

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, which involve:

- Benefitting low to moderate-income people;
- Preventing or eliminating blight; and/or
- Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs.

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

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

In 2019 the City will receive **\$604,141** in CDBG funds. The City will apply this year's allocation toward:

1. **\$120,828** for program administration (up to 20% of the allocated grant),

2. **\$180,000** to continue funding for the Emergency and Essential Home Repair (EEHR) Program, and
3. **\$220,000** to pay off the outstanding Section 108 Loan balance
4. **\$83,313** to be applied to Transit Oriented Development (TOD) area Pedestrian Improvements, located in a qualified census tract (QCT) area.

The City's selected projects for the 2019 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 2019 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 Emergency and Essential Home Repair Program helps income-qualifying elderly and disabled individuals remain in their homes 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 water heaters, replace furnaces, and perform home retrofit for accessibility. The City proposes to double the program and hire a second contractor to perform additional EEHR services in 2019.

A property acquired with a Section 108 loan proceeds in 2012 will be provided to a local non-profit housing developer and is projected for the development of affordable senior housing, serving qualified residents at between 30% AMI and 80% AMI. This property is located in a QCT that is vulnerable to gentrification.

The remainder of the 2019 CDBG allocation will be used to begin work on safety improvements for pedestrians on streets adjacent to a number of low-to-moderate income properties held by Unison Housing Partners located in a TOD neighborhood in a redeveloping QCT area.

As this is the final year in the City's five-year Consolidated Plan period, the City will initiate community engagement activities and launch a planning process in Fall 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

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

The City's past CDBG funded projects have focused on targeted improvements, such as aging housing and infrastructure, streetscape and blight, 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 2019 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.

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 2019 Action Plan.

The City is in close-out of the Bradburn Boulevard Streetscape and Decorative Lighting projects which included lighting upgrades that provide added safety to several blocks in the CDBG eligible area. This project has established a model that both enjoys community support and positions the area for added investment and care. Given this success, the city proposes to work with residents to evaluate and plan another pedestrian safety and streetscape improvement project in the upcoming Consolidated Plan.

Additionally, the City's EEHR program, which serves qualifying households throughout Westminster, will be expanded based on the level of projected need, broad community support, and the opportunity to expand outreach by utilizing two local handyman and home safety contractors. During this Consolidated Plan period the City has provided grants to 61 households.

And finally, the City will complete repayment of the Section 108 loan received in 2011 and position the acquired property for development of affordable housing for seniors. The City recently supported of senior housing development at both The Vistas at Panorama Pointe and Hidden Lake Homes. The demand for these units, along with recent market studies performed for a non-profit development partner, Community Resources and Housing Development Corporation (CRHDC) demonstrate a high level of need for senior housing.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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 were 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 2019 project priorities were identified and reviewed with senior leadership staff and the City Manager's

Office before making recommendations to the City Council. An overview of the proposed allocation was presented to City Council in April 2019.

The projects recommended by City Council were then presented for public comment at a citizen public meeting on May 15, 2019 at the ALTO Apartments, a multi-family affordable housing development located at 71st Avenue and Federal Boulevard. [Describe participation]. A City Council public hearing will be held on June 10, 2019 for public comment and for City Council consideration and approval of the Annual Action Plan.

The Draft Action Plan was made available for public comment from May 14, 2019 through June 15, 2019. [Describe input received]

A public notice regarding the Annual Action Plan process and the proposed CDBG allocation was published on the City's website in May and June to encourage citizens to comment on the proposed plan.

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 properties, and multi-family housing projects, as well as mailed to interested citizens on the City's citizen participation list.

A Public Hearing was held during the June 10, 2019 City of Westminster City Council meeting. There _____public comments received during this public hearing. The City Council approved the Annual Action Plan that evening.

5. Summary of public comments

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

Proposed \$180,000 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.

Pay off Section 108 Loan on 73rd and Lowell Property: The current balance of the Section 108 loan is \$212,000. [Describe input received]

Proposed use of funds for Pedestrian Improvements in the TOD Area: Staff proposes to use the balance of the 2019 CDBG allocation to begin work on pedestrian improvements to the access streets between a number of blocks that contain a concentration of low-income and multi-family properties owned and operated by Unison Housing Partners, one of the City's Public Housing Authorities.

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 is produced using a HUD online reporting program. Given the template structure of the online reporting tool, downloaded and printed versions of this report may not appear as originally formatted in the 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; 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 Annual Action Plan is attached.

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

Staff will be strategic in the development of the outreach process for the 2020-2024 Consolidated plan to identify community interests. Staff has experienced increasing community turn-out for some of the art and social gatherings held in QCT area in which a number of CDBG investments are located. CDBG staff will invite these newly-engaged citizen interests as we update the Citizen Participation Plan, while also working to engage the broader community. For economic success, this should also include representation from the business community, non-profit organizations, and professionals working in these QCT's.

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 2019 the following supportive service and housing agencies were awarded a combined \$125,000 in funding: A Precious Child, Access Housing, Almost Home, Audio Information Network, Brothers Redevelopment, CASA of Adams County, CASA of Jefferson County, Catholic Charities of Denver, Center for People with Disabilities, Clinica Campesina Family Health Services, Inc., Cold Weather Care, Colorado Homeless Families, Community Table/Arvada Community Food Bank, Family Tree, Inc., FISH, Inc., Food Bank of the Rockies, Front Range Community College Foundation, Growing Home, Have a Heart Project, Inc., Jefferson Action Center, Jefferson Center for Mental Health, Kids First

Health Care, Project Angel Heart, Ralston House, Rocky Mountain Multiple Sclerosis Center, Senior HUB, Senior Resource Center and Volunteers of America Colorado Branch.

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.

A representative from the City of Westminster has attended the monthly MDHI Coordinating Committee meetings since 2016. 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 and have 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 City of Westminster 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. The Westminster event was so successful that MDHI asked the coordinator to speak about it at the seven-county 2019 PIT launch in October 2018. 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 as possible were captured for a more accurate count in both Adams and Jefferson counties. Increased services were provided at the 2019 PIT Everyone Counts Event once again held at the Swim and Fitness Center. While not as many attended as did in 2018, this is believed to be the result of almost 12-inches of snow that fell that day in

Westminster. All who attended did participate in the survey. Street outreach efforts were similar to what was conducted in 2018.

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 2019 that provide CoC services include The Family Tree, Growing Home, Colorado Homeless Families, Catholic Charities of Denver (North Area CARES), Brothers Redevelopment, Volunteers of America, Cold Weather Care, 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-homeless 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 Westminster Schools participate in regional information sharing to support resource planning for homelessness.
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
	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 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 2019 project priorities were reviewed with senior leadership and the City Manager's Office before making recommendations to the City Council. The 2019 recommended projects were provided to City Council for review in an "Information Only" memorandum in April.

The projects recommended by City Council were then presented for public comment at a citizen public meeting on May 15, 2019 at ALTO Apartments. ___ residents and stakeholders attended the meeting.

A City Council public meeting was held on June 10, 2019 for public comment and for City Council's consideration of approval of the CDBG Annual Action Plan. The Annual Action Plan was made available for public comment from May 14, 2018 through June 15, 2019

The public notice was published on the City's website in English and Spanish, and posted in public facilities, housing sites and mailed to the Citizen Participation Plan's interested citizens and stakeholders list.

Informational flyers were posted at the Westminster City Hall, Irving Street Library, targeted schools and community centers in low- and moderate-income neighborhoods, public housing authority-owned properties, and multi-family housing communities.

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	_____ residents and stakeholders attended the first public meeting regarding the 2019 Action Plan held on May 15, 2019			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				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	
4	Internet Outreach	Non-targeted/broad community				https://www.westminstereconomicdevelopment.org/housing/cdbg/

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

In 2019, CDBG funds will be utilized for program administration, continuation of the Emergency and Essential Home Repair Program, the repayment of a Section 108 loan, and pedestrian improvements in the Westminster Station TOD neighborhood QCT.

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	604,141	0	584,727	1,188,868	1,188,868	CDBG funds will be utilized for program administration, continuation of the Emergency and Essential Home Repair Program, and the initiation of pedestrian improvements in the Transit Oriented Development (TOD) area. The funds held in "Prior Year Resources" have been committed to projects that are still in process.
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 complements several additional funding and programmatic resources that are applied to housing development and community development . The primary resources are: 1) the City's General Fund and Capital Improvement Projects budget, 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 \$5.9 million/year to Westminster for housing activities; 4) Competitive 9% Low Income Housing Tax Credit (LIHTC); 5) Competitive 4% LIHTC; Non-Competitive 4% LIHTC.

The City will pay off the Section 108 loan associated with properties on the Lowell corridor between 72nd and 73rd Avenues. A portion of the property is currently in development planning to create 24 units of Senior housing for individuals qualifying at between 30% AMI and 80% AMI. The City has signed a Memorandum of Understanding (MOU) with CRHDC to develop the site. The City will likely contribute the land and some utility infrastructure assistance, and tax and fee rebates, in addition to the expenses realized during the site clean up. Adams County is contributing Neighborhood Stabilization Program (NSP) and HOME funds to the project, and the State Department of Housing will contribute added grant and low-interest loan financing.

The City has applied \$90,000 annually to support the EEHR program, providing up to \$5,000 grants to qualifying individuals who need repairs or replacements that provide for safe and habitable conditions in their home. This program allows for both the preservation of currently affordable housing stock and allows many of the city's seniors to remain in their home. A significant percentage of the funding is used to replace furnaces and water heaters and install hand rails and bathroom safety fixtures.

Given the escalating demand for this level of support, the City will double the investment in the EEHR program this year to \$180,000. In preparation for the program expansion, the City performed a Request for Qualifications (RFQ) process and selected an additional contractor to provide home repair services. The EEHR will be operated in Jefferson County by the Jefferson County Housing Authority handiman program, and in Adams County by Brothers Redevelopment, Inc. Each of these programs have staff that is skilled at assessing the safety of the housing conditions and has experience assuring that seniors and disabled individuals have healthy housing when they are on-site scoping the services to be contracted. This applied expertise allows the City to support screening for added services that can then be coordinated with other non-profit and county human services partners. Each contracted agency also brings additional resources to the program and are able to escalate the intervention when a need is found that cannot be addressed with the City's CDBG grant.

Finally, the City plans to spend \$83,313 to begin assembly of a number of safety improvements for a street adjacent to several low-income housing complexes that serves as access to the city's new metro rail station. This project will be coupled with federal and local transportation funds and other city public works investments to create a safe and welcoming access to transit for area residents.

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 City is working with three non-profit housing developers to provide land and economic development support to facilitate the creation of additional units of affordable housing.

The property at 73rd Avenue and Lowell Boulevard is currently in environmental restoration and site prep for redevelopment for low-to-moderate income senior housing. The development partner, CRHDC has hired an architect and is working with the City to assemble the application for a zoning amendment and complete the Environmental Review for sign off with HUD through the NEPA Part 58 process.

The property at 7225 Bradburn that was originally purchased to facilitate a road re-alignment project has been proposed for development of four "for sale" affordable homes. It is undergoing environmental clean up and site prep for development by the end of 2019.

The City recently provided a parcel of land at 96th Avenue and Federal Boulevard to the Urban Land Conservancy for use in the development of a community land trust (CLT) to build 55 units of "for sale" townhouses to be made available to families qualifying between 80 and 120% AMI.

Discussion

2019 is the final year of the City's five-Year Consolidated Plan (Con Plan) and the City is beginning the data update to describe current housing needs and the Analysis of Impediments to Affordable Housing (AI) to prepare for the development of the next Con Plan. Concomitantly, the

City anticipates that the work to develop affordable housing on the HUD-funded properties located in the qualified area will be in process through 2021, and thus we plan to have an overlap in completion of work initiated in the 2015 Con Plan as we move forward on the next cycle of Con Plan projects.

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: \$400,000	Rental units constructed: 24 Household Housing Unit Homeowner Housing Rehabilitated: 18 Household Housing Unit Other: 1 Other
2	Neighborhood Improvements in Target Area	2015	2019	Non-Housing Community Development	South Westminster	Public Facilities and Infrastructure	CDBG: \$83,313	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 200 Households Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Activities Pertaining to Housing
	Goal Description	<p>1] Through the City's Emergency and Essential Home Repair Program, up to 36 Westminster homeowners will benefit from the receipt of minor and emergency home repairs and accessibility improvements to their homes through the use of 2019 CDBG funds.</p> <p>2] Pay off Section 108 Loan Payment. Paying off the balance owed on this loan allows the City to position the property for redevelopment. An Environmental Assessment (EA) was recently completed for the property located at the southwest corner of 73rd Avenue and Lowell Boulevard. The City entered into an MOU with CRHDC to explore the potential development for 24 units of senior housing for residents qualifying at between 30% AMI and 80% AMI.</p>
2	Goal Name	Neighborhood Improvements in Target Area
	Goal Description	TOD Pedestrian Improvements. The City has identified a need to improve lighting and sidewalks on block in the QCT that provide access to local transit for area residents. This project will initiate the work to design and prepare the safety improvements.

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 Program
3	Section 108 Loan Payment
4	TOD Pedestrian Improvements

Table 7 – Project Information

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

The allocation of the 2019 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 staff leadership, the City Manager's Office, City Council and neighborhood stakeholders. The primary obstacles to addressing underserved needs is limited available funding, the time it takes to bring projects and collaborating agencies together and the uncertainty of the continued funding of the CDBG program. The cost of needed public improvements in the target area exceeds the amount of annual funding provided.

The City of Westminster has been successful in obtaining some parcels in the QCT through acquisition for community development projects that were infeasible and which will now be employed to address affordable housing needs.

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: \$120,828
	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 Program
	Target Area	South Westminster City-Wide
	Goals Supported	Activities Pertaining to Housing
	Needs Addressed	Housing
	Funding	CDBG: \$180,000
	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	36
	Location Description	City-Wide
	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: \$220,000
	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. Paying off 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.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Census Tract: 009607.3 and 009604.1
	Planned Activities	Current activities include environmental clean-up and evaluation of the site for affordable housing.
4	Project Name	TOD Pedestrian Improvements
	Target Area	South Westminster
	Goals Supported	
	Needs Addressed	Public Facilities and Infrastructure
	Funding	

Description	Evaluate, plan and implement pedestrain upgrades including sidewalks and lighting improvements on blocks providing access to transit in the qualifies census area
Target Date	
Estimate the number and type of families that will benefit from the proposed activities	The area contains a concentration of low-to-mod multi family building, of which more than half are operated by Unison Partners, the Adams County PHA. There are an estimated 200 units within the four block area.
Location Description	Between 70th Avenue and 72nd Avenue; West of Federal and East of Irving Street. (Census Tracts 009502.2 and 009502.3)
Planned Activities	

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 2019 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 2019, the HSB funded 28 non-profits utilizing \$125,000 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 Unison Partners, (the Adams County Housing Authority). 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.

Hidden Lake Senior Housing opened in September, 2017 and provides 72 units of Senior housing for individuals and couples qualifying at between 30% AMI and 60% AMI.

ALTO Apartments, a Unison Partners project opened in May of 2018, 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 ALTO mixed use development houses 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.

Both housing authorities are working on new developments and work closely with the City on planning and reviewing market and housing needs data.

The city also supports local housing development through our participation in the Adams County HOME Consortium. The city has committed the 2018 and 2019 share of HOME funds to St. Charles Town Company to support the development of 2016 units of housing that will be made available to families earning between 30 and 60% AMI.

Additionally, the City is partnering with three housing non-profits to build new affordable units.

Holly Park will be a partnership with the Urban Land Conservancy to create 55 for sale townhomes that will be held in a community land trust to ensure affordability during a 99-year lease.

Harris Park Senior Housing is a proposed development at 73rd Avenue and Lowell Boulevard that will provide 24 units of Senior housing and first floor community service space.

And a site purchased in 2011 with CDBG funds for use in a road realignment, went through a change of use in order to make the site available for housing development. Staff is currently working on amendments to the comprehensive plan and zoning to provide four units of four-sale housing, while preserving a multi-modal access lane to a community garden and park site. Habitat for Humanity is the proposed partner for this development.

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.	100.00%