



CITY OF WESTMINSTER

2023 Annual Action Plan

Economic Development
Department

August 2023



Executive Summary

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

1. Introduction

As an entitlement jurisdiction designated by the U.S. Department of Housing and Urban Development (HUD), the City of Westminster (City) receives a direct annual allocation of Community Development Block Grant (CDBG) funds from the federal government. The annual allocation for PY 2023 is \$577,464 to be used to create suitable living environments and provide for affordable housing activities in the City.

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. In each year of the five-year Consolidated Plan, the City is required to complete an Annual Action Plan (AAP), which specifies how the City proposes to allocate funds to specific projects for each program year in support of the Consolidated Plan goals. This document represents the PY 2023 AAP, which is the fourth year of the Consolidated Plan. The program year begins on October 1, 2023 and ends on September 30, 2024.

At the end of the program year, the City will report its accomplishments in the Consolidated Annual Performance and Evaluation Report (CAPER), which identifies the City's CDBG related accomplishments for the previous program year.

In addition to direct CDBG funds from HUD, the City also receives a share of HOME Investment Partnership Program (HOME) funds allocated through the Adams County HOME Consortium. HOME funds are utilized to develop and preserve affordable housing in Westminster and the City reports these activities and benefits to the Consortium.

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

Annual funding priorities are programmed through the AAP to achieve the goals and objectives identified in the Consolidated Plan for the 2020-2024 program years. These goals have been listed below with intended outcomes for PY 2023.

Priority: Increase and Preserve Affordable Housing

Goal: Preserve and Expand Affordable Housing - The City will fund low- to moderate-income homeowners with housing rehab activities through the Emergency and Essential Home Repair Program. The City will also fund multi-family housing rehab activities through the Housing LIFT Program.

Outcome: Homeowner Housing Rehabilitated: 18 Household Housing Unit & Rental units rehabilitated: 350 Household Housing Unit

Priority: Infrastructure, Streetscape and Ped Improvements

Goal: Infrastructure and Streetscape Improvements - The City will fund public infrastructure improvements such as pedestrian safety and accessibility projects, street, and sidewalks.

Outcome: No goal outcomes for PY 2023. The City will focus on housing programs in the upcoming 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 following accomplishments were reported in

the most recent PY 2021 CAPER, which covers the City's 2021 CDBG program year from October 1, 2021 through September 30, 2022. These accomplishments are reported by priority.

Preserve and Expand Affordable Housing: The Emergency and Essential Home Repair program (EEHR) served 26 households using PY 2018 and PY 2019 funds. This exceeded the City's goal for the year. In addition to this, the Affordable Housing Site Improvements project applied \$112,000 to complete the environmental cleanup and demolition at West 73rd Avenue and Lowell Boulevard. The site and environmental cleanup was completed in April 2022. All associated tests and final reports have been filed with the state. Finally, the Multi-family Housing Preservation grants program was designed and set up with support of a consultant familiar with HUD regulations to guide development work performed with CDBG funds. Two non-profit affordable housing owners are working with the consultant and staff to complete their development plans and application materials. The grant-funded rehabilitation work began in March 2023.

Infrastructure and Streetscape Improvements: Sidewalk and lighting work performed on three blocks of Hooker Street in the Transit Oriented Development (TOD) area were completed during the program year with \$198,455 of PY 2020 funding. Staff and contractors reported enthusiastic support and appreciation from area residents who are enjoying the widened sidewalks and extensive lighting.

To continue on the success of CDBG programs in Westminster, the activities proposed for the 2023 AAP will continue to build upon the accomplishments made during the Consolidated Plan period. The City will continue to promote the most efficient and effective use of CDBG funds, while also investing in neighborhood improvements along with preserving and expanding the supply of affordable housing.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Westminster adheres closely to its HUD approved Citizen Participation Plan (CPP) which under 24 CFR 91.105 encourages citizens to participate in the development of the Consolidated Plan and each subsequent AAP. The CPP especially encourages participation from LMI residents and special need communities.

Citizen participation in development of the five-year 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 postage-paid mail. A total of 297 Westminster residents participated in the survey. Residents who commonly face disproportionate housing needs were well-represented by respondents, including:

- 101 households with children;

- 51 seniors, age 65 and older;
- 84 had a household member with a disability;
- 81 renters;
- 57 residents who were precariously housed (living in their cars, shelters, or temporarily staying with family or friends);
- 76 households with an annual income of less than \$25,000; and
- Another 48 households with an annual income of between \$25,000 and \$50,000.

The survey instrument included questions about residents' current housing and financial situations, housing and transportation challenges, knowledge of and access to community resources, and experience with housing discrimination. The results of the survey were recorded in the Consolidated Plan process, and helped to determine the priority needs for the five years of the plan period.

The citizen participation requirements for the PY 2023 AAP included a 30-day community review and comment period for the proposed AAP, a Study Session with City Council, a community meeting, and a public hearing with the Westminster City Council. The City's community service partners supported additional communications and outreach via client email and newsletters. These outreach activities are described in more detail in the AP-12 Participation section.

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.

Public Input Meeting (June 20, 2023):

Comments made during the public meeting were as follows:

- Housing, housing and more housing: (5 people raised the need)
 - Specific to homelessness seen in the community
 - Services for people with mental health issues
 - All forms of housing: tiny homes, property to build homes, community RV park for people with RV's, more shelter space
 - Where is the City's water study? We had been told that there would be no building until water study complete. When will this be?
 - Concern: City can't provide "be all-end all" support for residents, all to address homelessness. City navigator staff is doing a good job
- Program to provide child-care for Low- and- moderate- income workers

- Invest that money locally. Set up program with local non-profit. Do not pay a CA corporation to provide this.
- Growing Home staff and Almost Home staff added that they support the AAP as drafted
 - Appreciate the CDBG support their programs have received
- Transportation is problem for Eaton residents - wonder if there is transportation voucher program for low-income residents?
 - E-bike access programs would be helpful
 - Resident described access to UBER credit from DRCOG

Public Hearing (July 24, 2023):

No comments were made during the public hearing.

Public Comment Period (July 6, 2023 to August 6, 2023):

No comments were submitted during the comment period.

These outreach activities are described in more detail in the AP-12 Participation section.

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

PY 2023 is the fourth program year of the 2020-2024 Consolidated Plan. The plan was developed through funding activities that will meet the goals that will address the priority needs in the City. These priorities were identified through a needs assessment and market analysis in the Consolidated Plan as well as a robust citizen participation outreach process. In PY 2023, the City will receive \$577,464 to fund the CDBG program. The City proposes to fund the following projects in the program year. More details of the projects are found in the AP-35.

Administration (20%): \$115,493

Emergency and Essential Home Repair: \$180,000

Housing LIFT Program: \$281,971

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

Email: CDBG@cityofwestminster.us

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 2023 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 seeks to enhance coordination between local housing and service providers in the implementation of the plan. This includes a wide variety of agencies including interested stakeholders such as Front Range Community College, A Precious Child, The Action Center, Maiker Housing Partners, Brothers Redevelopment Inc., and Almost Home.

In addition to the funding available through the annual Human Services Board funding process, the City dedicates funds to housing and temporary shelter operators through partner agencies. The City supported 14 local non-profit organizations in pursuit of ESG funding to address their work with the region's unhoused population between 2020 and 2022.

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

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

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

The City has a staff member, who coordinates the City's homeless service response, that is a voting member of the Metro Denver Homeless Initiative (MDHI) Continuum of Care (CoC) Coordinating Committee as well as a member of the Point in Time Regional Planning Committee and the Notice of Funding Opportunity (NOFO) review committee for all federal funds made available to the CoC. This 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 recent years, the City has participated in initiatives that have helped to coordinate continuing efforts that address the needs of homeless persons in the area, in particular those that are chronically homeless, families and children, veterans and unaccompanied youth. These efforts are described below:

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

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

During 2020 and 2021 the City applied a portion of the CDBG-CV funds to set up a service agreement with Almost Home to provide homelessness prevention services to Westminster residents. This service agreement provides up to \$4,800 and three months of budget and employment stabilization counseling per household. The funds can be applied to rents or mortgage payments, and the counseling is required for the household to access the payment assistance. Almost Home's homelessness and eviction prevention support services have been successful at stabilizing area residents through the pandemic.

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

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

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

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ALMOST HOME INC.
	Agency/Group/Organization Type	Services - Housing Services-homeless Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children 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?	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 Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special 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?	Growing Home works closely with the City and CDBG staff on project implementation and community outreach. Staff and volunteers provided input on the AAP.

3	Agency/Group/Organization	BROTHERS REDEVELOPMENT, INC
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Lead-based Paint Strategy LMI Homeowner Repairs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Brothers Redevelopment is a valued partner and supports the City's Emergency and Essential Home Repair program. BRI staff participated in review and input to the AAP, and has worked on the design of the City Multi-family Preservation Grant project.
4	Agency/Group/Organization	ADAMS COUNTY
	Agency/Group/Organization Type	Services - Housing Services-homeless Service-Fair Housing Other government - County
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Adams County is the HOME Consortium lead. Community Development staff participated in the review and input to the City's project development process.

5	Agency/Group/Organization	Jefferson County Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Elderly Persons Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Families with children LMI Homeowner Repair Program
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Jefferson County Housing Authority, DBA Foothills Regional Housing Partners is a long-time partner in the City's Emergency and Essential Home Repair Program. Foothills Regional Housing staff participated in development of the Multi-family Preservation Grant program, is evaluating an upgrade to multi-family properties they own in Westminster and assists staff with housing information regarding Jefferson County resident's needs.
6	Agency/Group/Organization	Maiker Housing Partners (Adams County Housing Authority)
	Agency/Group/Organization Type	Housing PHA Services-Children Services-Elderly Persons Services-Persons with Disabilities Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Maiker Housing Partners was invited to participate in the development of the AAP. Maiker provides multiple programs in support of LMI family needs in Westminster.
7	Agency/Group/Organization	The Heart of Westminster Neighborhood Organization
	Agency/Group/Organization Type	Neighborhood Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Community Engagement
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Heart of Westminster was invited to participate in the development of the AAP. Residents contributed information and asked the City to consider a proposal to utilize a CDBG-funded property for a community use. Staff is working with residents to assess alternate uses for the property.
8	Agency/Group/Organization	Metro Denver Homeless Initiative
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Publicly Funded Institution/System of Care Regional organization

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy HOPWA Strategy Continuum of Care
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MDHI is a recognized partner in support of the regional Continuum of Care in coordination of services for the unhoused. MDHI was invited to participate in the development of the City's AAP.
9	Agency/Group/Organization	Community Resource and Housing Development Corporation
	Agency/Group/Organization Type	Housing Services - Housing Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs CHDO
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CRHDC is a long-time partner in workforce housing for Colorado. CRHDC also partners in historic Westminster community engagement as the organization's corporate office is located in the area. CRHDC staff participated in the development of the AAP.
10	Agency/Group/Organization	CenturyLink
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>During the COVID-19 pandemic, the City began a partnership with CenturyLink to assist families with hotspot access. The city continues to partner with CenturyLink to help Westminster families have essential access to broadband infrastructure.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

All comments are accepted and welcome. The City will not intentionally exclude any views or agency types in the development of the plan.

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

N/A

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 City of Westminster adheres closely to its HUD approved Citizen Participation Plan which under 24 CFR 91.105 encourages citizens to participate in the development of the Consolidated Plan and each subsequent AAP. The CPP especially encourages participation from LMI residents and special need communities. The following outreach activities were taken during the development of the 2023 AAP.

A variety of community partners and residents participated in the citizen participation process. A 30-day public comment period was held to afford citizens an opportunity to review and make comments on the proposed plan. The City also held a public hearing to discuss the proposed 2023 CDBG funding allocations and proposed plan. The table below displays a summary of citizen participation outreach efforts made by the City.

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	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Notice was given that a public hearing and 30-day public comment period was scheduled to review and make comments on the PY 2023 AAP. A copy of the ad is included in the Citizen Participation appendix.	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	The City held a Study Session with City Council on June 19, 2023 to announce and overview the 30-day review process for the PY 2023 AAP. All comments from the public were welcome.	No comments were made.	All comments were accepted.	

3	Public Meeting	<p>Non-English Speaking - Specify other language: Spanish</p> <p>Non-targeted/broad community</p>	<p>The City held a community meeting on June 20, 2023 to discuss the PY 2023 AAP. All comments from the public were welcome.</p>	<p>Comments made during the public meeting were as follows:Housing, housing and more housing: (5 people raised the need)- Specific to homelessness seen in the community- Services for people with mental health issues-All forms of housing: tiny homes, property to build homes, community RV park for people with RVs, more shelter space-Where is the City's water study? We had been told that there would be no building until water study complete. When will this be?-Concern: City cant provide -be all-end all- support for residents, all to</p>	<p>All comments were accepted.</p>	
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				<p>address homelessness. City navigator staff is doing a good jobProgram to provide child-care for Low- and- moderate-income workers- Invest that money locally. Set up program with local non-profit. Do not pay a CA corporation to provide this. Growing Home staff and Almost Home staff added that they support the AAP as drafted-Appreciate the CDBG support their programs have receivedTransportation is problem for Eaton residents - wonder if there is transportation voucher program for low-income residents?-E-bike</p>		
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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)
				access programs would be helpful- Resident described access to UBER credit from DRCOG		
4	Internet Outreach	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	City staff released notification through web posting information, email updates and Twitter posts on June 21, 2023 to invite residents to review the draft AAP and submit comments.	Posted outreach materials are attached with the PY 2023 AAP submission.	N/A	

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)
5	Public Comment Period	Non-targeted/broad community	The City held a 30-day public comment from June 22, 2023 to July 24, 2023 to give citizens an opportunity to review and make comments on the draft PY 2023 AAP. All comments were welcome and could be returned to the Economic Development Department, 4800 West 92nd Avenue, Westminster, CO 80031 or emailed to: CDBG@cityofwestminster.us	No comments were submitted during the comment period.	All comments were accepted.	
6	Public Hearing	Non-targeted/broad community City Council	The City held a public hearing on July 24, 2023 at 7:00PM at a regularly scheduled City Council meeting to accept and approve the final plan. All comments from the public were welcome.	No comments were made during the public hearing.	All comments were accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

In PY 2023, the City anticipates it will receive \$577,464 from the CDBG annual allocation. These funds will be programmed towards affordable housing rehabilitation activities and administration of the CDBG program. The City does not generate program income from its program activities and no prior year funds will be reprogrammed. The expected amount available for the remainder of the Consolidated Plan is one more year of the annual allocation.

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	577,464	0	0	577,464	577,464	PY 2023 is the fourth year of the ConPlan. The expected amount available for the remainder of the ConPlan is one (1x) more year of the annual allocation.

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 HOME 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 (PAB) capacity, which provides roughly \$6 million per year for housing activities. Typically, the City assigns its PAB capacity to the Colorado Housing and Finance Authority (CHFA) for administration. The City also supports applications by developers for both 4% and 9% Low Income Housing Tax Credits (LIHTC) by contributing through tax and fee rebates. These are negotiated based on specific project needs and administered through Economic Development Agreements.

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

Land Donation for Affordable Housing

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

Infrastructure and Streetscape Improvements in Public Right-of-Way

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

business spaces and day care.

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

Discussion

N/A

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: \$461,972	Rental units rehabilitated: 100 Household Housing Unit Homeowner Housing Rehabilitated: 18 Household Housing Unit
2	Administration	2020	2024	Administration	City-Wide	Increase and Preserve Affordable Housing	CDBG: \$115,492	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve and Expand Affordable Housing
	Goal Description	An estimated 18 low- and moderate-income Westminster homeowners will be assisted through the Emergency and Essential Home Repair Program. Additionally, an estimated 350 units in two multi-family housing developments will be assisted through the Housing LIFT program.

2	Goal Name	Administration
	Goal Description	Activities related to the administration of the 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. Affordable housing preservation activities will be addressed by the Emergency and Essential Home Repair for LMI homeowner households and the Housing LIFT Program for LMI rental housing. Administration costs for the CDBG program is capped at 20% of the total grant allocation.

#	Project Name
1	Program Administration (2023)
2	Emergency and Essential Home Repair
3	Housing LIFT Program

Table 7 – Project Information

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

The City of Westminster identified in its 2020-2024 Consolidated Plan the need to Increase and Preserve Affordable Housing and make Infrastructure, Streetscape and Ped Improvements. As funding is limited, both priorities may not be addressed in each year of the Consolidated Plan period as the City seeks to stretch its funds to meet the most underserved needs in the City. In PY 2023, the City will focus on affordable housing rehab activities.

This will build on the City’s 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 fund multi-family housing rehab activities through the Housing LIFT Program.

The funding priorities programmed through this AAP will work to achieve the goals and objectives identified in the 2020-2024 Consolidated Plan. The City anticipates that 100% of the households assisted with CDBG activities will be LMI.

AP-38 Project Summary
Project Summary Information

1	Project Name	Program Administration (2023)
	Target Area	City-Wide
	Goals Supported	Preserve and Expand Affordable Housing Administration
	Needs Addressed	Increase and Preserve Affordable Housing
	Funding	CDBG: \$115,492
	Description	Activities related to the administration of the CDBG programs, including salary for CDBG Technician, technical support, planning, community engagement and training. Admin costs will be no more than 20% of the total grant allocation
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	N/A. Administration of the CDBG grant program.
	Location Description	City-Wide, eligible.
	Planned Activities	Admin of the PY 2023 CDBG program.
2	Project Name	Emergency and Essential Home Repair
	Target Area	City-Wide
	Goals Supported	Preserve and Expand Affordable Housing
	Needs Addressed	Increase and Preserve Affordable Housing
	Funding	CDBG: \$180,000
	Description	The City will make grants available to qualifying LMI homeowners to perform emergency and essential repairs and ensure the health and safety of the property and its residents.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner Housing Rehabilitated: 18 Household Housing Unit
	Location Description	City-wide, eligible.

	Planned Activities	Planned activities will be: Emergency and Essential Home Repair - Owner-occupied Housing Rehab (14A)
3	Project Name	Housing LIFT Program
	Target Area	City-Wide
	Goals Supported	Preserve and Expand Affordable Housing
	Needs Addressed	Increase and Preserve Affordable Housing
	Funding	CDBG: \$281,972
	Description	The City will fund multi-family housing rental rehabilitation activities through the Housing LIFT program. The Housing LIFT program provides funding to make necessary repairs which support the health, safety and welfare of LMI residents in Westminster.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Rental units rehabilitated: 100 Household Housing Unit
	Location Description	City-wide, eligible.
	Planned Activities	Planned activities will be: Housing LIFT Program - Multi-Family Housing Rehab (14B)

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

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

Geographic Distribution

Target Area	Percentage of Funds
City-Wide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census data indicates that 51 percent or more of the households in the southern part of Westminster are considered low- and moderate-income. Additionally, aging housing stock, deteriorating infrastructure, a lack of developable land, and blighted properties and buildings all exist within the area. Citizen and supportive service agency input gathered through the consultation and citizen participation process of the Consolidated Plan confirms that this area of Westminster remains in need of investment. For purposes of geographic definition, the City intends to look for investments in low- and moderate-income neighborhoods throughout Westminster and does not expect to be singularly focused on the southern part Westminster during the 2020-2024 Consolidated Planning period. Specifically, staff works with developers evaluating building sites throughout the city that may include affordable housing.

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

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

Discussion

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 2016 and was used to shape affordable housing initiatives through 2019 and 2020. The plan provided a matrix of strategic interventions the City could adopt to build institutional and regulatory structure to support increased affordable housing for residents. Since the plan's adoption, over 700 new units of affordable multi-family and senior rental housing have been placed in service, and plans are underway to complete a new development of affordable for-sale townhomes.

The City will update its Housing Needs Assessment during the 2023 calendar year. 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 adopted its 2040 Comprehensive Plan on March 27, 2023. The Plan outlines the community's vision for the future through a framework

of goals and policies that support a thriving and healthy community comprised of great neighborhoods. The Plan addresses the following topics:

- Utilities & Resources
- Land Use & Development
- Transportation, Mobility & Connections
- Health, Wellness & Community Services
- Economic & Financial Resilience
- Housing & Neighborhoods
- Community Places
- Plan Compliance & Implementation

The Plan was influenced by the guiding principles of thriving city, healthy places, great neighborhoods, and managed growth. Additionally, it identified six cross-cutting topics that were woven throughout each section of the plan: education, diversity, equity and inclusion, health, resilience, safety, and climate.

The Plan is one of a group of long-term planning efforts to create the framework for the future of Westminster. Five partner plans were developed in association with the Plan and are integral to achieve the city's Vision: Parks, Recreation and Libraries Plan; Transportation and Mobility Plan; Sustainability Plan; Water Supply Plan; and a sixth project - Unified Development Code - to update municipal codes relative to development to ensure the goals and policies of the Westminster Forward plans are actionable relative to land development. The 2040 Comprehensive Plan is the City's tool for ameliorating barriers to affordable housing and promoting the principles of thriving city, healthy places, great neighborhoods, and managed growth.

Discussion

N/A

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

Introduction

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 continues to fund HSB with \$130,000 in 2023.

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

In 2018, the City conducted a comprehensive study to identify gaps in access to City services for non-English speakers and readers and persons with disabilities. That study contained department-level recommendations for expanding language access. The City's draft Language Access Plan was completed and began implementation in 2021.

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

City's low-income and marginalized communities.

Actions planned to foster and maintain affordable housing

The City launched two programs within the 2020 – 2024 Consolidated Plan period to both foster development of affordable housing and preserve multi-family housing that is currently affordable. First, the Housing LIFT program provides 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 have utilized 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 used its PAB allocation for a variety of affordable housing efforts, and during the 2015-2019 Consolidated Plan assigned over \$20 million in PAB capacity to CHFA for both a low-interest mortgage program for qualifying low- to moderate-income homebuyers, and as bond capacity for two local multi-family housing developments awarded 4% LIHTC. In 2021, the City provided CHFA with PAB assignment of \$6,272,751 to apply toward low-interest mortgages for first time homebuyers and veterans. The City's 2022 PAB was awarded to the Adams County Housing Authority to support the development of 61 units of affordable housing.

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.

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.

Lastly, the City's Housing LIFT program officially launched in early 2023. In its' pilot year, the City partnered with Brothers Redevelopment and Maiker Housing Partners to rehabilitate two existing multifamily rental properties.

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 Housing LIFT program complies with all lead-based paint regulations, and dependent on specific applications and identified needs, future Housing LIFT 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.

Additionally, the housing goals identified in this Annual Action Plan will work directly to improve existing affordable housing in order to prevent homelessness and help low-income families build wealth through

homeownership.

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 maintains strong relationships with the non-profit organizations and public housing authorities that serve the City's low-income residents and most vulnerable populations. Staff participates in numerous community forums and promotes citizen engagement in City projects and services. City departments work closely to coordinate services and information about opportunities that benefit our residents; including free summer camp for Westminster families, volunteer opportunities or arts and health information forums for the community's senior residents. Information about the programs supported by the City's CDBG investments is included in this ongoing engagement and outreach.

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

See discussion 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 overly hot days and 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

The City does not have any projects that generate program income. All funding not applied to support program administration provides direct services to our qualifying residents.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

The city will meet the minimum overall benefit during a one year period - the 2023 Program Year.

Attachments



**2023 Community Development Block Grant
Annual Action Plan**

Community Engagement and Input

**CITY OF WESTMINSTER
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

To whom it may concern:

To meet the requirements of citizen participation for the City of Westminister's 2023 Annual Action Plan (AAP), the City gave notice that the proposed plan was available for a public input meeting, a 30-day public comment period, and a public hearing to review and discuss. The following is a summary of efforts:

Public Input Meeting: A public input meeting was held on **June 20, 2023** to review and gather feedback on the 2023 AAP. For more information, please contact CDBG@cityofwestminster.us.

Comments made during the public meeting were as follows:

- *Housing, housing and more housing: (5 people raised the need)*
 - *Specific to homelessness seen in the community*
 - *Services for people with mental health issues*
 - *All forms of housing: tiny homes, property to build homes, community RV park for people with RV's, more shelter space*
 - *Where is the City's water study? We had been told that there would be no building until water study complete. When will this be?*
 - *Concern: City can't provide "be all-end all" support for residents, all to address homelessness. City navigator staff is doing a good job*
- *Program to provide child-care for Low- and- moderate- income workers*
 - *Invest that money locally. Set up program with local non-profit. Do not pay a CA corporation to provide this. **
- *Growing Home staff and Almost Home staff added that they support the AAP as drafted*
 - *Appreciate the CDBG support their programs have received*
- *Transportation is problem for Eaton residents – wonder if there is transportation voucher program for low-income residents?*
 - *E-bike access programs would be helpful*
 - *Resident described access to UBER credit from DRCOG*

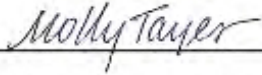
30-Day Public Comment: Citizens could view the draft AAP from **July 6, 2023 to August 6, 2023**. The plan can be viewed on the city's website at: <https://www.westminstereconomicdevelopment.org/housing/cdbg/>. All comments were welcome and could be returned to the Economic Development Department, 4800 West 92nd Avenue, Westminister, CO 80031 or emailed to: CDBG@cityofwestminster.us.

No comments were submitted during the comment period.

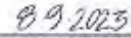
Public Hearing: A public hearing was held at a regularly scheduled City Council Meeting on July 24, 2023 at 7:00 PM, during City Council at Westminster City Hall Chambers (4800 W. 92nd Ave., Westminster, CO 80031). Comments could be submitted in writing to the email address above, or they could be submitted verbally in advance.

No comments were made during the public hearing.

Sincerely,



Molly Tayer, Housing Coordinator



Date

Colorado Community Media
750 W. Hampden Ave. Suite 225
Englewood, CO 80110

See attached ad

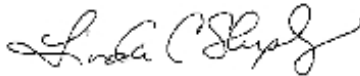
City of Westminster
4800 W. 92nd Avenue
Westminster, CO 80031

Public Notice

AFFIDAVIT OF PUBLICATION

State of Colorado)
Counties of Adams) ss
and Weld

This Affidavit of Publication for the Westminster Window and Northglenn-Thornton Sentinel, weekly newspapers, printed and published for the Counties of Adams and Weld, State of Colorado, hereby certifies that the ad was published in said newspapers once in each week, for 1 successive week(s), the last of which publication was made 7/6/2023, and that copies of said papers in which said ad was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.



For the Westminster Window and Northglenn-Thornton Sentinel

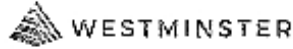
State of Colorado)
Counties of Adams) ss
and Weld

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 8/8/2023. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.

20184042945-197458

Patricia K. Fearn
Notary Public
My commission ends November 5, 2026

Patricia K. Fearn
NOTARY PUBLIC
STATE OF COLORADO
NO. 00014042945
MY COMMISSION EXPIRES 11-5-26



PUBLIC NOTICE

**CITY OF WESTMINSTER COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PUBLIC COMMENT PERIOD & PUBLIC HEARING
DRAFT ANNUAL ACTION PLAN (2023)**

NOTICE is given that a draft of the City of Westminster's Program Year (PY) 2023 Annual Action Plan (AAP) for the use of federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD) will be available for a 30-day public comment period and a public hearing to allow the public to review and make comments.

The PY 2023 AAP is developed each year to fund activities that address the housing and community development needs identified in the Consolidated Plan. It was notified by HUD that in PY 2023 Westminster will receive an estimated \$577,454 in CDBG funds. HUD funds are intended to benefit low- to moderate-income persons in Westminster. The proposed budget includes:

Administration (2023): \$115,450

Housing LIFT Program: \$207,471

Emergency and Essential Home Repair Program: \$100,000

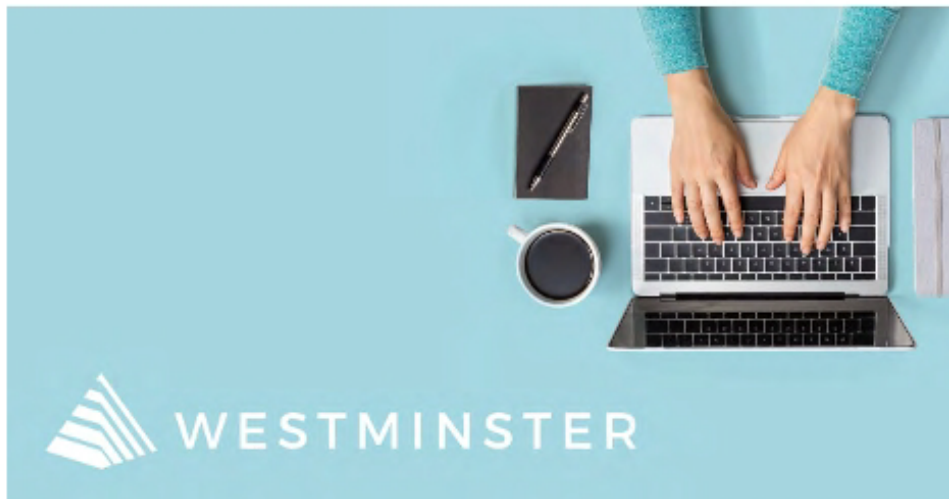
Public Input Meeting: A public input meeting was held on June 20, 2023, to review and gather feedback on the 2023 AAP. For more information, please contact CDDBG@cityofwestminster.us.

30-Day Public Comment: Citizens can view the draft AAP from July 6, 2023, to August 6, 2023. The plan can be viewed on the city's website at <https://www.westminstercoloradocommunitydevelopment.com/housing/aap/>. All comments are welcome and can be submitted to the Economic Development Department, 4801 West 52nd Avenue, Westminster, CO 80021 or emailed to: CDDBG@cityofwestminster.us.

Public Hearing: A public hearing will be held at a regularly scheduled City Council Meeting on July 24, 2023, at 7:00 PM, during City Council at Westminster City Hall Chambers (4800 W. 52nd Ave., Westminster, CO 80021). Comments can be submitted in writing to the email address above, or they can be submitted verbally in advance by calling 303-759-3111 by 12 pm, the day of the meeting. Recorded messages are limited to 5 minutes, and the system will disconnect automatically after the time limit is reached. All recorded messages are played back at the meeting in the order they are received. For more information, please contact the City Clerk's Office at 303-656-2181.

Accessibility: At Westminster we strive to be inclusive and accessible to all. We are welcome to comment on the AAP and anyone requiring Spanish or other language information should contact the City Clerk's Office. Please email CDDBG@cityofwestminster.us to request translation services. To request accommodations concerning rights under the Americans with Disabilities Act, to attend or participate in any public meeting, and/or to obtain this notice in alternate formats, contact the City Clerk at 303-656-2181 as soon as possible before the public hearing.

June 1, 2023 Email sent to CDBG Listserv



Community Meeting on Community Development Block Grant Annual Action Plan

Eaton Street Apartments Community Room
8877 Eaton Street
Tuesday, June 20 at 6 p.m.

Westminster is a federal Community Development Block Grant (CDBG) entitlement community and receives an allocation of CDBG funds annually. To receive the funding, the City must create and file an annual plan detailing how the funding will be used to benefit low- and moderate- income residents and areas of our community. The City has been awarded \$577,464 in CDBG funding for 2023.

The Annual Plan drafting process will kick off with a June 19th Study Session with City Council to overview proposed uses of the 2023 CDBG funding and report on recent CDBG funded projects and pipeline projects. You can watch the June 19 Study Session online at:

<https://www.cityofwestminster.us/Government/CityCouncil/MeetingWebcasts>

Residents and regional partners are invited to share questions and provide input to the planning process at a community meeting on the following day, Tuesday, June 20. The meeting will be held at the Eaton Street Apartments Community Room at 8877 Eaton Street from 6 p.m. until 7:30 p.m.

June 1, 2023 Email sent to CDBG Listserv

Staff will provide CDBG program history and a brief presentation on the use CDBG funds in Westminster. Residents and community partners are invited to bring your questions and suggestions to the meeting for consideration for future programming. Review the [Proposed 2023 AAP Draft Document](#)
Leave written comments and input at CDBG@cityofwestminster.us
Leave a voice message at 303-658-2414
If you would like to receive a copy of the draft plan in your preferred language, please email CDBG@cityofwestminster.us and one will be provided for you.



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[Westminster, CO | 80031 US](#)

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City of Westminster, Colorado - Government

Published by Sprout Social · 15m ·



Your input is wanted. Thursday, June 8, 2023 at 4:26 PM. Residents are invited to share questions and provide input to the 2023 Action Plan for the Community Development Block Grant Program (CDBG) funds on Tuesday, June 20 at the Eaton Street Apartments Community Room (8877 Eaton St.) from 6-7:30 p.m.

The plan describes projects proposed to be funded by 2023 CDBG funds. These funds are allocated each year by the federal government to benefit low- and moderate- income residents and areas of our community. Learn more at: <https://bit.ly/3EnjeZJ>





City of Westminster
@westminsterco



Your input is wanted! Residents and regional partners are invited to provide input to the 2023 Action Plan for the Community Development Block Grant Program (CDBG) funds on, Tuesday, June 20 at the Eaton Street Apartments from 6-7:30 p.m. Learn more at: bit.ly/3EnjeZJ



4:26 PM · Jun 8, 2023 · 63 Views

CDBG Community Meeting June 20, 2023

Eaton Street Apartments Community Room

6:05 Introductions

Overview of CDBG

Staff provided a hand-out including a high-level of the CDBG program and proposed investments for the 2023 grant.

Questions and Comments Received:

- Housing, housing and more housing: (5 people raised the need)
 - Specific to homelessness seen in the community
 - Services for people with mental health issues
 - All forms of housing: tiny homes, property to build homes, community RV park for people with RV's, more shelter space
 - Where is the City's water study? We had been told that there would be no building until water study complete. When will this be?
 - Concern: City can't provide "be all-end all" support for residents, all to address homelessness. City navigator staff is doing a good job
- Program to provide child-care for Low- and- moderate- income workers
 - Invest that money locally. Set up program with local non-profit. Do not pay a CA corporation to provide this.
- Growing Home staff and Almost Home staff added that they support the AAP as drafted
 - Appreciate the CDBG support their programs have received
- Transportation is problem for Eaton residents – wonder if there is transportation voucher program for low-income residents?
 - E-bike access programs would be helpful
 - Resident described access to UBER credit from DRCOG

Added Discussion:

Many of the Eaton Street residents asked to spend a part of the meeting discussing their local concerns. Staff listened and took notes to get back to City staff and their management with added information.

Meeting ended at 7:30

2023 Community Development Block Grant
Annual Action Plan
Community Meeting
June 20, 2023

Please PRINT your name and contact information Por favor escriba su nombre e información de contacto		
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Whitney Leeds	whitney@growinghome.org	720 407 1973
Laura Thompson	lthompson@almosthomeonline.org	⁷²⁰ ⁵⁰⁵ 9897
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Kia Vang	Kia.Vue@hotmail.com	71284-4820
Holy Vang	Holy.Vang@gmail.com	71284-2273
Tracey Sundvall	tracy6306@gmail	
Sophia Maldonado	smaldonado@sterling1br.com	720 381 9879
Angela Dominguez	angese70a@gmail.com	702-576-4618

2023 Community Development Block Grant
Annual Action Plan
Community Meeting
June 20, 2023

<p>Please PRINT your name and contact information Por favor escriba su nombre e información de contacto</p>
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WESTMINSTER
COLORADO

**PUBLIC NOTICE
CITY OF WESTMINSTER COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM
PUBLIC COMMENT PERIOD & PUBLIC HEARING
DRAFT ANNUAL ACTION PLAN (2023)**

NOTICE is given that a draft of the City of Westminster's Program Year (PY) 2023 Annual Action Plan (AAP) for the use of federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD) will be available for a 30-day public comment period and a public hearing to allow the public to review and make comments.

The PY 2023 AAP is developed each year to fund activities that address the housing and community development needs identified in the Consolidated Plan. It was noticed by HUD that in PY 2023 Westminster will receive an estimated \$577,464 in CDBG funds. HUD funds are intended to benefit low- to moderate-income persons in Westminster. The proposed budget will be:

Administration (20%): \$115,493
Housing LIFT Program: \$281,971
Emergency and Essential Home Repair Program: \$180,000

Public Input Meeting: A public input meeting was held on **June 20, 2023**, to review and gather feedback on the 2023 AAP. For more information, please contact CDBG@cityofwestminster.us.

30-Day Public Comment: Citizens can view the draft AAP from **July 6, 2023, to August 6, 2023**. The plan can be viewed on the city's website at: <https://www.westminstereconomicdevelopment.org/housing/cdbg/>. All comments are welcome and can be returned to the Economic Development Department, 4800 West 92nd Avenue, Westminster, CO 80031 or emailed to: CDBG@cityofwestminster.us.

Public Hearing: A public hearing will be held at a regularly scheduled City Council Meeting on **July 24, 2023, at 7:00 PM**, during City Council at Westminster City Hall Chambers (4800 W. 92nd Ave., Westminster, CO 80031). Comments can be submitted in writing to the email address above, or they can be submitted verbally in advance by calling 303-706-3111 by 12 p.m. (noon) the day of the meeting. Recorded messages are limited to 5 minutes, and the system will disconnect automatically after the time limit is reached. All

recorded messages are played back at the meeting in the order they are received. For more information, please contact the City Clerk's office at 303-658-2161.

Accessibility: All Westminster residents are welcome to comment on the AAP and anyone requiring Spanish and/or ASL interpretation should contact the City in advance. Please email CDBG@cityofwestminster.us to request translation services. To request accommodations concerning rights under the Americans with Disabilities Act, to attend or participate in any public meeting, and/or to obtain this notice in alternate formats, contact the City Clerk at 303-658-2161 as soon as possible before the public hearing.

Business Operation & Optimization Support Tools (BOOST) by



prepared for

City of Westminster, CO



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WeeCare's Background

WeeCare is the largest network of licensed family child care providers in America. Its mission is to improve access to affordable, high-quality child care for *all* families. It does this primarily by supporting Family Child Care Home providers in operating their own sustainable businesses. They are qualified as microenterprises with five or fewer employees and provide early care and education for up to 12 children at a time, depending on their licensed capacity.

WeeCare is a for-profit organization that was established in 2017 by CEO Jessica Chang, CTO Jesse Forrest, and CMO Matt Reilly. When her own children were born, Chang struggled to find quality child care. Nannies were too expensive, and most preschool centers had lengthy waitlists. Chang ultimately quit her job to become a preschool owner-operator herself. While in the field, she observed two major industry challenges: high overhead costs and low teacher retention. Chang, Forrest, and Reilly were inspired to start WeeCare to help child care providers open and manage daycares in a smart, tech-savvy manner. They grew it to become a full-service marketplace that connects child care providers, nannies, and babysitters with families across the country.

Today WeeCare has almost 100 employees across its teams like Product Research and Development, Technology, Engineering, Family and Provider Operations, Marketing, and Business Development. In addition, the Community Programs will have dedicated program staff devoted to its operation and success. WeeCare provides all its services and does not subcontract any work.

In 2022, [WeeCare was recognized by Inc. Magazine as one of America's top 500 most successful and fastest-growing companies](#). There are a handful of competitors in the same child care space as WeeCare, but the company's flexibility and capacity to scale are unmatched. Compared to its competitors, WeeCare has the highest impact rate per dollar.

Est. at Mid-March 2020	 WeeCare	 Wonderschool	 Bright Horizons
# of U.S. Locations	2,500	1,000	705
All-in Cost per Location	\$2,300	\$24,100	\$2,500,000
Location Capacity	10	10	126
Cost per Child Slot	\$230	\$2,410	\$19,841
Estimated Capital Efficiency Ratio	1	10.46x	86.27x
Cost to serve 10,000 children	\$230,000	\$2,410,000	\$19,841,000
Given \$10,000, # of kids served	43.5	4.1	0.5

In 2020, WeeCare's operations were independently assessed by a third party, and revealed that WeeCare had the highest funding efficiency of its rivals. WeeCare adds capacity roughly 10x more efficiently than its closest startup competitor, Wonderschool, and is 87 times more efficient with funding compared to Bright Horizons (Novak, 2020) Due to WeeCare's business



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model, technology backbone, and program structure, WeeCare has a proven track record of serving more children with less funding. Despite the devastating effects of the COVID-19 pandemic, WeeCare maintained funding efficiency during school closures, economic shutdowns, and spiking unemployment. To date, WeeCare has supported over 65,000 child care providers and has successfully matched over 2,000,000 families all over the country.

A. **Community Programs**

In 2020, WeeCare began working with various government agencies to bridge the gap in communities where child care resources are scarce. WeeCare offers programs that boost local businesses, ensure children receive developmentally-appropriate practices, help prevent homelessness, and even help communities recover from the devastating aftermath of COVID-19. The National Institute for Early Education Research found that children receiving high-quality early education are more likely to have better school outcomes and future career outcomes, potentially breaking the cycle of poverty in marginalized communities (2022) Early education is a crucial determinant of a child's future success and is particularly important for disadvantaged communities and communities of color. WeeCare's community programs, like BOOST and CASE, work to upend stubborn, inequitable systems that have plagued the child care field and society as a whole. Today, WeeCare operates in all 50 states and is proud to have a provider network that is 98% female-run and 82% minority-owned.

In the past year, WeeCare has expanded its partnerships to include public and private companies and municipalities to help solve the child care crisis together. WeeCare works with large and small business employers to provide comprehensive child care benefit packages to their employees. Some of its private partners include [JC Penny](#), Goodwill, [Dollywood](#), and John Deere. WeeCare also partners with government agencies to expand child care accessibility and empower working families to enter or remain in the workforce.

B. **Experience with Government Contracts**

WeeCare is very familiar with different types of contracts, notably the procurement, compliance, monitoring, and reporting requirements at the state and federal levels.

During the 2021-2022 program year, WeeCare worked with Cathedral City, CA, as a sub-recipient of Community Development Block Grant (CDBG) funding to implement programs to benefit low-to-moderate income (LMI) persons. Please watch this [video testimonial](#) from Councilmember Ernesto Gutierrez. These programs were BOOST (business support for daycare providers), CASE (child care benefits for small enterprises), and Back2Work (tuition assistance for unemployed families seeking work). **The total project budget amount for the first program year was \$275,690**, and all programs were completed successfully. In summary, the BOOST program assisted 40 LMI daycare Providers and 232 LMI families, the



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CASE Program assisted 205 employers and 1,416 LMI families, and the Back2Work Program assisted 15 unemployed LMI parents. **In total, WeeCare assisted 1,703 LMI persons with the \$138,500 CDBG funds, equaling \$81.32/LMI person assisted.** An accomplishment report can be provided for more details.

WeeCare is currently contracted with the State of California to administer child care subsidies to income-eligible families. It is sponsored by General Child Care and Development (CCTR) expansion funds through the Child Care and Development Block Grant (CCDBG) for FY 2021-2022. **WeeCare was awarded \$2.065 million to provide direct tuition subsidies for children from birth to age three and school-aged children.** Through its program WeeSubsidy, WeeCare will enhance and expand quality infant and toddler services throughout California in areas experiencing significant shortages. The WeeSubsidy Program is set to provide support services and tuition reimbursement for child care slots across high-priority zip codes in two major counties. The program supports and prioritizes high-need, low-income children and families that face higher risk factors for displacement or adverse experiences. The main goal of WeeSubsidy is to establish a modern and efficient approach to an antiquated subsidy system. WeeCare compensates providers faster than typical programs, encouraging more providers to accept subsidy-enrolled children and increasing equity for all families. By 2024, WeeCare is projected to manage over \$40 million in government-funded child care tuition subsidies.

With the anticipated growth, WeeCare is hiring more staff to prepare for the work ahead. It is committed to assisting all families, especially LMI families facing housing or employment instability, by providing safe and reliable child care options. WeeCare's experience in successfully implementing pilot-to-large-scale projects and meeting federal reporting requirements has strengthened its position in the Early Care and Education (ECE) field. It has also invigorated the leadership to find innovative ways to apply the latest technology to long-standing challenges in child care.

The Need

Westminster has over 5,661 children ages 0-5 years old (U.S. Census, 2021). This young age is a critical time in a child's development. As [Colorado Children's Campaign](#) explains, when children receive quality early care and education, their cognitive and social-emotional skills are nurtured, leading to greater school readiness and better long-term life outcomes.

According to U.S. Census data, there are about 2,316 households with a child under 6 years old in Westminster (2020). For many of these households, without child care, parents - particularly mothers - cannot join or rejoin the labor force. This makes child care a two-generation support for working families, giving kids a future-learning jump start while also helping parents return to the workforce. (U.S. News and World Report, 2022). We live in an era where dual incomes are a necessity to make ends meet. Therefore, with working families as the norm, child care has become an essential service family, and the workforce at large, depend



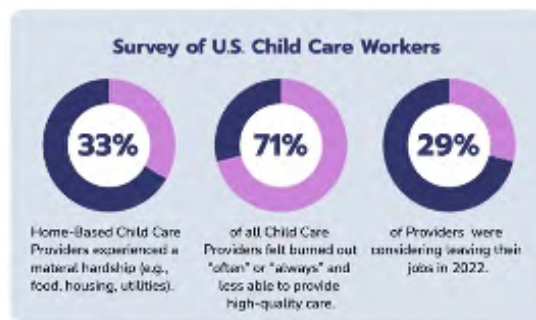
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on. For single parents, reliable child care is a must. Westminster has 1,801 children who live with a single parent (U.S. Census, 2021). Single-headed households and renter households with low-income and significant other costs, (like caring for a child), are at a high risk of becoming homeless (National Alliance to End Homelessness, 2022). In Colorado, there is a 21% gap in workforce participation between mothers and fathers ([White House Fact Sheet](#)). Providing child care to this vulnerable population can prevent homelessness and encourage their upward economic mobility.

Additionally, since licensed family child care homes can serve children up to 13 years old, they can also provide before and after-school care for families with children in elementary or middle schools. School-based extended learning programs often fill up quickly, therefore daycares are an important resource for keeping older children and pre-teenagers safe as well.

Child care is a much-needed service, but paradoxically an under-resourced industry. The cost of caring for young children exceeds what many families can afford to pay. Child care workers are left to bear the brunt of the disparity and frequently cover the cost of the difference with their salary. In Colorado, child care providers are primarily women, and more specifically, women of color. The average earning of a child care worker in Boulder is \$15 an hour (Zippia, 2022), or about \$31,000 a year, qualifying them as very low-income persons, per HUD. They are greatly underpaid compared to their counterparts in elementary schools. Colorado early educators (preschool level staff) with a bachelor's degree are paid 26.5% less than their colleagues in the K-8 school system. The poverty rate for early educators is 15.1%, which is much higher than for Colorado workers in general (8.6%) and 6.3 times as high as for K-8 teachers (2.4%). (Center for the Study of Child Care Employment, 2020).



(RAPID , 2022)

The child care workforce has been steadily declining for years due in part to these low wages and financial challenges. The COVID-19 Pandemic hit the child care sector particularly hard and further exacerbated the problem. With school closures and fears of health risks, child care enrollment numbers dropped too drastically for many programs to stay afloat. Even before the COVID-19 pandemic impacted the child care sector in Colorado, licensed child care capacity



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was scant, serving only 62% of the State's population of approximately 152,000 children, i.e. 94,000 children and their families were left to rely on other (unlicensed) forms of care. The already decreasing child care workforce only made matters worse. Unlike other sectors that could raise wages to attract talent, the child care industry was left with no incentives to attract or retain its employees. According to a 2021 survey by the National Association for the Education of Young Children, 57% of child care facility owners in Colorado said that low wages are the most common reason that educators leave the field.

This is because family child care homes typically serve a vulnerable, low-income earning pool of customers. Therefore, they are at a disadvantage because when their own costs go up, they cannot rely on raising prices on their families. If they charge too much, the families will take their business elsewhere, but if they charge too little, they will not be able to cover their expenses. Because of this, they must rely on other methods to operate soundly.

BOOST was created to address the gap in business support services offered to these microenterprise family child care homes so they can reach full capacity in a sustainable way. Running a daycare with little business support results in long hours and low pay, pushing many child care providers to leave the child care field. COVID-19 only made matters worse and expedited the exit of many providers who could not stay afloat during such difficult circumstances. Between December 2019 and March 2021, nearly 7,000 licensed family child care programs closed across the country (Child Care Aware of America, 2022). This industry is recovering much more slowly than others because wages are still low and not attracting new or returning employees (Child360, 2021).

Additionally, licensed family child care homes tend to be a bit of a mystery to the Small Business Association (SBA) as their low number of employees and small budgets do not qualify for typical small business loans and programs (Adams & Hernandez-Lepe, 2021). For example, even though they were eligible, less than 7% of child care providers received COVID-19 Paycheck Protection Program loans, most citing challenges in accessing the program (Bipartisan Policy Center, 2021). With their low revenue, child care providers are also not able to pay for support staff like an accountant or social media manager, so they are left to run their businesses on their own.

The Problem

What's the Problem?

Opportunities Exchange, an organization that provides fiscal guidance for child care programs, came up with the child care management version of the "Iron Triangle". To ensure financial stability, a program must:



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- Reach and retain full enrollment
- Collect all fees in full and on time
- Ensure that revenues cover the cost per child (ie: set appropriate tuition prices) (2019)



Unfortunately, these things are easier said than done, especially for microenterprises with less than five employees and a demanding schedule. Many daycare providers operate during non-traditional hours (evenings and weekends) and therefore put in well over 40-50 hours of work per week to care for the children. On top of that is the administrative work that comes with running a business and consistently having to attract new child enrollments. This burdensome model often leads to inefficient business practices, often leaving enrollment strategies to fall through the cracks. When providers do not fill all their child care slots, they are "leaving money on the table" and miss out on revenue and a potential customer referral.

There are many factors that contribute to a provider not being able to serve their licensed capacity. In Colorado, both family child care homes and child care centers are operating at an average enrollment rate of 72% of their licensed capacity, with 31% of enrolled children attending on an average day. The problem of Child Care Deserts has received a lot of attention, but we put forward the issue of "Child Care Swamps" as equally problematic. At WeeCare, we define **child care swamps as an area where more than 70% of licensed child care providers are operating below capacity**. Deserts only look at capacity and population as it stands on paper, namely licensing records and census data. But a facility's licensed capacity only tells part of its story. Other factors like tuition prices, hours of operation, support staff to satisfy adult-to-child ratios, subsidy payment options, and more determine if the facility can *actually* accept the maximum number of children they are licensed to serve. For example, If a provider doesn't have time to look for and interview a teaching assistant, it doesn't matter if they are licensed to serve 12 children. The logistics of staff to child safety ratios will limit their day to day operations to half of that number.

This valued and vulnerable workforce deserves more support to keep Westminster's child care accessible and affordable. The BOOST program works to ensure the child care providers who already exist in the community are supported, and their microenterprises can function at their best to care for the City's children today.

BOOST as a Solution

WeeCare proposes Community Development Block Grant funds be allocated to benefit child care providers throughout the City of Westminster. The program, BOOST (Business Operation



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& Optimization Support Tools), provides specialized technical assistance and business support for these Family Child Care microenterprises. They primarily serve children ages 0-5, but can also care for children up to age 13 with before and after school care.

The BOOST program will expand economic opportunities for family child care providers in Westminster by training them to use essential tools that will make their operations more efficient. This program will empower them to reach their full revenue potential, and stabilize and create jobs in the child care industry. WeeCare has identified 25 family child care homes within City limits that would benefit from the program. This program will be made available to *all* licensed daycares in Westminster, and applicants will be prioritized based on their level of risk and need.

Through BOOST, family child care home providers located in various places within Westminster receive individual business coaching and learn best practices to grow and sustain their business. Their child care businesses support many LMI families who depend significantly on their services. WeeCare is designed to serve family child care providers and families 24 hours a day, every day of the year. BOOST participants will receive the same access to its services year-round.

These services include:

- Enrollment Support - Marketing, matching, and first day logistics
- Attendance tracking
- Scheduling
- Child profiles with their associated health data and assessments
- Billing and Invoicing
- Education and curriculum planning
- Parent communication via messaging, photos, and videos
- 24/7 technical assistance and training

A detailed list of services is enclosed.

BOOST individually coaches family child care home providers throughout the 12 months and supplies customer (family) leads so they can experience business growth while they have access to WeeCare's professional guidance. By the end of the program, family child care home providers experience a year of using the right tools for free and learn valuable lessons by "doing," not just observing. At the close of the BOOST program, child care providers can continue with WeeCare's management software for free (in perpetuity) or adopt a different software program of their choosing. The child care industry is one that has many symbiotic relationships between providers, children, families, and employers, thus the goal of the BOOST program is to strengthen the child care ecosystem as a whole. When child care is strong, everyone benefits.



To effectively serve the LMI child care providers of Westminster, the BOOST program is designed to accept participants based on a High-Risk/ High Need Assessments that reflect their personal situation and the area they serve. High-Risk factors include income, housing ownership (renters vs. owners), race/ethnicity, and the impact of the COVID-19 Pandemic. High Need Areas include zip codes with high populations of single-headed households, Black and Hispanic families with children under six years old, and schools with high participation in free or reduced-lunch programs.

BOOST will measure and track its participants' various demographic and population characteristics to ensure accurate reporting and to measure the program's effectiveness. WeeCare will submit monthly and/or quarterly reports to the City to evaluate the success of the objectives and ensure the communities being served are those that need it most. If reports indicate that the desired populations are not being reached and/or served, WeeCare will adjust its methodology to make the program more accessible and equitable to all providers and families in need.

Goals, Objectives, and Outcomes

BOOST's goal is to expand economic opportunities for LMI microenterprise child care providers. As an auxiliary benefit, economic opportunities for the LMI families these child care facilities serve also improve by allowing the time and opportunity for these families to rejoin the workforce. It can do this by helping to build and sustain a healthy child care business model across the City of Westminster.

It does this by accomplishing four objectives:

- Increase microenterprise revenue
- Create LMJ jobs
- Equip child care providers to care for children with special needs.
- Support LMI families with access to quality child care.

The outcomes of those objectives will be that each participating family child care home will increase their capacity and/or reduce their expenses so that a health business model is achieved. They will also be able to care for more children and thus will need to hire additional staff to serve them. Additionally, daycare providers will have the tools and training to address special needs or challenging behavior. And finally, families with children enrolled in participating daycares will have reliable child care that matches their unique needs at a price they can afford. This will allow parents to work or attend school with minimal disruption and provide a nurturing environment for their children.

BOOST thoroughly evaluates each daycare provider's business before, during, and after the program. WeeCare is capable of capturing thousands of data points and will create reports



and live dashboards for the CDBG staff. The preliminary evaluation will be used as a baseline to compare a daycare's progress throughout the program. Demographic information collected upon intake includes income, household size, industry experience, certifications and level of education, race/ethnicity, and age. The Care Coaches who assist the daycare providers use a centralized database to observe local trends and will communicate with the providers through app push notifications, text, or by phone. This means they can verify that a daycare provider has successfully received, read, and comprehended the information. With real-time data and feedback, Care Coaches can make nimble adjustments as needed.

BOOST will obtain qualitative data via quarterly anonymous feedback surveys so participants, both providers, and families, can freely respond to questions about their experience. Family participants will have a similar pre and post-test collection of data that records income, employment, and frequency of child care use.

BOOST's goal is to support daycare providers by helping to build and sustain a healthy child care business model. By stabilizing and enhancing their work, the health and well-being of LMI providers and the LMI families they serve will improve and can have an incredible ripple effect across the City. The objectives will be measured by the following:

Objective 1: Increase Family Child Care Revenue

Outcome 1: 80% of family child care homes will increase their capacity and/or reduce their expenses so that a healthy business model is achieved.

Objective 2: Increase the number of family child care providers able to care for children with special needs.

Outcome 2: 25% of child care providers will receive specialized training in behavior management.

Objective 3: Create New LMI Jobs

Outcome 3: Participating family child care homes will be able to care for more children and 30% will need to hire additional staff to serve them.

Objective 4: Support LMI families with access to quality child care.

Outcome 4 : Of the families with children enrolled in participating daycares, 75% will report having reliable child care that matches their unique needs.

Unduplicated clients:

25 daycare Providers + 8 teaching assistants + 300 LMI Families = 333 clients/year

Cost per beneficiary: \$392/ client



Timeline

1st Quarter

- Public Announcement & Marketing Strategies- Launch marketing and outreach campaigns to daycare providers and LMI families.
- Accept and Process Program Participant Applications - Confirm the microenterprises' eligibility.
- Conduct pre-test surveys & evaluations - Conduct an evaluation of each to identify its strengths and weaknesses.
- Start BOOST Program - Begin program operations and connect each daycare provider to their Care Coach. Train daycare providers on how to use WeeCare's Child Care Management Software.
- Eligible Family Onboarding - Outreach to new and existing families already enrolled in the daycare locations to onboard them to the WeeCare mobile app.
- Feedback Survey #1 - Collect anonymous feedback survey from daycare providers and families.

2nd Quarter

Ongoing Activities:

- Business Support & Capacity Building Activities - Provide 24/7 dedicated business, technology, matching, enrollment, and post-enrollment support. Monitor when participants are ready to expand their licensing capacity and hire additional staff.
- Family Engagement & Support - Provide 24/7 support to enrolled LMI families.
- Marketing Activities to New LMI Families -Continue marketing activities to attract new families in need of child care. This is to provide leads to consistently fill daycare vacant slots to ensure an increase in revenue and business capacity.
- Monitoring & Reporting - Submit custom reporting and data to monitor the program's success. Examples of reported information include: the number of providers outreached and onboarded, trainings provided, tours requested and completed by families, children enrolled in each location, updates on provider revenue.
- Feedback Survey #2 - Collect anonymous feedback survey from daycare providers and families.

3rd Quarter

Ongoing Activities:

- Business Support & Capacity Building Activities
- Marketing Activities to New LMI Families
- Family Engagement & Support
- Monitoring & Reporting
- Feedback Survey #3 - Collect anonymous feedback survey from daycare providers and families.



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4th Quarter

Ongoing Activities:

- Business Support & Capacity Building Activities
- Marketing Activities to New LMI Families
- Family Engagement & Support
- Feedback Survey #4 - Collect anonymous feedback survey from daycare providers and families.
- Completion of BOOST Program - Close the program and evaluate its effectiveness. Prepare required end of year funding and programming reports.

Evaluation

BOOST thoroughly evaluates each daycare provider's business before, during, and after the program. WeeCare is capable of capturing thousands of data points and will create reports and live dashboards for the CDBG staff. The preliminary evaluation will be used as a baseline to compare a daycare's progress throughout the program. Demographic information collected upon intake includes income, household size, industry experience, certifications and level of education, race/ethnicity, and age. The Care Coaches who assist the daycare providers use a centralized database to observe local trends and will communicate with the providers through app push notifications, text, or by phone. This means they can verify that a daycare provider has successfully received, read, and comprehended the information. With real-time data and feedback, Care Coaches can make nimble adjustments as needed.

BOOST will also obtain qualitative data via quarterly anonymous feedback surveys so participants, both child care providers and families, can freely respond to questions about their experience. Family participants will have a similar pre and posttest collection of data that records income, employment, and frequency of child care use.

The indicators BOOST will use to determine the program's effectiveness will be measured continuously throughout the year through the use of the technology tools that power WeeCare's software and mobile app. The business growth indicators include:

- Revenue changes of daycare providers
- Number of trainings completed
- Number of support requests answered
- Number of family tours scheduled and completed
- Number of children enrolled, part time and full time
- Number of teaching assistant jobs created.
- Self-reported hours saved on administrative tasks
- Level of family engagement



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Budget

CDBG funds will be used to coach each daycare provider, enhance their business model, and train them to use WeeCare's Child Care Management Software. What sets WeeCare apart from other software systems is that it is paired with a dedicated support person, a Care Coach, to guide the daycare provider every step of the way. That Care Coach is backed by a team that includes a Curriculum and Nutrition Specialist, a Workforce Development Specialist, an ABA Supervisor, a Quality and Safety Manager, an Outreach Coordinator, and a Data and Research Manager. All of whom are equipped with WeeCare's real-time data on Westminster's enrollments, tuition trends, State requirements, and more.

With this robust support, each daycare provider will create a work plan to set their business goals (including capacity and revenue numbers for the year) and apply the new tools accordingly. They are empowered to reach those goals via a myriad of ongoing services. These services include help matching with families and enrolling children into their program, tuition collection, weekly evidence-based curriculum and activity suggestions, guidance on licensing regulations and expansion, staff recruitment, and more.

Each child care provider participant will receive a personal website listing and training on how to market themselves. This includes guidance on how to take effective photos, how to write a compelling business description, and tips on which business characteristics to define and improve upon for potential customers. LMI families who are enrolled with participating daycares will have access to the accompanying mobile app for free and be able to receive important information like a parent handbook and photo and video updates to encourage parent engagement. Each family will also be paired with a support person, in their case a Care Manager, to answer any of their questions and guide the matching and enrollment process.

BOOST is a very service-oriented program, therefore a majority of the funds will be spent on the salaries of the program personnel who work directly with the daycares and their customers (families enrolling their children). Other costs include the various software elements needed to give each provider and family a robust experience on the mobile application, and the marketing and advertising expenses to promote each daycare.

The BOOST program can be scaled up or down according to the decision of the governing body. Its operation is not dependent on full award funding and can be adjusted to the desired amount of coverage for the proposed area. If it were to be phased in or partially funded, an appropriate number of daycare providers would be accepted into the program. WeeCare already provides its services to child care providers all over the country. Therefore, the operational systems and tools are in place and ready to be expanded in Westminster.



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Scaled BOOST Program Options			
	100%	75%	50%
Number of daycares	25	19	13
Funds Requested	\$150,000	\$112,500	\$75,000
Number of New ECE Jobs Created*	8	6	4
Number of LMI Families Served*	300	225	150
Unduplicated Clients*	333	249	166

* Number calculated at 30% of family child care homes hiring a teaching assistant and if 100% of enrolled families are LMI.



 BOOST Program Budget

Program Budget	Source		Program Total
	CDBG	WeeCare	
Personnel			
Salary + Fringe Benefits	\$ 99,719	\$ 99,719	\$199,438
Personnel Total	\$ 99,719	\$ 99,719	\$199,438
Non-Personnel			
Training Materials	\$ 13,750	\$ -	\$13,750
Equipment	\$ 8,125	\$ 8,125	\$16,250
Marketing for Providers	\$ 14,475	\$ -	\$14,475
Marketing for Program	\$ -	\$ 3,000	\$3,000
Software and Office Supplies	\$ 13,931	\$ 2,580	\$16,512
Indirect Costs - Engineering support, rent, utilities, software, office supplies	\$ -	\$ 36,575	\$36,575
Non-Personnel Total	\$ 50,281	\$ 50,281	\$100,562
Grand Total	\$ 150,000	\$ 150,000	\$300,000
	CDBG	WeeCare	Program Total



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Grantee SF-424's and Certification(s)

View Burden Statement		OMB Number: 4340-0004 Expiration Date: 11/30/2025	
Application for Federal Assistance SF-424			
* 1. Type of Submission: Preapplication <input checked="" type="checkbox"/> Application Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New Continuation Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received:		4. Applicant Identifier:	
<input type="text"/>		<input type="text"/>	
5a. Federal Entity Identifier: 081614		5b. Federal Award Identifier: B-23-MC-00-0010	
State Use Only:			
6. Date Received by State:		7. State Application Identifier:	
<input type="text"/>		<input type="text"/>	
B. APPLICANT INFORMATION:			
* a. Legal Name: City of Westminster			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 84-6000726		* c. UEI: T9HYBRM4B5T	
d. Address:			
* Street1:	4800 W. 92nd Avenue		
Street2:	<input type="text"/>		
* City:	Westminster		
County/Parish:	<input type="text"/>		
* State:	CO: Colorado		
Province:	<input type="text"/>		
* Country:	USA: UNITED STATES		
* Zip / Postal Code:	80031-6387		
e. Organizational Unit:			
Department Name: Economic Development		Division Name: Economic Development	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	Mrs.	* First Name:	Stephanie
Middle Name:	K.		
* Last Name:	Troller		
Suffix:	<input type="text"/>		
Title:	Economic Resilience Manager		
Organizational Affiliation: City of Westminster			
* Telephone Number:	313-658-2518	Fax Number:	303-706-3944
* Email:	stroller@cityofwestminster.us		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <input type="text" value="City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p>* 10. Name of Federal Agency:</p> <input type="text" value="US Department of Housing and Urban Development"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14.210"/> <p>CFDA Title:</p> <input type="text" value="Community Development Block Grants Program/Entitlement Grants"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text"/> <p>* Title:</p> <input type="text" value="Community Development Block Grant"/>	
<p>13. Competition Identification Number:</p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="2023 Community Development Block Grant - Funding for CDBG related activities and administrative costs"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="00-007"/>	* b. Program/Project: <input type="text" value="00-007"/>
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="10/01/2023"/>	* b. End Date: <input type="text" value="09/30/2024"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="577,464.00"/>
* b. 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="577,464.00"/>
* 19. 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 type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" 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.)	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
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 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** 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.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Mark"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Freitag"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="City Manager"/>	
* Telephone Number: <input type="text" value="303-658-2010"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="MFreitag@cityofwestminster.us"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="8/8/23"/>

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. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPW'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 1685-1686), 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. 91-646) 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 7324-7326) 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. §278c 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 11988; (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 178(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 1968 (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 108 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 108(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	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Westminster	8/8/23

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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.


Signature of Authorized Official

8/8/23
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) 2023 [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 barring 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. 2000d) 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.


Signature of Authorized Official

8/8/23
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.