



CITY OF WESTMINSTER

DRAFT 2022 CDBG Annual Action Plan

Economic Development Department
June-July 2022



WESTMINSTER
COLORADO

Executive Summary

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

1. Introduction

Each year the City of Westminster (City) is eligible to receive approximately \$600,000 in federal Community Development Block Grant (CDBG) funds and a share of HOME Investment Partnership Program (HOME) consortium funds to support local housing and community development activities. As an entitlement jurisdiction designated by the U.S. Department of Housing and Urban Development (HUD), the City receives an annual direct allocation of CDBG funds from the federal government, in addition to HOME funds allocated through the Adams County Consortium.

In 2022, the City is eligible to receive \$585,031 in CDBG funds and will be allocated \$225,622 in HOME funds through the Adams County HOME Investments Consortium.

In addition, as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act to address local needs related to the COVID-19 pandemic, Westminster received a combined total of \$873,207 of CDBG-CV funds in two tranches in 2020. The allocation of these emergency funds is addressed in a separate process of substantial amendments to the 2019 Annual Action Plan. Staff continued to work to expend CDBG-CV funds through 2022.

To receive CDBG funds, the City must complete a Consolidated Plan every five years. The purpose of the Consolidated Plan is to identify the City's housing and community development needs, priorities, and goals and determine generally how funds will be allocated to housing and community development activities. The current Consolidated Plan covers the 2020-2024 planning period.

The City is also required to complete an Annual Action Plan (AAP) every year, which specifies how the City proposes to allocate funds to specific projects for each program year in support of the Consolidated Plan goals. Its companion document, the Consolidated Annual Performance and Evaluation Report (CAPER), is produced on an annual basis and identifies the City's CDBG related accomplishments for the previous program year.

2. Summarize the objectives and outcomes identified in the Plan

The City's goals for the 2020-2024 period focuses on continuing neighborhood revitalization efforts, promoting housing stability, and supporting affordability through both new construction projects and preservation of existing affordable housing. The City will continue to build on successful projects and programs, such as the Emergency and Essential Home Repair Program, which targets critical home improvement needs of low- and moderate-income residents. The City will also implement a new

program that provides targeted grants to qualifying affordable housing properties for capital improvements that impact public health, safety, and welfare as a means of preserving affordable multi-family properties and protecting residents. Finally, the City will provide funding to support a regional Housing Navigation Center that is in-development in Arvada, Colorado and will serve unhoused residents of Westminster seeking programming and transitional housing opportunities.

Annual funding priorities are programmed through the AAP to achieve the goals and objectives identified in the Consolidated Plan for the 2020-2024 program years. The 2022 AAP will focus on the implementation of projects identified in the 2020-2024 Consolidated Plan. Staff's attention required to successfully program and deploy the CDBG-CV pandemic response funds delayed work on the 2020 AAP projects into 2021, on which staff will continue to focus through the 2022 program year.

3. Evaluation of past performance

The City's past CDBG-funded projects have focused on community needs that continue to exist, such as the limited availability of affordable housing, aging affordable housing and outdated infrastructure. Past CDBG projects also included development of a local senior center, streetscape improvements, and supplementing efforts to cultivate a historic arts district in a low- and moderate-income neighborhood. CDBG funded projects to address community and housing needs have generally been well received by residents and partner organizations. The activities and projects proposed for the 2022 AAP and the goals for the five-year planning period continue to promote the most efficient and effective use of CDBG funds, while also investing in neighborhood improvements along with preserving and expanding the supply of affordable housing.

The City's CDBG program history and past investments, coupled with input gathered through the citizen participation process, informed the development of the priorities, goals, objectives, and outcomes for the 2020-2024 Consolidated Plan.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen participation in development of the 2020 - 2024 Consolidated Plan was primarily achieved through completion of a resident survey and attendance at community meetings. Westminster residents had an opportunity to share their experiences with housing options and community resources through a resident survey. Offered in English and Spanish and in an Americans with Disabilities Act (ADA) 508-compliant format, the survey was available online and in a postage-paid mail version. A total of 297 Westminster residents participated in the survey. Residents who commonly face disproportionate housing needs were well-represented by respondents, including:

- 101 households with children;
- 51 seniors, age 65 and older;

- 84 had a household member with a disability;
- 81 renters;
- 57 residents who were precariously housed (living in their cars, shelters, or temporarily staying with family or friends);
- 76 households with an annual income of less than \$25,000; and
- Another 48 households with an annual income of between \$25,000 and \$50,000.

The survey instrument included questions about residents' current housing and financial situations, housing and transportation challenges, knowledge of and access to community resources, and experience with housing discrimination.

The 2022 AAP citizen participation included a social media campaign to engage residents in the draft AAP review process, a 30-day community review and comment period for the proposed AAP allocation, one community meeting on June 22, 2022, and a public hearing with the Westminster City Council on July 25, 2022. The City's community service partners supported additional communications and outreach via client email and newsletters.

5. Summary of public comments

Section left intentionally blank and to be completed once public comments have been received.

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

The City accepts and considers all comments received during the citizen participation process.

7. Summary

N/A

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 the lead agency for a supplemental Consolidated Plan that covers the City's five-year planning period and the consequent AAP's that detail the allocation of annual CDBG funding. The City is also a member of the Adams County HOME Consortium. Adams County is the lead agency and is responsible for administering the HOME program for the City of Westminster, as well as other incorporated cities and unincorporated areas of the county.

Consolidated Plan Public Contact Information

City of Westminster Economic Development Department

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

1. Introduction

This section details the stakeholder consultation undertaken to inform the City's 2022 AAP.

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's activities that enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies are many and impact both services and physical improvements for 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, which is funded by General Funds (not CDBG or HOME).

In 2022, the following supportive service and housing agencies received funding:

A Precious Child	Front Range Community College
The Action Center	Growing Home
Almost Home	Have a Heart Project
Audio Information Network of Colorado	Hope House Colorado
Beyond Home	Jefferson Center for Mental Health
Brothers Redevelopment	Kids First Health Care
CASA of Adams & Broomfield Counties	Outdoor Lab Foundation
CASA of Jefferson & Gilpin Counties	Period Kits
Catholic Charities & Community Services of the	Project Angel Heart
Archdiocese of Denver	Ralston House
Center for People with Disabilities	Reading Partners
Clinica Campesina Family Health	Rocky Mountain Immigrant Advocacy Network
Community Reach Center	Rocky Mountain Multiple Sclerosis Center
Community Table	The Senior Hub
Denver Hospice	Seniors' Resource Center
Family Tree	Volunteers of America
Five Star Education Foundation	

In addition to the funding available through the annual Human Services Board funding process, the City dedicates funds to housing and temporary shelter operators through partner agencies.

The City supported 14 local non-profit organizations in pursuit of ESG funding to address their work with the regions unhoused population between 2020 and 2022.

The City also utilized its Private Activity Bond (PAB) allocation to support the development of affordable housing and homebuyer assistance programs (low-interest mortgage and down payment assistance) to serve Westminster residents.

Members of City Council and Staff hold positions on regional governmental agencies including the Denver Regional Council of Governments (DRCOG), which houses the regional Area Agency on Aging, and the Metro Denver Homelessness Initiative. Additionally, there are several staff dedicated to housing and food security, including a homeless navigator, as well as first responders and staff in Parks, Recreation and Libraries who are able to offer immediate assistance and provide referrals to service providers to community members in need of support.

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.

A City staff member who coordinates the City's homelessness service response is a voting member of the Metro Denver Homeless Initiative (MDHI) Continuum of Care (CoC) Coordinating Committee as well as a member of the Point in Time Regional Planning Committee and the Notice of Funding Opportunity (NOFO) review committee for all federal funds made available to the CoC. That same staff member also is a member of the Growing Home Board of Directors, a non-profit serving both Adams and Jefferson Counties with a housing stability program aimed at preventing households with children from becoming homeless.

In April 2021, members of City Council signed a pledge to support the Built for Zero (BfZ) initiative of the CoC to achieve functional zero for veteran homelessness. A BfZ coalition was formed by MDHI including both Adams County and Jefferson County committees in which the City's Homeless Navigator participates. The work is ongoing and as of May, 2022 the Mayor recommitted the City's support for BfZ.

In June 2022 the City expanded the Homeless Navigator staff to two full time staff who both work to meet people where they are experiencing literal homelessness. This staff uses Coordinated Entry (CE) as well as diversion, prevention and assists with housing navigation and voucher distribution with partner agencies throughout the CoC.

During 2020 and 2021 the City applied a portion of the CDBG-CV funds to set up a service agreement with Almost Home to provide homelessness prevention services to Westminster residents. This service agreement provides up to \$4,800 and three months of budget and employment stabilization counseling per household. The funds can be applied to rents or mortgage payments, and the counseling is required

for the household to access the payment assistance. Almost Home's homelessness and eviction prevention support services have been successful at stabilizing area residents through the pandemic.

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

The City's Homeless Coordinator ensured that partner agencies knew about the ESG-CV2 release of funds through the State of Colorado's Division of Housing. One of the organizations, Access Housing, applied and received more than \$642,000 for Rapid Re-Housing because of the City's notification of this grant opportunity. Staff also served on the MDHI NOFO Committee to determine how the ESG-CV2 and ESG-CV3 funds that were made available to the CoC would be distributed. The MDHI NOFO committee established outcomes and measures to use to determine the awarding of the ESG funds.

The City's Homeless Navigator uses Homeless Management Information Service (HMIS) and Coordinated Entry (CE) to make what housing is available to people through CE accessible. Case conferencing is done at a county-level through discussion with the staff members of jurisdictions in both Adams and Jefferson Counties. Funding levels made available through the CoC for HMIS is decided upon by the NOFO committee of which the City's Homeless Coordinator is a member.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Almost Home, Inc.
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contract for services for eviction/homelessness prevention. Executive Director and staff were asked to provide input on the development of the AAP.
2	Agency/Group/Organization	GROWING HOME, INC.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Growing Home operates the only transitional housing for families in the City. The organization also provides parenting and family case management support, eviction prevention and operate a food pantry. The Executive Director participated in the development of the AAP.
3	Agency/Group/Organization	Maiker Housing Partners (Adams County Housing Authority)
	Agency/Group/Organization Type	PHA Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public housing authority for Adams County; operates multiple housing communities serving low - to - moderate income residents, and provides tenant advocacy and family support services. The organization was included in outreach and participated in the virtual community meeting and AAP review.
4	Agency/Group/Organization	Foothills Regional Housing
	Agency/Group/Organization Type	Housing PHA Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public housing authority for Jefferson County; operates multiple housing communities serving low - to - moderate income residents, and provides tenant advocacy and family support services. The organization was notified of the opportunity to participate in the development of the AAP. Handyman staff spoke in support of the AAP at the public hearing with City Council.
5	Agency/Group/Organization	Community Resources and Housing Development Corp
	Agency/Group/Organization Type	Housing Services - Housing Service-Fair Housing Community Development Financial Institution
	What section of the Plan was addressed by Consultation?	CHDO

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CRHDC staff was notified of the opportunity to provide input during the development of the AAP. The Executive Director participated in the virtual community meeting. CRHDC provides homebuyer counseling and access to low-interest mortgages for qualifying residents.
6	Agency/Group/Organization	Adams County Community Development
	Agency/Group/Organization Type	Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Partner jurisdiction in the CDBG and HOME Investment partnership consortium. Staff of both jurisdictions work closely on developing programs that complement regional efforts and needs.
7	Agency/Group/Organization	Westminster Legacy Foundation
	Agency/Group/Organization Type	Regional organization Foundation
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Human Services funding
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Westminster's Legacy Foundation works to raise funding and awareness for area human services non-profits and connect residents with service needs. The Legacy Foundation staff works with CDBG staff to coordinate investments and leverage resources for low - to moderate income residents.

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

During outreach to inform the 2020-2024 Consolidated Plan, the City consulted with additional agencies working to support community response during the pandemic and also worked with two local broadband service providers. Since this time, the City has not initiated new contacts with Broadband specific and resiliency specific service providers. City staff has primarily been engaged in work with housing providers and homeless-prevention agencies as we continue to work on efforts to respond to the impact of the Covid-19 pandemic and implement projects identified in 2020 and 2021. Once we are able to evaluate new programming, we will reach out to these agencies and continue the effort to partner.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Metro Denver Homeless Initiative (MDHI)	The City works closely with MDHI throughout the year, and worked with MDHI and other agencies supporting residents experiencing homelessness while developing the 2020-2024 Consolidated Plan.

Table 3 - Other local / regional / federal planning efforts

Narrative

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

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

The current CDBG program goals were determined during the development of the 2020-2024 Consolidated Plan. Citizen participation in development of the Consolidated Plan was primarily achieved through completion of a resident survey and attendance at community meetings. The goals and project identified in the 2021 AAP were developed from this community engagement. As staff has been working on both set up and implementation of CDBG-CV funded-initiatives during the 2020 program year, the implementation for projects set up during the 2020 AAP has moved slowly. These projects will be carried forward in 2021.

In addition to the extensive community outreach performed to inform the development of the 2020-2024 Consolidated Plan, staff remains engaged with the work of regional partner organizations listed under AP-10 to stay informed and track progress regrading service needs of our residents.

To be completed for final submittal: A 30-day comment period on the draft AAP was held from June 20, 2022 through July 25, 2022, with a public hearing held with City Council on the evening of July 25, 2022. All comments received during the review and during the public hearing were accepted.

Please see the Citizen Participation appendix for the summary outreach materials and comments received.

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	Non-targeted/broad community Residents of Public and Assisted Housing	June 22, 2022	0	The City accepts all comments received.	
2	Public Hearing	Non-targeted/broad community	Public Hearing during July 25, 2022 City Council meeting. Meeting was hybrid format; allowing residents to attend in-person or virtually.	Summary of comments provided in Citizen Participation appendix.	The City accepts all comments received.	
3	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Economic Development staff performed a social media campaign to direct interested residents to the CDBG webpage to review the draft materials and sign up for the community meeting.	Summary of comments provided in the Citizen Participation appendix.	Staff accepts all comments received.	

Table 4 – Citizen Participation Outreach

Annual Action Plan
2022

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Expected Resources

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

Introduction

The City has been awarded \$585,031 from the CDBG program for the 2022 program year. The City also continues to work towards programing an additional \$1,271,049 of CDBG funds that include funding from the 2021 CDBG allocation as well as previously unallocated funds. The previously unallocated funds are attributed to projects that were canceled and funds that were not fully expended on projects (i.e., projects were completed under budget). This carryover is shown under "Expected Amount Available Remainder of Con Plan," and is combined with an anticipated \$600,000 annual allocation for the final three-years of the Con Plan period to estimate the full amount of funding available. Thus, the remaining funding available to implement the 2020-2024 Con Plan is \$1,200,000 combined with \$1,271,049 to provide \$2,471,049 to invest through the final two-years of the five-year planning period.

The City is also engaged in continued work to provide CDBG-CV funds to partner agencies working to prepare, prevent and respond to the COVID-19 pandemic. In 2020-2021 the City allocated \$771,728 to support a Small Business Stabilization grant program in partnership with Adams County. Additional CDBG-CV funds have been allocated to address food security and homelessness prevention for Westminster residents who are still experiencing economic impacts due to the COVID-19 pandemic. In April 2022, City Council authorized the assignment of the

remaining \$44,702.83

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	585,031	0	0	585,031	2,471,049	CDBG funds will be utilized for program administration, continuation of the Emergency and Essential Home Repair Program, Streetscape and Pedestrian Improvements, Preservation and Upgrades to Existing Affordable Housing and Affordable Housing Site Improvements

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 resources employed to support the goal areas identified. The primary resources are: 1) the City's Capital Improvement Program, which is used for major capital projects; 2) HOME funds, allocated through the Adams County Consortium; and 3) a limited amount of departmental operating funds from the City General Fund that may be utilized for certain contract services. In addition, the City utilizes Private Activity Bond capacity, which provides roughly \$6 million per year for housing activities. Typically, the City assigns its PAB capacity to the Colorado Housing and Finance Authority (CHFA) for administration. The City also supports applications by developers for both 4% and 9% Low Income Housing Tax Credits (LIHTC) by contributing through tax and fee rebates. These are negotiated based on specific project needs and administered through Economic Development Agreements.

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

Land Donation for Affordable Housing

The City has contributed City-owned land for private development in furtherance of affordable housing. This practice is not an automatic contribution to a project, but rather an additional element of financial support that may be provided after a thorough review of a project proforma to determine if there is a financial gap. It also must be clearly demonstrated that a public purpose is served, which is a criterion for review under the City's charter and municipal code. Land sale for the price of \$1 (for tax recording purposes) has been approved for developments that address the City's housing needs.

Infrastructure and Streetscape Improvements in Public Right-of-Way

During the 2020-2024 Consolidated Planning period, several programmed infrastructure activities will utilize publicly owned land. The City is in the process of making needed pedestrian safety and sidewalk improvements on approximately a two-block length of a local street in the Westminster Station TOD neighborhood, where a majority of the current multi-family residences are owned and operated by Maiker Housing Partners. In 2018, Maiker opened a new 70-unit multi-family property that serves households between 30% and 60% of AMI. Over the coming years, Maiker intends to work through each of their properties to demolish and rebuild new affordable units that will both increase the total number of households served, as well as expand the range of income levels in the area and integrate community amenities such as incubator business spaces and day care.

The area is an evolving and redeveloping TOD neighborhood that was previously a primarily industrial area. Part of its redevelopment includes replacing and rebuilding streets and sidewalks to improve connectivity and provide walkable access to the Westminster Station commuter rail service and bus transfer station. Improving resident access to public transit and creating safe sidewalks was an identified need captured in citizen and community input during the previous Consolidated Plan and remains an essential need that the City will continue to address during the 2020-2024 Consolidated Plan period.

Discussion

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	Preserve and Expand Affordable Housing	2020	2024	Affordable Housing Non-Homeless Special Needs	City-Wide	Increase and Preserve Affordable Housing	CDBG: \$468,025	Rental units constructed: 0 Household Housing Unit Rental units rehabilitated: 20 Household Housing Unit Homeowner Housing Rehabilitated: 7 Household Housing Unit
2	Infrastructure and Streetscape Improvements	2020	2024	Non-Housing Community Development	City-Wide	Infrastructure, Streetscape and Ped Improvements	CDBG: \$000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
3	Administration	2020	2024	Administration	City-Wide	Increase and Preserve Affordable Housing Infrastructure, Streetscape and Ped Improvements	CDBG: \$117,006	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve and Expand Affordable Housing
	Goal Description	<p>In 2022, an estimated 18 low- and moderate-income Westminster homeowners will be assisted through the Emergency and Essential Home Repair Program.</p> <p>Additionally, an estimated 100 apartments in a multi-family housing development will be assisted through the Affordable Housing Preservation program/project.</p> <p>Funding will be provided to a regional Housing Navigation Center proposed in Jefferson County that will provide supportive and transitional housing and services to unhoused residents.</p> <p>The Affordable Housing Site Prep project has been placed on hold for 2021 while the City evaluates a proposed development.</p>
2	Goal Name	Infrastructure and Streetscape Improvements
	Goal Description	<p>The identified pedestrian safety projects on identified streets in the TOD are complete. Staff has not yet identified the next street section for upgrades and has a balance of funding assigned to this activity.</p> <p>Complete the construction of pedestrian and streetscape improvements in qualified low- and -moderate income areas. Residents will benefit from improved safety and accessibility with street lighting installation and other sidewalk improvements. Environmental reviews may be commenced for additional areas, subject to the timing of development projects.</p>
3	Goal Name	Administration
	Goal Description	Activities related to the administration of CDBG funds and programs.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The allocation of funds and projects selected are closely aligned with the top housing and community development needs identified in the needs assessment, market analysis, community survey, and contributed by stakeholders and citizens who participated in the development of the Consolidated Plan.

#	Project Name
1	Project Administration
2	Affordable Housing Preservation
4	Infrastructure and Streetscape Improvements
5	Emergency and Essential Home Repair Program

Table 7 – Project Information

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

The allocation of funds is closely aligned with the top housing and community development needs identified in the needs assessment, market analysis, community survey, and contributed by stakeholders and citizens who participated in the development of the Consolidated Plan.

AP-38 Project Summary

Project Summary Information

1	Project Name	Project Administration
	Target Area	
	Goals Supported	Administration
	Needs Addressed	Increase and Preserve Affordable Housing Infrastructure, Streetscape and Ped Improvements
	Funding	CDBG: \$117,006
	Description	Administration activities related to administering CDBG funds, programs and activities. Includes salary for full-time CDBG Technician, planning, training and communication costs.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	All qualified service recipients and affected LMI neighborhoods will benefit from the program administration.
	Location Description	City-wide
	Planned Activities	
2	Project Name	Affordable Housing Preservation
	Target Area	
	Goals Supported	Preserve and Expand Affordable Housing
	Needs Addressed	Increase and Preserve Affordable Housing
	Funding	CDBG: \$208,025
	Description	Grants to qualifying property owners for repairs, maintenance and upgrades to income-restricted properties that serve low-to moderate-income residents.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Staff estimates that approximately 20 families will benefit from preservation investments during the first year of this project.
	Location Description	City-wide

	Planned Activities	Provide grants to preserve affordable housing in multi-family properties by supporting upgrades and repairs that address health, welfare and safety needs for the residents.
3	Project Name	Infrastructure and Streetscape Improvements
	Target Area	
	Goals Supported	Infrastructure and Streetscape Improvements
	Needs Addressed	Infrastructure, Streetscape and Ped Improvements
	Funding	CDBG: \$0
	Description	Project will upgrade streetscape and lighting on streets with deteriorating or inadequate conditions in LMI Census tracts.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Over 100 area residents will benefit from the safety upgrades.
	Location Description	City-wide
	Planned Activities	Upgrade pedestrian facilities, lighting and improve safety in LMI census tracts that serve multi-family housing and regional public transportation access.
4	Project Name	Emergency and Essential Home Repair Program
	Target Area	
	Goals Supported	Preserve and Expand Affordable Housing
	Needs Addressed	Increase and Preserve Affordable Housing
	Funding	CDBG: \$160,000
	Description	Provides grants to qualified low-to-moderate homeowners to make needed repairs to their homes to improve their safety and mobility.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Staff estimates that approximately seven qualified households will benefit from this investment.
	Location Description	City-wide
	Planned Activities	Perform emergent and essential repairs to homes to protect health and safety of LMI homeowner.

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 City will actively look for opportunities to improve the lives of residents by seeking opportunities to support projects in all qualified low- and moderate- income (LMI) areas in the City. During the 2015-2019 Consolidated Planning period, multiple projects were focused on identified needs in an area formerly identified as South Westminster, now referred to as Historic Westminster. Historic Westminster, as defined in the 2001 South Westminster Strategic Revitalization Plan, is in the southeastern section of the City, bordered by Zuni Street to the east, U.S. Highway 36 and 80th Avenue to the north, Sheridan Boulevard to the west, and the city boundary to the south.

In recent years, because of the creation of the Westminster Station Special Plan District and community visioning efforts in the Harris Park neighborhood, the geographic terminology has changed. As the southern area of Westminster still has several neighborhoods with LMI and minority resident concentrations, additional projects are planned for this geographic area.

Geographic Distribution

Target Area	Percentage of Funds
City-Wide	100

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 part of Westminster are considered low- and moderate-income. Additionally, aging housing stock, deteriorating infrastructure, a lack of developable land, and blighted properties and buildings all exist within the area. Citizen and supportive service agency input gathered through the consultation and citizen participation process of the Consolidated Plan confirms that this area of Westminster remains in need of investment. For purposes of geographic definition, the City intends to look for investments in low- and moderate-income neighborhoods throughout Westminster and does not expect to be singularly focused on the southern part Westminster during the 2020-2024 Consolidated Planning period. Specifically, staff works with developers evaluating building sites throughout the city that may include affordable housing.

The Emergency and Essential Home Repair Program will also likely benefit individual homeowners within the southern area of Westminster, but it is not limited to that area. The program is offered to income-qualified Westminster homeowners. Since these projects are not restricted to a specific area, Staff is

unable to determine how many target area residents may be served.

Discussion

Please see above.

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

Introduction

In 2017, the City completed a Strategic Affordable and Workforce Housing Plan. This plan was accepted by City Council in October 2017 and was used to shape affordable housing initiatives through 2019 and 2020. The plan provided a matrix of strategic interventions the City could adopt to build institutional and regulatory structure to support increased affordable housing for residents. Since the plan's adoption, over 700 new units of affordable multi-family and senior rental housing have been placed in service, and plans are underway to complete a new development of affordable for-sale townhomes. The City will update the plan in 2023. Inputs and experiences from the COVID-19 pandemic will be assessed and considered in developing strategies for an updated Strategic Affordable and Workforce Housing Plan as the City recalibrates how to best preserve affordable housing and implement a balanced housing strategy.

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

The City of Westminster expects to finalize and adopt the 2040 Comprehensive Plan in 2022. The plan was adoption experienced pandemic-related delays, but has recently been reviewed by City Council. The community engagement and strategic staff engagement that is evidenced in the updated comprehensive plan addresses the City's pursuit of a balanced housing strategy and clarified land use definitions and code requirements to facilitate additional housing, when feasible.

Discussion

Please see above.

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

Introduction

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

Westminster has consistently demonstrated an exceptional commitment to addressing underserved needs. In addition to the projects developed to achieve the City's annual goals, the City also invests both staff resources and additional funding to support residents' needs for social services, as well as leveraging other available state and federal funds to support additional affordable housing initiatives. Much of this work is performed by County and non-profit service providers who the City supports both with funding and staff collaboration, when and where needed.

Actions planned to address obstacles to meeting underserved needs

For a city of its size, Westminster demonstrates an exceptional commitment to addressing underserved needs. In addition to the projects developed to achieve the City's annual goals, the City also invests both staff resources and additional funding to support residents' needs for social services, as well as leveraging other available state and federal funds to support additional affordable housing initiatives.

As described elsewhere in this document, Westminster dedicates general funds to provide operations support to non-profits that provide supportive services to residents. The reason for this is twofold: 1) Local funding reduces the administrative burden on non-profits receiving small federal grants that require a great deal of compliance activity; and 2) Local funding reduces the administrative burden on City staff, freeing up staff time for substantive revitalization projects and programs. The Human Services Board (HSB) makes recommendations to City Council for the allocation of funds to support the mission of providing assistance to Westminster residents through clothing, food, shelter, and mental and physical health services. In the Adopted 2019-2020 Budget, City Council increased the available funds for the HSB to \$130,000 (from \$90,000 in the last Consolidated Plan) in an effort to meet some of the increased need in the community.

The City is home to the Adams County Human Services Center which provides "one stop shopping" to residents needing resources for Health First Colorado, food assistance (SNAP), Colorado Works/TANF, child care (CCCAP), utilities (LEAP), and employment/skill building.

In 2018, the City conducted a comprehensive study to identify gaps in access to City services for non-English speakers and readers and persons with disabilities. That study contained department-level recommendations for expanding language access. The City's draft Language Access Plan was completed

and began implementation in 2021.

Since the last Consolidated Plan was developed, the City formed an Inclusivity Board to guide approaches to inclusivity and diversity. The Inclusivity Board has become a valuable support to the elected officials and City staff for their lens on how complex municipal governance issues impact the City's low-income and marginalized communities.

Actions planned to foster and maintain affordable housing

The City launched two programs with the 2020 – 2024 Consolidated Plan to both foster development of affordable housing and preserve multi-family housing that is currently affordable. One program will provide grants to existing affordable multifamily housing property owners to address identified capital needs while prioritizing resident safety and energy efficiency, thereby improving resident quality of life, and preserving long-term affordability. The second program provides funds to affordable housing developers to defray costs associated with site preparation and streetscape improvements, helping to close funding gaps and increase the affordable housing stock in the City. Both programs will utilize CDBG funds.

The City has also supported the development of new affordable housing through its allocation of HOME funds from Adams County. The City has provided HOME funds to support low- to moderate-income housing for both families and for seniors. Since 2015, the City has provided \$400,000 in HOME funds to two projects that combined to construct 139 units of income-restricted housing in Westminster. Approximately \$500,000 from recent HOME allocations were applied to a Tenant Based Rental Assistance (TBRA) fund to support families experiencing economic impacts during the COVID-19 pandemic.

Private Activity Bond (PAB) allocations are issued by the State pursuant to federal regulations to support certain private activities such as residential mortgage programs, construction of affordable housing, and certain redevelopment projects. The City has used its PAB allocation for a variety of affordable housing efforts, and during the 2015-2019 Consolidated Plan assigned over \$20 million in PAB capacity to CHFA for both a low-interest mortgage program for qualifying low- to moderate-income homebuyers, and as bond capacity for two local multi-family housing developments awarded 4% LIHTC. In 2021, the City provided CHFA with PAB assignment of \$6,272,751 to apply toward low-interest mortgages for first time homebuyers and veterans.

The City also provides its Emergency and Essential Home Repair Program, which helps qualified, low-income homeowners make repairs that improve their home safety and mobility. Through the program, up to \$5,000 in eligible essential and emergency home repairs can be made free of charge to income-qualified households.

The City has a rental housing maintenance code and inspection program that promotes decent, safe,

and sanitary housing conditions for renters. More information on the program can be found here:

<https://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/RentalPropertyInspection>.

The City has also supported the development of a balanced housing strategy in the Westminster Station TOD neighborhood to encourage a spectrum of income levels and unit types close to transit. The goal in this area is to promote housing stability and provide economic opportunity for a diverse population.

City staff continues to build strong community partnerships and recruit vision-aligned affordable housing developers and funding agencies, including Maiker Housing Partners, Foothills Regional Housing, CRHDC, ULC, Habitat for Humanity, and Enterprise Community Partners, as well as a range of private developers.

Actions planned to reduce lead-based paint hazards

The City's Emergency and Essential Home Repair Program contractors, Foothills Regional Housing and Brothers Redevelopment, Inc. comply with all federal Lead-Based Paint regulations when implementing the program. Additionally, the City's proposed new program offering rehabilitation grants for existing affordable multifamily properties will comply with all lead-based paint regulations, and dependent on specific applications and identified needs, these activities may involve remediation.

Actions planned to reduce the number of poverty-level families

The City is continually working to provide more jobs for residents of all skill levels with Westminster employers through its comprehensive economic development efforts. The City can influence levels of jobs and affordable housing; however, many aspects of combating poverty are outside the City's influence. 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 or in adjacent areas. 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.

Actions planned to develop institutional structure

Efforts to develop institutional structure have focused on addressing the growing needs of persons experiencing homelessness, those with severe cost burden, and those who have special needs. Westminster has a strong relationship with the non-profit organizations and public housing authorities

that serve the City's low-income residents and most vulnerable populations.

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

Please see above.

Discussion

Other actions the City takes to meet the needs of underserved and vulnerable populations include:

- Administrative approval of domestic violence shelters 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 (RAAP); and Sexual Assault Nurse Examiners (SANE).
- Assigning two City staff to serve on regional projects to address services and options for unhoused residents.
- Providing motel vouchers on below freezing nights to ensure unhoused individuals and families can be indoors and have access to a safe and clean bed.

Program Specific Requirements

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

Introduction

Projects are eligible for CDBG funding if they meet certain criteria as established by HUD. A project must benefit low- and moderate-income individuals (LMI), low- and moderate-income areas (LMA), address conditions of slum or blight, or meet an urgent community need. Projects will address priority community needs as outlined in Westminster's 2020-2024 Consolidated Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

Discussion