado

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**Independent Auditor's Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Honorable Mayor and City Council
City of Commerce City, Colorado

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Commerce City, Colorado as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the City of Commerce City, Colorado's basic financial statements, and have issued our report thereon dated June 22, 2015.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Commerce City, Colorado's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Commerce City, Colorado's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Commerce City, Colorado's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2014-A and 2014-B to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2014-C to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Commerce City, Colorado's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Commerce City, Colorado's Responses to Findings

The City of Commerce City, Colorado's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The City of Commerce City, Colorado's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Greenwood Village, Colorado
June 22, 2015



**Independent Auditor's Report on Compliance for the Major Federal Program;
Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures
of Federal Awards Required by OMB Circular A-133**

To the Honorable Mayor and City Council
City of Commerce City, Colorado

Report on Compliance for The Major Federal Program

We have audited the City of Commerce City, Colorado's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on the City of Commerce City, Colorado's major federal program for the year ended December 31, 2014. The City of Commerce City, Colorado's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on the compliance for the City of Commerce City, Colorado's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Commerce City, Colorado's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the City of Commerce City, Colorado's compliance.

Opinion on the Major Federal Program

In our opinion, the City of Commerce City, Colorado complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major Federal program for the year ended December 31, 2014.

Report on Internal Control over Compliance

Management of the City of Commerce City, Colorado is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City of Commerce City, Colorado's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City of Commerce City, Colorado's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses and significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified a deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2014-001 that we consider to be a significant deficiency.

The City of Commerce City, Colorado's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned. The City of Commerce City, Colorado's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Commerce City, Colorado as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the City of Commerce City, Colorado's basic financial statements. We issued our report thereon dated June 22, 2015, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the financial statements. Such information is the responsibility of management and was

derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Eide Bailly LLP

Greenwood Village, Colorado
June 22, 2015

City of Commerce City, Colorado
Schedule of Expenditures of Federal Awards
Year Ended December 31, 2014

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Grant/Contract Number/Pass-Through Entity Identifying Number	Federal Expenditures
U.S. DEPARTMENT OF JUSTICE			
Direct Program			
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM	16.738	2013-DJ-BX-0790	6,188
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM	16.738	2014-DJ-BX-0964	16,919
COMMUNITY ORIENTED POLICING SERVICES (COPS) GRANT	16.710	2013UMWX0056	17,726
Pass-Through Colorado Department of Public Safety			
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM	16.738	2012-DJ-12-000050-03-3	17,959
Total U.S. Department of Justice			<u>58,792</u>
U.S. DEPARTMENT OF TRANSPORTATION			
Pass-Through Colorado Department of Transportation			
STATE AND COMMUNITY HIGHWAY SAFETY	20.600	*	6,215
Total U.S Department of Transportation			<u>6,215</u>
U.S. DEPARTMENT OF HOUSING URBAN DEVELOPMENT			
Direct - HUD Office of Community Planning and Development			
Boys and Girls Club Const/Renovation	24.135	B-08-SP-CO-0091	166,000
Total U.S. Department of Housing Urban Development			<u>166,000</u>
U.S. DEPARTMENT OF PUBLIC SAFETY DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT			
Pass-Through Colorado Department of Public Safety			
Disaster Grant-Public Assistance Presidentially Declared Disaster	97.036	FEMA DR-4145-CO	651,407
Total U.S. Department of Public Safety Division of HSEM			<u>651,407</u>
Total Expenditures of Federal Awards			<u><u>\$ 882,414</u></u>

* Pass-through Entity Identifying Number not readily available
The accompanying notes are an integral part of this schedule.

Note 1: Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the City of Commerce City, Colorado and is presented on the modified accrual basis of accounting. The information in the accompanying schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations*. Therefore, some amounts presented in the schedule may differ from the amounts presented in, or used in, the preparation of the basic financial statements. The schedule of expenditures of federal awards includes federally funded projects received directly from federal agencies, and the federal amount of pass-through awards received from the State of Colorado or other non-federal entities. Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position or cash flows of the City.

Note 2: Summary of Significant Accounting Policies

Governmental fund types account for the City's federal grant activity. Therefore expenditures in the schedule of expenditures of federal awards are recognized on the modified accrual basis when they become a demand on current available financial resources. The City's summary of significant accounting policies is presented in Note 1 in the City's basic financial statements.

Section I – Summary of Auditor’s Results

Financial Statements

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	Yes
Significant deficiencies identified not considered to be material weaknesses	Yes
Noncompliance material to financial statements noted	No

Federal Awards

Internal control over major programs:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Type of auditor's report issued on compliance for major programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133	Yes

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>CFDA Number</u>
Disaster Grant-Public Assistance Presidentially Declared Disaster (FEMA)	97.036
Dollar threshold used to distinguish between type A and type B programs	\$300,000
Auditee qualified as low-risk auditee	No

Section II – Financial Statement Findings

**2014-A Financial Statement Preparation and Review and Material Audit Adjustments
Material Weakness**

Criteria – The City is required to provide accurate GAAP basis financial data for preparation of the annual CAFR. Additionally, a good system of internal accounting control contemplates an adequate system for recording and processing entries material to the financial statements.

Condition – Based on audit procedures performed as of December 31, 2014, we identified the following material adjustments that were recorded in order to fairly present the financial statements in accordance with GAAP:

- During the current year, the City began planning several capital projects. As part of project planning, the City assigned water rights previously classified as assets held for sale to these projects. During the audit process these transactions were reviewed and the determination was made that these assets were no longer held for sale and they should not be capitalized at the fund level. An audit adjustment was posted to remove the value of water rights assigned to future capital projects from the assets recorded in NIGID and Water Rights Acquisition funds in the amount of approximately \$750,500 and \$141,300, respectively. These assets are now capitalized on the governmental activities statement of net position.
- In 2014, the City executed an interfund loan agreement between the Capital Expenditures Fund and the ECAGID Fund. Initially this was treated as a loan receivable and a loan payable by each fund, respectively. It was determined that this was not a short-term receivable, and repayment was not expected within a reasonable amount of time. Therefore, the amount should not have been recognized as an asset and a liability at the fund level. A correcting entry in the amount of \$1,240,000 was made to remove the asset and liability at the fund level and record the amount as an interfund transfer.
- For the year ended December 31, 2014, the City did not record an accrued liability for the December 15, 2014 through December 28, 2014 pay period, which was paid, and initially expensed, in January 2015. A correcting entry was made to record the additional accrual in the amount of approximately \$574,000, \$8,800, \$35,900, and \$9,300, in the General, Fleet, IT and Facilities funds, respectively.

Cause – The City has control activities that include the use of a year-end checklist to ensure that steps required to complete the year-end close process are performed completely and accurately, as well as a management review of the financial statements. The year-end checklist is not inclusive of all financial transactions stated above, which accounted for and contributed to improper financial statement presentation. Due to staff turnover, management was involved in the preparation of the current year financial statements and was unable to perform a detailed review prior to the audit.

Section II – Financial Statement Findings (continued)

Effect – Management has posted the correcting journal entries for each of the items noted above and updated the financial statements for presentation-related items. However, failure to review future financial statements to ensure that significant transactions have been properly accounted for and presented in the financial statements may result in material misstatement to the City’s financial statements.

Recommendation – We recommend the City establish procedures to identify significant accounting transactions that have taken place during the fiscal year and review the accounting treatment prior to preparation of the financial statements. Additionally, management should perform a detailed review of all financial statements and fund trial balances throughout the year to ensure that all significant transactions have been appropriately reported in both the financial statements and trial balances.

Management Response – We will continue to review and update the year-end checklist and make modifications to account for new or unique financial transactions. We are actively recruiting to fill all vacant positions which will allow the management staff to review the financial statements prior to the audit. In addition, the management staff is currently reviewing policy/procedure and is incorporating new requirements to identify some of these key areas.

- Payroll reports to compare payroll activity to the general ledger
- Journal entry process to easily identify reclassifications or corrections
- Government reporting module in our financial software system is being tested to assist with the preparation of the financial statements

Armando Guardiola, Controller, is responsible for overseeing this corrective action plan.

Section II – Financial Statement Findings (continued)

**2014-B Restatement of Previously Issued Financial Statements
Material Weakness**

Criteria – The City is required to provide accurate GAAP basis financial data for preparation of the annual CAFR.

Condition – Based on audit procedures performed as of December 31, 2014, we identified the following, which required a restatement of prior year financial statements:

- In the prior year, the City recorded contributions made to the Police Pension Plan as plan expenses, with a corresponding increase to investment earnings. The net impact to fund balance as a result of this was zero; however, the entry resulted in an overstatement of plan revenue and expenses. An adjustment was posted to correct this error in the prior period financial statements by approximately \$1,413,000. Additionally, a similar correction in the amount of \$1,305,000 was posted in the current year financial statements.
- The Police Pension Plan had loans outstanding to participants. Rather than recognizing a separate loan receivable asset on the Plan's balance sheet, the value of loans outstanding was reported as part of the value of Plan investments. This error occurred in both the 2013 and 2014 financial statements. As a result, the statement of fiduciary net position was restated by approximately \$491,700 and \$779,000 to reclassify the value of the loans receivable from the value of the Plan investments as of December 31, 2014 and 2013, respectively.
- In 2011, the City executed an interfund loan agreement between the General Fund and the Urban Renewal Authority. As a result of changes in the development of the property, which was funded by this loan agreement, it was determined that the loan was no longer a short-term receivable, and repayment was not expected within a reasonable amount of time. Therefore, the amount should not have been recognized as an asset and a liability at the fund level. A correcting entry was made to remove the asset and liability at the fund level and record the transactions as interfund transfers. The result of this correction was a restatement to beginning net position in the amount of \$6,500,000. Additionally, the current year loan of \$250,000 was reclassified as a transfer.

Cause – The City did not perform an in-depth reconciliation between the Pension Plan custodian statement and the general ledger during the year-end close process. The City also did not identify the proper accounting treatment once it was determined that the land funded by the interfund loan would not be sold within the timeframe estimated when the loan agreement was executed.

Effect – Management has posted correcting journal entries to properly account for Plan investment earnings and Plan expenses, Plan loans, and interfund balances. However, failure to properly follow guidance issued by GASB may result in material misstatement to the City's financial statements in the future.

Section II – Financial Statement Findings (continued)

Recommendation – We recommend the City follow its established procedures to review financial statement information on a regular basis and incorporate and identify significant accounting transactions and review the accounting treatment prior to preparation of the financial statements, in the future.

Management Response – We will continue to review and update the year-end checklist and make modifications to account for new or unique financial transactions. We are actively recruiting to fill all vacant positions which will allow the management staff to review the financial statements prior to the audit. In addition, the management staff is currently reviewing policy/procedure and is incorporating new requirements to identify some of these key areas.

- Payroll reports to compare payroll activity to the general ledger
- Journal entry process to easily identify reclassifications or corrections
- Government reporting module in our financial software system is being tested to assist with the preparation of the financial statements

Armando Guardiola, Controller, is responsible for overseeing this corrective action plan.

Section II – Financial Statement Findings (continued)

**2014-C Review of Account Reconciliations and Journal Entries
Significant Deficiency**

Criteria – The City is required to provide accurate GAAP basis financial data for preparation of the annual CAFR. Additionally, a good system of internal accounting control contemplates an adequate system for recording, processing and reconciling account balances to the financial statements.

Condition – Based on audit procedures performed as of December 31, 2014, we noted correcting journal entries that were recorded to correct previously recorded entries that were posted incorrectly. The consistent recording of such correcting entries is indicative that the review of the initial journal entries is not thorough enough to correct errors prior to being initially posted to the general ledger. Additionally, we noted the following account balances did not properly reconcile to sub ledger detail or supporting documentation based on inquiries and other audit procedures:

- **Interfund activity:** Activity between the General Fund and ICMA retirement plan was posted in error twice, resulting in overstated General Fund cash and revenue in 2014.
- **Property tax receivable:** During our testing of the December 31, 2014 property tax receivables balances, it was identified that the Urban Renewal Authority Fund property tax receivable balance was understated due to an increase in mill levies that were not accounted for when the property tax receivable balance was calculated.
- **Accounts receivable:** The City recognized revenue in the NIGID fund which did not meet the period of availability requirements and therefore should have been treated as a deferred inflow of resources.
- **The City has two notes receivables due from third parties.** The note agreements state that each note is to accrue interest. The City has not recorded interest on these notes receivable nor has the City recognized a deferred inflow of resources.
- **During the current year, the City identified expenditures in construction-in-progress which should have been expensed in the prior year but was incorrectly capitalized in 2013.** These items were corrected in 2014, resulting in overstated capital outlay expenditures during the current year.
- **During the current year, it was determined that the City owed a reimbursement of overpayments received in the Solid Waste Fund in the past two years.** Rather than record an expense for the reimbursement of prior year overpayments, the City reduced current year revenue.

Cause – The cause of the items noted above were errors that were not detected based on a month-end or year-end reconciliation process, or were errors that occurred due to a lack of review of the accounting treatment for a particular transaction or journal entry.



Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017

Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

RECEIVED
11-9-15

11:24 AM

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:	City of Northglenn		
Type of Organization:	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based		
Tax ID Number:			
Duns Number:			
Chief Official or Primary Contact:	David Willett, Acting City Manager		
Contact Information:	Phone: 303-450-8783	Email: dwillett@northglenn.org	
Mailing Address:	11701 Community Center Dr, Northglenn, Co 80233		
Project Name:	Curb and Sidewalk Project		
Project Address:	City of Northglenn		
Project Priority (if submitting multiple applications)	N/A		
Project Start Date: MM/DD/YYYY	03/15/16	Project End Date: MM/DD/YYYY	12/15/16
Amount of CDBG Funds Requested	\$214,213		

Provide a **brief** summary of the proposed project in the space listed below. *More detail will be requested in other sections.*

This project is to address public facility and infrastructure improvements in the target neighborhoods. Proper public infrastructure is essential to prevention of neighborhood decline and protection of quality of life. In addition, this program will address issues of accessibility and public safety by removal of access barriers

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies

housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

Housing Objectives:	Please check
H1- Rental housing is available for low and very low-income populations where rental housing rates are low	<input type="checkbox"/>
H2- Affordable housing is located in areas easily adjacent to services including transit by the low to moderate- income populations	<input type="checkbox"/>
H3- Affordable housing is available for low-income renters that want to buy	<input type="checkbox"/>
H4- Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired	<input type="checkbox"/>
<u>Community and Economic Development Objectives:</u>	
CD1- More job services and job creation for Adams County residents	<input type="checkbox"/>
CD2- Public facilities and community resources are created and enhanced to support low to moderate-income populations	<input checked="" type="checkbox"/>
CD3- Invest strategically in neighborhoods to assist in revitalization	<input checked="" type="checkbox"/>
<u>Seniors and other Prioritized Populations:</u>	
SN1- Prioritized populations have housing options, especially those earning less than 40% AMI	<input type="checkbox"/>
SN2- Services available for at-risk children	<input type="checkbox"/>
SN3- Prioritized populations are educated about housing and service options	<input type="checkbox"/>
SN4- Housing and services options near transit are enhanced for prioritized populations	<input type="checkbox"/>
SN5- Integration of prioritized populations into the community	<input type="checkbox"/>

2016 Adams County CDBG Application- Project Classification

Please see instructions (pages 5-7) to ensure you classify your project correctly.

Project Category: <i>Check only one</i>	<input type="checkbox"/> Public Service <input checked="" type="checkbox"/> Public Facility/Infrastructure <input type="checkbox"/> Housing/Economic Development			
Project Subgroup (terms listed in instructions): <i>List only one</i>				
National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input checked="" type="checkbox"/> LMA	Census Tract:	See Attached Map	
		Block Group:		
		Total Population:		
		LMI Population:		
		%of LMI:		
	<input type="checkbox"/> LMC	How many additional low- to moderate income <i>clients</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
	<input type="checkbox"/> LMH	How many additional low- to moderate income <i>households</i> will be assisted with these CDBG funds:		
How many very low-income (0-30% AMI)?				
How many low-income (31-50% AMI)?				
How many moderate-income (51-80% AMI)?				
<input type="checkbox"/> LMJ	How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:			
<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?			
<input type="checkbox"/> SBS	Have you confirmed Slum/Blight Spot objective criteria with County staff?			
<input type="checkbox"/> URG	Have you confirmed Urgent Need objective criteria with County staff?			

2016 Adams County CDBG Application- Agency Description

Agency description: Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

The City Council adopted a Strategic Plan in 2014 focused on "vitalization" two relevant components to this application are improving pedestrian mobility throughout the City as well as improved mobility between residential areas and commercial and public facilities through enhanced pedestrian connectivity.

Part of Urban County designation with Adams County
CDBG/ manage/administered funds through the Planning Department.

The City Planning & Development Department is responsible for the administration of CDBG. Director of Planning Development, Brook Svoboda has served as the CDBG Staff person for the four years.

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific as to what the CDBG funds will be used for.** Attach additional information as needed.

To provide a suitable and accessible living environment in the target LMI neighborhoods by:

1. Improving accessibility (ADA compliance) through construction and installation of handicap ramps;
2. Construction, and replacement of sidewalks, curb, and gutter;
3. Installation and replacement of signs and other traffic control devices.
4. Traffic signal repair and maintenance

Attached to this application depicts the eligible census block tracts where the work will occur. The map includes an overlay of the City's index map for sidewalk, curb and gutter replacement.

2016 Adams County CDBG Application- Community Components

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

Neighborhood stabilization and revitalization. Lack of life cycle replacement programming of public facilities is a key factor in neighborhood decline. Utilizing CDBG funds would allow the City to invest in replacement of infrastructure that has exceeded its intended lifecycle/use, as well as reduce neighborhood blight and decline with improved streetscape and connectivity the community.

What are the quantifiable goals of this project? How will they be measured?

(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

Provide a suitable living environment in the target neighborhoods by:

1. Improving accessibility for prioritized populations – seniors, disabled, and safe routes to schools.
2. Increase safety and accessibility for pedestrians at street intersections

Measurements: will be based on monitoring, including before and after photos. Social outreach will be provided through neighborhood ward meetings.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County		City of Federal Heights	
City of Brighton		City of Northglenn	
City of Commerce City		Town of Bennett	

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.

N/A

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.

There is no minimum amount – we would likely not pursue the project due to the Davis Bacon project cost implications. The project administration costs associated with Davis Bacon on this scale of project begin to reduce the amount of overall benefit that would otherwise be gained.

If the project is not awarded this amount of CDBG funding, how will it be affected?

The project would not be performed

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

N/A

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

Yes – Urban County member per 2015 IGA

Please list the qualifications of the staff that will be administering the CDBG funds.

Director of Planning and Development, Brook Svoboda, will serve as QA/QC for project. A Public Works project engineer (TBA) will serve as project manager, and day to day contact for project.

Please check each item that already exists within your organization:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Financial auditing system | <input type="checkbox"/> Client eligibility | <input checked="" type="checkbox"/> Demographic data collection |
| <input checked="" type="checkbox"/> Written conflict of interest policy | <input checked="" type="checkbox"/> Written procurement procedures | <input checked="" type="checkbox"/> Staff salary tracking |

Can the project be completed within one year of receiving this grant? Yes No (Check only one box please)

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

From Notice to of Award from Adams

- RFP published
- Bid Award
- Notice of Award
- Pre-Bid Meeting
- Notice to Proceed
- Begin Construction
- Project closeout
- Final Acceptance
- Close Project

It is anticipated that this project will take 4-6 months to complete from start to finish.

2016 Adams County CDBG Application

-- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)			Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input checked="" type="checkbox"/> Applied for	\$214,213
Northglenn CIP – Sidewalks Program	<input type="checkbox"/> On Hand	<input checked="" type="checkbox"/> Pending	<input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for	

Total Source of Funds for this Program	214,213
2. Project/Program Specific Budget (adjust categories as needed)	
	Amount
Personnel (Salaries, Training, Etc.)	N/A
Benefits (FICA, Unemployment, Health, Dental, Etc.)	N/A
Consultants	N/A
Insurance (D&O, Liability, Vehicle, Etc.)	N/A
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)	N/A
Supplies and Materials	N/A
Leased or Purchased Equipment	N/A
Acquisition Costs	N/A
Construction/Rehabilitation Costs	214,213.00
Other Operating Costs (please specify)	N/A
Total Program Costs	214,213

3. Total 2016 Organizational Budget \$53.3 Million

4. What will the CDBG funds be used for ? Please be as specific as possible.
 (Example : \$1,000 for engineer, \$5,000 for building materials)

Labor and Material costs. No City Staff or other admin fee will be applied for.

5. How much program income do you anticipate that this project will generate, if any ?
 None

2016 Adams County CDBG Application
-- Public Service Projects Only-- N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?

How many more persons will be served if you receive CDBG funding?

How long would clients receive services from your organization under this project?

Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?

What days and times will services be made available to the public?

Does your agency have experienced staff that will provide the service, or will you hire and train new staff?

How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.

What is the CDBG-cost per client for this project? *(Total CDBG funds requested divided by number of clients served)*

How do you determine current eligibility? What client demographic information does your organization collect?

How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?

How many more persons will be served if you receive CDBG funding?

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?

How long will the facility be used for its intended purpose?

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?

Are funds already in place to operate the facility after improvements?

What days and times will the facility be open to the public?

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No (Check only one box) If no, skip to question 6.

2. Does the site require rezoning? Yes No (Check only one box)

3. Has your organization made an offer to purchase the property? Yes No (Check only one box)

4. Has your organization executed a contract to purchase the property? Yes No (Check only one box)

5. Will any persons or business be displaced by this acquisition? Yes No (Check only one box)
 If yes, does your organization have non-CDBG funds available to pay relocation expenses? Yes No (Check only one box)

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

Are funds already in place to operate the property after improvements? Yes No (Check only one box)

Will you charge a fee for services provided at this property? If so, how much?

What days and times will the property be open to the public?

--

2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>

The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property

of Adams County and will not be returned to my organization in whole or in part.

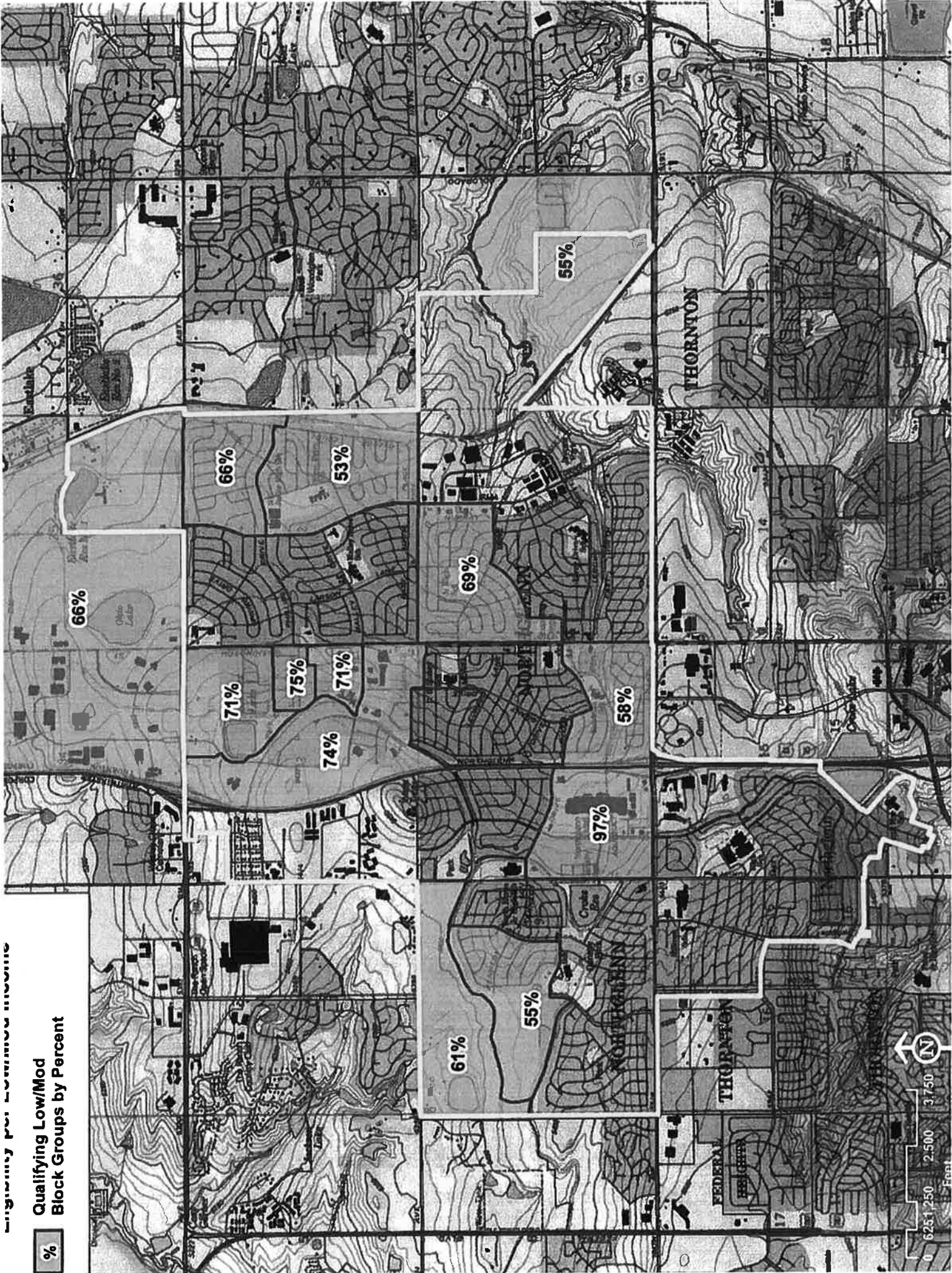
Print Name:	David Willett	Title:	Acting City Manager
Date:	11/3/15		

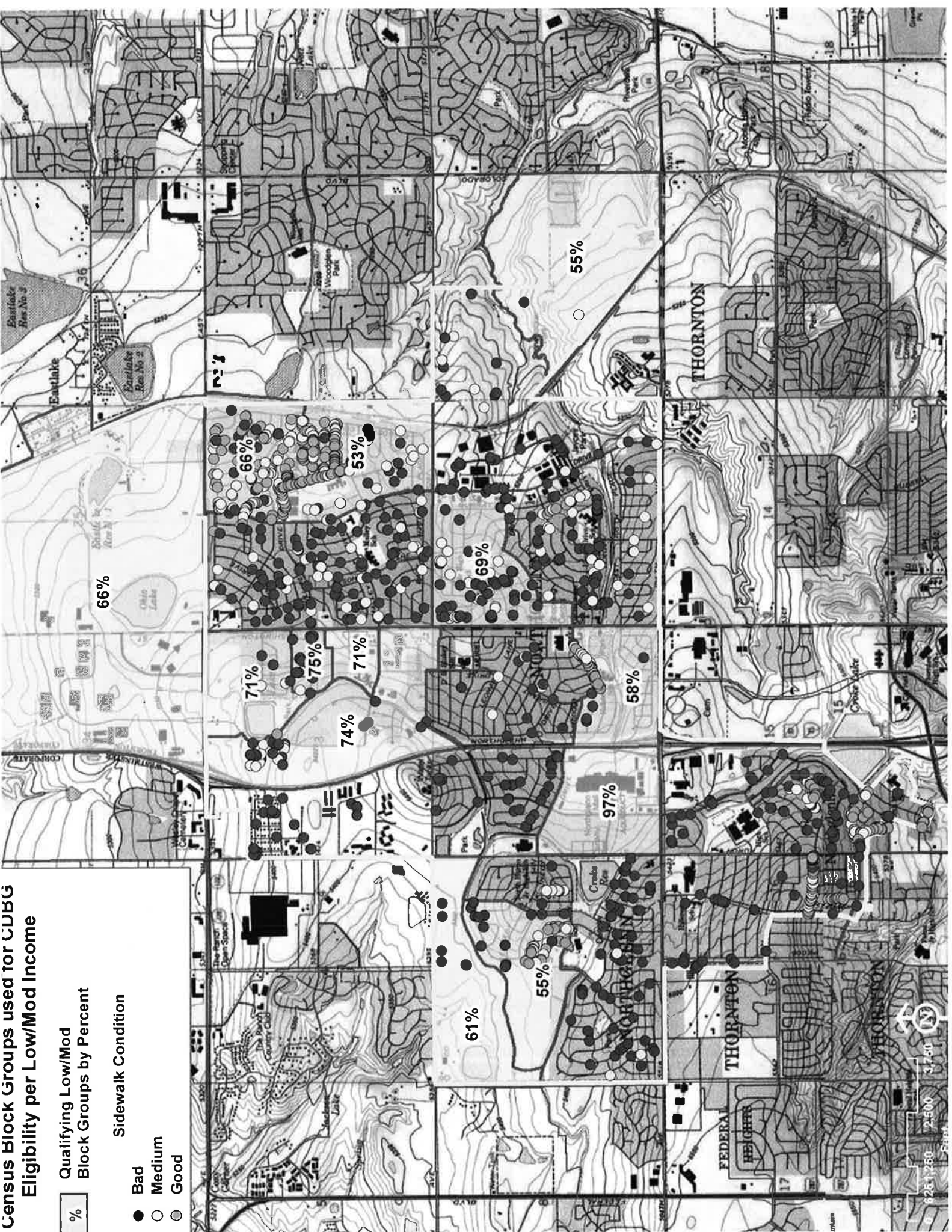
Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.

Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
Adams County Community Development
Tony Atencio, CDBG/HOME Manager
tratencio@adcogov.org

**%
Qualifying Low/Mod
Block Groups by Percent**

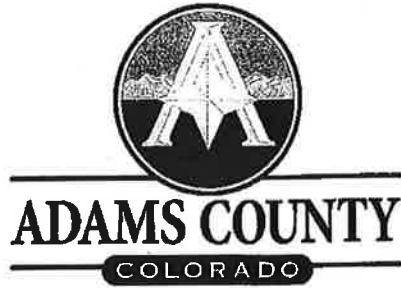




Census Block Groups used for CDBG Eligibility per Low/Mod Income

- %
 - Bad
 - Medium
 - ◐ Good
- Qualifying Low/Mod Block Groups by Percent**
- Sidewalk Condition**





Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017

Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

RECEIVED
11-9-15
CB

2:43 p.m. CA

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:		City of Brighton	
Type of Organization:	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based		
Tax ID Number:	84-6000567		
Duns Number:	03-045-5026		
Chief Official or Primary Contact:	Manuel Esquibel		
Contact Information:	Phone: 303-655-2066	Email: mesquibel@brightonco.gov	
Mailing Address:	500 S. 4 th Ave. Brighton, CO 80601		
Project Name:	2016-2017 Minor Home Repair		
Project Address:	City of Brighton		
Project Priority (if submitting multiple applications)			
Project Start Date: MM/DD/YYYY		Project End Date: MM/DD/YYYY	
Amount of CDBG Funds Requested	\$194.286		
<p>Provide a brief summary of the proposed project in the space listed below. <i>More detail will be requested in other sections.</i></p> <p>The Minor Home Repair Program can assist homeowners by making necessary repairs to their home. The program provides grants, technical assistance, and contract management to eligible homeowners. To qualify, homeowners must live in Brighton, own and live in their own home, be current with mortgage payments and meet established income guidelines.</p>			

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

<u>Housing Objectives:</u>	Please check
H1- Rental housing is available for low and very low-income populations where rental housing rates are low	<input type="checkbox"/>
H2- Affordable housing is located in areas easily adjacent to services including transit by the low to moderate- income populations	<input type="checkbox"/>
H3- Affordable housing is available for low-income renters that want to buy	<input type="checkbox"/>
H4- Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired	<input checked="" type="checkbox"/>
<u>Community and Economic Development Objectives:</u>	
CD1- More job services and job creation for Adams County residents	<input type="checkbox"/>
CD2- Public facilities and community resources are created and enhanced to support low to moderate-income populations	<input type="checkbox"/>
CD3- Invest strategically in neighborhoods to assist in revitalization	<input type="checkbox"/>
<u>Seniors and other Prioritized Populations:</u>	
SN1- Prioritized populations have housing options, especially those earning less than 40% AMI	<input type="checkbox"/>
SN2- Services available for at-risk children	<input type="checkbox"/>
SN3- Prioritized populations are educated about housing and service options	<input type="checkbox"/>
SN4- Housing and services options near transit are enhanced for prioritized populations	<input type="checkbox"/>
SN5- Integration of prioritized populations into the community	<input type="checkbox"/>

2016 Adams County CDBG Application- Project Classification

Please see instructions (pages 5-7) to ensure you classify your project correctly.

Project Category: <i>Check only one</i>	<input type="checkbox"/> Public Service <input type="checkbox"/> Public Facility/Infrastructure <input checked="" type="checkbox"/> Housing/Economic Development			
Project Subgroup(<i>terms listed in instructions</i>): <i>List only one</i>	Rehab: Single Unit Residential			
National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input type="checkbox"/> LMA	Census Tract:		
		Block Group:		
		Total Population:		
		LMI Population:		
		%of LMI:		
	<input type="checkbox"/> LMC	How many additional low- to moderate income <i>clients</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
	<input checked="" type="checkbox"/> LMH	How many additional low- to moderate income <i>households</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?	12	
How many moderate-income (51-80% AMI)?		12		
<input type="checkbox"/> LMJ	How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:			
<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?			
<input type="checkbox"/> SBS	Have you confirmed Slum/Blight Spot objective criteria			

with County staff?

URG

Have you confirmed Urgent Need objective criteria with County staff?

2016 Adams County CDBG Application- Agency Description

Agency description: Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

See Attached



BrightonSM

500 South 4th Avenue Brighton, CO 80601
www.brightonco.gov

Finance Department
303-655-2055

June 30, 2015

To the Honorable Mayor, Members of City Council, Residents and Customers of the City of Brighton, Colorado:

We submit, for your information and review, the Comprehensive Annual Financial Report (CAFR) for the City of Brighton, Colorado (the City), for the year ended December 31, 2014.

This report consists of management's representations concerning the finances of the City of Brighton. Consequently, management assumes responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements. To the best of our knowledge and belief, the enclosed information is reported in a manner designed to present fairly the financial position and activities of the various funds of the City. The City has included all disclosures necessary to enable the reader to gain an understanding of the City's financial activities.

The City Charter and State law require an annual audit by independent certified public accountants selected by the City Council. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City for the fiscal year ended December 31, 2014 are free of material misstatements. The independent certified public accountant, Hamblin and Associates, LLC, concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the City's financial statements for the year ended December 31, 2014, are fairly presented in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A. The City's MD&A can be found immediately following the report of the independent auditor.

PROFILE OF THE CITY OF BRIGHTON

The City of Brighton (Brighton), Colorado incorporated in 1887 and chartered as a home-rule city in 2000. Brighton is located in Adams and Weld Counties, which is in the northeast Denver Metropolitan area, and is the county seat for Adams County. Thus, Brighton is located in the fast

growth area of Colorado—the Front Range. In September 2013, the Front Range was severely affected by flooding. Fortunately, Brighton did not receive the damage that other communities received. The City currently occupies 21 square miles and serves a population of approximately 35,400.

The completion of E-470 from I-76 to I-25 has linked Brighton both to I-25 and the southern Denver business area and technical center. The link has advanced the "Brighton Corridor" for improved access to the entire Denver Metropolitan area. Brighton has excellent transportation access including being located only 16 miles from Denver International Airport, and is served by two rail lines, State Highway 85 and Interstate 76. Coast-to-coast truck routes are available utilizing I-76 with its connections to I-70 and using Highway 85 to link to I-80.

The City of Brighton is empowered to levy sales, use, and lodging taxes within its boundaries. The City also is empowered by state statute to extend its corporate limits by annexation, which it has done from time to time.

Brighton operates under the council-manager form of government. Policy-making and legislative authority are vested in a council consisting of the mayor, mayor pro-tem and seven other members, all of whom are elected by ward. The City is divided into four wards, each ward having two representatives on Council. Council members serve for four year terms which are staggered. In other words, every two years one representative from each ward is up for election. The Mayor is elected at large every four years.

The financial statements, schedules and statistical tables contained in this report include all funds under the control of the City Council including component units. The City Council is responsible for passing resolutions adopting the annual budget and appropriations ordinance, appointing advisory board and commission members, and hiring the City Manager, City Attorney, Municipal Judge, and Prosecuting Attorney. The City Manager is responsible for implementing the policies and ordinances of the Council, overseeing the day-to-day City operations, and appointing department directors and other staff members.

The City provides services that include, but are not limited to the following: police protection, construction and maintenance of highways, streets and street lighting, recreational activities, parks and athletic fields, adult recreation center, cultural events, volunteer services, planning and zoning, general administrative services, economic/re-development, code enforcement, animal control, municipal courts, public information, government access channel, small business development, historic preservation, cemetery, building permits, youth services and public utilities which include water, sewer and storm drainage services. Fire protection and library services are not provided by the City but are provided by the Greater Brighton Fire Rescue District and Anythink Brighton, a Rangeview Libraries District affiliate.

The City of Brighton also is financially accountable for a legally separate urban renewal authority and a legally separate cultural arts commission, both of which are reported as discretely presented component units within the City of Brighton's financial statements. Additional information on these legally separate entities can be found in the notes to the financial statements.

The City of Brighton's budget is planned on a calendar year basis as required by Article X of the City of Brighton Charter. The budget presents a complete financial plan for all estimated

revenues, other financing sources, expenditures, and other financing uses. This annual budget serves as the foundation for the City of Brighton's financial planning and control.

The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) is the fund level, except for the capital projects funds. The legal level of budgetary control for capital projects funds is the project level. Budgets for capital projects lapse at the end of the fiscal year and must be re-appropriated.

LOCAL ECONOMY

The City of Brighton's economic indicators show solid, steady progress from 2013 to 2014. According to the Colorado Department of Labor and Employment, the unemployment rate for Adams County (details are not available at the City level) dropped from 8.0% at the end of 2013 to 5.7% at the end of 2014. U.S. Census data shows Brighton's population increased 1.0% from 2013 to 2014 which is greater than the national increase (0.8%).

The City completed the following major projects: construction of intersection improvements at Bromley Lane and Main Street, Highway 85 monument signs, historic rehabilitation of the barn and migrant worker's house on the Bromley-Hishinuma Farm, purchase of the Eagle Preserve open space, and the construction and opening of the skate spot and Emi Chikuma splash pad at Benedict Park.

Single-family housing permits increased to 203 in 2014 (a six year high) compared to 114 in 2013. Job growth continued as many commercial multi-million dollar projects were in progress or completed in 2014.

Companies like FMC Technologies, Colorado Credit Union, and Transwest joined our city by adding substantial investment and job creation. The opening of a 125,000 square foot King Soopers (a food, home fashion and decorations store) anchored the larger Brighton Crossing development. Construction continued on the Metro Wastewater Northern Treatment Plant and the construction and opening of a Ross retail store in Prairie Center also contributed to the City's growth.

The Brighton Economic Development Office highlighted job growth and development within the City. Job growth was robust and increased to 3,446 more jobs in the area during the reporting period. That number is up from 2,602 in the previous reporting period. Brighton gained 80 business establishments during the same time frame.

As with most Colorado Front Range communities, water availability is a major component of economic growth in Brighton. To ensure that adequate water supplies are available, the City continues to manage its resources through water conservation. In addition, the City added another holding pond to increase storage. Erger's Pond was put into use for the first time in 2014, holding water from the Platte River. This is part of the larger Ken Mitchell Lakes project.

Revenues from charges for water services increased 7% mainly due to a 5% rate increase in both the fixed fee and volume usage. In addition, water production increased 3% in 2014.

School District 27J provides educational services to K-12 grade students of Brighton. The District had a 5.8% increase in student enrollment from 2013 to 2014.

FOR THE FUTURE

Overall, economic conditions of the Denver metropolitan area are gaining strength. The City of Brighton is well positioned to benefit from new retail, residential, and industrial growth due to its proximity to Denver International Airport, Downtown Denver, higher education facilities, great recreational opportunities and the Niobrara shale region of northeast Colorado.

Brighton City Council has continued its commitment to expanding both the employment base and range of retail opportunities by funding and working in cooperation with the Brighton Economic Development Corporation (BEDC), Brighton Urban Renewal Authority (BURA), and Adams County Economic Development (ACED) and Upstate Colorado Economic Development. The Council is focused on achieving sustainability in two ways: 1) from a fiscal policy and economic perspective, and 2) from an environmental (green) approach.

ACKNOWLEDGEMENTS

We recognize the dedicated efforts of all officials and staff involved in managing and accounting for the City's financial operations. The process of financial planning, management, and accounting requires a team effort by City Council and City Staff to be successful. The preparation of this 2014 Comprehensive Annual Financial Report was made possible by the dedicated service of the entire Finance Department. We express our sincere appreciation to them for the contributions made in the preparation of this report. We also thank Hamblin and Associates, LLC, the firm that serves as the City's external auditor. Credit also must be given to the Mayor and the City Council for their unflinching support for maintaining the highest standards of professionalism in the management of the City's finances.

Respectfully submitted,

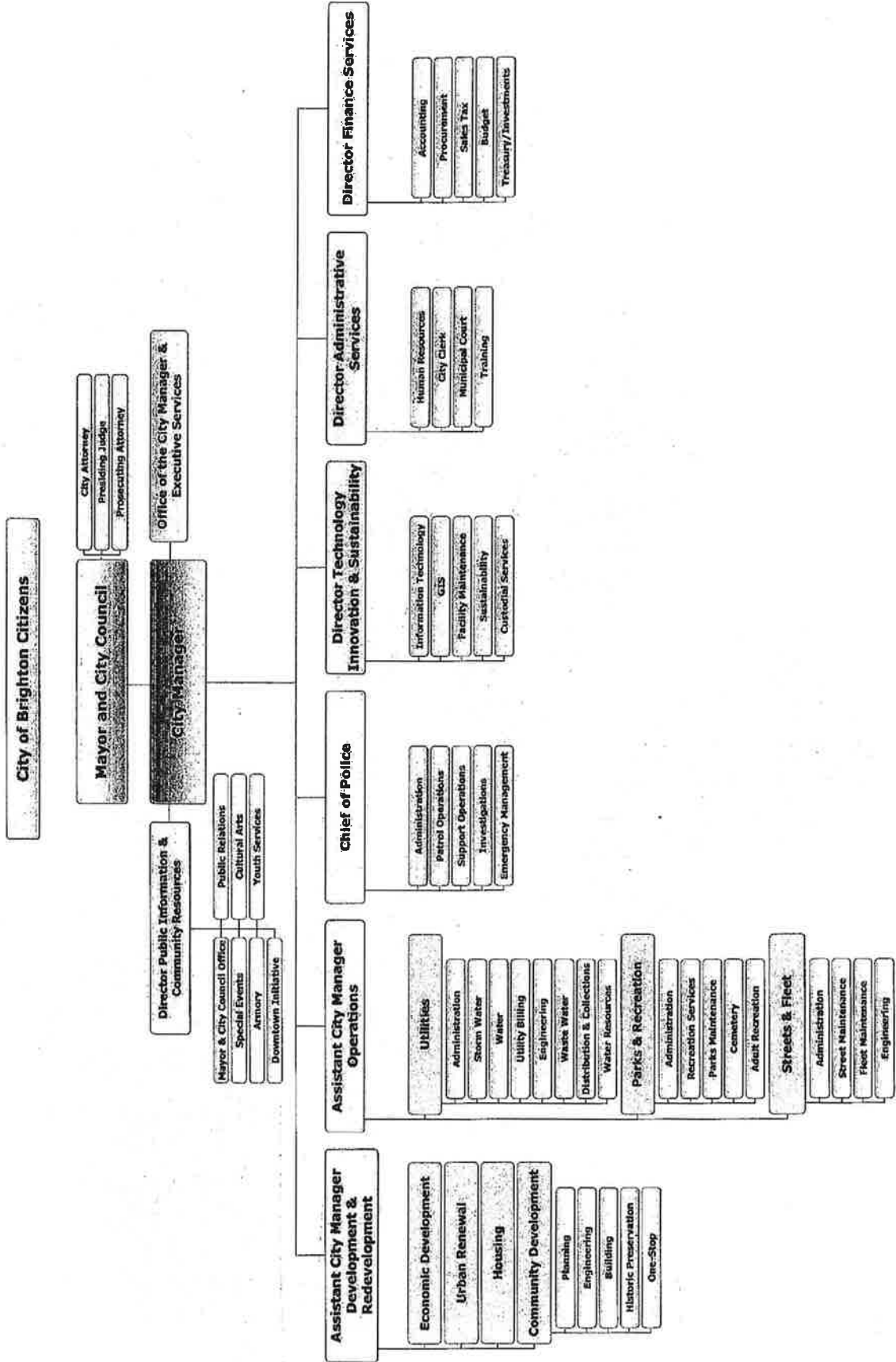


Manuel Esquibel
City Manager



Dan Frelund, CPA
Finance Director

2014 City of Brighton Organizational Chart



**CITY OF BRIGHTON, COLORADO
CITY OFFICIALS
DECEMBER 31, 2014**

Mayor and City Council

Mayor	Richard McLean
Council Members:	
Mayor Pro Tem	Kirby Wallin
Ward 1	Joan Kniss
Ward 2	Cynthia A. Martinez
Ward 2	Rex Bell
Ward 3	Ken Kreuzer
Ward 3	Lynn Baca
Ward 4	J. W. Edwards
Ward 4	Mark Humbert

Administrative

City Manager	Manuel Esquibel
City Attorney	Margaret Brubaker
Presiding Municipal Judge	Kristin Brown
Assistant City Manager- Development	Marv Falconburg
City Manager Intern	Murphy Robinson
Police Chief	Clint Blackhurst
Parks and Recreation Director	Gary Wardle
Streets & Fleet Director	Joe Smith
Utilities Director	Curtis Bauers
Community Development Director	Holly Prather
Economic Development Director	Robert Smith
Finance Director	Dan Frelund
Assistant Finance Director	Jean Starr
Administrative Services Director	Karen Borkowski-Surine
Information Technology and Innovation Director	Margaret Brocklander
Public Information & Community Resources Director	Kristen Chernosky
City Clerk	Natalie Hoel

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific** as to what the CDBG funds will be used for. Attach additional information as needed.

Minor Home Repair (MHR) 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 home as well as address future sustainability through energy efficient repairs.

Eligible properties include:

- Owner-occupied housing units;
- The home must be located in an area approved and stated annually in Adams County Action Plan;
- The total household income cannot exceed 80% of area median income as established and provided annually by the U.S. Department of Housing and Urban Development;
- The owner must have clear title on the home;
- All property taxes must be paid in full;
- The homeowner must be a legal resident of the United States;
- Property insurance is required;
- All eligible post-1976 manufactured and mobile homes must meet the National Manufactured Home Construction and Safety Standards as identified by the HUD certification label mounted on each unit.

Eligible Repairs:

Repairs include, but are not limited to the following:
Energy related improvements to address long term sustainability and affordability; repairs and general property improvements of a non-luxury or cosmetic nature; health and safety improvements required by local code; accessibility improvements to accommodate handicapped persons and/or make medical accommodations; repair or replacement of housing systems.

The City of Brighton's MHR will be administered by Adams County. This includes marketing and outreach, communication with applicants, eligibility determination, data entry and record keeping, inspection, lead-based paint screening, bid process with subcontractors, submission and bid analysis, description of work and estimates, permitting and contracts, inspection, and certificate of completion and warranty handover.

2016 Adams County CDBG Application- Community Components

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

Cost burden is the greatest issue facing Adams County households, as reported in the 2015-2019 Consolidated Plan. Preservation of existing housing stock is a goal identified in the Consolidated Plan. Thirty-four percent (34%) of Adams County owners have at least one housing condition. In Brighton, the median year that homes were built is 1994. There are many older homes in Adams County, many of which are occupied by moderate and low income households. Owners earning 80% AMI or less often cannot afford to rehabilitate their homes without the help of a program like Minor Home Repair. At the completion of all Minor Home Repair activities, housing units will be in compliance with applicable local housing codes.

What are the quantifiable goals of this project? How will they be measured?

(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

Assist eligible homeowners to bring their homes up to local code. These repairs will increase the sanitary and safety of the properties. In addition, repairs will address sustainability with energy efficient repairs.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County		City of Federal Heights	
City of Brighton	22-26 households	City of Northglenn	
City of Commerce City		Town of Bennett	

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.123

NA

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.

Since the average award is \$7500 and Adams County Staff will be administering the program, any amount over \$9000 will be accepted.

If the project is not awarded this amount of CDBG funding, how will it be affected?

The homes in Brighton needing repair will not be addressed.

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

We currently do not have monies budget for this type of assistance.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

The City of Brighton has received funding for the past several years. We have used prior funding to improve the ADA accessibility in eligible areas.

Please list the qualifications of the staff that will be administering the CDBG funds.

Karla Armstrong, MBA – Procurement, Contracts and Risk Manager, 10 years
Dan Frelund, CPA – Finance Director, 11 years

Please check each item that already exists within your organization:

<input checked="" type="checkbox"/> Financial auditing system	<input type="checkbox"/> Client eligibility	<input type="checkbox"/> Demographic data collection
<input type="checkbox"/> Written conflict of interest policy	<input checked="" type="checkbox"/> Written procurement procedures	<input checked="" type="checkbox"/> Staff salary tracking

Can the project be completed within one year of receiving this grant? Yes No (Check only one box please)

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

Once the monies have been awarded, we will work with Adams County on the marketing of the Minor Home Repair. Based on past City of Brighton resident interest, monies should be spent within the award period.

2016 Adams County CDBG Application

-- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)	Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Applied for	194,286
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
Total Source of Funds for this Program		194,286
2. Project/Program Specific Budget (adjust categories as needed)		Amount
Personnel (Salaries, Training, Etc.)		
Benefits (FICA, Unemployment, Health, Dental, Etc.)		
Consultants		
Insurance (D&O, Liability, Vehicle, Etc.)		
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)		
Supplies and Materials		
Leased or Purchased Equipment		
Acquisition Costs		
Construction/Rehabilitation Costs		153,288
Other Operating Costs (please specify)		
20% Administration Cost		38,458
Total Program Costs		194,286
3. Total 2016 Organizational Budget		79,832,060.00
4. What will the CDBG funds be used for ? Please be as specific as possible.		
<i>(Example : \$1,000 for engineer, \$5,000 for building materials)</i>		
All monies will be awarded to eligible applicants. Adams County will receive 20% for administration of the program.		
5. How much program income do you anticipate that this project will generate, if any ?		
NA		

2016 Adams County CDBG Application

-- Public Service Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?

How many more persons will be served if you receive CDBG funding?

How long would clients receive services from your organization under this project?

Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?

What days and times will services be made available to the public?

Does your agency have experienced staff that will provide the service, or will you hire and train new staff?

How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.

What is the CDBG-cost per client for this project? *(Total CDBG funds requested divided by number of clients served)*

How do you determine current eligibility? What client demographic information does your organization collect?

How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?

How many more persons will be served if you receive CDBG funding?

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?

How long will the facility be used for its intended purpose?

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?

Are funds already in place to operate the facility after improvements?

What days and times will the facility be open to the public?

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No (Check only one box) If no, skip to question 6.

2. Does the site require rezoning? Yes No (Check only one box)

3. Has your organization made an offer to purchase the property? Yes No (Check only one box)

4. Has your organization executed a contract to purchase the property? Yes No (Check only one box)

5. Will any persons or business be displaced by this acquisition? Yes No (Check only one box)
If yes, does your organization have non-CDBG funds available to pay relocation expenses? Yes No (Check only one box)

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

Are funds already in place to operate the property after improvements? Yes No (Check only one box)

Will you charge a fee for services provided at this property? If so, how much?

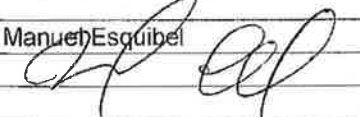
What days and times will the property be open to the public?

2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>

The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.

Print Name:	Manuel Esquivel		Title:	City Manager
Date:	 11/2/15			

Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.

Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratencio@adcogov.org

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific as to what the CDBG funds will be used for.** Attach additional information as needed.

Minor Home Repair (MHR) 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 home as well as address future sustainability through energy efficient repairs.

Eligible properties include:

- Owner-occupied housing units;
- The home must be located in an area approved and stated annually in Adams County Action Plan;
- The total household income cannot exceed 80% of area median income as established and provided annually by the U.S. Department of Housing and Urban Development;
- The owner must have clear title on the home;
- All property taxes must be paid in full;
- The homeowner must be a legal resident of the United States;
- Property insurance is required;
- All eligible post-1976 manufactured and mobile homes must meet the National Manufactured Home Construction and Safety Standards as identified by the HUD certification label mounted on each unit.

Eligible Repairs:

Repairs include, but are not limited to the following:
Energy related improvements to address long term sustainability and affordability; repairs and general property improvements of a non-luxury or cosmetic nature; health and safety improvements required by local code; accessibility improvements to accommodate handicapped persons and/or make medical accommodations; repair or replacement of housing systems.

The City of Brighton's MHR will be administered by Adams County. This includes marketing and outreach, communication with applicants, eligibility determination, data entry and record keeping, inspection, lead-based paint screening, bid process with subcontractors, submission and bid analysis, description of work and estimates, permitting and contracts, inspection, and certificate of completion and warranty handover.



Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017

Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

RECEIVED
11-9-15

11:36 AM. CA

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:				City of Federal Heights					
Type of Organization:				<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based					
Tax ID Number:				84-0529396					
Duns Number:				05 520 3665					
Chief Official or Primary Contact:				Jacqueline Halburmt, City Manager					
Contact Information:				Phone: 303.412.3525		Email: jhalburmt@fedheights.org			
Mailing Address:				2380 W. 90 th Avenue, Federal Heights, CO 80260					
Project Name:				Rental Housing Inspection Program					
Project Address:				2380 W. 90 th Avenue, Federal Heights, CO 80260					
Project Priority (if submitting multiple applications)				1					
Project Start Date: MM/DD/YYYY				1/1/2017		Project End Date: MM/DD/YYYY		12/31/2017	
Amount of CDBG Funds Requested				\$58,000					
Provide a brief summary of the proposed project in the space listed below. <i>More detail will be requested in other sections.</i>									
<p>The City of Federal Heights will continue to fund the Rental Housing Inspection Program to promote affordable, safe, sanitary and healthy rental housing for its residents. With the aging of rental housing stock within the city and approximately 2500 rental units, it is a benefit to our rental residents and community as a whole to provide a program to address safety and health concerns of rental properties by administering a city wide program to bring rental properties into code compliance thereby reducing deteriorating neighborhoods and avoid slum/blight concerns.</p> <p>The inspector will physically inspect rental units systematically and order code violations identified to be repaired within specific timeframes as set by Code and Ordinance requirements. A database of registrations and inspections will be maintained to ensure compliance and track improvements to individual units and neighborhoods.</p>									

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

Housing Objectives:	Please check
H1- Rental housing is available for low and very low-income populations where rental housing rates are low	<input checked="" type="checkbox"/>
H2- Affordable housing is located in areas easily adjacent to services including transit by the low to moderate- income populations	<input type="checkbox"/>
H3- Affordable housing is available for low-income renters that want to buy	<input type="checkbox"/>
H4- Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired	<input checked="" type="checkbox"/>
Community and Economic Development Objectives:	
CD1- More job services and job creation for Adams County residents	<input type="checkbox"/>
CD2- Public facilities and community resources are created and enhanced to support low to moderate-income populations	<input type="checkbox"/>
CD3- Invest strategically in neighborhoods to assist in revitalization	<input type="checkbox"/>
Seniors and other Prioritized Populations:	
SN1- Prioritized populations have housing options, especially those earning less than 40% AMI	<input type="checkbox"/>
SN2- Services available for at-risk children	<input type="checkbox"/>
SN3- Prioritized populations are educated about housing and service options	<input type="checkbox"/>
SN4- Housing and services options near transit are enhanced for prioritized populations	<input type="checkbox"/>
SN5- Integration of prioritized populations into the community	<input type="checkbox"/>

The Rental Housing Inspection Program is a form of technical assistance not covered by any other activities in the City. It requires that all residential rental units be registered with the City for purposes of systematic inspections by the inspector for compliance with minimum standards for basic equipment and facilities, for light, ventilation, and heating; for fire safety; for the use and amount of space for human occupancy; and for the safe and sanitary maintenance of residential rental properties. Violations will be identified and opportunity to correct will be given to property owners. Violations will be subject to corrective actions if not corrected including fines and municipal ticketing to attempt to ensure timely compliance. The program includes an educational and community outreach component for expanding knowledge of the program and our goals to homeowner and rental associations, civic groups and business associations.

2016 Adams County CDBG Application- *Project Classification*

Please see instructions (pages 5-7) to ensure you classify your project correctly.

Project Category: <i>Check only one</i>	<input type="checkbox"/> Public Service <input type="checkbox"/> Public Facility/Infrastructure <input checked="" type="checkbox"/> Housing/Economic Development			
Project Subgroup(<i>terms listed in instructions</i>): <i>List only one</i>	Technical Assistance			
National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input checked="" type="checkbox"/> LMA	Census Tract:		
		Block Group:		
		Total Population:	11,973	
		LMI Population:	8,330	
		%of LMI:	70% LMI – City Wide (1.7 mi. ²)	
	<input type="checkbox"/> LMC	How many additional low- to moderate income <i>clients</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
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<input type="checkbox"/> LMJ	How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:			
<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?			
<input type="checkbox"/> SBS	Have you confirmed Slum/Blight Spot objective criteria with County staff?			
<input type="checkbox"/> URG	Have you confirmed Urgent Need objective criteria with County staff?			

2016 Adams County CDBG Application- Agency Description

Agency description: Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

The City of Federal Heights is a home rule city with a mayor-manager form of government located in the Denver Metropolitan Region, roughly 12 miles northwest of downtown Denver. Federal Heights was incorporated in 1940, encompasses 1.78 square miles, and is home to more than 12,000 residents. The City's Mission Statement is: "Providing a high quality of life for our citizens while preserving a small city atmosphere through responsible stewardship of our resources, economic development, enhancement of our services through participation in public, private and regional partnerships." Continued funding of the Rental Housing Inspection program addresses all aspects of our mission statement.

In 2013 when the City began funding this program through CDBG funding, City Council approved an ordinance requiring that all rental housing in the City be inspected in accordance with adopted international residential and property maintenance codes to ensure that residential housing was being provided to residents in accordance with basic standards for safety and occupancy. The City of Federal Heights has one of the highest levels of concentrated poverty in Adams County and in the Denver Metro Region. At 69.57% LMI City wide, the City averages 30% higher rates of low income residents than any other participating jurisdiction within the Urban County. The US Census American Community Survey estimates that 2009-2013 poverty levels in Federal Heights are all above 17.2% with the poorest tracts reporting poverty rates as high as 38.1%.

As housing demand increases in the Denver Metro Region these poorest residents struggle to find affordable housing and had historically been found living in rental housing structures that were not safe. In some cases the City discovered individuals living in structures that were collapsing, and had no access to heat, running water or plumbing. Without a rental housing inspection program the City had no inspection mechanism to ensure that the rental housing provided in the city met those basic standards. Prior to the adoption of this program City staff relied on complaints from neighbors and often discovered unsafe conditions following a public safety emergency when first responders reported back to the building department that individuals were living in unsafe housing conditions. The remedies available at that time were limited to condemnation and eviction which did not serve the residents or provide them with other opportunities for safe housing within the City. The rental housing inspection program provides technical assistance to residents and property owners through a required systematic inspection and licensing program. Housing units are required to be inspected every four years. The program has identified a myriad of basic public safety issues and has the authority to require that those safety issues be corrected prior to a catastrophic event. This program has been invaluable to both residents and landlords as it has also identified safety concerns that were tenant-generated that could affect the overall housing structure or other units if left unaddressed. Some of those successes have included the discovery of staircases that were not structurally sound, egress options that had been permanently sealed or blocked, unsafe electrical, plumbing and structural elements, inadequate or dysfunctional heating and electrical systems and exposed asbestos insulation.

City Council: Mayor Joyce Thomas – 2015, Ward 1 Councilor John Hamlin – 2015, Ward 1 Councilor Harold Thomas – 2017, Ward 2 Councilor Dick Hutchinson – 2015, Ward 2 Councilor Daniel Dick – 2017, Ward 3 Councilor Ken Murphy – 2015, Ward 3 Councilor Ted May – 2017.

Attached: Organizational Chart of City Departments.

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific** as to what the CDBG funds will be used for. Attach additional information as needed.

The Rental Housing Inspection Program requires that all residential rental units be registered with the City for purposes of systematic inspections by the inspector for compliance with minimum standards for basic equipment and facilities, for light, ventilation, and heating; for fire safety; for the use and amount of space for human occupancy; and for the safe and sanitary maintenance of residential rental properties. Violations will be identified and opportunity to correct will be given to property owners. Violations will be subject to corrective actions if not corrected including fines and municipal ticketing to attempt to ensure timely compliance. The program includes an educational and community outreach component for expanding knowledge of the program and our goals to homeowner and rental associations, civic groups and business associations. The City has an estimated 2,500 rental housing units within its borders. Each year, 1/4 or roughly 625 units are inspected and certified through the program. As an area, the City represents 1.78 square miles and has a 69.57% Low to Moderate Income (LMI) rate which roughly 30% higher than the average rate of LMI in Adams County. On an annual basis, the CDBG funding covers the following items:

Personnel (Direct Labor)	\$45,000
Fringe Benefits	\$6,000
Travel	\$2,000
Equipment	\$3,000
Supplies and Materials	\$1,000
Consultants	\$1,000
Contracts and Sub-Grantees	\$0
Other Direct Costs	\$0
Total Direct Charges	\$58,000

2016 Adams County CDBG Application- *Community Components*

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

Rental Housing represents roughly 45% of the total housing units in the City which is a much higher rental rate than Adams County (34%) and the state of Colorado average (35%). Rental Housing prices continue to increase due to market pressures and currently represent 27.86% of the annual average household income of Federal Heights residents compared with 20.62% in Adams County and 19.28% statewide. Median household income in Federal Heights is \$38,998, compared with \$56,270 in Adams County and \$58,433 statewide.

Without assistance from CDBG, this program would have to be fee-based and those costs would then be passed down to landlords who would likely pass those directly to individual tenants and create a higher burden on the price of housing within the community.

What are the quantifiable goals of this project? How will they be measured?

(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

625 housing units are inspected every year and those units are re-inspected every four years.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County	0	City of Federal Heights	625 households
City of Brighton	0	City of Northglenn	0
City of Commerce City	0	Town of Bennett	0

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.

No other jurisdiction in Adams County is participating in this program because it is unique to Federal Heights. Other Cities in Colorado have similar programs.

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.

Project viability is based upon continued funding. Any shortfalls in funding will be required to be met with a fee-based system. This will increase the cost of the service and will likely be passed down to the renters and will increase costs of housing in the City.

If the project is not awarded this amount of CDBG funding, how will it be affected?

Any shortfalls in funding will be required to be met with a fee-based system. This will increase the cost of the service and will likely be passed down to the renters and will increase costs of housing in the City.

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

The City has not budgeted for this program and will require that it become fee-based if CDBG funding is no longer available to cover the costs.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

Yes. The City has participated in the Urban County on an annual basis and has funded this program since 2014.

Please list the qualifications of the staff that will be administering the CDBG funds.

Funds are administered by Adams County staff. City of Federal Heights staff submit regular draws upon these funds with supporting documentation that is prepared by Kristen Teague, the Rental Housing Inspector and reviewed by Tim Williams, Community Services Director prior to submittal.

Please check each item that already exists within your organization:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Financial auditing system | <input type="checkbox"/> Client eligibility | <input checked="" type="checkbox"/> Demographic data collection |
| <input type="checkbox"/> Written conflict of interest policy | <input checked="" type="checkbox"/> Written procurement procedures | <input checked="" type="checkbox"/> Staff salary tracking |

Can the project be completed within one year of receiving this grant? Yes No *(Check only one box please)*

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

Typically funding has arrived at variable times within the March-February calendar year. Some years it has arrived as early as March and sometimes the funding arrives as late as November. As such, this program has typically funded the year following the CDBG year.

2016 Adams County CDBG Application

-- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)	Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Applied for	\$58,000
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
Total Source of Funds for this Program		\$58,000

2. Project/Program Specific Budget (adjust categories as needed)	Amount	
Personnel (Salaries, Training, Etc.)	\$45,000	
Benefits (FICA, Unemployment, Health, Dental, Etc.)	\$6,000	
Consultants	\$1,000	
Insurance (D&O, Liability, Vehicle, Etc.)		
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)		
Supplies and Materials	\$1,000	
Leased or Purchased Equipment	\$3,000	
Acquisition Costs		
Construction/Rehabilitation Costs		
Other Operating Costs (please specify) Training-related Travel	\$2,000	
Total Program Costs		\$58,000

3. Total 2016 Organizational Budget	\$29,657,688
--	---------------------

4. What will the CDBG funds be used for ? Please be as specific as possible.
 (Example : \$1,000 for engineer, \$5,000 for building materials)

Personnel (Direct Labor)	\$45,000
Fringe Benefits	\$6,000
Travel	\$2,000
Equipment	\$3,000
Supplies and Materials	\$1,000
Consultants	\$1,000
Contracts and Sub-Grantees	\$0
Other Direct Costs	\$0
Total Direct Charges	\$58,000

5. How much program income do you anticipate that this project will generate, if any ?
 Revenue from this program is variable and generated through fees. Quarterly revenues are minimal and are resubmitted to the County

2016 Adams County CDBG Application

-- Public Service Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?

How many more persons will be served if you receive CDBG funding?

How long would clients receive services from your organization under this project?

Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?

What days and times will services be made available to the public?

Does your agency have experienced staff that will provide the service, or will you hire and train new staff?

How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.

What is the CDBG-cost per client for this project? *(Total CDBG funds requested divided by number of clients served)*

How do you determine current eligibility? What client demographic information does your organization collect?

How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?

How many more persons will be served if you receive CDBG funding?

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?

How long will the facility be used for its intended purpose?

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?

Are funds already in place to operate the facility after improvements?

What days and times will the facility be open to the public?

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No *(Check only one box)* If no, skip to question 6.

2. Does the site require rezoning? Yes No *(Check only one box)*

3. Has your organization made an offer to purchase the property? Yes No *(Check only one box)*

4. Has your organization executed a contract to purchase the property? Yes No *(Check only one box)*

5. Will any persons or business be displaced by this acquisition? Yes No *(Check only one box)*
If yes, does your organization have non-CDBG funds available to pay relocation expenses? Yes No *(Check only one box)*

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

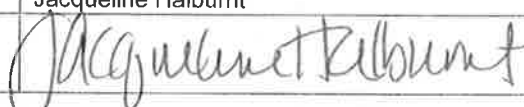
Are funds already in place to operate the property after improvements? Yes No *(Check only one box)*

Will you charge a fee for services provided at this property? If so, how much?

What days and times will the property be open to the public?

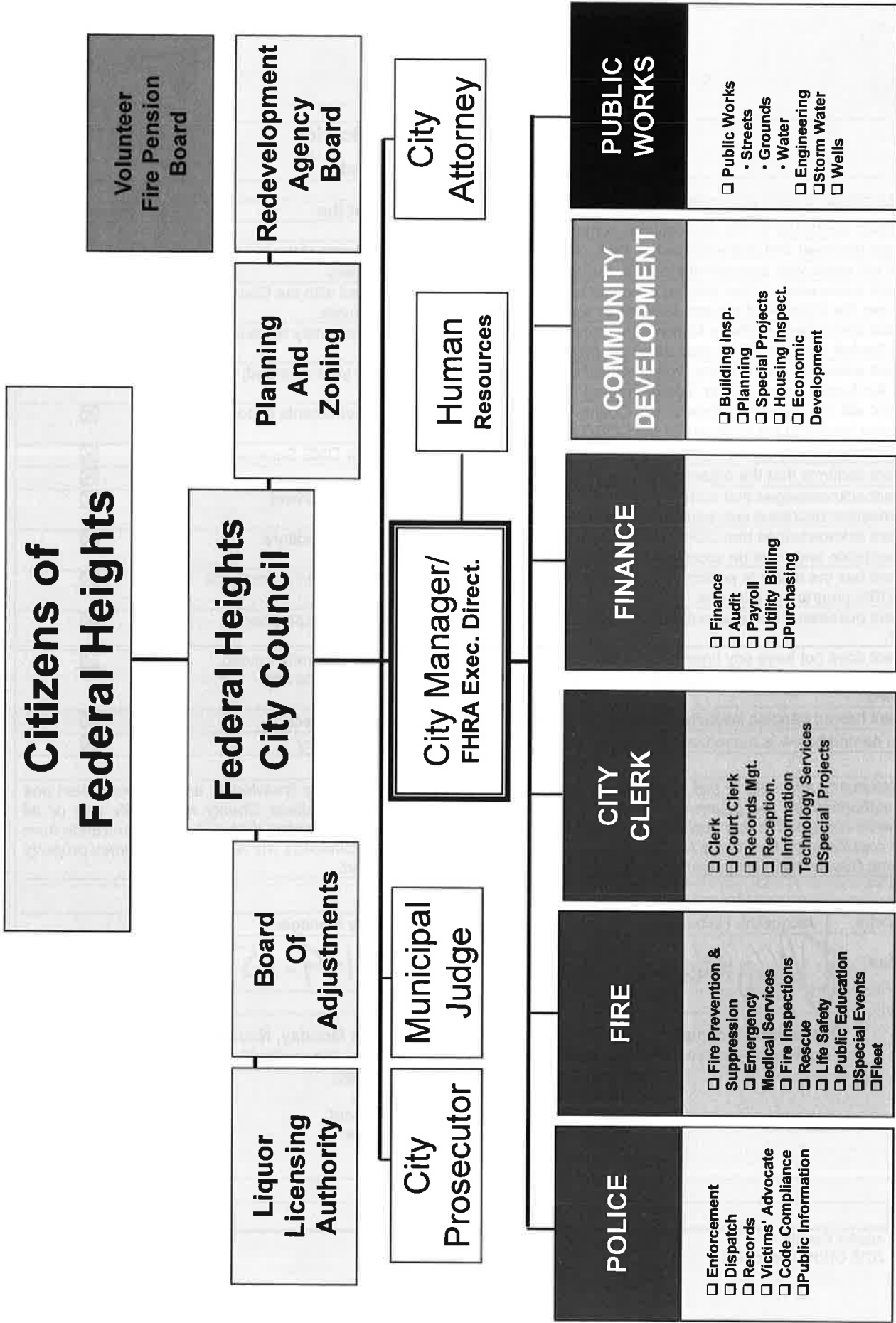
2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check		
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>		
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>		
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>		
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>		
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>		
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>		
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>		
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>		
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>		
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>		
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>		
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>		
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>		
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>		
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>		
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>		
<i>The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.</i>			
Print Name:	Jacqueline Halburnt	Title:	City Manager
Signature:		Date:	11-9-15

Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.
 Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

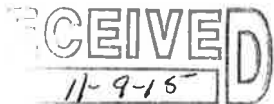
Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratencio@adcoqov.org





Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017



Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

11:36 AM ER

Please read application instructions before completing.

2016 Adams County CDBG Application

2016 Adams County CDBG Application			
Applicant/Organization Name:		City of Federal Heights	
Type of Organization:	<input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> Government	<input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based
Tax ID Number:	84-0529396		
Duns Number:	05 520 3665		
Chief Official or Primary Contact:	Jacqueline Halburnt, City Manager		
Contact Information:	Phone: 303.412.3525	Email: jhalburnt@fedheights.org	
Mailing Address:	2380 W. 90 th Avenue, Federal Heights, CO 80260		
Project Name:	Minor Home Repair Program		
Project Address:	2380 W. 90 th Avenue, Federal Heights, CO 80260		
Project Priority (if submitting multiple applications)	1		
Project Start Date: MM/DD/YYYY	1/1/2017	Project End Date: MM/DD/YYYY	12/31/2017
Amount of CDBG Funds Requested	\$18,123		
Provide a brief summary of the proposed project in the space listed below. <i>More detail will be requested in other sections.</i>			
<p>The City of Federal Heights will continue to fund the Minor Home Repair Program. Minor Home Repair programs provide grants to individual homeowners with very low-to-moderate income. The programs address repair issues that are in danger of failure or that could lead to a major health, safety or sanitary situation or concern.</p>			

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

Housing Objectives:	Please check
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National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input checked="" type="checkbox"/> LMA	Census Tract:		
		Block Group:		
		Total Population:	11,973	
		LMI Population:	8,330	
		%of LMI:	70% LMI – City Wide (1.7 mi. ²)	
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2016 Adams County CDBG Application- *Agency Description*

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The City of Federal Heights has one of the highest levels of concentrated poverty in Adams County and in the Denver Metro Region. At 69.57% LMI City wide, the City averages 30% higher rates of low income residents than any other participating jurisdiction within the Urban County. The US Census American Community Survey estimates that 2009-2013 poverty levels in Federal Heights are all above 17.2% with the poorest tracts reporting poverty rates as high as 38.1%.

As housing demand increases in the Denver Metro Region these poorest residents struggle to make basic repairs to housing. This program is administered by Adams County and provides grant funding to pay for minor home repairs to qualified households. Each applicant is evaluated to determine whether they meet LMI prior to funding.

City Council: Mayor Joyce Thomas – 2015, Ward 1 Councilor John Hamlin – 2015, Ward 1 Councilor Harold Thomas – 2017, Ward 2 Councilor Dick Hutchinson – 2015, Ward 2 Councilor Daniel Dick – 2017, Ward 3 Councilor Ken Murphy – 2015, Ward 3 Councilor Ted May – 2017.

Attached: Organizational Chart of City Departments.

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific as to what the CDBG funds will be used for.** Attach additional information as needed.

The City of Federal Heights is applying to use CDBG funding for the Minor Home Repair Program, a service available to qualifying homeowners to help pay for minor home repairs. The program provides grants, technical assistance, and contract management to eligible homeowners. The Minor Home Repair Program is currently funded through the City's Community Development Block Grant (CDBG) and administered by Adams County's Community and Neighborhood Resources Department.

Program Administration:

An initial telephone interview is conducted to determine preliminary eligibility. An application is mailed to homeowners who meet preliminary eligibility requirements and income guidelines. If the applicant is approved, the Adams County Housing Coordinator will conduct an on-site visit to determine which essential repairs are needed. Then a description of work and cost estimate are prepared, reviewed by the homeowner and released for bid to local contractors.

The contractor with the lowest qualified bid will usually be selected to complete the work on the home. All work will be inspected for completeness and compliance with local building codes. An average grant amount is approximately \$3,000 - \$7,000 per home.

2016 Adams County CDBG Application- *Community Components*

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

The City of Federal Heights has one of the highest levels of concentrated poverty in Adams County and in the Denver Metro Region. At 69.57% LMI City wide, the City averages 30% higher rates of low income residents than any other participating jurisdiction within the Urban County. The US Census American Community Survey estimates that 2009-2013 poverty levels in Federal Heights are all above 17.2% with the poorest tracts reporting poverty rates as high as 38.1%.

As housing demand increases in the Denver Metro Region these poorest residents struggle to make basic repairs to housing. This program is administered by Adams County and provides grant funding to pay for minor home repairs to qualified households. Each applicant is evaluated to determine whether they meet LMI prior to funding. Without this funding, many residents would not be able to afford minor home repairs. In some cases, not making minor repairs (such as roofing) could lead to much larger home damage.

What are the quantifiable goals of this project? How will they be measured?
(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

3-6 households will receive between \$3,000 and \$6,000 per home to provide minor home repairs that would not otherwise be funded.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County	0	City of Federal Heights	3-6 households
City of Brighton	0	City of Northglenn	0
City of Commerce City	0	Town of Bennett	0

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.

Other jurisdictions in Adams County are participating in this program at varying levels based upon their unique allocations, however this funding request will only be used to assist 3-6 households in Federal Heights.

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.

Project viability is based upon continued funding. The City has no other similar funding program.

If the project is not awarded this amount of CDBG funding, how will it be affected?

Without funding these individual will not be able to make repairs to their homes.

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

The City has not budgeted for this program and will require that it become fee-based if CDBG funding is no longer available to cover the costs.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

Yes. The City has participated in the Urban County on an annual basis and has funded this program since 2014.

Please list the qualifications of the staff that will be administering the CDBG funds.

Funds are administered by Adams County staff. City of Federal Heights staff submit regular draws upon these funds with supporting documentation that is prepared by Kristen Teague, the Rental Housing Inspector and reviewed by Tim Williams, Community Services Director prior to submittal.

Please check each item that already exists within your organization:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Financial auditing system | <input type="checkbox"/> Client eligibility | <input checked="" type="checkbox"/> Demographic data collection |
| <input type="checkbox"/> Written conflict of interest policy | <input checked="" type="checkbox"/> Written procurement procedures | <input checked="" type="checkbox"/> Staff salary tracking |

Can the project be completed within one year of receiving this grant? Yes No *(Check only one box please)*

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

Typically funding has arrived at variable times within the March-February calendar year. Some years it has arrived as early as March and sometimes the funding arrives as late as November. As such, this program has typically funded the year following the CDBG year.

2016 Adams County CDBG Application -- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)	Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input checked="checked" type="checkbox"/> Applied for	\$18,123
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
Total Source of Funds for this Program		\$18,123
<hr/>		
2. Project/Program Specific Budget <i>(adjust categories as needed)</i>		Amount
Direct funding to residents through the County-Administered Program.		\$18,123
Total Program Costs		\$18,123
<hr/>		
3. Total 2016 Organizational Budget		\$29,657,688
<hr/>		
4. What will the CDBG funds be used for ? Please be as specific as possible. <i>(Example : \$1,000 for engineer, \$5,000 for building materials)</i>		
Funding will be used for direct repair costs for LMI individuals who could not otherwise afford them. Typically these projects average between \$3,000 and \$7,000 per home and are used for things like roof repairs , window replacement, and gutter repairs replacements.		
<hr/>		
5. How much program income do you anticipate that this project will generate, if any ?		
None.		

2016 Adams County CDBG Application

-- Public Service Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?

How many more persons will be served if you receive CDBG funding?

How long would clients receive services from your organization under this project?

Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?

What days and times will services be made available to the public?

Does your agency have experienced staff that will provide the service, or will you hire and train new staff?

How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.

What is the CDBG-cost per client for this project? *(Total CDBG funds requested divided by number of clients served)*

How do you determine current eligibility? What client demographic information does your organization collect?

How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?

How many more persons will be served if you receive CDBG funding?

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?

How long will the facility be used for its intended purpose?

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?

Are funds already in place to operate the facility after improvements?

What days and times will the facility be open to the public?

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No *(Check only one box)* If no, skip to question 6.

2. Does the site require rezoning? Yes No *(Check only one box)*

3. Has your organization made an offer to purchase the property? Yes No *(Check only one box)*

4. Has your organization executed a contract to purchase the property? Yes No *(Check only one box)*

5. Will any persons or business be displaced by this acquisition? Yes No *(Check only one box)*
If yes, does your organization have non-CDBG funds
available to pay relocation expenses? Yes No *(Check only one box)*

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

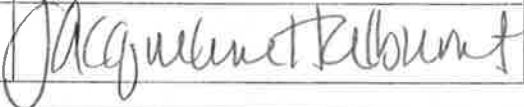
Are funds already in place to operate the property after improvements? Yes No *(Check only one box)*

Will you charge a fee for services provided at this property? If so, how much?

What days and times will the property be open to the public?

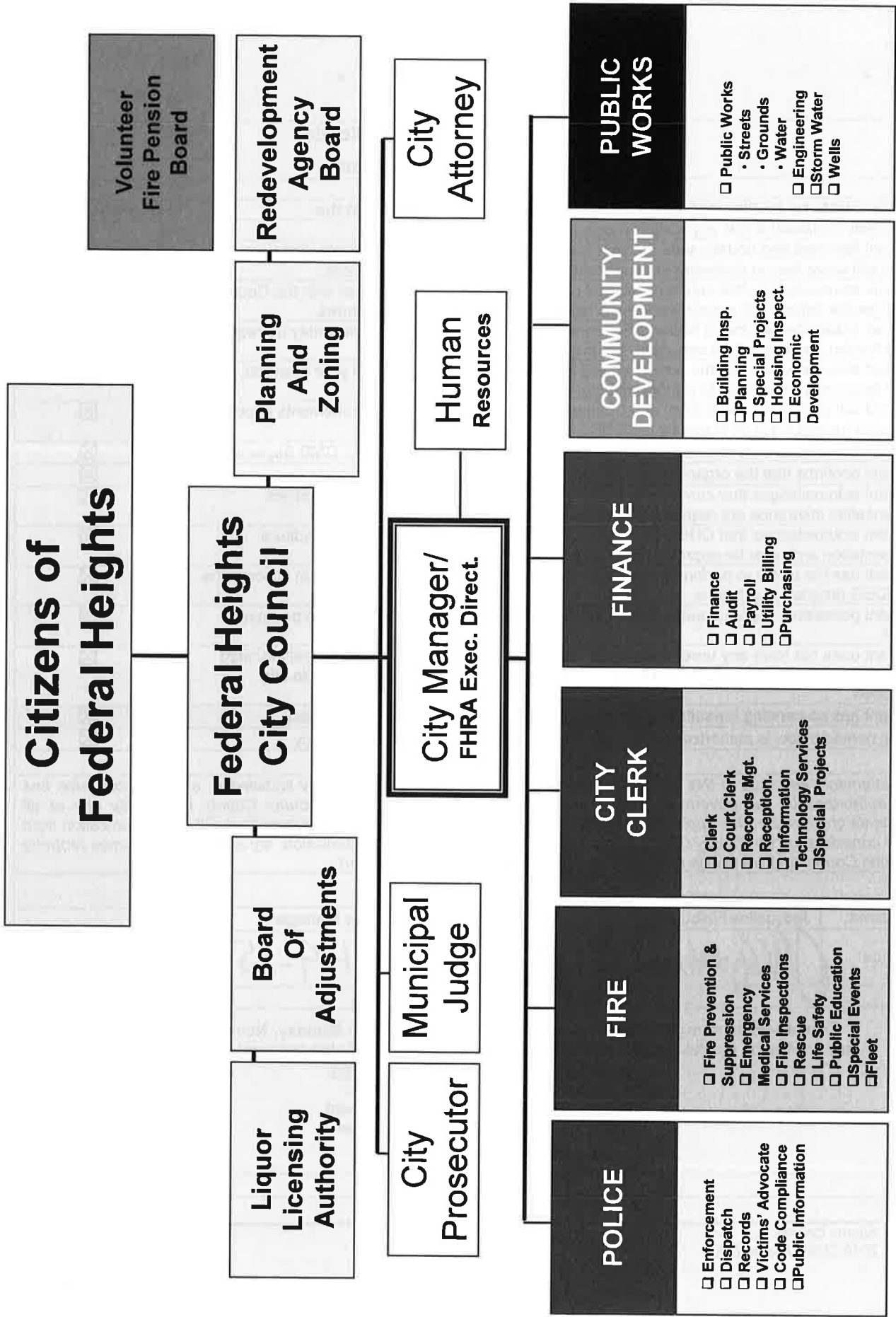
2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>
<i>The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.</i>	
Print Name: Jacqueline Halburnt	Title: City Manager
Signature: 	Date: 11-9-15

Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.
 Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratencio@adco.gov





Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017

Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

RECEIVED
11-12-15
CP

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:				Town of Bennett			
Type of Organization:				<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based			
Tax ID Number:				840660595			
Duns Number:				014875686			
Chief Official or Primary Contact:				Rachel Summers			
Contact Information:				Phone: 303-644-3249		Email: rsummers@bennett.co.us	
Mailing Address:				355 4 th Street, Bennett, CO 80102			
Project Name:				Centennial Park Construction			
Project Address:				Parcel Id: 0181528418020			
Project Priority (if submitting multiple applications)				1			
Project Start Date: MM/DD/YYYY		01/01/2016		Project End Date: MM/DD/YYYY		02/28/17	
Amount of CDBG Funds Requested				\$306,690			
<p>Provide a brief summary of the proposed project in the space listed below. <i>More detail will be requested in other sections.</i></p> <p>The Town of Bennett would like to request this Community Development Block Grant (CDGB) to use towards the replacement of Centennial Park. In 2009 the Town of Bennett conducted a parks planning study to understand the conditions of and needs for the Town and its current and future park facilities. The Town's Parks, Trails and Open Space Master Plan identified the need for improvements to outdoor recreational facilities and to provide a variety of opportunities for the public's use. Specifically, an increase in the level of service was recommended to address the unmet need of parks, trails and open space amenities. Centennial neighborhood park was identified as a high priority for replacement. The park is located at Madison Way and Hancock Court and is currently non-ADA compliant, poses public safety risks and does not meet the needs of current users. The Parks, Trails and Open Space Master Plan confirmed that the level of service for these amenities needs to increase and identifies neighborhood parks as important resources for the community. The Town believes this park will become a community resource for both the Centennial neighborhood and surrounding low to moderate-income populations of Adams County residents.</p>							

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

Housing Objectives:	Please check
H1- Rental housing is available for low and very low-income populations where rental housing rates are low	<input type="checkbox"/>
H2- Affordable housing is located in areas easily adjacent to services including transit by the low to moderate- income populations	<input type="checkbox"/>
H3- Affordable housing is available for low-income renters that want to buy	<input type="checkbox"/>
H4- Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired	<input type="checkbox"/>
<u>Community and Economic Development Objectives:</u>	
CD1- More job services and job creation for Adams County residents	<input type="checkbox"/>
CD2- Public facilities and community resources are created and enhanced to support low to moderate-income populations	<input checked="" type="checkbox"/>
CD3- Invest strategically in neighborhoods to assist in revitalization	<input checked="" type="checkbox"/>
<u>Seniors and other Prioritized Populations:</u>	
SN1- Prioritized populations have housing options, especially those earning less than 40% AMI	<input type="checkbox"/>
SN2- Services available for at-risk children	<input type="checkbox"/>
SN3- Prioritized populations are educated about housing and service options	<input type="checkbox"/>
SN4- Housing and services options near transit are enhanced for prioritized populations	<input type="checkbox"/>
SN5- Integration of prioritized populations into the community	<input type="checkbox"/>

2016 Adams County CDBG Application- *Project Classification*

Please see instructions (pages 5-7) to ensure you classify your project correctly.

Project Category: <i>Check only one</i>	<input type="checkbox"/> Public Service <input checked="" type="checkbox"/> Public Facility/Infrastructure <input type="checkbox"/> Housing/Economic Development			
Project Subgroup(<i>terms listed in instructions</i>): <i>List only one</i>	Park			
National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input checked="" type="checkbox"/> LMA	Census Tract:	84.07	
		Block Group:	2	
		Total Population:	1965	
		LMI Population:	1015	
		%of LMI:	52%	
	<input type="checkbox"/> LMC	How many additional low- to moderate income <i>clients</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
	<input type="checkbox"/> LMH	How many additional low- to moderate income <i>households</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
<input type="checkbox"/> LMJ	How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:			
<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?			
<input type="checkbox"/> SBS	Have you confirmed Slum/Blight Spot objective criteria with County staff?			
<input type="checkbox"/> URG	Have you confirmed Urgent Need objective criteria with County staff?			

2016 Adams County CDBG Application- Agency Description

Agency description: Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

The Town of Bennett is a growing community on the western edge of Colorado's eastern plains. Bennett was incorporated January 22nd, 1930 and has steadily developed into a thriving rural community with an excellent public school system and is becoming a growing hub for goods and services along the eastern I-70 corridor. The Town boasts over six miles of walking and biking trails, a community center, a recreation center, and more than 200 acres of protected open space. The Town has direct access to I-70, E-470, Highway 79, State Highway 36 (Colfax Avenue), Union Pacific Railroad and there are future long-term plans for commuter rail. This prime location makes Bennett the ideal community with numerous healthy living options, but more importantly, one with authentic "small town charm" and the friendliness that Bennett is known for.

The Town of Bennett's mission is to proactively manage community needs to develop the Town into one of the premier rural town centers, providing optimum levels of service to visitors alike. Bennett is committed to responsible planned development, economic vitality, and the improvement of the quality of life for our residents. As it is the duty of the Town of Bennett's Board of Trustees to set policy for the Town, the Board is quite effective at making policy and system changes for the community. Bennett's Board of Trustees has adopted important guiding documents including the Comprehensive Plan that incorporates public health into this important policy document. In the new Comprehensive Plan, the Town recognizes that in order to affect health outcomes in Bennett, residents must have access to parks and amenities that can increase physical activity. This park revitalization is a direct implementation as recommended from the Bennett 2015 Comprehensive Plan and the 2009 Master Parks Trails and Open Space Plan.

Please see attached organizational chart for the Town of Bennett Board of Trustees and staff.

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific** as to what the CDBG funds will be used for. Attach additional information as needed.

Due to the rural setting and lack of available active parks in eastern Colorado, it is important that we are vigilant of the existing condition of parks, and that plan the revitalization of our aging capital needs. Through our public planning process the Town of Bennett focused on the needs of users and how we can appeal to more than one demographic. Numerous concerns were addressed with local neighborhood parks, more specifically Centennial Park.

Centennial Park is located at Madison Way and Hancock Court and has aged beyond its expected and useful life. The original design of this park has many flaws. First, the play equipment and swings are not ADA compliant. Originally constructed by a property developer in the 1980's, this park does not meet modern standards. Over time, all equipment eventually wears out leading to increased safety concerns of its uses. Another major concern is the current orientation of the park. Because the playground equipment is located in the corner of the park, coupled with the enclosed footprint of the grounds, users have called into question the safety of the park. Play equipment cannot be seen by anyone as they look down Hancock Court. The rear of the park is fenced off from HWY 36 and is only visually accessible from the neighborhood. Because of the lack of visual sight lines, this leads to vagrant and unwarranted non-family activity. A wide coalition of child-saving reformers including community social workers, educators, and programs such as CDBG, empower our municipal government to construct playgrounds where the Town's youth could play under safe, supervised and controlled conditions. The essence of the "eyes on the street" approach to the planning and design efforts was used to increase the opportunities for informal surveillance and reduce the number of isolated places where crime can take place unseen within Centennial Park. The installation of this environmental design will make the park easier to manage, more attractive to residents, provide enhanced visibility, and thereby provide people with a positive image and experience.

Centennial Park will utilize a progressive playground designed to provide children an alternative form of recreation that challenges, builds skills, inspires confidence, fosters independence, and offers a whole lot of fun. Bennett hopes that construction of an active recreational park with progressive play features will enhance the value of park amenities and create creative play and encourage a strong environmental stewardship ethic. Kids in Bennett have limited options on the playground and we feel it is time to redefine recess: reconnect kids with the outdoors, encourage an active lifestyle, and give this next generation a new opportunity to connect after they leave school. The Town of Bennett expects to fully construct Centennial Park as laid out in the master plan approved in November 2014. This will include revitalization of on the entire site with construction plans, demolition, site work, irrigation, pour in place surfacing, a shaded picnic shelter, site furnishings, play equipment and plantings. Please see attached Centennial Park Master Design.

2013 Estimated Census reports that there are 1,965 Adams County Residents residing within the Town of Bennett, and an estimated 541 live within a 10 minute walk of the park. Through various public outreach meetings, multiple residents agreed they do not allow their children to visit Centennial Park due to perceptions of poor safety, and a lack of visibility. Rather than walk to the neighborhood park many users stated they go instead to the newly remodeled Trupp Park. The Town is happy to see increased use at this community park, but safety concerns regarding the high-traffic highway intersection at Palmer Avenue and Highway 36, as well as the at-grade UPRR crossing make the revitalization of Centennial Park an important public safety project for residents in the Centennial subdivision.

Because of the rural nature of Bennet, distance between residential homes, school, work and commercial services, residents spend a lot of time in their vehicles. This is one factor that results in a high number of rural people living very sedentary lifestyles. With the lack of active play in the area we find many residents are segregating to play within their backyard or traveling by vehicle to alternative sites. It is reported that 52% of these residents live at or below the low to moderate-income level and gathering means of transportation in order to participate in active play is at times very difficult, and frankly unfair. The Town of Bennett believes this park is a prime example for CDBG funding; in order to revitalize struggling communities that otherwise couldn't afford to.

2016 Adams County CDBG Application- *Community Components*

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

Like Bennett and many other small communities in Colorado, life in a rural community has many benefits. The physical environment shapes the way we live, work and play. What started out as an agricultural-based community has now become a rapidly growing area of interest on the eastern edge of the greater Denver area. This has resulted in unforeseen development pressures on our rural lifestyle. Through various Master and Comprehensive Planning processes the Town Board has outlined policies that protect the rural landscape by helping preserve open space, protect air and water quality, provide places for recreation, and create commercial attractions that bring investments and jobs into our low income local economy. This present situation, coupled with the lack of resources, has put greater demand on revitalization of our existing amenities. The development of this multi-faceted approach guides our Town prioritizing our urgent needs with available resources. The future development of Bennett relies on master planning that focuses on the need to invest strategically in existing neighborhoods by revitalizing amenities that directly affect our low to moderate-income citizens as well as adequately plan for the future.

Outdoor amenities supporting youth and youth related activities are lacking within the Town of Bennett. Even though our local school district considers outdoor programs a high priority, they primarily serve our secondary demographic. In addition, while we have a local Recreation District in Bennett, it has yet to expand its amenities to the outdoors. It is Bennett's intent to use all of our available resources to provide additional venues that support our existing districts and other youth organizations. Because Centennial Park is the sole public park in the surrounding neighborhood, the need to improve and expand its use has increased significantly. The Town of Bennett has limited revenue sources and an abundance of capital improvement projects forthcoming. That, of course, raises the questions of where those resources will come from, and who will do the work. As the Town of Bennett works to develop other financing options in the future, the opportunity to obtain assistance grant funds would help supplement the cost of some of our major infrastructure projects.

What are the quantifiable goals of this project? How will they be measured?

(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

It is our goal to revitalize this park and regain the trust of neighborhood users. Over the summer of 2015, the park was monitored by the Public Works Department and averaged 10 to 20 users on any given day. Once completed we hope to increase the usage of this park by nearly 50%. Bennett will monitor the use of this park in two ways. First, an active resident supporter has posted interest in reporting the use of the park in order to encourage new development and real estate marketing. This resident will be supported by nine additional residents that would participate in reporting these measurable outcomes as a community wide health initiative. Finally, staff will survey users to report on their current usage and desired need of future amenities. All of this data will be compiled into a report and shared on Bennett's website for the Board of Trustees and public. This information will be highly valuable when prioritizing and planning capital projects in the future. Bennett is committed to responsible planned development, public improvements, and improving the quality of life for its residents. The results of these measurable results will become a catalyst in determining goals that align with our Comprehensive Planning.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?			
Unincorporated Adams County		City of Federal Heights	
City of Brighton		City of Northglenn	
City of Commerce City		Town of Bennett	1965

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.
 The Town of Bennett Public Works Department will provide the annual maintenance of this project once it is completed.

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.
 Currently, the Town of Bennett would not be able to proceed with the project without securing grant funding.

If the project is not awarded this amount of CDBG funding, how will it be affected?
 Due to our limited availability to provide cash match or complete project funding, this project will be postponed until future funding becomes available. This would create a true disservice to our residents, and impede the health equity of our entire community.

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.
 Adams County Open Space provided the Town with a \$5,000 grant in order to complete the master plan concept for the design and estimated costs of Centennial Park.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.
 Yes, we received \$15,587 for transportation services in 2015.

Please list the qualifications of the staff that will be administering the CDBG funds.
 The following key personnel will be involved in planning, implementation and follow-through of all grant transactions for the Town of Bennett. Together they have successfully administered \$7.6 million dollars in grant funding. Their commitment to partner retention is proven by their desire to fulfil the requirements necessary to complete these valuable projects in good standing with their affiliates.

 Ms. Stiles, Town Administrator for Bennett, is in charge of the day-to-day operations, including hiring and supervising Town staff. Ms. Stiles also develops solutions to community problems and deals with issues such as growth and transportation. She coordinates intergovernmental agreements with other cities, school districts, regional groups and similar entities. Ms. Stiles holds a Master's Degree in Public Administration from the University of Colorado at Denver. She has worked across the county in several municipalities in planning, community development, budgeting,

economic development and project management.

Ms. Summers is the Town Treasurer for Bennett; she is responsible for grants management and will oversee this project. Ms. Summers holds a bachelor's degree in Political Science, and has managed our Town's financials for the last four years. She prides herself on being well organized and very detail oriented. It is imperative to her that the Town be fiscally responsible and cognizant of spending by building strong relationships with community partners and stakeholders. Rachel will manage the RFP process and project accounting. She will work side by side with the County representative to assure proper reporting and spending of all CDBG funds.

Mr. Johnson, the Public Works Director for Bennett, provides essential Public Works services to town residents through responsive, efficient and effective delivery of services to every neighborhood and business to improve the overall quality of life. Through Mr. Johnson's career he has gained extensive, hands on project management, estimation, and consulting and customer service experience. His Bachelor's Degree in Construction Management, with an emphasis in Business Management has positioned the Town with great oversight of our capital improvement projects.

The Town of Bennett's Town Engineer, Daniel P. Giroux, PE, is a civil engineer and project manager, with extensive experience delivering tens of millions of dollars of Colorado municipal infrastructure improvements throughout his 30-year career. As the Town Engineer, Dan will be integrally involved in assuring that the Town successfully manages all aspects of this project, from concept to design, permits and approvals, to project management of the construction.

Please check each item that already exists within your organization:

<input checked="" type="checkbox"/> Financial auditing system	<input checked="" type="checkbox"/> Client eligibility	<input type="checkbox"/> Demographic data collection
<input checked="" type="checkbox"/> Written conflict of interest policy	<input checked="" type="checkbox"/> Written procurement procedures	<input type="checkbox"/> Staff salary tracking

Can the project be completed within one year of receiving this grant? Yes No *(Check only one box please)*

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

Please see attached estimated timeline.

2016 Adams County CDBG Application

-- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)	Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Applied for	\$306,690
Adams County Open Space	<input checked="" type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	\$5,000
Town of Bennett	<input checked="" type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	\$5,180
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
Total Source of Funds for this Program		\$316,537
2. Project/Program Specific Budget (adjust categories as needed)		
Personnel (Salaries, Training, Etc.)		Amount
Personnel (Salaries, Training, Etc.)		
Benefits (FICA, Unemployment, Health, Dental, Etc.)		
Consultants		
Insurance (D&O, Liability, Vehicle, Etc.)		
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)		
Supplies and Materials		
Leased or Purchased Equipment		
Acquisition Costs		
Construction/Rehabilitation Costs		\$316,537
Other Operating Costs (please specify)		
	Total Program Costs	\$316,537
3. Total 2016 Organizational Budget		\$2,787,165
4. What will the CDBG funds be used for ? Please be as specific as possible.		
<small>(Example : \$1,000 for engineer, \$5,000 for building materials)</small>		
Please see attached proposed schedule of values provided by our Master Designer Christopher Hoy.		
5. How much program income do you anticipate that this project will generate, if any ?		
N/A		

2016 Adams County CDBG Application

-- Public Service Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?

How many more persons will be served if you receive CDBG funding?

How long would clients receive services from your organization under this project?

Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?

What days and times will services be made available to the public?

Does your agency have experienced staff that will provide the service, or will you hire and train new staff?

How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.

What is the CDBG-cost per client for this project? *(Total CDBG funds requested divided by number of clients served)*

How do you determine current eligibility? What client demographic information does your organization collect?

How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?
10-20 visitors.

How many more persons will be served if you receive CDBG funding?
The future Centennial Park will serve 262 households in the surrounding neighborhood and double the user rate.

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.
Yes, assistance from Adams County staff.

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?
Yes, this design was awarded and completed by Adams County Open Space Funding.

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?
Yes

How long will the facility be used for its intended purpose?
20 plus years.

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?
No

Are funds already in place to operate the facility after improvements?
Yes

What days and times will the facility be open to the public?
Dust to Dawn.

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No *(Check only one box)* If no, skip to question 6.

2. Does the site require rezoning? Yes No *(Check only one box)*

3. Has your organization made an offer to purchase the property? Yes No *(Check only one box)*

4. Has your organization executed a contract to purchase the property? Yes No *(Check only one box)*

5. Will any persons or business be displaced by this acquisition? Yes No *(Check only one box)*
If yes, does your organization have non-CDBG funds available to pay relocation expenses? Yes No *(Check only one box)*

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

Are funds already in place to operate the property after improvements? Yes No *(Check only one box)*

Will you charge a fee for services provided at this property? If so, how much?


What days and times will the property be open to the public?

2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>

The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.

Print Name: Trish Stiles  Title: Town Administrator
 Date: 11/09/15

Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.

Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratencio@adcogov.org

Town of Bennett, Colorado

Centennial Park - Site Works, Landscape & Irrigation
Proposed Schedule of Values

Centennial Park

1/27/2015

Item	Description	Unit	Quantity	Unit Cost	Extension	Comments
Park Construction						
1	Park Design	EA	1	\$ 9,847.49	\$ 9,847	Completed
2	Mobilization	LS	1	\$ 15,000.00	\$ 15,000	Includes Bond
3	Construction Surveying	LS	1	\$ 3,500.00	\$ 3,500	
4	Erosion Control	LS	1	\$ 2,200.00	\$ 2,200	
5	Sod Demo	SF	12300	\$ 0.10	\$ 1,233	
6	Tree Demolition	EA	2	\$ 300.00	\$ 600	1LG,1M,2S
7	Play Structures Demolition	LS	1	\$ 3,000.00	\$ 3,000	
8	Play Pit Sand Demo	CY	75	\$ 15.00	\$ 1,125	
9	Concrete Demolition	SF	775	\$ 1.00	\$ 775	
10	Concrete Drain Channel Demolition	SF	300	\$ 3.00	\$ 900	
11	Demo Existing Fencing	LF	440	\$ 5.00	\$ 2,200	
12	Play Pit Curb Demolition	LF	143	\$ 1.00	\$ 143	
13	Grading Cut/Fill	CY	750	\$ 6.00	\$ 4,500	
14	Strip & Replace Topsoil	CY	150	\$ 7.00	\$ 1,050	
15	Import Fill Material	CY	0	\$ -	\$ -	
16	Drainage Allowance	LS		\$ 25,000.00	\$ -	
17	4" Colored Concrete	SF	908	\$ 6.00	\$ 5,448	Includes Subgrade Prep
18	4" Standard Concrete	SF	2145	\$ 4.00	\$ 8,580	Includes Subgrade Prep
19	4' Cedar Fence	LF	440	\$ 20.00	\$ 8,800	
20	Misc. Signage	LS	1	\$ 500.00	\$ 500	
21	Concrete Curb @ Playpit W/EWF	LF	225	\$ 35.00	\$ 7,875	
22	Engineered Wood Fiber	CY	175	\$ 25.00	\$ 4,375	Playground Fall Zone
23	PIP Rubber Surface & Subgrade	SF	2685	\$ 14.00	\$ 37,590	Add Alternate for upgrade
24	Stabilized Crusher Fines - Gray	SF	365	\$ 2.50	\$ 913	
25	Trash Receptacle	EA	4	\$ 500.00	\$ 2,000	
26	Benches	EA	2	\$ 800.00	\$ 1,600	
27	Square Game Tables	EA	2	\$ 2,500.00	\$ 5,000	
28	Rectangular Tables	EA	4	\$ 2,500.00	\$ 10,000	
29	BBQ Grills	EA	1	\$ 1,000.00	\$ 1,000	Includes Freight
30	20'x20' Picnic Shelter	EA	1	\$ 24,000.00	\$ 24,000	Includes Freight
31	Boulder Seat Wall	EA	18	\$ 350.00	\$ 6,300	
32	Boulder Seating Blocky	EA	8	\$ 250.00	\$ 2,000	
33	Granite Boulders (1.5 Ton Average)	EA	7	\$ 400.00	\$ 2,800	
34	Soil Prep & Fine Grading Lawn & Plantings	EA	9900	\$ 0.50	\$ 4,950	
35	Irrigation - Planting Beds	SF	4700	\$ 0.50	\$ 2,350	
36	Irrigation - Sod	SF	5190	\$ 0.65	\$ 3,374	
37	Irrigation Controller	SF	1	\$ 2,500.00	\$ 2,500	
38	Irrigation Backflow	LS	1	\$ 2,500.00	\$ 2,500	
39	Sod	LS	5190	\$ 0.40	\$ 2,076	
40	Deciduous Tree - 3" Caliper	SF	1	\$ 450.00	\$ 450	
41	Deciduous Trees - 2.5" Caliper	EA	2	\$ 415.00	\$ 830	
42	Ornamental Grasses	EA	20	\$ 16.00	\$ 320	
43	Shrub - 5 Gallon Container	EA	25	\$ 30.00	\$ 750	
44	Perennials - 1 Gallon Container	EA	25	\$ 10.50	\$ 263	
45	Mulch - Western Cedar	EA	20	\$ 125.00	\$ 2,500	Landscape Beds
46	Steel Edger	CY	285	\$ 1.80	\$ 513	
47	Entry Sign	LF	1	\$ 3,000.00	\$ 3,000	
48	Playground Equipment Allowance	EA	1	\$ 40,000.00	\$ 40,000	Includes Slide & Shade Elements
49	Park Lighting	LS	1	\$ 12,000.00	\$ 12,000	
	CONSTRUCTION TOTAL				\$ 253,230	
	5% CONTINGENCY				\$ 12,661	
	25% DAVIS BACON WAGES				\$ 50,646	
	GRAND TOTAL				\$ 316,537	

CDBG	\$	306,690
Town of Bennett	\$	4,847
Adams County Open Space	\$	5,000
	\$	316,537



Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017

RECEIVED
11-9-15
CB

Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:	Adams County		
Type of Organization:	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based		
Tax ID Number:	846000732		
Duns Number:	07-647-6373		
Chief Official or Primary Contact:	Jeffery Maxwell, PE, PTOE		
Contact Information:	Phone: 720-523-6817	Email: jmaxwell@adcogov.org	
Mailing Address:	4430 S Adams County Pkwy		
Project Name:	ADA Accessibility		
Project Address:	Between Tennyson St and Lowell Blvd, and W 52 nd Ave and W 54 th Ave		
Project Priority (if submitting multiple applications)	1		
Project Start Date: MM/DD/YYYY	08/01/2016	Project End Date: MM/DD/YYYY	08/01/2017
Amount of CDBG Funds Requested	\$600,000.00		

Provide a **brief** summary of the proposed project in the space listed below. *More detail will be requested in other sections.*

The intention of the project is to identify and improve the overall mobility and accessibility of the residential neighborhood established in 1916 within the southwest corner of unincorporated Adams County, Colorado. This project will consist of the overall enhancement of the historical Berkley neighborhood with ADA accessibility connectivity including ADA-compliant sidewalks and the addition of ADA pedestrian ramps where absent.

During community and town hall meetings, the Adams County Transportation Department heard a need to provide pedestrian connectivity. For the neighborhood to feel safe and eliminate the cut-through traffic, the pedestrians will have a greater presence after all of the missing sidewalks are linked together and provide safe routes. This will increase the usage and attendance at the Carl Park Community Center as citizens can conveniently and safely access the neighborhood facilities using sidewalks. This project should reduce the traffic congestion as citizen choose to walk instead of drive to the community center and local school.

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

Housing Objectives:	Please check
H1- Rental housing is available for low and very low-income populations where rental housing rates are low	<input type="checkbox"/>
H2- Affordable housing is located in areas easily adjacent to services including transit by the low to moderate- income populations	<input type="checkbox"/>
H3- Affordable housing is available for low-income renters that want to buy	<input type="checkbox"/>
H4- Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired	<input type="checkbox"/>
<u>Community and Economic Development Objectives:</u>	
CD1- More job services and job creation for Adams County residents	<input type="checkbox"/>
CD2- Public facilities and community resources are created and enhanced to support low to moderate-income populations	<input checked="" type="checkbox"/>
CD3- Invest strategically in neighborhoods to assist in revitalization	<input checked="" type="checkbox"/>
<u>Seniors and other Prioritized Populations:</u>	
SN1- Prioritized populations have housing options, especially those earning less than 40% AMI	<input type="checkbox"/>
SN2- Services available for at-risk children	<input type="checkbox"/>
SN3- Prioritized populations are educated about housing and service options	<input type="checkbox"/>
SN4- Housing and services options near transit are enhanced for prioritized populations	<input type="checkbox"/>
SN5- Integration of prioritized populations into the community	<input checked="" type="checkbox"/>

2016 Adams County CDBG Application- Project Classification

Please see instructions (pages 5-7) to ensure you classify your project correctly.

Project Category: <i>Check only one</i>	<input type="checkbox"/> Public Service <input checked="" type="checkbox"/> Public Facility/Infrastructure <input type="checkbox"/> Housing/Economic Development			
Project Subgroup(<i>terms listed in instructions</i>): <i>List only one</i>	Sidewalks			
National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input checked="" type="checkbox"/> LMA	Census Tract:	97.51	
		Block Group:	1	
		Total Population:	2,565	
		LMI Population:	1,770	
		%of LMI:	69	
	<input type="checkbox"/> LMC	How many additional low- to moderate income <i>clients</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
	<input type="checkbox"/> LMH	How many additional low- to moderate income <i>households</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
<input type="checkbox"/> LMJ	How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:			
<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?			
<input type="checkbox"/> SBS	Have you confirmed Slum/Blight Spot objective criteria with County staff?			
<input type="checkbox"/> URG	Have you confirmed Urgent Need objective criteria with County staff?			

2016 Adams County CDBG Application- Agency Description

Agency description: Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

Adams County is located in northeastern Colorado. The county is 18 miles wide and 72 miles long, ranging from urban uses in the western portions of the county, to crop and grazing land in the central and eastern portions. The county is divided by 5 elected Commissioner districts. Adams County is overseen by the Board of County Commissioners in which each Commissioner is elected by the voters. The role of the Adams County Board of County Commissioners is to manage the affairs of the county as authorized by the state. Powers granted to the board by the state are broad, which allow the board independence in judgment. The board performs legislative, executive and quasi-judicial functions and serves as the legislative, policy-making and administrative body governing the unincorporated areas of Adams County.

The Adams County Board of Commissioners passed a resolution in public hearing on Jan. 18, 2012, adopting the new Adams County Mission, Vision, Values and Goals as the framework by which the county operates and delivers services to the taxpayers and residents of Adams County. The mission is to responsibly serve the Adams county community with integrity and innovation. The goals of prosperity, customer service and community are listed below.

Goals

Prosperity

Provide opportunity for economic growth, while respecting Adams County's important natural resources

Customer Service

Provide prompt, courteous, high-quality and cost-effective services, while continuously striving to improve our service delivery

Community

Work to build effective relationships within the community to assist in the pursuit of a high quality of life

List of the Board of County Commissioners

District 1: Eva J. Henry, elected 2012 (4-year term expiration)

District 2: Charles "Chaz" Tedesco, elected 2012 (4-year term expiration)

District 3: Erik Hansen, elected 2010 and re-elected 2014 (4-year term expiration)

District 4: Steve O'Dorisio, elected 2014 (4-year term expiration)

District 5: Jan Pawlowski, elected 2014 (4-year term expiration)

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific as to what the CDBG funds will be used for.** Attach additional information as needed.

The intention of the project is to identify and improve the overall mobility and accessibility of the residential neighborhood established in 1916 within the southwest corner of unincorporated Adams County, Colorado. This project will consist of the overall enhancement to the historical Berkley neighborhood with ADA accessibility connectivity including ADA-compliant sidewalks and the addition of ADA pedestrian ramps where absent. Unfortunately, a number of sidewalks in this area are missing.

Please see attached map that indicates existing sidewalks in green, ADA-compliant proposed sidewalks in red and ADA-compliant ramps in yellow circles. To achieve complete neighborhood connectivity, incomplete sidewalks will have to be constructed.

The missing sidewalk segments to be built with this project includes:

- Tennyson Street east sidewalk from West 52nd Avenue to West 53rd Avenue
- Raliegh Street east and west sidewalks from West 53rd Ave, north to the end of the street
- Quitman Street east and west sidewalks from West 53rd Ave, north to the end of the street
- Perry Street parts of the east and west sidewalks from West 53rd Ave, north to the end of the street
- Osceola Street east and west sidewalks from West 52nd Avenue to West 53rd Avenue
- Osceola Street east and west sidewalks on the most northern part of the street
- Newton Street east and west sidewalks from West 52nd Avenue to West 54th Ave
- West 54th Avenue parts of the north and south sidewalks from Newton Street to Lowell Blvd
- Meade Street parts of the east and west sidewalks from West 53rd Avenue to the end, north of West 54th Avenue

The missing ADA-compliant sidewalk ramps will be placed at the corner of Newton Street and West 54th Avenue, as well as Meade Street and West 54th Avenue.

The addition of the new sidewalks and ramps will be an asset to the community which has a high senior population that has expressed concern over the lack of sidewalk connectivity at numerous 2015 town hall and community meetings. Such connections will help the community gain access to both the neighborhood community center and local school. This sidewalk will also assist in the safe travels of school children to the local school and community center. This project intends to construct ramps to the community center and local school for all to have access: disabled, seniors, students, as well as all walks of life.

The Berkley Neighborhood Plan, adopted by the Planning Commission and ratified by the Board of County Commissioners in 2008, identifies Goal 3, "provide for safe and adequate public improvements in the neighborhood." This addresses specifically Objective 3.3: "insure Adams County maintains safe, clear sidewalks that are up to ADA standards throughout the neighborhood." This project will align with this goal and allow an objective to be implemented.

2016 Adams County CDBG Application- *Community Components*

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

To enhance the connectivity and accessibility of the Adams County historical Berkley neighborhood by means of ADA-compliant sidewalks and ramps in an area where 69% of the residents are low income.

The addition of the new sidewalks and ramps will be an asset to the community which has a high senior population that has expressed concern over the lack of sidewalk connectivity at numerous 2015 town hall and community meetings. Such connections will help the community gain access to both the neighborhood community center and local school. This sidewalk will also assist in the safe travels of school children to the local school and community center. This project intends to construct ramps to the community center and local school for all to have access: disabled, seniors, students, as well as all walks of life.

The Berkley Neighborhood Plan, adopted by the Planning Commission and ratified by the Board of County Commissioners in 2008, identifies Goal 3, "provide for safe and adequate public improvements in the neighborhood." This addresses specifically Objective 3.3: "insure Adams County maintains safe, clear sidewalks that are up to ADA standards throughout the neighborhood." This project will align with this goal and allow an objective to be implemented.

What are the quantifiable goals of this project? How will they be measured?

(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

Construct approximately 8400 lineal feet of ADA-compliant sidewalk and 6 ADA-compliant sidewalk ramps. Please see attached map that indicates existing sidewalks in green, ADA-compliant proposed sidewalks in red and ADA-compliant ramps in yellow circles.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County	300± households	City of Federal Heights	
City of Brighton		City of Northglenn	
City of Commerce City		Town of Bennett	

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.

Not applicable

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.

\$500,000.00

If the project is not awarded this amount of CDBG funding, how will it be affected?

It would delay the engineering design and ADA-compliance review, as well as limit the interconnectivity of the neighborhood. Due to funding levels, based upon voter tax base in unincorporated Adams County, the project could be delayed for 5-10 years.

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

The County does not currently have funds budgeted for this project. The Adams County Transportation Department has a \$40 million deficit. This project will help to fulfill a need in this low to moderate (low-mod) income area.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

Recently, the Adams County Transportation Department was awarded CDBG-DR funds for the Kenwood-Dahlia Outfall in another low-mod income area for disaster recovery (DR) efforts.

Please list the qualifications of the staff that will be administering the CDBG funds.

The Engineering Manager for the Adams County Transportation Department has a Professional Engineering license in the State of Colorado as a Civil Engineer with depth in Water Resources and Environmental Engineering, as well as recognized by ASFPM as a Certified Floodplain Manager and certified by CDOT as a Transportation Erosion Control Supervisor.

Please check each item that already exists within your organization:

<input checked="" type="checkbox"/> Financial auditing system	<input checked="" type="checkbox"/> Client eligibility	<input checked="" type="checkbox"/> Demographic data collection
<input checked="" type="checkbox"/> Written conflict of interest policy	<input checked="" type="checkbox"/> Written procurement procedures	<input checked="" type="checkbox"/> Staff salary tracking

Can the project be completed within one year of receiving this grant? Yes No *(Check only one box please)*

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

- August 2016: potential grant acceptance notification, design initiation
- November 2016: design completion
- May 2017: construction complete
- June 2017: punch list
- August 2017: punch list construction complete

2016 Adams County CDBG Application

-- Public Service Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?

How many more persons will be served if you receive CDBG funding?

How long would clients receive services from your organization under this project?

Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?

What days and times will services be made available to the public?

Does your agency have experienced staff that will provide the service, or will you hire and train new staff?

How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.

What is the CDBG-cost per client for this project? *(Total CDBG funds requested divided by number of clients served)*

How do you determine current eligibility? What client demographic information does your organization collect?

How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?

Approximately 1,200 persons would be served. This is based on approximately 300 households and the typical household containing 4 people.

How many more persons will be served if you receive CDBG funding?

Not applicable, as the neighborhood is established.

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.

Yes, as the acting Town Engineer for a small community that could not otherwise afford to hire an engineer full-time, the project manager oversaw two different CDBG block grants in two different grant cycles which allowed for the paving of gravel roads and drainage improvements.

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?

No

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?

No, however Adams County does "own" the right-of-way.

How long will the facility be used for its intended purpose?

The lifecycle of the sidewalks and ramps are estimated at 20 years.

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?

No, not applicable to ADA sidewalks and ramps.

Are funds already in place to operate the facility after improvements?

Maintenance of the sidewalks and ramps is performed on an as-needed basis by the Operations Division of the Adams County Transportation Department.

What days and times will the facility be open to the public?

Not applicable to ADA sidewalks and ramps.

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No *(Check only one box)* If no, skip to question 6.

2. Does the site require rezoning? Yes No *(Check only one box)*

3. Has your organization made an offer to purchase the property? Yes No *(Check only one box)*

4. Has your organization executed a contract to purchase the property? Yes No *(Check only one box)*

5. Will any persons or business be displaced by this acquisition? Yes No *(Check only one box)*
If yes, does your organization have non-CDBG funds available to pay relocation expenses? Yes No *(Check only one box)*

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

Are funds already in place to operate the property after improvements? Yes No *(Check only one box)*

Will you charge a fee for services provided at this property? If so, how much?

What days and times will the property be open to the public?

2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check								
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>								
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>								
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>								
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>								
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>								
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>								
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>								
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>								
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>								
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>								
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>								
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>								
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>								
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>								
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>								
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>								
<i>The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.</i>									
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%; border: none;">Print Name:</td> <td style="width: 40%; border: none;">Anna Sparks, P.E., CFM</td> <td style="width: 15%; border: none;">Title:</td> <td style="width: 30%; border: none;">Engineering Manager, Transportation Dept.</td> </tr> <tr> <td style="border: none;">Date:</td> <td style="border: none;">11-9-2015</td> <td colspan="2" style="border: none;"></td> </tr> </table>	Print Name:	Anna Sparks, P.E., CFM	Title:	Engineering Manager, Transportation Dept.	Date:	11-9-2015			
Print Name:	Anna Sparks, P.E., CFM	Title:	Engineering Manager, Transportation Dept.						
Date:	11-9-2015								

Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.

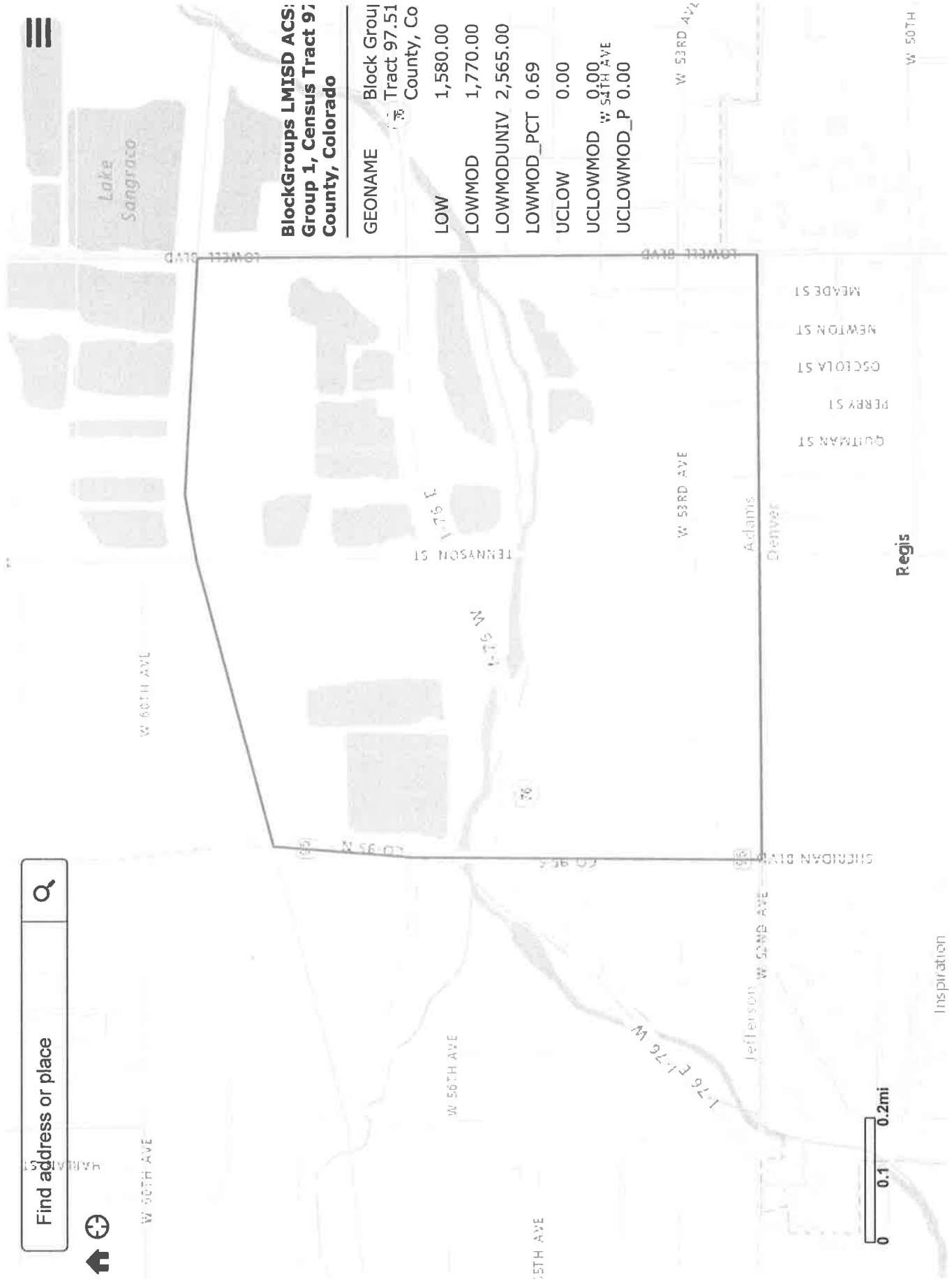
Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratencio@adcogov.org



Source: Adams County
Transportation Department

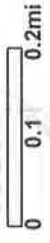
Key:
Green = Existing Sidewalks
Red = Proposed ADA Compliant Sidewalks
Circle = Proposed ADA Compliant Ramps



**Block Groups LMISD ACS:
Group 1, Census Tract 9,
County, Colorado**

GEONAME	Block Group Tract 97.51 County, Co
LOW	1,580.00
LOWMOD	1,770.00
LOWMODUNIV	2,565.00
LOWMOD_PCT	0.69
UCLOW	0.00
UCLOWMOD	0.00
UCLOWMOD_P	0.00

Regis





Berkeley Neighborhood Plan

**A partnership between Adams County and
the Berkeley Neighborhood Association**

BERKELEY NEIGHBORHOOD PLAN

Adopted as an amendment to the Adams County Comprehensive Plan by the Adams County
Planning Commission

November XX, 2008

And ratified by the Board of County Commissioners

December XX, 2008

Alice J. Nichol

W.R. Skip Fischer

Larry W. Pace

Adams County Planning and Development

Robert C. Coney, Director

Abel Montoya, Planning Manager

Scott Tempel, Senior Long Range Planner

Adams County Community Development

Barbara J. DesMarteau, Director

Keith Frausto, Administrator

Berkeley Neighborhood Association

Gloria Rudden, Past President

Community Resource Center

Gabriel Guillaume, Executive Director

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Executive Summary

The Berkeley Neighborhood is a mixed-use neighborhood located in the southwest corner of Adams County. The neighborhood benefits from having a variety of housing types, diverse land uses, a good trail system, a strong Organized Citizen Group, close proximity to Regis Jesuit University, and a variety of public facilities. At the same time, the Berkeley Neighborhood faces challenges. These challenges include: older housing stock, decreased home ownership, changing demographics, a small selection of Regis Jesuit University students negatively impacting the neighborhood, and the unkempt appearance of certain parts of the neighborhood.

The Berkeley Neighborhood, along with Adams County, came together to develop a plan to help address these issues. Through community involvement, local government attention, and general resident awareness, the residents of the Berkeley Neighborhood hope to demonstrate their vested interest in their area and to improve the conditions in their corner of Adams County. This plan, along with other efforts in the Berkeley area, is another positive step in that direction. However, this plan is only a guide. It is not a commitment for project funding by the County, rather, it points out where action is needed.

Residents set the following goals in this plan, with possible actions included as objectives, during the community meetings for the Neighborhood Plan.

- Goal 1: Maintain the single-family nature and open character of the neighborhood.
- Goal 2: Maintain and improve the visual appearance of the neighborhood.
- Goal 3: Provide for safe and adequate public improvements in the neighborhood.
- Goal 4: Improve the functionality and safety of the street network.
- Goal 5: Increase transit opportunities in the neighborhood.
- Goal 6: Support the Berkeley Water and Sanitation District's efforts to implement its Master Plan.
- Goal 7: Continue to build strong relationships with public safety agencies serving the neighborhood.
- Goal 8: Work to eliminate graffiti in the neighborhood.
- Goal 9: Increase controls on nuisance animals.
- Goal 10: Increase opportunities for cultural and social interaction between Berkeley residents and Regis University.
- Goal 11: Reduce the impacts of Regis students parking in the Berkeley neighborhood.
- Goal 12: Achieve redevelopment of the Berkeley Gardens school site for neighborhood or community oriented purposes.
- Goal 13: Expand youth activities in the neighborhood to promote positive community involvement.

INTRODUCTION

This plan is designed to acquaint the reader with the concept of neighborhood planning, the Berkeley Neighborhood, and the results of the Berkeley Neighborhood planning process. The purpose of this plan is to combine the ideas, opinions and concerns of the residents of the Berkeley Neighborhood into a policy document for use by elected officials, Adams County Staff, developers, and residents.

The Berkeley Neighborhood Plan will be used by Adams County Elected Officials, staff, developers, and residents to:

- Provide guidance to decision makers on matters of land-use, social programs, spending, and environmental issues.
- Build a public-private partnership to stabilize and improve neighborhood conditions.
- Encourage neighborhood leaders to take on projects and to use resources from neighborhood businesses and residents in these efforts.
- Involve Adams County residents in the process of government and improve understanding and communication between residents and the County.

Planning is a goal-directed, problem-solving activity. People plan because they believe their actions can and will affect their future. Neighborhood planning is one of the most important ways for people to become involved in civic affairs. Planning's overall purpose is to guide what is built in the community, but a plan itself doesn't build things. It only points out steps necessary for action. Neighborhood planning seeks to guide both short-term and long-range improvements at the local level, but its focus is usually on changes that require a lot of time and effort to complete.

The idea for this neighborhood plan began in the spring of 2007 as a partnership between the residents of Berkeley neighborhood and Adams County. A series of community meeting were held during the summer of 2007 to gather information and explore neighborhood issues. The plan outline follows the order of topics for the community meetings which included:

- 1) Land Use, Zoning and Housing
- 2) Streets, Drainage and Utilities
- 3) Safety and Law Enforcement
- 4) Educational Institutions
- 5) Community Vision and Implementation

Relationship to the Comprehensive Plan

The Berkeley Neighborhood Plan is adopted as an amendment to the Adams County Comprehensive Plan. As an amendment to the Adams County Comprehensive Plan, this plan includes policies and implementation strategies intended to be used to evaluate specific development proposals within this unincorporated area of Adams County.

Direction for the creation of this plan comes directly from the Adams County Comprehensive Plan itself. The Adams County Comprehensive Plan covers the entire county geographically and addresses county-wide matters in a broad, policy minded manner. The Comprehensive Plan is an advisory document with a long range focus. It contains a collection of statements about goals and policies that address important issues such as growth, land use, open space, transportation, and economic development.

Policy: Maintain and enhance the quality of existing residential neighborhoods.

Strategy: Undertake a more detailed sub-area plan for the Southwest Area in order to gain a greater understanding of land use issues and challenges, and to pinpoint more specific strategies to address those issues.

Strategy: Continue to make infrastructure improvements to improve health and image, such as installing curbs and gutters, improving roadways, pedestrian/trail connections, and park facilities.

Strategy: Make service delivery patterns more efficient through intergovernmental agreements with adjacent municipalities or service districts in the area.

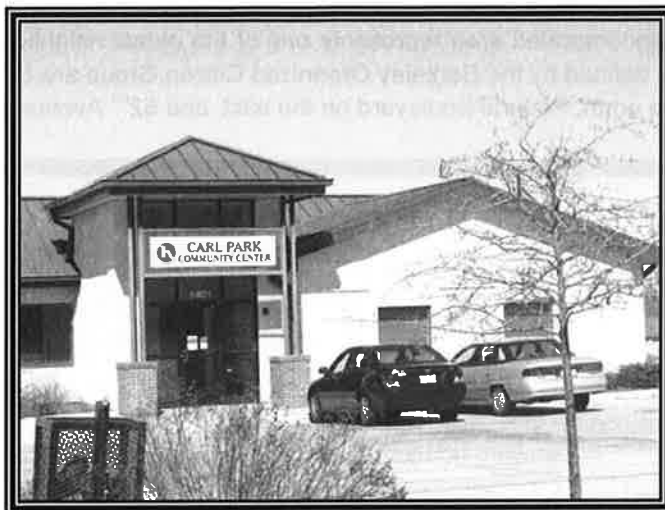
In order to keep the plan fresh and relevant, the Berkeley Neighborhood Plan should be readopted at least every five years. This should be done as a shared effort between the Berkeley Neighborhood Association and Adams County. This will serve to track the progress made toward plan goals and to update the plan with new direction from the community.

Planning, of course, does not guarantee by itself that problems the community identifies will automatically be addressed and solved. What it does, however, is to bring together residents to develop a shared understanding of the present and vision for the future. The fact that residents take the time to go through a rigorous set of steps together lends great legitimacy to those concerns they had been individually expressing previously. And while all manner of political and economic hurdles may stifle promising goals and plans, the plan residents produce shows everyone that residents have a vested interest in their community.

-1992 Berkeley Neighborhood Plan

Process

The Berkeley Neighborhood Plan was created over several months beginning in March 2007. On March 30, 2007, a letter from the neighborhood association was sent out to every property in the neighborhood announcing the process and creation of the plan. Five neighborhood meetings followed spanning from April to August 2007. After each meeting a summary of the meeting and a schedule of upcoming events were mailed out by the County. A summary of each meeting is provided with this plan.



Each meeting contained one or two guest speakers who gave presentations on the topic at hand, followed by a question and answer session. This served to educate residents on the current situation in the neighborhood and to provide feedback from the neighborhood directly to service providers. Residents created goals for the Plan and discussed possible action items designed to achieve that goal during the last part of each meeting.

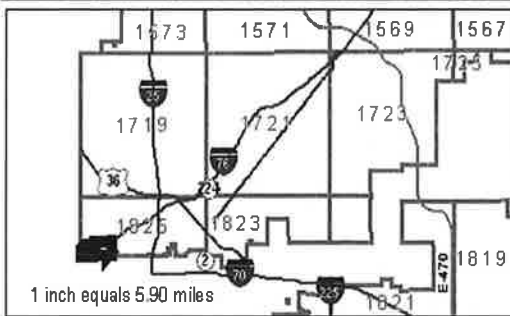
An average of 26 neighborhood residents attended each meeting with nearly forty residents attending the kick-off meeting on April 9, 2007. Below is a summary of events:

Date	Location	Topics	Attendance
30-Mar-07	Letter	Kick-off letter sent to all residents within the Berkeley Neighborhood informing them of the plan and future meetings.	N/A
9-Apr-07	Carl Park	1st of 5: Focus on current zoning and land use within the neighborhood.	40
7-May-07	Carl Park	2nd of 5: Focus on infrastructure, drainage, streets and utilities in the neighborhood.	32
4-Jun-07	Carl Park	3rd of 5: Focus on public safety with discussion of emergency services, animal control issues, code enforcement and possible future efforts through the Berkeley Neighborhood Plan.	22
9-Jul-07	Carl Park	4th of 5: Focus on Regis and how it affects the neighborhood and what can be done to lessen the impacts and maximize cooperation in the future.	18
6-Aug-07	Carl Park	Final Meeting: Wrapped up the process outlining the residents' vision for the future of the neighborhood.	20

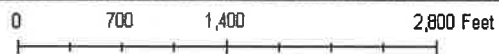
Neighborhood Description

The Berkeley Neighborhood is located in the far southwest corner of Adams County. This unincorporated area represents one of the oldest neighborhoods in the County. Its boundaries, as defined by the Berkeley Organized Citizen Group are Sheridan Boulevard on the west, I-76 on the north, Federal Boulevard on the east, and 52nd Avenue or the county boundary on the south.

The Berkeley Neighborhood



Locator Map



LEGEND

- ★ Special Zoning Conditions
- 3 Section Numbers
- Railroad
- Major Water
- Zoning Line
- Sections
- ▨ Airport Noise Overlay
- ▩ Incorporated Areas

Map Created July 2008

Background and History

History

Source of Information

Information about the history of the Berkeley Neighborhood was gathered during the creation of the 1992 Berkeley Neighborhood Plan from, 1) interviews with residents who have lived in the area as it first developed, and 2) newspaper articles and books obtained from the Denver Public Library--Western History Section. These observations are reprinted below.

Observations

Prior to the development of the Berkeley Neighborhood, trail-blazer Jim Baker operated a ferry and later a toll bridge across the "turbulent" Clear Creek in the 1860's. His family settled in an area a little west of what is now Tennyson Street. (The graves of the Baker's were probably unearthed when the area was being bulldozed for the mobile home park.)

In 1879, John Brisben Walker entered into the area. He developed the area into a 1600-1700 acre alfalfa farm known as Berkeley Farm named after Berkeley Springs, Virginia. Walker also gave fifty acres of his farm for the development of a Jesuit College, presently Regis University. Walker sold his land to a Kansas City developer who eventually developed the area into a suburb.

In 1892, on the petition of 41 residents, a town was incorporated under the name of "The Town of North Denver." Its boundaries were roughly 52nd Avenue to the north, Sheridan Boulevard to the west, 44th Avenue to the south, and Federal Boulevard to the east. In 1898 the town council changed the name to Berkeley City.

By this time some residents of Berkeley had domestic water, but largely the residents still relied upon backyard wells. The eastern stretches of Berkeley Hill were slow to develop. Around 1910 there were only three houses between Regis College and the Henry Weirich celery farm at the east end of Rocky Mountain Lake. The area at this time was largely occupied by truck farmers, farmers who took their fruits and vegetables into Denver to sell, and the area remained this way through the 1940's.

The Berkeley area was eventually socially divided into two parts: Lower Berkeley and Berkeley Hill. (School for lower Berkeley was the Louisa M. Alcott Elementary School, built in 1892. The Berkeley Hill children went to Berkeley School at West 50th Avenue and Lowell.) Despite this separation, the Berkeley neighborhood continued to develop throughout the mid-twentieth century largely through subdivisions, with the most growth arriving in the 1950's and 1960's, to eventually achieve its present day residential status.

Other Historical Facts

*Rocky Mountain Lake (now in Denver) was once a water hole (natural spring) where early travelers stopped on the way out of Denver.

*Berkeley Lake was once a swampy pond developed into a reservoir by the Rocky Mountain Ditch Company in 1885. In 1894, there was a popular family resort and dance hall on the south side of Berkeley Lake. In the 1900's, Berkeley Lake was a popular swimming hole but stopped functioning as such in the 1950's.

*Interlochen Country Club (18 holes) was built in 1902, eventually divided by 1-70 into Willis Case Golf Course (9 holes).

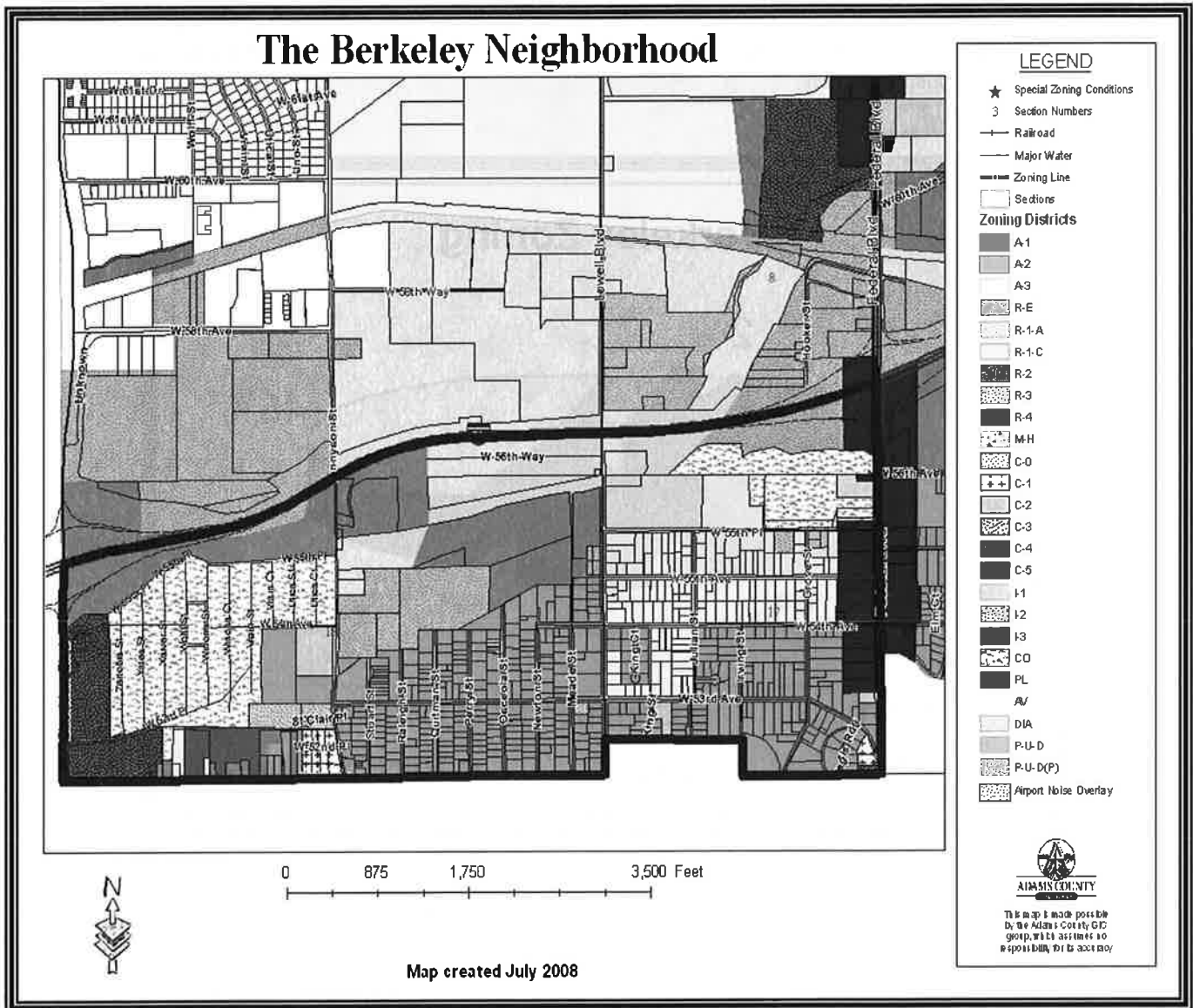
*Smiley Library located in Berkeley Park was built in 1918.

*Early Berkeley area residents were considered to be hardworking home-owning individuals who wanted the "quiet and fresh air of a moderate country suburb."

Present Conditions

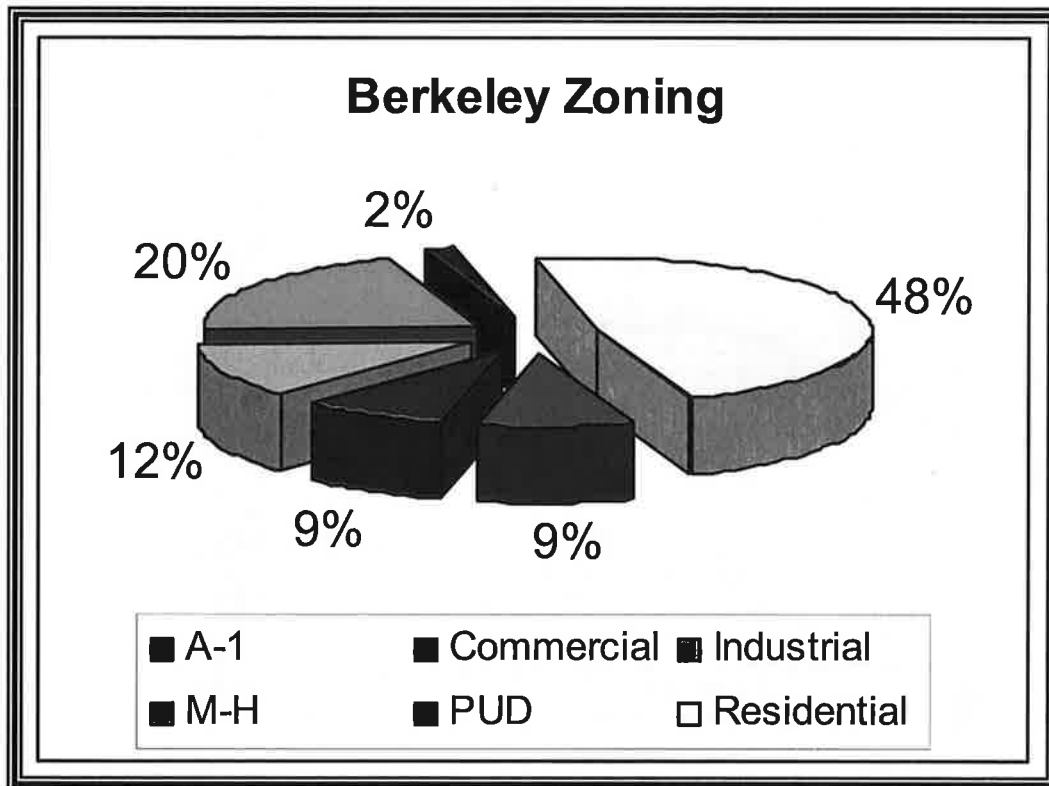
Zoning

Zone Districts were created by law in Adams County to control the use of land and buildings, regulate the location, height, bulk and size of buildings and other structures, and to provide for minimum separation between uses and buildings. The latest version of the Zone District Regulations was adopted January 22, 2007. A map showing the location of the various districts is shown below.



The Berkeley Neighborhood has a wide variety of zoning designations- Agriculture (A-), Commercial (C-), Industrial (I-), Mobile Home Dwelling (M-H), Planned Unit Development (PUD) and Residential (R-). A Planned Unit Development (PUD) is a development which permits the developer to provide a variety of housing types with an integrated design and layout all within one area. PUDs allow greater flexibility and originality than conventional zoning. In the Berkeley Neighborhood PUD zoning is used to mix commercial and industrial uses.

The primary zoning type within the neighborhood is residential, covering 48% of the land area. The largest numbers of properties are within the R-2 Zone District, accounting for 426 of the 805 parcels. According to the Adams County Zone District Regulations, the purpose of the Residential-2 District is to provide a residential district which permits two-family dwellings and single-family homes in a moderate density setting. The next largest categories are Mobile Home at 20% and Industrial at 12%.

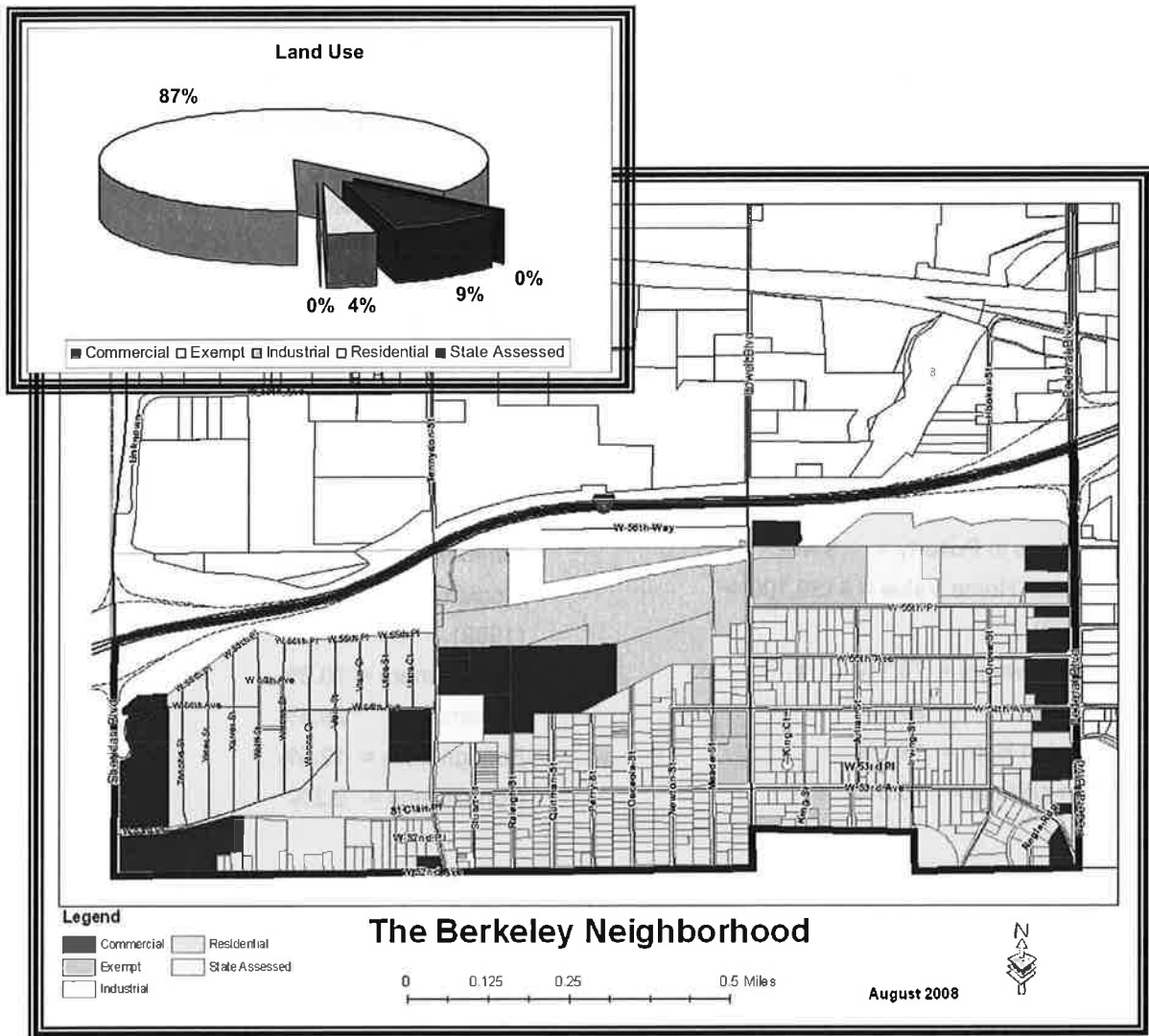


Land Use

Land Use differs from Zoning in that it focuses on the actual use of the land, rather than what it is zoned. The Land Use data shown below comes from the tax category data used by the Adams County Assessor.

State Assessed property is property that is valued at the state level and not locally. The state sends the Assessor's Office the value and then the Assessor taxes it. This is used by utility companies that have utility lines, telecommunication companies, and railroad companies that have tracks running through many counties.

Exempt property is property that is exempt from property tax. This can be done in two different ways. Cities, Schools, Fire Districts or any other special district that owns property in Adams County are automatically exempt. Religious and Charitable organizations can apply to become tax exempt through the State of Colorado. Once the exemption is approved, they are removed from the tax roll and become tax exempt.



Demographics

Census 2000 Demographics

BERKELEY

Population = 3,602

Race

White = 80.3%

Black = 0.9%

Am. Indian = 1.9%

Asian = 1.1%

Other race = 11.9%

Two+ races = 3.6%

Hispanic = 35.6%

Median age = 32.9

Average Household Size = 2.62

Average Family Size = 3.2

Household Composition

Singles 25.9%

Married w/ children 19.4%

Married no children 22.5%

Other family members 21.3%

Non-Family 10.8%

Median Household Income = \$34,403
(1999)

Persons in Poverty = 9.4%

Median Home Value = \$139,100
(1999)

Homeowners = 70.1%

Renters = 29.9%

Foreign Born = 12.7%

Non-citizens = 10.5%

Employed Outside of County = 81%
(Block Groups 97.503, 97.504, 97.505)

ADAMS COUNTY

Population = 363,857

Race

White = 77.3%

Black = 3.0%

Am. Indian = 1.2%

Asian = 3.2%

Other race = 11.7%

Two+ races = 3.5%

Hispanic = 28.2%

Median age = 31.4

Average Household Size = 2.81

Average Family Size = 3.27

Household Composition

Singles 21.2%

Married w/ children 28.4%

Married no children 26.9%

Other family members 17%

Non-Family 6.5%

Median Household Income = \$47,323
(1999)

Persons in Poverty = 8.9%

Median Home Value = \$149,800
(1999)

Homeowners = 70.6%

Renters = 29.4%

Foreign Born = 12.5%

Non-citizens = 9.2%

Employed Outside of County = 60.1%

A Vision of Berkeley's Future

Neighborhood residents talked about their vision for the Berkeley neighborhood during two community visioning exercises. These exercises helped to point out the strong points of the neighborhood and allowed residents to tell their expectations and hopes for the area. A formal community vision was not created; rather, residents laid the groundwork for future neighborhood visioning and strategic planning.

Berkeley neighborhood residents generally have a mixed view of their neighborhood. They see both positive and negative sides of the area, and parts that are somewhere in between. Things that one resident may define as positive may be called negative by another. At present, residents



see large, open areas and Regis University. They see blighted homes, but they also see people working on home improvements. They see absentee landlords and unkempt yards and foreclosed houses. They see committed community members, children and babies, and walkers and bikers. Residents see the impact of poor drainage and curb and gutter problems. They see graffiti, heavy traffic, drugs and alcohol, and dead trees. They don't see schools or playgrounds. Most importantly,

Berkeley neighborhood residents see potential.

In the near future, Berkeley neighborhood residents would like to see more pride and home investment, in addition to a diversity of housing options and residents. They want to see low density, but they also want to have the freedom to develop their property as they see fit. They would like more parks, open spaces, and bike paths to be developed. They want the neighborhood to be safer and to see more children and parents walking to school.

Looking 10 years into the future, Berkeley neighborhood residents would like to see some changes in the area. They want Berkeley to be a neighborhood they can continue to be proud of and to see all neighbors getting along. They would like the redevelopment of Berkeley Gardens Elementary school to include recreational activities, such as a school, library, and park, which are accessible to the public via sidewalks. They want traffic corridors in Berkeley to be free of blighted properties and include mixed zoning. And finally, they would like to see Hyland Hills complete Clear Creek Regional Park.

POLICY PLAN

Land use, Zoning and Housing

Summary

Nearly forty neighborhood residents attended the kick-off meeting for the planning process on April 9, 2007. Staff from the Community Resource Center and two Adams County Planning and Development Department staff also attended. The meeting focused on current zoning and land use in the neighborhood. County staff gave a short presentation on zoning and the development process, followed by a question and answer session designed to draw out neighborhood issues and possible solutions.

Residents identified issues centered on keeping the neighborhood's single-family character by limiting new multi-family, commercial, and industrial uses. People agreed additional strip malls and mobile home parks should be prohibited within the neighborhood. The rural or open feel of the neighborhood was named a strength of the area, although there is a need for more parks and better access to existing parks and trails, as well as more activities for kids.

Residents feel the County needs higher housing standards and new laws to enforce them, especially for safety and appearance. The County needs policies and regulations for absentee landlords in particular. A common belief is that Regis students renting private homes tend to cause more problems in the neighborhood than those living in properties owned and operated by the university.

Overlay Zoning:

Many communities use overlay zones as part of their zoning regulations to protect certain natural or cultural features. Overlay zones build on the existing zoning by creating additional requirements. An overlay zone can be created for a specific neighborhood to preserve its character and design by ensuring new construction and additions to existing buildings are compatible with the existing character and building types found in the neighborhood.

Many neighborhood residents showed an interest in creating a neighborhood overlay zone, but even though a "sub-committee" meeting was held to investigate this process, no specific zoning language was devised. Residents hope that this neighborhood plan will provide Adams County with additional guidance until an actual Overlay Zone is made. This may incorporate some of the following measures:

- more public input on splitting or consolidating lots
- large setbacks
- rear garages
- Create design standards for new construction and remodels
- Define neighborhood character
- Preserve rural or open feel, not many sidewalks
- No more "Regis Place" design and density (R4)
- Encourage economic diversity in housing types
- Limit on-street parking
- No overnight parking
- Traffic calming measures
- Neighborhood demarcation – signs and street-lighting theme

IMPLEMENTATION

Goal 1: Maintain the single-family nature and open character of the neighborhood.

Objective 1.1:

Create specific language for an Overlay Zone District for the neighborhood to ensure vacant parcels and redeveloped parcels are developed in a manner consistent with surrounding residential uses.

Objective 1.2:

Minimize large concentrations of high-density rental properties.

Objective 1.3:

Minimize encroachment of commercial and industrial uses into the neighborhood.

Objective 1.4:

Increase the amount of park and recreation opportunities within the neighborhood.

Objective 1.5:

Increase the visibility and accessibility of parks and open space in the neighborhood.



Goal 2: Maintain and improve the visual appearance of the neighborhood.

Objective 2.1:

Maintain and improve the appearance of existing homes and properties utilizing neighborhood resources and by continuing a neighborhood Paint-a-Thon Program.

Objective 2.2:

Develop a friendly "good neighbor" letter outlining the basic property maintenance standards which can be sent by the Berkeley Neighborhood Association to the resident and/or property owner of properties with significant problems.



Objective 2.3:

Coordinate with Adams County Code Enforcement to address significant code violations.

- a) Develop a cautionary letter from the Neighborhood Association seeking voluntary compliance for clear code violations cases and maintain a log of when properties were reported, the issue, and the response.
- b) Encourage more proactive code enforcement of properties by Adams County.
- c) Encourage Adams County to create Administrative Citation powers as an alternative means to ensure code compliance.

Objective 2.4:

Create neighborhood resources and incentives for compliance which may include:

- a) Establish a neighborhood Tool/Equipment Lending Library for persons to borrow lawn mowers, trimmers and other equipment to assist with clean up. This could possibly be done in partnership with the Paint-a-Thon Program.
- b) Support a local volunteer group or non-profit which would do basic yard maintenance for a reasonable fee. Consideration could be given to developing a youth employment program to develop a yard crew.
- c) In some cases, arrange for volunteer groups such as the Boy Scouts, or other organizations to assist with maintenance and help carry junk and debris to the curbside.

Objective 2.5:

Persuade Adams County to create policies and regulations to compel absentee landlords to better maintain their properties such as rental housing permits.

Objective 2.6:

Enact higher housing standards and mechanisms to enforce them, particularly for safety and appearance.

Objective 2.7:

Investigate the creation of unified neighborhood signage and entry treatments.

- a) Apply for a County mini-grant for gateway installation.
- b) Hold a gateway design competition

Objective 2.8:

Encourage Adams County to investigate funding for programs to inventory and remove dead and dangerous trees.

Streets, Drainage and Utilities

Summary

Thirty-two neighborhood residents attended the second meeting on May 7, 2007. Staff from the Berkeley Water and Sanitation District, Adams County Public Works, Adams County Planning and Development, and Adams County Community Development also attended. The focus was on infrastructure: drainage, streets and utilities in the neighborhood. Staff gave short presentations, followed by question and answer sessions.

Public Works:

Staff confirmed the group's belief that additional street and sidewalk projects are not possible in the Berkeley Neighborhood until significant drainage issues are resolved. Berkeley's topography and age make engineering solutions difficult and costly. Drainage projects are very expensive and must be funded in the County budget over several years. Usually only one large drainage project can be funded at a time. The Urban Drainage and Flood Control District (UDFCD) created outfall system plans that affect the area. Projects are listed in the outfall system plan. UDFCD can contribute funds for projects listed in the outfall system plan for construction of regionally significant projects; however, the County has to come up with the funds for design, right-of-way, and construction.

Berkeley Water and Sanitation:

BWS is a small district facing big challenges. Most of the existing pipes are old and as they age, more needs to be replaced. Funds for repairs and improvements are limited as district revenues are decreasing due to depreciating assessed values. Funds from rate increases are due to increased costs from water suppliers and wastewater treatment providers and the money goes to them. The District has also identified many key projects needed to loop water mains in order to increase water quality, reliability, redundancy, and water pressure and flow. The Master Plan projects total over \$7 million in needs, and the district has about \$300,000 saved up for it. The only way for the District to build improvements is through new private development installing the improvements. This also brings in revenue from water taps.

After the presentations and a question and answer session, the neighborhood group brainstormed goals and objectives for the neighborhood plan. Goals identified are included on the following pages.

IMPLEMENTATION**Goal 3: Provide for safe and adequate public improvements in the neighborhood.****Objective 3.1:**

Persuade Adams County to create an infrastructure master plan for the Berkeley Neighborhood.

Objective 3.2:

Convince Adams County to identify, prioritize and fund a drainage improvement project in the neighborhood.

Objective 3.3:

Ensure Adams County maintains safe, clear sidewalks that are up to ADA standards throughout the neighborhood.

Objective 3.4:

Identify gaps in the streetlight network and/or dark and dangerous areas in the neighborhood and compel their remediation, e.g. 52nd Avenue and Sheridan Boulevard, Tennyson Street from 52nd Avenue north to the creek.

Objective 3.5:

Urge Adams County to install sidewalks on Lowell Boulevard from 56th Avenue north to 62nd Avenue.

Objective 3.6:

Investigate the process and cost of placing utilities underground in the neighborhood.

Goal 4: Improve the functionality and safety of the street network.**Objective 4.1:**

Convince Adams County to fund a comprehensive traffic study for the neighborhood.

Objective 4.2:

Investigate measures to improve pedestrian safety throughout the neighborhood.

Objective 4.3:

Promote a walkable and bikeable environment in the neighborhood through the addition of missing sidewalks, bike paths, and bike/pedestrian connections.

Objective 4.4:

Reopen 56th Avenue from Lowell Boulevard to Tennyson Street.

Objective 4.5:

Investigate how to limit cut-through traffic in the neighborhood.

Objective 4.6:

Seek funding for improvements to 53rd Avenue such as street widening, additional sidewalks, and no parking signs.

Objective 4.7:

Request the following specific improvements to 52nd Avenue: 1) a turn lane or acceleration lane at Sheridan Boulevard; 2) a traffic light at Lowell Boulevard; 3) realign the offset intersection at Tennyson Street.

Objective 4.8:

Educate residents and encourage them to use the Traffic Complaint Form on the Sheriff's website at <http://webapps.co.adams.co.us/SheriffWeb/TrafficComplaintForm.pdf> to report speeding problems.

Objective 4.9:

Educate residents to encourage Sheriff's deputies to enforce weight limit signs on residential streets and to report to deputies where violations are occurring, such as 54th Avenue near Federal Boulevard.

Goal 5: Increase transit opportunities in the neighborhood.**Objective 5.1:**

Persuade RTD to reinstate bus service on Lowell Boulevard.

Objective 5.2:

Ensure adequate connections are made between Berkeley and the future Gold Line stations.

Objective 5.3:

Advocate for the creation of a Call and Ride system in the neighborhood.

Goal 6: Support the Berkeley Water and Sanitation District's efforts to implement its Master Plan.**Objective 6.1:**

Write letters in support of BWS grant/funding applications for improvements in the neighborhood.

Objective 6.2:

Work with BWS to support infrastructure development.

Objective 6.3:

Write letters of support for development projects that will provide key infrastructure links for the District.

Objective 6.4:

Work with Adams County to coordinate improvement projects and to form partnerships with the District to make improvements in the neighborhood.

Safety and Law Enforcement

Summary

Twenty-two neighborhood residents attended the third meeting on June 4, 2007. Firefighters from the Southwest Adams County Fire District, Deputy David Gabel from the Adams County Sheriff's Office, the Community Resource Center, Adams County Planning and Development, and Adams County Community Development also attended. The focus of this meeting was on public safety with discussion of emergency services, animal control issues and code enforcement and possible future efforts through the Berkeley Neighborhood Plan. County and District staff gave short presentations, followed by question and answer sessions.

Southwest Adams County Fire District:

Deputy Fire Marshall Gary Fletcher and six fire department staff discussed the history of the fire department, the 2006 year end report, its list of programs, and answered questions from community members. The Department is proud that it has met the Insurance Services Office (ISO) standards to earn a Class 3 which translates into cost savings for taxpayers. Standards relate to a department's dispatch center, engine companies, fire hydrants, fire personnel, training, and water supply systems.

At the end of 2006, the Southwest Adams County Fire Department had made a total of 2,615 calls; 467 of which were for fire and 2,148 were for Emergency Medical Services (EMS). The EMS Division includes two ambulances, and the Department offers a variety of classes for business and community members. Twenty-one Fire Prevention Programs, six Juvenile Fire Setters classes, and six CPR classes were hosted in 2006. All students 1st-5th grade receive the fire prevention program; over 4,200 children were taught in October 2006 alone. The Department also provides home safety inspections, business fire extinguisher classes, and child safety seat inspections. The district is concerned that three of the hospitals they transfer folks to are moving further away. These are the University of Colorado Hospital, The Children's Hospital, and St. Anthony Central Hospital, but residents should know that patients are always transferred to the most appropriate hospital according to the situation at hand, and patients can always request to be taken to a certain hospital.

The District wants residents to know what they can do to assist emergency responders:

- Be sure to have a visible, contrasting address of at least four inches in size on your home.
- Keep all walkways free of debris and bushes.
- Keep your home and walkways well lit.
- Give 911 operators as much information about the emergency and its location as possible.
- If you have a dog or dogs, be sure to keep them confined in a room if staff needs to enter your house.

Adams County Sheriff:

Deputy David Gabel, Crime Prevention Specialist for the Adams County Sheriff's Office updated the group about recent activities and answered questions. Deputy Gabel and the group discussed some public safety issues in the neighborhood and what the Sheriff's Office is doing about them. He said that neighborhoods are becoming safer because groups, like this one, are coming together and working as partners with the Sheriff's Office.

Recently, the Sheriff's Office got sample graffiti removal materials from a manufacturer in Commerce City which seems to be effective. The Sheriff's Office would be happy to share these materials with the neighborhood group. Deputy Gabel also let the group know about the opportunity to get money from the Colorado Community Policing Consortium. Grants of up to \$2,000 are available for graffiti removal programs. He also encouraged the Association to ask local businesses to help fund neighborhood projects since they are also members of the community.

IMPLEMENTATION**Goal 7: Continue to build strong relationships with public safety agencies serving the neighborhood.****Objective 7.1:**

Continue to have representatives from the Sheriff's Office attend Neighborhood Association meetings.

Objective 7.2:

Participate in ongoing public safety programs such as Neighborhood Watch, Operation Identification, National Night Out, and Fire Prevention Education.

Objective 7.3:

Create opportunities for community policing and expanded outreach programs from the Sheriff's Office.

Goal 8: Work to eliminate graffiti in the neighborhood.**Objective 8.1:**

In partnership with Adams County and the business community, create a pilot program for graffiti removal.

Objective 8.2:

Obtain grant funds and business sponsorship for graffiti removal products.

Objective 8.3:

Cooperate and coordinate with the Sheriff's Office to report graffiti and catch the perpetrators.

Goal 9: Increase controls on nuisance animals.**Objective 9.1:**

Educate residents about existing animal control ordinances and responsibilities.

Objective 9.2:

Create a "good neighbor" letter from the Neighborhood Association to first provide information on rules, then to serve as an initial violation notice.

Objective 9.3:

Put more teeth into Adams County's animal control ordinance.

Educational Institutions

Summary

Eighteen neighborhood residents attended the fourth meeting on July 9, 2007. Tom Reynolds, Vice President of Mission, Diane Cooper, Dean of Students, from Regis University, staff from the Community Resource Center, Adams County Planning and Development, and Adams County Community Development also attended. The focus of this meeting was about how Regis affects the neighborhood and what can be done to lessen impacts and maximize cooperation in the future.

Regis University:

Residents were positive about the way student housing owned by the University runs within the neighborhood. It seems most problems with students tend to come from properties not owned by the University. Regis purchased a lease on a property at the end of Grove Street which will be called Ignatian Village and house 32 students in the fall. All students must now behave according to the University Standards of Conduct, which is outlined in the Student Handbook at www.regis.edu. If Berkeley residents have problems with Regis students they should call the Adams County Sheriff, if necessary, the Office of Mission at 303-458-4087, or Student Life at 303-458-4086.

When asked about Regis' plans for expanding student housing in the neighborhood, Mr. Reynolds responded there is no Master Plan and properties are purchased and developed on a case-by-case basis. However, the University will be creating a Master Plan starting in the fall of 2007. The Master Plan will likely be focused mainly on the Regis campus, but should address the boundary areas of the campus as well. Berkeley residents as well as Adams County Staff will be invited to participate in the plan.

Adams School District 50:

Berkeley Gardens Elementary School opened in 1917 as a three-room red brick building known as School District No. 98. In 1977, Berkeley Gardens was remodeled to accommodate the large enrollment. Due to high maintenance costs and prohibitively expensive rehabilitation costs, Berkeley Gardens will be closed at the beginning of 2009. Students currently attending Berkeley Gardens are scheduled to attend the new elementary school, located at 3475 West



67th Avenue in Goat Hill. Berkeley residents are very concerned about the closure of the Berkeley Gardens School, both from the impacts on the students to the potential impacts on the neighborhood if the school site is redeveloped in an undesirable way. It is worrisome that students will no longer have a neighborhood school and will need to be bussed north to Goat Hill. At a minimum, the District should provide a bus pickup at the site of the old school, if this can be worked into the redevelopment plans. Many Berkeley residents feel strongly that School District 50 should also work to make certain the property always contains a strong community purpose such as continuing education, a library, community center, and/or parks and recreation.

IMPLEMENTATION**Goal 10: Increase opportunities for cultural and social interaction between Berkeley residents and Regis University.****Objective 10.1:**

Continue to have representatives from Regis University attend the Neighborhood Association meetings.

Objective 10.2:

Increase access to the Regis campus and events for neighborhood residents.

Objective 10.3:

Advocate a band shell or other performance venue be created at Hyland Hills' Clear Creek Park for use by Regis music/performance students and groups.

Goal 11: Reduce the impacts of Regis students parking in the Berkeley neighborhood.**Objective 11.1:**

Further investigate the implementation of resident parking only permits.

Objective 11.2:

Investigate having no parking signs erected by Adams County.

Objective 11.3:

Solicit Adams County for action on Berkeley's preferred method of addressing the parking problem.

Objective 11.4:

Work with Regis staff to educate students on where to park besides Berkeley streets.

Objective 11.5:

Investigate how Denver has implemented no parking zones and the feasibility of implementing such a program in Adams County.

Goal 12: Achieve redevelopment of the Berkeley Gardens school site for neighborhood or community oriented purposes.**Objective 12.1:**

Advocate reuse of the property includes community uses such as a library, community center, or parks and recreation.

Objective 12.2:

Request School District 50 provide a school bus stop at the former school for students who need to be bussed to the new school.

Objective 12.3:

The Berkeley Neighborhood Association shall write a letter to School District 50 stating the above requests should be included in any sale agreements for the property.

Goal 13: Expand youth activities in the neighborhood to promote positive community involvement.

Objective 13.1:

Persuade Adams County, School District 50, and Hyland Hills Park and Recreation District to build more facilities for youth activities.

Objective 13.2:

Work with local service organizations to promote opportunities for youth at area parks and facilities.

Objective 13.3:

Work with School District 50 to increase sports, arts, and recreation opportunities for youth at area schools.

Credits

Neighborhood Participants

Anton Antokhin	Jay Perkins
Betty Bartholomai	Richard Perry
Jacque Basile	Jan Peterson
Wendy Carter	Joe Posey
Betty Chalmers	Margaret Posey
Sherry Collier	Bob Poland
Tyson Collier	Michael Radde
Loretta Cornett	Michael Redmond
Malia Crouse	Dennis Ritz
Anne Donohoue	Gene Robbins
Pauline Jamsay	Gloria Rudden
Scott Jensen	Michael Rudden
Jose Jimenez	Jonathan Savelle
Rosita Jimenez	Jamie Skaronea
Carroll Jones	Bev Snyder
Lee Jones	Louise Solano
Maggie King	Anne Stonebaker
Maynard King	Anne Talich
Joe Kottenstette	Paul Turco
Marty Lordier	Bonnie VanRoehel
Barbara McLaughlin	Gregory Wagner
Geo McLaughlin	Jim Watts
Lorne Mattax	Sandra Watts
Diane Neill	Fritz Zeigler
Karen Pautler	Penny Zeigler
Larry Peltz	

Guest Speakers

Dr. Tom Reynolds, Regis University

Diane Cooper, Regis University

Deputy Fire Marshall Gary Fletcher, Southwest Adams County Fire Department

Deputy David Gabel, Adams County Sheriff's Office

Shannon McDowell, Adams County Planning and Development

Anthony Spano, Berkeley Water and Sanitation District

Bill Willis, Martin/Martin – Berkeley Water and Sanitation District

Mark Omoto, Adams County Public Works

Stephen Gordon, City and County of Denver Community Planning & Development

Staff Participation**ADAMS COUNTY PLANNING AND DEVELOPMENT**

Stacey Dickson, Planner II

Shannon McDowell, Planner II

ADAMS COUNTY COMMUNITY DEVELOPMENT

Mariana Ledezma, Community Outreach Coordinator

Artie Lehl, Community Development Program Manager

Josiah Masingale, Community Outreach Coordinator

COMMUNITY RESOURCE CENTER

Frank Lucero, Director of Community Development

Shelly Smart, Community Development Consultant/Trainer

Appendix One*Flip Chart Notes from Berkeley Community Meeting held February 11th, 2008***What does the ideal Berkeley community look like?**

<ul style="list-style-type: none"> • Clean • Safe • Neighborly • Quiet • Communication • Improved walkways • Improved drainage • Pride of ownership • Tranquil • Rural • Unified • Family friendly • Self-sustaining 	<ul style="list-style-type: none"> • Orderly • Open spaces • Local businesses • Business friendly • Pastoral • Responsive • Retail • Infrastructure • Quality schools • Diversity • Regis U. partnership • Great views • Off-street parking 	<ul style="list-style-type: none"> • Single family homes • Safer traffic • Beautification • Trees • Neighborhood teamwork • Parks • Playgrounds • Buried utilities • Street lights
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What are the barriers to an ideal Berkeley?

<ul style="list-style-type: none"> • County enforcement • Laws pit neighbor vs. neighbor • Lack of education about laws • Lack of code enforcement officials • Selective enforcement • High speed traffic • Poverty level • Incomplete park 	<ul style="list-style-type: none"> • Landlocked • Money • Lack of schools • Too much traffic • Regis renters • Absentee landlords • Space for biz • Transients • Communication • No voice • Changing demographics 	<ul style="list-style-type: none"> • Anti-Regis mentality • Limited parking • No traffic weight enforcement • Over occupation in residents • Graffiti/ junk cars • Lack of resources • Infrastructure • School district busing
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What are some actions to these barriers?

<ul style="list-style-type: none"> • County budget adjustments • Cut taxes • Access to County Commissioners • Get personally involved • Change codes to fit neighborhood needs • Local business involvement • Action oriented plan 	<ul style="list-style-type: none"> • Neighborhood watch • Neighborhood resource book • Speed bumps • Petition businesses for change • Grassroots organizing • Neighborhood events • Purpose to communication 	<ul style="list-style-type: none"> • Get code enforcement to do their job • Clean-up days • Increase project participation • More collaboration with Denver • Demand that AC pay attention to drainage issue • Speed restrictions
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What are you willing to do?

<ul style="list-style-type: none">• Participate in neighborhood events• Crossing guards• Petition for slower traffic enforcement• Street lights• Make sure zoning doesn't change• Believe in what the community group does• Recruit more neighbors	<ul style="list-style-type: none">• More meetings with fun & food• Sector house meetings• Start a sector welcome wagon• Telephone/word of mouth• Meeting more often• Computer work for communications• Begin resource book	<ul style="list-style-type: none">• Educate neighbors about code enforcement• Letter writing campaign• Press releases• Visit County Commissioners
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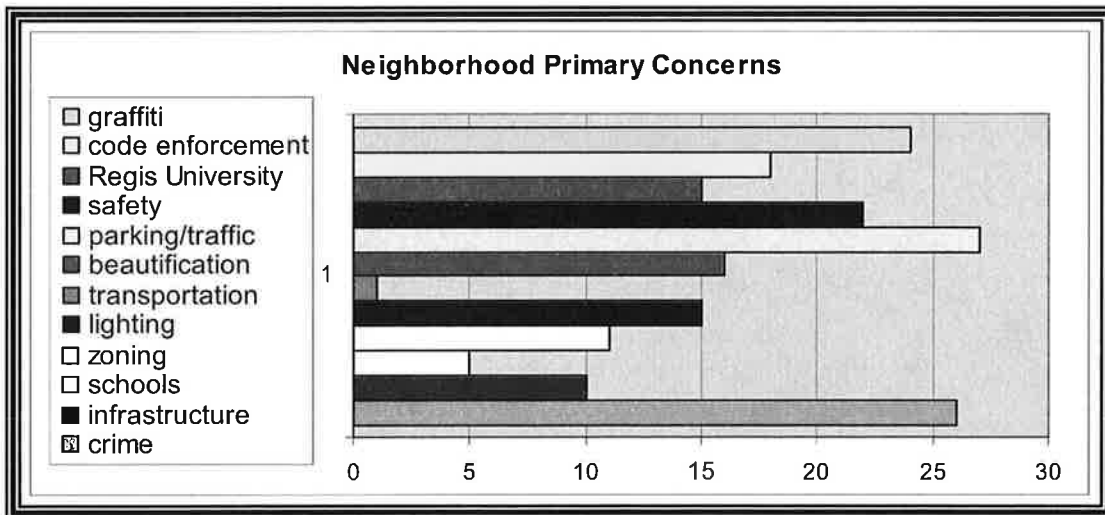
Appendix Two

Berkeley neighborhood survey report

In an effort to help the Berkeley Planning Committee with developing a strategic plan and to set goals for future meetings as well as identifying issues and concerns, a survey was distributed to all residents. A total of sixty-six surveys were returned. Below are the results of the survey.

What are your neighborhood primary concerns?

Crime	Infrastructure	Schools	Zoning
Lighting	Transportation	Beautification	Parking/Traffic
Safety	Regis University	Code Enforcement	Graffiti



Did you attend the Berkeley Neighborhood Plan meeting with Adams County this past summer?

YES	16
NO	49
Maybe, I don't know	1

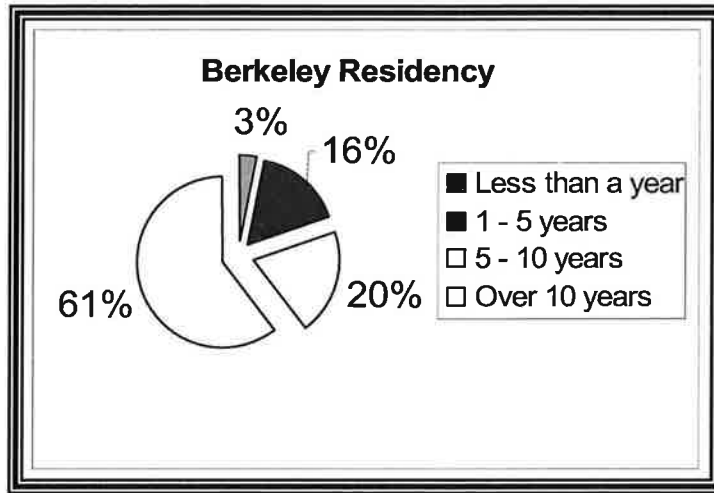
What three things would strengthen your neighborhood?

Greater Presence from the Sheriff's Office	A more involved Code Enforcement Department
Regis University parking takes up spaces	Accountability for absentee landlords
More lighting	Fix Newton Street by adding curbs and parking spaces
A neighborhood watch	Continue with the clean-up days
Meetings/events to get to know our local representatives	Traffic Control and speed limits enforced
Willingness to get involved in your neighborhood improvement	Improve water drainage
Help for the Berkeley Neighborhood Association	Have more home owners
Better schools	Have a "deputy depot" for central information with the Sheriff's Office
Regular newsletters to all addresses	Get to know your neighbors
Solution to speeding on Lowell Blvd.	Deal with graffiti
Increase interest in volunteer work	Stop Regis University

More lighting	Increase police patrol
Create a safer environment for children	No apartment complexes
Truck load limits enforced	Have water pumped from ponds
Traffic is too fast	Better lighting
Regis needs to provide their own parking for students	More stop signs
A traffic control light at 53 rd Ave	Respect from Regis Students
Remove homeless from stairways	More police presence
Update homes	Attention/maintenance to the State Wildlife Preserve
Redevelopment incentives	Increase small business shops on Lowell Blvd.
Drug enforcement	Sheriff's deputies drive too fast without lights and sirens
Clean up the ramp at 53 rd and Federal Blvd.	Better sidewalks
No utility poles	Traffic light at 54 th and Federal Blvd with a left turn arrow
Better snow plow coverage	Better code enforcement
Clean up the neighborhood	Sidewalks for kids
Stop student parties	Noise enforcement

Would you be interested in getting involved in your neighborhood?

YES	26
NO	18
Maybe, I don't know	12

How long have you lived in Berkeley?

The information that was used to compile this data is for the sole purpose of identifying neighborhood issues and concerns so that the Berkeley Neighborhood Association and the Berkeley Neighborhood Plan can set a direction for future projects.

Thank you to all of the Berkeley residents who took the time to fill out the survey. Your input is valuable and greatly appreciated. Thank you!

Berkeley Neighborhood Association
4420 W. 52nd Place, Denver, CO 80212
303-477-9669



Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017



Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:	Town of Bennett		
Type of Organization:	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based		
Tax ID Number:	84-0660595		
Duns Number:	014875686		
Chief Official or Primary Contact:	Trish Stiles		
Contact Information:	Phone: 303-644-3249	Email: tstyles@bennett.co.us	
Mailing Address:	355 4 th St. Bennett, CO 80102		
Project Name:	Bennett Community Food Bank Equipment Acquisition and Installation		
Project Address:	1100 W. Colfax Ave.		
Project Priority (if submitting multiple applications)	2		
Project Start Date: MM/DD/YYYY	03/01/2016	Project End Date: MM/DD/YYYY	10/31/2016
Amount of CDBG Funds Requested	\$79,240		

Provide a **brief** summary of the proposed project in the space listed below. *More detail will be requested in other sections.*

This project request is for new equipment for the Town of Bennett Community Food Bank. The Town of Bennett is seeking funds for the Town operated food bank to improve the capacity of food storage by installing new commercial grade refrigerators and freezers as well as protecting the food bank by installing a generator for the food bank/community center building. This project will include the acquisition of new appliances, utility carts/shelving, and a generator as well as the electrical installation and upgrades needed for the new equipment. The Town of Bennett Community Food Bank is limited by its lack of adequate cold/frozen storage and as a result, food is turned away for lack of storage space. In addition, the electrical needs of the building cause occasional power losses and food supplies are ruined and wasted. Funding of this project will expand the ability of the Town Food Bank to serve both senior and low/mod low to moderate income populations and will increase the capacity to serve cold/frozen food items as well as protection of those items in the event of a power failure by installing a backup generator.

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

Housing Objectives:	Please check
H1- Rental housing is available for low and very low-income populations where rental housing rates are low	<input type="checkbox"/>
H2- Affordable housing is located in areas easily adjacent to services including transit by the low to moderate- income populations	<input type="checkbox"/>
H3- Affordable housing is available for low-income renters that want to buy	<input type="checkbox"/>
H4- Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired	<input type="checkbox"/>
<u>Community and Economic Development Objectives:</u>	
CD1- More job services and job creation for Adams County residents	<input type="checkbox"/>
CD2- Public facilities and community resources are created and enhanced to support low to moderate-income populations	<input checked="" type="checkbox"/>
CD3- Invest strategically in neighborhoods to assist in revitalization	<input type="checkbox"/>
<u>Seniors and other Prioritized Populations:</u>	
SN1- Prioritized populations have housing options, especially those earning less than 40% AMI	<input type="checkbox"/>
SN2- Services available for at-risk children	<input checked="" type="checkbox"/>
SN3- Prioritized populations are educated about housing and service options	<input type="checkbox"/>
SN4- Housing and services options near transit are enhanced for prioritized populations	<input type="checkbox"/>
SN5- Integration of prioritized populations into the community	<input type="checkbox"/>

2016 Adams County CDBG Application- *Project Classification*

Please see instructions (pages 5-7) to ensure you classify your project correctly.

Project Category: <i>Check only one</i>	<input type="checkbox"/> Public Service <input checked="" type="checkbox"/> Public Facility/Infrastructure <input type="checkbox"/> Housing/Economic Development			
Project Subgroup (<i>terms listed in instructions</i>): <i>List only one</i>	Food Bank Facilities			
National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input checked="" type="checkbox"/> LMA	Census Tract:	84.07	
		Block Group:	2	
		Total Population:	1965	
		LMI Population:	1015	
		% of LMI:	52%	
	<input type="checkbox"/> LMC	How many additional low- to moderate income <i>clients</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
	<input type="checkbox"/> LMH	How many additional low- to moderate income <i>households</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
<input type="checkbox"/> LMJ	How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:			
<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?			
<input type="checkbox"/> SBS	Have you confirmed Slum/Blight Spot objective criteria with County staff?			
<input type="checkbox"/> URG	Have you confirmed Urgent Need objective criteria with County staff?			

2016 Adams County CDBG Application- Agency Description

Agency description: Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

The Town of Bennett was incorporated on January 22nd, 1930 and is a municipality in both Adams and Arapahoe Counties. The Town of Bennett has a population of approximately 2,400 residents and is located on the Eastern I-70 corridor.

In the mid 1990's, the Town of Bennett acquired the Bennett Community Food Bank which is housed and located in the Bennett Community Center at 1100 W. Colfax Ave near the western edge of Bennett along HWY 36.

The Bennett Community Food Bank serves the Eastern I-70 Corridor which includes the communities of Watkins, Bennett, Strasburg, Byers, Deer Trail and Agate. Located in the Bennett Community Center, the Food Bank is open the first and third Saturday of every month, 9:00 – 11:00 a.m.; the third Saturday of the month is devoted to USDA Commodities distribution.

The Food Bank has witnessed an increase in the number of families requiring assistance. Monthly the Bennett Community Food Bank assists 200 individuals (80 families). These families not only include residents of the Town but also the unincorporated areas of Adams County.

The Food Bank is supported by monetary and non-perishable food donations from the community, local businesses and local events such as Bennett Elementary School World Food Day Drive, as well as the Boy Scouts Good Turn Week. Our partnerships with the Food Bank of the Rockies, Adams County Food Distribution, 9Cares/Colorado Shares and King Soopers ensure that we are able to respond to the needs of families and seniors in the community.

The Food Bank is overseen by the Bennett Community Food Bank Advisory Board who is a team of volunteers' operating distributions of the Food Bank who report to the Town of Bennett Board of Trustees. The Town also relies on the Town Clerks office for administration of the Food Bank.

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific** as to what the CDBG funds will be used for. Attach additional information as needed.

The Town of Bennett Community Food Bank will accomplish the following items with this grant project: acquisition of a 2-door commercial reach-in refrigerator, a 2-door commercial freezer, a minimum 50kW backup generator, and new utility carts and shelving for food storage. Both pieces of commercial equipment will be installed within the Bennett Community Food Bank, which is co-located inside the Bennett Community Center. Due to the increased electrical loads demanded by commercial equipment, the current electrical systems serving the Food Bank will not be sufficient to power these new appliances. The Town will therefore be required to work with a licensed electrician to sufficiently upgrade the electrical capacity to safely serve this equipment. In order to maintain operations during black-outs and other emergencies, and comply with Tri-County Health Dept. food-safety temperature regulations regarding perishable foods, a minimum 50kW generator will be installed on the premises. An additional utility building will be constructed adjacent to the Bennett Community Center to house the generator and provide necessary storage for ancillary equipment.

The driving force behind the acquisition of additional equipment and a backup generator is a need to better serve the patrons of the Bennett Community Food Bank. These patrons include seniors and children from low/moderate income populations both within the Town of Bennett as well as several surrounding communities. The Bennett Community Food Bank, which is open the first and third Sunday of each month, routinely serves 200 people, of which are 60 senior citizens and 95 children. The current refrigerated storage within the Food Bank consists of older consumer grade appliances, which lack the needed capacity to store cold and frozen items. Because of this inadequacy, Food Bank cold storage is arbitrarily limited resulting in nutritional staples such as dairy, eggs, produce, and meat being routinely turned away. By increasing food storage capacity, the Food Bank will be able to offer more of these necessary items as well as expand their reach among current and future populations.

2016 Adams County CDBG Application- Community Components

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

The Food Bank currently has two old consumer grade refrigerator/freezer combination appliances as well as a small chest freezer that was acquired used a few years ago. The chest freezer was purchased to increase capacity of frozen storage, yet it has proven inadequate to meet growing needs. This arbitrary limit denies the Food Bank the ability to serve important nutritional items such as dairy, eggs, produce and meat. Too frequently, the Food Bank must refuse these vital items when donated or acquired through the Food Bank of the Rockies. Our ability to serve families with children and senior populations who could use these particular foods is thus greatly inhibited. Additionally, power outages on several occasions have resulted in the loss of entire stores of food that would otherwise have been available for families in need. Increasing capacity is only part of the equation and without the security of back-up power the security of these food sources and the health of our patrons is at risk.

The Town of Bennett owns and operates the Food Bank through its own proprietary fund that depends on donations, contributions of the General Fund, and from programs through the State and Food Bank of the Rockies. A project of this magnitude is not feasible for the Town to independently implement at this time. The Food Bank fund balance is routinely less than \$10,000, and this project would easily be ten times that fund balance. The Town is also looking to other grant sources but with usual matching requirements of 50% or greater, the overall financial burden on the Town is too great. Since the Food Bank serves low/moderate income patrons, including seniors and children this makes CDBG funding the preferred solution. Funding from CDBG would be a great opportunity for the Bennett Community Food Bank to increase its capacity and continue to serve our most at risk populations in Bennett, the Eastern I-70 corridor and Adams County.

What are the quantifiable goals of this project? How will they be measured?

(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

The following goals will be achieved with this project.

1. Acquisition and installation of 1 commercial grade two door freezer
2. Acquisition and installation of 1 commercial grade two door refrigerator
3. Upgrade of electrical capacity for the operation of both the freezer and refrigerator
4. Acquisition of 3 utility carts and 1 utility shelving unit
5. Installation of 1 50kw minimum gas or diesel powered generator
6. Installation of 1 storage utility shed

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County	90 indiv/ 36 family	City of Federal Heights	
City of Brighton		City of Northglenn	
City of Commerce City		Town of Bennett	80 indiv/ 32 family

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.

The Eastern I-70 Corridor only has two food banks in operation. The Town of Bennett operates one and the other is located in the unincorporated area of Strasburg. The food banks both operate at different times during each month so that service is not duplicated.

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.

If the full grant request is unavailable the Town would request that the equipment and electrical needs be funded now and the generator would be put on hold until funding can be secured in the future. This would be a minimum of \$12,500. This includes additional funds for work by a licensed electrician which would likely be more expensive without the generator work included.

If the project is not awarded this amount of CDBG funding, how will it be affected?

The Bennett Community Food Bank will continue to operate at its limited capacity and serve the patrons the best of its ability.

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

Again, because of the limited resources of the program and its proprietary funding, leveraging is very difficult in this project. The Town's General Fund may be able to assist but this project falls behind to other important capital needs and will not likely be funded anytime in the near future.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

Yes, the Town of Bennett received CBDG funds last year for the VIA Mobility transportation program. Prior to that the Town of Bennett received funding from CDBG and CDBG-R in 2012 for interior upgrades to the HVAC system and kitchen to the Bennett Community Center. Since 2009, the Town of Bennett has only spent its allocations twice in that time period.

Please list the qualifications of the staff that will be administering the CDBG funds.

The follow are the key personnel that will be involved in processing, implementation and follow-through of all grant transactions for the Town of Bennett. Together they have successfully administered \$7.6 million dollars in grant funding. Their commitment to partner retention is proven by their desire to fulfil the requirements necessary to complete these valuable projects in good standing with their affiliates.

Ms. Stiles is the Town Administrator for Bennett, and is in charge of the day-to-day operations, including hiring and supervising Town staff. Ms. Stiles also develops solutions to community problems and deals with issues such as growth and transportation. She also coordinates intergovernmental agreements with other cities, school districts, regional groups and similar entities. Ms. Stiles holds a Master's Degree in Public Administration from the University of Colorado at Denver. She has worked across the county in several municipalities in planning, community development, budgeting, economic development and project management.

Ms. Summers is the Town Treasurer for Bennett; she is responsible for the grants management and will oversee this project. Ms. Summers holds a bachelor's degree in Political Science, and has managed our Town's financials for the last four years. She prides herself on being well organized and very detail oriented. It is imperative to her that the Town be fiscally responsible and cognizant of spending by building strong relationships with community partners and stakeholders. Rachel will manage the RFP process and project accounting. She will work side by side with the County representative to assure proper reporting and spending of all CDBG funds.

Mr. Johnson is the Town Public Works Director for Bennett, he and provides essential Public Works services to town residents through responsive, efficient and effective delivery of services to every neighborhood and business, and by reflecting a can-do attitude with the citizens and stakeholders to improve the overall quality of life. Through Mr. Johnson's career he has gained extensive, hands on project management, estimation, and consulting and customer service experience. His Bachelor's Degree in Construction Management, with an emphasis in Business Management has positioned the Town with great oversight of our capital improvement projects.

The Town of Bennett's Town Engineer, Daniel P. Giroux, PE, is a civil engineer and project manager, with extensive experience delivering tens of millions of dollars of Colorado municipal infrastructure improvements throughout his 30-year career. As the Town Engineer, Dan will be integrally involved in assuring that the Town successfully manages all aspects of this project, from concept to design, permits and approvals, to project management of the construction.

Please check each item that already exists within your organization:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Financial auditing system | <input checked="" type="checkbox"/> Client eligibility | <input type="checkbox"/> Demographic data collection |
| <input checked="" type="checkbox"/> Written conflict of interest policy | <input checked="" type="checkbox"/> Written procurement procedures | <input type="checkbox"/> Staff salary tracking |

Can the project be completed within one year of receiving this grant? Yes No (Check only one box please)

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

8-12 Weeks RFP process and Selection of Contractor
4 Weeks Ordering of all equipment
8-12 Weeks Construction and Electrical Work

2016 Adams County CDBG Application
-- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)	Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Applied for	79,240
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
Total Source of Funds for this Program		79,240

2. Project/Program Specific Budget (adjust categories as needed)	Amount	
Personnel (Salaries, Training, Etc.)		
Benefits (FICA, Unemployment, Health, Dental, Etc.)		
Consultants		
Insurance (D&O, Liability, Vehicle, Etc.)		
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)		
Supplies and Materials		
Leased or Purchased Equipment	53,740	
Acquisition Costs		
Construction/Rehabilitation Costs	25,500	
Other Operating Costs (please specify)		
Total Program Costs		79,240

3. Total 2016 Organizational Budget (General Fund)	\$2,787,165
---	--------------------

4. What will the CDBG funds be used for ? Please be as specific as possible.
 (Example : \$1,000 for engineer, \$5,000 for building materials)

<u>Equipment</u>	
\$2,495	Commercial Refrigerator
2,995	Commercial Freezer
500	Utility Carts (3)
250	Storage Shelf
45,000	Generator
2,500	Shed
<u>Electrical Installation</u>	
20,000	Generator Installation
3,500	Electrical Upgrades
<u>Construction</u>	
2,000	Shed Installation
Total	
\$79,240	

5. How much program income do you anticipate that this project will generate, if any ?

This is a community service only and does not provide any income.

2016 Adams County CDBG Application

-- Public Service Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) received this service during your last fiscal year?

How many more persons will be served if you receive CDBG funding?

How long would clients receive services from your organization under this project?

Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?

What days and times will services be made available to the public?

Does your agency have experienced staff that will provide the service, or will you hire and train new staff?

How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.

What is the CDBG-cost per client for this project? *(Total CDBG funds requested divided by number of clients served)*

How do you determine current eligibility? What client demographic information does your organization collect?

How have you worked with other agencies to decrease service duplication and increase effectiveness? If so, how?

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?

The Bennett Community Food Bank assists 200 individuals (80 families) on a monthly basis.

Approximately 10,000 visitors come to the Bennett Community Center annually. On a regular basis, users include the following groups from Tri-County WIC, Visiting Nurses, Boy Scouts and Girl Scouts, Young at Heart Seniors Group, Bennett Tae Kwon Do, Prairie Stars Dance Group, 4H, Calvary Chapel Bennett and the Bennett Lions Club.

How many more persons will be served if you receive CDBG funding?

We could serve an additional 20-30 families, or 50 to 75 individuals with the increase in capacity from this project.

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.

Together with the Adams County Staff we feel we have a great deal of experience with the federal procurement regulations and annually contract with an outside auditing agency to assure compliance.

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?

This will require a qualified electrician to complete this work. Any electrical engineering will be completed in-house with the selected electrical contractor. No other architectural/engineering work is foreseen in this project.

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?

Yes, the building is owned by the Town of Bennett and has been owned since its construction in the 1980's.

How long will the facility be used for its intended purpose?

This facility will continue to be used for its current purpose indefinitely. The Bennett Community Center and Bennett Community Food Bank have no plans for relocation at this time.

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?

Fees are charged for the rental of the Community Center portion of the facility but not for the food bank areas or during food bank distributions.

Are funds already in place to operate the facility after improvements?

Yes, the operation of the facility falls under the Public Works Buildings and Grounds Division and is paid for by the Town's General Fund.

What days and times will the facility be open to the public?

The Food Bank is open the first and third Saturday of each month and the facility is open to the public for rentals and other programs on a daily basis. The Young at Heart Seniors group utilizes the facility on a weekly basis.

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No (Check only one box) If no, skip to question 6.

2. Does the site require rezoning? Yes No (Check only one box)

3. Has your organization made an offer to purchase the property? Yes No (Check only one box)

4. Has your organization executed a contract to purchase the property? Yes No (Check only one box)

5. Will any persons or business be displaced by this acquisition? Yes No (Check only one box)

If yes, does your organization have non-CDBG funds

available to pay relocation expenses?

Yes No (Check only one box)

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

Are funds already in place to operate the property after improvements? Yes No (Check only one box)

Will you charge a fee for services provided at this property? If so, how much?

What days and times will the property be open to the public?

2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>

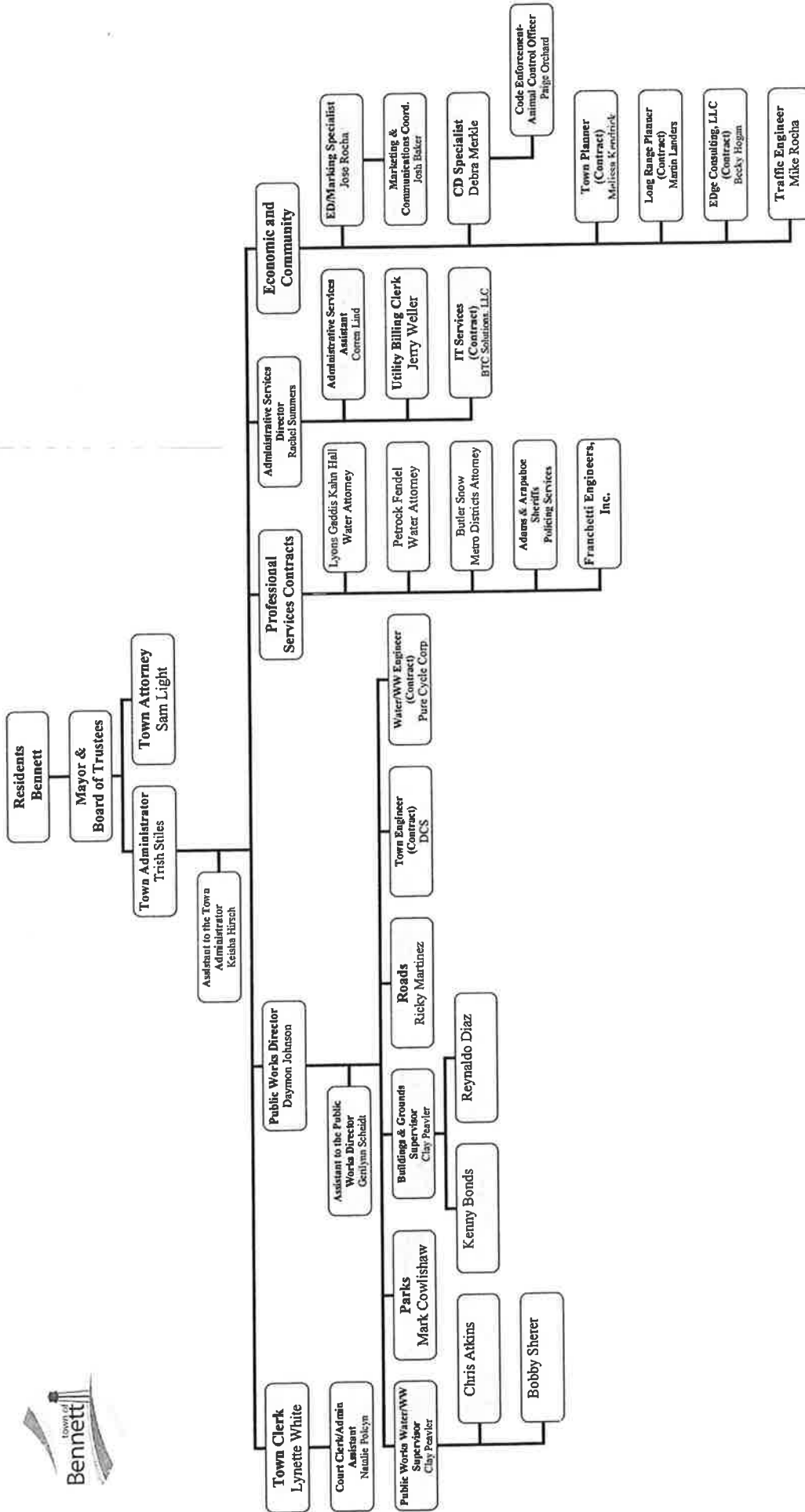
The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.

Print Name: Trish Stiles  Title: Town Administrator
 Date: 11/9/15

Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.

Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratenicio@adco.gov



BOARD OF TRUSTEES

Bayley, Charles Mayor Pro-Tem Elected – 2nd term
Term Expires 4/2016
Town Email Cbayley@Bennett.co.us

Pindell, Royce Mayor Pro-Tem Elected – 1st term
Term Expires 4/2016
Town Email Rpindell@Bennett.co.us

Vittum, Larry Trustee Elected – 1st term
Term Expires 4/2016
Town Email Lvittum@Bennett.co.us

Harrell, Darwin Trustee Elected – 1st term
Term Expires 4/2018
Town Email Dharrell@bennett.co.us

Pieters, Jim Trustee Elected – 1st term
Term Expires 4/2018
Town Email Jpieters@bennett.co.us

Lee, Grider Trustee Elected – 2nd term
Term Expires 4/2016
Town Email Jlee@Bennett.co.us

Pulliam, Richard Trustee Appointed – 1st term
Term Expires 4/2016
Town Email rpulliam@Bennett.co.us

PLANNING AND ZONING COMMISSION

Small, CarolCommissioner Appointment Expires 1/2015
Email johnsmall@darcoinc.com
Buessing, RogerCommissioner Appointment Expires 1/2015
Email rfb244@esrta.com
Clark, WayneCommissioner Appointment Expires 1/2016
Email clark93042@msn.com
Kautz, LeviCommissioner Appointment Expires 1/2016
Email levis68@hotmail.com
Meyers, DebbieCommissioner Appointment Expires 1/2016
Email De9ma25@gmail.com
Owens, DennisCommissioner Appointment Expires 1/2016
Email dennis68gto@aol.com
Pulliam, RichCommissioner Appointment Expires 1/2016
Email richpulliam@earthlink.com

BOARD OF ADJUSTMENT

Day, Douglas Appointment Expires 1/2017
Grothe, Lance Appointment Expires 1/2017
Halverson, Ron Appointment Expires 1/2017
Henderson, Larry Appointment Expires 1/2017

BENNETT MUNICIPAL COURT

Day, Shawn..... Municipal Judge
Joyce, Timothy Municipal Judge
Lico, Joe..... Prosecuting Attorney



Adams County, Colorado
CDBG Application

March 1, 2016 – February 28, 2017

Adams County Community Development
4300 S. Adams County Parkway, Suite W6204
Brighton, CO 80601
Phone: 720-523-6200 Fax: 720-523-6996

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:				Adams County Community Development			
Type of Organization:				<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based			
Tax ID Number:				***			
Duns Number:				***			
Chief Official or Primary Contact:				Joelle Greenland/Manager Adams County Community Development			
Contact Information:				Phone: 720-523-6851		e-mail : jgreenland@adcogov.org	
Mailing Address:				4430 S. Adams County Parkway, Brighton Co.80601			
Project Name:				Adams County Minor Home Repair			
Project Address:				4430 S. Adams County Parkway, Brighton, CO 80601			
Project Priority (if submitting multiple applications)							
Project Start Date: MM/DD/YYYY		03/01/2016		Project End Date: MM/DD/YYYY		2/28/2016	
Amount of CDBG Funds Requested				\$205,000			
Provide a <i>brief</i> summary of the proposed project in the space listed below. <i>More detail will be requested in other sections.</i>							
Program will assist qualified residents of Unincorporated Adams County with Minor Home Repair (MHR) to ensure the homes provide a safe, sanitary, and healthy environment for individual homeowners with very low-to-moderate income.							

Please read application instructions before completing.

2016 Adams County CDBG Application

Applicant/Organization Name:		Adams County Community Development	
Type of Organization:	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based		
Tax ID Number:	846000732		
Duns Number:	07-647-6373		
Chief Official or Primary Contact:	Joelle Greenland/Manager Adams County Community Development		
Contact Information:	Phone: 720-523-6851	e-mail : jgreenland@adcogov.org	
Mailing Address:	4430 S. Adams County Parkway, Brighton Co.80601		
Project Name:	Adams County Minor Home Repair		
Project Address:	4430 S. Adams County Parkway, Brighton, CO 80601		
Project Priority (if submitting multiple applications)			
Project Start Date: MM/DD/YYYY	03/01/2016	Project End Date: MM/DD/YYYY	2/28/2016
Amount of CDBG Funds Requested	\$205,000		

Provide a **brief** summary of the proposed project in the space listed below. *More detail will be requested in other sections.*

Program will assist qualified residents of Unincorporated Adams County with Minor Home Repair (MHR) to ensure the homes provide a safe, sanitary, and healthy environment for individual homeowners with very low-to-moderate income.

Adams County CDBG 2015-2019 Consolidated Goals

The Adams County Consolidated Plan (the Plan) is a collaborative five year planning document that identifies housing, community and economic development needs throughout the County, particularly for low- to moderate income residents. The Plan outlines available resources and programs and establishes a strategy for prioritizing and addressing needs. In addition, it sets forth objectives for measuring CDBG performance. The full Consolidated Plan document can be found at www.adcogov.org/communitydevelopment

--Please check which goals will be met by your project--

Housing Objectives:	Please check
H1- Rental housing is available for low and very low-income populations where rental housing rates are low	<input type="checkbox"/>
H2- Affordable housing is located in areas easily adjacent to services including transit by the low to moderate- income populations	<input type="checkbox"/>
H3- Affordable housing is available for low-income renters that want to buy	<input type="checkbox"/>
H4- Aging housing stock of low to moderate-income owner-occupied units is rehabilitated and/or repaired	<input checked="" type="checkbox"/>
Community and Economic Development Objectives:	
CD1- More job services and job creation for Adams County residents	<input type="checkbox"/>
CD2- Public facilities and community resources are created and enhanced to support low to moderate-income populations	<input type="checkbox"/>
CD3- Invest strategically in neighborhoods to assist in revitalization	<input type="checkbox"/>
Seniors and other Prioritized Populations:	
SN1- Prioritized populations have housing options, especially those earning less than 40% AMI	<input type="checkbox"/>
SN2- Services available for at-risk children	<input type="checkbox"/>
SN3- Prioritized populations are educated about housing and service options	<input type="checkbox"/>
SN4- Housing and services options near transit are enhanced for prioritized populations	<input type="checkbox"/>
SN5- Integration of prioritized populations into the community	<input type="checkbox"/>

2016 Adams County CDBG Application- *Project Classification*

Please see instructions (pages 5-7) to ensure you classify your project correctly.

Project Category: <i>Check only one</i>	<input type="checkbox"/> Public Service <input type="checkbox"/> Public Facility/Infrastructure <input checked="" type="checkbox"/> Housing/Economic Development			
Project Subgroup(<i>terms listed in instructions</i>): <i>List only one</i>	Minor Home Repair			
National Objective: <i>Check only one</i>	<input checked="" type="checkbox"/> Low- to Moderate-Income Benefit <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Needs			
National Objective Benefit Type: <i>Check only one</i>	<input checked="" type="checkbox"/> LMA	Census Tract:		
		Block Group:		
		Total Population:	89,163* as of 2012	
		LMI Population:	N/A; Applicants Income Eligible	
		%of LMI:	100% LMI – Unincorporated Adams Verified Income Eligibility	
	<input type="checkbox"/> LMC	How many additional low- to moderate income <i>clients</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
	<input type="checkbox"/> LMH	How many additional low- to moderate income <i>households</i> will be assisted with these CDBG funds:		
		How many very low-income (0-30% AMI)?		
		How many low-income (31-50% AMI)?		
		How many moderate-income (51-80% AMI)?		
<input type="checkbox"/> LMJ	How many additional <i>jobs</i> will be created for low- to moderate income residents with these CDBG funds:			
<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?			
<input type="checkbox"/> SBS	Have you confirmed Slum/Blight Spot objective criteria with County staff?			
<input type="checkbox"/> URG	Have you confirmed Urgent Need objective criteria with County staff?			

2016 Adams County CDBG Application- Agency Description

Agency description: Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

Adams County is located in northeastern Colorado. The county is 18 miles wide and 72 miles long, ranging from urban uses in the western portions of the county, to crop and grazing land in the central and eastern portions. The county is divided by 5 elected Commissioner districts. Adams County is overseen by the Board of County Commissioners in which each Commissioner is elected by the voters. The role of the Adams County Board of County Commissioners is to manage the affairs of the county as authorized by the state. Powers granted to the board by the state are broad, which allow the board independence in judgment. The board performs legislative, executive and quasi-judicial functions and serves as the legislative, policy-making and administrative body governing the unincorporated areas of Adams County.

The Adams County Board of Commissioners passed a resolution in public hearing on Jan. 18, 2012, adopting the new Adams County Mission, Vision, Values and Goals as the framework by which the county operates and delivers services to the taxpayers and residents of Adams County. The mission is to responsibly serve the Adams county community with integrity and innovation. The goals of prosperity, customer service and community are listed below.

Goals

Prosperity

Provide opportunity for economic growth, while respecting Adams County's important natural resources

Customer Service

Provide prompt, courteous, high-quality and cost-effective services, while continuously striving to improve our service delivery

Community

Work to build effective relationships within the community to assist in the pursuit of a high quality of life

List of the Board of County Commissioners

District 1: Eva J. Henry, elected 2012 (4-year term expiration)

District 2: Charles "Chaz" Tedesco, elected 2012 (4-year term expiration)

District 3: Erik Hansen, elected 2010 and re-elected 2014 (4-year term expiration)

District 4: Steve O'Dorisio, elected 2014 (4-year term expiration)

District 5: Jan Pawlowski, elected 2014 (4-year term expiration)

2016 Adams County CDBG Application- Complete Project Description

Complete project description: Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific** as to what the CDBG funds will be used for. Attach additional information as needed.

The Minor Home Rehabilitation Program will ensure that LMI residents of Unincorporated Adams County will have the financial assistance to keep their homes safe, accessible and in livable conditions without the worry of financial burden.

2016 Adams County CDBG Application- *Community Components*

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

Adams County Community Development intends to use CDBG funding for the Minor Home Repair Program, a service available to qualifying homeowners to help pay for minor home repairs in Unincorporated Adams County. The program provides grants, technical assistance, and contract management to eligible homeowners. Program administration will be managed by Adams County Community Development. The program objective is to assist LMI residents of Unincorporated to rehabilitate their homes to provide a healthy and safe living environment for the individuals, seniors and families in our community.

What are the quantifiable goals of this project? How will they be measured?
(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

This program will assist approximately 25-35 homeowners to provide minor home repairs that will keep homes safe, healthy, and sanitary.

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated Adams County	25-35	City of Federal Heights	
City of Brighton		City of Northglenn	
City of Commerce City		Town of Bennett	

List other organizations, if any, participating in this program (Collaborative Efforts). Describe how you ensure that duplication of services is not happening.

Other jurisdictions in Adams County are participating in this program at varying levels based upon their unique needs and funding allocations. City of Federal Heights and City of Brighton have also submitted applications for 2016/2017 CDBG funding for Minor Home Repair, however, their funding will be spent within the city limits of Federal Heights and Brighton.

2016 Adams County CDBG Application- Capacity

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable.

\$150,000

If the project is not awarded this amount of CDBG funding, how will it be affected?

The LMI residents of Unincorporated will not be able to rehabilitate and maintain their homes to assure they are a safe and healthy environment for individuals, seniors, and families.

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

NA

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

Yes, through the county MHR program

Please list the qualifications of the staff that will be administering the CDBG funds.

Jim Rakke- Housing Coordinator -9 years of construction and housing background
Claudia Barnes- Grants Tech II – 30 years of community development background, finance and customer service

Please check each item that already exists within your organization:

<input checked="" type="checkbox"/> Financial auditing system	<input checked="" type="checkbox"/> Client eligibility	<input checked="" type="checkbox"/> Demographic data collection
<input checked="" type="checkbox"/> Written conflict of interest policy	<input checked="" type="checkbox"/> Written procurement procedures	<input checked="" type="checkbox"/> Staff salary tracking

Can the project be completed within one year of receiving this grant? Yes No (Check only one box please)

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

Typically funding is allocated by HUD in the third quarter of the calendar year. As such, the program will commence with funding and conclude at the end of the funding year, February 28, 2017.

2016 Adams County CDBG Application

-- Project Budget--

1. Source of Funds for this Program/Project	Status of Funds (Check only one)	Amount
Adams County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Applied for	\$205,000
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied for	
Total Source of Funds for this Program		\$205,000

2. Project/Program Specific Budget <i>(adjust categories as needed)</i>	Amount
Personnel (Salaries, Training, Etc.)	\$41,000
Benefits (FICA, Unemployment, Health, Dental, Etc.)	
Consultants	
Insurance (D&O, Liability, Vehicle, Etc.)	
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)	
Supplies and Materials	
Leased or Purchased Equipment	
Acquisition Costs	
Construction/Rehabilitation Costs	\$164,000
Other Operating Costs <i>(please specify)</i>	
Total Program Costs	\$205,000

3. Total 2016 Organizational Budget

4. What will the CDBG funds be used for ? Please be as specific as possible.
(Example : \$1,000 for engineer, \$5,000 for building materials)

Funding will be used for direct costs for homeowners to rehab items in their homes such as roof replacements, window replacements, gutter repairs, etc., to help provide safe, healthy, and sanitary living conditions. On average, these projects cost between \$6,000 and \$8,000.

5. How much program income do you anticipate that this project will generate, if any ?

None

2016 Adams County CDBG Application

-- Public Facility Projects Only--

N/A

How many persons in Unincorporated Adams County or in the Urban County designation (Town of Bennett and the Cities of Brighton, Commerce City, Federal Heights and Northglenn) are currently being served by the facility?

How many more persons will be served if you receive CDBG funding?

Does the project manager have experience with federal procurement regulations and labor requirements? Please briefly describe size and scope of projects previously administered.

Has the project's architectural/engineering work been completed, or will it be complete on or about April 1, 2016?

Does your organization own the building or park you will be improving? If not, will it own it by April 1, 2016?

How long will the facility are used for its intended purpose?

Is a fee charged for the use of the facility or for services provided at the facility? If so, how much?

Are funds already in place to operate the facility after improvements?

What days and times will the facility be open to the public?

2016 Adams County CDBG Application

-- Acquisition Projects Only--

N/A

1. Has a site been selected? Yes No *(Check only one box)* If no, skip to question 6.

2. Does the site require rezoning? Yes No *(Check only one box)*

3. Has your organization made an offer to purchase the property? Yes No *(Check only one box)*

4. Has your organization executed a contract to purchase the property? Yes No *(Check only one box)*

5. Will any persons or business be displaced by this acquisition? Yes No *(Check only one box)*

If yes, does your organization have non-CDBG funds

Available to pay relocation expenses?

Yes No *(Check only one box)*

6. Does the project manager have experience working with the Uniform Relocation Act and/or section 104D of the Housing and Community Development Act? If so, please describe.

7. How long will the site be used for its intended purpose?

Are funds already in place to operate the property after improvements? Yes No *(Check only one box)*

Will you charge a fee for services provided at this property? If so, how much?

What days and times will the property be open to the public?

2016 Adams County CDBG Application

-- Certifications and Signatures--

I hereby certify by reading and initialing each statement listed below that the:	Please check
Information contained in this application is complete and accurate.	<input checked="" type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input checked="" type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input checked="" type="checkbox"/>
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input checked="" type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input checked="" type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input checked="" type="checkbox"/>
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input checked="" type="checkbox"/>
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Supercircular.	<input checked="" type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input checked="" type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input checked="" type="checkbox"/>
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input checked="" type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input checked="" type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input checked="" type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project. If your agency had a single audit performed last year, please attach a copy to this application.	<input checked="" type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input checked="" type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input checked="" type="checkbox"/>

The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that Adams County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of Adams County and will not be returned to my organization in whole or in part.

Print Name: Joelle S. Greenland

Title: ACCD Manager

Date: 11-9-2015



Please submit complete application via email by 4:30 p.m. on Monday, November 9, 2015.

Any application received after the deadline will be returned unread to the applicant agency. Faxed or mailed applications will not be accepted.

Submit applications via email to:
 Adams County Community Development
 Tony Atencio, CDBG/HOME Manager
tratencio@adcogov.org