

Substantial Amendment Added December 2018: City-held property located at 7225 Bradburn Boulevard will be provided to a not-for-profit affordable housing developer to construct four (4) units of for-sale affordable family housing once the site has been prepared and the parcel rezoned. The City will further support the development by applying available CIP funding to support site improvements

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 Community Development Block Grants (CDBG) grants annually to entitlement municipalities based on several factors, including the number of low and moderate-income (LMI) 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 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 formula that 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 CDBG program is administered by the Economic Development Department of the City.

2. Summarize the objectives and outcomes identified in the Plan

In 2018 the City will receive **\$579,519** in Community Development Block Grant funds. 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.
4. **\$49,000** from Prior Year Resources will also be applied to the Section 108 Loan balance.
5. **SUBSTANTIAL AMENDMENT: \$245,460** HUD Funding repayed from the Change of Use of the 7225 Bradburn Project will be applied to the creation of affordable housing; through added repayment of the Section 108 Loan and preparation of the site to support housing development.

The City's selected projects for the 2018 allocation 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 review and input, and from interested parties during the public comment period and other community meetings.

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 LMI 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 Westminster's older LMI 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. 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.

Substantial Amendment: City-held property located at 7225 Bradburn Boulevard will be provided to a not-for-profit affordable housing developer to construct four (4) units of for-sale affordable family housing once the site has been prepared and the parcel rezoned. The City will further support the development by applying available CIP funding to support site improvements.

As this is the final year in the City's 5-year Consolidated planning period, the City will perform community engagement and launch a planning process in the spring of 2019 to identify priority investments for the next five-years of CDBG funding and to set up the new Consolidated Plan.

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 transit and pedestrian 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.

As this is the final year in the City's 5-year Consolidated planning period, the City will perform community engagement and launch a planning process in the spring of 2019 to identify priority investments for the next five-years of CDBG funding.

Prior to 2008, 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 now funds public services grants annually 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 reporting and compliance activity.

As required by the U.S. Department of Housing and Urban Development (HUD) national objectives 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.

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 development of the Citizen Participation Plan during the 2015-2019 Consolidated Plan process, the City of Westminster conducted both paper and online resident surveys, 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 input gathered during the 2015-2019 Consolidated Plan process and staff analysis, the 2018 project priorities were identified and 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.

The Draft Action Plan was made available for public comment from May 1, 2018 through May 31, 2018. No written comment was received during this public review period.

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.

A Public Hearing was held during the June 11, 2018 City of Westminster City Council meeting. There were no public comments received during this public hearing. The City Council approved the CDBG Action Plan that evening.

5. Summary of public comments

Proposed \$90,000 to be used to support Essential and Emergency Home Repair: The EEHR program is administered by Jefferson County Public Housing Authority and covers all Westminster residents regardless of their county of residence. Grants are made for up to \$5,000. Staff noted that they see lots of requests for furnaces, water heaters and bathroom work. The EEHR grants are intended to keep the LMI individuals homes safe and provide needed repairs. Qualified applicants are LMI seniors and people with disabilities. One attendee described her experience with the program, complimented the intake staff and said that the work and contractors were great. Meeting attendees spoke favorably about this use of program funds.

Regarding 7225 Bradburn Blvd: Property purchased for road realignment to benefit public safety and the proposed project was found to be unfeasible. Staff is working through a change of use with HUD to

prepare the site for affordable housing. The City is in voluntary environmental clean-up to ensure the land is ready for development. Staff spoke with Habitat for Humanity to evaluate the potential of a for-sale development targeted at LMI families. Attendees expressed both support and concerns for Habitat projects. The city does not have a contract with any 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 LMI families and what the selling price might be. An attendee asked about unintended impacts and the location of a proposed sound buffer-wall on the north edge of the property. Attendees expressed concern for the vacant property becoming trashed and weeded, for vagrant camping and people leaving used needles and drug paraphernalia. Attendees expressed concern for adding more affordable housing in the area, the quality of housing to 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.

Regarding Section 108 Loan on 73rd and Lowell Property: Staff related that the original loan amount was for \$1.5M and the money was used for acquisition and included engineering and planning costs. The City currently has about \$1.6M total in the site. The current balance of the Section 108 loan is just over \$800k. Staff explained that using CDBG to pay down the loan balance positions the property for acquisition by a developer who can then build affordable housing/mixed use on the site. Staff explained that the property includes the two parcels that surround the Penguin building and clarified that the Penguin building is not owned by the City. Attendees discussed the restrictive uses required by the site being “federalized” i.e., paid for with Federal funds tied to HUD national objectives. Staff explained that paying the Section 108 loan with CDBG dollars does not “release the site” from the HUD requirements. An attendee stated that they would like the site to be purchased with City General Fund monies to remove the HUD requirements and have the City use the HUD money somewhere else in the city. Attendees would like to see the adjacent sidewalks and land cleaned up. Attendees feel the neighborhood needs a different investment than affordable housing.

Other CDBG investments that would benefit the neighborhood: The City will begin the public engagement process to develop the 2020–2024 Consolidated Plan in 2019. 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

A note to readers: This Action Plan was produced using a HUD online reporting program. Downloaded and printed versions of this report may not appear as originally formatted in the document. The City of Westminster had no control of the quality of the final formatted document.

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, 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, 13 community organizations, and 11 individuals. The list of groups and organizations contacted for feedback on the Action Plan is below.

The list of interested individuals created during the 2015-2019 Consolidated planning process has experienced attrition since it was created. Staff also learned that a few of the homeowners groups and community groups have discontinued.

Staff will apply strategic focus in the development of the outreach process for the 2020-2024 Consolidated plan to identify community interest who want to be consulted and feel a connection to the City's community development initiatives. The Economic Development Main Street staff has experienced more community turn-out for some of the art and social gatherings held in the target qualified census tract (QCT) area in which a number of city investments are located. CDBG staff will work with some of these emergent citizen interests as we develop our updated Citizen Participation Plan.

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, multiple human service agencies and public health organizations to collaborate and share resources to support the city's LMI 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 awarded a combined \$120,000 in funding include: A Precious Child, Access Housing, 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, 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, Rocky Mountain Multiple Sclerosis

Center, 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 is in dialogue with 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. The City recently undertook a Housing Needs Assessment and has hired a full-time coordinator to further address affordability.

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.

Westminster staff attend 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 at the Westminster Swim and Fitness Center where free showers, warm meals, clothing, haircuts, medical checks, and more services were offered to those living outside or in vehicles. 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
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
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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 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	No members of the community spoke at the public hearing regarding the Action Plan.	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	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing	N/A	N/A	N/A	http://www.ci.westminster.co.us/News/TheWeekly.aspx
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	69,474	648,993	580,000	CDBG funds will be utilized for program administration, continuation of the Emergency and Essential Home Repair Program, and 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 funding and programmatic 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 blighted 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 Avenue 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

Until the evaluation of the property is complete and a development partner is identified, we are unable to identify the number/size of the housing units to be provided.

Goal Descriptions3	Goal Name	Activities Pertaining to Housing
	Goal Description	<p>1] Through the City's Emergency and Essential Home Repair Program, up to 18 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.</p> <p>2] 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 73rd Avenue and Lowell Boulevard. 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 and strengthens the city's position to attract a strong affordable housing developer-partner.</p> <p>Substantial Amendment:</p> <p>3. Prepare and provide parcel at 7225 Bradburn for use to build 4 units of "For sale" affordable housing.</p> <p>The Westminster City Council voted to approve a "Change of Use" for a Community Development Block Grant (CDBG) funded project at 7225 Bradburn Boulevard that was previously planned to realign the intersection at Bradburn Boulevard and West 72nd Avenue. Engineering analysis for the project determined that the proposed realignment was not a safety concern, and budget review determined that it was not economically feasible. The property at 7225 Bradburn Boulevard will now support affordable housing development.</p> <p>7225 Bradburn Boulevard will be provided to a not-for-profit affordable housing developer to construct four (4) units of for-sale affordable family housing once the site has been prepared and the parcel rezoned. The City will further support the development by applying available CIP funding to support site improvements. The housing will be targeted to house families earning between 80% and 120% AMI.</p>

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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
3	Activities Pertaining to Housing	2015	2019	Affordable Housing Non-Homeless Special Needs	South Westminster City-Wide	Housing	CDBG: \$512,615	Homeowner Housing Rehabilitated: 18 Household Housing Unit Other: 1 Other

Table 6 – Goals Summary

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 & Essential Home Repair
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 the 2018 funding is closely aligned with the top housing and community development needs identified in both the 2015 Con Plan and in a 2016 housing needs assessment, market analysis, community survey work, and input from City Council and neighborhood stakeholders. The primary obstacle to addressing underserved needs is amount of available funding, the time it takes to bring projects and collaborating agencies together and the uncertainty of continued funding of the CDBG program. The cost of needed public improvements in the target area exceeds the amount of funding available.

That being said - the City of Westminster has been successful in obtaining some challenging parcels in the Qualified census Tracts (QCT) that will be made available to both meet the national objectives and critical local housing service needs in the coming years.

AP-38 Project Summary
Project Summary Information

1	Project Name	Program Administration
	Target Area	City-Wide
	Goals Supported	Activities Pertaining to Housing
	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	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	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 & Essential Home Repair
	Target Area	South Westminster 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, a grant up to \$5,000 is available for eligible minor and emergency home repairs to income-qualified households located within Westminster.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	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: \$422,616
	Description	In 2011, the City received a \$1.5 million Section 108 Loan from HUD to support redevelopment on the southwest corner of 73rd 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 73rd 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	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Current activities include environmental clean-up and evaluation of the site for affordable housing.

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	75
City-Wide	25

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 if the annual allocation is being directed to repayment of a Section 108 loan for a property in this area.

The Emergency and Essential Home Repair program serves residents in all of the city and is approximately 25% of the funding invested directly into housing and housing preservation through the City of Westminster's program allocation.

Discussion

See above.

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

Introduction

During the 2015-2019 Consolidated Plan process, the City of Westminster engaged BBC Research and Consulting to conduct the City's Analysis to Impediments to Fair Housing Choice (AI).

BBC reviewed the City of Westminster's zoning codes, Comprehensive Plans and other land use policies to identify fair housing issues and/or policies that could disparately impact protected classes. The review was conducted using a HUD-developed checklist—the "Review of Public Policies and Practices (Zoning and Planning Code)" form that focuses on the most common regulatory barriers. BBC through their review, found that overall, the City of Westminster's zoning and land use regulations do not appear to create barriers to housing choice. The City's codes are standard and straightforward and the City has taken many steps to encourage a variety of housing choices. The City's Planning Division website is easy to navigate and contains an interactive map of current development projects, zoning and comprehensive land use. The City's various community plans include goals to provide for diverse housing types and acknowledge that density is an important component to balanced housing development.

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

In 2017, the City amended its Growth Management Program (GMP) to exempt affordable housing from the competitive process for the allocation of service commitments. The GMP was created for the purpose of balancing growth with the City's ability to provide and expand water and sewer utilities, transportation systems, fire protection and police services, and park and recreation services. The GMP covers the period from January 1, 2011, through December 31, 2020. The findings for this period acknowledge that although the City has implemented water conservation techniques, developed a water reuse program, and taken other steps to maximize the efficient use of resources, the GMP serves as means to evaluate and balance growth and the ability of the City to effectively and safely absorb and serve such growth.

At the end of each year, Staff completes projections of new development in the upcoming year and develops recommendations for City Council

regarding SC allocations (the units of measure for required City services) as required by the GMP. These allocations are set aside on an annual basis from the overall SC supply figures to serve the demand in the following year for all of the various categories designated within the GMP. Currently, new residential development projects are managed through a competition process that is based on the City's adopted residential design guidelines for a given category Single-Family Attached, Single-Family Detached, Multi-Family, Senior Housing, and Traditional Mixed Use Neighborhood Development.

The GMP does allow some exceptions to the competitive process. These include new residential projects in South Westminster (south of West 80th Avenue) in order to promote development and redevelopment in this area of the City, Legacy Ridge (based on a binding agreement with the City), Downtown Westminster, and projects that meet "build-out" and "infill" definitions in the Westminster Municipal Code. The purpose of this proposed amendment to the GMP is to expand the exemption to include affordable housing.

The City amended the program for several reasons. First, applicants for service commitments must complete applications in the fall, and these are only reviewed annually. This timeline to receive entitlements makes it difficult for those projects to compete for Low Income Housing Tax Credits (LIHTC), which have applications due in February. Without LIHTC, most developers are unable to bring affordable housing units to the market. Additionally, the financing for affordable housing is typically "layered" with multiple grants, loans, tax credits, and rebates. By not having entitlements in place, it slows what is already a complex financing process. Lastly, the design competition process has been used as a method for elevating projects beyond the design guidelines, and this imposes an unnecessary burden on affordable housing projects which operate with much tighter budgets. Exemption from the competition process will not remove the requirement to satisfy design guidelines, it will simply remove these projects from the competition.

An Affordable Housing Task Force (AHTF) was convened and met through 2017 to evaluate and craft policies, strategies, and tools to both preserve and develop a broad range of affordable and workforce housing across Westminster.

Discussion

See above.

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

Introduction

In addition to the projects designated for funding in the 2018 Annual Action Plan, the City of Westminster has made recent staffing investments to strengthen coordination and efforts to address the community's housing needs.

The city hired a Housing Coordinator in February of 2018 to build a housing program and identify opportunities to leverage partnerships and resources that will address the housing supply needed for LMI residents.

Additionally, the City created a Homeless Services Coordinator position who both documents the needs of this expanding population and works with multiple staff groups to identify safety-net services and volunteer efforts to abet religious organizations and community service agents providing homeless support-needs.

Finally, the City hired a Sustainability Coordinator who works to identify aspects of resiliency in both the human-service practices and with environmental investments. The new Sustainability initiative also helps us identify resources that may be applied to address the city's affordable housing needs.

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 public services grants with 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 the pursuit of partnerships to address affordable housing supply, identify targeted areas 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:

1. 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.
2. 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.
3. 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.

Additionally, there are non-profit facilities that serve special needs populations throughout the Metro Area that are located in the City. These facilities include:

1. North Metro Community Services: provides quality services and support to citizens with developmental disabilities who live in Adams County. Two of three of their facilities are in Westminster.
2. Growing Home: Provides family counseling and temporary shelter and support for homeless families

Actions planned to foster and maintain affordable housing

The City of Westminster is served 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. These projects were brought into service in late 2017 and early 2018.

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 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.

In 2018, the City will receive \$220,771 in HOME Funds, through our participation in the Adams County HOME Consortium. The city is in discussion with a local affordable housing developer to target the allocation to the creation of housing for LMI housing.

The City hired a full-time Housing Coordinator in February of 2018. This new position will work with both private and non-profit developers to evaluate actions to increase the supply of affordable housing. Working with recommendation from both the Affordable Housing Task Force and the experiences and leverageable resources of our regional network the Housing Coordinators will build a profile of what "naturally affordable housing" the city has to preserve, city-owned land that may be offered for housing development and identify partnerships with housing developers that are ready to assist.

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.

One of the recommendations of the Affordable Housing Task Force was the creation of a Housing Coordinator position. This position was created and filled in early 2018. The Housing Coordinator is working to build a network of non-profit housing serve providers, local developers with experience developing affordable housing and coordinating with other municipalities and housing authorities. The Housing Coordinator role greatly strengthens the city's focus and reach in identifying and applying resources to assist in the preservation and creation of affordable housing for the city's LMI and worker

population.

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.	100.00%

Discussion

The City will be utilizing a one year period for 2018 to meet the minimum overall benefit of 70 percent CDBG funds to be used to benefit persons of low and moderate income. In 2018, 100 percent of CDBG funds will be used to benefit persons of low and moderate income.