

Executive Summary

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

1. Introduction

The United States Department of Housing and Urban Development (HUD) provides grants annually to entitlement municipalities based on several factors, including the number of low- and moderate-income people who are living in the city during the decennial census. This selection criteria includes households earning up to 80 percent or less of the area median income (AMI) and other people who are presumed to be in need for example due to severe disability, living with AIDS/HIV, domestic violence, homelessness, child abuse, seniors, food insecurity, or illiteracy. All Community Development Block Grant (CDBG) activities must meet one of the three national objectives for this program:

- serve predominantly low to moderate-income people;
- eliminate or mitigate slums and blight; and/or
- address an emergency need.

HUD determines the amount of each entitlement grantee's annual funding allocation by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas. The City of Westminster has been an entitlement city since 1994 and has been awarded on average \$590,000 during each grant cycle since then. The City's program is administered by the Economic Development Department of the City.

In 2018 the City will receive **\$579,519** in the form of a Community Development Block Grant. The City will apply this year's allocation toward:

1. **\$115,903** for program administration (up to 20% of the allocated grant),
2. **\$90,000** to continue funding for the Emergency and Essential Home Repair Program, and
3. **\$373,616** will be applied to pay down a Section 108 Loan balance.

The City's selected projects are based on input previously received from the community during the 2015-2019 Consolidated Plan planning process, gathered during citizen public hearings, from City Council meetings, and from interested parties during the public comment period and other community meetings.

Prior to 2000, the City of Westminster used a portion of the CDBG allocation to support public service providers whose work also met the national objectives of the program. The City is now funding all public services grants with local General Fund money in order to avoid the administrative burden on non-profits receiving small federal grants that require a great deal of compliance activity. This choice also reduces the administrative burden on City staff, freeing up staff time for substantive revitalization projects and programs.

CDBG funds are used for projects and programs that benefit the City's low to moderate-income population and address blight conditions. Eligible projects may include economic development, redevelopment, public facility and infrastructure improvements, and housing.

2. Summarize the objectives and outcomes identified in the Plan

The 2018 Action Plan reflects the goals identified in the 2015-2019 Consolidated Plan. These goals focus on continuing neighborhood revitalization efforts in the southern portion of the City, activities pertaining to housing including the quantity and quality of affordable housing, and economic development activities that stimulate business and job creation. These goals primarily focus on helping residents maintain and improve their quality of life. The 2018 Action Plan continues to build on successful projects and programs, such as the Emergency and Essential Home Repair Program, which meet the needs of low- and moderate-income residents.

The Emergency and Essential Home Repair Program helps income qualifying elderly and handicapped individuals remain in their own home by providing grants for up to \$5000 for emergency and essential repairs that keep the home safe and functional for the owner. Some of the frequently requested services include: emergency plumbing needs, replace hot water heaters, replace furnaces and performing home retrofit for handicap access. The program is administered on behalf of the City of Westminster by the Jefferson County Housing Authority Rehabilitation Program, who performs both intake and grant award as well as contractor selection and project management. The program provided between 17 and 20 EEHRP grants annually during the past three years.

3. Evaluation of past performance

The City's past CDBG funded projects have focused on neighborhood improvements, such as aging housing and infrastructure, streetscape and blight, continued cultivation of emerging arts-related activities in the southern portion of Westminster, as well as other block-level public improvements. The activities and projects in the 2018 Action Plan build upon and complement those identified in the 2015 – 2019 Consolidated Plan, to ensure the most efficient and effective use of CDBG funds.

Projects in progress and in final stages include the completion of the streetscape improvements to Bradburn Boulevard with final installation of decorative street lighting and continued community improvements in a south Westminster area through upgrades to community connectivity, community gardens and the preparation of a formerly blighted property for future housing development.

The City's CDBG program history, coupled with input gathered through the citizen participation process, guide the development of the priorities, goals, objectives, and outcomes for the 2018 Action Plan.

4. Summary of Citizen Participation Process and consultation process

The consultation and citizen participation process for the City of Westminster 2018 Annual Action Plan included the following:

During the 2015-2019 Consolidated Plan process, the City of Westminster conducted a paper and online resident survey, which was offered in Spanish and English. Paper surveys in both languages were provided at all City facilities and mailed and/or emailed to 21 non-profits serving Westminster residents. The online survey was distributed via surveymonkey.com.

Based upon the prior input gathered during the 2015-2019 Consolidated Plan process and staff analysis, the 2018 project priorities were reviewed with City Management before making recommendations to the City Council. City Council reviewed the recommended projects at a Study Session on March 19, 2018.

The projects recommended by City Council were then presented for public comment at a citizen public meeting on April 19, at The Mature Adult Center (MAC). Eight residents and stakeholders, including one City Councilmember attended the meeting. A City Council public hearing will be held on June 11, 2018 for public comment and for City Council consideration and approval of the CDBG Action Plan.

PLACEHOLDER: Describe participation in AAP Review.

The Action Plan was made available for public comment from May 1, 2018 through May 31, 2018. The City did not receive any written public comment.

Notices were published in the electronic "Weekly Edition" in April, May and June to notify citizens of these participation opportunities. "Weekly Edition" is a published news release sent weekly via email to subscribers and key stakeholders throughout the Westminster community, including many community leaders. The public notice was also published on the City's website.

Informational flyers were also posted at the Westminster City Hall, Irving Street Library, targeted schools and community centers in low- and moderate-income neighborhoods, public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, as well as any interested citizens.

5. Summary of public comments

Those present at the March 19, 2018 community meeting asked questions about current CDBG projects in progress and the proposed affordable housing that will be developed on the two properties which have been purchased with HUD Section 108 and CDBG funds. Comments and questions summarized include:

Questions/Discussion regarding the proposed \$90,000 to be used to support Essential and Emergency Home Repair

The Essential and Emergency Home Repair program is administered on behalf of the City of Westminster by Jefferson County Public Housing Authority and covers all Westminster residents regardless of their county of residence. Grants can be made for up to \$5,000 for qualifying projects. Staff noted that they tend to see lots of furnaces, water heaters and bathroom work.

The Emergency and Essential Home Repair grants are intended to keep the individuals homes safe and provide needed repairs. Most applicants are seniors and people with disabilities can apply;

One meeting attendee described her experience with the program, complimented the intake staff and indicated that the work and contractors were great. The meeting attendees spoke favorably about this use of the program funds.

Questions and discussion about 7225 Bradburn Boulevard

This property was originally purchased under the program to perform a road realignment to benefit public safety in the neighborhood. The originally proposed project was found to be unfeasible. Staff is currently working through a change of use with HUD to make the land available for affordable housing development. The City is undergoing a voluntary environmental clean-up to ensure the land is ready for redevelopment.

Staff has spoken with the Denver Metro Habitat for Humanity to evaluate the potential of a for-sale development targeted at low-to-moderate families. Neighbors expressed both support and concerns for Habitat projects. The city does not have any contracts with any eligible developer at this time and is still evaluating the property.

Attendees asked about the projected costs of the development of up to 4 townhouses for sale to low/moderate income families and what the selling costs might be. Attendees expressed concern for the vacant property becoming more trashed and weeded, concern for vagrant camping and people leaving used needles and drug paraphernalia. Staff offered to follow -up on the site maintenance.

Attendees expressed concern for adding more affordable housing in their area, the quality of housing that would be created, whether people would want to live close to the train and personal beliefs that tax dollars should not be used to give people housing.

Questions/Discussion pertaining to the 73rd and Lowell Property – purchased with a current Section 108 Loan. Staff proposes to use the balance of CDBG funds after Admin funding and funding the EERP on loan repayment.

There was discussion of the current condition of the property at 73rd and Lowell and attendees asked if there are any environmental problems. Staff stated that the site is in voluntary clean up. An attendee asked about unintended impacts and the location of a proposed sound buffer-wall on the north edges of the property and noted concerns for the care and clean-up of the property.

There were questions regarding the original purchase price and current balance. Staff related that the original loan amount was for \$1.5M and the money was used for both the acquisition and included some engineering and planning costs, and that the City currently has about \$1.6M of investment in the site. The current balance on the Section 108 loan is just over \$800k. Staff explained that by using CDBG to pay down the outstanding loan balance helps position the property for acquisition by a developer who can then build affordable housing on the site.

Attendees asked how much of the site is included in the city's property. Staff explained that the property includes the two parcels that surround the Penguin building and clarified that the Penguin building is not included in the site.

Attendees discussed the restrictive uses required by the site being "federalized" i.e., paid for with Federal funds tied to specific use criteria. Staff explained that paying the Section 108 loan with CDBG dollars does not change the required use of the site, or "release the site" from the HUD requirements/restrictions.

A few attendees stated that they would like the site to be purchased outright with city General Fund monies to remove the HUD requirements, and have the City use the repaid HUD money somewhere else in the city. Attendees would like to see the adjacent sidewalks and empty land cleaned up. Attendees feels the neighborhood needs a different investment than affordable housing.

Discussion/Suggestions for other CDBG investments that would benefit the neighborhood

Staff explained that the City will begin the public engagement process to develop the 2020 – 2024 Consolidated Plan in 2019 and this plan will articulate the projects and programs the community would like to see the city undertake with federal funding during that period. One attendee asked if future CDBG funds could be used to underground power lines on 72nd and get the old poles out of the sidewalk on 73rd

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

The City of Westminster accepts all views and comments.

7. Summary

To be completed after Public Review and Comment

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	WESTMINSTER	Economic Development

Table 1 – Responsible Agencies

Narrative

The City of Westminster is a part of a HOME Consortium with Adams County as the lead entity and the City of Thornton as an additional participating jurisdiction. Under HUD guidelines, the lead entity is responsible for creating the Consolidated Plan and Action Plan templates for the consortium as a whole and submits these plans to HUD.

Consolidated Plan Public Contact Information

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

1. Introduction

The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.

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

The City of Westminster works regularly with the two local public housing authorities, a number of human service agencies and public health organizations to collaborate and share information and resources to support the city's low-moderate income residents. The City encourages and accepts funding applications from housing and health service providers through its annual Human Services Board funding process. The Human Services Board's mission and goals are to provide assistance in food, mental health, housing, and other services for citizens of Westminster. In 2018 the following supportive service and housing agencies that are receiving a combined \$120,000 in funding include: A Precious Child, Access Housing, Adams County Housing Authority (dba Unison Housing Partners) LIFE Program, Almost Home, Arvada Community Food Bank, Audio Information Network, Brothers Redevelopment, CASA of Adams County, CASA of Jefferson County, Catholic Charities of Denver (North Area CARES), Center for People with Disabilities, Children's Outreach Project, Clinica Campesina Family Health Services, Inc., Cold Weather Care, Colorado Homeless Families, Community Reach Center, Family Tree, Inc., FISH, Inc., Food Bank of the Rockies, Growing Home, Have a Heart Project, Inc., Jefferson Center for Mental Health, Kids First Health Care, Project Angel Heart, Ralston House (Arvada Child Advocacy Center), Rocky Mountain Multiple Sclerosis Center (RMMSC), Senior HUB, Senior Resource Center, St. Anthony's North Health Foundation, Volunteers of America Colorado Branch and Westminster Public Schools Foundation.

In 2017, the City assigned its \$5,636,850 Private Activity Bond (PAB) allocation to the Colorado Housing and Finance Authority for the purpose of supporting the Eaton Street Affordable Housing Project and the Panorama Pointe affordable senior housing project. The Eaton Street Affordable Housing Project is being developed by Mile High Development, Koelbel and Company, and Longs Peak Advisors and will provide 118 affordable units serving families and the local workforce. The Panorama Pointe senior housing project is being developed by M.E.M. Westminster Property, LLP and will provide 69 units. The 2017 PAB capacity was supplemented by CHFA's pool of PAB to provide enough capacity to fund both of these important Westminster housing projects.

The City also works closely with Adams County Housing Authority (dba Unison Housing Partners) and Jefferson County Housing Authority (JCHA) to identify new opportunities for the development of affordable housing in Westminster. The City recently partnered in two new affordable housing developments in Westminster; one developed by Unison Housing Partners and one by JCHA. The Unison Housing Partners project at 71st and Federal constructed 70 rental units for very-low and low-income individuals as well as non-profit office space and will be a catalyst project for the Westminster Station transit oriented development site. The City contributed \$556,750 in HOME funds to this project as well as numerous fee waivers and rebates.

JCHA recently constructed Hidden Lake Homes with 72 affordable senior housing units south of 73rd Avenue; just west of Sheridan Blvd. The City provided financial assistance to this project. The City's investment in these projects is complemented by an infusion of other public financing including 9% Low Income Housing Tax Credits and state funds.

Moreover, City staff continues to keep an open dialogue with and recruit affordable housing developers and funding agencies, including Community Resource & Housing Development Corporation (CRHDC), Unison Housing Partners, Mile High Loan Fund, Enterprise Communities, the Urban Land Conservancy and Habitat for Humanity, and private developers.

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

The Metro Denver Homeless Initiative (MDHI) coordinates and supports the Metro Denver Continuum of Care (CoC), a multi-agency collaboration focused on reducing homelessness in the seven-county Denver metropolitan area including Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson counties. Westminster spans both Adams and Jefferson counties. The CoC brings together public and private stakeholder organizations to provide a comprehensive array of homelessness prevention activities, housing placement assistance, and related supportive services for persons who are homeless or at risk of becoming homeless.

In 2016, a representative from the City of Westminster began attending the monthly MDHI Coordinating Committee meetings. This same representative regularly attended meetings with the Adams County Coalition for the Homeless and Jefferson County's Heading Home. Both are groups comprised of non-profit homeless service providers, governments, faith-based organizations, business owners, housing authorities, school districts and formerly homeless individuals. The goal of each is to prevent and end homelessness in their respective counties.

The Westminster employee who attends regional meetings regarding homelessness has met with both the Adams and Jefferson County MDHI representatives individually on at least a quarterly basis. The Westminster City Council has funded a position dedicated to homelessness since January 2017.

For the 2018 HUD-required Point-in-Time (PIT) homelessness survey, the Westminster Homelessness Coordinator hosted an Everyone Counts event where free showers, warm meals, clothing, haircuts, medical checks, and more services were offered to those living outside or in vehicles at the Westminster Swim and Fitness Center. Over 30 individuals attended, and most participated in the survey. The Westminster Homeless Coordinator also helped connect service providers with the camps known by emergency services staff in order for outreach workers to get the word out about the Everyone Counts events held in both counties. The sites were also visited on the day of the PIT in order to ensure as many life experiences were captured for a more accurate count in both Adams and Jefferson counties.

While the City of Westminster does not have a supportive services program, it continues to fund emergency shelter, transitional housing, and supportive services for homeless persons and families through its Human Services Board grant funding process. Agencies funded through the Human Services Advisory Board in 2018 that provide CoC services include The Family Tree, Growing Home, Colorado Homeless Families, Catholic Charities of Denver (North Area CARES), Brothers Redevelopment, Unison Housing Partners, Cold Weather Cares, Almost Home, and Access Housing.

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

Not applicable. The City of Westminster does not receive Emergency Solutions Grant (ESG).

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Westminster Public Schools
	Agency/Group/Organization Type	Services-Children Services-Education Schools
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals. The following schools were sent public notices: Hidden Lake High School, Westminster High School, Ranum Middle School, Shaw Heights Middle School, Early Childhood Center, Flynn Elementary School, Harris Park Elementary School, Hodgkins Elementary School, Skyline Vista Elementary School, Westminster Elementary School, Crown Pointe Academy
2	Agency/Group/Organization	Various Subsidized and Low Income Housing Providers
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 19 public housing authority-owned multi-family housing properties and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, and 17 community organizations. The following housing providers were sent public notices: Lowell Colony Apartments, Orchard Crossing, Susan Kay Apartments, Terrace Gardens, Village at Greenbriar, Glendale Apartments, Westminster Commons, Villa Maria, Clare of Assisi Homes, Cottages at Panorama Point, Residences at Panorama Point, Westchester Apartments, East Bay Senior Housing, Mountain Terrace, Bradburn Gardens, Westbury Apartments, Toscana, Walnut Creek, and Sofi Westminster.
3	Agency/Group/Organization	JEFFERSON COUNTY HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster partners with Jefferson County Housing Authority through the Authority's administration of the City's Emergency and Essential Home Repair Program. The two entities work closely together in identifying how best to meet the home rehabilitation needs of Westminster residents.
4	Agency/Group/Organization	South Westminster HOAs
	Agency/Group/Organization Type	HOAs
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 18 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 20 individuals. The following HOAs were sent public notices: Harris Park Townhomes HOA, Hidden Lake HOA, Meade Manor HOA.
5	Agency/Group/Organization	Heart of Westminster
	Agency/Group/Organization Type	Neighborhood Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
6	Agency/Group/Organization	GROWING HOME, INC.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
7	Agency/Group/Organization	Lao Buddhist Temple
	Agency/Group/Organization Type	Church
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
8	Agency/Group/Organization	Community Enterprise
	Agency/Group/Organization Type	Advocacy
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.

9	Agency/Group/Organization	Servicios de la Raza
	Agency/Group/Organization Type	Advocacy
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
10	Agency/Group/Organization	Hmong American Association of Colorado
	Agency/Group/Organization Type	Advocacy
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
11	Agency/Group/Organization	UNE Colorado
	Agency/Group/Organization Type	Advocacy
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
12	Agency/Group/Organization	Westminster Grange
	Agency/Group/Organization Type	Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
13	Agency/Group/Organization	South Westminster Arts Group
	Agency/Group/Organization Type	Services-Children Services-Education Arts Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Consultation and Public Comment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
14	Agency/Group/Organization	ADAMS COUNTY HOUSING AUTHORITY dba Unison Housing Partners
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.

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

Not applicable. The City of Westminster’s Action Plan process provided an opportunity and invited participation and comments from organizations serving low- and moderate-income Westminster residents and residents with special needs. No agencies were willingly omitted from consultation.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Metro Denver Homeless Initiative	The City of Westminster will continue to support Continuum of Care service providers including MDHI, Growing Home, Access Housing, etc. in the provision of affordable housing and services to assist persons who are homeless and/or at-risk of homelessness. The City’s Homeless Services Coordinator is working with the City Manager and multiple department heads to identify funding and policy changes that could be made to enhance our efforts.

Table 3 - Other local / regional / federal planning efforts

Narrative

See above.



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

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

During the 2015-2019 Consolidated Plan process, the City of Westminster conducted both a paper and online resident survey in Spanish and English. Paper surveys in both languages were provided at all City facilities and mailed and/or emailed to 21 non-profits serving Westminster residents. The online survey was hosted by surveymonkey.com.

Based upon the prior input gathered during the 2015-2016 Consolidated Plan process and staff analysis, the 2018 project priorities were reviewed with City Management before making recommendations to the City Council. City Council reviewed the recommended projects at a Study Session on March 19, 2018.

The projects recommended by City Council were then presented for public comment at a citizen public meeting on April 19, 2018 at The MAC. Eight residents and stakeholders attended the meeting. A City Council public meeting was held on June 11, 2018 for public comment and for City Council's consideration of approval of the CDBG Action Plan. The Action Plan was made available for public comment from May 1, 2018 through May 30, 2018

Notices were published in the electronic "Weekly Edition" in April, May, and June to notify citizens of these participation opportunities. "Weekly Edition" is a published news release sent weekly via email to subscribers and key stakeholders throughout the Westminster community, including many community leaders in the South Westminster neighborhood. The public notice was also published on the City's website.

Informational flyers were also posted at the Westminster City Hall, Irving Street Library, targeted schools and community centers in low- and moderate-income neighborhoods, public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits as well as any interested citizens.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing	Eight residents and stakeholders attended the first public meeting regarding the 2018 Action Plan held on April 19, 2018	Please see the Executive Summary and the Public Comment appendix for a summary of comments received.	N/A	https://www.westminstereconomicdevelopment.org/housing/cdbg/

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing		None	N/A	https://www.westminstereconomicdevelopment.org/housing/cdbg/

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Notices	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	N/A	N/A	N/A	
4	City Newsletter - The Weekly	Non-targeted/broad community				http://www.ci.westminster.co.us/News/TheWeekly.aspx

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

In 2018, CDBG funds will be utilized for program administration, continuation of the Emergency and Essential Home Repair Program, and the repayment toward a Section 108 loan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$579,519	0	38,099	617,618	1,100,000	CDBG funds will be utilized for program administration, continuation of the Emergency and Essential Home Repair Program, and a payment toward a Section 108 Loan.
Other	public - federal	Other	0	0	0	0	0	

Table 5 - Expected Resources – Priority Table

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

The City of Westminster's CDBG allocation will complement several additional resources. The primary resources are: 1) the City's Capital Improvement Program, which is used for major capital projects in the target area; 2) HOME funds, allocated through the Adams County Consortium; 3) Private Activity Bonds, which provides roughly \$5.5 million/year to Westminster for housing activities; 4) Competitive 9% LIHTC; 5) Competitive 4% LIHTC; Non-Competitive 4% LIHTC.

HUD approved the City's Section 108 loan application in September of 2011. The City utilized \$1.5 million of the loan to finance site acquisition activities. In 2012, the City purchased three properties in the southwest corner of 73rd Avenue and Lowell Boulevard using approximately \$720,000 of its Section 108 loan for the purpose of redeveloping the site. Another two properties were purchased in December 2014 for approximately \$450,000. The City spent approximately \$130,000 on the relocation of several businesses and residents. The Westminster Housing Authority funded the demolition of three of the properties in 2015 and the remaining two properties in 2017.

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

The property at 73rd and Lowell Boulevard is currently being evaluated for redevelopment potential for low-to-moderate income housing. When the evaluation is complete and a development partner is identified, other funding sources (e.g., brownfields, NSP) may be sought to ensure the affordability at completion.

Discussion

See above.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Activities Pertaining to Housing	2015	2019	Affordable Housing Non-Homeless Special Needs	South Westminster City-Wide	Housing	CDBG: \$90,000	Homeowner Housing Rehabilitated: 17 Household Housing Unit
2	Neighborhood Improvements in Target Area	2015	2019	Affordable Housing Non-Homeless Special Needs	South Westminster	Land inventory and site prep	CDBG: \$373,616	Evaluation of potential for Affordable Housing

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Activities Pertaining to Housing
	Goal Description	Through the City's Emergency and Essential Home Repair Program, up to 20 Westminster homeowners will benefit from the receipt of minor and emergency home repairs and accessibility improvements to their homes through the use of 2018 CDBG funds.

2	Goal Name	Neighborhood Improvements in Target Area
	Goal Description	Section 108 Loan Payment. While the City continues to hold the note, paying down an additional portion of the principal balance on this loan will strengthen the financial position of a project moving forward on the redevelopment of the City owned property located at the southwest corner of 73 rd Avenue and Lowell Property. The Section 108 loan is structured so that any future developer will assume the balance of the loan upon completion of a project. Paying down the original balance on the loan reduces the financial burden of any future development.

DRAFT

AP-35 Projects - 91.420, 91.220(d)

Introduction

CDBG funds are to be used for projects and programs that benefit the City's low- to moderate-income populations and address blight conditions. Eligible project activities may include economic development/redevelopment, certain public facility and infrastructure improvements, and affordable housing activities. The following projects were chosen due to their benefit to the community and their ability to be completed quickly and on time.

#	Project Name
1	Program Administration
2	Emergency and Essential Home Repair Program
3	Section 108 Loan Payment

Table 7 – Project Information

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

The allocation of funds is closely aligned with the top housing and community development needs identified in the needs assessment, market analysis, community survey, and contributions by stakeholders and citizens who participated in the development of the Consolidated Plan. The primary obstacle to addressing underserved needs is lack of funds and the uncertainty of continued funding of the CDBG program. The cost of needed public improvements far exceeds the City's five year allocation of CDBG funds.

AP-38 Project Summary
Project Summary Information

DRAFT

1	Project Name	Program Administration
	Target Area	City-Wide
	Goals Supported	Activities Pertaining to Housing Neighborhood Improvements in Target Area
	Needs Addressed	Housing Public Facilities and Infrastructure
	Funding	CDBG: \$115,903
	Description	In 2018, 20 percent of the City's CDBG allocation will be utilized to fund program administration and planning activities. This includes general management and oversight coordination, Fair Housing activities, and monitoring program activities.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	20 percent of the City's 2018 CDBG allocation will be utilized to fund salaries, program administration and planning activities. This includes general management and oversight coordination, Fair Housing activities, and monitoring program activities.
2	Project Name	Emergency and Essential Home Repair Program
	Target Area	City-Wide
	Goals Supported	Activities Pertaining to Housing
	Needs Addressed	Housing
	Funding	CDBG: \$90,000

	Description	The Emergency and Essential Home Repair Program helps qualified, low-income households make needed repairs to their homes that will improve their in-home safety and mobility. Through the program, up to \$5,000 in eligible minor and emergency home repairs can be made free of charge to income-qualified households located within Westminster.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 low- and moderate-income households will benefit from much needed emergency and essential home repairs from the 2018 CDBG allocation.
	Location Description	Not applicable
	Planned Activities	Emergency and essential home repairs to income-qualified households.
3	Project Name	Section 108 Loan Payment
	Target Area	South Westminster
	Goals Supported	Activities Pertaining to Housing
	Needs Addressed	Housing
	Funding	CDBG: \$373,616
	Description	In 2012, the City received a \$1.5 million Section 108 Loan from HUD to support redevelopment on the southwest corner of 73 rd Avenue and Lowell Boulevard. These funds were utilized for planning, property acquisitions, and tenant relocation. While the City continues to hold the note, paying down the principal would reduce the City's obligations toward interest payments until a project can assume the loan. Moreover, paying down an additional portion of the principal balance on this loan will strengthen the financial position of any project moving forward on the redevelopment of the city owned property located at the southwest corner of 73 rd Avenue and Lowell. The Section 108 loan is structured so that any future developer may assume the balance of the loan upon completion of the project. Paying down the principal balance on the loan reduces the developer financial burden.
	Target Date	6/30/2019

Estimate the number and type of families that will benefit from the proposed activities	TBD: Project evaluation in process to determine the number of low-and moderate rental units to be constructed on the land purchased with Section 108 loan funds.
Location Description	The southeast corner of 73 rd Avenue and Lowell Boulevard.
Planned Activities	Current activities include environmental clean-up and evaluation of the site for affordable housing.

DRAFT

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

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

The majority of 2018 CDBG funds will be spent in the southern portion of Westminster

Geographic Distribution

Target Area	Percentage of Funds
South Westminster	65
City-Wide	35

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census data indicates that 51 percent or more of the households in the southern portion of Westminster are considered low- moderate-income. Additionally, aging housing stock, deteriorating infrastructure, a lack of developable land, and blighted properties and buildings all exist within this area. Moreover, citizen and supportive service agency input gathered through the Consolidated Plan consultation and citizen

participation process confirms that the southern portion of Westminster is in need of investment.

Specifically, in 2018, the majority of the annual allocation is being directed to repayment of a Section 108 loan for a property in this area.

Discussion

See above.

DRAFT

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

Introduction

This section describes other actions that the City will undertake during the program year to help fulfill the annual goals and objectives.

Actions planned to address obstacles to meeting underserved needs

The obstacles to meeting underserved needs in Westminster are:

1. The high cost of land acquisition and new construction to provide housing that is affordable to all income levels; and
2. Insufficient financial resources, both public and private, to meet the housing and supportive services needs of the population.

The City's efforts to address number one above are described below. The City works to address the needs of the underserved through multiple avenues. Although the City does not have a CDBG funded supportive services program, it provides funding to non-profit agencies that provide supportive services through its Human Services Board funding process. The City funds all public services grants with local General Fund money in order to avoid the administrative burden on non-profits receiving small federal grants that require a great deal of compliance activity. This choice also reduces the administrative burden on City staff, freeing up staff time for substantive revitalization projects and programs. The Human Services Board (HSB) makes recommendations to City Council for the allocation of funds to support the mission of providing assistance to Westminster residents through clothing, food, shelter, and mental and physical health services. For 2018, the HSB funded 28 non-profits utilizing \$120,000 in funding.

Further examples of ways in which the City works to address the needs of the underserved include:

- Administrative approval of domestic violence shelters in order to protect the confidentiality of the location of shelters to protect victims from further assaults. These include: Alternatives to Family Violence; The Rape Assistance and Awareness Program and Sexual Assault Nurse Examiners.

The City offers a variety of water bill assistance programs including a low-income program that provides a one-time credit on water bills; a hardship program offered to those experiencing a short-term difficulty in paying their water bills; and a conservation program, which offers indoor water use inspections and the installation of low-water use toilets. The water inspection program tests the flow rates of all faucets and showerheads, checks toilets for leaks, and upgrades plumbing fixtures with high

efficiency faucet and aerators and showerheads. The goal of the program is to reduce water use and lower residents' water bills. The City also provides a free Prescription Discount Card for residents that do not have prescription drug coverage. Residents save an average of 20 % off the regular retail price of prescriptions.

There are several facilities that serve special needs populations throughout the Metro Area that are located in the City. These facilities include:

- North Metro Community Services – provides quality services and support to citizens with developmental disabilities who live in Adams County. Two of their three facilities are in Westminster.

Actions planned to foster and maintain affordable housing

The City of Westminster is serviced by two public housing authorities - Jefferson County Housing Authority (JCHA) and Adams County Housing Authority (dba Unison Partners). In 2016, both housing authorities broke ground on two separate low-income housing projects in Westminster. The Unison Partners project consists of 70 rental units for very-low and low-income individuals and families. Sixty-three of 70 units (90 percent) will be restricted to households at or below 50 percent Area Median Income (AMI), with the remaining seven units at 60 percent AMI. The mixed use development will also house the “South County” Unison offices as well as space for the Center for Career and Community Enrichment (3CE). 3CE is a nonprofit community center that benefits North Metro Denver residents and businesses by providing access to jobs, housing, housing counselling, life skills, parenting classes, educational classes, GED, and health services. This project was awarded funding through the 9% Low Income Housing Tax Credit Program.

The JCHA project is an affordable senior housing project at Shoenberg Farms south of 73rd Avenue west of Sheridan Boulevard. JCHA was also awarded funding through the 9% Low Income Housing Tax Credit Program for this project. This project consists of 72 affordable senior housing units comprised of four units at 30 percent AMI, 10 units at 40 percent AMI, 16 units at 50% AMI, and 12 units at 60% AMI.

The City of Westminster City Council approved the use of \$400,000 of City HOME funds, administered through Adams County for the ACHA project. The City also provides a substantial amount of financial support to the project through fee waivers and rebates and other assistance. The City also supported the JCHA project through similar fee waivers and rebates. The City was unable to utilize HOME funds on the Jefferson County Housing Authority project as it is located in Jefferson County and cannot be supported by Adams County, the HOME funds administrator.

Additionally, in 2016, the City allocated \$359,331 in HOME funds to the last phase of the Panorama Pointe Senior Campus located on 84th Ave. and Federal Blvd. to construct 69 units of affordable senior housing rental units. Sixty-five of the units will be restricted to senior households at or below 60% AMI

with the remaining four units at 30% AMI.

Actions planned to reduce lead-based paint hazards

The City has determined that it does not have the staff capacity or funding resources to address the federal Lead-Based Paint requirements. The City's Emergency and Essential Home Repair Program administrator, Jefferson County Housing Authority complies with all federal Lead-Based Paint regulations when implementing the program.

Actions planned to reduce the number of poverty-level families

Described in the "Actions planned to address obstacles to meeting underserved needs" section above. The City is continually working to provide more jobs for residents of all skill levels with Westminster employers. The City can influence levels of jobs and affordable housing; however, many aspects of combating poverty are outside the City's influence. The City has limited financial assistance but does provide low-income residents \$75 in financial assistance towards utility bills up to once per year, assistance with water bills for those experiencing a short-term hardship, and provides a free Prescription Discount Card for residents that do not have prescription drug coverage. The City relies on available supportive services agencies and the Adams and Jefferson County Human Services Departments to assist poverty-level families.

Education is also a primary tool in combating poverty. Westminster is fortunate to have both a large community college and several university programs located within its borders. The City also has close ties with the three school districts that are continually working to increase educational achievement levels and high school graduation rates.

The City of Westminster Economic Development Department focuses on workforce development in a variety of ways. The City maintains regular communication with businesses about their workforce needs and helps connect them to the appropriate resources. The City also works with our local schools and higher education institutions to make sure they develop, when appropriate, curriculum to prepare students for the work-needs of local businesses and regional industries.

Actions planned to develop institutional structure

Since late 2016, the Economic Development Department has administered the Community Development Block Grant Program. City staff manages all CDBG-funded projects in-house to provide the

greatest control over the scope, quality, and cost of each project. Staff consults with residents and stakeholders in the community to solicit input on proposed CDBG projects, as well as to gain input on the use of funds and the quality of life in the community. Staff evaluates any projects recommended by community members and assesses the feasibility and eligibility of each. Based upon input from the community and staff analysis, proposed projects are prioritized and reviewed with City management before making recommendations to the City Council for their review, input, and eventual approval. Annual Action Plans are presented to the community in at least two public meetings and are made available for public comment.

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

In 2016, the City hired BBC Research and Consulting to conduct a Housing Needs Assessment. From this assessment, the City created a Housing Task Force in 2017 comprised of City staff, elected officials, and industry experts that will work to evaluate and craft policies, strategies, and tools to both preserve and develop a broad range of affordable and workforce housing across Westminster. City Council received the Affordable and workforce Housing Strategic Plan with a goal of developing a better housing balance in Westminster and maximizing partnerships, collaborating with affordable housing providers and neighboring jurisdictions.

Discussion

Please see above.

Program Specific Requirements

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

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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