

Executive Summary

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

1. Introduction

The United States Department of Housing and Urban Development (HUD) provides Community Development Block Grants (CDBG) grants annually to entitlement municipalities based on several factors, including the number of low and moderate-income (LMI) people who are living in the city during the decennial census. This selection criteria includes households earning up to 80 percent or less of the area median income (AMI) and other people who are presumed to be in need for example due to severe disability, living with AIDS/HIV, domestic violence, homelessness, child abuse, seniors, food insecurity, or illiteracy. All CDBG activities must meet one of the three national objectives for this program, which involve:

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

HUD determines the amount of each entitlement grantee's annual funding allocation by a statutory formula that uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas. The City of Westminster has been an entitlement city since 1994 and has been awarded on average \$590,000 during each grant cycle since then. The City's CDBG program is administered by the Economic Development Department of the City.

2. Summarize the objectives and outcomes identified in the Plan

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

1. **\$120,828** for program administration (up to 20% of the allocated grant),
2. **\$180,000** to continue funding for the Emergency and Essential Home Repair (EEHR) Program, and
3. **\$220,000** to pay off the outstanding Section 108 Loan balance

4. **\$83,313** to be applied to Transit Oriented Development (TOD) area Pedestrian Improvements, located in a qualified census tract (QCT) area.

The City's selected projects for the 2019 allocation are based on input: previously received from the community during the 2015-2019 Consolidated Plan planning process, gathered during citizen public hearings, from City Council review and input, and from interested parties during the public comment period and other community meetings.

The 2019 Action Plan reflects the goals originally identified in the 2015-2019 Consolidated Plan. These goals focus on continuing neighborhood revitalization efforts in the southern portion of the City, activities pertaining to housing including the quantity and quality of affordable housing, and economic development activities that stimulate business and job creation. These goals primarily focus on helping LMI residents maintain and improve their quality of life.

The Emergency and Essential Home Repair Program helps income-qualifying elderly and disabled individuals remain in their homes by providing grants for up to \$5000 for emergency and essential repairs that keep the home safe and functional for the owner. Frequently requested services include: emergency plumbing needs, replace water heaters, replace furnaces, and perform home retrofit for accessibility. The City proposes to double the program and hire a second contractor to perform additional EEHR services in 2019.

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

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

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

3. Evaluation of past performance

The City's past CDBG funded projects have focused on targeted improvements, such as aging housing and infrastructure, streetscape and blight, cultivation of emerging arts-related activities in the southern portion of Westminster, as well as other block-level public improvements. The activities and projects in the 2019 Action Plan build upon and complement those identified in the 2015 – 2019 Consolidated Plan to ensure the most efficient and effective use of CDBG funds.

The City's CDBG program history, coupled with input gathered through the citizen participation process, guide the development of the priorities, goals, objectives, and outcomes for the 2019 Action Plan.

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

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

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

4. Summary of Citizen Participation Process and consultation process

The consultation and citizen participation process for the City of Westminster 2018 Annual Action Plan included the following:

During the development of the Citizen Participation Plan during the 2015-2019 Consolidated Plan process, the City of Westminster conducted both paper and online resident surveys, which were offered in Spanish and English. Paper surveys in both languages were provided at all City facilities and mailed and/or emailed to 21 non-profits serving Westminster residents. The online survey was distributed via [surveymonkey.com](https://www.surveymonkey.com).

Based upon the input gathered during the 2015-2019 Consolidated Plan process and staff analysis, the 2019 project priorities were identified and reviewed with senior leadership staff and the City Manager's Office before making recommendations to the City Council. An overview of the proposed allocation was presented to City Council in April 2019.

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

The Draft Action Plan was made available for public comment from May 14, 2019 through June 15, 2019.

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

Informational flyers were also posted at the Westminster City Hall, Irving Street Library, College Hill Library, targeted schools and community centers in low- and moderate-income neighborhoods, public housing authority-owned properties, and multi-family housing projects, as well as mailed to interested citizens on the City's citizen participation list.

A Public Hearing was held during the June 10, 2019 City of Westminster City Council meeting. There were no public comments received during this public hearing. The City Council approved the Annual Action Plan during the meeting.

5. Summary of public comments

Proposed \$180,000 to be used to support Essential and Emergency Home Repair: The EEHR program is administered by Jefferson County Public Housing Authority and covers all Westminster residents regardless of their county of residence. Grants are made for up to \$5,000. Staff noted that they see lots of requests for furnaces, water heaters and bathroom work. The EEHR grants are intended to keep the LMI individuals homes safe and provide needed repairs. Qualified applicants are LMI seniors and people with disabilities.

Due to both identified needs, the strength of participating community partners that support this program and the preservation benefits the grants provide to LMI homeowners, the City of Westminster will double the annual CDBG contribution to this program for 2019-2020. The program service will be contracted with two highly-regarded area home-services agencies assuring efficient and timely service to the qualified clientele. Our current contractor Jefferson County Housing Authority's (JCHA) Handyman Program will continue to service clientele in the western-side of our city located in Jefferson County, and Brothers Redevelopment, Inc. will join the program to support the needs of residents in Adams County.

The two-contractor arrangement with each organization working in their target service area allows the City to leverage other program support and grants that are available to the individual contractors. The City learned during the contracting interview process that both Brothers Redevelopment, Inc and the JCHA Handyman Program receive funding that is county-specific and can be applied to other needed repairs that may not be directly related to the client's original application. The City determined that the added investment and by beefing up the program we can leverage more resources to support the LMI clients needs.

Pay off Section 108 Loan on 73rd and Lowell Property: The current balance of the Section 108 loan is \$212,000. Comments received during the public meeting indicated appreciation for the City's continued work to advance affordable housing development on the parcels, specifically for a senior population.

Proposed use of funds for Pedestrian Improvements in the TOD Area: Staff proposes to use the balance of the 2019 CDBG allocation to begin work on pedestrian improvements to the blocks and street frontage that contain a high concentration of low-income and multi-family properties owned and operated by Unison Housing Partners; the Adams County Public Housing Authority.

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

The City of Westminster accepts all views and comments.

7. Summary

A note to readers: This Action Plan is produced using a HUD online reporting program. Given the template structure of the online reporting tool, downloaded and printed versions of this report may not appear as originally formatted in the document.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WESTMINSTER	Economic Development

Table 1 – Responsible Agencies

Narrative

The City of Westminster is a part of a HOME Consortium with Adams County as the lead entity and the City of Thornton as an additional participating jurisdiction. Under HUD guidelines, the lead entity is responsible for creating the Consolidated Plan and Action Plan templates for the consortium as a whole and submits these plans to HUD.

Consolidated Plan Public Contact Information

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

1. Introduction

The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools; 18 public housing authority-owned multi-family housing properties; multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits; 13 community organizations, and 11 individuals. The list of groups and organizations contacted for feedback on the Annual Action Plan is attached.

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

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

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Westminster works regularly with the two local public housing authorities, multiple human service agencies and public health organizations to collaborate and share resources to support the city's LMI residents. The City encourages and accepts funding applications from housing and health service providers through its annual Human Services Board funding process. The Human Services Board's mission and goals are to provide assistance in food, mental health, housing, and other services for citizens of Westminster. In 2019 the following supportive service and housing agencies were awarded a combined \$125,000 in funding: A Precious Child, Access Housing, Almost Home, Audio Information Network, Brothers Redevelopment, CASA of Adams County, CASA of Jefferson County, Catholic Charities of Denver, Center for People with Disabilities, Clinica Campesina Family Health Services, Inc., Cold Weather Care, Colorado Homeless Families, Community Table/Arvada Community Food Bank, Family Tree, Inc., FISH, Inc., Food Bank of the Rockies, Front Range Community College Foundation, Growing Home, Have a Heart Project, Inc., Jefferson Action Center, Jefferson Center for Mental Health, Kids First

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

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

The Metro Denver Homeless Initiative (MDHI) coordinates and supports the Metro Denver Continuum of Care (CoC), a multi-agency collaboration focused on reducing homelessness in the seven-county Denver metropolitan area including Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson counties. Westminster spans both Adams and Jefferson counties. The CoC brings together public and private stakeholder organizations to provide a comprehensive array of homelessness prevention activities, housing placement assistance, and related supportive services for persons who are homeless or at risk of becoming homeless.

A representative from the City of Westminster has attended the monthly MDHI Coordinating Committee meetings since 2016. This same representative regularly attended meetings with the Adams County Coalition for the Homeless and Jefferson County's Heading Home. Both are groups comprised of non-profit homeless service providers, governments, faith-based organizations, business owners, housing authorities, school districts and formerly homeless individuals. The goal of each is to prevent and end homelessness in their respective counties.

Westminster staff attend regional meetings regarding homelessness and have met with both the Adams and Jefferson County MDHI representatives individually on at least a quarterly basis. The Westminster City Council has funded a position dedicated to homelessness since January 2017.

For the 2018 HUD-required Point-in-Time (PIT) homelessness survey, the City of Westminster hosted an Everyone Counts event at the Westminster Swim and Fitness Center where free showers, warm meals, clothing, haircuts, medical checks, and more services were offered to those living outside or in vehicles. The Westminster event was so successful that MDHI asked the coordinator to speak about it at the seven-county 2019 PIT launch in October 2018. The Westminster Homeless Coordinator also helped connect service providers with the camps known by emergency services staff in order for outreach workers to get the word out about the Everyone Counts events held in both counties. The sites were also visited on the day of the PIT in order to ensure as many life experiences as possible were captured for a more accurate count in both Adams and Jefferson counties. Increased services were provided at the 2019 PIT Everyone Counts Event once again held at the Swim and Fitness Center. While not as many attended as did in 2018, this is believed to be the result of almost 12-inches of snow that fell that day in Westminster. All who attended did participate in the survey. Street outreach efforts were similar to what was conducted in 2018.

While the City of Westminster does not have a supportive services program, it continues to fund emergency shelter, transitional housing, and supportive services for homeless persons and families through its Human Services Board grant funding process. Agencies funded through the Human Services Advisory Board in 2019 that provide CoC services include The Family Tree, Growing Home, Colorado Homeless Families, Catholic Charities of Denver (North Area CARES), Brothers Redevelopment, Volunteers of America, Cold Weather Care, Almost Home, and Access Housing.

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

Not applicable. The City of Westminster does not receive Emergency Solutions Grant (ESG).

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Westminster Public Schools
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Education Schools
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals. The following schools were sent public notices: Hidden Lake High School, Westminster High School, Ranum Middle School, Shaw Heights Middle School, Early Childhood Center, Flynn Elementary School, Harris Park Elementary School, Hodgkins Elementary School, Skyline Vista Elementary School, Westminster Elementary School, Crown Pointe AcademyWestminster Schools participate in regional information sharing to support resource planning for homelessness.
2	Agency/Group/Organization	Various Subsidized and Low Income Housing Providers
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 19 public housing authority-owned multi-family housing properties and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, and 17 community organizations. The following housing providers were sent public notices: Lowell Colony Apartments, Orchard Crossing, Susan Kay Apartments, Terrace Gardens, Village at Greenbriar, Glendale Apartments, Westminster Commons, Villa Maria, Clare of Assisi Homes, Cottages at Panorama Point, Residences at Panorama Point, Westchester Apartments, East Bay Senior Housing, Mountain Terrace, Bradburn Gardens, Westbury Apartments, Toscana, Walnut Creek, and Sofi Westminster.
3	Agency/Group/Organization	JEFFERSON COUNTY HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster partners with Jefferson County Housing Authority through the Authority's administration of the City's Emergency and Essential Home Repair Program. The two entities work closely together in identifying how best to meet the home rehabilitation needs of Westminster residents.
4	Agency/Group/Organization	South Westminster HOAs
	Agency/Group/Organization Type	HOAs
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 18 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 20 individuals. The following HOAs were sent public notices: Harris Park Townhomes HOA, Hidden Lake HOA, Meade Manor HOA.
5	Agency/Group/Organization	Heart of Westminster
	Agency/Group/Organization Type	Neighborhood Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
6	Agency/Group/Organization	GROWING HOME, INC.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
7	Agency/Group/Organization	Lao Buddhist Temple
	Agency/Group/Organization Type	Church
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
8	Agency/Group/Organization	Community Enterprise
	Agency/Group/Organization Type	Advocacy
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.

9	Agency/Group/Organization	Servicios de la Raza
	Agency/Group/Organization Type	Advocacy
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
10	Agency/Group/Organization	Hmong American Association of Colorado
	Agency/Group/Organization Type	Advocacy
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
11	Agency/Group/Organization	UNE Colorado
	Agency/Group/Organization Type	Advocacy
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
12	Agency/Group/Organization	Westminster Grange
	Agency/Group/Organization Type	Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
13	Agency/Group/Organization	South Westminster Arts Group
	Agency/Group/Organization Type	Services-Children Services-Education Arts Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Consultation and Public Comment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.
14	Agency/Group/Organization	ADAMS COUNTY HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Consultation and Public Notice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Westminster sent public notice announcements in English and Spanish regarding public meetings and request for public comment to 11 targeted Westminster schools, 19 public housing authority-owned multi-family housing properties, and multi-family housing projects funded by CDBG, HOME, Private Activity Bonds, and Low Income Housing Tax Credits, 17 community organizations, and 30 individuals.

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

Not applicable. The City of Westminster's Action Plan process provided an opportunity and invited participation and comments from organizations serving low- and moderate-income Westminster residents and residents with special needs. No agencies were willingly omitted from consultation.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Metro Denver Homeless Initiative	The City of Westminster will continue to support Continuum of Care service providers including MDHI, Growing Home, Access Housing, etc. in the provision of affordable housing and services to assist persons who are homeless and/or at-risk of homelessness. The Homeless Services Coordinator is working with the City Manager and multiple department heads to identify funding and policy changes that could be made to enhance our efforts.

Table 3 - Other local / regional / federal planning efforts

Narrative

See above.

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

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

During the 2015-2019 Consolidated Plan process, the City of Westminster conducted both a paper and online resident survey in Spanish and English. Paper surveys in both languages were provided at all City facilities and mailed and/or emailed to 21 non-profits serving Westminster residents. The online survey was hosted by surveymonkey.com.

Based upon the prior input gathered during the 2015-2016 Consolidated Plan process and staff analysis, the 2019 project priorities were reviewed with senior leadership and the City Manager's Office before making recommendations to the City Council. The 2019 recommended projects were provided to City Council for review in an "Information Only" memorandum in April.

The projects recommended by City Council were then presented for public comment at a citizen public meeting on May 15, 2019 at ALTO Apartments. 5 residents and stakeholders attended the meeting. A City Council public meeting was held on June 10, 2019 for public comment and for City Council's consideration of approval of the CDBG Annual Action Plan. The Annual Action Plan was made available for public comment from May 14, 2018 through June 15, 2019

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing	_____ residents and stakeholders attended the first public meeting regarding the 2019 Action Plan held on May 15, 2019			https://www.westminstereconomicdevelopment.org/housing/cdbg/

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing				https://www.westminstereconomicdevelopment.org/housing/cdbg/

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Notices	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing	N/A	N/A	N/A	
4	Internet Outreach	Non-targeted/broad community				https://www.westminstereconomicdevelopment.org/housing/cdbg/

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	604,141	0	0	604,141	1,188,868	2019 CDBG funds will be utilized for program administration, continuation of the Emergency and Essential Home Repair Program, payment of the Section 108 loan balance, and the initiation of pedestrian improvements in the Transit Oriented Development (TOD) area.
Other	public - federal	Other	0	0	0	0	0	

Table 5 - Expected Resources – Priority Table

Annual Action Plan
2019

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Westminster's CDBG allocation complements several additional funding and programmatic resources that are applied to housing development and community development . The primary resources are: 1) the City's General Fund and Capital Improvement Projects budget, which is used for major capital projects in the target area; 2) HOME funds, allocated through the Adams County Consortium; 3) Private Activity Bonds, which provides roughly \$5.9 million/year to Westminster for housing activities; 4) Competitive 9% Low Income Housing Tax Credit (LIHTC); 5) Competitive 4% LIHTC; and, Non-Competitive 4% LIHTC.

The City will pay off the Section 108 loan associated with 6 parcels on the Lowell corridor between 72nd and 73rd Avenues. The northern three parcels of the Section 108 acquired property is currently in development planning to create 24 units of Senior housing for individuals qualifying at between 30% AMI and 80% AMI. The City has signed a Memorandum of Understanding (MOU) with Colorado Resource and Housing Development Corporation (CRGDC) to develop the site. The City will likely contribute the land and some utility infrastructure assistance, and tax and fee rebates, in addition to the expenses realized during the site clean up. Adams County is contributing Neighborhood Stabilization Program (NSP) and HOME funds to the project, and the State Department of Housing will contribute added grant and low-interest loan financing.

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

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

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

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

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

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

The property at 7225 Bradburn that was originally purchased to facilitate a road re-alignment project is being evaluated for the development of four, "for sale" affordable homes. It is undergoing environmental clean up and site prep for development by the end of 2019. The City is in conversation with Habitat for Humanity as the potential developer of the site. Habitat has determine dthat they would be able to construct two duplex structures offering 4 "for sale" homes for families earning up to 80% AMI.

And finally, the City provided a parcel of land at 96th Avenue and Federal Boulevard to the Urban Land Conservancy (ULC) for use as a community land trust (CLT) to build 55 units of "for sale" townhouses to be made available to purchasers qualifying between 80 and 120% AMI. The land was procured by the City after the previous developer was unable to complete a townhouse development and the property sat vacant for a number of years. ULC is working with Thrive Home Builders and are currently taking their proposal through the City's land use planning application process.

Discussion

2019 is the final year of the City's five-Year Consolidated Plan (Con Plan) and the City is beginning the data update to describe current housing needs and the Analysis of Impediments to Affordable Housing (AI) to prepare for the development of the next Con Plan. Concomitantly, the City anticipates that the work to develop affordable housing on the HUD-funded properties located in the qualified area will be in process through 2021, and thus we plan to have an overlap in completion of work initiated in the 2015 Con Plan as we move forward on the next cycle of Con Plan projects.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Activities Pertaining to Housing	2015	2019	Affordable Housing Non-Homeless Special Needs	South Westminster City-Wide	Housing	CDBG: \$400,000	Rental units constructed: 24 Household Housing Unit Homeowner Housing Rehabilitated: 36 Household Housing Unit Other: 1 Other
2	Neighborhood Improvements in Target Area	2015	2019	Non-Housing Community Development	South Westminster	Public Facilities and Infrastructure	CDBG: \$83,313	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 200 Households Assisted

Table 6 – Goals Summary

Goal Descriptions

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

AP-35 Projects - 91.420, 91.220(d)

Introduction

CDBG funds are to be used for projects and programs that benefit the City's low- to moderate-income populations and address blight conditions. Eligible project activities may include economic development/redevelopment, certain public facility and infrastructure improvements, and affordable housing activities. The following projects were chosen due to their relevance to interests identified during the 2015 Consolidated Planning process, anticipated benefit to the community and their ability to be completed quickly and on time.

#	Project Name
1	Program Administration
2	Emergency & Essential Home Repair Program
3	Section 108 Loan Payment
4	TOD Pedestrian Improvements

Table 7 – Project Information

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

The allocation of the 2019 funding is closely aligned with the top housing and community development needs identified in both the 2015 Consolidated Plan and in a 2016 housing needs assessment, market analysis, community survey work, and input from staff leadership, the City Manager's Office, City Council and neighborhood stakeholders. The primary obstacles to addressing underserved needs is limited available funding, the time it takes to bring projects and collaborating agencies together and the uncertainty of the continued funding of the CDBG program. The cost of needed public improvements in the target area exceeds the amount of annual funding provided.

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

AP-38 Project Summary

Project Summary Information

1	Project Name	Program Administration
	Target Area	City-Wide
	Goals Supported	Activities Pertaining to Housing
	Needs Addressed	Housing Public Facilities and Infrastructure
	Funding	CDBG: \$120,828
	Description	In 2019, 20 percent of the City's CDBG allocation will be utilized to fund program administration and planning activities. This includes general management and oversight coordination, Fair Housing activities, and monitoring program activities.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	The City's CDBG funding touches many sectors and benefits a significant number of local residents. The QCT areas identified in our recent housing needs assessment include more than 7000 residents, and the Emergency and Essential Home Repair program serves income-qualifying residents city wide.
	Location Description	The primary area of CDBG programming includes the neighborhoods contained in the City's Historic area and the redeveloping blocks that are located in the Transit Oriented District (TOD). This area is largely comprised of blocks bounded by Federal on the East, 68th Avenue on the South; Raleigh on the West and 88th Avenue on the North. This area contains all of the CDBG qualified census tracts and is also now denoted for the recent qualification in the City's Opportunity Zone, (OZ).
2	Planned Activities	20 percent of the City's 2018 CDBG allocation will be utilized to fund salaries, program administration and planning activities. This includes general management and oversight coordination, Fair Housing activities, and monitoring program activities.
	Project Name	Emergency & Essential Home Repair Program
	Target Area	South Westminster City-Wide
	Goals Supported	Activities Pertaining to Housing

	Needs Addressed	Housing
	Funding	CDBG: \$180,000
	Description	The Emergency and Essential Home Repair Program helps qualified, low-income households make needed repairs to their homes that will improve their in-home safety and mobility. Through the program, a grant up to \$5,000 is available for eligible minor and emergency home repairs to income-qualified households located within Westminster.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	The City expects to serve up to 36 qualified residents under this program.
	Location Description	Applicants to this program who are resident home owners in the City of Westminster are eligible for EEHR grants and service once they income qualify and their needed home repair or upgrade has been deemed a fit for this program.
	Planned Activities	Emergency and essential home repairs to income-qualified households.
3	Project Name	Section 108 Loan Payment
	Target Area	South Westminster
	Goals Supported	Activities Pertaining to Housing
	Needs Addressed	Housing
	Funding	CDBG: \$220,000
	Description	In 2011, the City received a \$1.5 million Section 108 Loan from HUD to support redevelopment on the southwest corner of 73rd Avenue and Lowell Boulevard. These funds were utilized for planning, property acquisitions, and tenant relocation. Paying off the principal balance on this loan will strengthen the financial position of any project moving forward on the redevelopment of the city owned property located at the southwest corner of 73rd Avenue and Lowell.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	At least 24 senior households will benefit by the addition of new, accessible and affordable housing.

	Location Description	The development is located on the south-west corner lots at the intersection of Lowell Boulevard and 73rd Avenue.
	Planned Activities	Current activities include environmental clean-up and development of the site for affordable housing.
4	Project Name	TOD Pedestrian Improvements
	Target Area	South Westminster
	Goals Supported	Neighborhood Improvements in Target Area
	Needs Addressed	Public Facilities and Infrastructure
	Funding	:
	Description	Evaluate, plan and implement pedestrian upgrades including sidewalks and lighting improvements on blocks providing access to transit in the qualified census area.
	Target Date	12/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The area contains a concentration of low-to-mod multi-family housing, of which more than half are operated by Unison Partners; the Adams County Public Housing Authority. There are an estimated 200 units within the four block area.
	Location Description	Street frontages between 70th Avenue and 72nd Avenue; West of Federal and East of Irving Street. (Census Tracts 009502.2 and 009502.3)
	Planned Activities	Current streets contain deteriorating narrow, roll curb sidewalks adjacent to several apartment building parking lots. The jurisdiction will work with local streets engineering staff to initiate a project to enhance pedestrian utility and safety for this area. The project will be added to a list of potential investments during evaluation of our 2020 Consolidated Plan development process.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The majority of 2019 CDBG funds will be spent in the southern portion of Westminster.

Geographic Distribution

Target Area	Percentage of Funds
South Westminster	70
City-Wide	30

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census data indicates that 51 percent or more of the households in the southern portion of Westminster are considered low- moderate-income. Additionally, aging housing stock, deteriorating infrastructure, a lack of developable land, and blighted properties and buildings all exist within this area. Moreover, citizen and supportive service agency input gathered through the Consolidated Plan consultation and citizen participation process confirms that the southern portion of Westminster is in need of investment.

Specifically, in 2019, a significant portion of the annual allocation will be directed to repayment of a Section 108 loan to position land acquired with program funds for development of affordable housing in this area.

The Emergency and Essential Home Repair program serves residents in all of the city and is approximately 30% of the funding invested directly into housing and housing preservation through the City of Westminster's program allocation.

Discussion

See above.

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

Introduction

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

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

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

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

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

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

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

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

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

Discussion

See above.

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

Introduction

In addition to the projects designated for funding in the 2019 Annual Action Plan, the City of Westminster has made recent staffing investments to strengthen coordination and efforts to address the community's housing needs.

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

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

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

Actions planned to address obstacles to meeting underserved needs

The obstacles to meeting underserved needs in Westminster are:

1. The high cost of land acquisition and new construction to provide housing that is affordable to all income levels; and
2. Insufficient financial resources, both public and private, to meet the housing and supportive services needs of the population.

The City's efforts to address number one above are described below. The City works to address the needs of the underserved through multiple avenues. Although the City does not have a CDBG funded supportive services program, it provides funding to non-profit agencies that provide supportive services through its Human Services Board funding process. The City funds public services grants with General Fund money in order to avoid the administrative burden on non-profits receiving small federal grants that require a great deal of compliance activity. This choice also reduces the administrative burden on City staff, freeing up staff time for the pursuit of partnerships to address affordable housing supply, identify targeted areas for substantive revitalization projects and programs.

The Human Services Board (HSB) makes recommendations to City Council for the allocation of funds to

support the mission of providing assistance to Westminster residents through clothing, food, shelter, and mental and physical health services. For 2019, the HSB funded 28 non-profits utilizing \$125,000 in funding.

Further examples of ways in which the City works to address the needs of the underserved include:

1. Administrative approval of domestic violence shelters in order to protect the confidentiality of the location of shelters to protect victims from further assaults. These include: Alternatives to Family Violence; The Rape Assistance and Awareness Program and Sexual Assault Nurse Examiners.
2. The City offers a variety of water bill assistance programs including a low-income program that provides a one-time credit on water bills; a hardship program offered to those experiencing a short-term difficulty in paying their water bills; and a conservation program, which offers indoor water use inspections and the installation of low-water use toilets. The water inspection program tests the flow rates of all faucets and showerheads, checks toilets for leaks, and upgrades plumbing fixtures with high efficiency faucet and aerators and showerheads. The goal of the program is to reduce water use and lower residents' water bills.
3. The City also provides a free Prescription Discount Card for residents that do not have prescription drug coverage. Residents save an average of 20 % off the regular retail price of prescriptions.

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

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

Actions planned to foster and maintain affordable housing

The City of Westminster is served by two public housing authorities: Jefferson County Housing Authority (JCHA) and Unison Partners, (the Adams County Housing Authority). In 2016, both housing authorities broke ground on two separate low-income housing projects in Westminster. These projects were brought into service in late 2017 and early 2018.

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

ALTO Apartments, a Unison Partners project opened in May of 2018, consists of 70 rental units for very-low and low-income individuals and families. Sixty-three of 70 units (90 percent) will be restricted to

households at or below 50 percent Area Median Income (AMI), with the remaining seven units at 60 percent AMI.

The ALTO mixed use development houses the Unison offices as well as space for the Center for Career and Community Enrichment (3CE). 3CE is a nonprofit community center that benefits North Metro Denver residents and businesses by providing access to jobs, housing, housing counselling, life skills, parenting classes, educational classes, GED, and health services.

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

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

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

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

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

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

Actions planned to reduce lead-based paint hazards

The City has determined that it does not have the staff capacity or funding resources to address the federal Lead-Based Paint requirements. The City's Emergency and Essential Home Repair Program administrator, Jefferson County Housing Authority complies with all federal Lead-Based Paint regulations when implementing the program.

Actions planned to reduce the number of poverty-level families

Described in the "Actions planned to address obstacles to meeting underserved needs" section above. The City is continually working to provide more jobs for residents of all skill levels with Westminster employers. The City can influence levels of jobs and affordable housing; however, many

aspects of combating poverty are outside the City's influence. The City has limited financial assistance but does provide low-income residents \$75 in financial assistance towards utility bills up to once per year, assistance with water bills for those experiencing a short-term hardship, and provides a free Prescription Discount Card for residents that do not have prescription drug coverage. The City relies on available supportive services agencies and the Adams and Jefferson County Human Services Departments to assist poverty-level families.

Education is also a primary tool in combating poverty. Westminster is fortunate to have both a large community college and several university programs located within its borders. The City also has close ties with the three school districts that are continually working to increase educational achievement levels and high school graduation rates.

The City of Westminster Economic Development Department focuses on workforce development in a variety of ways. The City maintains regular communication with businesses about their workforce needs and helps connect them to the appropriate resources. The City also works with our local schools and higher education institutions to make sure they develop, when appropriate, curriculum to prepare students for the work-needs of local businesses and regional industries.

Actions planned to develop institutional structure

Since late 2016, the Economic Development Department has administered the Community Development Block Grant Program. City staff manages all CDBG-funded projects in-house to provide the greatest control over the scope, quality, and cost of each project. Staff consults with residents and stakeholders in the community to solicit input on proposed CDBG projects, as well as to gain input on the use of funds and the quality of life in the community. Staff evaluates any projects recommended by community members and assesses the feasibility and eligibility of each. Based upon input from the community and staff analysis, proposed projects are prioritized and reviewed with City management before making recommendations to the City Council for their review, input, and eventual approval. Annual Action Plans are presented to the community in at least two public meetings and are made available for public comment.

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

In 2016, the City hired BBC Research and Consulting to conduct a Housing Needs Assessment. From this assessment, the City created a Housing Task Force in 2017 comprised of City staff, elected officials, and industry experts that will work to evaluate and craft policies, strategies, and tools to both preserve and develop a broad range of affordable and workforce housing across Westminster. City Council received

the Affordable and workforce Housing Strategic Plan with a goal of developing a better housing balance in Westminster and maximizing partnerships, collaborating with affordable housing providers and neighboring jurisdictions.

Discussion

Please see above.

Program Specific Requirements

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

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(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

Attachments

CIUDAD DE WESTMINSTER, COLORADO
NOTIFICACIÓN DE AUDIENCIA PÚBLICA Y COMENTARIOS PÚBLICOS

**PLAN DE ACCIÓN DEL 2019 PARA FONDOS DE
SUBSIDIOS PARA DESARROLLO COMUNITARIO**

POR MEDIO DEL PRESENTE, SE NOTIFICA AL PÚBLICO que se realizará la Primera Audiencia Pública el día **miércoles, 15 de mayo del 2019 de 6-7 PM en el espacio comercial dentro de The Alto Departments, 3075 West 71st Ave.**, para obtener las opiniones de los residentes, agencias públicas y terceras personas interesadas sobre el Plan de Acción de la ciudad del 2019 para los fondos de Subsidios Para Desarrollo Comunitario (CDBG, por sus siglas en inglés).

El Plan de Acción del 2019 describe los proyectos que están planificados para recibir financiación de los fondos de Subsidios Para Desarrollo Comunitario del 2019. Los fondos son asignados cada año por parte del Departamento de Vivienda y Desarrollo Urbano de EE.UU. (HUD, por sus siglas en inglés) y están disponibles para proyectos de la Ciudad que beneficien residentes de ingresos bajos y moderados y para aliviar el infortunio. En el pasado, el dinero del subsidio se ha utilizado para el Programa de Reparos de Vivienda Esenciales y de Emergencia y para mejoras del paisaje urbano.

Fondos del Programa HOME seguirán disponibles para el desarrollo de proyectos de viviendas accesibles. Los fondos del Programa HOME son administrados por la Oficina de Desarrollo Comunitario del Condado de Adams para la Ciudad de Westminster.

La Segunda y Última Audiencia Pública se realizará el día lunes, 10 de junio del 2019 a las 7 PM en la Cámara del Consejo Municipal de la Ciudad de Westminster, 4800 West 92nd Ave., Westminster, Colorado 80031.

Las dos ubicaciones son accesibles para personas con discapacidades y se puede atender a las necesidades de las mismas. Favor de contactar al personal del Departamento de Desarrollo Económico de la Ciudad 48 horas antes de la audiencia si desea servicios de traducción o si necesita acomodaciones especiales para estas audiencias públicas, o si necesita los documentos impresos. Para los residentes con restricciones de audición o habla, favor de utilizar el número de teléfono 711 para contactar el Número de Retransmisión de Colorado.

El texto completo del Plan de Acción del 2019 estará disponible para revisión y **comentario público a partir del 14 de mayo de 2019 hasta el 15 de junio de 2019** en nuestro sitio web www.westminstereconomicdevelopment.org y en:

City of Westminster Economic Development Department
4800 West 92nd Avenue
Westminster, CO 80031
Teléfono: 303-658-2414; Fax: 303-706-3922
Correo electrónico: mtayer@cityofwestminster.us

Se aceptarán comentarios por escrito desde el **14 de mayo del 2019 hasta el 15 de junio de 2019**. Favor de mandar comentarios a Molly Tayer, Housing Coordinator (Coordinadora de Viviendas) a la dirección descrita arriba. Los comentarios serán adjuntados a los planes como lo requiere el Departamento de Vivienda y Desarrollo Urbano de EE.UU.

El día 30 de abril del 2019: Se publicó esta notificación en el [sitio web del Departamento de Desarrollo Económico de Westminster](http://www.westminstereconomicdevelopment.org), se mandó por correo a personas y grupos interesados en las actividades y se publicó en la Municipalidad de Westminster, en la Biblioteca de la Calle Irving, en MAC y en el Swim and Fitness Center.

FAVOR DE PUBLICAR hasta el 15 de junio de 2019

La Ciudad de Westminster no discrimina en base a discapacidades en relación con la admisión a, el acceso a, ni con las operaciones de programas, servicios ni actividades, lo que incluye el proceso de participación pública. La Ciudad de Westminster facilita acomodaciones razonables para personas con discapacidades que interfieran con su acceso total a cualquier programa, servicio o actividad, lo que incluye el proceso de participación pública. Las personas que necesitan una acomodación deben notificar a Molly Taylor, Coordinadora de Viviendas, al menos 48 horas antes de la fecha de la reunión para permitir suficiente tiempo para coordinar el acceso necesario. Puede hablar al número 303-658-2414 (711 para el servicio de retransmisión del estado) o puede mandar una solicitud de acomodación razonable por escrito a 4800 West 92nd Avenue Westminster, CO 80031.



**CITY OF WESTMINSTER, COLORADO
NOTICE OF PUBLIC MEETING AND PUBLIC COMMENT**

**2019 ACTION PLAN FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS**

NOTICE IS HEREBY GIVEN that a First Public Meeting will be held on **Wednesday, May 15, 2019 from 6:00 to 7:30 PM in the street-facing commercial space at The ALTO Apartments, 3075 West 71st Avenue**, in order to obtain opinions of citizens, public agencies, and other interested parties on the City's 2019 Action Plan for the Community Development Block Grant (CDBG) funds.

The 2019 Action Plan describes projects proposed to be funded by 2019 CDBG. The funds are allocated each year by the U.S. Department of Housing and Urban Development (HUD) and are available for projects that benefit the City's low- to moderate income residents and to alleviate blight. Past CDBG money has been used for the on-going Emergency and Essential Home Repair Program and for streetscape improvements.

HOME funds will continue to be made available for the development of affordable housing developments. The HOME funds are administered for the City of Westminster by the Adams County Office of Community Development.

The Second and Final Public Hearing will be held on **Monday, June 10, 2019 at 7:00 PM** at the City of Westminster Council Chambers, 4800 West 92nd Avenue, Westminster, Colorado 80031.

Both locations are accessible and accommodate persons with disabilities. Please contact the City's Economic Development Department staff 48 hours in advance if you would like translation services or need special accommodations for these public hearings, as well as written documents. For hearing or speech impaired residents, please use 711 for the Colorado Relay Number.

The full text of the 2019 Action Plan will be available for review and **public comment beginning May 14, 2019 through June 15, 2019** on our website www.westminstereconomicdevelopment.org and at:

City of Westminster Economic Development Department
4800 West 92nd Avenue
Westminster, CO 80031
Phone 303-658-2414; Fax 303-706-3922
Email mtayer@cityofwestminster.us

Written comments will be accepted from **May 14, 2019 through June 15, 2019**. Please send comments to Molly Tayer, Housing Coordinator, at the address above. Comments will be attached to the plans as required by HUD.

On April 30, 2019: This notice was posted on the [Westminster Economic Development website](http://www.westminstereconomicdevelopment.org), mailed to individuals and groups known to be interested in the activities, and posted at Westminster City Hall, Irving Street Library, the MAC, and the Swim and Fitness Center.

PLEASE POST Through June 15, 2019

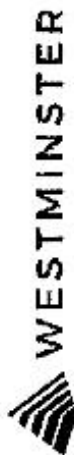
The City of Westminster does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services, or activities, including the public participation process. The City of Westminster makes reasonable accommodations for disabilities that interfere with full access to any program, service, or activity, including the public participation process. Persons needing an accommodation must notify Housing Coordinator Molly Tayer no later 48 hours prior to the meeting date to allow adequate time to make arrangements. You may call 303-658-2414 (711 for the State Relay service) or write to 4800 West 92nd Avenue Westminster, CO 80031 to make a reasonable accommodation request.

[Español al reverso](#)

ALTO Commercial space

May 15, 2019

Annual Action Plan
2019



Thank you for coming to the first meeting for the 2019 Annual Action Plan and CDBG allocation discussion. Please leave us any thoughts you want to share!

1) Regarding the 2019 Proposed project allocation

- Emergency and Essential Program expansion:

Really glad to hear that these funds are being increased!

- Pay off Section 108 loan to support Senior housing:

What would it ever take to get rid of the "Penguin" building

- Begin work on Pedestrian Improvements in the Transit Oriented Development (TOO) area:

2) Please also feel free to add comments on the back side

3) Provide your name and contact, if you want a follow-up response:

Grantee SF-424's and Certification(s)

OMB Number: 4010-0005
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424		
1. Type of Submission: ☐ Preproposal ☒ Application ☐ Changed/Corrected Application		
2. Type of Application: ☒ New ☐ Continuation ☐ Revision		
3. Revision: (see SF-424 instructions) 		
4. Other (Specify): 		
5. Date Received:		
6. Applicant Identifier:		
7. Federal Entity Identifier:		
8. Federal Award Identifier:		
State Use Only: 9. Date Received by State:		
10. State Application Identifier:		
11. APPLICANT INFORMATION:		
a. Legal Name:		
b. Employer/Expayer Identification Number (EIN/TIN):		
c. Organization OUNS:		
d. Address:		
Street:		
Street:		
City:		
County/Parish:		
State:		
Province:		
Country:		
Zip/Postal Code:		
e. Organizational Unit:		
Department Name:		
Division Name:		
f. Name and contact information of person to be contacted on matters involving this application:		
Name:		
Middle Name:		
Last Name:		
Suffix:		
Title:		
Organizational Address:		
City of Westminster:		
Telephone Number:		
Fax Number:		
Email:		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type:	
☐ City or Township Government	
Type of Applicant 2: Select Applicant Type:	
☐	
Type of Applicant 3: Select Applicant Type:	
☐	
* Other (specify):	
* 10. Name of Federal Agency:	
U.S. Department of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number:	
14-218	
CFDA Title:	
Community Development Block Grant Program	
* 12. Funding Opportunity Number:	
* Title:	
13. Competition Identification Number:	
Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.):	
City of Washington Adams & Jefferson Counties	
* 15. Descriptive Title of Applicant's Project:	
2019 community development block grant program - The funds provide funding for CDBG related activities, administration costs, Emergency and Essential Home Repair Program and a Section 100 payment.	
Attach supporting documents as specified in agency instructions.	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: Dist. 7	* b. Program/Project: H.S.B. 7
Attach an additional list of Program/Project Congressional Districts if needed.	
17. Proposed Project:	
* a. Start Date: 07/01/2019	* b. End Date: 06/23/2022
18. Estimated Funding (\$):	
* a. Federal:	604,141.00
* b. Applicant:	
* c. State:	
* d. Local:	
* e. Other:	
* f. Program Income:	
* g. TOTAL:	604,141.00
19. Is Application Subject to Review By State Under Executive Order 12372 Process? ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on . ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review. ☐ 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 ☒ No If "Yes", provide explanation and attach:	
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 28, Section 1001) ☒ ** I AGREE ** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Mr.	* First Name: Donald
Middle Name:	
* Last Name: Dripp	
Suffix:	
* Title: City Manager, City of Westminster	
* Telephone Number: 303-44658-2010	* Fax Number: 303-706-5921
* Email: ddripp@cityofwestminster.co.us	
* Signature of Authorized Representative: 	* Date Signed: 06/13/2019

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, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

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, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG 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 CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

6/10/19

Date

Specific CDBG 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 91.305.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) 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 certifies that 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 activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2019 , _____ (a period specified by the grantee consisting 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.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, 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 USC 2000d), the Fair Housing Act (42 USC 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/Authorized Official

6/10/19

Date

City Manager

Title

OPTIONAL CERTIFICATION
CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.206(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.


Signature/Authorized Official

6/10/19
Date

City Manager
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

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

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



Signature/Authorized Official

6/10/19

Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. 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.

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4910-0009
Expiration Date: 01/31/2019

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 OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 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 1685-1693), 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 1944 (42 U.S.C. §§290 cd-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.

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Standard Form 124D (Rev. 7-97)
Prescribed by OMB Circular A-102

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 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276e-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11890; (d) evaluation of flood hazards in floodplains in accordance with EO 11888; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(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.) relating to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(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	06/13/2019

SH-4240 (Rev. 7-97) Back