



CITY OF WESTMINSTER

2021 Community
Development Block
Annual Action Plan

August, 2021



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 2021, the City is eligible to receive \$609,997 in CDBG funds and will be allocated \$203,457 in HOME funds through the Adams County 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 program CDBG-CV funds through 2021.

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

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.

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 new projects aimed at improving pedestrian safety and accessibility in qualifying areas of the City. Finally, a new program is in the process of being developed that will provide 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.

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 2021 AAP will focus on the implementation of projects previously identified in the 2020 AAP. Staff's attention required to successfully program and deploy the CDBG-CV pandemic response funds has delayed work on the 2020 AAP projects on which staff will continue to focus through the 2021 program year.

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 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 2021 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 that support pedestrian safety and access, 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.

In Fall 2019, staff from Westminster and the other members of the Adams County Consortium participated in three community events—Adams County Cares Day, Westminster Halloween Harvest Festival, and Thornton Harvest Festival—to collect resident input on housing and community development needs. A total of 401 residents participated in conversations and activities to identify top community needs, prioritize community development and housing investments, and pinpoint gaps in access to resources and institutional structures.

The City's consultant for the Consolidated Plan also worked with Growing Home, a local non-profit focused on basic family needs and nurturing children, and Maiker Housing Partners, the housing authority for Adams County, to facilitate a joint resident focus group with 13 participants.

Stakeholders engaged throughout the process include Maiker Housing Partners, Growing Home, Adams County Homelessness Task Force, Family Tree, Adams County Education Consortium, Adams 12 Student and Family Outreach Program, Adams County Workforce and Business Center, and Court Appointed Special Advocates (CASA.)

The 2021 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 virtual community meeting on June 30, 2021, and a public hearing with the Westminster City Council on July 26, 2021.

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.

Four individuals attended the June 30, 2021 virtual community meeting. A copy of the meeting summary and the presentation is included in the Citizen Input appendix. One participant commented that it is important that CDBG funds be used to preserve affordable housing.

Two individuals provided verbal testimony during the July 26, 2021 Public hearing, and one email comment was submitted to the City Clerk for the record. The two individuals providing testimony supported the 2021 AAP. The one email comment received expressed concern for added projects to address a national objective in their neighborhood. Written comments are included in the Citizen Participation appendix to the plan.

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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Voice message: 303-658-2414

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 2021 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 2021, the following supportive service and housing agencies received funding: A Precious Child, Action Center/Jeffco Action Center, Inc., Almost Home, Audio Information Network of Colorado, Beyond Home, Brothers Redevelopment, CASA of Adams and Jefferson Counties, Catholic Charities and Community Services of the Archdiocese of Denver, Center for People With Disabilities, Clinica Family Health, Community Table/Arvada Community Food Bank, Denver Hospice, Family Tree, FISH of Westminster, Food Bank of the Rockies, Growing Home, Have a Heart Project, Jefferson Center for Mental Health, Kids First Health Care, Outdoor Lab Foundation, Project Angel Heart, Ralston House, Rocky Mountain Multiple Sclerosis Center, Seniors' Resource Center, The Action Center, The Senior Hub, and Volunteers of America.

In addition to the funding available through the annual Human Services Board funding process, the City dedicates funds to housing and temporary shelter through partner agencies. The City supported six local non-profit organization in pursuit of ESG funding to address their work with the regions unhoused population. The City has also utilized its Private Activity Bond (PAB) allocation to support 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 NOFA 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 initiative of the CoC to reach functional zero of veteran homelessness by the end of the 2021 calendar year.

During the first quarter of 2020, the City also hired a full-time Homeless Navigator to meet people where they are experiencing literal homelessness. That staff member uses Coordinated Entry (CE) as well as diversion, prevention and assists with housing navigation and voucher distribution with partner agencies throughout the CoC.

During the 2020 program year 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 NOFA Committee to determine how the ESG-CV2 funds that were made available to the CoC would be distributed. The MDHI NOFA committee established outcomes and measures to use to determine the awarding of the ESG funds.

ESG Certificate of Consistency with the City's Consolidated plan support letters provided this year include:

1. Colorado Coalition for the Homeless
2. Barton Institute of Community Actions and the Safe Parking Initiative
3. Denver Indian Family Resource Center (DIFRC)
4. Metro Denver Homeless Initiative (MDHI)
5. Growing Home

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 NOFA 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. 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, stay 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.

A 30-day comment period on the draft AAP was held from June 15, 2021 through July 26, 2021, with a public hearing held with City Council on the evening of July 26, 2021. 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	Four people attended a virtual meeting on Wednesday, June 30.	One comment was received: "It is important to preserve affordable housing."	The City accepts all comments received.	https://www.youtube.com/watch?v=cPvnd_iU5AA
2	Public Hearing	Non-targeted/broad community	Public Hearing during July 26, 2021 City Council meeting. Meeting was hybrid format; allowing residents to attend in-person or virtually. Two residents provided comments via call-in.	Summary of comments provided in Citizen Participation appendix.	The City accepts all comments received.	

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	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Economic Development staff performed a social media campaign to drive 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

Expected Resources

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

Introduction

The City has been awarded \$609,997 from the CDBG program for the 2021 program year. The City also continues to work towards programing an additional \$1,484,522 of CDBG funds that include the 2020 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 \$1,800,000 combined with \$1,484,522 to provide \$3,284,522.

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.

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	609,997	0	0	609,997	3,284,522	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 the Holly Park property at West 96th Avenue and Federal Boulevard, which will support construction of 58 affordable townhomes for sale to households earning no more than 100% AMI with the majority sold at prices for 70-80% AMI households. The land will be held in a community land trust to ensure long-term affordability.

The City has another site in the development pipeline that, if approved, would include either a similar \$1 land sale or significantly reduced sale price to Habitat for Humanity to build approximately 40-50 units of affordable townhomes for sale. Similar to the Holly Park property, it is likely that the development project will include a community land trust or comparable ownership structure as a means of ensuring long-term affordability. Whether it is a community land trust, deed restriction, or land lease, the terms are anticipated to include a 99-year period of affordability.

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: \$240,000	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: \$247,998	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: \$121,999	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve and Expand Affordable Housing
	Goal Description	<p>In 2021, an estimated 7 low- and moderate-income Westminster homeowners will be assisted through the Emergency and Essential Home Repair Program.</p> <p>Additionally, an estimated 20 apartments in a multi-family housing development will be assisted through the Affordable Housing Preservation program/project.</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>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: \$121,999
	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	9/30/2022
	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: \$200,000
	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: \$247,998
	Description	Project will upgrade streetscape and lighting on streets with deteriorating or inadequate conditions in LMI Census tracts.
	Target Date	9/30/2022
	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: \$40,000
	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. South 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 2018 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 600 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 2022. 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 2021. 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 is in final review and will be implemented by 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 2020, the City provided CHFA with PAB assignment of \$6,028,132 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/RentalProperty>

Inspection.

Since the last Consolidated Plan, Westminster's redevelopment of an aging regional mall into a downtown center has progressed and prioritized affordable housing with a goal that 20 percent of all residential units in Downtown Westminster be affordable. At the end of 2020, Downtown Westminster has 118 units serving 30-60% AMI and 26 units serving up to 80% AMI with another 23 under construction. 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

Please see above.

Attachments

Citizen Participation Comments

2021 AAP Citizen Participation Appendix

Key Dates for Review and Outreach:


- June 15, 2021: Published Notice of the upcoming community meeting to review the draft AAP. Notice was posted on the CDBG webpage and announced City-wide via social media (Twitter and Facebook). Community non-profit partners, including the Public Housing Authorities (PHA), published the community meeting in their resident communications and newsletters.
- June 21, 2021: Draft AAP presented to City Council. Memo detailed the AAP review schedule and public comment process.
- June 24, 2021: Draft AAP published on the CDBG website for 30-day public comment. Information about the posted draft was announced City-wide via social media (Twitter and Facebook) and sent to non-profit partners to share with their clients and residents.
- June 30, 2021: Virtual community meeting held to solicit feedback on the draft 2021 AAP.
- July 10, 2021: Notice of Public Hearing published on the City webpage and announced City-wide via social media (Twitter and Facebook). The notice was sent out three times ahead of the July 26, 2021 Public Hearing.
- July 19, 2021: Additional outreach and notification of the upcoming Public Hearing sent out via email.
- July 26, 2021: Public Hearing with City Council
- August 15, 2021: Submit Final AAP HUD


Materials Provided:

- June 21 City Council Agenda Item
- Social media posts and email notice materials
- Community Meeting attendee list and notes
- Email and web notice of Public Hearing
- Written comment received from Growing Home
- July 26 Council Presentation
- Signed Ordinance for 2021 AAP and CDBG Acceptance
- Human Services Grant List for 2021 (Referenced in AAP)

Staff Report

City Council Study Session Meeting
June 21, 2021

 *Cultivate a thriving, inclusive, and engaged community through access to opportunity and a resilient and diverse economy.*

 *Provide visionary, effective, and collaborative government.*

Subject: 2021 Community Development Block Grant Annual Action Plan Update

Prepared By: Chase Evans, Real Estate & Development Administrator
Molly Tayer, Housing Coordinator

Summary Statement:

- This report is for City Council information only and requires no action by City Council.
- The City is a federal entitlement jurisdiction that receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The funds must be used for programs and projects benefitting low- and moderate- income populations and areas.
- HUD requires entitlement jurisdictions to file both a five-year Consolidated Plan and individual program year Annual Action Plans (AAP). The AAP details the planned allocation of grant funds to specific projects and activities consistent with the Consolidated Plan. City Council approval is required for each AAP and to appropriate the associated CDBG funds.
- City Council approved and accepted the 2020-2024 Consolidated Plan and 2020 AAP on November 23, 2020. The Consolidated Plan was accepted by HUD in February, 2021.
- The City will receive \$609,997 in CDBG funds for the 2021 program year.
- Staff has outlined a community review and input process that will begin on June 25, 2021 and will include the public posting of the draft 2021 AAP and a virtual community meeting to solicit input from residents, affordable housing providers and community development partners.
- The proposed 2021 AAP will be presented to City Council during a public hearing scheduled for July 26, 2021. If approved by City Council, the 2021 AAP will be updated with any input received during the public hearing and the final version will be submitted to HUD by August 16, 2021.

Background Information:

The CDBG Entitlement Program

The CDBG program includes grants to states, cities and counties based on a formula that factors in population size and economic metrics with the goal of developing viable communities through the provision of housing, a decent living environment, and expanded economic opportunities for low- and moderate-income individuals. As an entitlement community that receives CDBG funds directly from HUD, the City is responsible for developing an AAP that addresses the filed Consolidated Plan goals and priorities and provides meaningful opportunities for participation by community stake holders. Input provided by the community is included in plan updates and used to inform project funding allocations.

2020-2024 Consolidated Plan Framework

The 2020-2024 Consolidated Plan sets the agenda for the City's CDBG investments during a five-year planning period. The plan follows a hierarchy that begins with broad goals to guide overall direction for the Consolidated Plan. Two goals have been identified to guide proposed projects and investments for the 2020-2024 planning period:

- Preserve and Expand Affordable Housing
- Infrastructure and Street Improvements

The identified goals address HUD national objectives to benefit low- and moderate- income residents and provide an area benefit to low- and moderate- income neighborhoods. Keeping the number of goals limited and aligned with HUD national objectives allows the City to identify and apply CDBG funding to qualified projects throughout the City. Specific projects are identified to support the goals during the five-year plan period. Projects are targeted to address specific needs, such as homeowner repairs, maintenance of existing affordable housing, and replacement of aging infrastructure. Lastly, Staff identifies specific activities within the project categories that conform to Consolidated Plan goals, serving as the foundation of the AAP.

2020 AAP

The 2020 AAP included the following projects and funding amounts to support the goals outlined in the 2020-2024 Consolidated Plan:

- Goal: Preserve and Expand Affordable Housing
 - Affordable Housing Site Improvements: The 2020 AAP allocated \$250,000 for the Affordable Housing Site Improvement Project. These funds will be used to provide support to non-profit and private developers for projects that include affordable housing. The funding can be used to support sidewalks and streetscape, site clearance and improvements that are separate from the building construction. The funds will help make proposed affordable housing viable by supporting some of the project costs and avoiding pass through on rents.
 - Affordable Housing Preservation: The 2020 AAP allocated \$490,000 for the Affordable Housing Preservation Project. These funds will be used to provide grants to qualifying property owners for income-restricted properties that currently serve low- to moderate- income residents. Westminster has over 16 affordable multi-family properties that are over 30 years in service, many of which are owned by non-profit organizations and public housing authorities. To ensure the continued availability of these currently affordable apartments, the City is establishing a grant fund to be used by landlords to address health, welfare and safety needs for the residents and ensure that the property owners can address critical repairs and maintenance.
 - Emergency and Essential Home Repair Program (EEHR): The EEHR program helps qualified low- to moderate- income homeowners make needed repairs to their homes that will improve their safety and mobility. Through the program, up to \$5,000 in eligible minor and emergency home repairs can be provided at no charge to qualifying Westminster residents.
- Goals: Infrastructure and Streetscape Improvements
 - Infrastructure and Streetscape Improvements: The 2020 AAP allocated \$578,161 to the Infrastructure and Streetscape Improvements project. These funds will be used to upgrade streetscape and lighting on streets with deteriorating or inadequate conditions in low-moderate income Census tracts. The City has begun a project to reconstruct sidewalks and add lighting on public right-of-way adjacent to income-restricted properties in the Transit Oriented Development (TOD) neighborhood on Hooker Street, between West 71st Avenue and West 72nd Avenue.

2021 AAP Community Engagement & Review Process

The City's CDBG Citizen Participation Plan (CPP) was updated along with the adoption of the 2020-2024 Consolidated Plan and includes the opportunity for both in-person public engagement as well as the continuation of virtual participation, when warranted.

The CPP establishes required levels of public engagement and opportunities for community input to inform the development of an AAP. The following activities have been identified to both comply with federal regulations and provide inclusive opportunities for residents to learn more and provide input to the City's CDBG investments. As detailed in the CPP, Staff will emphasize the involvement of moderate, low, and very-low income residents in areas where CDBG funds may be spent.

The City was allocated \$609,997 in CDBG funds for the 2021 program year, which will begin on October 1, 2021. These funds will be allocated to specific projects in the 2021 AAP consistent with the goals identified in the 2020-2024 Consolidated Plan and HUD national objectives. Currently, Staff anticipates that the projects outlined in the 2021 AAP will be the same as included in the 2020 AAP, however the allocation of funding will be updated to reflect expected expenditures for the upcoming program year and staffing constraints.

The planned community review for the 2021 AAP includes:

- June 25, 2021 through July 26, 2021: 30-day Public Posting of the Draft 2021 AAP
 - The draft 2021 AAP will be posted on the CDBG webpage and notification will be provided through social media and email blasts
 - Questions and comments may be provided to CDBG Staff at: CDBG@Cityofwestminster.us, or by phone at: (303) 658-2414
- June 30, 2021: Virtual Community Meeting
 - Virtual community meeting to solicit input from residents, affordable housing providers and community development partners
 - Information for the virtual community meeting will be provided on the CDBG webpage and shared through social media and email blasts

- July 26, 2021: Public Hearing
 - Information for the virtual community meeting will be provided on the CDBG webpage and shared through social media and email blasts
 - The proposed 2021 AAP will be presented to City Council for approval
 - City Council will be asked to approve a supplemental appropriation of funds for the 2021 CDBG Fund budget
- July 27, 2021 to August 16, 2021: Final AAP Submittal to HUD
 - Incorporate input received during the public hearing and submit the final 2021 AAP to HUD ahead of the August 16, 2021 deadline

The 2021 AAP and 2020-2024 Consolidated Plan represents a comprehensive planning effort that supports several of the City's Strategic Plan goals. The research-based strategies and regional collaboration to leverage resources for greater impact, provide visionary, effective, and collaborative government. The CDBG program focus on low- and moderate-income individuals, as well as neighborhoods, cultivates a thriving, inclusive, and engaged community through access to opportunity and a resilient and diverse economy by addressing issues of economic disparity.

Respectfully submitted,

Donald M. Tripp

Donald M. Tripp
City Manager

REVIEWERS:

Department	Reviewer	Action	Date
ED - Administration	Evans, Chase	Approved	6/16/2021 - 11:00 AM
ED - Administration	Stecklein, Mandy	Approved	6/16/2021 - 11:05 AM
ED - Administration	Bowers , Jacquelin	Approved	6/16/2021 - 11:06 AM
ED - Administration	Bowers , Jacquelin	Approved	6/16/2021 - 9:07 AM
ED - Administration	Bowers , Jacquelin	Approved	6/16/2021 - 11:07 AM
ED - Administration	Bowers , Jacquelin	Approved	6/16/2021 - 12:57 PM

Virtual Community Meeting

City of Westminster CDBG - Proposed 2021 Annual Action

Plan

When: Wednesday, June 30, 2021 6:00 p.m. to 7:00 p.m.

Online Access:

<https://attendee.gotowebinar.com/register/7801072798042228747>

Webinar ID 158-590-899

What: Join City Staff for an overview of the proposed projects and activities for the City's Community Development Block Grant (CDBG) program for the upcoming 2021 program year.

Through the CDBG program, the City receives approximately \$600,000 annually from the U.S. Department of Housing and Urban Development (HUD). CDBG funds are provided to strengthen community and economic development programming that creates and preserves affordable housing and enhances neighborhood redevelopment and safety.

The City filed a five-year Consolidated Plan at the beginning of 2021 that established the framework for investments for each program year. Staff will provide an overview of the Consolidated Plan projects and the proposed allocation of the 2021 CDBG funds. Residents and community development partners are welcomed and encouraged to attend and share thoughts and comments.

Please go to: <https://www.westminstereconomicdevelopment.org/housing/cdbg/> to view and comment on the draft plan.

Posted to the City's webpage: June 15, 2021

Translatable to Spanish

To Request Accommodation: The City of Westminster welcomes all residents and will make every effort to provide accommodation for language access, when requested. Please contact staff at the email provided if you need a specific accommodation for this meeting.

Questions: Molly Tayer (303) 658-2414, or by email: CDBG@cityofwestminster.us



CDBG Community Meeting: Attendees and Input

June 30, 2021

Summary of virtual meeting to share an overview of the proposed CDBG Annual Action Plan (AAP) with residents and community partners. Staff presented slides and took comments from attendees.

Attendees:

Ashley Dunn	Almost Home
Karen Fox Elwell	Growing Home
Arturo Alvarado	Community Resources and Housing Development Corporation (CRHDC)
Shant'a Johnson	Maiker Housing Partners

Comments Received:

Thank you! The need to preserve affordable housing is so important! - Karen Fox Elwell

On Jul 10, 2021, at 5:26 PM, Tayer, Molly <mtayer@CityofWestminster.us> wrote:

A public hearing will be held on the draft 2021 Annual Action Plan budget on Monday, July 26, 2021, during the regular meeting of the Westminster City Council.

The 2021 Community Development Block Grant (CDBG) draft Annual Action Plan (AAP) provides an overview of proposed uses of CDBG funds for the coming program year. CDBG funds are used for projects and programs that benefit the City's low- to moderate-income populations.

The draft 2021 AAP can be reviewed at the City's CDBG webpage at:

<https://www.westminstereconomicdevelopment.org/housing/cdbg/>

The meeting will be conducted in-person and accessible online: <https://www.cityofwestminster.us/agendas>

Residents and community partners may provide testimony virtually or in person. Instructions and deadlines to submit comments or sign up to speak can be found at: [Public Testimony](#)

El Lunes 26 de julio del 2021, durante la reunión ordinaria del Ayuntamiento de Westminster, se celebrará una audiencia pública sobre el proyecto de presupuesto del Plan de Acción Anual 2021.

El Plan de Acción Anual (AAP) de Subsidios para el Desarrollo Comunitario (CDBG, 2021) proporciona una visión general de los usos propuestos de los fondos de CDBG para el próximo año del programa. Los fondos de CDBG se utilizan para proyectos y programas que benefician a las poblaciones de bajos y moderados ingresos en la Ciudad.

El borrador de la AAP 2021 se puede revisar en la página web de CDBG de la Ciudad en el sitio web:

<https://www.westminstereconomicdevelopment.org/housing/cdbg/>

La reunión se llevará a cabo en persona y se podrá acceder a ellos en línea: <https://www.cityofwestminster.us/agendas>

Los residentes y socios de la comunidad podrán proporcionar testimonio virtualmente o en persona. Las instrucciones y los plazos para enviar comentarios o inscribirse para hablar se pueden encontrar en: [Testimonio público](#)



Westminster EcoDevo @westminsterbiz · Jun 23



Join City Staff for an overview of the proposed projects and activities for the City's Community Development Block Grant (CDBG) program for the upcoming 2021 program year.

You can find our draft CDBG Annual Action Plan and meeting information here:



CDBG - City of Westminster Economic Development
The Community Development Block Grant (CDBG)
provides funding in support of low and moderate-...
westminstereconomicdevelopment.org



Westminster EcoDevo @westminsterbiz · Jun 28



Our 2021 Community Development Block Grant Annual Action Plan in process!

Please join us for a community meeting Wednesday, June 30 at 6 p.m. and share your ideas.

Draft Plan and virtual meeting link available here:



CDBG - City of Westminster Economic Development
The Community Development Block Grant (CDBG)
provides funding in support of low and moderate-...
westminstereconomicdevelopment.org





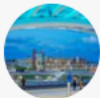
Westminster EcoDevo @westminsterbiz · Jul 6



Westminster invests in projects that enhance neighborhoods & create housing options through the Community Development Block Grant (CDBG) program. We would love your feedback for the City's CDBG program for the upcoming year.

View plan & comment here:

	<p>CDBG - City of Westminster Economic Development The Community Development Block Grant (CDBG) provides funding in support of low and moderate-... westminstereconomicdevelopment.org</p>
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Westminster EcoDevo @westminsterbiz · Jul 15

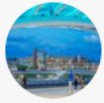


We would love your feedback on proposed projects and activities for the City's Community Development Block Grant (CDBG) program, that enhances neighborhoods & creates housing options in our city.

View plan and comment here:

	<p>CDBG - City of Westminster Economic Development The Community Development Block Grant (CDBG) provides funding in support of low and moderate-... westminstereconomicdevelopment.org</p>
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Westminster EcoDevo @westminsterbiz · Jul 20



Come participate at the Monday, July 26 City Council Meeting, and weigh in on the City of Westminster 2021 Community Development Block Grant (CDBG) Annual Action Plan (AAP). [@westminsterco](#)

All the details here: bit.ly/3qEkjVS



Westminster EcoDevo @westminsterbiz · Jul 15

We would love your feedback on proposed projects and activities for the City's Community Development Block Grant (CDBG) program, that enhances neighborhoods & creates housing options in our city.

View plan and comment here: bit.ly/3qEkjVS



Westminster EcoDevo @westminsterbiz · Jul 23



We would love your feedback on proposed projects and activities for the City's Community Development Block Grant (CDBG) program for the upcoming year.

Find draft CDBG Annual Action Plan here: bit.ly/3qEkjVS

We're taking input and comments through July 26th!



CDBG - City of Westminster Economic Development
The Community Development Block Grant (CDBG)
provides funding in support of low and moderate-...
westminstereconomicdevelopment.org





July 23, 2021

Dear Mayor Seitz, Mayor Pro Tem DeMott, and City Councillors,

Thank you for the opportunity to submit a written comment on the City of Westminster's 2021 CDBG Annual Action Plan. It is my honor to express Growing Home's strong support of this plan. I have read a draft of the plan and also attended the virtual community meeting on June 30th.

As many of you know, Growing Home is a strong partner of the City of Westminster in working towards a more thriving and equitable north metro Denver area, one family at a time. We are grateful to the City for your investment of CARES Act funding, Human Services Board funding, and other resources over the years to support our food access and housing programs, among others.

Over the past couple years, I have been in going conversations with City staff about the need for the City of Westminster to dedicate Community Development Block Grant dollars to directly serve low and moderate income households, as other municipalities do with these resources. In 2019 when provided the opportunity to comment on the use of CDBG funds, I wrote, "While we understand the City's choice to allocate the majority of the 2018 funding to administrative costs and debt repayment, we hope that once the debt is paid down that the City will consider allocating the funding to services that support low and moderate income residents." I was so excited to see that this feedback was taken into consideration in the creation of the existing proposed plan. I am particularly excited to see the plan include the preservation of affordable housing and \$240,000 allocated to rehab 20 units.

At Growing Home, we see every day the need to both preserve and create more affordable housing. We hear stories daily of how hard families are working to keep food on the table and a roof over their head. The preservation of affordability in Westminster is so needed. It is essential that available affordable housing that residents currently enjoy is made better and also available for the future. This plan works towards that end.

As some of you know in addition to the wide variety of services that Growing Home offers, we own a 20 unit affordable housing apartment building in Westminster called Westchester Apartments. Growing Home purchased this building in 2005 with City HOME funds. These units are 30-60% of area median income, meeting the definition of LMI. We know that we have needs at Westchester like replacing an aging roof and upgrading some of the electrical work that would make our affordable housing better and safer for our community. We would be excited to apply for any requests for proposals put forth by the City for these funds. If received, this funding would ensure that our Westchester Apartments is serving the LMI residents with better quality affordable housing for years to come.

Thank you so much for your consideration and your ongoing partnership with Growing Home. We are honored to work with the City to create a more thriving, healthy, and equitable Westminster for all.

Sincerely,

Karen Fox Elwell
President & CEO



WESTMINSTER

2021 CDBG Annual Action Plan Public Hearing and Presentation

July 26, 2021

Chase Evans, Real Estate &
Development Administrator

Vision Statement

We are a thriving community of safe neighborhoods and beautiful open space that is sustainable and inclusive.





HUD National Objectives

HUD's three **national objectives** include:

1. **Benefit to low- and moderate- income (LMI) persons**
2. **Aid in the prevention or elimination of slums or blight**
3. **Meet a need having particular urgency**



2020-2024 Consolidated Plan

- **U.S. Department of Housing and Urban Development (HUD) requires the completion of a Consolidated Plan every five years**
 - Identify the City's housing and community development needs, priorities, and goals
 - Based on community input, economic data, and past CDBG investments

2020-2021 CDBG Efforts

- Complete placement of federal pandemic response funds: CDBG-CV
- Identify needs for prioritized investments
- Gather input and build the 2021 AAP budget
- Submit 2021 Annual Action Plan



Consolidated Plan Goals & Projects

CDBG ADMIN

- Up to 20% of allocation available for Administration.
- Includes: salaries, consultants, planning, communications

Increase and Preserve Affordable Housing

- Emergency and Essential Home Repair
- Preservation of Affordable Housing
- Affordable Housing Site Prep

Infrastructure, Streetscape and Pedestrian Improvements

- Pedestrian Access and Safety Improvements in qualified low- to moderate income areas

Community Input Process

- 2020: Data and Input gathered for Consolidated Plan
- 2021: Outreach specific to 2021 AAP Review
 - **June 15, 2021:** Notice of 2021 AAP community meeting posted to website; promoted on social media and via community newsletters.
 - **June 21, 2021:** Information Only memorandum provided to City Council overviewing the plan and the public outreach process
 - **June 26, 2021:** Draft AAP published on the CDBG website for 30-day public comment. Notice of the opportunity to comment announced City-wide via social media (Twitter and Facebook) and sent to non-profit partners to share with their clients and residents in English and Spanish
 - **June 30, 2021:** Virtual community meeting held
 - **July 10, 2021:** Notice of Public Hearing published on the City webpage and announced City-wide via social media (Twitter and Facebook).
 - **July 19, 2021:** Additional notification of the upcoming Public Hearing sent out via email and social media

2021 CDBG Allocation = \$609,997

Administration	\$121,999
Emergency and Essential Home Repair	\$40,000
Affordable Housing Preservation	\$200,000
Infrastructure, Streetscape and Pedestrian Improvements	\$247,998
Affordable Housing Site Prep	\$0
Total 2021 CDBG	\$609,997
Total Projects (Non- Admin)	\$487,998

Schedule to Council Adoption and Submittal

- **July 26:** City Council Public Hearing and Acceptance of 2021 CDBG AAP and grant
- **August 9:** Second Reading for CDBG allocation Ordinance
- **July 27-August 15:** Complete Plan and filings for submittal
- **August 16:** Submit final 2021 AAP to HUD

Thank you for your time

QUESTIONS & COMMENTS?

BY AUTHORITY

ORDINANCE NO. **4083**

COUNCILLOR'S BILL NO. **26**

SERIES OF 2021

INTRODUCED BY COUNCILLORS
Skulley, Voelz

**A BILL
FOR AN ORDINANCE AMENDING THE 2021 BUDGET OF THE COMMUNITY
DEVELOPMENT BLOCK GRANT FUND AND AUTHORIZING A SUPPLEMENTAL
APPROPRIATION FROM THE 2021 ESTIMATED REVENUES IN THE FUND**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2021 appropriation for the Community Development Block Grant Fund initially appropriated by Ordinance No. 4048 is hereby increased by \$609,997. This appropriation is the 2021 allocation approved by the United States Department of Housing and Urban Development for the Block Grant Program.

Section 2. The \$609,997 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda, dated July 26, 2021 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

Community Development Block Grant Fund	\$609,997
--	-----------

Section 3 – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 26th day of July, 2021.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 9th day of August, 2021.

ATTEST:

Anita Seitz
Mayor

Abby Fitch
City Clerk

Attachment A

City of Westminster

2021 Human Services Grants Awarded

AGENCY NAME	REQUESTED	RECOMMENDED
A Precious Child	\$10,000	\$7,000
Action Center/Jeffco Action Center, Inc	\$3,000	\$3,000
Almost Home	\$10,000	\$8,000
Audio Information Network	\$5,000	\$3,000
Beyond Home	\$5,000	\$3,000
Brothers Redevelopment	\$5,000	\$4,000
CASA of Adams County	\$7,500	\$4,000
CASA of Jefferson County	\$5,000	\$2,500
Catholic Charities of Denver	\$10,000	\$4,000
Center for People With Disabilities (CPWS)	\$5,000	\$3,000
Clinica Campesina Family Health Services, Inc.	\$10,000	\$7,000
Community Table/Arvada Community Food Bank	\$7,500	\$6,000
Denver Hospice	\$10,000	\$4,000
FISH Inc.	\$10,000	\$10,000
Food Bank of the Rockies	\$15,000	\$8,500
Growing Home - Interfaith Hospitality Network (IHN)	\$8,000	\$7,000
Have a Heart Project, Inc.	\$7,000	\$6,000
Jefferson Center for Mental Health	\$10,410	\$8,000
Kids First Health Care	\$10,000	\$4,000
Outdoor Lab Foundation	\$7,500	\$3,000
Project Angel Heart	\$5,000	\$4,000
Ralston House (Arvada Child Advocacy Center)	\$10,000	\$6,000
Rocky Mountain Multiple Sclerosis Center (RMMSC)	\$5,000	\$3,000
Senior Hub	\$10,000	\$5,000
Seniors' Resource Center	\$10,000	\$5,000
Volunteers of America Colorado Branch	\$3,000	\$2,000
TOTAL	\$203,910	\$130,000

- 2021 HSB AGENCY DESCRIPTIONS -

A Precious Child – Provides children in need with opportunities and resources to empower them to achieve their full potential.

The Action Center – Provides an immediate response to basic human needs and promotes pathways to self-sufficiency.

Almost Home – Promotes self-sufficiency and provides assistance to those experiencing housing instability.

Audio Information Network of Colorado – Provides news and information in audio format to those who cannot read print materials due to being visually impaired or unable to process print materials so that listeners can make information decisions, engage with their communities, and lead independent and meaningful lives.

BeyondHome – Helps working families who are experiencing homelessness or who are on the verge of becoming homeless by helping them achieve self-sufficiency for life. BeyondHome provides affordable housing while people heal and learn and implement new life skills.

Brothers Redevelopment – Provides safe, affordable, accessible housing and housing services for the low-income, elderly, and disabled of Colorado.

CASA (Court Appointed Special Advocates) of Adams and Broomfield Counties – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

CASA (Court Appointed Special Advocates) of Jefferson and Gilpin Counties – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

Catholic Charities and Community Services of the Archdiocese of Denver – Provides emergency services to people of all faiths within the broader community. Services provided include: limited financial assistance for rent, medical prescriptions, job-related transportation costs, temporary shelter, and a 2-3 day supply of emergency food with a referral to a larger food bank.

Center for People with Disabilities – Provides assistance for disabled individuals who encounter difficulties in the pursuit of independent living.

Clinica Campesina Family Health Services – Provides medical care and health promotion services to the medically underserved, low-income households, and minority people on a sliding fee scale basis.

Community Table – Provides food and resources to those in need to foster self-sufficiency and achieve long term success through innovation, compassion, and community support.

Denver Hospice – Helps those facing advanced illness with unprecedented levels of comfort, compassion, and expertise. The Denver Hospice is the region's leading, largest, and most trusted not-for-profit provider of life-enhancing hospice and palliative care.

FISH of Westminster – Provides residents in-need with short term, emergency staple foods.

Food Bank of the Rockies – Creates an efficient means of channeling food to participating food banks that assist the needs of the hungry. Food is provided to shelters, emergency assistance programs, child welfare centers, senior citizen nutrition programs, churches, synagogues, community centers, and halfway houses.

Growing Home – Provides shelter, meals, and comprehensive assistance to homeless families and increased community involvement in direct service and advocacy.

Have a Heart Project – Provides food, clothing, school supplies, and soaps for in-need elementary age children and their families.

Jefferson Center for Mental Health – Promotes mental health and provides quality mental health services to persons with emotional problems and/or serious mental illness.

Kids First Health Care – Provides infants, children, and youth primary and preventative health services in partnership with schools and other community organizations.

Outdoor Lab Foundation – Forges relationships with businesses, the community and non-profit organizations to fund the Outdoor Lab Schools which give students the opportunity to explore and experience subjects such as earth science, wildlife biology, astronomy and forestry in a unique mountain setting.

Project Angel Heart – Provides medically tailored meal services to clients with life threatening illnesses promoting the power of food as medicine; referrals come from hospitals, social workers, renal care units, and the visiting nurse association.

Ralston House – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.

Rocky Mountain Multiple Sclerosis Center – Improves the quality of life of individuals and their families living with multiple sclerosis and related neurological diseases through care, support, education, and research.

The Senior Hub – Delivers hot or frozen meals to homebound residents who are unable to prepare nutritious meals themselves, are unable to travel independently to a senior

center or restaurant to obtain a balanced meal, and are unable to afford the purchase of meals.

Seniors' Resource Center – Provides person-focused, coordinated services to enhance independence, dignity, and quality of life for adults age 60 and over in Westminster, both in Adams and Jefferson counties.

Volunteers of America Colorado Branch – Provides complete meals to elderly residents (60 or older) via a congregate dining center located at Westminster Commons three days per week.

Grantee SF-424's and Certification(s)

DocuSign Envelope ID: EBF415FA-CA7C-4DAD-BEDB-990B18D510D4

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

Donald M. Tripp

Signature of Authorized Official

8/16/2021
Date

City Manager
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having 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 (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2021 _____ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically harrng entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000c) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Donald M. Tripp

Signature of Authorized Official

8/16/2021

Date

City Manager _____
Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having 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.

Donald W. Tripp

Signature of Authorized Official

8/16/2021
Date

City Manager
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Donald M. Tripp

Signature of Authorized Official

8/16/2021

Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[View Burden Statement](#)

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4725-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1885-1886), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-046) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11888; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 170(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1966 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 109(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Donald M. Tripp</i>	TITLE City Manager
APPLICANT ORGANIZATION City of Westwater	DATE SUBMITTED 8/16/21

Application for Federal Assistance SF-424		
* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> New	
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Specify):
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	
* 3. Date Received:	4. Applicant Identifier:	
5a. Federal Entry Identifier:	5b. Federal Award Identifier:	
991614	E-21-NC-030011	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Westminster		
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. UFI:	
84-6000726	832039840832	
d. Address:		
* Street1:	1600 W. 92nd Avenue	
Street2:		
* City:	Westminster	
County/Parish:		
* State:	CO: Colorado	
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	80031-6307	
e. Organizational Unit:		
Department Name:	Division Name:	
Economic Development	Economic Development	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	* First Name:	
Mr.	Chase	
Middle Name:		
* Last Name:	Downs	
Suffix:		
Title:	Real Estate and Development Administrator	
Organizational Affiliation:		
City of Westminster		
* Telephone Number:	Fax Number:	
303-658-2111	303-706-3934	
* Email: carvond@cityofwestminster.co		

Application for Federal Assistance SF-424		
* 9. Type of Applicant 1: Select Applicant Type:		
<input type="text" value="City or Township Government"/>		
Type of Applicant 2: Select Applicant Type:		
<input type="text"/>		
Type of Applicant 3: Select Applicant Type:		
<input type="text"/>		
* Other (specify):		
<input type="text"/>		
* 10. Name of Federal Agency:		
<input type="text" value="U.S. Department of Housing and Urban Development"/>		
11. Catalog of Federal Domestic Assistance Number:		
<input type="text" value="16-219"/>		
CFDA Title:		
<input type="text" value="Community Development Block Grant Program"/>		
* 12. Funding Opportunity Number:		
<input type="text"/>		
* Title:		
<input type="text"/>		
13. Competition Identification Number:		
<input type="text"/>		
Title:		
<input type="text"/>		
14. Areas Affected by Project (Cities, Counties, States, etc.):		
<input type="text" value="City of Westminster, Adams & Jefferson Counties"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
<input type="button" value="View Attachment"/>		
* 15. Descriptive Title of Applicant's Project:		
<input type="text" value="2021 Community Development Block Grant Program - The funds provide funding for CDBG related activities, administration costs, Emergency and Essential Home Repair Program, Streetscaping & Infrastructure"/>		
Attach supporting documents as specified in agency instructions.		
<input type="button" value="Add Attachments"/>	<input type="button" value="Delete Attachments"/>	<input type="button" value="View Attachments"/>

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant Dist: <input type="text" value="01 st 7"/>	* b. Program/Project Dist: <input type="text" value="01 st 7"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="10/01/2021"/>	* b. End Date: <input type="text" value="09/30/2022"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="609,997.00"/>
* a. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="609,997.00"/>
* 18. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Donald"/>
Middle Name: <input type="text" value="M."/>	
* Last Name: <input type="text" value="Tripp"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="City Manager, City of Westminster"/>	
* Telephone Number: <input type="text" value="303-658-2013"/>	Fax Number: <input type="text" value="303-706-3921"/>
* Email: <input type="text" value="dctripp@cityofwestminster.us"/>	
* Signature of Authorized Representative: <input type="text" value="Donald M. Tripp"/>	* Date Signed: <input type="text" value="09/16/2021"/>

Certificate Of Completion

Envelope Id: EBF415FACA7C4DADBEB899DB18D510D4	Status: Completed
Subject: Please DocuSign: 2021 CDBG Certifications.pdf	
DocuSignDocumentType: Contract	
CobbleStoneNumber:	
DateOfContract:	
Source Envelope:	
Document Pages: 11	Signatures: 6
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	
EnvelopeId Stamping: Enabled	
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	
	Envelope Originator:
	City of Westminster
	4800 West 92nd Avenue
	Westminster, CO 80031
	westminsterdocuSign@cityofwestminster.us
	IP Address: 198.243.1.248

Record Tracking

Status: Original	Holder: City of Westminster	Location: DocuSign
8/10/2021 7:15:06 AM	westminsterdocuSign@cityofwestminster.us	

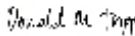
Signer Events

Signature	Timestamp
Chase Evans cevans@CityofWestminster.us Security Level: Email, Account Authentication (None)	Completed Sent: 8/10/2021 7:15:06 AM Viewed: 8/10/2021 7:29:50 AM Signed: 8/10/2021 7:38:55 AM
Using IP Address: 198.243.1.248	

Electronic Record and Signature Disclosure:
Accepted: 8/10/2021 7:29:50 AM
ID: 7179655b-1328-4a20-ab37-3312bb29281e

Jody Andrews jandrews@cityofwestminster.us Deputy City Manager City of Westminster Security Level: Email, Account Authentication (None)	Completed Using IP Address: 107.77.198.43 Signed using mobile	Sent: 8/10/2021 7:38:57 AM Viewed: 8/10/2021 9:31:35 AM Signed: 8/10/2021 10:08:41 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Donald M Tripp dtripp@cityofwestminster.us City Manager City of Westminster Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 198.243.1.248	Sent: 8/10/2021 10:08:43 AM Viewed: 8/13/2021 10:20:36 AM Signed: 8/13/2021 10:20:54 AM
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Electronic Record and Signature Disclosure:
Accepted: 2/29/2016 8:54:21 AM
ID: 53adecf9-5f85-483c-b72d-52caa81439ac

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
<p>Mandy Stecklein msteckle@cityofwestminster.us Executive Assistant City of Westminster Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 8/10/2021 7:15:05 AM Viewed: 8/10/2021 7:15:05 AM Signed: 8/10/2021 7:15:05 AM</p>
<p>Jackie Bowers jbowers@cityofwestminster.us Executive Assistant City of Westminster Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 8/10/2021 7:38:56 AM Viewed: 8/10/2021 7:53:07 AM</p>
<p>Alyssa Nilemo anilemo@cityofwestminster.us Executive Aide City of Westminster Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 8/10/2021 10:08:43 AM</p>
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/10/2021 7:15:06 AM
Certified Delivered	Security Checked	8/13/2021 10:20:36 AM
Signing Complete	Security Checked	8/13/2021 10:20:54 AM
Completed	Security Checked	8/13/2021 10:20:54 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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 - . The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will

have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- Until or unless I notify City of Westminster as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Westminster during the course of my relationship with you.

