

STATE OF COLORADO

THIRD PROGRAM YEAR ACTION PLAN

April 1, 2012-March 31, 2013

Governor John Hickenlooper



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GOVERNOR OF COLORADO

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STATE HOUSING BOARD

**1st Congressional District
2nd Congressional District
3rd Congressional District
4th Congressional District
5th Congressional District
6th Congressional District
7th Congressional District**

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Third Program Year Action Plan Narrative Responses

EXECUTIVE SUMMARY

Introduction

Colorado's Annual Action Plan serves as an application to the Department of Housing and Urban Development (HUD) for funding of the HOME Investment Partnership Program (HOME), Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) Programs.

The Annual Action Plan also provides a forum for Colorado to report and describe to HUD any changes or trends in affordable housing needs during the period since the submission of the Consolidated Plan, and it summarizes the State's progress and new initiatives the State will take in support of the strategic goals identified in the Five-Year Consolidated Plan. This Action Plan covers the program year from April 1, 2012 through March 31 of 2013 as set forth in 24 CFR Part 91 of the Community Investment Act.

Lead Agency: Colorado Department of Local Affairs

The Department of Local Affairs (DOLA) is the lead agency for the application. Two Divisions of DOLA administer the HUD formula programs, coordinate administration and provide reporting for these HUD funds under the authority of the Executive Director.

DOLA also administers the Neighborhood Stabilization Program, Homeless Prevention and Rapid Re-housing Program (HPRP) and Section 8 Housing Choice Vouchers.

| HUD Formula Funds Administered by DOLA | Estimated Amount |
|---|------------------|
| Home Investment Partnership Funds (HOME) | \$4,648,404 |
| Emergency Solutions Grant (ESG) | \$1,864,078 |
| Emergency Solutions Grant 2 nd 2011 Allocation | \$585,370 |
| Community Development Block Grant (CDBG) | \$7,967,210 |
| Housing Opportunities for Persons with AIDS (HOPWA) | \$426,632 |
| Section 8 Housing Choice Vouchers (DOH) | \$18,268,805 |
| Section 8 Housing Choice Vouchers (SHHP) | \$16,705,574 |

Past Performance

Colorado's Consolidated Annual Performance and Evaluation Report (CAPER) provides a snapshot the State's progress in meeting its performance goals. Since the Second Program Year CAPER is not yet available, information provided is for the First Action Plan period of April 1, 2010 to March 31, 2011.

- In 2011, DOLA contracted \$3,599,966 in CDBG funds. The projects consisted of a child care center, domestic violence shelter, a center for the disabled, downtown revitalization and several water and sewer projects for a total of eight projects.
- Colorado exceeded its performance goals for Special Population and New Construction Rental units at 241/95 units and 441/350 respectively.

- For its Single Family Owner Occupied housing rehabilitation program, DOLA funded 150 units with 140 projected.
- Urgent needs housing: DOH provided \$141,649 in CDBG assistance to low-income households displaced by the Four-Mile Fire in Boulder County, but no beneficiary information is available at the time of this writing.
- Rental Acquisition and Rehabilitation: 37 rental units were acquired and rehabilitated using \$2,644,675 in NSP1 funding.
- Creation of shelter beds and transitional housing: State funding provided 170 new shelter beds at three locations.
- State funds provided 27 units of permanent housing for chronically homeless veterans
- Homeownership Assistance – Funded 24/125 units. This is a high priority for DOH.
- Homeless Prevention – Provided assistance to 11,277 households.
- Land Trusts – funded 13 units of 20 projected units.
- Emergency Shelter Operations and Services – Funded 24,846 persons

EXAMINING HOUSING NEEDS FOR THIRD PROGRAM YEAR:

The chart below shows the housing mismatch data for Colorado. “Housing mismatch” describes the difference between the number of households at a certain income level and the number of units affordable to households at that level. Homeless and severely cost-burdened households occur primarily in the income band of \$10,000 or approximately 18% of the Area Median Income. DOH uses this information to strategically fund its activities.

Mismatch tables, Revised DOLA 2011

| Income level | Maximum monthly rent affordable to a household living below income level | Rental Units available at rent level or below | Renter Households living below the income level | Number of renter households per affordable rental unit | No. of units available per 100 renter households | Income level as % of area renter median income: \$31,989 | Income level as % of overall area median income: \$56,222 |
|--------------|--|---|---|--|--|--|---|
| \$10,000 | \$250 | 46,981 | 82,323 | 1.8 | 57 | 31% | 18% |
| \$15,000 | \$375 | 63,916 | 136,187 | 2.1 | 47 | 47% | 27% |
| \$20,000 | \$499 | 98,801 | 184,136 | 1.9 | 54 | 63% | 36% |
| \$25,000 | \$624 | 172,236 | 232,826 | 1.4 | 74 | 78% | 44% |
| \$35,000 | \$875 | 352,366 | 321,824 | 0.9 | 109 | 109% | 62% |
| \$50,000 | \$1,250 | 518,530 | 424,666 | 0.8 | 122 | 156% | 89% |
| \$75,000 | \$1,875 | 600,922 | 519,812 | 0.9 | 116 | 234% | 133% |
| \$150,000 | \$3,750 | 624,232 | 594,540 | 1.0 | 105 | 469% | 267% |

Changes in Average Rent and Renter Median Income, 2007-2011

| Region | % change in avg. rent, 2007-2011 | % change in renter median income, 2007-2011 |
|-----------------------|----------------------------------|---|
| Denver Metro | 9.1 | -4.8 |
| Pueblo | 5.3 | 0.4 |
| Greeley | 9.6 | -1.9 |
| Grand Junction | 7.5 | -4.5 |
| Fort Collins/Loveland | 26.0 | -1.9 |
| Colorado Springs | 10.6 | -3.4 |
| Summit County | 9.5 | -7.6 |
| Eagle County | 3.9 | -7.6 |

Source: Income estimates are provided by the Colorado State Demographer and the American Community Survey. Average rent levels are provided by the Vacancy and Rent Surveys sponsored by the Colorado Division of Housing. Values not adjusted for inflation.

Strategies, Goals, Objectives and Outcomes shown below reflect recent reductions in HUD-funded programs. Significant changes are anticipated with implementation of the Emergency Solutions Program and modifications to HOME regulations which may take the form of one or more Substantial Amendments to this Annual Action Plan.

Strategic Plan Strategies, Goals, Objectives and Outcomes

| DOLA'S HOUSING STRATEGIES | | | | | |
|--|---------------|-----------------------------|----------------|--|--|
| DOLA Strategy | DOLA Priority | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Annual targeted production of units |
| Preserve the existing statewide supply of affordable rental housing. | High | Decent Housing | Availability | Accessibility for the purpose of providing decent housing | <u># units of existing affordable rental housing preserved</u> Benchmark: 318 |
| Preserve the existing statewide supply of affordable homeownership housing | High | Decent Housing | Availability | Accessibility for the purpose of providing decent housing | <u># units of homeownership preserved</u> Benchmark: 128 |
| Increase the statewide supply of affordable "workforce" rental housing. | Low | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | <u># rental units created</u> Benchmark: 270 |
| Increase the statewide supply of homeownership in high-need areas. | Medium | Decent Housing | Availability | Accessibility for the purpose of providing decent housing | <u># homeownership opportunities created for high-need areas</u> Benchmark: 120 |
| Increase the capacity and stability of local housing and service providers statewide. | Medium | Decent Housing | Sustainability | Sustainability for the purpose of providing decent housing | <u>Provide CHDO operating funding equal to 5% of HOME allocation</u> Benchmark: 100% |
| Increase statewide pre-purchase homeownership counseling for low/moderate income and minority households. | Low | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | <u>#homeownership pre-purchase counseling programs for low/moderate income and minority households</u> |
| Prevent and eliminate homelessness | High | Suitable Living environment | Availability | Accessibility to provide a suitable living environment | <u># shelter and TH</u> Benchmark: 10 new shelter beds Transitional Housing 10 Permanent supportive: 75 Prevent homelessness 700 households |
| Increase statewide supply of housing for persons with special needs coupled with services that increase/maintain independence. | High | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | <u># of special needs units coupled with services</u> Benchmark: 100 units |
| Maintain housing stability for persons with HIV/AIDS. | Medium | | | | <u># of persons with HIV/AIDS maintaining housing stability</u> Benchmark: 90 |
| Provide rental subsidies statewide for low-income households who would otherwise pay more than 30% of their household income for housing. | Medium | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | <u># rental subsidies provided for low-income households</u> Benchmark: 90 households |
| Project base Section 8 vouchers to provide a revenue source for housing units and HOME and CDBG funding to fill gaps in development of units for the homeless and disabled populations | Medium | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | <u>Project-base at least 50 Section 8 Vouchers.</u> |
| Assist low-income renters and owners with energy-efficiency upgrades. | Medium | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | <u># energy efficiency upgrades assisted</u> Benchmark: 75% of units will meet or exceed Energy Star |
| Ensure the statewide safety and habitability of factory built/manufactured structures through program services that are efficient and effective. | Medium | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | <u>Reduce commercial and residential plan review turn-around time (days)</u> Benchmark: 15 days <u>Meet manufacturer plant inspection request dates</u> Benchmark: 100% |

| DOLA'S ECONOMIC DEVELOPMENT STRATEGIES | | | | | |
|--|----------------------|-----------------------------|----------------------|---|--|
| DOLA Strategy | DOLA Priority | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Annual targeted production of units |
| Provide assistance to qualified small businesses to start or expand their operations, and partner with local banks to fill gaps in financing packages, so that 51% of jobs are created or retained by persons of low-to moderate-income. | High | Economic Opportunity | Sustainability | Sustainability for the purpose of creating economic opportunities | # of jobs created or retained Benchmark: 92 |
| Assist communities with the installation of public infrastructure that will benefit start-up and expanding businesses that create or retain jobs, at least 51% of which will be or are filled by persons of low-to moderate income. | High | Economic Opportunity | Sustainability | Sustainability for the purpose of creating economic opportunities | # of jobs created or retained Benchmark: 92 |
| DOLA'S COMMUNITY DEVELOPMENT STRATEGIES | | | | | |
| DOLA Strategy | DOLA Priority | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Annual targeted production of units |
| Provide financial assistance to rural communities to implement community development and capital improvement activities. | High | Suitable Living Environment | Sustainability | Sustainability for the purpose of creating suitable living environments | Number of persons served as a result of the public facility improvements or construction Benchmark: 368 |
| Increase the capacity of local governments to administer federal grants that facilitate the development of sustainability activities. | High | Suitable Living Environment | Sustainability | Sustainability for the purpose of creating suitable living environments | Number of local government that increased their capacity to administer federal grants Benchmark: 368 |

STATE OF COLORADO

Third Year Action Plan

April 1, 2012 – March 31, 2013

Managing the Process

Lead Agency

DOLA is the lead organization in development of the Five Year Plan, along with two of its divisions: Housing (DOH) and Local Government (DLG). Consolidated Plan programs include the HOME, Emergency Solutions Grant (ESG), Community Development Block Grant (CDBG), Housing Opportunities for Persons with AIDS (HOPWA), Housing Trust Fund (HTF), Neighborhood Stabilization Program (NSP3), and the Homeless Prevention and Rapid Re-housing Program (HPRP).

Process Development

DOLA developed the Annual Action Plan as follows:

- (1) Assessed the current economic, social, housing and infrastructure climates and evaluated current programs in light of those conditions.
- (2) Examined unmet needs of targeted households from an economic, social, and infrastructure standpoint, determined third year goals strategies.
- (3) Reviewed HUD's new Strategic Plan to identify correspond activities and efforts and used this to help set priorities.
- (4) Developed a draft framework of activities to accomplish the strategies.
- (5) Consulted with other State agencies, stakeholders through meetings, focus groups, emails, phone calls and other efforts, including the following:
 - ❖ Colorado Continuums of Care (CoCs): (1) Metropolitan Denver Homeless Initiative; (2) Colorado Balance of State (3) Homeward Pikes Peak
 - ❖ Colorado Civil Rights Division
 - ❖ Colorado Department of Corrections
 - ❖ Colorado Department of Human Services (DHS)
 - ❖ Colorado Housing and Finance Authority (CHFA)
 - ❖ Community Housing Development Organizations (CHDOs)
 - ❖ Colorado AIDS Project
 - ❖ Colorado Community and Interagency Council on Homelessness
 - ❖ Colorado Coalition for the Homeless (CCH)
 - ❖ Colorado Cross Disabilities Coalition
 - ❖ Colorado Independent Living Centers
 - ❖ Denver's Road Home (includes members of business community)
 - ❖ Economic Development Organizations (includes business community)
 - ❖ Faith-based Organizations
 - ❖ Governor's Office on Policy and Initiatives
 - ❖ Homeless Organizations throughout the State
 - ❖ Housing Authorities
 - ❖ Local Governments, through Councils of Government and DOLA field staff
 - ❖ Northeast Denver Housing Center, Lead Hazard Control Division
 - ❖ Public Housing Authority Plans
 - ❖ State of Colorado Housing Board
- (6) DOLA incorporated input and readied the draft document for public comment. Public Hearings were held in Grand Junction and Denver on January 4, 2012. The State posted the plan for 30 days and accepted written comments. Took additional comment regarding ESG on February 15, 2012. All comments and responses are in Exhibit A.

Actions to Enhance Coordination

DOH facilitates interagency coordination of housing, health and social service activities of various public and private agencies by participating in the following efforts:

- ❖ Established a “Housing Initiatives” program to coordinate and collaborate with multiple agencies across additional program areas, including Veterans’ Housing, Renewable Energy, and other areas of interest.
- ❖ Second Chance Housing and Prisoner Reentry Program (C-SCHARP) Task Force
- ❖ Intradepartmental CDBG Coordinating Group. DOLA created a cross-divisional work group to coordinate and integrate its use of CDBG funds.
- ❖ The Housing “Pipeline” which includes development staff from DOH, the Colorado Housing and Finance Authority (CHFA), Funding Partners for Housing Solutions, Mile High Community Loan Fund, the USDA Rural Development, and Department of Housing and Urban Development (HUD).
- ❖ Colorado and Community Interagency Council on Homelessness is a State coordinating organization appointed by the Governor to develop a strategic plan to end homelessness.
- ❖ Participation in Colorado’s three Continuums of Care (CoC): Metropolitan Denver Homeless Initiative; Homeward Pikes Peak and the Balance of State).
- ❖ Housing Colorado, Inc. is a 501(c)(3) membership organization that facilitates workshops, meetings and educational opportunities for housing organizations.
- ❖ Colorado Chapter, National Association of Housing Redevelopment Organizations (NAHRO) is a state trade association for housing authorities and redevelopment agencies
- ❖ Colorado Foreclosure Task Force, a public-private task force in which the Division of Housing participates as an active member.
- ❖ Supportive Housing Program is a statewide housing authority whose oversight transferred to the Division of Housing as of July 1, 2011. SHP will establish and maintain its own Housing Board.
- ❖ Examine linkages between HOME, CDBG and the HUD Section 8 Housing Choice Voucher Program. The purpose of the examination is to increase the supply of affordable housing for persons of limited income.
- ❖ Established an internal Homeless Prevention Team to focus on homeless issues.
- ❖ Office of Homeless Youth, a program within the Division of Housing, will meet on a regular basis with statewide agencies to establish goals, objectives and to seek funding.

Anticipated Plan Resources

DOLA receives a variety of federal and State resources, including the HUD formula amounts shown below that help meet the State's housing, community and economic development needs. DOLA links these resources together and combines them with funding from local jurisdictions and private sources to maximize cost efficiency and stretch the public dollar.

| HUD Formula Funds Administered by the Department of Local Affairs | Estimated Amount |
|--|-------------------------|
| Home Investment Partnership Funds (HOME) | \$4,648,404 |
| Emergency Solutions Grant (ESG) | \$1,864,078 |
| Emergency Solutions Grant 2 nd 2011 Allocation | \$585,370 |
| Community Development Block Grant (CDBG) | \$7,967,210 |
| Housing Opportunities for Persons with AIDS (HOPWA) | \$426,632 |
| Section 8 Housing Choice Vouchers | \$18,268,805 |
| Other Estimated Federal Resources | |
| Homeless Prevention and Rapid Re-Housing Program (HPRP) | \$ 3,261,614 |
| Low Income Energy Assistance Program | \$ 340,000 |
| Community Services Block Grant | \$6,043,816 |
| Community Services Block Grant Recovery (CSBG-R) | \$208,700 |
| Neighborhood Stabilization Program (NSP3) | \$6,618,947 |
| Continuums of Care (CoC) – All Regions of the State | \$18,633,536 |
| Metropolitan Denver Homeless Initiative CoC | \$13,175,836 |
| Homeward Pikes Peak CoC | \$ 1,586,172 |
| Balance of State CoC | \$ 2,705,207 |
| Estimated State Resources | |
| Housing Development Grant | 2,000,000 |
| Estimated "Other Resources" | |
| Local Governments | \$10,000,000 |
| Nonprofit Sector Contributions to Projects | \$ 3,109,500 |
| Private Sector Contributions to Projects | \$ 5,000,000 |
| Colorado State Tax Check-off for Homelessness Prevention | \$ 139,000 |

DOLA is the only department in the State that has both a Consolidated Plan and two Public Housing Administrative Plans. As such, the Department has the ability to strategically place or invest both Section 8 and the Consolidated Plan-related funding streams of HOME, CDBG, ESG and HOPWA. As a catalyst to creative collaborations, it is DOLA's intent to use its HOME and/or CDBG resources to fill gaps on the housing development side of a project, while using project-based Section 8 Housing Choice Vouchers to create innovation on the revenue side. This approach will be a forerunner to other jurisdictional collaborations for greatest need populations in Colorado.

The Local Government Financial Assistance section manages a number of grant and loan programs within the Department of Local Affairs specifically designed to address public facility and service needs. Through coordination and outreach with the

department's field offices, grant and loan resources are distributed on both a formula and discretionary basis depending upon applicable state statutory provisions, federal requirements and/or program guidelines. The section oversees application, contract and payment distribution processes, develops partnerships with federal funding agency providers and conducts training sessions for local government grantees in project administration activities.

The Colorado Office of Economic Development and International Trade (OEDIT) strengthen Colorado's prospects for long-term economic growth by providing broad-based support to Colorado businesses. (OEDIT) fosters a positive business climate that encourages quality economic development through financial and technical assistance provided in support of local and regional economic development activities throughout the State of Colorado. OEDIT uses its allocation of funds to capitalize the state's Business Loan Funds. Currently, the state has 15 Business Loan Fund locations which have service areas covering the majority of the rural areas of the state.

Performance Outcome Measures

HUD has established the following Performance Measures for the consolidated planning and measurement processes:

HUD Statutory Program Goals

- ❖ Decent housing
- ❖ A suitable living environment
- ❖ Expanded economic opportunity

Funded activities must also address at least one of the following objectives:

- ❖ Availability/accessibility
- ❖ Affordability
- ❖ Sustainability

DOLA incorporated these Performance Measures into this Action Plan as shown in "Strategic Plan Strategies, Goals, Objectives and Outcomes." The State will report its performance in the Consolidated Annual Performance Evaluation Report (CAPER) in June 2013.

To collect the applicable indicator data and meet the HUD performance measures system requirements, DOLA programs have taken the following steps:

1. Improved forms and reports to collect performance measurement data that matches HUD's Integrated Disbursement Information System (IDIS), including:
 - ❖ Grant application forms
 - ❖ Grant closeout forms
 - ❖ Grant contracting documents
 - ❖ Project Performance Reports
 - ❖ Quarterly Reports
2. Assessed training needs on performance measure reporting for grantee and subrecipients
3. Collected and entered performance measurement data into IDIS.

Basis for Allocating Investments and Assigning Priorities

HOME. The State of Colorado distributes HOME funding across the entire state using underwriting criteria and application processes to ensure wise investment of its resources.

CDBG. CDBG funding is also allocated across the State, except in CDBG entitlements areas. CDBG funds will continue to focus attention on affordable housing creation and preservation, economic development projects that create or retain jobs and public infrastructure needs of non-entitlement communities throughout the state.

The State will continue to maintain a competitive selection process to distribute CDBG funds utilizing, but not limited to, the following proposed project criteria:

1. **Need-** The number of low and moderate income persons in the proposed project area.
2. **Impact-** Evaluation of the extent to which the proposed project will eliminate or reduce the need identified and will improve the long-term physical or economic condition of the project area and its residents.
3. **Capacity-** An evaluation of the administrative capacity of the applicant to complete the activity in a timely manner.
4. **Cost-Effectiveness-** An evaluation of the extent to which the project will make cost-effective use of grant dollars, including consideration and use of funds from other public and private sources.
5. **Demographics-** The number of persons in poverty in the project area and the per capita assessed valuation of the area.

The Division of Local Government (DLG) implemented a competitive application process, in which multiple grant applications are reviewed, rated and ranked and grants are awarded to those applicants that most closely meet the selection criteria established by the DLG. Review criteria are based both on programmatic requirements and on an applicant's ability to carry out the grant.

Review criteria may include, but are not limited to the following:

- ❖ Project need
- ❖ Project sustainability
- ❖ Financial and administrative capacity of the applicant
- ❖ Geographic coverage
- ❖ Applicants past performance as a grantee of the State

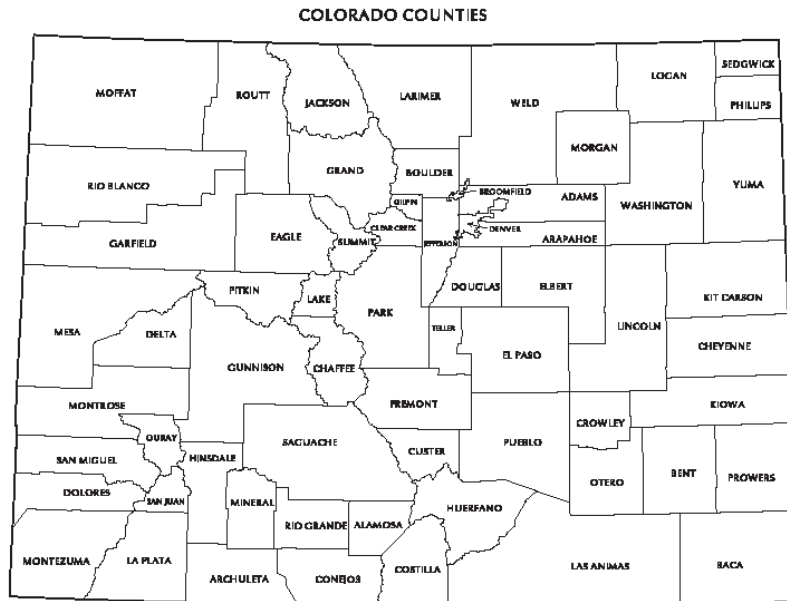
ESG. The Department awards ESG funding across the state through consultation with Continuums of Care and in a manner consistent with the HEARTH ACT.

HOPWA. HOPWA funds are allocated in proportion to the occurrence of HIV/AIDS in each of the four non-HOPWA entitlement regions. The HOPWA service agencies determined this to be a fair, equitable and consistent way to allocate HOPWA dollars, and it is needs-based. The four geographical regions are:

- *Western Slope (West CAP),
- *Northern Front Range, (N-CAP)
- *Southern Colorado (S-CAP); and
- *Western Slope (West-CAP)

Geographic Areas

DOLA provides direct assistance to all geographic areas of the state including areas of minority concentration, and it prioritizes families with less than 30 per cent AMI.

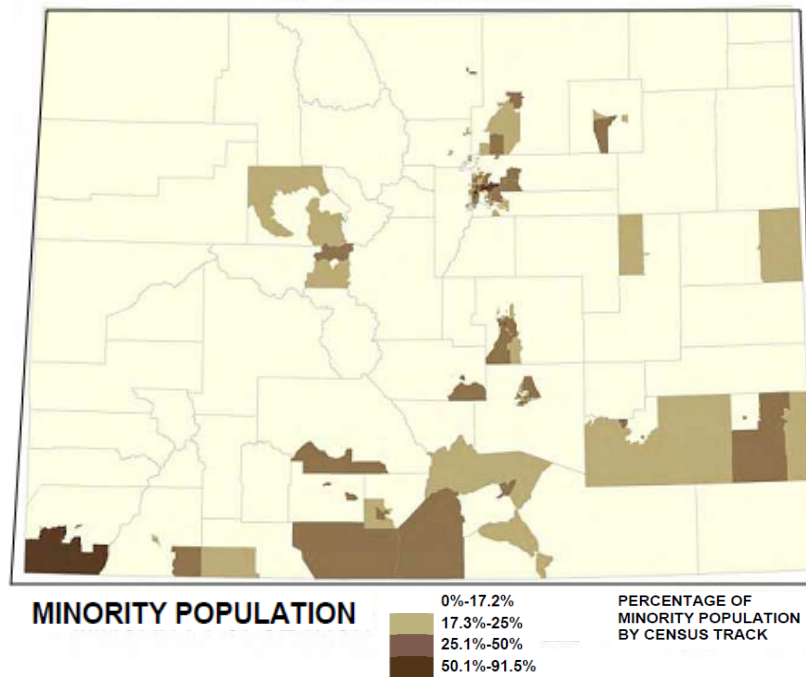


Map Compilation: Colorado Division of Local Government, 2001

Areas of Minority Concentration

To address areas of minority concentration, DOLA will carefully examine the location of each proposed project, and fund those projects that will promote racially integrated and economically healthy communities.

Map 1 – Minority Population in Colorado



Other Actions:

Addressing the Obstacles to Meeting Needs of the Underserved

The most commonly cited obstacles to meeting the needs of the underserved are 1) the lack of sustainable grant funding, and 2) the capacity of Colorado's smallest towns and most sparsely populated counties to apply for and administer federally regulated programs.

Addressing the Obstacles:

General areas of assistance include but are not limited to Budgeting, Finance, General Government Administration, Special District Administration and Elections, and Water and Wastewater management. In addition, Technical Assistance staff process and assist with a number of required local government filings that are received by the Department of Local Affairs, and perform research functions for the state, local governments, and other interested individuals.

Technical Assistance Services include administrative, financial, and other assistance to local officials, staff, and citizens in the day-to-day operation of a local government. The Technical Assistance Section delivers assistance through workshops, publications, individual consultations and on-line resources.

The Division of Local Government provides professional assistance to local governments in many areas of financial management, including investment and cash management strategies, short and long term capital financing options, revenue development, expenditure control, and banking. Staff are available to provide financial trend analyses, a valuable tool in predicting future outcomes. The Division of Local Government offers an annual series of workshops usually at 6-9 locations around the state on topics of current financial management interest.

Supplying safe drinking water and treating wastewater are two of the basic services local governments provide. Department staff can assist communities in addressing the range of water and wastewater problems they often face, from deteriorating distribution lines to inadequate budgeting and accounting practices. Department staff are available to analyze needs and develop goals, develop a capital improvement program, analyze rate structures for user and tap fees, coordinate with the Colorado Department of Public Health and Environment and other state and federal agencies, explore funding alternatives and identify plant operator training programs.

DOLA leads efforts to fund programs that can become models for communities throughout Colorado. For example, DOLA received and matched a Community Challenge Grant from HUD and the U.S. Department of Transportation for its Colorado Sustainable Main Streets Program. As part of the overall project, the Five Points community of Denver solicited and received participation from low-income and minority citizens to assist with community planning efforts. The communities of Fowler, Monte Vista and Rifle involved local citizens in strategic planning processes.

DOLA, through OEDIT, serves all rural counties with its Business Loan Funds. The Department reaches out to businesses by annually participating in at least five regional business finance forums throughout the state. The State advertises its infrastructure grants to municipal, county and economic development officials.

The DOLA, through the Division of Housing (DOH), employs many strategies to meet the needs of the underserved, including the following: (1) promoting the development of low-income units by providing HOME and/or CDBG resources to fill gaps on the housing development side of a project, while using project-based Section 8 Housing Choice Vouchers to create innovation on the revenue side; (2) applying for Veterans Housing Authority vouchers (VASH) to assist veterans experiencing homelessness; (3) creating an initiative that ensures linkage between housing and Medicaid, SAMHSA, TANF and other mainstream human service assistance; (4) Working with key stakeholder groups to make progress toward recognizing and treating the long-term effects of addiction and alcoholism as a disabling condition; (5) coordinating HEARTH ACT services with Continuums of Care and local jurisdictions to ensure that it funds projects and programs to meet the greatest homeless needs

When State revenues are sufficient DOH may receive Housing Development Grant funds. When available, these State funds are the most flexible of the Division's resources, and allow tailored community solutions to help ensure that the poorest families in Colorado have an increasing supply of rental units affordable to them. DOH does not know the amount of HDG funding it will receive in 2012.

A primary housing program designed to reduce dependency on public assistance is the Housing Choice Voucher program. These funds are used in the administration of both the Housing Choice Voucher and Shelter Plus Care programs through DOH and Supportive Housing Programs.

Colorado Housing and Finance Authority (CHFA) is exploring ways to provide low-interest loans for housing development that serves families at thirty per cent of AMI. DOH, CHFA and other funding agencies often coordinate their efforts to make affordable housing projects successful.

The Colorado Community Interagency Council on Homelessness (CCICH) creates statewide collaboration among nonprofit corporations, State and federal agencies. DOH actively participates to better link housing and services for low-income residents and homeless persons. Other topics of the CCICH include job training, education, employment, childcare, transportation, housing and food stamp benefits to assist poverty-stricken families in achieving economic self-sufficiency.

Colorado cooperates and collaborates with Colorado's three Continuums of Care (CoCs)

Citizen Participation

SUMMARY OF PROCESS AND CONSULTATION

The State consulted with public and private agencies that provide housing, health, social, public infrastructure improvements, economic development, and public services including HIV/AIDS Housing providers, homeless service agencies, faith-based communities and organizations that provide services to the disabled community.

DOLA solicited input about the Annual Action Plan through website postings, email communications, and public testimony. The State worked directly with economic and housing development agencies, local communities, nonprofit agencies and faith-based organizations, including Mercy Housing, Volunteers of America, Catholic Charities, and Colorado Coalition for the Homeless.

The State solicited input from its staff and the State Housing Board to finalize the Action Plan document.

PUBLIC HEARINGS

DOLA held two public hearings to provide opportunity for comment to urban and rural areas on this proposed one-year Action Plan, with notice published on the Department's web page and in the *Boulder Daily Camera*, a newspaper of general circulation. The notice of publication contained information about the general content of the plan ten (10) days prior to the public hearing. The State sent a copy of the public notice to the organizations from which the State sought consultation, including over 400 organizations on its list-serve. The State provided accommodation for the handicapped and offered the services of language interpretation, although no language accommodation was requested. The State did receive comment on its housing activities. Comments are attached as Exhibit A, along with the State's report of how we changed the plan in consideration of those comments.

The State accepted written comments for thirty (30) days from the date of the hearings. No written comments were received. DOLA held hearings on (Grand Junction) and January 4, 2012 (Denver) and received the comments notated and responded to in Appendix A. An additional public meeting was held on February 15, and March 15, 2012 to take additional input on the Emergency Solutions Grant program from CoCs.

Neighborhood Revitalization Areas

There are no Neighborhood Revitalization Areas or Target Areas in this Plan. A Community Revitalization process is in development through the Sustainable Main Streets Initiative.

Impediments to Fair Housing Choice

The State updated its Analysis of Impediments to Fair Housing Choice in 2011. The document is presented in Exhibit D.

ACTIONS TO OVERCOME IMPEDIMENTS

Limited English Proficiency:

Polled DOLA employees to find out who was willing and qualified to act as interpreter or translator for people needing such services. Drafted article for DOLA employee newsletter on the importance of this need and thanking volunteers.

Provided receptionists with "I speak..." cards and tracking forms to note how often interpretation services are needed and in what languages. 5/11/11.

Staff Training:

Fair Housing Coordinator attended the Region VIII Fair Housing and the HOME Program training in April, 2011 and Housing Program Management staff with notes and materials from that training on April 28th.

Provided training to Development Specialists and Asset Managers on June 28, 2011. The training covered the topics of Site Selection, Accessibility Requirements, and the Affirmative Fair Housing Marketing Plan.

Low Wages/Unemployment issues:

Fair Housing Coordinator met with CDBG Coordinator in Division of Local Government regarding Section 3 requirements and strategies to improve compliance by assisting grantees in finding Section 3 contractors and employees. Plans are being developed to create lists of certified Section 3 contractors and improving linkage between

grantees/contractors/potential Section 3 employees through PHAs and Workforce Development.

People with Disabilities:

DOH applied for a grant that would allow DOH to hire a consultant to work with grantees on developing housing for people with disabilities.

Unification of Housing Choice Voucher and other housing programs administration under DOH.

At the request of Colorado Cross-Disabilities Coalition, DOH provided them with information about development cycles for our Consolidated Plan, Public Housing Annual Plan, Public Housing Administrative Plan, and State Housing Board calendar and contact information.

DOH provided copies of the Consolidated Plan and the Analysis of Impediments to Fair Housing to the Housing Advocate at Colorado Cross Disabilities Coalition in 14-pt type.

The Department of Local Affairs web site is now ADA compliant for people with visual impairments as of August 17, 2011.

Institutional Structure for Housing

Division of Housing (DOH) coordinates the State's affordable housing efforts and works to foster cooperation between private enterprise and local, State and federal governments. Its goal is to facilitate construction, acquisition and rehabilitation of affordable housing units, particularly for lower income households. It provides both technical assistance and direct financial support to local governments, for-profit developers, non-profit agencies and local housing authorities through the following programs:

- ❖ Federal "States and Small Cities" Community Development Block Grant Housing Program (CDBG);
- ❖ Federal Home Investment Partnership Program (HOME);
- ❖ Private Activity Bond Program (PAB);
- ❖ Supportive Housing Program (SHP);
- ❖ Emergency Solutions Grant Program (ESG);
- ❖ Homeless Prevention and Rapid Re-housing Program (HPRP);
- ❖ Housing Opportunities for Persons with AIDS (HOPWA)
- ❖ Neighborhood Stabilization Program (NSP)
- ❖ State Housing Development Grant Program (HDG);
- ❖ Manufacture Home Construction and Safety Standards
- ❖ Housing Choice Voucher Program (HCV).

DOH assigns specific regions of the state to the Community Housing Assistance Section staff to assist local communities in identifying housing needs, including the type, cost, location and number of units needed in the community and to develop viable projects.

DOH established Homeless Prevention Team to focus on statewide homeless issues.

The **State Housing Board**, whose seven members are appointed by the Governor, serves as an advisory unit to DOLA, DOH and the Governor. The Board meets monthly to review and recommend funding on housing applications for the various programs administered by the Division, creates policy to regarding funding of housing activities, passes regulations for manufactured structures, reviews both Consolidated Plan and

the State's Public Housing Authority Plan, and adopts building codes for multifamily housing in counties with no codes.

The Division of Local Government (DLG) administers three programs that directly and indirectly affect statewide housing efforts. All of DOLA's divisions and programs coordinate efforts to achieve goals and strategies.

- ❖ The *Energy and Mineral Impact Assistance (EMIA)* When available, this program provides grants for the planning construction and maintenance of public facilities, provision of public services and housing. Loans, in addition to grants, are available for water and wastewater projects. Eligible recipients are municipalities, counties, school districts, special districts and other political subdivisions socially or economically impacted by the development, processing or energy conversion of minerals and mineral fuels.
- ❖ The *"State and Small Cities" Community Development Block Grant* program, which provides grants for public facility projects.
- ❖ The Department designates certain economically-distressed areas of the State as *Enterprise Zones*. Businesses may qualify for special State tax incentives to encourage job creation/investment in these zones.

DLG also functions as an outreach arm of the department along with housing and economic development staff. Staff members work with local clients to define needs, identify and develop response capacity, coordinate the delivery of department services, provide follow-up with evaluation of project effectiveness, and advocate for both local government clients and for department agencies.

Denver-based staff works to build local government capacity through a variety of general government and community development services, and provides or arranges some financing.

- ❖ *Technical Services*, in coordination with Field Services, provides a broad range of specialized technical assistance, training, and published materials to enhance the administrative capability for local governments. These services include budgeting and financial management; capital improvement and land use planning; purchasing; environmental matters; water and sewer financing and operations; and financial capacity research and analysis.
- ❖ *Demography* provides demographic and economic information, assistance and coordination to public and private organizations. Services include all decennial census data; general and special population estimates and projections; cooperative programs with the U.S. Bureau of the Census; and special economic and demographic analysis.

State of Colorado, Department of Human Services (DHS) manages services for vulnerable populations and is committed to efficient use of mainstream resources, including TANF, Supplemental Nutrition Assistance Program (formerly Food Stamps), Child Welfare.

Supportive Housing and Homeless Programs

Housing assistance provided by both the Division of Housing (DOH) and Supportive Housing Programs (SHP) is funded by HUD. These federal funds are used in the administration of both the Housing Choice Voucher and Shelter Plus Care programs. DOH and SHP have jurisdiction to serve all 64 counties within the state.

SHP rental assistance programs are specifically targeted to persons with special needs including those with developmental, mental health, substance abuse and/or physical disabilities. SHP partners with thousands of private landlords and approximately 50 community-based service providers across the State to combine housing assistance with supportive services. These providers include: mental health centers, centers for independent living, community center boards, and homeless service providers. The four-way partnership between SHP, the service agency, the property owner and the participant provides an effective and efficient approach to providing housing and supportive services to some of Colorado’s most vulnerable citizens.

DOH rental assistance programs are also targeted to people most in need; however preferences are provided to a wide array of individuals including the homeless, the disabled, victims of domestic violence etc. DOH primarily partners with local housing authorities, many in rural localities to administer the vouchers.

In July 2011, HB11-1230 resulted in the consolidation of both public housing agencies (PHA) into the Department of Local Affairs. Under state law, both housing agencies will continue to exist as separate and distinct entities. Each PHA will continue to have separate contracts with HUD, individual PHA Plans, and Administrative Plans Etc. However, the department will achieve efficiency under the consolidation by consolidating program operations.

| PHA | Total units under contract with HUD | Veterans Affairs Supportive Housing Program | Family Unification Program |
|---|-------------------------------------|---|----------------------------|
| Housing Choice Voucher Program | | | |
| Supportive Housing Programs (CO-901) | 3,630 | 385 | 167 |
| Division of Housing Units: (CO-911) | 2,734 | 91 | 200 |
| Totals | 6,364 | 476 | 367 |
| Other Housing Assistance Programs Administered | | | |
| Shelter Plus Care Program | 559 | | |
| Total Housing Units Administered By Both PHAs | 6,923 | | |

Colorado Housing and Finance Authority (CHFA) is an independent, self-sustaining establishment with over nearly \$3 billion in assets. CHFA sells bonds that enable it to provide financing for single-family mortgages to qualifying homebuyers and to facilitate development of multi-family apartments for low- and moderate-income residents. CHFA also makes loans to Colorado-owned small and medium-sized businesses and administers Low Income Housing Tax Credits.

Colorado Housing Authorities are quasi-public organizations that provide affordable housing to very low-, low- and middle-income individuals through operation of federally subsidized units and Housing Choice Vouchers, also known as “Section 8”.

Local Governments or Regional Quasi-Public Organizations. DOH, DLG and OEDIT work closely with local governments and Councils of Governments (COG) to deliver housing, community and economic development assistance. Local governments or COGs administer regional owner-occupied home rehabilitation and/or down payment assistance programs. DOH engages local governments in analyzing regulatory costs associated with housing development by publishing reports and conducting trainings for staff. DOH also publishes *Affordable Housing: A guide for local officials*, a manual distributed to local governments to provide tools to help reduce regulatory costs for affordable housing.

Nonprofit Organizations including housing development and service agencies exist in many Colorado communities. DOH began working with local communities to create regional Community Housing Development Organizations (CHDOs) in 1991. DOH works with housing authorities and regional nonprofit organizations during all steps of the development process, from identifying housing demand to assembling financing packages to managing lease up. DOH continues to work with these partners to build the capacity to take on new affordable housing projects.

Foundations, including the Colorado Association of Realtors Housing Opportunity Fund (CARHOF), El Pomar Foundation, and the Daniels Fund may fund housing-related services.

Private Industry Corporations, financial institutions and the construction and real estate industries have a high level of participation in the affordable housing community.

Non-Housing Institutional Structure

The Division of Local Government (DLG) administers non-housing programs that directly and indirectly affect statewide housing efforts.

| | |
|--------------------------------------|--|
| Solid Waste & Landfill | Office of Energy Conservation Division of Local Government Department of Public Health & Environment |
| Drinking Water/Treatment | Division of Local Government Department of Public Health & Environment |
| Sewer/Wastewater | Division of Local Government Department of Public Health & Environment |
| Flood Control/Drainage | Colorado Water Conservation Board |
| Hazardous Material/Emergency Warning | Division of Emergency Services |
| Education, Distance Learning | Department of Education |
| Historical | Department of Higher Education/Historic Preservation |
| Aviation | Department of Transportation |
| Parks & Recreation | Department of Natural Resources |

DLG shares a listing of all applications with USDA Rural Development to determine its interest in working together on a particular project/s. The State Impact Assistance Advisory Committee reviews all EMIA applications and makes recommendations to the Executive Director of the Department of Local Affairs except in emergency situations. Staff members review applications with the Director of the Division of Local

Government for CDBG, and then make recommendations to the Executive Director for funding.

DLG participates in numerous boards and advisory groups. For example, the Water and Sewer Funding Coordination Committee, which is composed of State and federal agencies and other organizations works to facilitate funding of local water infrastructure projects and is normally concerned with sewer and water issues. The Committee is made up of the USDA Rural Development, Colorado Rural Water Association, Colorado Water Quality Control Division, Colorado Water Conservation Board, Rural Community Assistance Corporation, the Colorado Water Resources and Power Authority, Colorado Municipal League, Special District Association of Colorado, and Colorado Counties, Inc. DLG coordinates meetings.

The Office of Economic Development and International Trade (OEDIT) has the purpose of retaining Colorado's existing businesses, helping them expand, encouraging out-of-state companies with good quality paying jobs to locate to Colorado, and of assisting persons or entities starting businesses in the State. The mission of OEDIT is to provide effective, professional assistance to the State's business community and to local communities; to make essential information easily accessible to business owners throughout the State; to promote the development and expansion of minority businesses; to offer State job training, marketing, and assistance programs to every region of the State; and to encourage new businesses, business retention, expansion and relocation resulting in the retention or creation of Colorado jobs. OEDIT includes Business Development, Business Finance, Small Business Development Centers, Economic Development Commission, Governor's Financial Review Committee, Venture Capital Authority, Minority Business Office, Tourism, Research and Special Projects and International Trade and Council on the Arts.

The Governor's Financial Review Committee reviews all CDBG economic development applications and makes final funding decisions.

United States Department of Agriculture Rural Development

The USDA Community Development Program (CDP) administers rural community development programs within USDA Rural Development. Each program and initiative promotes self-sustaining, long-term economic and community development in rural areas. The programs demonstrate how every rural community can achieve self-sufficiency through innovative and comprehensive strategic plans developed and implemented at a grassroots level.

Private Industry Corporations and financial institutions estate industries have a high level of participation in the affordable housing community.

Gaps in Institutional Structure and Strategies to Overcome Gaps

State government works with local governments, private industry, and nonprofit organizations to tackle the issues involved in providing affordable housing, and community and economic development. The primary gaps remaining in the institutional structure in Colorado are:

Governmental Coordination:

Problem: Gaps in communications can affect the decision-making of an entire region and lead to inefficient land use or excessive burden on one locale.

Solution: The Department of Local Affairs (DOLA) is the one agency in Colorado that deals almost exclusively with local governments on all levels of its mission. DOH

continues to increase the coordination and involvement of State and federal agencies, public and private nonprofits and others in the leveraging of funding sources, the planning and delivery of housing-related services, and the development of special initiatives to increase and preserve affordable housing.

The State's interagency "Housing Pipeline" is composed of key agencies that include the DOH, Colorado Housing Finance Authority, U.S. Department of Housing and Urban Development and U.S. Department of Agriculture, Rural Development. These bi-monthly meetings provide coordination around multiple agency rules, various funding sources and an annual targeting of specific priority areas of the State in order to address immediate housing needs.

Colorado consults and collaborates with its CoCs.

Capacity of Local Nonprofit Organizations and Housing Authorities:

Problem: Many nonprofits lack not only the funding to meet their community's housing demands, but also the staff expertise to expand or diversify existing services.

Solution: DOLA works with the Department of Human Services and special-needs providers to encourage partnerships between service providers and housing development agencies. These alliances are essential to increasing the supply of affordable, accessible housing for persons with special needs. The new Neighborhood Stabilization Program provides an opportunity for local governments and nonprofit to stabilize housing markets through purchase and rehabilitation of foreclosed homes.

DOLA works to improve agency capacity through technical assistance, workshops, training and monitoring. These efforts encourage retention of existing housing and new production of housing units and the creation and expansion of projects and programs that meet community needs.

Monitoring

DOLA Program/Project Monitoring

The Department's goal is to ensure that Federal and State funded projects are implemented in a timely manner, meet objectives and proposed outcomes and are managed within the rules of the programs.

The objectives of monitoring are:

- ❖ To document compliance with program rules
- ❖ Ensure timely expenditure of funds and timely closeout of projects
- ❖ Track program or project performance
- ❖ Identify technical assistance needs

To ensure that all statutory and regulatory requirements are being met, the Department uses various monitoring standards and procedures.

The Department is responsible for ensuring that grantees carry out projects in accordance with both Federal and State statutory and regulatory requirements. These requirements are set forth in the grant contract executed between the State and the grantee.

Typically, two basic types of monitoring are conducted: off-site (desk monitoring) and on-site monitoring. Staff members regularly review each project to verify that it is

proceeding in the manner set forth in the contract in accordance with applicable laws and regulations.

Desk monitoring is an ongoing process in which the DOLA staff responsible for overseeing the grantee's project uses all available information to review the grantee's performance in carrying out the approved project. Grantees are required to submit quarterly project performance and financial reports for review. The review process enables the Department to identify problems requiring immediate attention.

On-site monitoring is a formal, structured review conducted by DOLA staff at the locations where project activities are being carried out or project records are maintained. One on-site monitoring visit is normally conducted during the course of a project. The review includes progress toward program goals, compliance with laws, and continued capacity to carry out the approved program. A standardized monitoring form is used to ensure that all items are addressed.

The Department uses the following process to set up, undertake and report on on-site monitoring visits:

- ❖ DOLA Staff calls the grantee contact identified in the contract to schedule an on-site visit. DOLA Staff sends correspondence prior to the visit that confirms date and time of the visit, the monitoring forms and checklists that will be used, and the people and files needed during the visit.
- ❖ DOLA Staff the conducts on-site visit, reviews files, completes the monitoring form, interviews key staff, and inspects property if applicable.
- ❖ DOLA Staff submits a monitoring report to the grantee within 30 days of the visit unless circumstances would indicate a delayed report would be appropriate.
- ❖ DOLA Staff works with the grantee until all monitoring findings are cleared and concerns are addressed and a letter stating that is sent to the grantee.

The monitoring report issued to the grantee following a review contains the following, as applicable:

- ❖ Compliance areas reviewed, files reviewed, who conducted the review and the date it occurred;
- ❖ A brief description of the specific statute, regulation or requirement examined;
- ❖ The conclusion (i.e. satisfactory performance, concern, question of performance, finding) and the basis for the conclusion reached.
 - (a) A satisfactory performance determination is a conclusion that the grantee is meeting its award terms and its statutory and regulatory responsibilities.
 - (b) A concern raises an issue that does not involve a statute, regulation or requirement, but may involve a management recommendation or program improvement.
 - (c) A question of performance is an inconclusive review that raises a question as to whether a violation of a statute, regulation or requirement has occurred or compliance cannot be demonstrated. In this case the DOLA Staff will first informally discuss the review with the grantee or will request additional information, to be provided within a 30-day period, to determine whether a violation did occur. This determination is only for a limited period of time. When the grantee responds to the question, a final determination will be made.
 - (d) A finding is a clear, specific and identifiable violation of a statute, regulation or requirement about which there is no question. The action normally requested is for the grantee to explain, within a 30-day period, what steps it will take to remedy and/or prevent a recurrence of the violation.

PERFORMANCE REPORT

DOH requires each project it funds to submit a quarterly report that provides a project update and flags pending or anticipated problems. The quarterly performance report has been integrated into the Project Performance Plan (PPP); this allows the Grantee to report on PPP milestones. AMs contact the grantee or borrower by telephone or e-mail on a monthly basis to track their project performance. DOH staff also uses this report to provide technical assistance to the grantee.

FINANCIAL STATUS REPORT

The financial quarterly report lists the full financial status of the project. The quarterly financial report applies to CDBG, HOME, HDG, HOPWA ESG projects.

PROJECT CLOSE OUT

CDBG, HOME, ESG and HDG projects are completely closed out upon the final completion of the project. Reporting is required on the following areas:

- ❖ **Project Description:** Full project description summarizing the specific activities undertaken with funds.
- ❖ **National Objective Served:** List eligible national objective served by project (CDBG only)
- ❖ **Actual Accomplishments:** List all project accomplishments
- ❖ **Remaining Actions:** Remaining actions and the date of anticipated completion.
- ❖ **Final Financial Reports:** Final Financial Reports with a zero balance or de-obligate remaining.
- ❖ **Audits:** Copy of the most recent audit(s) and the date when the audit(s) will be completed.
- ❖ **Total Actual Expenditures for the Activity:** All actual expenditures for each activity and expenditures from other funds are listed.
- ❖ **Project Applicants and Beneficiaries:** Beneficiaries of the project for all activities are listed.
- ❖ **Program Income:** Program income generated will be reported annually.
- ❖ **Affirmatively Furthering Fair Housing:** Actions taken to affirmatively further fair housing efforts.
- ❖ **Section 3:** Actions taken to comply with Section 3 requirements.
- ❖ **Citizen Comments:** Include any comments by citizens.
- ❖ **Final Financial Report:** Final Financial Report with a zero balance or deobligate remaining balance.
- ❖ **Other:** (e.g. Acquisition/Relocation, MBE/WBE (for HOME), as applicable)

Division of Housing Monitoring

In order to successfully administer State and federal housing funds, Division of Housing developed a monitoring policy that ensures affordable housing units are in compliance with applicable State and Federal guidelines. During the course of grant and or loan administration, Asset Managers and other DOH staff monitor project performance in a variety of ways. The monitoring policy describes DOH monitoring methods that focus on the following programs: HOME Investment Partnership Program (HOME), Emergency Solutions Grant (ESG), Housing Development Grant (HDG), Housing Development Loan Fund and Section 8 Rental Assistance Programs.

PROJECT PERFORMANCE PLAN

The Project Performance Plan (PPP) sets forth the goals and milestones that a project must meet in order for it to be successful and in compliance with Federal and State

requirements. The PPP addresses any anticipated project problems and time lines needed to complete and manage the project. The PPP applies only to the HOME, Housing Development Loan Fund, ESG and HDG projects and will be the basis for measuring and tracking the grantee's performance through the term of the project. Depending on the type of the project being funded, the PPP may include information on the following:

- ❖ Financial Management
- ❖ Marketing
- ❖ Leasing and Occupancy
- ❖ Construction Compliance
- ❖ Housing Management Requirements
- ❖ Federal and or State Compliance

DOH also uses the Project Performance Plan (PPP) to plan training and technical assistance.

The PPP is an assessment of the project's needs based on the expertise of the DOH Housing Development Specialist (DEVO), Asset Manager and the funding recipient (Grantee). A draft PPP plan is first developed by the DEVO based on their view of the needs of the project. The Asset Manager works collaboratively with the DEVO and adds their performance measurement suggestions to the Project Performance Plan.

The grantee is also made part of the preparation of the PPP and this is usually done in the following manner:

- ❖ A draft copy of the PPP is emailed to the contractor for input before the contract is mailed to the grantee for signature.
- ❖ A meeting or conference call can be set up to review and prepare the Performance Plan
- ❖ The DEVO will develop the Project Performance plan along with the grantee.

PPPs vary, as do the different types of projects that are funded. To ensure all major milestones are covered in the PPP, DOH developed templates covering different types of developments and projects. These templates can not be all-inclusive, so each development team has the ability to tailor the PPP to the individual projects. Performance Plan templates also contain a column to be used by the Grantee to track quarterly performance.

Because the PPP covers all critical project milestones, Asset Manager's are able to easily determine if a project is on track or not. Some projects require only a limited number of performance measures when the developer is a highly functioning agency or a strong partner organization participates in the project. For example, Colorado Housing and Finance Authority (CHFA), Mercy Loan Fund, Rural Development, HUD and private lenders or Community Development Financial Institutions (CDFIs) often participate and may provide project oversight, construction monitoring, maintenance plans and property inspections. When other monitoring systems are in place, DOH does not duplicate these efforts.

ONGOING PROJECT MONITORING

SECTION 8 MONTHLY FINANCIAL REPORTS

The Section 8 Contractors are required to submit monthly Housing Assistance Payment (HAP) requests and Lease Status Reports. These reports are used to track the utilization of the program, initiate rental payment changes and certify the rental

assistance payments to landlords and participating families. DOH Section 8 staff provide technical support on an on going basis when needed for program compliance.

CONTRACT MONITORING

Near the end of the contract term or during the course of a fiscal year, Asset Managers monitor each DOH project to ensure that the project is in compliance with the applicable federal and State requirements. Because some projects need more attention than others, DOH has developed a Risk-Based Monitoring approach. DOH Risk-Based monitoring allows Asset Managers to focus more time on projects that are at higher risk of encountering problems during the project development.

The level of monitoring for the project is determined by the Manager of Housing Programs with input from the DOH Development Specialist and Asset Manager. The Development Specialist and Asset Manager discuss the administrative capacity of each grantee and determine the level of monitoring before recommending it to the Manager of Housing Programs. The level of monitoring will be listed on the Project Performance Plan (PPP) attached to the grantee's contract and on the monitoring schedule established by the Asset Manager. The level of monitoring may be changed during the term of the contract if needed. Projects are placed in one of the following three categories:

FULL (F - in Oracle Report) - A FULL monitoring determination requires an Asset Manager to address all identified areas pertaining to the project within the regular DOH monitoring documents. The Asset Manager will also have to visit the project site and complete a housing quality standards (HQS) inspection on a minimum of five per cent of the total number of units and family files. The Development Specialist and Asset Manager will recommend a FULL monitoring if the following is the case:

- ❖ Grantee has never received funding from DOH and/or Grantee has not received funding in the last three years.
- ❖ New activity for existing grantee
- ❖ Complicated project
- ❖ Unresolved findings or concerns on last contract
- ❖ Repeated instances of findings or concerns
- ❖ Existing Grantee - new staff in key positions
- ❖ Staff recommendation due to unexpected problems occurring during the project.
- ❖ Davis Bacon Project
- ❖ Uniform Relocation Act triggered

PARTIAL (P - in Oracle Report) - A PARTIAL monitoring requires the Asset Manager to complete a modified monitoring form and perform a site inspection. The grantee may be asked to supply reports such as rent rolls through the mail or fax. The Developer may assist the Asset Manager in performing the site inspection if convenient. The Developer and Asset Manager will recommend a PARTIAL monitoring if the project is:

- ❖ Uncomplicated project
- ❖ Repeat grantee-same/similar type project
- ❖ Grantee had no findings during last monitoring
- ❖ Grantee is considered moderate in administrative capacity

Under the same PARTIAL monitoring category the Asset Manager can classify a project as a Self-Certification monitoring. The grantee completes a modified monitoring form pertaining to the use of the funding award. The self-certification monitoring form is then notarized by the grantee and sent back to the Asset Manager. The Housing

Programs Manager must approve this type of monitoring in advance.

MINIMUM (M - in Oracle Report) - A MINIMUM monitoring can only apply to a continuing program such as the CHDO Operating, Needs Assessments, SFOO Rehab, Down payment, ESG or Section 8 Rental Assistance. This type of monitoring requires grantee technical assistance only if needed and the contractual (monthly/ quarterly) reporting documents. If a grantee is deemed to be highly functioning, DOH may delay an on-site visit for up to 1 year. The Asset Manager, Development Specialist and Manager of Housing Programs will only approve this type of monitoring if the project contains the following:

- ❖ Grantee has not received any findings or concerns in the past two (2) years.
- ❖ Grantee is considered a high functioning project administrator.

If certain items are found to be out of compliance during any type of monitoring, the Asset Manager documents the items in the monitoring letter. The agency has 30 days to correct the deficiencies. Once the all findings have been resolved, the Asset Manager notifies the agency in writing that they are in compliance.

LONG TERM MONITORING (Only applicable to the HOME Program)

DOH provides Federal HOME funding for the development of affordable rental units. These funds are provided in either a grant or a loan. A formula is used to determine the number of HOME-assisted units that DOH is subsidizing in proportion to the total cost of the rental development. The HOME-assisted units are designated in the unit mix along with the term of affordability in the Beneficiary and Rent Use Covenant, a document that is recorded.

DOH monitors affordability compliance of the HOME units for the term stated in the Use Covenant by conducting an on-site visit every 1, 2 or 3 years, depending on the number of HOME-assisted units. For each year that an on-site monitoring visit is not conducted, a property rent roll and certification of verification of family income are required to be submitted to DOH. On-site long term monitoring visits include:

- ❖ Administrative review
- ❖ Family file review of each HOME-assisted unit, and
- ❖ Housing Quality Standards (HQS) inspection for a determined number of HOME units (5% or a minimum of 3).

A DOH staff member will meet with the property manager and/or the program manager to determine the following items of compliance:

- ❖ Identify which families are dwelling in the HOME-assisted units by identifying them on a rent roll a copy of which is provided to the Asset Manager
- ❖ Ensure lawful presence. For HOME funding, the Welfare Reform Act does not require a non-profit charitable organization to determine, verify or otherwise require proof of lawful presence. If the managing member is a nonprofit, or the general partner of a LIHTC ownership entity is a nonprofit, this also applies. If the funding is provided to a for-profit entity, all family members will have to sign a Declaration of Residency form.
- ❖ Verify that residents of HOME-designated units are income eligible both prior to lease-up and each year during the period of affordability. Each file must contain source documents evidencing annual income for the family at lease-up and every sixth year of the project's affordability period. In each year that does not require source documents, annual income may be verified by obtaining from the family a written statement of the amount of the family's annual income and family size, along with a certification that the information is complete and correct. The certification must state that

the family will provide source documents upon request. Unless there is evidence that the written statement failed to completely and accurately state information about the family size or income, the statement and certification suffices for proof of income determination.

- ❖ Provide the Asset Manger a copy of the lease and relevant lease documents (addendums, lead-based paint disclosure, other policies, etc).
- ❖ Provide a copy of the property's most recent income statement, balance sheet, cash flow statement and most recent Audit. DOH will examine amounts in the operating and replacement reserve accounts to verify the long-term financial viability of the property.
- ❖ Create or implement marketing/ outreach strategies according to the Affirmative Fair Housing Marketing Plan.
- ❖ Perform a determined number of HQS inspections with Asset manager. HQS inspections consist of basic checks for health and safety such as locks on windows and doors, hot and cold running water, smoke detectors, sound electrical and plumbing systems, etc.

RENT ROLL REQUEST Each year that an on-site monitoring visit is not conducted, the agency must submit a property rent roll and verification of family income. The off-year requests consist of the following:

- ❖ Rent roll and occupancy report, with HOME-assisted units designated
- ❖ Verification of eligibility of HOME-assisted units
- ❖

Monitoring the Consolidated Plan

DOLA monitors its progress in achieving goals and objectives of the Consolidated Plan through its Oracle database; the Integrated Disbursement Information System (IDIS); through periodic reports to the State Legislature; and in completing the Performance Evaluation Reporting System report for HUD. Compliance with program requirements including timeliness of expenditures are assessed programmatically on an ongoing basis and through accounting and internal audit functions of DOLA.

Lead-Based Paint

Lead-Based Paint Hazard Reduction

DOLA/DOH recognizes the serious health risks for children from lead poisoning due to contact with untreated lead-based paint and dust in the State's housing stock. To help protect children from these health risks, DOH works closely with subgrantees, contract agencies, and the Colorado Department of Public Health and Environment (CDPHE) to assure that the State's housing programs and projects comply with current requirements of Title X of the Community Development Act of 1992.

An estimated 661,282 housing units (+/-10%) in Colorado contain lead-based paint. Of these, approximately 65% or 431,736 (+/-10%) may contain lead based paint.

As of September 10, 2001, all provisions of Title X became enforceable in Colorado. These provisions include the regulations found in HUD's Lead Safe Housing Rule (24 CFR part 35). The staff of DOH reviews each proposed housing development program or project to ensure ongoing compliance with all applicable sections of Title X. The review is based on the type of project, the type, amount, and duration of financial assistance, and the age of the property. In addition, DOH makes all applicable training and technical resources available to local housing providers and developers.

CDPHE has statutory responsibility for the ongoing implementation of the statewide comprehensive plan to reduce childhood lead poisoning. The Environmental Protection Agency has authorized the CDPHE to provide training, certification, and enforcement programs surrounding lead poisoning and lead-based paint in the State. CDPHE is also responsible for compiling information on the number and location of children found to have elevated lead blood levels (great than 10 micrograms/deciliter). During the period 1996–2002, approximately 2.5% of all children between the ages of 6 months and 6 years of age tested statewide had elevated blood lead levels. In one Denver neighborhood, over 16% of the children tested had elevated blood lead levels. CDPHE and Medicaid educate parents on the sources and hazards of lead poisoning to increase the number of children tested every year statewide. These efforts resulted in a 40% increase in the number of children tested for possible lead poisoning from 2001-2002 (most recent data available).

Northeast Denver Housing Center (NDHC) is the single Lead Hazard Control Grantee in Colorado. Through its Lead Hazard Control Grant, NDHC responds to reported incidences of elevated blood level in children in lower-income households across the State. In addition, NDHC provides comprehensive lead hazard identification and reduction activities in specific neighborhoods in the City of Denver. Information obtained from the 2000 Census and the Center for Disease Control (CDC) report, "Surveillance for Elevated Blood Lead Levels Among Children – US, 1997-2001" (September 2003), indicates that there are over 21,000 housing units with a lead hazard risk in Colorado. The EPA considers housing units built before 1950 and currently occupied by households living below the poverty level to be at risk.

DOH will implement the following activities during the period of 2010–2015 to ensure statewide compliance with applicable lead-based paint regulations.

Activity 1: Enhance Existing Partnerships

DOH will continue to assist public and private efforts to reduce lead-based paint hazards across the State. This includes ongoing involvement in the Colorado Lead

Coalition interagency work group, which develops and implements strategies for statewide lead hazard reduction and education efforts. Besides the Division of Housing, this coalition includes the U.S. Environmental Protection Agency, Denver Health, the U.S. Department of Housing and Urban Development, the Colorado Department of Health and Environment and other agencies.

Over the years, DOH has provided on-going technical assistance and support to assist in the integration of the various services offered to lower-income households, including participation in current healthy home projects in the state. This includes the Denver Green and Healthy Homes Initiative (GHHI) that promotes the provision of comprehensive housing rehabilitation and household services to lower-income households. The goal of the GHHI is to maximize the interventions for each household in regards to their overall well-being, including linking housing rehabilitation and weatherization services with medical care and hazard mitigation programs. DOH intends to continue to participate in the GHHI to better understand the best approaches to the integration of household services for use in programs statewide. In addition, DOH is supportive of the proposed HUD Safe and Health Homes Investment Partnership certification program as an implementation tool for program integrations.

Activity 2: Provide Lead Hazard Information to Housing Providers, Local Officials and Assisted Households

DOH provides all sub-grantees, contractors and local housing and service providers with the most current required publications for distribution to occupants of housing units assisted with Division funds. For example, DOH distributes the EPA Pamphlet, "Protect Your Family from Lead in Your Home" to local housing and service providers that, in turn, distribute this publication to all applicable households. DOH funded programs that receive lead hazard information include the Single-Family Owner-Occupied Rehabilitation Program, the Housing Choice Voucher Program, down payment assistance programs, and programs that support the acquisition and rehabilitation of rental properties.

The DOH staff has a working knowledge of the Environmental Protection Agency (EPA) Renovation, Repair, and Painting Rule (RRP) that requires that all rehabilitation contractors to be certified in lead-based paint procedures for compensated construction activities. DOH has administrative and field processes in place to confirm that contractors compensated through DOH funded activities are properly RRP certified.

Activity 3: Enhance Existing Delivery System and Technical Capacity

To comply with the regulations in the most effective and economical way, DOH increased its involvement in CDPHE's lead-based paint education activities and sponsored additional lead-safe work practice trainings around the State. DOH will continue to provide technical assistance to sub-grantees, contractors, and local housing and service providers about Title X requirements through web-based training, on-site visits, project underwriting and the distribution of best practice methods. In addition, DOH continues to search for funding opportunities to provide the state with additional resources concerning lead-based paint and other home hazards. This includes funding through HUD's Office of Healthy Homes and Lead Hazard Control grants.

DOH intends to coordinate applications for funding under the Lead Hazard Reduction Program – Healthy Homes Initiative on behalf of the entire state.

HOUSING

Specific Housing Objectives

1. Describe priorities and specific objectives for the next year.

This list of 2012 housing priorities and specific objectives below involves commitment and expenditure of current year HOME, CDBG, ESG and HOPWA.

| Project Type | Objective/Outcome Statement |
|--|---|
| HOME– construction, rehabilitation or acquisition of rental housing for very low-income, homeless or special needs persons | Objective: Decent Housing Outcome: Affordability Priority: |
| HOME – Repair/rehabilitate very low-income, owner-occupied, single family housing | Objective: Decent Housing Outcome: Accessibility Priority: |
| HOME – Provide down payment assistance for first-time homebuyers | Objective: Decent Housing Outcome: Affordability Priority: |
| ESG – provide homeless assistance activities to families at risk of homelessness | Objective: Decent Housing Outcome: Affordability Low Priority: |
| ESG – provide rapid re-housing to help people transition quickly out of homelessness | Objective: Decent Housing Outcome: Affordability Highest Priority: |
| HOPWA – provide rental assistance, support services and other HOPWA-eligible assistance to persons with AIDS | Objective: Decent Housing Outcome: Availability/Accessibility Priority: |
| CDBG – multifamily housing rehabilitation | Objective: Decent Housing Outcome: Accessibility Priority: |
| CDBG –Single-family owner-occupied housing rehabilitation | Objective: Decent Housing Outcome: Accessibility Priority: |
| CDBG – Single-family renter-occupied housing barrier removal (rehab) for persons with special needs | Objective: Decent Housing Outcome: Accessibility Priority: |
| CDBG-NSP – Acquisition and Rehabilitation of Foreclosed Housing | Objective: Decent Housing Outcome: Accessibility Priority: |
| HPRP – Prevent homelessness Being phased out | Objective: Decent Housing Outcome: Affordability Low Priority: |
| HPRP – Rapid Re-housing Being phased out | Objective: Suitable Living Environment Outcome: Accessibility Low Priority: |

The Division of Housing is working with the Colorado Housing and Finance Authority in implementing changes to the 2012 Low Income Housing Tax Credit (LIHTC) program. The following are LIHTC priorities for 2012:

CHFA - LIHTC Priorities for 2012

For 2012 CHFA has established the following housing priorities (not listed in any order of preference) to distribute housing credit among projects targeting:

- Homeless Persons

Projects serving these populations should provide supportive services to help maintain or increase independence;

- Persons with Special Needs

Projects serving these populations should provide supportive services to help maintain or increase independence;

- Seniors

Projects serving seniors should provide amenities attractive and beneficial to seniors;

- The acquisition and rehabilitation of existing affordable properties, including those with subsidized low income rental units facing conversion to market rate units

Projects within this category that are determined by HCFA to be potentially financially feasible utilizing noncompetitive 4 per cent credits will be encouraged to consider pursuing tax exempt financing and 4 percent credits rather than the competitive 9 percent credit;

- Counties with populations of less than 175,000

Communities within this category that have identified a need for affordable housing, yet lack experienced LIHTC developers, are encouraged to partner with an experienced LIHTC developer on a consultant or fee basis;

- Market Areas of pent-up demand for affordable housing

Submarkets where overall rental vacancy rates are lower than 4 percent; and

- Transit Oriented Development (TOD) Sites

Projects within this category are within one fourth of a mile of a fixed rail station that is existing or under construction at the time of the LIHTC application.

2. Describe how available Federal, State, and local public and private sector resources will address identified needs during this Action Plan year.

Please refer to the table on page 6 for a list of Federal, State and local resources that may be available to community development, housing and economic development projects. Agencies appearing on this list are **potential** partners, and may complement funding available through the HOME, ESG, CDBG, HOPWA for construction of new housing units, preservation of existing affordable housing stock, reduction of homelessness and provision of housing/services to persons with HIV/AIDS. DOLA maximizes its funding resources by encouraging, or, in some cases, requiring local participation in community, economic and housing development activities. This assists us in addressing identified needs. Neighborhood Stabilization Program (NSP) funds will assist local governments in acquiring and rehabilitating foreclosed properties for low-income households in Colorado.

USING SECTION 8 HOUSING CHOICE VOUCHERS WITH HOME AND/OR CDBG

DOLA is the only department in the State that has both a Consolidated Plan and Public Housing Administrative Plan. DOLA intends to draw on its HOME and/or CDBG resources to fill gaps on the development side of a project, while using project-based Section 8 Housing Choice Vouchers to create innovation on the revenue side of the same project. This approach will be the vanguard to other jurisdictional collaborations for greatest need populations in Colorado.

To further elaborate, DOH envisions a process that utilizes project-based Section 8, and incorporates supportive services that promote independence. The Colorado Division of Housing (DOH) reserves the right to allocate up to 20 percent of its Section 8 Housing Choice Vouchers for the potential use under the Section 8 Project Based Vouchers Assistance Program. The proposed units may be located throughout the statewide jurisdiction. This potential reallocation of the Section 8 Project Based Assistance is consistent with DOH's Agency Plan and goal of providing quality affordable housing to low income families and will increase housing choices for these families.

The HUD-VASH program for homeless veterans with severe psychiatric or substance abuse disorders is a national initiative sponsored by the U.S. Departments of Housing and Urban Development (HUD) and Veterans Affairs (VA). The VASH program serves homeless veterans residing in the State of Colorado. The goal of the Veterans Affairs Supportive Housing (VASH) program is to provide Section 8 rental assistance vouchers combined with case management services to enable homeless veterans to lead healthy, productive lives in the community and avoid remaining homeless.

The Family Unification Program (FUP) is designed to strengthen and stabilize child welfare families as a collaboration between Housing Authorities and Child Welfare Agencies. FUP is a housing program that will increase housing resources of child welfare families to prevent the separation of children from their parents because of inadequate housing as well as to ease the transition to adulthood for youth aging out of foster care. The goal of FUP is to facilitate and expedite access to housing and supportive services through agency collaboration

Needs of Public Housing

Describe how the jurisdiction's plan helps address needs of public housing and encourage residents to become more involved in management.

The State does not operate public housing and therefore does not plan resident initiatives.

The jurisdiction shall describe the manner in which it will provide financial or other assistance to improving the operations of "troubled" public housing agencies during the next year.

Costilla County Housing Authority is the only troubled housing authority in the State. Generally, the HUD Troubled Agency Recovery Center determines which housing authorities are in need of assistance and will contact DOH. DOH will either request technical assistance from National Association of Housing and Redevelopment Officials (NAHRO) on behalf of those housing authority, or will take steps to improve compliance.

Other Housing Issues: What is the availability of abandoned buildings suitable for conversion to housing?

Colorado does not have a central database for all abandoned buildings in the State, but because of the impact of foreclosures the State will explore alternatives. Many communities inventory abandoned buildings to determine potential reuse and conversion. Changes in market conditions can provide the impetus to redevelop. For example, an historic building in the Town of Georgetown resulted in a renovation that yielded affordable housing for the community. For properties with obvious potential, redevelopment will likely proceed with little prompting. There may be an opportunity to acquire, rehabilitate and convert to housing abandoned and foreclosed buildings using Neighborhood Stabilization Program (NSP3) funds. The Division will actively pursue such opportunities through its NSP partner agencies.

Barriers to Affordable Housing

The State's rapid development from the early 1990's to early 2000's made growth management issues a concern for State and local elected officials in Colorado. Many communities undertook a close examination of public policies that guide the creation of transportation systems, water supply, open space, and housing. Many also adopted policies that growth should "pay its own way," resulting in sometimes complex impact fee structures. These growth-control policies and fees remain in place and continue to work against development of affordable housing.

Growth control policies can serve either as management tools – controlling and directing appropriate development – or as regulatory barriers – to prevent additional development. This is most apparent in housing development, which is affected by every tool a community might use to control growth. Tools include annexation and zoning policies, both in terms of the amount of land available for residential development and its density; subdivision design and engineering standards; impact fees for infrastructure and other public facilities; building codes; limits on the number

of building permits allowed each year; and regulations to protect environmental and cultural resources.

The Division defines regulatory barriers as either deliberate or de facto actions that prohibit or discourage construction of affordable housing without reasons directly related to public health and safety; a federal, State, or local statute, ordinance, policy, custom, practice, or procedure that excessively increases the cost of new or rehabilitated housing, either by improperly restricting the location of housing, or by imposing unjustified restrictions on housing development with little or no demonstrated compensating assistance.

Local Regulatory Barriers

DOH identified five categories of land use regulations frequently cited as barriers to affordable housing. These include: (1) infrastructure financing, (2) zoning and subdivision controls, (3) building codes, (4) permitting and procedural rules, and (5) environmental regulations. DOH provides technical workshops on land use planning and on affordable housing to show communities how local governments could modify regulations to reduce their impact on affordable housing. DOH also works with each developer to negotiate a reduction in local regulatory cost during our application review process.

Financing Public Improvements: An Impact Fee is a direct payment for expanding roads, parks, and utilities. Land dedications are often required for larger developments to reduce the expansion cost of schools or parks. Local governments may also require an exaction, which places conditions on approval of new development for on-site or off-site improvements.

Zoning & Subdivision Controls: Zoning regulations affect density, housing size, accessory dwelling units, etc. The primary purpose of zoning restrictions is to separate incompatible land uses. These regulations also maintain real estate values by enforcing controls on the location, size, and appearance of all residential and commercial buildings. However, zoning regulations can limit the use of the most affordable types of housing – multifamily and manufactured housing – by limiting the amount of land zoned for this purpose. Subdivision regulations affect site plan design and engineering standards for streets and utilities.

Building Codes: A third type of regulation likely to affect a community's affordable housing is the local building code. A building code serves the important public purpose of health and safety by governing the use and installation of materials and design and construction standards for the building. A local building code plays a vital role in protecting not only the occupants of the building but also its long-term value.

Permitting and Procedural Rules: Application fees & review schedules are part of every local approval, including annexation, zoning, site plan, subdivision, and building permits. Sometimes these have open-ended approval timelines, and fees can be charged at any point in the process. Delays in the approval process add uncertainty and risk to an already expensive investment.

Environmental and Cultural Protection: Developers often encounter the Clean Water Act, the Endangered Species Act, the National Environmental Policy Act, and the National Historic Preservation Act when developing or redeveloping affordable housing. Local governments are required to follow each of these federal mandates in their development procedures and policies. The unpredictability of these regulations may discourage private investors.

Local Land Use Policies

DOH may perform an in-house survey to update the examination of land use barriers, including impact fees, tap fees, and planning and zoning fees, and issue a report.

Other Barriers

NIMBY (Not In My Back Yard):

The problem of finding suitable sites for affordable housing or community development projects continues to be a problem in Colorado. Many neighborhoods are unwilling to have mixed income rental units, housing for persons with special needs or senior housing. This lack of understanding and fear of affordable housing residents also hampers efforts to expand Colorado's affordable housing inventory.

DOLA staff works with local governments and housing providers to increase their capacity to design, locate and provide infrastructure, economic development and new affordable housing projects. The Department supplements technical assistance with statewide training including capacity building activities for local governments, technical assistance to nonprofit organizations and classes such as the *Developer's Toolkit*, *Advanced Financing*, and application workshops for housing.

Effectiveness in Reducing Impact of Land Use Regulation

DOH provides technical assistance to local governments that want to modify land use regulations in order to encourage affordable housing development. During our application review process, the Division makes it a priority to assess a local government's financial contribution compared to the impact its regulations and policies have on the total project cost.

Technical Assistance

The primary way the Division will provide technical assistance is through its ongoing discussions with local governments during project funding. The Division will also provide workshops for local government officials about regulatory barriers as requested.

Energy-Efficient Design and Construction

Overview

The Department of Local Affairs places a high priority on energy efficiency and sustainable design in pursuing its goal of livable communities. At the same time, the State Housing Board has stated their objective to increase affordability and long-term sustainability of Colorado's affordable housing by using sustainable and energy-efficient design. Given these common goals, the Board approved a policy that supports energy efficient design in 2007, amending the policy in 2008 to require projects to substantially meet one of the energy-efficiency standards listed below.

In 2012, the Division of Housing (DOH) will encourage inclusion of energy-efficient design methods early in the project planning process and provide training opportunities to developers, project owners and project managers on the benefits of efficient design. DOH staff members present energy-efficiency information to the State Housing Board as part of each project summary.

Minimum Energy Code Requirement

- ❖ For single family and low-rise (up to 3 stories) housing projects:

Projects funded shall substantially meet Low-Water Landscaping (e.g. Denver Water Board Standards), and one of the following (listed in order of preference):

- Enterprise Community Partners, Green Communities Criteria 2011 or later
- U.S. Green Building Council, LEED for Homes, Silver or above
- The most recently released International Energy Efficiency Codes (IECC)
- U.S. Environmental Protection Agency, Energy Star 2011 for New Homes
- U.S. Green Building Council, LEED for Homes, Certified
- U.S. Environmental Protection Agency, Energy Star for New Homes

❖ For commercial and residential projects above 3 stories:

Projects funded shall substantially meet Low-Water Landscaping (e.g. Denver Water Board Standards), and one of the following (listed in order of preference):

- Enterprise Community Partners, Green Communities Criteria 2011 or later
- U.S. Green Building Council, LEED for New Construction version 2.2 or later, Silver or above
- The most recently released International Energy Efficiency Codes (IECC)
- U.S. Green Building Council, LEED for New Construction version 2.2 or later, Certified

Enterprise Green Communities

The Colorado Department of Local Affairs, Division of Housing, in coordination with the Colorado Housing and Finance Authority, and the City of Denver, has adopted the *Enterprise Green Communities* as the preferred sustainable design criteria for funded affordable housing projects. The *Enterprise Green Communities* criteria are a multifaceted approach to the design and construction that includes meeting the Energy Star construction requirements and a concentration on the long term performance of the building. In addition, the goal is for the individual household to receive the direct benefits of the increased energy efficiency and sustainability through lower utility bills and a healthier built environment.

Since October 2008, the DOH has assisted in the construction and/or renovation of over 2,200 (or 75% of all funded units) affordable housing units that meet or exceed the *Enterprise Green Communities* criteria. During the 2012 Program year, the Division of Housing will be taking steps to measure and confirm the actual performance of these more efficient buildings and the net impact on the ownership and the individual households.

Partner Programs

DOH works closely with the Governor's Energy Office (GEO) and Energy Outreach Colorado (EOC) to assist project developers and property owners with access to technical assistance and funding for energy-efficiency improvements. In addition, the Division's single-family housing rehabilitation programs assist in improving the efficiency of the existing housing stock by using low-interest loans to homeowners.

2009 International Energy Conservation Code

The Division of Housing, through an Interagency Agreement with the Governor's Energy Office (GEO) is providing Energy Code adoption, training and compliance support to local jurisdictions in Colorado. This support is designed to increase the minimum energy code in the State to the 2009 International Energy Conservation Code in order to enhance the efficiency of newly constructed and renovated residential and commercial buildings in the State.

Energy Star Building Performance Standards

In 2002, U.S. Department of Housing and Urban Development (HUD) and the U.S. Environmental Protection Agency (EPA) entered into a memorandum of understanding

to promote the use of Energy Star Building Performance Standards in HUD’s affordable housing programs. DOH encourages the use of the Colorado Energy Star Standards Program in affordable housing projects. More information concerning the Colorado Energy Star Program is available at <http://www.e-star.com/index.html>. DOH funding applicants indicate the number of proposed housing units that meet the Colorado Energy Star Standards Program criteria in their application submission documents.

As noted above, the DOH has produced a significant number of affordable housing units that meet the Energy Star Performance Standard through the *Enterprise Green Communities* criteria. However, few of these projects have been officially provided an Energy Star certificate and therefore DOH has not counted these units in IDIS as Energy Star units. DOH will continue to track the number of energy-efficient units (with or without the Energy Star certification) in future Program years.

HOME Specific Program Description

I. Fund Distribution

DOH anticipates an allocation of at least \$4,647,950 in HOME Investment Partnership funds for federal fiscal year 2012 with 10%, \$464,795, dedicated to Administration. The Division will distribute any funds received, whether less or more than this amount, using the methodology that follows.

Because the amount of HOME funds available is much smaller than the need, DOH will use a new, competitive application process. Funding applications for each project type will occur with the following frequencies:

| Project Type | Frequency |
|--|-----------|
| Home Buyer Assistance Programs | 1x/year |
| Rental Development Projects (new construction, acquisition, rehabilitation of existing structures), Special Needs Housing Projects (shelters, seniors, disabled, transitional), Subdivisions | Monthly |
| Operating funds for non-profits, housing studies | 1x/year |
| Single-Family, Owner-Occupied Rehabilitation Programs | 1x/year |
| Pre-development loans | Monthly |

The Division may end or defer consideration of housing proposals when no funds are available to commit, or when proposals are incomplete or premature.

In addition to establishing a schedule for reviewing and approving applications, DOH has also created a set of minimum standards that an application must meet in order to move forward in the approval process. The table below describes the minimum standards:

| Minimum Criteria Table | |
|---|--|
| A. Demonstrate need for the project by means of: | |
| 1. Third party market study, and | |
| 2. Local housing needs assessment and strategic plan, and | |
| 3. Local government supporting documentation that substantiates the need and expresses support for the proposal | |
| 4. All three are required except under special circumstances based on local conditions. | |

| |
|---|
| B. Administrative Capacity: Adequate overall management capability for both for-profit and non-profit organizations as demonstrated by: |
| 1. Applicant has no unresolved financial audit findings. |
| 2. Applicant has a compliance plan to ensure that federal and State regulations and reporting will be met, including but not limited to: |
| Evidence of experience with: |
| a) Davis Bacon Wages |
| b) Section 3 and MBE/WBE |
| c) Fair Housing |
| d) Uniform Relocation |
| e) Lead Based Paint and other environmental hazards |
| 3. Property Management Experience |
| a) Property Management plan that ensures rent and affordability compliance |
| b) Tax Credit compliance (if applicable). |
| 4. Applicant Monitoring Record |
| a) Monitoring finding resolution for on-site visits |
| b) Issues with quarterly compliance reports have been resolved |
| 5. Applicant reporting and pay requests are timely and accurate |
| a) Applicant is current with all Division of Housing required reporting |
| b) Pay requests must be timely, accurate, and current before processing a new grant |
| 6. Previous project experience not required, but DOH will request additional information |
| C. Completed Application |
| 1. Public hearing completed |
| 2. Documents signed |
| 3. Required documents submitted |
| 4. Complete project budget with sources and uses |
| D. Project Readiness to Proceed; |
| 1. Third party capital needs assessment for rehabilitation projects (not required if applicant can demonstrate in house capacity and experience to perform needs assessment) |
| 2. Confirmed local political support (letter) |
| 3. Local financial support |
| 4. Expected planning and zoning approval within 90 days of State Housing Board approval |
| 5. Substantial amount of other funds committed. All other funds applied for or in the application process with the expectation of commitment within 90 days from the State Housing Board approval |
| 6. Construction and/or acquisition start date |
| 7. Construction cost estimate |
| 8. Relocation and/or replacement housing required relocation plan and budget submitted. |
| E. Project will comply with DOH Energy Performance Standard Policy (1/10) |
| F. Project will comply with Affordability Period Policy (1/10) |
| G. Project will comply with Consolidated Action Plan Annual Funding Priorities Policy (1/09) |

Applications for HOME should reflect local needs and be consistent with the State's Consolidated Plan. The Division has developed tools that analyze applications and guide potential applicants, the **Cost and Effectiveness Rating Instrument (CERI)** and the **Funding Gap Analysis Spreadsheet**. DOH staff members review applications to ensure that proposals meet the federal requirements for each program, including the HOME program.

DOH staff and the State Housing Board use Cost and Effectiveness Rating Instrument (CERI) and the Funding Gap Analysis Spreadsheet to evaluate the relative merits of funding applications. Four separate assessments determine the Division's Cost Effectiveness Rating. The sum of these assessments measures the cost and effectiveness of each development. The Division's development staff will use the following procedures on rental projects.

Division of Housing's Cost Effectiveness Rating

DOH staff complete each of the scales below to determine the cost effectiveness rating for a project.

Step One: Cost Per Person Housed

By completing the development cost page of the Housing Development Analysis Spreadsheet, DOH uses the total development expense to calculate the cost per person housed. The total development expense is divided by the estimated number of people housed in the proposed development. The total number of people housed in the development is determined by multiplying the total number of bedrooms by 1.5 people for family and 1 for efficiencies and Single Room Occupancy (SRO). This number per bedroom is based on the California Affordable Housing Cost Task Force Policy Report, 1993. The cost per person is the result of this calculation. The following is an example:

The total number of bedrooms for this example is 180. Since this is a family rental, the number of bedrooms (180) is multiplied by 1.5 persons per bedroom. If this example included efficiencies, single-room occupancy units, or only seniors, the person per bedroom could be adjusted to one.

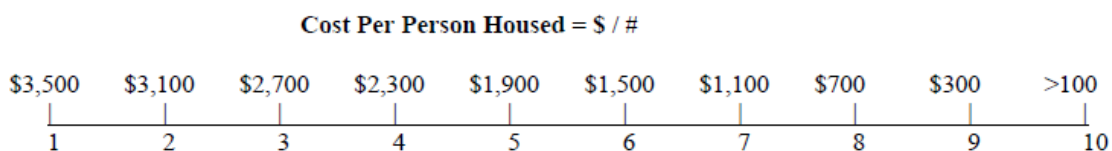
$$180 \text{ bedrooms} \times 1.5 \text{ persons per bedroom} = 270 \text{ persons}$$

The total development expense for this project is \$4,870,000. This number is divided by the number of persons housed by the development.

$$\$4,870,000 / 270 = \$18,037$$

The answer, \$18,037 is the amount of development expense required to house one person. To accurately measure the total impact, the per-person cost is divided by the affordability period. In this example, the affordability period is 30 years.

$$\$18,037 / 30 = \$601 \text{ per year}$$



How does this cost compare to other developments financed by the Division? The estimated average per unit cost of a two-bedroom apartment financed by the Division is \$70,000. To draw this comparison, DOH uses a scale that gives a range for the construction cost per person housed. This range is \$35,000 to \$11,667. These costs are divided by the minimum 10 years and the maximum 50 years for affordability to determine the following scale.

A numerical value of 8 would be given to this result. This value is marked by the X.

Step Two: Externalities

An assessment is made of a proposed housing development's effectiveness as a place to live. Ten factors are used to measure a housing development's social, environmental, and personal impact on individual residents or the community in general. The Division of Housing uses a list of ten externalities to make this determination.

The Externalities Matrix

| Externalities Matrix - Each external factor below should be scored positively or negatively based on the measure indicated. | +1 | -1 |
|--|-----------|-----------|
| 1. Project Impact/Need - The project meets an affordable housing need evidenced by market data. | | |
| 2. Public/Private Commitment - The project has local government or community financial support. | | |
| 3. Management Capability - The project developer has the capability of completing the project in a timely and satisfactory manner. | | |
| 4. Consistency With Local Land Use Plans - Utilities, infrastructure, transportation and public services are available to the project without undue hardship or excessive cost. | | |
| 5. Environmental Impact - The project will not have a detrimental impact on air quality, water quality, noise levels, view corridors or other locally determined areas of environmental concern. | | |
| 6. Social Impact - The project will not have a detrimental social impact on the community or the residents. | | |
| 7. Special Needs Population - Households residing in the project include persons with physical or mental disabilities or independent or assisted housing for seniors. | | |
| 8. High Growth Area - Counties with a greater than average growth in population or housing cost over the last two years. | | |
| 9. Preservation of Existing Affordable Housing - The project would acquire and/or rehabilitate existing affordable rental housing. | | |
| 10. Serving Persons With Extremely Low Incomes - The project would provide at least 5% of their rental units to persons with incomes below 30% AMI. | | |

Each factor receives either a +1 or a -1 in scoring each externality. The total score is then compared to the following range:

-10 -9 -8 -7 -6 -5 -4 -3 -2 -1 0 1 2 3 4 5 6 7 8 9 10
X

Step Three: Rent Savings

The DOH Rent Savings Rating, return on investment, compares the amount of DOH investment in a project to household rent savings. The rent savings is the amount of household income saved by a family or individual who is paying a subsidized rent compared to a market rent. The difference between subsidized rents and market rents can vary widely in Colorado. Development staff will use the following procedures for rating the rent savings of each new construction/rehabilitation project.

DOH development staff will complete the attached Rent Savings matrix for each proposed rental project. The "Market Rents" section will list the market rents for the entire project by bedroom size. The sources for market rents include: The DOH Multifamily Vacancy & Rental Survey, the Denver Metro Apartment Vacancy & Rent Survey, current market area appraisals, and in the absence of any market data, other comparable rent sources. The "Proposed Rents" section will list the market and affordable rents developers are proposing to charge households. The difference between the total of Market and Proposed Rents will be listed as Annual Rent Savings for each household.

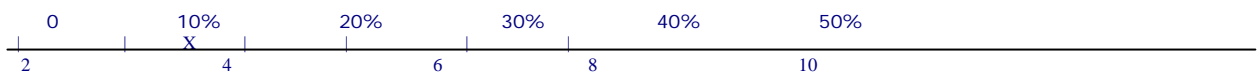
The DOH development staff will enter the requested DOH subsidy amount. This will be used to calculate the per unit subsidy amount for rent restricted units and the return on investment shown as a percentage of the savings per unit and the DOH subsidy per unit. The following examples show that the DOH return on investment is 20%.

Rent Savings Worksheet

| Market Rents | | | | Proposed Rents | | | |
|--|-----------------------|----------------|----------------|----------------------------|-------|---------|----------------|
| | Rents | #-units | Total Rent | | Rents | # units | Total Rent |
| OBR | | 0 | 0 | OBR | 0 | 0 | 0 |
| 1BR | 543 | 14 | 7602 | | | | 0 |
| 2BR | | | 0 | | | | 0 |
| 3BR | | | 0 | 1BR | 250 | 6 | 1500 |
| 4BR | 0 | 0 | 0 | | 350 | 6 | 2100 |
| | Total MKT rent | | \$7,602 | | 400 | 2 | 800 |
| | | | | 2BR | 0 | 0 | 0 |
| | | | | | 0 | 0 | 0 |
| | | | | | 0 | 0 | 0 |
| Monthly Rent Savings: | | \$3,202 | | 3BR | 0 | 0 | 0 |
| Annual Rent Savings: | | \$38,424 | | | 0 | 0 | 0 |
| Total Units | | 14 | | | | | 0 |
| Annual Savings/unit: | | \$2,745 | | 4BR | | | 0 |
| DOH Subsidy: | | 195000 | | | | | 0 |
| DOH Subsidy/unit | | 13928.5714 | | | | | 0 |
| | | | | Total Proposed rent | | | \$4,400 |
| *Sav per unit/DOH sub per unit: | | | 20% | | | | |

*The Return On Investment (savings per unit/DOH subsidy per unit) in this example is calculated by dividing the Annual Rent savings per unit, \$2,745, by the DOH Subsidy per unit, \$13,928.

Return On Investment from Rent Savings



Step Four: Leveraging

The Division uses its funding to fill a financing gap for affordable housing developments. By filling this gap with either a loan or grant, the Division forms partnerships with other financing sources to complete the funding needed for financial feasibility of a development. By sharing the risk with other funding partners, the Division “leverages” its resources with funding from private and public investors. The “leveraging ratio” shows the amount of funds from other sources the Division is able to match or secure by its investment. This leveraging ratio is measured on a ten-point scale. Each dollar leveraged equals one point, up to a maximum ratio of 10 to 1. For developments able to leverage more than \$10 for every \$1 from DOH, the scale is limited to a maximum score of 10. In the example, the Division invests \$200,000 and leverages an additional \$4.6 million. This scores 10 on our leveraging scale.

Amount Leverage



Rating



Step Five: Calculate the Cost Effectiveness Composite Score - the total of all four of the above factors.

The Division of Housing’s Gaps Analysis Spreadsheet

The second tool used by DOH staff is a **gaps analysis spreadsheet**, used to analyze project development cost, income and expense. This analysis determines how much debt a project can reasonably service, and the amount of gap funding required for the project to proceed. A variety of sources, including DOH-administered funding, fill that “gap.”

The combination of these two tools allows the State Housing Board (SHB) to target limited resources to the housing activities with the highest need in an individual community. The amount of subsidy required can also be determined. Development staff can provide community-housing developers with specific guidance regarding project development. This allows development staff to work in the planning stages, guiding and modifying projects before they go before the SHB.

Early in the process, DOH staff provides feedback to developers regarding the appropriateness of development concepts. This early intervention is needed because developers must incur predevelopment expenses, sometimes in excess of \$100,000, before a project can be brought before the SHB. DOH staff members discourage developers from submitting requests that do not meet DOH priorities. While staff works with developers to modify projects to meet DOH standards, only projects that meet the priority target populations are cultivated.

The results of the staff review are forwarded to the Executive Director of the Department of Local Affairs, and brought to the Colorado State Housing Board, an advisory board. The consultation with the board is usually at a regularly scheduled monthly hearing, but also may be by telephone or mail. The Department Executive Director considers staff reviews and any advisory committee recommendations and makes the final funding decisions based on the project review factors.

In making funding decisions as well as proposed modifications to funded projects, the Department Executive Director may specify alternatives or changes as he or she deems necessary or appropriate, consistent with the project review factors. These may include, but are not necessarily limited to: providing more or less funding than requested, proposed, or recommended; adjusting project budget line items; providing funds for only selected activities within an overall project; making a single award to two or more separate applicants so that projects can be undertaken on a multi-jurisdictional basis; changing terms, uses, and conditions; and permitting projects to be amended to include additional, fewer, or different project activities.

DIRECT ADMINISTRATION: The Department of Local Affairs may choose to administer HOME funds directly if it determines that a specific project would benefit from such administration.

GEOGRAPHIC FUND DISTRIBUTION: The Department of Local Affairs intends to distribute HOME funds by considering both geographic and population needs. Funding decisions include consideration of prior housing projects funded within the area as well as quantified need level driven by population distribution, including the needs of special populations as identified in the State of Colorado's annually approved Consolidated Plan. Projects that occur in high growth areas, assist special populations and preserve existing affordable housing are considered high priority projects.

PROGRAM INCOME:

HOME Program Income means gross income received by an Agency that is directly generated from the use of HOME funds. Program Income, as defined by 24 CFR 92.2, **includes, but is not limited to:**

- ❖ Proceeds from the disposition by sale or long-term lease of real property acquired, rehabilitated, or constructed with HOME funds or matching contributions;
- ❖ Gross income from the use or rental of real property, owned by Agency that was acquired, rehabilitated, or constructed, with HOME funds or matching contributions, less costs incidental to generation of the income;
- ❖ Payments of principal and interest on loans made using HOME funds or matching contributions;
- ❖ Proceeds from the sale of loans made with HOME funds or matching contributions; and
- ❖ Interest earned on program income pending its disposition.
- ❖

Not all income is considered program income. Some examples of items that are not considered program income include:

- Repaid loans guaranteed with HOME funds are not considered program income and are not subject to HOME requirements
- Recaptured HOME funds are the repayment of original HOME investments, and are technically not program income.

II. Community Housing Development Organizations

The State of Colorado will reserve fifteen percent of its allocation for community housing development organizations (CHDOs). The Division of Housing expects the amount available for CHDOs to be up to \$697,192.

The Division of Housing accepts applications for CHDO Operating Grants once a year, on October 1st. The Division will award CHDO Operating Grant funds on an as-needed basis, taking into consideration five priorities:

1. Representation in underserved areas
2. Response to community housing needs as identified by Housing Needs Assessments
3. Local match provided
4. Established CHDOs that are continuing to add units to their portfolio
5. Demonstrated capacity to complete the project(s) as outlined in the Memorandum of Understanding.

CHDO Certification

The Division must formally certify a local housing organization at the time of each application for operating grants and CHDO-eligible housing projects before awarding CHDO funds. Certification as a CHDO requires a local housing organization to confirm the CHDO certification requirements per 24 CFR Part 92.208 by submitting copies of the following:

- ❖ Proof that the organization is legally organized under State and local law
- ❖ The organization's charter
- ❖ The organization's articles of incorporation
- ❖ The organization's bylaws
- ❖ A description of the organization's geographic service area
- ❖ The organization's IRS tax-exempt ruling (either conditional or final)
- ❖ A list of the organization's board of directors, including whether they represent the low-income community or the public sector
- ❖ The organization's experience/activities within its geographic service area for at least the past year
- ❖ A description of the staff's experience with housing projects, or that of any consultants to be hired
- ❖ Certification of the organization's financial accountability standards, in conformance with 24 CFR 84.21, "Standards for Financial Management Systems"
- ❖ A business plan
- ❖ A Memorandum of Understanding (MOU) with DOH stating that the CHDO intends to use HOME CHDO set-aside funds to develop units of affordable housing within 24 months of the date of the agreement that specifies the expected uses for the funds

DOH will provide a certification letter to each CHDO to confirm the organization's CHDO status upon review and approval of the documents listed in this section.

Organizations send their CHDO Certification documents directly to the DOH Regional Housing Development Specialist one month prior to submitting an application for DOH funds. The Division of Housing Loan/Grant Application is used to request CHDO Operating and CHDO Set-Aside funds and must include all documents indicated on the "Checklist for Attachments A – H" and the "Checklist/Matrix for Supporting Documents" to be considered complete. This includes a CHDO Project Budget and a Staff Allocation Plan.

DOH anticipates that CHDOs will undertake acquisition, rehabilitation, and new construction activities, and that some CHDOs may want to apply for project-specific technical assistance loans.

III. Other Forms of Investment

The Division of Housing does not provide any forms of investment to projects other than those described in 92.205(b) of the HOME regulations.

IV. Refinancing

The Division of Housing may use HOME funds to refinance existing debt on an eligible single-family, owner-occupied property when it uses HOME funds to rehabilitate the unit, if the refinancing will reduce overall housing costs for the owner and make the housing more affordable.

The Division may also use HOME funds to refinance existing debt on multifamily rehabilitation, or new construction projects if refinancing is necessary for continued long-term affordability and is consistent with State-established guidelines. To qualify, the proposed project must meet one of the following criteria:

- ❖ Rehabilitation is the primary eligible activity. This means that the amount of HOME funds for rehabilitation must equal or exceed the amount of HOME funds used to refinance existing debt on the property. The minimum ratio of rehabilitation costs to refinancing costs must be 1 to 1, or a minimum rehabilitation cost of \$5,000 per unit;
- ❖ A review of management practices should demonstrate that disinvestment in the property has not occurred, that the long-term needs of the project can be met, and that it is feasible to serve the targeted population over the proposed affordability period;
- ❖ The application must state whether the new investment is being made to maintain current affordable units, create additional affordable units, or both;
- ❖ The required period of affordability will be a minimum of 30 years;
- ❖ The State will accept applications for refinancing statewide; and,
- ❖ The State will not use HOME funds to refinance multifamily loans made or insured by any Federal program, including CDBG, unless additional affordable units will be income-restricted to low-income households or the affordability period is extended.

V. Costs Related To Payment of Loans

If the HOME funds are not used to directly pay a cost specified in this section, but are used to pay off a construction loan, bridge financing loan, guaranteed or insured loan, the payment of principal and interest for such loan is an eligible cost only if:

- (1) The loan was used for eligible costs specified in this section, and
- (2) The HOME assistance is part of the original financing for the project, and the project meets the requirements of this part.

VI. Administration and Planning Costs

The Department of Local Affairs, Division of Housing (DOH) may expend ten percent (10%) of the HOME allocation for its HOME administrative and planning costs. 10% of HOME of Program Income that is retained at the local level counts towards the regular HOME administrative cap.

VII. Homebuyers Program

DOH will accept applications for homebuyer programs if they meet the guidelines for resale or recapture as required in 24 CFR 92.254. Homebuyer programs must meet the following federal requirements:

To Qualify as Affordable:

- ❖ The initial purchase price must not exceed 95% of the median purchase price for the type of single-family housing (1 to 4-family residence, condominium unit, cooperative unit, combination manufactured home and lot, or manufactured home lot) for the area as determined by HUD; or, its estimated

appraisal value at acquisition, if standard, or after any repair needed to meet property standards in §92.251, does not exceed 95% of the median purchase price for similar type of single-family housing.

- ❖ It must be the principal residence of the owner whose family income qualifies (equal to or less than 80% of area median family income) at the time of purchase;
- ❖ Is purchased within 36 months if a lease-purchase agreement is used in conjunction with a homebuyer program acquire the housing;
- ❖ It meets the federally required resale restrictions or the federally required minimum affordability periods.

STATE GUIDELINES FOR HOMEBUYER PROGRAMS

The State will ensure that any homebuyer program capitalized with HOME funds will meet the following requirements for the properties and prospective homeowners to participate in this activity.

ELIGIBLE ACTIVITIES: The Division of Housing may use HOME funds for acquisition or for the acquisition and rehab of homes for homebuyers whose incomes are equal to or less than 80% of area median income.

ELIGIBLE PROPERTY-OWNER: The prospective purchasing household must meet two key federally required criteria in order to be eligible.

The household's gross income must not exceed eighty percent (80%) of the area median income. The purchasing household must be low income at the time they initially occupy the property, or at the time the HOME funds are invested, whichever is later. Verification of income eligibility is good for a period of six months.

The purchasing household must occupy the property as its principal residence. The deed and the loan documents (Promissory Note) between the buyer and seller should incorporate this requirement, and that subleases require written approval by the State.

ELIGIBLE PROPERTY TYPES: Property eligible for use in a homebuyer program is not restricted to federal properties or to other publicly held properties. The property can be PRIVATELY or PUBLICLY held prior to sale to the homebuyer. The property can be an existing property or newly constructed. Any property that will serve as the purchaser's principal residence, including:

A single family property (one unit)

A two to four unit property

A condominium unit

A manufactured home and lot

A manufactured home lot

A cooperative unit.

FORMS OF OWNERSHIP: For purposes of the HOME program, homeownership means ownership in fee simple title, or a 99-year leasehold interest in a one-to-four unit dwelling or a condominium unit, or ownership or membership in a cooperative or mutual housing project if recognized by State law as homeownership. The ownership interest may be subject only to the following: Mortgages, deeds of trust or other debt instruments approved by the State; any other encumbrances or restrictions that do

not impair the marketability of the ownership interest, other than the HOME program restrictions on resale.

PROPERTY STANDARDS: Before property transfer, the house must be inspected for health and safety defects. The prospective purchaser must be notified of the work needed to cure defects and the time needed to complete the repairs.

Acquisition Only -- Property must meet local housing standards or codes at the time of initial occupancy. If no standards exist, the property must meet the Housing Quality Standards (HQS) of the Housing Choice Voucher Program.

Acquisition and Rehabilitation -- Where the property needs rehabilitation, it must be free from any defects that pose a danger to the health or safety of occupants before occupancy and not later than 6 months after property transfer. Within 2 years of property transfer to the homebuyer, the property must meet all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of project completion.

New construction -- Newly constructed housing must meet the current edition of the Model Energy Code published by the Council of American Building Officials. HOME-assisted construction must meet the accessibility standards of the Fair Housing Act and Section 504.

All rehabilitation and new construction projects assisted with HOME funds must meet local codes, rehabilitation standards, ordinances and zoning ordinances. In the absence of local requirements, projects must meet the following:

- ❖ One of three model codes--Uniform Building Code (ICBO); National Building Code (BOCA); Standard Building Code (SBCC)
- ❖ Council of American Building Officials One to Two Family Code (CABO);
- ❖ Minimum Property Standards (MPS) in 24 CFR 200.925 or 200.926.

PROPERTY VALUE AT TIME OF PURCHASE: The initial purchase price may not exceed 95% of the median purchase price for each housing type. The State will establish the area median value by In accordance with the guidance provided in HUD's January, 2009 HOMEfires Vol. 10 No. 1 (which supersedes HOMEfires Vol. 9, No. 3), participating jurisdictions are authorized to use either the Section 203(b) mortgage limits established as of February, 2008 or the actual 95 percent of median sales price limits for their areas, whichever is higher or establish the value through a community-wide market analysis.

HUD has issued a Value Limits spreadsheet containing the current limits for each county in the U.S. HUD will periodically update these limits. DOLA/DOH will use this spreadsheet to establish the area median value. A qualified appraiser or qualified staff of a HOME program administrator may establish the value of a property through an appraisal.

NOTE: This maximum value also applies to the after-rehab value of homes that receive funding for rehabilitation.

INCOME QUALIFICATION AND AFFORDABILITY: There are NO federal requirements that the homebuyer remain low income after purchase of the unit. There is no federal requirement that determines a minimum or maximum amount for the monthly housing costs (PITI) or, that the homeowner's PITI remain affordable to the

homebuyer. However, the State sets a maximum household income of 80% of the area median income to determine eligibility for home ownership programs.

RESALE RESTRICTIONS OR RECAPTURE PROVISIONS: The State will review applications for homeownership projects and programs to determine whether resale or recapture restrictions are best suited to each proposal. Generally, recapture is preferred, unless the applicant can demonstrate that they will be able to assist homebuyers with meeting resale requirements during the HOME affordability period. The restrictions and recapture provisions are the following:

OPTION ONE – Recapture the HOME Investment and Create another Affordable Unit

HOME funds subject to recapture include any development subsidy or direct assistance to the homebuyer that reduced the purchase price from fair market value to an affordable price, or any down payment or subordinate financing provided on behalf of the purchaser.

- ❖ The property may be sold during the affordability period with full or partial repayment of the HOME assistance. Recaptured funds must be used for more HOME-eligible activities.
- ❖ Full Recapture, subject to net proceeds – the agency (or subgrantee) will recapture 100% of the funds if the client sells their home before the end of the affordability period, unless the client can demonstrate that the sale was an arms-length transaction and that net proceeds are not adequate to pay off 100% of the loan.
 - Net proceeds = Sales price – Senior debt repayment – Closing costs.
 - Any excess net proceeds, after repayment of the DPA loan to the agency, may be kept by the client, unless their loan is structured with an equity ratio instead of an amortizing interest rate (for Shared Equity Programs).

OPTION TWO – Resale of the Existing Property to another Low-income Buyer

- ❖ The subsequent purchaser must be a low-income family (80% or less of area median income) that will use the property as its principal residence.
- ❖ The sale of the property to the new low-income family must be at a price that allows for "fair return on investment, including any improvements" to the seller (the former homebuyer).
 - The former homebuyer's investment is defined as their down payment plus the value of any improvements they made to the house.
 - For example, the homebuyer made a \$1,000 downpayment to purchase an existing home. They also invested in a new kitchen that added \$5,000 to the value of the home. Their investment equals \$6,000.
 - "Fair return" is defined as the percentage change in the value of the home, based on the percentage change in median home prices and documented by appraisals from the former homebuyer's purchase and the subsequent (new) homebuyer's purchase.

For example, the median sales price for the home's unit type (single family vs. condo; existing vs. new construction) and market area, according to the local Multiple Listing Service, was \$200,000 when the homebuyer purchased it. When they decide to sell, the same measure of median sales price indicates an increase of 2.5% to \$205,000. The seller must be allowed to sell the home for enough to recoup both their

original investment (\$6,000) and a 2.5% fair return on that investment ($\$6,000 \times 2.5\% = \150), a total of \$6,150.

NOTE: if median sales prices actually decline between sales, the seller may not receive a return on their investment. The property must be sold at a price that is affordable to a household at 75% to 80% of area median income that will pay not more than 30% of their income for principal and interest.

- ❖ If the affordable sales price is not enough to allow the seller to realize a fair return on their investment, the State may provide HOME funding to help a qualified buyer afford a sales price that does ensure a fair return. The new HOME funding would be provided through an existing State subgrantee.

AFFORDABILITY PERIOD RESTRICTIONS are waived if the homeowner defaults on the first mortgage resulting in a foreclosure or a transfer in lieu of foreclosure. However, the affordability restrictions are revived according to the original terms if, during the original affordability period, the owner of record before foreclosure or transfer of the deed in lieu of foreclosure, or any entity that includes the former owner or those with whom the former owner has or had family or business ties, obtains an ownership interest in the property.

The amount of development subsidy required to produce the unit in excess of the fair market value is not subject to recapture. If HOME funding is used only for the development subsidy in excess of the fair market value, Option Two, the resale option, must be used.

Regardless of whether recapture or resale occurs, the owner may sell the property at any price to any new homebuyer after the required affordability period ends. The affordability period is based on the amount subject to recapture, as follows:

- ❖ Under \$15,000 = 5 years
- ❖ \$15,000 - \$40,000 = 10 years
- ❖ Over \$40,000 = 15 years

FORMS OF SUBSIDY: Acceptable homeownership uses of HOME funds are down payment and closing cost assistance, interest subsidies, direct loans, or grants for acquisition, rehabilitation of existing units and/or construction of new units. The program may use one or more of the above forms of subsidy.

If the HOME funded subsidy is:

down payment and/or closing cost assistance, it must be in the form of a secured debt, such as a deferred loan to help enforce the principal residency and resale provisions;

an interest subsidy paid directly to the first mortgage lender in order to reduce the interest rate on the loan, there must be a provision that a proportionate refund will be provided to the State or its state recipient or sub-recipient if the private loan is prepaid before the loan maturity date.

UNDERTAKING AND MAINTAINING HOMEOWNERSHIP: Subgrantees will be required to provide or arrange for homebuyer counseling that will enable clients to understand and maintain homeownership.

VIII. Tenant-Based Rental Assistance Program (TBRA)

The Department of Local Affairs, Division of Housing, may accept applications for operating a tenant-based rental assistance program from a public housing authority or any other entity with the capacity to operate a rental assistance program within their community or region. HOME-eligible communities can apply for tenant-based rental assistance. DOH will offer tenant-based rental assistance for a maximum of two years to address special needs populations. TBRA will target those with incomes at or below 30% AMI. Each participating household will be required to access social services provided by their county of residence.

DOH considers TBRA an essential part of our approved housing strategy for 2012. The Division judges each TBRA application by its effectiveness in addressing a community's affordable housing needs, but also specifically weighs the TBRA method of assistance with less costly alternatives.

The Division of Housing will evaluate applications based on the following factors:

1. Evaluation of the TBRA proposal:

- ❖ Immediate need due to displacement caused by natural disaster, job loss, domestic violence, or other emergency family situations.
- ❖ Program responds to local market conditions. For example, in 2010-2012, the foreclosure crisis's impact on the housing market decreased the rental vacancy rate and increased rents. Rental units are unaffordable and scarce for very-low income, special needs, prisoners reentering their communities and homeless households without assistance.
- ❖ Documents an unmet need among the population proposed for TBRA.
- ❖ Contains a strategy for developing additional permanent rental housing supply.
- ❖ Requires a minimum financial contribution by the tenants.
- ❖ The projected rents are consistent with local market conditions.
- ❖ The ability to provide supportive services for households receiving TBRA

2. Program design factors:

Must specify the local market conditions that led to the choice of this option

May select families according to written tenant selection policies and criteria that are consistent with the purposes of providing housing to extremely low, low or moderate income families and are reasonably related to preference rules established under section 6(c)(4)(A) of the Housing Act of 1937

May select eligible families currently living in units designated for rehabilitation or acquisition with HOME funds without requiring that the family meet the written tenant selection policies and criteria. Families selected may use the tenant-based assistance in the rehabilitated or acquired unit or in other qualified housing. These families must use the tenant-based assistance within Colorado

May select eligible families currently residing in rental units that are designated for rehabilitation using HOME program funds without requiring that the family be placed on the Public Housing Authority's Housing Choice Voucher waiting list

Specify if the contract for assistance will be paid to the landlord or directly to the assisted family

Specify the term of assistance, which may not exceed 24 months, but may be renewed, subject to the availability of HOME funds and the required HOME match of twenty-five percent (25%) non-federal monies

May use HOME funds to provide loans or grants to eligible extremely low, low, or moderate-income families for security deposits as delineated in 24 CFR 92.210

Certify that in operating the program they will adhere to additional requirements as delineated in 24 CFR 92.211

Certify that the tenant will not pay more than thirty percent (30%) of his/her adjusted income for rent

Certify that the rent of the unit is reasonable as compared to rent charged for comparable unassisted units in the same area

Certify that housing occupied by a family receiving tenant-based assistance under the HOME program must meet Section 8 Housing Quality Standards

Certify that the amount of monthly assistance may not exceed the difference between 30% of the tenant's adjusted monthly income and the Section 8 Existing Fair Market Rent for the area, after adjustments for bedroom size.

No project-based subsidy

IX. Affirmative Marketing Procedures and Requirements

The Department of Local Affairs, Division of Housing (DOH), will adopt the affirmative marketing procedures outlined below for HOME-assisted housing containing five or more HOME-assisted housing units and will require all grantees to adopt affirmative marketing plans specific to local conditions. The procedures may include:

- ❖ Methods for informing the public, owners and potential tenants about Federal Fair Housing laws and the grantee's affirmative marketing policy. Suggested methods may include use of the Equal Housing Opportunity logotype or slogan in press releases and in solicitations for owners, distribution of the policy to media and interested public groups, and written communications to fair housing and other groups.
- ❖ Requirements and practices each owner will use to carry out the affirmative marketing policy. Grantees may require owners to advertise vacant units in newspapers of general circulation and minority media if available, to display the Equal Housing Opportunity logo or fair housing poster in rental offices, and/or to notify the PHA of vacant units.
- ❖ Procedures to be used by owners to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach. Individual owners may undertake special outreach efforts, or the grantee may do so on behalf of all owners. Special outreach may be accomplished through the following methods:
 - Newspaper announcements in general circulation newspapers and/or ethnic, neighborhood, community, or school newspapers;
 - Announcements in church or school bulletins, posters, or oral presentations to community organizations; and,
 - Posters publicizing the program placed in grocery stores, job center sites, community centers, churches, schools, or other places where potential tenants may visit.

Each unit of general local government that subgrants the administration of this program must adopt affirmative marketing procedures and requirements that meet the requirement in paragraphs (a) and (b) of 24 CFR 92.351.

The grantee must maintain a file that contains copies of all marketing efforts and the records necessary to assess the results of these actions. DOH staff will inspect this file to evaluate the marketing efforts. The file should contain copies of newspaper ads, memos of phone calls, copies of letters and any other pertinent information.

DOH will monitor, at least annually, the compliance efforts made by its grantees and owners. DOH staff will review and approve the affirmative marketing plans; compare predetermined occupancy goals to actual occupancy data that the owner will be required to maintain, and review outreach efforts on the part of the grantee and/or owners.

If the grantee and/or owner fail to follow the affirmative marketing requirements, corrective actions shall include extensive outreach efforts to appropriate contacts to achieve the occupancy goals or other actions DOH may deem necessary.

X. Minority and Women Business Outreach Program

In accordance with Section 281 of the HOME Investment Partnership Act and 24 CFR 92.350, the Department of Local Affairs, Division of Housing (DOH), will prescribe procedures acceptable to HUD to establish and oversee a minority outreach program. The program shall include minority and women-owned businesses in all contracting activities entered into by the State to facilitate the provision of affordable housing authorized under this Act or any other Federal housing law applicable to the State.

DOH will encourage the use of women- and minority-owned businesses in bids for the various programs throughout the State under the Colorado HOME program through coordination with the Governor's Minority Business Office established in 1989. The outreach program, at a minimum, will:

- ❖ Develop a systematic method for identifying and maintaining an inventory of certified minority and women-owned business enterprises (MBEs and WBEs), their capabilities, services, supplies and/or products
- ❖ Use the local media, electronic and print, to market and promote contract and business opportunities for MBEs and WBEs
- ❖ Develop informational and documentary materials (fact sheets, program guides, procurement forecasts, etc.) on contract/subcontract opportunities for MBEs and WBEs
- ❖ Develop solicitation and procurement procedures that help MBEs and WBEs participate as vendors
- ❖ Sponsor business opportunity-related meetings, conferences, seminars, etc., with minority and women business organizations
- ❖ Require that all grantees and sub recipients must maintain data on the use and participation of minority and women business enterprises as contractor/subcontractors in HOME-assisted program contracting activities
- ❖ Owners must identify projects that were bid by minority- and women-owned entities, and the number of minorities or women hired because of activities that use HOME funds.

HOME MATCHING REQUIREMENTS

The Division of Housing matches HOME funds with State loan funds spent on HOME eligible activities, local funding used in HOME projects, foundation funds used in HOME projects, and other HOME eligible match sources.

Home Program Objectives, Outcomes and Indicators

Create a Suitable Living Environment

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|---|-----------------------------|---------------|--|---|
| <i>Long-Term Objective: Meet the need for housing facilities for the homeless</i> | | | | |
| SL-1(2) Fund shelter or transitional housing | Suitable Living Environment | Accessibility | Accessibility to a suitable living environment | # units assisted FY 2010 20 FY 2011 20 FY 2012 20 FY 2013 20 FY 2014 20 |
| SL-1(3) Provide funding to create permanent supportive housing units for chronically homeless | Suitable Living Environment | Accessibility | Accessibility to a suitable living environment | # of units assisted FY 2010 15 FY 2011 15 FY 2012 15 FY 2013 15 FY 2014 15 |

Create Decent Housing

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|---|------------------|---------------|---------------------------------|--|
| <i>Long-Term Objective: Preserve the existing supply of affordable rental housing</i> | | | | |
| DH-1(6) Fund rehab only of existing affordable housing rental projects | Decent Housing | Availability | Availability of decent housing | # of households FY 2010 60 FY 2011 60 FY 2012 50 FY 2013 50 FY 2014 50 |
| DH-2(2) Fund acquisition and rehab of rental units to create decent affordable housing | Decent Housing | Affordability | Affordability decent housing | # of units FY 2010 400 FY 2011 400 FY 2012 364 FY 2013 364 FY 2014 364 |
| <i>Long-Term Objective: Increase the supply of affordable rental housing to meet community needs</i> | | | | |
| DH-1(3) Fund tenant-based rental assistance for special populations, homeless or HIV/AIDS. | Decent Housing | Affordability | Affordability of decent housing | Number of units FY 2010 60 FY 2011 60 FY 2012 100 FY 2013 100 FY 2014 100 |
| DH-2(1) Fund new construction of rental units to increase the affordability of decent housing | Decent Housing | Affordability | Affordability of decent housing | Number of units FY 2010 350 FY 2011 350 FY 2012 222 FY 2013 222 FY 2014 222 |
| <i>Long-Term Objective: Increase home-ownership for low- and moderate-incomes</i> | | | | |
| DH-2(3) Fund low- and moderate income home-ownership | Decent Housing | Affordability | Affordability of decent housing | Number of units FY 2010 125 |

| | | | | | |
|--|--|--|--|---------|-----|
| opportunities to increase affordability of decent housing | | | | FY 2011 | 125 |
| | | | | FY 2012 | 100 |
| | | | | FY 2013 | 100 |
| | | | | FY 2014 | 100 |

| | | | | |
|---|----------------|--------------|--|---|
| <i>Long-Term Objective: Preserve home-ownership for low- and moderate-income</i> | | | | |
| DH-1(4) Fund single-family, owner-occupied housing rehab to preserve accessibility of decent housing for very low-, low- and moderate-incomes | Decent Housing | Availability | Availability for the purpose of providing decent housing | Number of households FY 2010 130 FY 2011 130 FY 2012 115 FY 2013 115 FY 2014 115 |
| <i>Long-Term Objective Create an adequate supply of housing for persons with special needs coupled with services .</i> | | | | |
| DH-1(1) Fund permanent supportive housing units for special populations, (excluding chronically homeless and HIV/AIDS) | Decent Housing | Availability | Availability for the purpose of providing decent housing | Number of units assisted FY 2010 75 FY 2011 75 FY 2012 75 FY 2013 75 FY 2014 75 |

HOMELESS

Specific Homelessness Prevention Elements

1. Sources of funds that may be used in 2012-2013 to address and prevent homelessness:

| Funding Sources: | |
|---|--------------|
| McKinney Vento Homeless Assistance (SHP) | \$18,268,805 |
| State Tax Check-off for Homeless Prevention | \$ 139,000 |
| Emergency Solutions Grant (ESG) | \$ 1,864,078 |
| Emergency Solutions Grant 2 nd 2011 Allocation | \$585,370 |
| Community Development Block Grant (CDBG) | \$ 7,968,283 |
| HOME Partnership (for transitional housing) | \$ 4,968,950 |
| Housing Opportunities for Persons with AIDS | \$ 426,632 |
| State HDG Funds | \$500,000 |
| Section 8 Housing Choice Vouchers (DOH) | \$18,268,805 |
| Section 8 Housing Choice Vouchers (SHHP) | \$16,705,574 |

2. How will the action plan address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.

DOLA will target funding to meet the greatest homeless needs in coordination with HUD's Homeless Strategies, Continuums of Care, local jurisdictions, communities and providers homeless services as follows:

- ❖ As a catalyst for creative collaborations, DOLA intends to use its HOME and/or CDBG resources to fill gaps on the housing development side of a project, while using project-based Section 8 Housing Choice Vouchers to create innovation on the revenue side.

- ❖ DOLA has established a Housing Choice Voucher preference for homeless individuals and families.
- ❖ DOLA has established a Veterans Housing Initiative to work on housing issues for those who served our county in the armed services. Through that initiative the Department applied for and received 75 VASH vouchers and intends to project base 25 of these. DOLA also intends to apply to the U.S. Department of Veterans Affairs for Grant and Per Diem funds for up to 240 homeless and chronically homeless veterans to support an innovative treatment program and transitional housing at Fort Lyon in Bent County
- ❖ Supportive Housing Program which became part of the Division of Housing has a total of 385 VASH vouchers.
- ❖ DOLA will continue to apply for Family Unification Vouchers and other vouchers that can serve as the housing platform to assist chronically homeless families, persons with mobility needs, youth and those with multiple barriers to housing stability.
- ❖ In 2010, DOLA applied for and received a Department of Justice (DOJ) Second Chance Act for 60 offenders reentering Denver or Arapahoe Counties with co-occurring substance abuse and mental illness. The grant funds two Assertive Community Treatment teams that provide wrap-around services and DOLA provides housing through its tenant based rental assistance program. The initiative includes coordination with state and local agencies. DOLA plans to continue providing housing for program participants, even as it seeks funds for additional slots.
- ❖ DOLA will coordinate Emergency Solutions Grant and other HEARTH ACT services with Continuums of Care and local jurisdictions to ensure that it funds projects and programs to meet the greatest homeless needs

Obstacles to completing these action steps include adequate funding and the need for cross-systems change.

3. Describe resources available to assist chronically homeless, families with children and homeless youth

DOLA's resources that may be used to assist the homeless include Housing Choice Vouchers, Family Unification Program Vouchers, VASH vouchers, HOME Tenant Based Rental Assistance, Emergency Solutions Grant, HOME, CDBG and HOPWA program. DOLA's homeless prevention and housing development staff help to coordinate the use of these resources.

ACTION STEPS

(1) DOLA is formalizing its new Homeless Prevention Team focused on chronically homeless individuals and families, families with children, veterans and their families and unaccompanied youth. This team is tasked with helping communities around Colorado to house those without homes and assure that families and individuals are linked with supportive services. The team is composed of staff from DOH who have years of experience in housing those most in need. Their relationships around will help the State facilitate access for homeless individuals and families to affordable units and prevent those who were recently homeless from becoming homeless again

(2) The Office of Homeless Youth Services is working with the Advisory Committee on Homeless Youth to implement the Colorado Homeless Youth Action Plan.

(3) The Colorado Council on Housing and Homelessness is developing a statewide Homeless Plan, "Pathway Home Colorado" which will serve as the blueprint to increasing communication and productivity of activities that prevent and end homelessness. Furthermore, liaisons from all state government departments will assist in implementing the statewide plan.

The Plan's Vision: All Coloradoans have a place to call home. The intention of the document is to address help the State, Regions, Counties and Communities address their needs around homelessness. The Plan employs evidence-based philosophies that are proven to prevent and end homelessness.

- The first of these is increasing housing resources around the state, in hope of reducing the need for shelter beds. In order to end homelessness, more housing opportunities will need to be created. This requires different types across the continuum of housing, from shelter beds to permanent supportive housing (PSH) to affordable housing. However, in conjunction with national best practices and USICH, an emphasis on PSH and affordable housing will be recommended across the state, because it is more effective and less costly than shelter beds.
- Second, the Plan employs the **Housing First** philosophy that has now become a best practice paradigm when addressing homelessness. The Housing First approach is vital to addressing complex issues faced by homeless individuals and households. Acting as a conduit, social services are administered through housing. Therefore, by placing people in stable housing first, they can feel safe and begin the stabilization process to self-sufficiency.
- Finally, strategically coordinating resources is an effective method to prevent and end homelessness. By collaborating and working in a cooperative nature, resources and ideas can effectively be allocated to achieve the best outcomes. Homelessness is not a condition that is exclusive to large urban centers. It is a relationship between rural communities and their urban hubs. Those who are homeless move between these localities; so, just as the populations they hope to help, regions, counties, and communities must shift their conversations to inclusive, two-way conversations across jurisdictions. These collaborations will better inform communities of the scope of the issues contributing to homelessness and how to become more strategic with existing resources.

(4) DOH will move the Emergency Solutions Grant and other programs into conformance with the HEARTH Act and will emphasize and rely on Continuums of Care to reach out to homeless persons, assess their needs and rapidly re-house them.

(5) The Homeless Prevention Team will coordinate with the DOH Colorado Housing Assistance Team (CHATs) regarding funding needs/opportunities for emergency shelter and transitional housing. The team will communicate and coordinate with transitional housing and violence prevention agencies regarding potential grants.

(6) DOH will receive training on using the Integrated Disbursement and Information System for Emergency Solutions Grants.

(7) DOH will coordinate its efforts with the three Colorado Continuums of Care (CoCs): Metropolitan Denver Homeless Initiative; Homeward Pikes Peak and the Balance of State.

(8) DOH will implement an MOU with Colorado HMIS to ensure better coordination, accuracy, accessibility and timeliness of data among users and stakeholders.

(9) DOH will continue to provide financial assistance to projects that create permanent supportive housing for chronically homeless families and individuals in coordination with those Continuums of Care.

(10) DOH will fund nonprofit organizations using HOME, ESG, HOPWA and CDBG using to provide homeless prevention assistance, supportive services or appropriate housing for chronically families and homeless persons.

(11) DOH will coordinate with publically funded institutions, systems of care, social services, housing, employment, education and to help link those discharged from such systems to available mainstream resources.

(11) DOH will apply to DOJ for a second-year grant for C-SHARP to provide TBRA for up to 32 Colorado Department of Corrections offenders reentering Denver or Arapahoe Counties with co-occurring substance abuse and mental illness in order to prevent homelessness, increase public safety and reduce recidivism.

Obstacles to completing these action steps are the rapid implementation and communications required at all levels.

Potential development of additional permanent supportive housing units:

The State of Colorado received 46 VASH vouchers to assist homeless veterans.

The Fort Collins Housing Authority Community Dual Diagnosis Treatment Shelter + Care Program will provide at least four (4) units of permanent supportive housing.

Eight units of permanent housing in Grand Junction.

Up to 30 new units of TBRA with supportive services in Grand Junction and Boulder.

4. Homelessness Prevention—Describe planned action steps over the next year to address the individuals and families with children at imminent risk of becoming homeless.

DOH will coordinate its activities with the state's three Continuums of Care; provide funding for activities to prevent homelessness and rapidly respond to those at risk of homelessness using funding from the Emergency Solutions Grant (ESG), and possibly, discretionary Community Services Block Grant (CSBG) dollars. DOH has established a Homeless Prevention Team to implement a wide variety of strategies.

5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

The Division of Housing participates in the Colorado Council on Housing and Homelessness. DOH, the Department of Corrections and the CCCHH are working to prioritize discharge planning for parolees, state mental hospitals, youth aging out of foster care. This subcommittee facilitates meetings with State corrections, mental health hospitals, and the foster care system; shares community organizing and advocacy strategies among regional CoC groups and individual homeless service providers and provides information on best practices with participating agencies. Recent recommendations to improve discharge coordination for populations reentering the community from the Colorado Department of Corrections include the following:

a) Encourage multi-agency and organizational collaboration to examine the capacity of existing housing resources, to identify the housing needs of the parolee population, and to formulate recommendations to address gaps in housing opportunities available to re-entering individuals.

b) Encourage public housing authorities (PHAs) to reassess their current policies restricting access of people with criminal records to public housing.

c) Work with Department of Corrections to adopt a protocol to assess housing stability of parolees and create a plan to officially track the number of individuals released with low housing stability and their parole revocation rate.

d) Improve benefit acquisition programs for inmates with disabilities to ensure they are receiving benefits when they are released from corrections.

6. Identify the State’s Housing Inventory according to HUD’s 2011 Continuum of Care Homeless Assistance Programs Housing Inventory Chart:



**HUD's 2011 Continuum of Care Homeless Assistance Programs
Housing Inventory Chart Report**

Important Notes About This Data: This report is based on information provided to HUD by Continuums of Care in the 2011 Continuum of Care application and has not been independently verified by HUD. CoCs were instructed to collect data for a point-in-time during the last week of January 2011. For inquiries about data reported by a specific Continuum of Care, please contact that jurisdiction directly. CoC contact information can be found on the hudhre.info web site (<http://www.hudhre.info/index.cfm?do=viewCoCMapsAndReports>). In some cases, a community may have listed a program in the Housing Inventory Chart but did not provide sufficient information/detail for HUD to understand the number of beds/units available and the target population served. Those programs have been removed for the purposes of this report.

State: Colorado

Summary of all beds reported, aggregated to the state level:

| | Family Units | Family Beds | Indv. Beds | Total Yr-Round Beds | Seasonal | Overflow/ Voucher |
|--|--------------|--------------|--------------|---------------------|------------|-------------------|
| Emergency, Safe Haven & Transitional Housing | 1,262 | 3,475 | 2,886 | 6,361 | 310 | 632 |
| Emergency Shelter | 425 | 1,230 | 1,389 | 2,619 | 310 | 632 |
| Safe Haven | n/a | n/a | 25 | 25 | n/a | n/a |
| Transitional Housing | 837 | 2,245 | 1,472 | 3,717 | n/a | n/a |
| HPRP - Rapid Rehousing | 219 | 511 | 374 | 885 | n/a | n/a |
| Permanent Supportive Housing* | 319 | 838 | 2,109 | 2,947 | n/a | n/a |
| Grand Total | 1,800 | 4,824 | 5,369 | 10,193 | 310 | 632 |

Emergency Solutions Grant

I. Program Description and Purpose

The Emergency Solutions Grant (ESG) is authorized by subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) as amended by the HEARTH Act. The goal of the ESG Program is to maximize communitywide planning and strategic use of resources to prevent and end homelessness, improve coordination with mainstream services, capitalize on existing strengths, increase efficiency, improve coordination within each community; realign existing programs and systems to focus on shortening homelessness; direct funding to the most critical services to help people achieve long-term housing stability and avoid becoming homeless again; standardize eligibility determinations and improve the targeting of resources to help those most in need; improve data collection and performance measurement; and allow each community to tailor its program to the particular strengths and challenges within that community.

II. Area-Wide Systems/Continuum of Care Coordination. Colorado collaborates with its three Continuums of Care (CoCs) in designing its ESG program. On February 15, representatives of the CoCs met with DOH staff to draft an allocation plan and host initial discussions for performance standards, evaluating outcomes, projects, policies and procedures for activities assisted by ESG funds, and developing funding, policies and procedures for the administration and operation of HMIS.

DOH will follow the recommendation of the CoCs to “hold harmless” those agencies that received homeless assistance funds in 2011, while allocating homeless prevention and rapid re-housing funds to a lead agency for each CoC. This strategy will allow one year for existing emergency shelter agencies to shift their emphasis from a homeless assistance model to a rapid re-housing model.

Coordination to assist the homeless and prevent homelessness will be led by Colorado’s CoCs. Active engagement and membership in the CoC is required to receive funding. The CoC will further engage and coordinate resources to improve current programs and funding strategies; and provide ongoing training as procedures are refined.

Colorado’s Continuums of Care

Service Area

| Colorado’s Continuums of Care | Service Area |
|---|---|
| Metropolitan Denver Homeless Initiative | Counties of Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas and Jefferson |
| Homeless Pikes Peak Continuum of Care | El Paso County and City of Colorado Springs |
| Balance of State Continuum of Care | Remaining 56 counties of Colorado |

DOH consulted with the following mainstream and homeless service agencies:

Agencies Participating w/ DOH in Area-Wide/Mainstream Resource Planning

| | |
|---|--|
| Department of Local Affairs, Division of Housing | Governor's Office of Community Partnerships |
| Balance of State Continuum of Care | Colorado Department of Corrections |
| Metropolitan Denver Homeless Initiative | Colorado Department of Human Services |
| Homeward Pikes Peak Continuum of Care | Colorado Housing and Finance Authority |
| Mile High United Way | Denver's Road Home |
| City of Aurora | City of Colorado Springs |
| City of Denver | Public Housing Authorities |
| Colorado Coalition for the Homeless | Colorado HMIS |
| Pikes Peak United Way | Public Housing Authorities |
| Homeless Service Organizations | Colorado Housing and Finance Authority |
| St. Francis Center | Affordable Housing Organizations |
| Family Tree | Catholic Charities |
| Shelter + Care Program Providers | Supportive Housing Program Providers |
| Colorado Department of Education for Homeless Children | Colorado Department of Health Care Policy and Financing, |
| Programs for Homeless Children and Youth Grants | Colorado Department of Veterans Affairs |
| Transitional Housing Assistance Grants for Victims of Assault | Homeless Veterans Programs |
| Providers for Mental Health and Substance Abuse Block Grants | Denver Options Program for Supportive Services for Veterans Families |
| Emergency Food and Shelter Grants | Veteran Justice Outreach Initiative |
| Providers of Workforce Investment Act | Supportive Housing for Persons with Disabilities |
| HOME TBRA Providers | Temporary Assistance for Needy Families |
| Colorado Homeless Assistance Program | Providers of Healthcare for the Homeless |
| Fort Collins Housing Authority | La Puente Home |
| Greeley Transitional House | Homeless 2020 |
| City of Loveland | La Puente Home |
| Grand Valley Catholic Outreach | North Range Behavioral Health |

Centralized or Coordinated Assessment. DOH, CoCs and other agencies are working to improve/create CoC response systems. Additional efforts are targeted at enhancing the 211 system in Colorado.

III. Program Objectives

- Alignment with and support of 10-Year Plan to End Homelessness;
- Use of a centralized system that promotes responsiveness, aligns funding requirements, resources, and diverts people from shelters;
- Help communities provide successful prevention and re-housing programs;
- Increase housing stability/sustainability for those living in poverty;
- Use of shelter beds and transitional housing only when necessary and with a Housing First approach;
- Compliance with HMIS Data entry and the ability to use the data for strategic planning (Domestic Violence Agencies use alternative system);
- Measurable decrease in the net costs of homelessness to public systems through shelter diversion while improving positive outcomes for those we serve;
- Coordination and alignment of resources at the local, state, and federal level;

IV. Program Strategies

The State’s process will emphasize areas of the greatest need and encompass organizations with demonstrated success in implementing Homeless Prevention and Rapid Re-housing Program (HPRP) funds and the capacity to undertake client screening, income verification, housing quality standards, monitoring and reporting required by the grant. Program strategies include the following:

- Use ESG 2nd allocation funding to alleviate the “cliff effect” for clients whose HPRP assistance is ending.
- For 2012 ESG, hold the shelter system harmless but make a shift from doing “business as usual” to rapid re-housing.
- Ensure emergency housing needs are met
- Move shelters towards doing more to link people to housing supports.
- No expansion of Transitional Housing.
- Creation of one Grant Fiduciary per CoC to streamline and better coordinate Colorado ESG and other housing resources, in partnership with the CoC;
- Coordination and alignment of resources at the local, state, and federal level.

V. Method of Distribution/Allocation of Funding

In FY2012, DOH will receive an Emergency Solutions Grant (ESG) allocation of \$1,864,078. DOH will employ the following as its method of distribution for its Emergency Solutions Grant allocation.

(1) Existing Nonprofit Recipients of 2011 ESG funds: \$659,717

The State will “hold harmless” and provide a one-year allocation of ESG funds to those agencies that received homeless assistance funds from DOH during 2011. The purpose of this action is to allow existing agencies time to shift their focus from a homeless assistance model to a rapid re-housing model, and in future years, apply through their respective Continuum of Care (CoC) for ESG funding. Use of these funds must comply with all regulations set forth in the HEARTH Act.

(2) Distribution to Continuum of Care Lead Agencies: \$1,064,555

DOH will allocate \$1,064,555 of its 2012 ESG funds through CoC lead agencies to emphasize Rapid Re-housing or Homeless Prevention activities (Note: DOH will focus the majority of funds on rapid re-housing in order to transition people out of homelessness as quickly as possible). Lead agencies will select agencies with the capacity to administer the program according to HUD guidelines.

(3) Available for State’s Administration: \$139,806

Funds in the amount of \$139,806 will be available for the State’s administration

| | |
|---|--------------------|
| Total FY2012 Allocation | \$1,864,078 |
| Planned Distribution: | |
| (1) “Hold Harmless” Amount for Homeless Assistance - Current Agencies | \$ 659,717 |
| (2) Distribution to CoCs for Rapid Re-housing and Homeless Prevention | \$1,064,555 |
| (3) State Administration | <u>\$139,806</u> |
| | <u>\$1,864,078</u> |

Pending a U.S. Department of Housing and Urban Development (HUD) approval of a substantial amendment to the FY 2011 Action Plan, the State will also make available to CoC lead agencies \$570,736 from the 2nd 2011 HUD ESG Allocation for Homeless Prevention and Rapid Re-housing (\$585,370 less \$14,634 state administration). These funds will be accounted for separately, but combined in the ESG competition.

VI. Subrecipient Eligibility

Eligible subrecipients are units of general purpose local government or private nonprofit organizations that are responding to the needs of homeless populations through a comprehensive communitywide planning process. In 2012, DOH will only provide funding to 2011 DOH-funded ESG agencies, and the lead agency of each of Colorado's three Continuums of Care.

Local certifications include:

- Emergency Solutions Grant Program Assurances and Certifications;
- Certification of Local Approval for Nonprofit organizations;
- Certification of Exemption from Requirements of the National Environmental Protection Act (See Environmental Review Section IX.), and;
- Certification of Consistency with the Appropriate Approved Consolidated Plan (DOH will provide Certifications of Consistency to non-entitlement jurisdictions).
- Certification of Participation with Continuum of Care
- Certification of Participation with HMIS
- Partner Agency Agreements
- Certification to Maintain Confidentiality of Records Pertaining to Any Individuals Provided Family Violence Prevention or Treatment Services
- To the maximum extent practicable, persons discharged from publicly funded institutions or systems of care shall not be discharged into homelessness, including the streets, shelter, or to HUD-McKinney-Vento funded projects.

State Certifications include:

- Emergency Solutions Grant Assurances and Certifications Program;
- Prohibition of the use of federal funds for lobbying certification;
- Certification of consistency with the 2010-2015 Consolidated Plan.
- All other certifications required by HUD

VII. Eligible Activities

ESG funds are available for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and data collection through the Homeless Management Information System (HMIS). The State has a statutory cap of 7.5 percent for its administrative activities. Employee compensation and other overhead costs directly related to carrying out these activities are eligible costs of those program components and are not administrative costs.

- **Street Outreach:** funds may cover costs related to essential services for unsheltered persons (including emergency health or mental health care, engagement, transportation, case management, and services for special populations).
- **Emergency Shelter:** funds may be used for operation of emergency shelter facilities as well as services for the residents (including case management, child care, education, employment assistance and job training, life skills, legal, outpatient health services, mental health, substance abuse treatment, transportation, and services for special populations).
- **Homelessness Prevention and Rapid Re-Housing:** both components fund housing relocation and stabilization services (including rental application fees, security deposits, utility deposits or payments, last month's rent, moving costs, housing search and placement activities, housing stability case management, mediation, legal services, credit repair. Funds may also be used for short- or medium-term rental assistance including payment of rental arrears (one time payment up to 6 months including any late fees on those arrears) for those who are at-risk of becoming homeless or transitioning to stable housing).
- **HMIS:** funds may be used to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible activities include (computer hardware, software, or equipment, technical support, office space, salaries of operators, staff training costs, and participation fees).

VIII. Allocation and Selection Criteria

In 2012, DOH will only provide Homeless Assistance funding to 2011 DOH-funded ESG agencies. (Homeless Prevention and Rapid Re-housing funding will be allocated separately to the lead agency of each of Colorado's three Continuums of Care).

ESG Housing Assistance applications will be submitted to the Division of Housing whose internal staff will screen applications for threshold criteria and forward eligible applications to a scoring committee. This committee comprised of seven members representing the three Continuums of Care, local government, a homeless or formerly homeless person and two at-large representatives will score applications and recommend agencies for funding. The Program Manager will present funding recommendations to the Division Director, DOLA's Executive Director and State Housing Board. DOLA's Executive Director will make the final funding decision.

THRESHOLD CRITERIA

501(c)(3) status or unit of general local government
Compliance with HMIS Participation
Dollar for Dollar match requirement
Ability to meet certification of insurance requirement

SCORING CRITERIA

Years of experience in serving special needs population
Staff capacity and track record for serving special needs population
Staff capacity and track record
Identify and document NEED for shelter and/or services
Financial capacity
Policies and procedures for assessing client needs
Ability to conduct income determinations
Ability to comply with grant requirements

XIV. Schedule (Subject to Change)

| | |
|-------------------|---|
| February 8, 2012 | Email to CoCs Regarding 2 nd Allocation of 2011 ESG and 2012 ESG Funding |
| Feb. 15, 2012 | DOH Holds Meeting with CoCs |
| Anticipated Dates | |
| February | DOH submits plan to HUD |
| March 2012 | DOH Issues ESG NOFA |
| April 2012 | Applications Due to DOH |
| May 15, 2012 | State Housing Board |
| July 1, 2012 | Begin 2012 Program Year |

X. Written standards for providing ESG assistance.

Colorado requires its subrecipients to establish and consistently apply written standards for providing ESG assistance. At a minimum these written standards must include:

- (i) Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG);
- (ii) Standards for targeting and providing essential services related to street outreach;
- (iii) Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, *e.g.*, victims of domestic violence, dating violence, sexual assault, and stalking; and

individuals and families who have the highest barriers to housing and are likely to be homeless the longest;

(iv) Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;

(v) Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see §576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);

(vi) Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;

(vii) Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;

(viii) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and

(ix) Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.

(x) Participation in HMIS. The subrecipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If the subrecipient is a victim service provider or a legal services provider, it must use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS. Subgrantee organizations will be required to submit monthly data quality reports to ensure compliance with this provision.

XI. Evaluation of program participant eligibility and needs

(a) Evaluations. The subrecipient must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under § 576.400(d) and the written standards established under § 576.400(e).

(b) Re-evaluations for homelessness prevention and rapid re-housing assistance.

(1) The subrecipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance. At a minimum, each re-evaluation of eligibility must establish that:

- (i) The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and
- (ii) The program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance.

(2) The subrecipient may require each program participant receiving homelessness prevention or rapid re-housing assistance to notify the subrecipient regarding changes in the program participant's income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance under ESG. When notified of a relevant change, the subrecipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs.

(c) Annual income. When determining the annual income of an individual or family, the subrecipient must use the standard for calculating annual income under 24 CFR 5.609.

(d) Connecting program participants to mainstream and other resources.

Subrecipients must assist each program participant, as needed to obtain:

(1). Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and

(2) Other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability, including:

- (i) Medicaid
- (ii) Supplemental Nutrition Assistance Program
- (iii) Women, Infants and Children (WIC)
- (iv) Federal-State Unemployment Insurance Program
- (v) Social Security Disability Insurance (SSDI)
- (vi) Supplemental Security Income (SSI)
- (vii) Child and Adult Care Food Program
- (viii) Other mainstream assistance

(e) Housing stability case management.

(1). While providing homeless prevention or rapid re-housing assistance to a program participant, the subrecipient must:

(i) Require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability; and

(ii) Develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; and the relative affordability of available housing in the area.

(2) The subrecipient is exempt from the requirement under paragraph (e)(1) if the Violence Against Women Act of 1994 or the Family Violence Prevention and Services Act prohibits that subrecipient from making its shelter or housing conditional on the participant's acceptance of services.

XII. Obligation, expenditure and payment requirements.

(a) Obligation of funds.

All projects must begin within 3 months of the date the state made the funds available to the applicant. If the program has not started within three months of the award date, without written and justifiable cause, the state reserves the right to rescind the grant award. Start-up is defined as significant expenditure of funds. In addition,

agencies must provide DOH with written notification of closure within fifteen 15 days prior to actual closure.

The State reserves the right to recapture ESG funds under the following circumstances:

1. Those who do not meet the performance requirements outlined in the approved project;
2. Those who are unable to comply with the regulatory deadlines on obligation and disbursement as outlined at 24 CFR Part 576.55(a) (2);
3. Those who are unable or unwilling to comply with HMIS requirements as outlined in
4. Those who otherwise, without appropriate justification, have failed to implement the project as set forth in their approved ESG Grant Application.

(b) Expenditures.

The grant period for ESG projects is one year; effective on the date the state makes funds available to the subgrantee. The subrecipient should draw down and expend funds from the grant on a monthly basis. All of the subrecipient's grant must be expended for eligible activity costs by June 30, 2013. For the purposes of this paragraph, expenditure means either an actual cash disbursement for a direct charge for a good or service or an indirect cost or the accrual of a direct charge for a good or service or an indirect cost.

(c) Payments to subrecipients

Disbursement of funds will follow a cost reimbursement procedure and will be for actual funds expended. Subgrantees shall only be reimbursed for costs that have been incurred within the current grant year and corroborated with paid invoices or other evidence of expenditure or outlays where a data quality report is submitted with the request for reimbursement. Requests for reimbursement should be submitted on a monthly basis. Subgrantees must also submit the final request for reimbursement to DOH within 15 days after the expiration of the grant period (by July 15, 2013). No costs incurred or paid prior to the beginning of the start-up date or after the ending date are reimbursable by the grant.

XIII. Reallocation

The State reserves the right to reallocate Emergency Solutions Grant funds as provided for in the federal regulations governing the program in order to ensure that the funds provide the maximum benefit to Colorado's homeless population. Funding (grant award) reallocations will be made on the basis of the State's determination of the best use of funds. The State will consider the amount of available funds, subgrantee programmatic performance, subgrantee expenditure levels, and strategic programmatic needs in reallocating available funds.

XIV. Monitoring and Reporting

Each local government or nonprofit agency receiving grant funds will submit to the State a quarterly report about accomplishments and expenditures. Quarterly reports will be due 20 calendar days after the end of each quarter. The State will perform risk-based grantee monitoring at least annually and provide required reports to HUD.

XV. Environmental Review

Colorado assumes federal responsibility for assessing environmental effects of the proposed Emergency Solutions Grant activities in accordance with 104(g), Housing and Community Development Act of 1974, [procedural provisions of the National Environmental Protection Act (NEA)], and regulations contained in 24 CFR Part 58.

Unless the project involves rehabilitation, conversion, or major repairs, repairs with costs greater than \$500 project activities are exempt from NEA requirements.

XVI. Homeless Management Information System (HMIS)

Colorado will continue to coordinate HMIS training activities through the Colorado Coalition for the Homeless for both the Metropolitan Denver Homeless Initiative area and the Balance of State. Homeward Pikes Peak conducts HMIS training for El Paso County and Colorado Springs agencies. A statement of “Assurances and Certifications” must be signed by each subgrantee to secure the requirement for subgrantee participation in HMIS. HMIS Systems Operators for Colorado’s CoCs will issue Compliant Agencies Lists to the DOH that certifies each agency’s compliance with HMIS. Projected Emergency Solutions Grant

XVII. Matching Requirement

The applicant must make matching contributions to supplement its ESG program in an amount that equals the amount of ESG funds awarded by DOH. The matching contributions must meet all requirements that apply to the ESG funds provided by HUD. In the event that a subrecipient is unable to meet its matching requirements due to a financial hardship, it may request in writing, an exception to this rule, with explanation of amount, nature and cause of the hardship. DOH shall consider such requests on a case by case basis.

XVIII. Performance Standards for Evaluating ESG

The State is currently consulting with the CoC’s regarding the performance standards for activities funded under ESG. The Consolidated plan, quarterly e-Snaps report, Annual Action Plan and CAPER, will be used as a guide for which performance standards will be recorded, tracked and produced in monthly or quarterly reports. General performance standards such as the unduplicated number of persons or households prevented from becoming homeless and the unduplicated number of persons or households assisted from emergency shelters/streets into permanent housing will be reported

XIX. ESG Definitions

At risk of homelessness means:

- (1) An individual or family who:
 - (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
 - (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the approved consolidated plan;
- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Consolidated plan means a plan prepared in accordance with 24 CFR part 91. An *approved consolidated plan* means a consolidated plan that has been approved by HUD in accordance with 24 CFR part 91.

Continuum of Care means the group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Emergency shelter means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. Any project funded as an emergency shelter under a Fiscal Year 2010 Emergency Solutions grant may continue to be funded under ESG.

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping

- accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)) or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

Homeless Management Information System (HMIS) means the information system designated by the Continuum of Care to comply with the HUD's data collection,

management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.

Metropolitan city means a city that was classified as a metropolitan city under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which ESG funds are made available.

Private nonprofit organization means a private nonprofit organization that is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

Program income. Program income includes any amount of a security or utility deposit returned to the recipient or subrecipient.

Program participant means an individual or family who is assisted under ESG.

Program year means the consolidated program year established by the recipient under 24 CFR part 91. For Colorado, the consolidated plan year is April 1 through the following March 31.

Recipient means any state, territory, metropolitan city or urban county, or in the case of reallocation, any unit of general purpose local government, approved by HUD to assume financial responsibility and which enters into a grant agreement with HUD to administer ESG.

State means each of the several States and the Commonwealth of Puerto Rico.

Subrecipient means a unit of general purpose local government or private nonprofit organization to which a recipient makes available ESG funds.

Territory means each of the following: the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands.

Unit of general purpose local government means any city, county, town, township, parish, village, or other general purpose political subdivision of a State. Urban County means a county that was classified as an urban county under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which ESG funds are made available.

Urban county means a county that was classified as an urban county under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which ESG funds are made available.

Victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Victim service provider means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

XX. Goals

Goal 1: Provide preventive and rapid re-housing services to approximately 8,300 low-income individuals and families during 2012 to assist them in avoiding homelessness or shortening its duration.

Goal 2: Provide street outreach and/or shelter services to approximately 11,000 homeless and/or chronically homeless individuals during FY2012.

Emergency Solutions Grant Activities, Objectives and Outcomes

Create a Suitable Living Environment

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|---|--|---------------|--|--|
| <u>Long-Term Objective:</u> <i>Meet community needs for homeless shelters and transitional housing</i> | | | | |
| SL-1(1) Provide street outreach and/or shelter services to create a suitable living environment | Creating a Suitable Living Environment | Accessibility | Accessibility for the purpose of providing suitable living environment | #of homeless people assisted FY 2010 4000 FY 2011 4000 FY 2012 11,000 FY 2013 11,000 FY 2014 11,000 |

Create Decent Housing

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|---|------------------|---------------|---|---|
| <u>Long-Term Objective:</u> <i>Prevent Homelessness</i> | | | | |
| DH-2(4) Provide preventive and rapid re-housing services to assist them in avoiding homelessness and shortening its duration | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | # of households assisted FY 2010 700 FY 2011 700 FY 2012 8,300 FY 2013 8,300 FY 2014 8,300 |

COMMUNITY DEVELOPMENT

State and Small Cities Community Development Block Grant

- 1. Identify jurisdiction's priority non-housing community development needs eligible for assistance by CDBG category shown in the Community Development Needs Table: public facilities, public improvements, public services and economic development.**

The State does not prioritize non-housing community development needs eligible for assistance. Rather, it funds projects based on local government priorities and who have applied for funding. Please refer to the State's CDBG review process for specific project evaluation criteria used for economic development and public facility projects.

- 2. Does the Plan include a Neighborhood Revitalization Strategy or Target Area where activities are carried out in a concentrated manner?**

The Department of Local Affairs has implemented a program called the Colorado Sustainable Main Streets Initiative. Limited financial resources at all levels of government create a challenge for many programs and services. Understanding the need to be more efficient and innovative in how the state works with communities in identifying needs and solutions, Governor John Hickenlooper has directed state agencies to continue bringing their staff resources and partners to bear in addressing specific projects in four pilot communities, three of which are eligible for state CDBG funds.

- Five Points Neighborhood in Denver
- Fowler
- Monte Vista
- Rifle

These communities all have engaged the state on downtown revitalization efforts and have completed or undertaken sustainability planning for their communities. Additionally, they represent a diverse set of circumstances so as to broaden the lessons learned and practices used. The pilot communities represent different regions of the state and include both urban and rural settings.

The pilot communities formed a team of local leaders from myriad stakeholder groups, including, for example, the municipality, private sector, nonprofits, colleges, school district, hospital, and others. The local team will meet to determine the outcomes the community would like to achieve for their downtown, and select a local champion who will serve as the local lead for the initiative.

These communities serve as pilots for this collaborative approach. Best practices will be shared with communities statewide.

This initiative brings a collaborative, integrated process to leverage technical and existing financial resources to help communities enhance the sustainability of their downtowns. While there is not a dedicated funding source for this initiative, an emphasis will be placed on helping communities better position themselves for existing funds from a variety of sources. The initiative works to break down silos among state agencies, reduce barriers to state resources, and leverage technical and financial resources more efficiently.

There are seven key principles to creating and supporting sustainability within a community.

- Increase economic competitiveness - Invest in education and training for the global economy, attract and position employment centers near housing and transit, expand business access and promote rural economic development that preserves and enhances community identity
- Promote equitable, affordable housing - Identify, encourage and invest in quality, energy efficient, affordable housing near jobs, shopping, and public and recreation amenities
- Support existing communities - Strategically optimize goal driven infrastructure funding to maximize investment, support long term viability and revitalize communities
- Provide more transportation choices - Improve safe, reliable and affordable transportation choices to reduce traffic congestion and improve air quality; create transit-oriented neighborhoods with biking and walking opportunities
- Conserve, responsibly utilize and protect valuable natural resources - Focus investments which plan for and conserve a clean water supply, improve air quality, protect natural resources, and promote local and regional food systems, energy efficiency and renewable energy
- Value healthy communities and neighborhoods - Support unique and historic community characteristics by investing in quality schools, prosperous and sustainable downtowns, and healthy, safe, walkable neighborhoods
- Enhance integrated planning and investment - Align policies to remove barriers, maximize and leverage funding and increase accountability and effectiveness of government programs

The following agencies are actively involved.

- The Colorado Department of Local Affairs (DOLA), as the primary point of contact for the pilot communities provide staff support for the actions that are part of the Initiative. Additionally, DOLA provides technical expertise relating to community development and downtown revitalization;
- The Office of Economic Development and International Trade provide assistance relating to job growth, particularly for small businesses and heritage tourism opportunities;
- The Colorado Department of Transportation provides technical assistance relating to the development of safe, reliable, and affordable transportation choices;
- The Governor's Energy Office provides assistance relating to weatherization, energy conservation and efficiency, and clean energy opportunities;
- The Department of Labor and Employment provide training opportunities for small businesses;
- The Department of Higher Education through History Colorado, the Colorado Historical Society, division of the State Historical Fund I provides assistance for sustainability and economic revitalization efforts;
- The Department of Natural Resources provides assistance relating to potential innovative water conservation strategies;
- The Department of Public Health and Environment provides assistance relating to aging water and wastewater treatment infrastructure opportunities and public health benefits;
- The Department of Health Care Policy and Financing provides assistance relating to enrolling eligible but not enrolled individuals into Medicaid or Child Health Plan Plus and setting up patient and family centered medical homes;
- The Department of Agriculture will provide assistance relating to rural economic opportunity, particularly with respect to locally grown food; and

- The Governor's Climate Change Advisor provides assistance relating to projects with green house gas reduction opportunities.

3. Identify specific long-term and short-term community development objectives in accordance with statutory goals and CDBG objective to provide decent housing, suitable living environment and expand economic opportunities for low- and moderate-income persons.

Create a Suitable Living Environment

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|--|--|----------------|---|---|
| <i>Long-Term Objective: Help communities identify, prioritize and address their sustainability goals.</i> | | | | |
| SL-3(1) Fund acquisition of property for use as public facility to help create or maintain a suitable living environment | Creating a Suitable Living Environment | Sustainability | Sustainability for the purpose of creating suitable living environments | # low/moderate income people w/ access to public facilities in their neighborhood 2010 400 2011 400 2012 368 2013 368 2014 368 |
| SL-3(2) Provide funding for construction or reconstruction of public facilities that primarily benefit low/moderate income persons | Creating a Suitable Living Environment | Sustainability | Sustainability for the purpose of creating suitable living environments | # persons served as a result of public facility improvements 2010 7,500 2011 7,500 2012 6,900 2013 6,900 2014 6,900 # of public facilities constructed and improved 2010 5 2011 5 2012 4 2013 4 2014 4 |
| SL-3(3) Provide funds for planning/capacity building related to infrastructure and capital improvements | Creating a Suitable Living Environment | Sustainability | Sustainability to create suitable living environments | # persons benefitting from the planning 2010 400 2011 400 2012 368 2013 368 2014 368 |
| <i>Long-Term Objective: Meet community needs for shelter or transitional housing</i> | | | | |
| SL-1(2) Provide funds to create/preserve emergency shelter to ensure accessibility to a suitable living environment | Creating a Suitable Living Environment | Accessibility | Accessibility to provide a suitable living environment | # homeless shelter beds assisted 2010 10 2011 10 2012 10 2013 10 2014 10 |
| SL-1(1) Fund essential services and shelter operations with CDBG to increase/retain access to a suitable living environment | Creating a Suitable Living Environment | Accessibility | Accessibility for the purpose of providing suitable living environment | # homeless shelter beds assisted 2010 10 2011 10 2012 20 2013 20 2014 20 |

Create Decent Housing

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|--|------------------|----------------|---|--|
| <u>Long-Term Objective:</u> Preserve the existing supply of affordable rental housing | | | | |
| DH-1(6) Fund rehab only of existing affordable housing rental projects | Decent Housing | Availability | Availability for the purpose of providing decent housing | # of households assisted (For unit goals refer to HOME section) |
| <u>Long-Term Objective:</u> Increase the supply of affordable rental housing to meet community needs | | | | |
| DH-2(2) Provide funds for Acquisition and rehab of rental units to create decent affordable housing | Decent Housing | Affordability | Affordability to create decent housing | # of units assisted (For unit goals refer to HOME section) |
| <u>Long-Term Objective:</u> Increase homeowner-ship for low/mod-income households and minorities | | | | |
| DH-2(3) Fund Home-ownership for low-and moderate-income households to make decent housing affordable | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | # of units assisted (For unit goals refer to HOME section) |
| <u>Long-Term Objective:</u> Preserve home-ownership for low- and moderate-income households | | | | |
| DH-1(4) Provide rehab funding for single-family, owner-occupied housing to preserve accessibility of decent housing for very low-, low- and moderate-income households | Decent Housing | Availability | Availability for the purpose of providing decent housing | # of households assisted (For unit goals refer to HOME section) |
| DH-2(4) Provide funds to prevent homeless and ensure decent affordable housing | Decent Housing | Affordability | Affordability for the purpose of providing decent housing | # of persons avoiding homelessness 2010 500 2011 500 2012 500 2013 500 2014 500 |
| DH-3(1) Foreclosure not a Con Plan Activity | | | | |
| DH-3(2) Fund housing needs assessments that help communities sustain housing balance | Decent Housing | Sustainability | Sustainability of decent housing | # of needs assessments 2010 1 2011 1 2012 1 2013 1 2014 1 |
| <u>Long-Term Objective</u> Create an adequate supply of special needs housing with supportive services | | | | |
| DH-1(1) Provide funds for permanent supportive housing units for special need populations, | Decent Housing | Availability | Availability for the purpose of providing decent housing | # of units assisted (For unit goals refer to HOME section) |

Create Economic Opportunity

| Strategy | HUD Program Goal | HUD Objective | Outcome Statement | Indicator |
|--|-------------------------------|----------------|---|--|
| <i>Long-Term Objective: Provide financial and technical assistance to businesses to create or retain jobs</i> | | | | |
| EO-3(1) Provide financial assistance to business loan funds that provide funds for technical assistance and economic development activities that focus on creating or sustaining jobs. | Expanded Economic Opportunity | Sustainability | Create livable communities by sustaining economic opportunity | # of jobs created or retained 2010 100 2011 100 2012 92 2013 92 2014 92 |
| EO-3(2) Fund public infrastructure for businesses to create or retain jobs | Expanded Economic Opportunity | Sustainability | Create livable communities by sustaining economic opportunity | # of jobs created or retained 2010 100 2011 100 2012 92 2013 92 2014 92 |
| EO-3(3) Provide funding for completion of planning or feasibility studies for businesses or industries that will create or retain jobs | Expanded Economic Opportunity | Sustainability | Create Livable communities by sustaining economic opportunity | # of jobs created or retained 2010 4 2011 4 2012 3 2013 3 2014 3 |

CDBG Program Description

I. Foreword

The State of Colorado, Department of Local Affairs, administers the "State and Small Cities" Community Development Block Grant (CDBG) program for non-entitlement jurisdictions of the State.

The mission of the CDBG program is to improve the economic, social and physical environment of eligible cities and counties in ways that enhance the quality of life for low- and moderate-income residents.

The Department's Division of Housing has "lead" responsibility for housing and homeless assistance projects funded through the program. The Department's Division of Local Government (DLG) is responsible for CDBG-assisted public facilities and community development projects, as well as overall coordination of the State's CDBG program. For economic development projects, DLG works in cooperation with the governor's Office of Economic Development and International Trade (OEDIT)

OEDIT is responsible for promoting and fostering economic development efforts at the local level by providing financial assistance in the form of loans and loan guarantees to businesses in their respective regions. The loan program is locally driven, with each loan fund having its own local loan review committee and local Board of directors who approve the types of businesses they feel will have a positive economic impact in the community.

II. Introduction

The Housing and Community Development Act of 1974 established the federal Community Development Block Grant (CDBG) program. The program purpose is to

help communities meet their greatest community development and redevelopment needs, with particular emphasis on assisting persons of low and moderate income. The overall program consists of three major elements:

The **"entitlement" program.**" The U.S. Department of Housing and Urban Development (HUD) directly administers CDBG to jurisdictions that meet certain thresholds. Entitlement communities are those cities within a metropolitan area that have a population of 50,000 or more, or are designated as a "central city," and counties that are within a metropolitan area that have a combined population of 200,000 or more in their unincorporated areas and non-entitlement municipalities. There are 20 entitlement jurisdictions in Colorado, not eligible for State CDBG. Please refer to Appendix D for the list of entitlement jurisdictions.

The **"non-entitlement,"** or **"State and Small Cities,"** program. This portion of the overall program assists communities that do not qualify for the entitlement program. The State of Colorado assumed responsibility for administration of this portion of the CDBG program starting in federal Fiscal Year 1983. The State is given latitude in its interpretation of requirements and regulations and in the design of its programs through maximum feasible deference (24 CFR Part 570.480(c)). The State of Colorado utilizes this latitude in its design and implementation of its CDBG program.

The **Neighborhood Stabilization Program (NSP)** is available to fund acquisition, rehabilitation and rent or resale of abandoned properties as part of the Housing and Economic Recovery Act of 2008. The State follows its Action Plan for NSP funds which can be found at the following URL address:

http://www.dola.state.co.us/DOH/NSP/ACTION_PLAN_Final_121108.pdf

The State is preparing a plan for NSP3 which is available at <http://dola.colorado.gov/cdh/NSP.htm>

Local Government and Citizen Review and Comment

The State's annual Performance and Evaluation Report provides a basis for review and comment on the performance of the State. Pursuant to the State open records law and the federal CDBG law, records on use of any prior year and future Small Cities CDBG funds by the State or a local government or recipient must be available for access by citizens and units of general local government. The State's records are available through the Department of Local Affairs, 1313 Sherman Street, Room 521, Denver, Colorado. The public may examine these records in the State's offices and obtain copies for a fee during regular working hours.

The State will provide to citizens and to units of general local government reasonable notice of, and an opportunity to comment on, any proposed substantial changes in these program guidelines or in the use of CDBG funds.

Compliance with Federal and State Requirements

DOLA has a CDBG Guidebook, webinars, orientation sessions and applicant workshops provides as tools to assist grantees in complying with the State award terms and Federal regulations. CDBG staff and program coordinator provide ongoing technical assistance and conduct on-site monitoring reviews to ensure federal and State compliance.

III. Goal and Objectives

Goal: Colorado's goal in administering the CDBG program is to operate a program that is responsive, attentive and solutions-oriented by providing technical assistance

and financial resources to local governments and communities throughout Colorado to achieve community development that is revitalizing and sustainable.

Primary Objective: The primary objective of the State's program is the development of viable communities, by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Consistent with this primary objective, the State will use not less than seventy percent (70%) of federal Fiscal Years 2010, 2011, and 2012 funds and State program income for project activities that benefit persons of low and moderate income.

Broad Objectives: The federal Housing and Community Development Act of 1974 establishes three broad national objectives for the CDBG program:

- (1) Benefit persons of low and moderate income;
- (2) Prevent or eliminate slums or blight; and
- (3) Address other urgent needs.

The State will achieve its primary objective funding activities that benefit persons of low and moderate income or aiding in the prevention or elimination of slums or blight. The State may also provide funding for needs that have arisen during the preceding 18-month period that are certified as Urgent Needs.

Additionally, the State and Congress intend that CDBG funds should supplement local financial support for community development activities, rather than reduce it below the level of such support prior to the availability of CDBG assistance.

Benefit to Persons of Low and Moderate Income

Except as otherwise specified in federal law and regulations, the Department of Local Affairs (DOLA) will determine that a local project activity addresses the broad national objective of "benefit to persons of low and moderate income" if at least fifty-one percent (51%) of the beneficiaries of the CDBG-funded project activity are low- and moderate-income persons.

Low- and moderate-income persons are those who are members of households (families for economic development purposes) whose annual incomes do not exceed HUD-prescribed income limits, which are based on eighty percent (80%) of median family income. DOLA posts these HUD income limits on its website at: <http://www.dola.state.co.us/dlg/fa/cdbg/index.html>

Types of activities that benefit low- and moderate-income persons include:

- (1) Housing
- (2) Community Development
- (3) Economic Development

Prevention or Elimination of Slums or Blight

Section X contains the requirements for a project activity to meet the broad national objective of "prevention or elimination of slums or blight." For determining whether a local project activity addresses this broad national objective, the definition of "slum" is the definition of "slum area" contained in 31-25-103 C.R.S., as amended, and, similarly, the definition of "blight" is the definition of "blighted area" contained in 31-25-103, C.R.S., as amended.

Address Other Urgent Needs

Amount available for Urgent Need will be \$100,000. In the event of an Urgent Need, DOLA will utilize funding from contracts that are slow in drawing down funds and then replenish funding in the next CDBG allocation.

To comply with the national objective of meeting community development needs having a particular urgency, DOLA will consider an activity to address this objective if the applicant certifies that conditions exist which:

- ❖ pose a serious and immediate threat to the health or welfare of the community,
- ❖ are of recent origin or recently became urgent,
- ❖ the grantee is unable to finance on its own; and
- ❖ other sources of funds are not available.

A condition will be considered "of recent origin" if it developed or became critical within 18 months preceding the grantee's certification.

Urgent needs include, but are not limited to flood, fire, blizzard, tornado, earthquake, disease or other natural disasters; man-made disasters such as explosion, or contamination of water supplies.

IV. Eligible Activities and Recipients

Eligible Activities: All CDBG-funded projects must be an eligible activity according to Section 105(a) of Title 1 of the Housing and Community Development Act of 1974 as amended.

Eligible Recipients: Eligible cities and towns are those with populations of less than 50,000 or counties with populations of less than 200,000, provided the cities, towns or counties do not participate as members of HUD Urban County Consortiums. Please see Appendix D for a list of jurisdictions that are ineligible to receive State CDBG.

The State encourages arrangements between and among eligible entities to ensure adequate provision of common or related community development activities and services. Also, municipalities and counties may contract with other entities or parties (Councils of Governments, Regional Planning Districts, Special Districts, Local Development Corporations, Downtown Development Authorities, Urban Renewal Authorities, Housing Authorities, non-profit corporations, etc.) to carry out project activities as provided for under statutes (including 31-51-101 (1) (c), 30-11-101 (1) (d), 29-1-203 and 29- 1-204.5, C.R.S., as amended), ordinances and resolutions, and State and local financial management procedures.

Multi-Jurisdictional Projects

A "multi-jurisdictional" project is a joint effort in which two or more municipalities and/or counties carry out an activity that addresses an identified common problem or need. Multi-jurisdictional projects must meet the following specific requirements:

Participating municipalities or counties must authorize one of the participating entities to act as a lead for all of the participants. The lead entity must assume overall responsibility for ensuring the entire project complies with all program requirements. A legally binding cooperation agreement between the lead entity and all other participating municipalities and/or counties must spell out the overall responsibility and any related individual responsibilities.

Each participating jurisdiction must provide opportunities for citizen participation, hearings

and access to information with respect to its project. Each participating jurisdiction must comply with the items listed in VII.2. Grantee Responsibilities in this Action Plan including all aspects of Labor Standards and Civil Rights (e.g. Citizen Participation, Residential Anti-displacement and Relocation Assistance Plan, Fair Housing, and Affirmatively Furthering Fair Housing).

V. Method of Funds Distribution

The State will receive an allocation of \$7,967,210 in FFY 2012. Of this amount, about \$7,628,194 will be available for commitment to local projects, and about \$339,016 (3% of total, or \$239,016 + \$100,000 = \$339,016) will be available to the State for administration of the program and will be matched on a \$ for \$ basis with State funds.

The State plans to use its CDBG award, plus any funds de-obligated from local governments and previous annual grant remaining balances, for public facility, economic development and housing activities. Because funds are distributed through a competitive process, the State cannot predict the ultimate geographic distribution of CDBG resources.

DOLA will distribute CDBG resources through a competitive process to eligible non-entitlement local governments through the divisions who administer these programs. The Division of Housing administers housing programs, the Division of Local Government administers public facility and economic development programs in cooperation with the Governor's Office of Economic Development and International Trade.

No less than seventy percent (70%) of funds received by the State during the period of FFYs 2010, 2011, and 2012 will be used for project activities that benefit low- and moderate-income persons.

CDBG Program Income (Division of Housing Only):

"Program Income" means gross income received by a Grantee: the State, unit of general local government (UGLG) or a sub-recipient of a unit of local government (sub-grantee) that was generated from the use of CDBG funds. When such income is generated by an activity that is partially assisted with CDBG funds, the income shall be prorated to reflect the percentage of CDBG funds used. Program Income, as defined by 24 CFR 570.489(e), includes **but** is not limited to

- ❖ Proceeds from the disposition by sale or long term lease of real property purchased or improved with CDBG funds;
- ❖ Gross income from the use or rental of real property, owned by the Agency that was acquired, rehabilitated, or constructed, with CDBG funds or matching contributions, less costs incidental to generation of the income;
- ❖ Payments of principal and interest on loans made using CDBG funds;
- ❖ Proceeds from the sale of loans made with CDBG funds;
- ❖ Proceeds from the sale of obligations secured by loans made with CDBG funds;
- ❖ Interest earned on funds held in a revolving fund account; and
- ❖ Interest earned on program income pending disposition of the income.

Program Income does not include: loan servicing fees received by a Grantee that result directly from a loan.

Administrative Expenses

Program Income is not to be used for any Administrative Expenses. DOH will fund eligible administrative cost through on-going grants. Eligible administrative costs include salaries, supplies, utilities, marketing costs, and similar expenses necessary for managing the loan portfolio and implementing the housing projects. .

CDBG Revolving fund (RLF)

RLF means a separate fund (with a set of accounts that are independent of other program accounts) established for the purposes of carrying out specific activities which, in turn, generate payments to the fund for use in carrying out such activities.

Miscellaneous Income

CDBG Program Income Converted to Miscellaneous Income: The Division of Housing will consider applications under Section 105(a) (15) for designation as “nonprofit organizations serving the development needs of the communities in non-entitlement areas” and allow income generated by their activities to be converted from CDBG Program Income to Miscellaneous Income. Once an Agency is certified to use Miscellaneous Program Income by DOH, the funds are not subject to Federal Reporting but will be required to report annually to DOH. Funds may be used for DOH approved activities other than the original use in which funds were granted.

Agencies that wish to convert CDBG Program Income into Miscellaneous Income must make a request to DOH and include the following:

- ❖ Must lend in a non-entitlement CDBG area.
- ❖ Must have above standard rating certified by the DOH Asset Manager.
- ❖ Provide Articles of Incorporation and Bylaws of their Community Based Developmental Organization (CBDO) or Community Housing Development Organization (CHDO)
- ❖ Provide biographies that evidence CBDO Board membership consists of:
 - Low to moderate income residents of its service area; or
 - Owners or officers of entities located in the service area; or
 - Representatives of low/moderate organizations in the services area; and
 - No more than one third of the board is elected or appointed public officials or employees of the Agency.
- ❖ Letter from the Local Government verifying the Agency is in good standing for all CDBG grants.
- ❖ Provide history on all CDBG grants that have been awarded to Agency by DOH.
- ❖ Report on all Miscellaneous Income activities on an annual basis.
- ❖ Provide narrative on the desired use of funds.

Recapture (Division of Housing only)

DOH reserves the right to recapture Program Income, RLF or Miscellaneous Income which fail to adequately meet DOH policy or statutory/regulatory requirements.

DOH will consider recapturing Program Income for the following reasons:

- Changes in policy or procedures regarding Program Income from HUD;
- Program Income balance exceeds program funds that can be used within a two year period;
- Program Income is not being used for an approved activity; or
- Agency is out of compliance with DOH RLF Guidelines

Program Income that is returned to the State from the Agency and Sub-Agency will be used to make new grants for affordable housing projects throughout the State.

Interim/Short-Term Financing Grant Program

In order to maximize the use of these funds, which are available under letters of credit from HUD, the State may choose to use the funds to provide grants to eligible recipients for interim or short-term financing of eligible economic development, housing and public facilities activities that are consistent with the federal and State program goals and objectives. The State will use program income or other funds paid to the State under the Interim/Short-Term Financing Grant Program to meet its other grant commitments to recipients.

Because the availability of funds for subsequent use depends on the payment of these funds from the initial user, there is some risk to subsequent users. The State will minimize this risk through the use of irrevocable and unconditional letters of credit (to be required by recipients of borrowers, so that letter of credit proceeds will be available to the State through recipients) and/or other appropriate measures.

For proposals under Interim/Short-Term Financing Grants, the State will consider:

- ❖ Proposed direct benefit of the project activities to low- and moderate-income persons.
- ❖ The nature and extent of the effect of interim/short-term financing on project cost, feasibility and benefit, including the consequences of not providing a grant for the interim/short-term financing.
- ❖ The likelihood that program income or other funds will be available to the State in the amount and at the time proposed by the recipient so that the State will be able to meet its other grant commitments to recipients.
- ❖ If the interim/short-term assistance is to be provided to a private, for-profit entity to carry out an economic development project, the State will determine whether the assistance is "appropriate" (as required by federal statute, regulation and policy).

Regular Grant Program Funding

Three divisions of the State utilize CDBG funds: the Division of Local Government, the Division of Housing, and the Office of Economic Development and International Trade. These divisions collaborate to create a seamless approach to funding community development needs. The State will set approximate funding for the three major categories of projects and activities for FFY2012 as follows:

| | Program Income | FFY2012 |
|---|----------------|--------------------|
| Economic Development | \$0 | \$2,542,731 |
| Housing | \$0 | \$2,542,731 |
| Public Facilities/Community Development | <u>\$0</u> | <u>\$2,542,732</u> |
| | \$0 | \$7,628,194 |

More or less than these amounts for each project category may actually be awarded, depending on the relative quality and quantity of proposals received and on State priorities.

The State will provide information upon request, for those communities interested in applying for guaranteed loan funds under subpart M, the Section 108 Loan guarantee program as well as give consideration to funding multi-year and/or multipurpose applications.

Maximum and Minimum Grant Amounts

The Department of Local Affairs has set no absolute limits to the amount of funding an applicant may request. The Department suggests that \$500,000 be considered the maximum grant guideline for public facility or community development projects. There is no suggested maximum for housing projects. There is no maximum limit for economic development projects. Suggested guidelines vary based on the use of funds.

Review Process for Housing, Public Facilities, and Community Development Proposals

(1) The Department of Local Affairs will consider public facilities and community development proposals during specified application periods or in conjunction with funding cycles established by the Department. DOLA will post application cycles on its web page and advise local government associations and regional organizations of application opportunities.

(2) The term "community development proposals" includes such projects as public improvements in downtown or other commercial areas, public and private non-profit tourist facilities and attractions, public and private non-profit business incubators, and rehabilitation of publicly and privately owned non-residential properties when such properties are integral parts of local government sanctioned and planned community redevelopment efforts, or when such properties are of key historic or commercial importance to a community or neighborhood.

(3) Because housing, public facility and economic development projects are administered by separate DOLA divisions, the application review and award process is different for all. However, all CDBG applications will initially be reviewed for the following:

Applicant Eligibility

Activity Eligibility

National Objective Eligibility

Consolidated Plan Funding Priorities

The project's benefit to low- and moderate-income persons or households

Division of Local Government Application Process:

Public facility applications are reviewed by CDBG staff and are evaluated on the following:

Demonstrated need

Implementation of the project and maintaining its operation

Number and economic status of individuals affected by the need

Level of Urgency

Project's readiness to go

Public and Private commitments and review of the local government's financial status

Management capacity (whether or not the local government has organizational/financial capacity and authority to address the need).

Rating criteria is used, and a consensus is reached on level of funding recommendation that will be made. The funding recommendation is forwarded to the Executive Director of the Department of Local Affairs. The Department Executive Director considers staff review recommendations and makes the final funding decision based on the project review factors.

DLG utilizes a competitive application process, in which multiple grant applications are reviewed, rated and ranked. Grants are awarded to those applicants that most closely met the selection criteria established by the Division of Local Government. Review criteria is based both on programmatic requirements and the applicant's ability to carry out the grant.

Review criteria include, but are not limited to the following:

- ❖ Project need
- ❖ Project sustainability (using the department's seven sustainability principles listed in the Consolidated Plan's Neighborhood Revitalization Strategy Sustainable Main Streets Initiative)
- ❖ Financial and administrative capacity of the applicant
- ❖ Geographic coverage
- ❖ Applicant's past performance as a grantee of the State

(4) The Department may end or defer consideration of public facilities/community development proposals when funds are exhausted or proposals are incomplete or premature.

Housing proposals will be considered during specific application periods by the Division of Housing (DOH). DOH may end or defer consideration of housing proposals when funds available have been exhausted and when proposals are incomplete or premature. Business development proposals involving the provision of financial assistance for private-for-profit and nonprofit businesses will be received and considered on a continuous basis by the governor's Office of Economic Development and International trade. The Governor's Financial Review Committee reviews business development proposals and makes final funding decisions.

DOH Applications. Regional field and program staff review each application and reach a consensus on a recommended level of funding, although they do not assign points. Recommendations range from full funding, to high or low partial funding, to no funding.

The staff forwards the results of its review to the Executive Director of the Department of Local Affairs, who may consult with the State Housing Board or other advisory groups on the proposal. The consultation may be by telephone or mail, or may involve a meeting or hearing. The State Housing Board has set a competitive application cycle for each HUD activity type that will allow for the direct comparison of programs, developments and agencies to ensure funding of those projects with the best merits. The State Housing Board will allocate dollars by activity type.

DOH will use CDBG funds for homeless services in *non-entitlement* areas only, consistent with funding provided to the ESG program.

The Governor's Office of Economic Development and International Trade (OEDIT) will receive and consider business development proposals involving the provision of financial assistance for private-for-profit and nonprofit businesses. OEDIT staff will evaluate proposals using the same three major factors as noted above for housing. The Governor's Financial Review Committee reviews business development proposals and makes final funding decisions.

Review Process for Business Development Proposals for Private Businesses

The Colorado Governor's Office of Economic Development and International Trade (OEDIT) will accept and consider business development proposals that involve providing financial assistance to private for-profit and non-profit businesses (except for financing for "community development proposals," as previously described) on a continuous basis. Such proposals include those that would provide:

- ❖ funding through local or regional loan funds,
- ❖ infrastructure to benefit specific businesses and
- ❖ feasibility/planning studies to benefit specific businesses.

The OEDIT may end or defer consideration of business financing proposals when funds available for such projects are exhausted and when applications are incomplete or premature. Staff members will evaluate proposals using the same three major factors as noted above for housing, public facilities, and community development proposals. The Colorado Governor's Financial Review Committee will review the economic development proposals and make final funding decisions.

Review Factors

For projects including supportive human services activities (including job training and day care aspects of economic development projects):

- ❖ How are such activities critical to the accomplishment of overall objectives?
- ❖ Will CDBG funding supplant local, federal or state assistance available for activities?
- ❖ Is the requested CDBG assistance for such activities sufficient to complete the activities, or must the activities continue in order to achieve overall objectives?
- ❖ What percentage of total project costs will be spent on these activities?

For economic development projects:

- ❖ How many permanent jobs (both full-time and part-time) will the proposed project create and/or retain?
- ❖ Are the required factors used to determine that assistance to a private, for-profit entity "appropriate?"
- ❖ What types of permanent jobs will be created or retained?
- ❖ What effect will the proposed project have on the local tax base?
- ❖ Does the proposal give adequate consideration to the relationships between job training needs, resources available, and the proposed project?
- ❖ When the proposed project involves public improvements in the central business district, are the proposed improvements being undertaken in designated slums or blighted areas?
- ❖ When the proposed project involves industrial sites and/or facilities, is a prospect "in hand?"

For economic development projects that involve grants or business loan funds or loan guarantees:

- ❖ At what point will the full amount of the loan(s) be repaid, if applicable?
- ❖ Is the local selection process for grants, loans, and other forms of assistance open and equitable, and does it address the greatest needs to the extent feasible?

For site acquisition and/or other development projects:

- ❖ Does the site meet lender or other site selection standards?
- ❖ Are preliminary engineering/architectural designs or plans, specifications and cost estimates or studies completed? What is the completion date for final plans, specifications and cost estimates?

- ❖ Has the applicant completed the proper studies to demonstrate that there is a market for the proposed project and that it is financially feasible?

c. Is the proposal consistent with local development strategies and coordination with other activities.

For all projects:

- ❖ How long has the proposed project been a priority or identified in an approved plan?
- ❖ What is the priority for the proposed project relative to other CDBG and Impact requests?
- ❖ Is the proposed project compatible with existing local planning regulations, such as zoning ordinances and subdivision regulations?
- ❖ How is the proposed project part of and consistent with an overall local capital improvements and maintenance plan and budget?
- ❖ If the community is included in an adopted development strategy or comprehensive plan for a larger geographic area, is the proposed project compatible with such a strategy or plan?
- ❖ How long has the proposed project represented a documented need?
- ❖ To what extent does the proposed project complement, supplement or support other local, State or federal projects, programs or plans already in effect or to be implemented?
- ❖ Is there duplication of effort or overlap?
- ❖ To what extent does the proposed project further related local projects or plans?
- ❖ If the proposed project lends itself to a multi-jurisdictional approach, has the applicant adequately considered such a joint approach?
- ❖ When projects involve public improvements in the central business district, are downtown public improvements being undertaken in coordination with, or by a representative local economic development organization?

2. Public and Private Commitments. This factor evaluates the extent of public and private commitment to the proposed project. Staff members will consider both the amount or value and the viability of those commitments. Communities are strongly encouraged to take primary responsibility for resolving their housing, economic development and public facilities problems. In specific projects, this may involve making financial commitments; adjusting development regulations, user rates and fees, and capital construction and maintenance programs; creating improvement districts; establishing development and redevelopment authorities; and generally sharing in or leveraging funds and management for development and redevelopment.

a. Local Financial Commitments.

For all projects:

- ❖ To the extent of their abilities, have the local government, project participants and beneficiaries engaged and/or committed to engage generally in taxing efforts to address their own continuing development and maintenance needs?
- ❖ To the extent of their abilities, have the local government and local project participants and beneficiaries appropriated/committed funds specifically for the proposed project and/or committed to alter fees to ensure the success of the specific project?
- ❖ When the proposed project involves business loan funds or loan guarantees, what is the ratio of private and/or local public investment to the amount of CDBG funds requested? How was this determined?
- ❖ When the proposed project involves public improvements in the central business district, has the private sector demonstrated a commitment to

reinvest (e.g., through formation of an improvement district or through committing to business loans)?

- ❖ When a proposed development project requires interim and/or permanent financing, is the needed financing firmly committed? If not, is there a conditional or preliminary commitment, and what is the likelihood that a firm commitment will be made?

b. Local Non-Financial Commitments

For all projects:

- ❖ If necessary, has the community committed to alter local regulations to ensure the success of the project?
- ❖ Has the community made good faith efforts to involve residents, including low- and moderate-income persons and minorities, in assessing community needs and developing strategies to address its needs?
- ❖ Have the directly affected parties in the community demonstrated active support for the project?

c. Other Commitments

For all projects:

- ❖ Have any grant funds been sought for or committed to the proposed project?
- ❖ What are the sources, amounts and availabilities of these grant funds?

3. Management Capability. The purpose of considering this factor is to evaluate the ability of the local government submitting the proposal to administer the project as described.

a. Staff and Contractors

For all projects:

- ❖ Does the local government have adequate and experienced programmatic and fiscal staff and contractors, or has the applicant thoroughly considered the types of staff and contractor experience and qualifications necessary to carry out the project, including extensive statutory and regulatory requirements?
- ❖ How have the local government and its contractors performed in the past in carrying out development and redevelopment activities, and any type of activity with extensive statutory and regulatory requirements?
- ❖ To what extent will local government staff be directly involved in project management?
- ❖ What criteria and procedures will the local government use for selecting contractors?
- ❖ Have the roles and responsibilities of project participants been clearly established?

For economic development projects:

- ❖ Has the local government established an advisory or decision-making committee knowledgeable in economic development matters, including small business support, industrial recruiting, business loan funds, etc.?
- ❖ Does the jurisdiction have business management experience sufficient to review pro forma, cash flow statements and business plans? If not, how will these tasks be accomplished?

b. Budget

DOLA staff will compare administrative and other costs with those of other similar proposals.

For all projects:

- ❖ Are the proposed administration and overall project budgets (including appropriate development and operating budgets in the case of development projects) adequate, reasonable and realistic given the project work plan?

c. Statutory and Regulatory Compliance

- ❖ Does the proposed project involve or result in residential displacement? If so, has the applicant taken all reasonable steps to minimize displacement? Is there a plan to replace all low/moderate income housing demolished or converted, and to assist persons being relocated?
- ❖ Does the proposed project involve real property acquisition or relocation of any persons or businesses? Does it trigger Uniform Relocation Act requirements? Are cost and time requirement estimates reasonable?
- ❖ Are estimated labor wage costs reasonable? (Especially, has the applicant considered whether the proposed project is subject to Davis-Bacon prevailing wage requirements?)
- ❖ Is the proposed project in a floodplain or geological hazard area, or does it affect cultural or historic resources? Are there other environmental considerations? If so, what mitigation measures are proposed and what alternatives have been considered?

VI. Technical Assistance

The State will continue a coordinated technical assistance program to assist communities with CDBG project management and project formulation and planning, particularly in coordination with State programs such as Impact grants, housing grants and loans, and economic development funds. The State will target special project management technical assistance to communities that have never administered a CDBG grant, and to those that have experienced or are experiencing difficulty in administering a CDBG grant. Project formulation and planning assistance will be targeted to communities that need more long-term technical assistance to prepare for CDBG or other State funding in the future, and that have committed to undertake overall development and maintenance planning and budgeting efforts.

To provide consistent guidance to CDBG recipients, the DOLA will have a CDBG Program Coordinator. State technical assistance may be in the form of personal contact with local government officials and staff, workshops, brokering assistance from private or local public sources, and documents and materials. Staff members have prepared a CDBG Guidebook that is available online at http://dola.colorado.gov/cdbg_guidebook. The Guidebook contains information on Project Start-up, Financial Management, Reporting, Environmental Review, Civil Rights, Acquisition, Relocation, Labor and Construction, Project Close-Out, and Monitoring. All sections are available in PDF or Word format. DOLA also gives this Guidebook to grantees in hard copy and/or Compact Disc (CD) format at the time of award.

VII. Grantee Responsibilities

Municipal and county governments are strongly encouraged to take primary responsibility for resolving housing and community development problems. In specific projects, this may involve adjusting development regulations, user rates and fees and capital construction and maintenance programs, creation of improvement districts, and generally sharing in or leveraging funds and management for development and redevelopment.

Local governments and project sponsors are also strongly encouraged to use advisory committees and assessment tools in evaluating needs and in formulating, implementing and modifying local development and redevelopment strategies. Use of such committees or tools can often lend continuity and objectivity to the planning and development process. Additionally, applicants must comply with the following specific requirements by addressing the preceding "Review Factors" and providing specific certifications and statements:

1. Develop or adopt a community development plan that gives priority to activities that will benefit persons of low and moderate income, or aid in the prevention or elimination of slums or blight. An applicant may also certify that specific activities are designed to meet other community development needs that have arisen during the preceding 12-month period and have 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. Provide opportunities for citizen participation, public hearings, and access to information in a timely manner with respect to its community development plan, specifically including:

- ❖ Furnishing citizens information concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and its plans for minimizing displacement of persons as a result of activities assisted with CDBG funds and to assist persons actually displaced as a result of such activities;
- ❖ Publishing a proposed project plan/application in a manner that affords affected citizens an opportunity to examine its content and to submit comments on the proposed project plan/application and the community development performance of the applicant;
- ❖ Holding one or more public hearings to obtain the views of citizens on community development and housing needs;
- ❖ Providing citizens with reasonable access to records regarding its past use of CDBG funds;
- ❖ In preparing its project plan/application, considering any such comments and views and, if deemed appropriate, modifying the proposed project plan/application;
- ❖ Making the final project plan/application available to the public;
- ❖ In the event it is awarded CDBG funds by the State, the jurisdiction must provide citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of CDBG funds from one eligible activity to another by following the same procedures required in this paragraph for the preparation and submission of the final project plan/application.

3. Follow a detailed citizen participation plan which:

- ❖ Provides for and encourages citizen participation, particularly by persons of low and moderate income who are residents of slum and blight areas and areas in which CDBG funds are proposed to be used;
- ❖ Provides citizens with reasonable and timely access to local meetings, information, and records relating to its proposed and actual use of CDBG funds;
- ❖ Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the applicant;
- ❖ Provides for public hearings to obtain citizen views and to respond to proposals

and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance. These hearings shall be held after adequate notice at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;

- ❖ Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
- ❖ Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

4. Prior to submitting a proposal for funds, identify and document community development and housing needs, including the needs of low- and moderate- income persons, and the activities to be undertaken to meet such needs.

5. Follow a residential anti-displacement and relocation assistance plan which shall in the event of such displacement, provide that:

- ❖ Governmental agencies or private developers shall provide comparable replacement dwellings for the same number of occupants as could have been housed in the habitable low- and moderate-income dwelling units that were demolished or converted to a use other than for housing for low- and moderate-income persons, and provide that such replacement housing may include existing housing assisted with project based assistance provided under Section 8 of the United State's Housing Act of 1937;
- ❖ Such comparable replacement dwellings shall be designed to remain affordable to persons of low and moderate income for 10 years from the time of initial occupancy;
- ❖ Relocation shall be provided for all low- or moderate-income persons who occupied housing demolished or converted to a use other than for low- or moderate-income housing, including reimbursement for actual and reasonable moving expenses, security deposits, credit checks, and other moving-related expenses, including any interim living costs; and, in the case of displaced persons of low and moderate income, provide either:
- ❖ Compensation sufficient to ensure that, for a 5-year period, the displaced families shall not bear, after relocation, a ratio of shelter costs to income that exceeds 30 percent; or
- ❖ If elected by a family, a lump-sum payment equal to the capitalized value of the benefits available under sub-clause (I) to permit the household to secure participation in a housing cooperative or mutual housing association:
- ❖ Persons displaced shall be relocated into comparable replacement housing that is:
 - decent, safe, and sanitary
 - adequate in size to accommodate the occupants
 - functionally equivalent
 - in an area not subject to unreasonably adverse environmental conditions.

6. Will not plan or attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG 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, unless (A) CDBG funds received are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG; or (B) for the purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies to the

State that it lacks sufficient funds received from the State to comply with the requirements of (A).

7. Conduct and administer its program in conformity with the Civil Rights Act of 1964 and The Fair Housing Act.

8. Complete a self-evaluation of its current policies and practices to determine whether they meet the requirements of Section 504 of the Rehabilitation Act of 1973 as amended and the HUD implementing regulations at 24 CFR Part 8.

9. Comply with other provisions of Title I of the Act and other applicable federal and state laws and regulations. (A summary of many of the federal laws and regulations is contained in Section VIII.)

Finally, it should be noted that, to the greatest extent permitted by federal law and regulations, it is the State's intent that the local governments' monitoring and evaluation of projects be in accordance with program and financial oversight responsibilities to their citizens under State statutes and fiscal rules. Principal matters for monitoring and evaluation will be project progress, financial management, subcontracts, documentation, project benefit to low- and moderate- income persons, and compliance with federal and state laws and regulations. The State shall require quarterly financial and program performance reports, a completion performance report and other reports. An audit is required. Information requested will provide the State with a basis for evaluation of grantee performance. In addition, the reports will provide additional assurance of compliance with applicable federal and State laws and regulations.

VIII. Federal Laws and Regulations Applicable To the State-Administered Community Development Block Grant Program

National Environmental Policy Act of 1969 (42 USC 4321 et seq.), as amended, and the implementing regulations of HUD (24 CFR Part 58) and of the Council on Environmental Quality (40 CFR Parts 1500 - 1508) providing for establishment of national policy, goals, and procedures for protecting, restoring and enhancing environmental quality.

National Historic Preservation Act of 1966 (16 USC 470 et seq.), as amended, requiring consideration of the effect of a project on any district, site, building, structure or object that is included in or eligible for inclusion in the National Register of Historic Places.

Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971 (36 FR 8921 et seq.) requiring that federally-funded projects contribute to the preservation and enhancement of sites, structures and objects of historical, architectural or archaeological significance.

The Archaeological and Historical Data Preservation Act of 1974, amending the Reservoir Salvage Act of 1960 (16 USC 469 et seq.), providing for the preservation of historic and archaeological data that would be lost due to federally-funded development and construction activities.

Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951 et seq.) prohibits undertaking certain activities in flood plains unless it has been determined that there is no practical alternative, in which case notice of the action must be provided and the action must be designed or modified to minimize potential damage.

Flood Disaster Protection Act of 1973 (42 USC 4001), placing restrictions on eligibility and acquisition and construction in areas identified as having special flood hazards.

Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961 et seq.), requiring review of all actions proposed to be located in or appreciably affecting a wetland. Undertaking or assisting new construction located in wetlands must be avoided unless it is determined that there is no practical alternative to such construction and that the proposed action includes all practical measures to minimize potential damage.

Safe Drinking Water Act of 1974 (42 USC 201, 300 et seq., 7401 et seq.), as amended, prohibiting the commitment of federal financial assistance for any project which the Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal drinking water source for an area.

The Endangered Species Act of 1973 (16 USC 1531 et seq.), as amended, requiring that actions authorized, funded, or carried out by the federal government do not jeopardize the continued existence of endangered and threatened species or result in the destruction or modification of the habitat of such species which is determined by the Department of the Interior, after consultation with the State, to be critical.

The Wild and Scenic Rivers Act of 1968 (16 USC 1271 et seq.), as amended, prohibiting federal assistance in the construction of any water resources project that would have a direct and adverse affect on any river included in or designated for study or inclusion in the National Wild and Scenic Rivers System.

The Clean Air Act of 1970 (42 USC 1857 et seq.), as amended, requiring that federal assistance will not be given and that license or permit will not be issued to any activity not conforming to the State implementation plan for national primary and secondary ambient air quality standards.

HUD Environmental Criteria and Standards (24 CFR Part 51), providing national standards for noise abatement and control, acceptable separation distances from explosive or fire prone substances, and suitable land uses for airport runway clear zones.

Section 104(d) of the Housing and Community Development Act of 1974, as amended (42 USC 5301), known as the "Barney Frank Amendment," and the HUD implementing regulations requiring that local grantees follow a residential anti-displacement and relocation assistance plan that provides for the replacement of all low/moderate income dwelling units that are demolished or converted to another use as a direct result of the use of CDBG funds, and which provides for relocation assistance for all low/moderate income households so displaced.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. -- Title III, Real Property Acquisition (Pub. L. 91-646 and HUD implementing regulations at 49 CFR Part 24), providing for uniform and equitable treatment of persons displaced from their homes, businesses, or farms by federal or federally-assisted programs and establishing uniform and equitable land acquisition policies for federal assisted programs. Requirements include bona fide land appraisals as a basis for land acquisition, specific procedures for selecting contract appraisers and contract negotiations, furnishing to owners of property to be acquired a written summary statement of the acquisition price offer based on the fair market price, and specified procedures connected with condemnation.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, -- Title II, Uniform Relocation Assistance (Pub. L. 91-646 and HUD implementing regulations at 49 CFR Part 24), providing for fair and equitable

treatment of all persons displaced as a result of any federal or federally-assisted program. Relocation payments and assistance, last-resort housing replacement by displacing agency, and grievance procedures are covered under the Act. Payments and assistance will be made pursuant to State or local law, or the grant recipient must adopt a written policy available to the public describing the relocation payments and assistance that will be provided. Moving expenses and up to \$22,500 for each qualified homeowner or up to \$5,250 for each tenant are required to be paid.

Davis-Bacon Fair Labor Standards Act (40 USC 276a - 276a-5) requiring that, on all contracts and subcontracts which exceed \$2,000 for federally-assisted construction, alteration or rehabilitation, laborers and mechanics employed by contractors or subcontractors shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor. (This requirement applies to the rehabilitation of residential property only if such property is designed for use of eight or more families.)

Assistance shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the services of, or fund any subcontractor or sub-recipient during any period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR Part 24.

Contract Work Hours and Safety Standards Act of 1962 (40 USC 327 et seq.) requiring that mechanics and laborers employed on federally-assisted contracts which exceed \$2,000 be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work week.

Copeland "Anti-Kickback" Act of 1934 (40 USC 276 (c)) prohibiting and prescribing penalties for "kickbacks" of wages in federally-financed or assisted construction activities.

The Lead-Based Paint Poisoning Prevention Act -- Title IV (42 USC 4831) prohibiting the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance, and requiring notification to purchasers and tenants of such housing of the hazards of lead-based paint and of the symptoms and treatment of lead-based paint poisoning.

Section 3 of the Housing and Community Development Act of 1968 (12 USC 1701 (u)), as amended, providing that, to the greatest extent feasible, opportunities for training and employment that arise through HUD-financed projects, will be given to lower-income persons in the unit of the project area, and that contracts be awarded to businesses located in the project area or to businesses owned, in substantial part, by residents of the project area.

Section 109 of the Housing and Community Development Act of 1974 (42 USC 5309), as amended, providing that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of race, color, national origin or sex under any program or activity funded in whole or in part under Title I (Community Development) of the Act.

Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 USC 2000 (d)) prohibiting discrimination on the basis of race, color, religion or religious affiliation, or national origin in any program or activity receiving federal financial assistance.

The Fair Housing Act (42 USC 3601-20), as amended, prohibiting housing discrimination on the basis of race, color, religion, sex, national origin, handicap and familial status.

Executive Order 11246 (1965), as amended by Executive Orders 11375 and 12086, prohibiting discrimination on the basis of race, color, religion, sex or national origin in

any phase of employment during the performance of federal or federally-assisted contracts in excess of \$2,000.

Executive Order 11063 (1962), as amended by Executive Order 12259, requiring equal opportunity in housing by prohibiting discrimination on the basis of race, color, religion, sex or national origin in the sale or rental of housing built with federal assistance.

Section 504 of the Rehabilitation Act of 1973 (29 USC 793), as amended, providing that no otherwise qualified individual shall, solely by reason of a handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal funds.

Age Discrimination Act of 1975, (42 USC 6101), as amended, providing that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funds.

Armstrong/Walker "Excessive Force" Amendment, (P.L. 101-144) & Section 906 of Cranston-Gonzalez Affordable Housing Act of 1990, requiring that a recipient of HUD funds certify that they have adopted or will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within their jurisdiction against individuals engaged in nonviolent civil rights demonstration; or fails to adopt and enforce 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 demonstration within its jurisdiction.

Government-wide Restriction on Lobbying, (P.L. 101-121), prohibits spending CDBG funds to influence or attempt to influence federal officials; requires the filing of a disclosure form when non-CDBG funds are used for such purposes; requires certification of compliance by the State; and requires the State to include the certification language in grant awards it makes to units of general local government at all tiers and that all sub-recipients shall certify accordingly as imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Department of Housing and Urban Development Reform Act of 1989 (24 CFR Part 12) requiring applicants for assistance for a specific project or activity from HUD, to make a number of disclosures if the applicant meets a dollar threshold for the receipt of covered assistance during the fiscal year in which an application is submitted. An applicant must also make the disclosures if it is requesting assistance from HUD for a specific housing project that involves assistance from other governmental sources.

Public Law 110-289, Housing and Economic Recovery Act of 2008 (HERA), pertaining to the Neighborhood Stabilization Program funding.

Public Law 111-5, American Recovery and Reinvestment Act of 2009 (ARRA), as it pertains to the Neighborhood Stabilization Program (NSP1 and NSP3); Community Development Block Grant – Recovery Program (CDBG-R); and Homeless Prevention And Rapid Re-housing Program (HPRP).

X. Definitions - Slums and Blight

State Statutory Definitions

Blight Area. Blighted area, per CRS §31-25-103, means an area that, in its present condition and use and, by reason of the presence of at least four of the following factors, substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare:

- (a) Slum, deteriorated, or deteriorating structures;
- (b) Predominance of defective or inadequate street layout;
- (c) Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
- (d) Unsanitary or unsafe conditions;
- (e) Deterioration of site or other improvements;
- (f) Unusual topography or inadequate public improvements or utilities;
- (g) Defective or unusual conditions of title rendering the title nonmarketable;
- (h) The existence of conditions that endanger life or property by fire or other causes;
- (i) Buildings that are unsafe or unhealthy for persons to live or work in because of building code violations, dilapidation, deterioration, defective design, physical construction, or faulty or inadequate facilities;
- (j) Environmental contamination of buildings or property;
- (k) (Deleted by amendment, L. 2004, p. 1745, § 3, effective June 4, 2004.)
- (k.5) The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, buildings, or other improvements; or
- (l) If there is no objection by the property owner or owners and the tenant or tenants of such owner or owners, if any, to the inclusion of such property in an urban renewal area, "blighted area" also means an area that, in its present condition and use and, by reason of the presence of any one of the factors specified in paragraphs (a) to (k.5) of this subsection 2.2, substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare. For purposes of this paragraph (l), the fact that an owner of an interest in such property does not object to the inclusion of such property in the urban renewal area does not mean that the owner has waived any rights of such owner in connection with laws governing condemnation.

Blighted Structure. A blighted structure has one or more of the following conditions: (1) Physical deterioration of buildings or improvements; (2) Abandonment; (3) Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings; (4) Significant declines in property values or abnormally low property values relative to other areas in the community; or (5) Known or suspected environmental contamination; (6) The public improvements throughout the area are in a general state of deterioration. The State also accepts local determinations.

Slum Area. Slum area, per CRS §31-25-103, means an area in which there is a predominance of buildings or improvements, whether residential or nonresidential, and which, by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding or the existence of conditions which endanger life or property by fire or other causes, or any combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime and is detrimental to the public health, safety, morals, or welfare.

Federal Regulatory Definitions and Clarifications

Activities meeting the following criteria, in the absence of substantial evidence to the contrary, will be considered to aid in the prevention or elimination of slums or blight:

1. Activities to address slums or blight on an area basis. An activity will be considered to address prevention or elimination of slums or blight in an area if:

The area, delineated by the grantee, meets a definition of a slum, blighted, deteriorated or deteriorating area under State or local law;

Throughout the area there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration;

Documentation is maintained by the grantee on the boundaries of the area and the condition which qualified the area at the time of its designation; and

The assisted activity addresses one or more of the conditions that contributed to the deterioration of the area.

Rehabilitation of residential buildings carried out in an area meeting the above requirements will be considered to address the area's deterioration only where each such building rehabilitated is considered substandard under local definition before rehabilitation, and all deficiencies making a building substandard have been eliminated if less critical work on the building is undertaken. At a minimum, the local definition for this purpose must be such that buildings that it would render substandard would also fail to meet the housing quality standards for the Section 8 Housing Assistance Payments Program-Existing Housing (24 CFR 882.109).

2. Activities to address slums or blight on a spot basis. Acquisition, clearance, relocation, historic preservation and building rehabilitation activities that eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area will meet this objective. Under this criterion, rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety.

XI. Eligible Activities

Eligible activities and services under the Community Development Block Grant (CDBG) Program are those which are:

consistent with the stated program goal and objectives; and

included as eligible activities under Section 105 of Title I of the Housing and Community Development Act of 1974 (the "Act"), as amended, and are otherwise eligible under other sections of Title I and under detailed federal regulations,

included as eligible activities under the Housing and Economic Recovery Act of 2008 (HERA), Title III,

included as eligible activities under the American Recovery and Reinvestment Act of 2009 (ARRA), Title III.

Antipoverty Strategy

- **Describe the actions that will take place during the next year to reduce the number of poverty level families.**

According to the 2009 American Community Survey, 13.4% of all Colorado families had incomes below the poverty level. The poverty rate is defined as a family of four earning less than \$22,314 a year. For the U.S., 15.1% of all families had incomes below the poverty level – the highest since 1993. For an individual, the poverty line is set at \$11,139. The percent of persons living in poverty in Colorado escalated over the past decade. In 2000, the poverty rate was 9.2%

Employment

For any household, family or individual, the fundamental “antipoverty strategy” is a good job. Thus, the key element for lifting people out of poverty is jobs – creating and retaining job, helping people acquire the right skills to fill those job, and connecting the unemployed to jobs.

The Office of Economic Development and International Trade (OEDIT) focuses its use of CDBG funding on job creation. By helping provide businesses and local governments with the funding and infrastructure they need to grow and maintain a healthy business environment, OEDIT enables businesses to create and retain jobs, most (at least 51%) of which must be filled by people with low to moderate incomes.

HUD’s formula grants to DOLA also contribute to creating and retaining jobs in Colorado, although that is not their primary purpose. DOLA has recently begun analyzing the number of jobs created by its use of funds. This analysis indicates that DOLA investments of HUD funds for community development and housing created 1,666 jobs during 2010-2011 alone.

The Temporary Assistance to Needy Families (TANF) Program is an essential tool Colorado uses to help people become employed. Each Colorado county designs how it will administer TANF funds to help reduce poverty. The TANF system is highly dependent on TANF families receiving job training, housing, childcare, transportation, family health care, educational support and continuous employment. Providing training and employment opportunities to TANF recipients has been a challenge for many counties, especially those with limited job availability.

In accordance with federal statutes, the Colorado Works Program imposes a 60-month cumulative lifetime limit for receipt of basic cash assistance, and requires most adult recipients to be in a work activity within 24 months of being deemed job-ready.

Housing and Supportive Services

Coordination of supportive services is a key factor in helping families escape poverty. Federal departments including Agriculture, Education, Health and Human Services, and Housing and Urban and Development have asked state departments to plan and coordinate their supportive service programs and create a unified plan for requesting future block grant federal funding. Local governments and non-profits must also coordinate supportive services in their local areas to apply for new program funding. The coordinated linking of job training, education, employment opportunities, childcare, transportation, housing and food stamps will enable poverty-stricken

families in poverty to receive all the benefits they need to become self-sufficient and get off the welfare rolls.

The Division of Housing's uses funding as a catalyst for other sustainable housing efforts. Since 2009, the Division has used Neighborhood Stabilization Program (NSP) funding to assist local governments and nonprofit agencies with activities that helped stabilize neighborhoods in areas highly impacted by foreclosures. More than twenty-five percent of the DOH NSP allocation assisted persons who earn less than 50 percent of the Area Median Income (AMI).

The Division of Housing finances hard project costs such as housing construction or rehabilitation, or soft costs such as rental subsidies through its other housing programs. The direct impact of housing development is quality housing and additional construction jobs for a community.

Colorado Housing Finance Authority (CHFA) also explores ways to provide low-interest loans for housing development that serves families at 30% of AMI. The Division and CHFA, as well as other housing agencies, often coordinate their funding in order to make affordable housing projects successful. CHFA and DOH are also collaborating to preserve affordable housing projects that have financial problems due to the economic slow down, resultant vacancy issues and intense market competition.

DOH may receive Housing Development Grant (HDG) funds for State fiscal year 2012 for affordable housing, homeless shelters or transitional housing units. When available, these State funds are the most flexible of the Division's funding, and allow tailored community solutions to help ensure that the poorest families in Colorado have an increasing supply of rental units affordable to them.

DOH believes that supportive services linked to housing are the key to helping homeless families escape poverty. DOH, Supportive Housing Programs (SHP) and the Colorado Council on Housing and Homelessness actively work to promote independence by connecting housing with supportive services. These services may include job training, education, employment, childcare, transportation, housing and food stamps.

The Housing Choice Voucher Family Self-Sufficiency (FSS) program provides a framework and time line for reducing dependency on public assistance and is administered by the DOLA, through the DOH. Nonprofit housing agencies, housing authorities and service providers offer the FSS program locally.

The Division of Housing currently works with 16 FSS programs in Colorado and provides approximately \$103,522 to fund FSS-related staff. Between 80 and 85 families participate in the program. Forty-four families have current escrow accounts in various communities with the Division, and 199 individuals have successfully graduated.

Many of the DOH Housing Choice Voucher contractors who administer the FSS programs have developed innovative ways to provide support to the families they serve. Two agencies have developed revolving emergency loan programs so that when a family needs funds for necessities, they can take out a low- or no-interest loan. One agency provides \$25 to \$50 incentives when an FSS client completes a GED, vocational or college course. Other innovative approaches exist.

The DOH also operates two Housing Choice Voucher Special Needs Programs to coordinate organizations that provide supportive services. This program offers rental assistance to seventy-five families through the Homeless with Substance Abuse initiative. Five hundred disabled families receive rental assistance through independent living centers. Forty families receive assistance through the Colorado AIDS project; and one hundred families in the Families Unification Program receive rental assistance, as well as 167 families who are homeless or at the risk of being homeless.

The SHP division administers a Housing Choice Voucher rental subsidy program for persons with disabilities and homeless families. SHHP partners with 45 local mental health centers, developmental disabilities service providers, independent living centers, and homeless service providers to provide housing to persons with special needs. SHP administers 3,630 Housing Choice Vouchers for the special needs population, and 550 Shelter Plus Care vouchers for previously homeless persons with disabilities. Included in the SHP programs are the following projects for special populations:

170 units for the Housing Choice Voucher Welfare-to-Work program

167 Family Unification program vouchers for youth aging out of foster care,

50 Project Access vouchers to assist younger persons with disabilities in moving from institutions into the community;

335 Veterans Administration Supportive Housing vouchers that provide permanent housing to homeless veterans.

Non-Homeless Special Needs Housing

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.

A Department of Local Affairs, Division of Housing (DOH) priority regarding non-homeless special needs housing is to assist in creating an adequate supply of housing for persons with special needs coupled with appropriate services to increase independence. A "person with special needs" is one who requires supportive services to fully address his/her housing needs. "Special populations" include persons with physical disabilities, mental illness, developmental disabilities, people with HIV/AIDS and frail elderly persons. DOH plans to create at least 100 special needs units annually.

ANALYSIS

People with special needs are among the lowest income persons in Colorado. Those living on SSI or small Social Security checks cannot afford to pay market rents or market rates at assisted-living facilities. People living on SSI in Colorado have to spend 92% of their income for an efficiency rental unit in Colorado. 10,276 persons with disabilities need subsidized housing in Colorado according to estimates by Supportive Housing and Homeless Programs (SHHP).

Division of Housing Strategies for Special Needs Housing

Create Decent Housing

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|--|--|---------------|--|--|
| <i>Long-Term Objective:</i> <i>Assist in creating an adequate supply of housing for persons with special needs coupled with services that increase independence</i> | | | | |
| DH-1(1) Provide funding for permanent supportive housing units for the homeless, HIV/AIDS and special populations | Creating a Suitable Living Environment | Accessibility | Accessibility for the purpose of providing suitable living environment | Number of persons assisted 2010 100 2011 100 2012 100 2013 100 2014 100 |

2. Describe how Federal, State, and local public and private sector resources will be used to address identified needs for covered by this Action Plan.

HOME, CDBG, and State Housing Development Grants (if available) will assist in the creation of permanent supportive housing. DOH consults with the Colorado Housing Finance Authority (CHFA), HUD, Rural Development (RD) and faith-based housing development organizations to identify forthcoming projects: the project "pipeline." Ongoing coordination of resources for projects in the pipeline ensures appropriate cost sharing of affordable housing projects. Additionally, DOH requires that local governments or community resources participate in such projects to the maximum extent possible.

Housing Opportunities for People with AIDS (HOPWA)

1. Provide a brief description of organization, service area, program contacts, and an overview of the range/type of housing activities.

The four regional AIDS Projects sponsor Colorado's Housing Opportunities for People with AIDS (HOPWA) Program. The sponsors are:

Northern Colorado AIDS Project: (N-CAP) Contact: Jeff Bassinger

Boulder Colorado AIDS Project: (B-CAP) Contact: Ana Hopperstad

Southern Colorado AIDS Project (S-CAP) Contact: Lisa Pickruhn

Western Slope Colorado AIDS Project (W-CAP) Contact: Mary Beth Luedtke

Colorado AIDS Project is the subrecipient that helps project sponsors administer the program. The Colorado AIDS Project (CAP) formed the first community-wide response to the HIV/AIDS crisis in 1983.

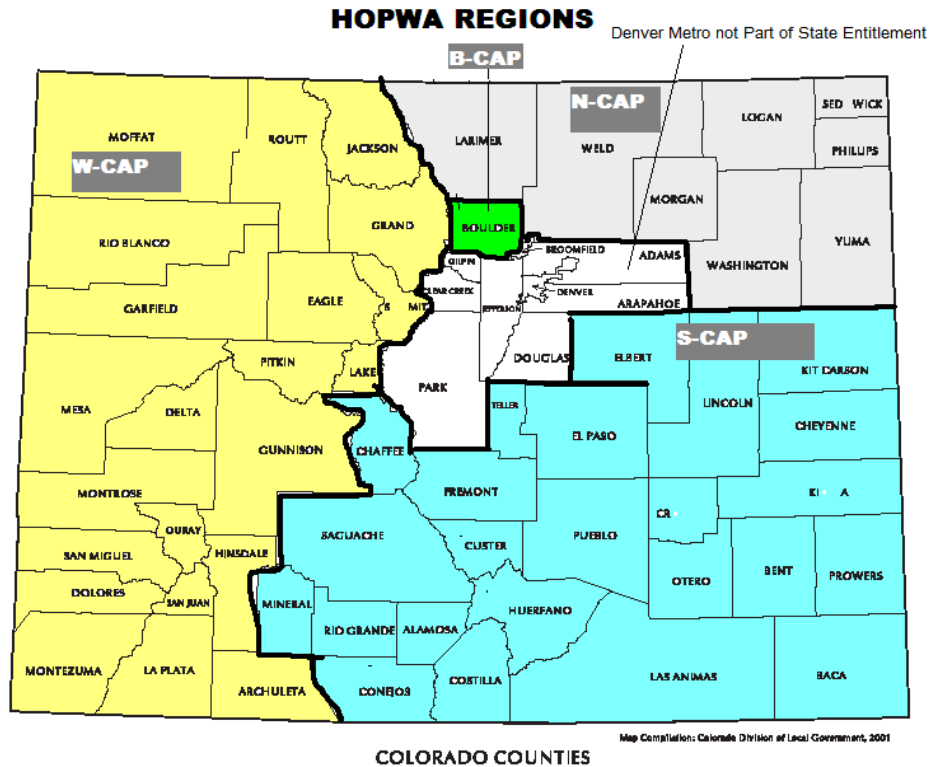
Colorado AIDS Project Contacts: Tracie Smith, Housing Services Manager
Robert George, Director of Client Services

HOPWA Eligible Activities include Tenant-Based Rental Assistance, Supportive Services, Short-Term Rent, Mortgage and Utilities (STRMU), Permanent Housing Placement, Housing Information and Resource Identification, and Technical Assistance.

Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and

assistance for persons who are homeless.

The statewide sponsor agencies provide supportive services for all low-income persons with HIV/AIDS, both homeless and at risk of homelessness, through comprehensive needs assessment and case management. This HOPWA-funded case management helps clients develop a long-range housing plan as well as access public benefits, mainstream resources, supportive housing, emergency financial assistance, primary care and other supportive services. During the year ended March 30, 2011, this program provided case management and supportive services to 112 qualified households. HOPWA funds provided Tenant-based Rental Assistance (TBRA) to 103 of those households, while another 5 received short-term help with their rent, mortgage or utility payments (STRMU), and 4 received help with permanent housing placement.



- 1. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.**

Achievement targets were based on conservative service capacity estimates and our HOPWA program exceeded them. However, only 112 out of an estimated 342 households in need (33%) received assistance through HOPWA funding. The number of people in need of assistance from this program continues to expand. In September, 2010 the population of those living with HIV/AIDS in the balance of state area reached 2,683; the number of people seeking assistance grew at a rapid because of lingering unemployment or underemployment. At the same time, recent rental surveys indicate that vacancy rates are declining, while rents are increasing.

- 2. Report on annual HOPWA output goals for the number of households assisted during the year in:**

Short-term rent, mortgage and utility payments to avoid homelessness: During the most recent fiscal year, 5 households received STRMU assistance, meeting the goal of 5. All of these households achieved housing stability.

Rental assistance programs: 103 households received tenant-based rental assistance during the past fiscal year, meeting our goal of 103. 36 households exited the program to other stable housing, while one went to an emergency shelter.

Housing facilities, such as community residences and SRO dwellings, where funds are used to develop/operate these facilities. Include assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.

The State of Colorado does not receive enough funding to support housing development or operation of facilities.

3. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.

Altogether, Federal Programs other than HOPWA provided \$289,410 in housing assistance and \$583,496 for supportive services and other non-direct housing costs. The State of Colorado provided \$103,089 for housing assistance and \$63,273 in related costs. Local governments supported housing with \$117,800 and related costs with \$26,459. Private sources provided \$186,513 for housing and \$126,117 for related costs. These leveraged funds provided rental assistance for 398 additional households during the past fiscal year.

4. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Con Plan.

HOPWA Funds were allocated according to the distribution of people living with HIV/AIDS among the regions represented by our sponsor agencies. The table below shows the distribution of funds by region and category. Please refer to the map above to see the geographic area each sponsor covers.

| Sponsor Agency | Tenant-Based Rental Assistance | Supportive Services | Short-term Rent, Mortgage or Utility Assistance | Permanent Housing Placement | Total Per Sponsor |
|---------------------------|--------------------------------|---------------------|---|-----------------------------|-------------------|
| WCAP | \$37,307 | | \$12,729 | \$1,500 | \$51,536 |
| SCAP | \$91,928 | \$30,806 | \$4,500 | \$5,000 | \$132,234 |
| NCAP | \$57,417 | \$9,600 | \$4,519 | | \$71,536 |
| BCAP | \$83,197 | \$13,949 | 0 | | \$97,146 |
| Totals by Category | \$269,849.00 | \$54,355.00 | \$21,748.00 | \$6,500 | \$352,452 |

5. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.

Transportation is a barrier to HOPWA-funded service delivery in rural areas. Clients have difficulty getting to and from the agency, and case managers often travel hundreds of miles in a month to reach their clients. Lack of sufficient Housing Choice vouchers means it is more difficult to move a household off of HOPWA funding so more households can be served. The Fair Market Rent in many areas of the state is low relative to real-world rents, making it difficult for clients to qualify for assistance. Both lack of funding and neighborhood resistance are barriers to creation of more affordable housing for people with HIV/AIDS.

6. Please describe expected trends facing the community in meeting needs of persons living with HIV/AIDS and provision of services to people with HIV/AIDS.

Our sponsors consider the high unemployment rate that stems from the current economic downturn to be a source of concern. Unemployment has already led to an increase in the number of people seeking assistance, and the sponsors anticipate that this will continue. We project that the number of households in need will increase by about 20% each year over the next 5 years unless the economy improves. If HOPWA funding for the State increases at its historic rate of 5.7%, the gap between need and available resources will grow much wider.

Since the beginning of the epidemic, community organizations have been on the front lines offering information on how to prevent HIV and AIDS and providing services to those affected with the disease. Additionally we have seen a rise in organizations dedicated to reaching groups that are hardest hit by AIDS, particularly women and minorities.

Health plans are also playing an important role in this fight. With their wide networks of doctors and hospitals, health plans can help those living with HIV and AIDS identify an HIV specialist with whom they feel comfortable. In addition, health plans can put patients in touch with case managers who can help them keep track of medical appointments, tests and prescriptions.

7. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

The subrecipient (CAP) will monitor the sponsor agencies at least twice, and DOLA/DOH will monitor the subrecipient one time during the year.

RESOURCES: Describe how Federal, State, local and private-sector resources may be used to address identified needs for the year covered by the Action Plan.

The Division of Housing provides HOPWA funding for rental assistance, supportive services, operating expenses, housing information and resource identification. DOH may fund grants for creation of units through Community Development Block Grant (non-entitlement areas), HOME, Permanent Supportive Housing, Supportive Housing for Persons with Disabilities (Section 811), Federal Low Income Housing Tax Credits, and other federal, State and local funding sources, and HUD Housing Choice Vouchers and Homeownership programs. The HOPWA sponsor agencies have determined that they will allocate more HOPWA funds to tenant-based rental assistance and supportive services in the future because of increased need and because they can fund homelessness prevention services through sources other than STRMU. Because of this change, the goals indicated in the Specific HOPWA objectives table below have been adjusted beginning in 2011.

| Funding Sources | |
|---|------------|
| Housing Opportunities for Persons with AIDS (HOPWA) | \$426,632 |
| Ryan White Funding | unknown |
| Local Government Contributions | unknown |
| Private Donations | unknown |
| Community Development Block Grant (CDBG) | \$ 125,000 |
| HOME Partnership (for transitional housing) | \$ 100,000 |

Specific HOPWA Objectives

Create Decent Housing

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|--|------------------|---------------|--|--|
| <i>Long-Term Objective Assist in creating an adequate supply of housing for persons w/ special needs coupled with services to increase independence</i> | | | | |
| DH-1(3) Fund Rental Assistance targeted to homeless, special need and HIV-AIDS households to ensure that decent housing is attainable | Decent Housing | Affordability | Affordability for the purpose of creating decent housing | HOPWA-assisted 2010 65 2011 103 2012 90 2013 90 2014 90 |
| DH-2(4) Fund Homeless Prevention (for HOPWA, short-term rent, mortgage and utility assistance) to promote housing stability and ensure that decent housing is affordable | Decent Housing | Affordability | Affordability for the purpose of creating decent housing | HOPWA-assisted 2010 18 2011 0 2012 0 2013 0 2014 0 |
| DH-1(2) Fund permanent housing placement and resource identification services to make decent housing more available to persons with HIV/AIDS | Decent Housing | Availability | Availability for the purpose of creating decent housing | HOPWA-assisted 2010 10 2011 0 2012 0 2013 0 2014 0 |

Create a Suitable Living Environment

| DOLA Strategy | HUD Program Goal | HUD Objective | HUD Outcome Statement | DOLA Indicator |
|--|------------------|---------------|--|---|
| <i>Long-Term Objective Provide funding for supportive services that foster independence</i> | | | | |
| SL-1(1) Provide funding for supportive services for Homeless or HIV/AIDS clients to create housing stability and foster independence | Decent Housing | Availability | Availability for the purpose of providing decent housing | Number of clients assisted FY 2010 93 FY 2011 103 FY 2012 90 FY 2013 90 FY 2014 90 |

Housing Opportunities for People with AIDS Formula Program Description

I. Program Description

The Division of Housing expects to receive roughly \$400,000 in HOPWA funding from HUD and will work with a consortium of four Colorado Aids Project (CAP) agencies to assist persons living with HIV/AIDS. The CAP agencies may use these funds to provide tenant-based rental assistance, emergency assistance, and/or to provide housing coordination services and supportive services to low income persons/families living with HIV/AIDS.

II. Program Services

HOPWA funding will help clients access housing and related supportive services. Funds will enable low-income Coloradans living with HIV/AIDS and their families to achieve housing stability and gain access to health-care and related supportive services.

III. Funding Allocations

The Division of Housing works with a consortium of four Colorado AIDS Project (CAP) agencies to determine distribution of the expected \$426,632 allocated to the State of Colorado for federal fiscal year 2011. The funding will be distributed statewide according to the incidence of HIV/AIDS and the sponsors' ability to use the funds. The Division of Housing will also use up to 3% of funding for administrative costs. Colorado AIDS Project, the subrecipient, will use up to 7% of funding for its administrative costs.

IV. Program Oversight

The Division of Housing will oversee of the grant and will observe all spending caps on administration of this grant.

V. Program Objectives

The department will follow the reporting system established by HUD for the HOPWA program and report program outcomes according to the following outcome measures:

- ❖ Increase the number of eligible clients/households able to establish and better maintain suitable stable housing.
- ❖ Improve accessibility to health care and other support services for eligible clients/households.

Reduce the risk of homelessness for individuals/families living with HIV/AIDS.

Neighborhood Stabilization -3 (NSP3)

The State received an allocation of \$6,518,947 in NSP3 funding in 2011 and anticipates projects in Thornton, Rocky Ford and Colorado Springs. The State of Colorado has executed a continuation of its Intergovernmental Agreement with the City of Colorado Springs to administer the City's \$1,420,638 NSP3 entitlement, bringing the State's total grant to \$6,518,947, of which 10% is budgeted for administrative purposes. Following a request for applications and internal underwriting, three projects have been awarded NSP3 program funding. Greccio Housing Unlimited, Inc. has been awarded \$1,046,000 for the acquisition and rehabilitation of Woodbine Apartments in the City of Colorado Springs. Adams County Housing Authority has been awarded \$2,500,000 for the acquisition and redevelopment of foreclosed, vacant land in Thornton, for the future Welby Station development. Tri-County Housing and Community Development Corporation has been awarded \$1,512,000 for the redevelopment of the vacant and gutted Melonaire Apartments in Rocky Ford (Otero County). The remaining \$232,575 of the City of Colorado Springs pool of funds, and \$576,479 from the State's entitlement dollars are reserved for potential use pending the results of pre-development work (market studies, capital needs assessments) on several of the awarded projects.

Homeless Prevention and Rapid Re-housing Program (HPRP)

Colorado has through September 2012 to expend its remaining funds. It is on target to spend those funds on time.

Consolidated Plan Summary

The Department of Local Affairs will continue to use funding granted by the Department of Housing and Urban Development to help communities create and sustain a higher quality of life for their residents. The Department, through the Division of Local Government, Division of Housing and the Governor's Office of Economic Development and International Trade will coordinate their efforts to use

these funds for the maximum benefit of the people of Colorado by creating good jobs, improved infrastructure and public facilities and decent, affordable housing in strong, livable communities.

EXHIBIT A. Public Hearing Testimony and Responses

Grand Junction, January 4, 2012
No comment received

Denver, January 4, 2012

Question/Comment: Anonymous citizen stated that government should not be involved in providing subsidies in the housing market, economic development or community development. The market are better off left alone. More government means more taxes.

Response: The State recognizes that there are differing views about government activities in community development, economic development and housing markets. (please see our website at <http://www.dola.colorado.gov> to view the 2010-2015 Five-Year Consolidated Plan which identifies the housing, community development and economic development actions the State intends to take over the planning period.

Written Question: "Can you tell me if there is language in the consolidated plan that addresses homeless youth? If not, is this something that can be added to the Office of Homeless Youth goals for 2012?"

Response: To address the question, we added a bullet under "Actions to Enhance Coordination that identifies the "Office of Homeless Youth, as a program within the Division of Housing which will meet on a regular basis with statewide agencies to establish goals objectives and to seek funding."

Under "Action Steps" in the homeless section, we also added a statement (2) "The Office of Homeless Youth Services is working with the Advisory Committee on Homeless Youth to implement the Colorado Homeless Youth Action Plan".

Once the Colorado Homeless Youth Action Plan is available, it will be incorporated as a reference in this Consolidated Plan or Annual Action Plan via web link.

Continuums of Care Meeting Regarding Emergency Solutions Grant

February 15, 2012, Denver

Tom Luehrs, St Francis Center, representing Metropolitan Denver Homeless Initiative;

Linda Barringer, Family Tree, representing Metropolitan Denver Homeless Initiative;

Paul Andrus, City of Aurora

John Parvensky, Colorado Coalition for the Homeless, representing Balance of State Continuum of Care

Valorie Jordan, City of Colorado Springs, representing Homeward Pikes Peak;

Comments:

- Ensure emergency housing needs are met
- Hold the shelter system harmless for this year, but make a shift from "doing business as usual" to rapid re-housing.
- Move shelters towards doing more to link people to housing supports
- No expansion of Transitional Housing
- Get better relationship with the CoC agencies in the state.
- Empower the agencies to utilize a rapid re-housing model.
- Prioritize the areas of greatest need

Colorado Coalition for the Homeless sent emails to BOS agencies and HPRP subrecipients. Mr. Parvensky received email statements from three agencies:

I certainly would support the use of ESG funds to continue the HPRP collaborative.
Sr. Karen Bland - Grand Junction Coalition, and,
Grand Valley Catholic Outreach.

Family Tree supports the use of the supplemental allocation of the Emergency Solutions Grant to continue HPRP activities. Of course, as you've already responded and pointed out, the need to balance the funding of different programs to meet the needs of different homeless and at-risk populations (and communities) is still very important, especially in this climate of decreasing federal funding to support this work. We agree with the vision that emergency and transitional shelter should be diminished over time, but until adequate housing inventory and appropriate resources and programs are developed and available, these services will fill a critical need in the continuum.

Scott Shields
Chief Executive Officer

Our community is feeling the loss of HPRP already. Its unfortunate that the resource was not renewed, yet it remains a national strategy priority.

As you know, the term "shelter" has a poor reputation nationally and statewide, a reason that DC wants to use "Emergency Solution Grant," instead of "Emergency Shelter Grant." HPRP and transitional shelter programs such as La Puente serve somewhat different populations. If your letter is saying the traditional ESG funds are being recommended to serve HPRP instead of transitional shelter support, I can't agree. Its choosing one population over another. If the recommendation seeks to provide some additional funding for HPRP work, then great. Something does need to happen to offset the loss of HPRP.

HPRP has been a challenging, and expensive program to operate in terms of # of successes for each dollar spent, when compared to transitional shelters. It holds its value for a narrow window of vulnerable households/homeless who are high enough functioning to transition out of their crisis, yet low enough functioning to need the resource. We need *both* HPRP and transitional shelter resources to address homelessness, regardless of what DC dictates.

Thanks for your work on this.

Lance Cheslock
Executive Director, La Puente Home, Alamosa

March 15, 2012, Greeley– Northern Front Range Continuum of Care Meeting

Kim Larson, Catholic Charities, Fort Collins
Enita Kerns-Haut, Catholic Charities, Greeley
Sherry Anderson, Catholic Charities, Greeley
Beverly Walker, City of Loveland
Jodi Hartmann, Greeley Transitional House, Greeley
Ileani Thompson, North Range Behavioral Health, Greeley
John Tuchsherer, City of Fort Collins Housing Authority
Vanessa Stapert, Veterans Administration, Cheyenne
Connie Kemrick, Catholic Charities, Greeley
Bryce Hach, Homeward 2020, Fort Collins

The Northern Front Range Continuum of Care has decided to remain with the Balance of State Continuum of Care

Supportive Services are a critical part of the success of the homeless

The need for shelters and transitional housing in Larimer and Fort Collins is huge. It is important to maintain homeless assistance

This shelter has been full since the day it opened one year ago

Rapid Re-housing is important to stabilizing families and individuals

Homeless Prevention is important

| Housing Needs Table | | Grantee: | | | | | | | | | | | | | | Priority Need? | Plan to Fund? | Fund Source | Households with a Disabled Member | | Disproportionate Racial/Ethnic Need? | # of Households in lead-Hazard Housing | Total Low Income HIV/AIDS Population | | |
|----------------------------|---------------------------|---|---------------------------|------------------------------|--------|--------|--------|--------|--------|--------|--------|---------|--------|---------|--------|----------------|---------------|-------------|-----------------------------------|---------|--------------------------------------|--|--------------------------------------|---------|------------|
| | | Only complete blue sections. Do NOT type in sections other than blue. | | | | | | | | | | | | | | | | | % of Goal | % HSHLD | | | | # HSHLD | |
| | | 3-5 Year Quantities | | | | | | | | | | | | | | | | | | | | | | | |
| | | Current % of Households | | Current Number of Households | | Year 1 | | Year 2 | | Year 3 | | Year 4* | | Year 5* | | | | | | | | | | | Multi-Year |
| Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | | | | | | | | | | |
| Household Income <=30% MFI | Renter | Elderly | NUMBER OF HOUSEHOLDS | | 100% | 24,400 | | | | | | | | | | | | | 100% | 69256 | | ### | | | |
| | | | Any housing problems | | 62.8 | 15,335 | 10 | 10 | 10 | 10 | 10 | 10 | 0 | #### | H | Y | H,C, | | | | | | | | |
| | | | Cost Burden > 30% | | 61.9 | 15,100 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden >50% | | 43.6 | 10,635 | | | | | | | | | 0 | #### | | | | | | | | | |
| | Renter | Small Related | NUMBER OF HOUSEHOLDS | | 100% | 32,275 | | | | | | | | | | | | | | | | | | | |
| | | | With Any Housing Problems | | 81.1 | 26,180 | 50 | 50 | 50 | 50 | 50 | 50 | 0 | #### | H | Y | H,C | | | | | | | | |
| | | | Cost Burden > 30% | | 77 | 24,865 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden >50% | | 61.7 | 19,905 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | Large Related | NUMBER OF HOUSEHOLDS | | 100% | 8,210 | | | | | | | | | | | | | | | | | | | |
| | | | With Any Housing Problems | | 92.1 | 7,560 | 85 | 85 | 85 | 85 | 85 | 85 | 0 | #### | H | Y | H,C | | | | | | | | |
| | | | Cost Burden > 30% | | 78.2 | 6,420 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden >50% | | 54.8 | 4,495 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | All other hshld | NUMBER OF HOUSEHOLDS | | 100% | 46,660 | | | | | | | | | | | | | | | | | | | |
| | | | With Any Housing Problems | | 78.8 | 36,770 | 80 | 80 | 80 | 80 | 80 | 80 | 0 | #### | M | Y | H,C | | | | | | | | |
| | | | Cost Burden > 30% | | 77.7 | 36,245 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden >50% | | 65.9 | 30,730 | | | | | | | | | 0 | #### | | | | | | | | | |
| | Owner | Elderly | NUMBER OF HOUSEHOLDS | | 100% | 27,433 | | | | | | | | | | | | | | | | | | | |
| | | | With Any Housing Problems | | 67.1 | 18,418 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden > 30% | | 66.6 | 18,268 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden >50% | | 42.2 | 11,590 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | Small Related | NUMBER OF HOUSEHOLDS | | 100% | 14,995 | | | | | | | | | | | | | | | | | | | |
| | | | With Any Housing Problems | | 80.5 | 12,075 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden > 30% | | 78.1 | 11,710 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden >50% | | 68.4 | 10,260 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | Large Related | NUMBER OF HOUSEHOLDS | | 100% | 4,110 | | | | | | | | | | | | | | | | | | | |
| | | | With Any Housing Problems | | 89.4 | 3,675 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden > 30% | | 80.4 | 3,305 | | | | | | | | | 0 | #### | | | | | | | | | |
| | | | Cost Burden >50% | | 68.1 | 2,800 | | | | | | | | | 0 | #### | | | | | | | | | |
| All other hshld | NUMBER OF HOUSEHOLDS | | 100% | 14,599 | | | | | | | | | | | | | | | | | | | | | |
| | With Any Housing Problems | | 76.7 | 11,194 | 12 | 12 | 12 | 12 | 12 | 12 | 0 | #### | M | Y | H,C | | | | | | | | | | |
| | Cost Burden > 30% | | 75.5 | 11,024 | | | | | | | | | 0 | #### | | | | | | | | | | | |
| | Cost Burden >50% | | 65.4 | 9,550 | | | | | | | | | 0 | #### | | | | | | | | | | | |

| FI | | Household Income > 30 to <= 50% MFI | | | | | | | | | | | | | | | | 100% | | 0 | |
|-------------------|------------------|-------------------------------------|---------------------------|--------|--------|--------|-----|-----|-----|------------------|--|--|--|---------|------|------|------|------|-----|-----|--|
| | | Owner | | | | Renter | | | | All other hshold | | | | Elderly | | | | | | | |
| FI | Owner | All other hshold | NUMBER OF HOUSEHOLDS | 100% | 37,485 | | | | | | | | | | | | 0 | #### | | | |
| | | | With Any Housing Problems | 77.4 | 29,015 | | | | | | | | | | | | 0 | #### | | | |
| | | | Cost Burden > 30% | 75.6 | 28,340 | | | | | | | | | | | | 0 | #### | | | |
| | | | Cost Burden > 50% | 23.9 | 8,960 | | | | | | | | | | | | 0 | #### | | | |
| | Owner | Elderly | NUMBER OF HOUSEHOLDS | 100% | 37,543 | | | | | | | | | | | 0 | #### | | | | |
| | | | With Any Housing Problems | 34.8 | 13,063 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 30% | 34.3 | 12,893 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 50% | 17.3 | 6,493 | | | | | | | | | | | 0 | #### | | | | |
| | Owner | Small Related | NUMBER OF HOUSEHOLDS | 100% | 24,275 | | | | | | | | | | | 0 | #### | | | | |
| | | | With Any Housing Problems | 73.6 | 17,860 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 30% | 71.2 | 17,280 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 50% | 41.5 | 10,085 | | | | | | | | | | | 0 | #### | | | | |
| Owner | Large Related | NUMBER OF HOUSEHOLDS | 100% | 8,569 | | | | | | | | | | | 0 | #### | | | | | |
| | | With Any Housing Problems | 83 | 7,114 | | | | | | | | | | | 0 | #### | | | | | |
| | | Cost Burden > 30% | 67.3 | 5,764 | | | | | | | | | | | 0 | #### | | | | | |
| | | Cost Burden > 50% | 29.7 | 2,544 | | | | | | | | | | | 0 | #### | | | | | |
| Owner | All other hshold | NUMBER OF HOUSEHOLDS | 100% | 14,545 | 16 | 16 | 16 | 16 | 16 | | | | | | 0 | #### | M | Y | H,C | | |
| | | With Any Housing Problems | 71.3 | 10,370 | | | | | | | | | | | 0 | #### | | | | | |
| | | Cost Burden > 30% | 70.4 | 10,245 | | | | | | | | | | | 0 | #### | | | | | |
| | | Cost Burden > 50% | 44.1 | 6,420 | | | | | | | | | | | 0 | #### | | | | | |
| FI | Renter | Elderly | NUMBER OF HOUSEHOLDS | 100% | 15,033 | | | | | | | | | | 0 | #### | | | | | |
| | | | With Any Housing Problems | 60.6 | 9,113 | 50 | 50 | 50 | 50 | 50 | | | | | | 0 | #### | H | Y | H,C | |
| | | | Cost Burden > 30% | 59.6 | 8,958 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 50% | 23.9 | 3,594 | | | | | | | | | | | 0 | #### | | | | |
| | Renter | Small Related | NUMBER OF HOUSEHOLDS | 100% | 33,545 | 192 | 192 | 192 | 192 | 192 | | | | | | 0 | #### | H | Y | H,C | |
| | | | With Any Housing Problems | 76.8 | 25,765 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 30% | 70 | 23,470 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 50% | 18.1 | 6,085 | | | | | | | | | | | 0 | #### | | | | |
| | Renter | Large Related | NUMBER OF HOUSEHOLDS | 100% | 9,280 | 444 | 444 | 444 | 444 | 444 | | | | | | 0 | #### | H | Y | H,C | |
| | | | With Any Housing Problems | 86.1 | 7,990 | | | | | | | | | | | 0 | #### | | | | |
| Cost Burden > 30% | | | 51.6 | 4,790 | | | | | | | | | | | 0 | #### | | | | | |
| Cost Burden > 50% | | | 11.5 | 1,065 | | | | | | | | | | | 0 | #### | | | | | |
| FI | Renter | All other hshold | NUMBER OF HOUSEHOLDS | 100% | 37,485 | | | | | | | | | | 0 | #### | | | | | |
| | | | With Any Housing Problems | 77.4 | 29,015 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 30% | 75.6 | 28,340 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 50% | 23.9 | 8,960 | | | | | | | | | | | 0 | #### | | | | |
| | Renter | Elderly | NUMBER OF HOUSEHOLDS | 100% | 37,543 | | | | | | | | | | 0 | #### | | | | | |
| | | | With Any Housing Problems | 34.8 | 13,063 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 30% | 34.3 | 12,893 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 50% | 17.3 | 6,493 | | | | | | | | | | | 0 | #### | | | | |
| | Renter | Small Related | NUMBER OF HOUSEHOLDS | 100% | 24,275 | | | | | | | | | | 0 | #### | | | | | |
| | | | With Any Housing Problems | 73.6 | 17,860 | | | | | | | | | | | 0 | #### | | | | |
| Cost Burden > 30% | | | 71.2 | 17,280 | | | | | | | | | | | 0 | #### | | | | | |
| Cost Burden > 50% | | | 41.5 | 10,085 | | | | | | | | | | | 0 | #### | | | | | |
| Renter | Large Related | NUMBER OF HOUSEHOLDS | 100% | 8,569 | | | | | | | | | | 0 | #### | | | | | | |
| | | With Any Housing Problems | 83 | 7,114 | | | | | | | | | | | 0 | #### | | | | | |
| | | Cost Burden > 30% | 67.3 | 5,764 | | | | | | | | | | | 0 | #### | | | | | |
| | | Cost Burden > 50% | 29.7 | 2,544 | | | | | | | | | | | 0 | #### | | | | | |
| Renter | All other hshold | NUMBER OF HOUSEHOLDS | 100% | 14,545 | 16 | 16 | 16 | 16 | 16 | | | | | | 0 | #### | M | Y | H,C | | |
| | | With Any Housing Problems | 71.3 | 10,370 | | | | | | | | | | | 0 | #### | | | | | |
| | | Cost Burden > 30% | 70.4 | 10,245 | | | | | | | | | | | 0 | #### | | | | | |
| | | Cost Burden > 50% | 44.1 | 6,420 | | | | | | | | | | | 0 | #### | | | | | |
| FI | Owner | Elderly | NUMBER OF HOUSEHOLDS | 100% | 12,295 | | | | | | | | | | 0 | #### | | | | | |
| | | | With Any Housing Problems | 39.6 | 4,865 | 20 | 20 | 20 | 20 | 20 | | | | | | 0 | #### | M | Y | H,C | |
| | | | Cost Burden > 30% | 38.3 | 4,705 | | | | | | | | | | | 0 | #### | | | | |
| | | | Cost Burden > 50% | 14.5 | 1,780 | | | | | | | | | | | 0 | #### | | | | |
| | Owner | Small Related | NUMBER OF HOUSEHOLDS | 100% | 48,324 | 32 | 32 | 32 | 32 | 32 | | | | | | 0 | #### | | | | |
| | | | With Any Housing Problems | 38.6 | 18,634 | | | | | | | | | | | 0 | #### | | | | |
| Owner | Large Related | NUMBER OF HOUSEHOLDS | 100% | 48,324 | | | | | | | | | | 0 | #### | | | | | | |
| | | With Any Housing Problems | 28 | 13,529 | | | | | | | | | | | 0 | #### | | | | | |

| Household Income > 50 to <= 80% MF | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|---------------------------|---------------------------|--------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|------|------------------|-------|-------------------|--------|--|
| | | | | | | | | | | | | | | | | | | | | |
| Renter | Sm | Cost Burden >50% | 2.2 | 1,074 | | | | | | | | | | | 0 | #### | | | | |
| | | NUMBER OF HOUSEHOLDS | 100% | 12,656 | | | | | | | | | | | | | | | | |
| | | With Any Housing Problems | 61.2 | 7,740 | 30 | | 30 | | 30 | | 30 | | 30 | | 0 | #### | | | | |
| | | Cost Burden > 30% | 19.6 | 2,480 | | | | | | | | | | | 0 | #### | | | | |
| | Large Related | Cost Burden >50% | 0.8 | 100 | | | | | | | | | | | 0 | #### | | | | |
| | | NUMBER OF HOUSEHOLDS | 100% | 59,659 | | | | | | | | | | | | | | | | |
| | | With Any Housing Problems | 34.8 | 20,784 | 200 | | 200 | | 200 | | 200 | | 200 | | 0 | #### | | | | |
| | | Cost Burden > 30% | 32.8 | 19,559 | | | | | | | | | | | 0 | #### | | | | |
| | All other hshol | Cost Burden >50% | 2.7 | 1,629 | | | | | | | | | | | 0 | #### | | | | |
| | | NUMBER OF HOUSEHOLDS | 100% | 52,177 | | | | | | | | | | | | | | | | |
| | | With Any Housing Problems | 22.5 | 11,717 | | | | | | | | | | | 0 | #### | | | | |
| | | Cost Burden > 30% | 22.1 | 11,513 | | | | | | | | | | | 0 | #### | | | | |
| Owner | Elderly | Cost Burden >50% | 6.4 | 3,358 | | | | | | | | | | | 0 | #### | | | | |
| | | NUMBER OF HOUSEHOLDS | 100% | 68,194 | | | | | | | | | | | | | | | | |
| | | With Any Housing Problems | 57.2 | 39,024 | | | | | | | | | | | 0 | #### | | | | |
| | | Cost Burden > 30% | 54.7 | 37,334 | | | | | | | | | | | 0 | #### | | | | |
| | Small Related | Cost Burden >50% | 13.2 | 8,974 | | | | | | | | | | | 0 | #### | | | | |
| | | NUMBER OF HOUSEHOLDS | 100% | 20,824 | | | | | | | | | | | | | | | | |
| | | With Any Housing Problems | 62.4 | 13,004 | | | | | | | | | | | 0 | #### | | | | |
| | | Cost Burden > 30% | 44.4 | 9,239 | | | | | | | | | | | 0 | #### | | | | |
| | Large Related | Cost Burden >50% | 7.8 | 1,625 | | | | | | | | | | | 0 | #### | | | | |
| | | NUMBER OF HOUSEHOLDS | 100% | 34,760 | | | | | | | | | | | | | | | | |
| | | With Any Housing Problems | 56.3 | 19,575 | 325 | | 325 | | 325 | | 325 | | 325 | | 0 | #### | | | | |
| | | Cost Burden > 30% | 55.7 | 19,370 | | | | | | | | | | | 0 | #### | | | | |
| All other hshol | Cost Burden >50% | 15.7 | 5,455 | | | | | | | | | | | 0 | #### | | | | | |
| | NUMBER OF HOUSEHOLDS | 100% | 5,455 | | | | | | | | | | | | | | | | | |
| | With Any Housing Problems | 56.3 | 19,575 | 325 | | 325 | | 325 | | 325 | | 325 | | 0 | #### | | | | | |
| | Cost Burden > 30% | 55.7 | 19,370 | | | | | | | | | | | 0 | #### | | | | | |
| Total Any Housing Problem | | | | ## | 0 | ## | 0 | ## | 0 | ## | 0 | ## | 0 | 0 | | Total Disabled | | 0 | | |
| Total 215 Renter | | | | | | | | | | | | | | 0 | | Tot. Elderly | 72511 | Total Lead Hazard | ### | |
| Total 215 Owner | | | | | | | | | | | | | | 0 | | Tot. Sm. Related | ### | Total Renters | 488264 | |
| Total 215 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | Tot. Lg. Related | 91710 | Total Owners | 424188 | |

| Jurisdiction | | | | | | |
|---|--------------|---------------|------------|------------|---------|-------------------|
| Housing Market Analysis | | | | | | |
| <i>Complete cells in blue.</i> | | | | | | |
| Housing Stock Inventory | Vacancy Rate | 0 & 1 Bedroom | 2 Bedrooms | 3+ Bedroom | Total | Substandard Units |
| Affordability Mismatch | | | | | | |
| Occupied Units: Renter | | 214650 | 202,540 | 124,740 | 541930 | 189,365 |
| Occupied Units: Owner | | 50015 | 226,375 | 839,930 | 1116320 | 120,050 |
| Vacant Units: For Rent | 6% | 11,605 | 14,955 | 6,150 | 32710 | 11,890 |
| Vacant Units: For Sale | 2% | 1,865 | 6,090 | 10,995 | 18950 | 2,355 |
| Total Units Occupied & Vacant | | 278135 | 449960 | 857075 | 1585170 | 323661 |
| Rents: Applicable FMRs (in \$) | | 552 | 714 | 1,065 | | |
| Rent Affordable at 30% of 50% of MFI (in \$) | | 266 | 502 | 836 | | |
| Public Housing Units | | | | | | |
| Occupied Units | | | | | 0 | |
| Vacant Units | | | | | 0 | |
| Total Units Occupied & Vacant | | 0 | 0 | 0 | 0 | 0 |
| Rehabilitation Needs (in \$) | | | | | 0 | |

| Housing and Community Development Activities | | Needs | Current | Gap | 5-Year Quantities | | | | | | | | | | | |
|---|---|-------|---------|------|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|--------|
| | | | | | Year 1 | | Year 2 | | Year 3 | | Year 4 | | Year 5 | | Cumulative | |
| | | | | | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual |
| 01 Acquisition of Real Property 570.201(a) | | 0 | 0 | 0 | 400 | | 400 | | 300 | | 300 | | 300 | | 1700 | 0 |
| 02 Disposition 570.201(b) | | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| Public Facilities and Improvements | 03 Public Facilities and Improvements (General) 570.201(c) | 0 | 0 | 0 | 7500 | | 7500 | | 7500 | | 7500 | | 7500 | | ### | 0 |
| | 03A Senior Centers 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03B Handicapped Centers 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03C Homeless Facilities (not operating costs) 570.201(c) | 0 | 0 | 0 | 10 | | 10 | | 10 | | 10 | | 10 | | 50 | 0 |
| | 03D Youth Centers 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03E Neighborhood Facilities 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03F Parks, Recreational Facilities 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03G Parking Facilities 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03H Solid Waste Disposal Improvements 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03I Flood Drain Improvements 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03J Water/Sewer Improvements 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03K Street Improvements 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03L Sidewalks 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03M Child Care Centers 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 03N Tree Planting 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| 03O Fire Stations/Equipment 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | |
| 03P Health Facilities 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | |
| 03Q Abused and Neglected Children Facilities 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | |
| 03R Asbestos Removal 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | |
| 03S Facilities for AIDS Patients (not operating costs) 570.201(c) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | |
| 03T Operating Costs of Homeless/AIDS Patients Programs | 0 | 0 | 0 | 4090 | | 4090 | | 4090 | | 4090 | | 4090 | | ### | 0 | |
| 04 Clearance and Demolition 570.201(d) | | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| 04A Clean-up of Contaminated Sites 570.201(d) | | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| Public Services | 05 Public Services (General) 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05A Senior Services 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05B Handicapped Services 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05C Legal Services 570.201(E) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05D Youth Services 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05E Transportation Services 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05F Substance Abuse Services 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05G Battered and Abused Spouses 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05H Employment Training 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05I Crime Awareness 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05J Fair Housing Activities (if CDBG, then subject to 570.201(e)) | 0 | 0 | 0 | 1 | | | | | | | | | | 1 | 0 |
| | 05K Tenant/Landlord Counseling 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | 05L Child Care Services 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| 05M Health Services 570.201(e) | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | |

| | | | | | | | | | | | | | | | |
|--|---|---|---|-----|-----|-----|-----|-----|-----|-----|--|----|------|------|---|
| P | 05N Abused and Neglected Children 570.201(e) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 05O Mental Health Services 570.201(e) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 05P Screening for Lead-Based Paint/Lead Hazards Poison 570.201(f) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 05Q Subsistence Payments 570.204 | 0 | 0 | 0 | 500 | 500 | 500 | 500 | 500 | 500 | | | | 2500 | 0 |
| | 05R Homeownership Assistance (not direct) 570.204 | 0 | 0 | 0 | 145 | 145 | 145 | 145 | 145 | 145 | | | | 725 | 0 |
| | 05S Rental Housing Subsidies (if HOME, not part of 5% 570.204 | 0 | 0 | 0 | 140 | 140 | 140 | 140 | 140 | 140 | | | | 700 | 0 |
| | 05T Security Deposits (if HOME, not part of 5% Admin c | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| 06 Interim Assistance 570.201(f) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| 07 Urban Renewal Completion 570.201(h) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| 08 Relocation 570.201(i) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| 09 Loss of Rental Income 570.201(j) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| 10 Removal of Architectural Barriers 570.201(k) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| 11 Privately Owned Utilities 570.201(l) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| 12 Construction of Housing 570.201(m) | 0 | 0 | 0 | 470 | 470 | 470 | 470 | 470 | 470 | | | | 2350 | 0 | |
| 13 Direct Homeownership Assistance 570.201(n) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| | 14A Rehab; Single-Unit Residential 570.202 | 0 | 0 | 0 | 140 | 140 | 128 | 128 | 128 | | | | 664 | 0 | |
| | 14B Rehab; Multi-Unit Residential 570.202 | 0 | 0 | 0 | 302 | 302 | 270 | 270 | 270 | | | | 1414 | 0 | |
| | 14C Public Housing Modernization 570.202 | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 14D Rehab; Other Publicly-Owned Residential Buildings 570.202 | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 14E Rehab; Publicly or Privately-Owned Commercial/Indu 570.202 | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 14F Energy Efficiency Improvements 570.202 | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 14G Acquisition - for Rehabilitation 570.202 | 0 | 0 | 0 | 400 | 400 | 300 | 300 | 300 | | | | 1700 | 0 | |
| | 14H Rehabilitation Administration 570.202 | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| 14I Lead-Based/Lead Hazard Test/Abate 570.202 | 0 | 0 | 0 | | | | | | | | | 0 | 0 | | |
| 15 Code Enforcement 570.202(c) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| 16A Residential Historic Preservation 570.202(d) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| 16B Non-Residential Historic Preservation 570.202(d) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 | |
| | 17A CI Land Acquisition/Disposition 570.203(a) | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 17B CI Infrastructure Development 570.203(a) | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 17C CI Building Acquisition, Construction, Rehabilitat 570.203(a) | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 17D Other Commercial/Industrial Improvements 570.203(a) | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 18A ED Direct Financial Assistance to For-Profits 570.203(b) | 0 | 0 | 0 | 100 | 100 | 90 | 90 | 90 | | | | 470 | 0 | |
| | 18B ED Technical Assistance 570.203(b) | 0 | 0 | 0 | 100 | 100 | 90 | 90 | 90 | | | | 470 | 0 | |
| | 18C Micro-Enterprise Assistance | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 19A HOME Admin/Planning Costs of PJ (not part of 5% Ad | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 19B HOME CHDO Operating Costs (not part of 5% Admin ca | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 19C CDBG Non-profit Organization Capacity Building | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 19D CDBG Assistance to Institutes of Higher Education | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 19E CDBG Operation and Repair of Foreclosed Property | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 19F Planned Repayment of Section 108 Loan Principal | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 19G Unplanned Repayment of Section 108 Loan Principal | 0 | 0 | 0 | | | | | | | | | 0 | 0 | |
| | 19H State CDBG Technical Assistance to Grantees | 0 | 0 | 0 | 400 | 400 | 368 | 368 | 368 | | | | 1904 | 0 | |
| 20 Planning 570.205 | 0 | 0 | 0 | 10 | 10 | 10 | 10 | 10 | | | | 50 | 0 | | |
| 21A General Program Administration 570.206 | 0 | 0 | 0 | | | | | | | | | 0 | 0 | | |

| | | | | | | | | | | | | | | | |
|--------------------------|--|---|---|----|-----|-------|-------|-------|-------|-------|-------|-------|-------|---|---|
| | 21B Indirect Costs 570.206 | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 21D Fair Housing Activities (subject to 20% Admin cap) 570.206 | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 21E Submissions or Applications for Federal Programs 570.206 | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 21F HOME Rental Subsidy Payments (subject to 5% cap) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 21G HOME Security Deposits (subject to 5% cap) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 21H HOME Admin/Planning Costs of PJ (subject to 5% cap) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 21I HOME CHDO Operating Expenses (subject to 5% cap) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 22 Unprogrammed Funds | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| HOPWA | 31J Facility based housing - development | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 31K Facility based housing - operations | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | 31G Short term rent mortgage utility payments | 0 | 0 | 0 | 20 | 20 | 20 | 20 | 20 | 20 | 100 | 0 | | | |
| | 31F Tenant based rental assistance | 0 | 0 | 0 | 90 | 90 | 90 | 90 | 90 | 90 | 450 | 0 | | | |
| | 31E Supportive service | 0 | 0 | 0 | 90 | 90 | 90 | 90 | 90 | 90 | 450 | 0 | | | |
| | 31I Housing information services | 0 | 0 | 0 | | | | | | | | 0 | 0 | | |
| | 31H Resource identification | 0 | 0 | 0 | | | | | | | | 0 | 0 | | |
| | 31B Administration - grantee | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 5 | 0 | | | |
| | 31D Administration - project sponsor | 0 | 0 | 0 | 4 | 4 | 4 | 4 | 4 | 4 | 20 | 0 | | | |
| CDBG | Acquisition of existing rental units | 0 | 0 | 0 | 88 | 88 | 88 | 88 | 88 | 88 | 440 | 0 | | | |
| | Production of new rental units | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | Rehabilitation of existing rental units | 0 | 0 | 0 | 118 | 118 | 100 | 100 | 100 | 100 | 536 | 0 | | | |
| | Rental assistance | 0 | 0 | 0 | | | | | | | | 0 | 0 | | |
| | Acquisition of existing owner units | 0 | 0 | 0 | | | | | | | | 0 | 0 | | |
| | Production of new owner units | 0 | 0 | 0 | | | | | | | | 0 | 0 | | |
| | Rehabilitation of existing owner units | 0 | 0 | 0 | 132 | 132 | 132 | 132 | 132 | 132 | 660 | 0 | | | |
| Homeownership assistance | 0 | 0 | 0 | 28 | 28 | 28 | 28 | 28 | 28 | 140 | 0 | | | | |
| HOME | Acquisition of existing rental units | 0 | 0 | 0 | 214 | 214 | 214 | 214 | 214 | 214 | 1070 | 0 | | | |
| | Production of new rental units | 0 | 0 | 0 | 300 | 300 | 270 | 270 | 270 | 270 | 1410 | 0 | | | |
| | Rehabilitation of existing rental units | 0 | 0 | 0 | 244 | 244 | 244 | 244 | 244 | 244 | 1220 | 0 | | | |
| | Rental assistance | 0 | 0 | 0 | | | | | | | | 0 | 0 | | |
| | Acquisition of existing owner units | 0 | 0 | 0 | | | | | | | | 0 | 0 | | |
| | Production of new owner units | 0 | 0 | 0 | | | | | | | | 0 | 0 | | |
| | Rehabilitation of existing owner units | 0 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 40 | 0 | | | |
| Homeownership assistance | 0 | 0 | 0 | 97 | 97 | 60 | 60 | 60 | 60 | 374 | 0 | | | | |
| | Totals | 0 | 0 | 0 | ### | 0 ### | 0 ### | 0 ### | 0 ### | 0 ### | 0 ### | 0 ### | 0 ### | 0 | 0 |

| Non-Homeless Special Needs Including HOPWA | | Needs | Currently Available | GAP | 3-5 Year Quantities | | | | | | | | | | Total | | |
|--|---|-------------------|---------------------|-------------------|---------------------|----------|--------|----------|--------|----------|---------|----------|---------|----------|-------|--------|-----------|
| | | | | | Year 1 | | Year 2 | | Year 3 | | Year 4* | | Year 5* | | Goal | Actual | % of Goal |
| | | | | | Goal | Complete | Goal | Complete | Goal | Complete | Goal | Complete | Goal | Complete | | | |
| Housing Needed | 52. Elderly | 43044 | 35799 | 7245 | 20 | 0 | 20 | 0 | 20 | 0 | 20 | 0 | 20 | 0 | 100 | 0 | 0% |
| | 53. Frail Elderly | 3866 | | 3866 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 50 | 0 | 0% |
| | 54. Persons w/ Severe Mental Illness | 169878 | 677 | 168201 | 30 | 0 | 30 | 0 | 30 | 0 | 30 | 0 | 30 | 0 | 150 | 0 | 0% |
| | 55. Developmentally Disabled | 19,995 | 1222 | 18773 | 10 | 0 | 12 | 0 | 12 | 0 | 12 | 0 | 12 | 0 | 58 | 0 | 0% |
| | 56. Physically Disabled | 8,8967 | 0 | 88967 | 25 | 0 | 23 | 0 | 23 | 0 | 23 | 0 | 23 | 0 | 117 | 0 | 0% |
| | 57. Alcohol/Other Drug Addicted | 2959 | 1682 | 1277 | 30 | 0 | 30 | 0 | 30 | 0 | 30 | 0 | 30 | 0 | 150 | 0 | 0% |
| | 58. Persons w/ HIV/AIDS & their familie | 5398 | 128 | 5270 | 90 | 0 | 90 | 0 | 90 | 0 | 90 | 0 | 90 | 0 | 450 | 0 | 0% |
| | 59. Public Housing Residents | 68835 | 31920 | 36915 | 150 | 0 | 150 | 0 | 150 | 0 | 150 | 0 | 150 | 0 | 750 | 0 | 0% |
| | Total | 401942 | 71428 | 330514 | 365 | 0 | 365 | 0 | 365 | 0 | 365 | 0 | 365 | 0 | 1825 | 0 | 0% |
| Supportive Services Needed | 60. Elderly | 43044 | 35799 | 7245 | 0 | 0 | 20 | 0 | 25 | 0 | 25 | 0 | 25 | 0 | 95 | 0 | 0% |
| | 61. Frail Elderly | 3866 | 0 | 3866 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | ### |
| | 62. Persons w/ Severe Mental Illness | 168978 | 677 | 168201 | 30 | 0 | 30 | 0 | 30 | 0 | 30 | 0 | 30 | 0 | 150 | 0 | 0% |
| | 63. Developmentally Disabled | 19995 | 1222 | 18773 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 50 | 0 | 0% |
| | 64. Physically Disabled | 88967 | 0 | 88967 | 20 | 0 | 15 | 0 | 15 | 0 | 15 | 0 | 15 | 0 | 80 | 0 | 0% |
| | 65. Alcohol/Other Drug Addicted | 2959 | 1682 | 1277 | 6 | 0 | 30 | 0 | 30 | 0 | 30 | 0 | 30 | 0 | 126 | 0 | 0% |
| | 66. Persons w/ HIV/AIDS & their familie | 5398 | 128 | 5270 | 60 | 0 | 60 | 0 | 60 | 0 | 60 | 0 | 60 | 0 | 300 | 0 | 0% |
| | 67. Public Housing Residents | 68835 | 31920 | 36915 | 150 | 0 | 150 | 0 | 150 | 0 | 150 | 0 | 150 | 0 | 750 | 0 | 0% |
| | Total | 401942 | 71428 | 330514 | 276 | 0 | 315 | 0 | 320 | 0 | 320 | 0 | 320 | 0 | 1551 | 0 | 0% |

STATE CERTIFICATIONS

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

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the state, 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.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under

subparagraph 4(b), with respect to any employee who is so convicted -

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.



Anti-Lobbying -- To the best of the State'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 paragraphs 1 and 2 of this 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 State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan 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 Date


Executive Director

Title

Specific CDBG Certifications

The State certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is or will be following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

Consultation with Local Governments -- It has or will comply with the following:

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

Local Needs Identification -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

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 have been developed in accordance with the primary objectives of Title I of the Housing and Community Development Act of 1974, as amended. (See 24 CFR 570.2 and 24 CFR part 570)

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) ~~199~~ ^{2010, 2011, 2012} ~~2010~~ ^{2011, 2012} and ____ (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. The state will require units of general local government that receive CDBG funds to certify to the following:

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.

It 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 will require units of general local government that receive CDBG funds to certify that they have adopted and are 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.

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

 *Ben A. Berkman* *Feb 29, 2012*

Signature/Authorized Official Date

Deputy

Executive Director

Title

Specific HOME Certifications

The State certifies that:

Tenant Based Rental Assistance -- If it intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the State's consolidated plan.

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

Appropriate Financial Assistance -- Before committing any funds to a project, the State or its recipients 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;

 Feb 20, 2012
Signature/Authorized Official Date


Executive Director

Title

ESG Certifications

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

Matching Funds – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Confidentiality – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

The State will ensure that its subrecipients comply with the following criteria:

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.


Supportive Services – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Homeless Persons Involvement – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

Consolidated Plan – All activities the subrecipient undertakes with assistance under ESG are consistent with the State’s current HUD-approved consolidated plan.



Signature/Authorized Official
Deputy
Executive Director



Date

Title
Signature/Authorized Official Date



Consolidated Plan Coordinator

Title

HOPWA Certifications

The State HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under the program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.


Signature/Authorized Official Date

 Executive Director

Title

| Application for Federal Assistance SF-424 | | Version 02 |
|--|---|---|
| *1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | *2. Type of Application <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s) A. Increase Award A. Increase Award *Other (Specify) _____ |
| 3. Date Received: | | 4. Applicant Identifier: |
| 5a. Federal Entity Identifier: | | *5b. Federal Award Identifier: |
| State Use Only: | | |
| 6. Date Received by State: | | 7. State Application Identifier: |
| 8. APPLICANT INFORMATION: | | |
| *a. Legal Name: State of Colorado | | |
| *b. Employer/Taxpayer Identification Number (EIN/TIN): 84-0644739 | | *c. Organizational DUNS: 87-8192483 |
| d. Address: | | |
| *Street 1: | <u>1313 Sherman Street</u> | |
| Street 2: | <u>Room 500</u> | |
| *City: | <u>Denver</u> | |
| County: | <u>Denver</u> | |
| *State: | <u>Colorado</u> | |
| Province: | _____ | |
| *Country: | <u>USA</u> | |
| *Zip / Postal Code | <u>80014</u> | |
| e. Organizational Unit: | | |
| Department Name: Local Affairs | | Division Name: |
| f. Name and contact information of person to be contacted on matters involving this application: | | |
| Prefix: <u>Ms.</u> | *First Name: <u>Lynn</u> | |
| Middle Name: _____ | | |
| *Last Name: <u>Shine</u> | | |
| Suffix: _____ | | |
| Title: <u>Housing Initiatives Coordinator</u> | | |
| Organizational Affiliation: Division of Housing | | |
| *Telephone Number: 303-866-2046 | | Fax Number: 303-866-4077 |
| *Email: <u>Lynn.Shine@state.co.us</u> | | |

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.239 _____

CFDA Title:

Home Investment Partnership Program _____

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

All areas of the State

***15. Descriptive Title of Applicant's Project:**

Program description for HOME Investment Partnership Program

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
*a. Applicant: 1-7 *b. Program/Project:

17. Proposed Project:
*a. Start Date: 04/01/2012 *b. End Date: 03/31/2013

18. Estimated Funding (\$):

| | |
|--------------------|------------|
| *a. Federal | 4,648,404 |
| *b. Applicant | 8,000,000 |
| *c. State | 100,000 |
| *d. Local | 3,000,000 |
| *e. Other | 400,000 |
| *f. Program Income | 400,000 |
| *g. TOTAL | 16,148,404 |

***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.)**
 Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)
 ** 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: Reeves
Middle Name: _____
*Last Name: Brown
Suffix: _____

*Title: Executive Director

*Telephone Number: 303-866-4904 Fax Number: 303-866-4077

* Email: ^{br}Reeves.Brown@state.co.us

*Signature of Authorized Representative:  *Date Signed: Feb 20, 2012

Application for Federal Assistance SF-424

Version 02

| | | | | | |
|--|--|--|--|---|-------------------|
| *1. Type of Submission: | | *2. Type of Application | | * If Revision, select appropriate letter(s) | |
| <input type="checkbox"/> Preapplication | | <input type="checkbox"/> New | | A. Increase Award | A. Increase Award |
| <input checked="" type="checkbox"/> Application | | <input checked="" type="checkbox"/> Continuation | | *Other (Specify) | |
| <input type="checkbox"/> Changed/Corrected Application | | <input type="checkbox"/> Revision | | _____ | |

| | |
|-------------------|--------------------------|
| 3. Date Received: | 4. Applicant Identifier: |
|-------------------|--------------------------|

| | |
|--------------------------------|--------------------------------|
| 5a. Federal Entity Identifier: | *5b. Federal Award Identifier: |
|--------------------------------|--------------------------------|

State Use Only:

| | |
|----------------------------|----------------------------------|
| 6. Date Received by State: | 7. State Application Identifier: |
|----------------------------|----------------------------------|

8. APPLICANT INFORMATION:

*a. Legal Name: State of Colorado

| | |
|---|---|
| *b. Employer/Taxpayer Identification Number (EIN/TIN): <u>84-0644739</u> | *c. Organizational DUNS: <u>87-8192483</u> |
|---|---|

d. Address:

*Street 1: 1313 Sherman Street

Street 2: Room 500

*City: Denver

County: Denver

*State: Colorado

Province: _____

*Country: USA

*Zip / Postal Code 80014

e. Organizational Unit:

| | |
|--|----------------|
| Department Name: <u>Local Affairs</u> | Division Name: |
|--|----------------|

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms. *First Name: Lynn

Middle Name: _____

*Last Name: Shine

Suffix: _____

Title: Housing Initiatives Coordinator

Organizational Affiliation:
Division of Housing

*Telephone Number: 303-866-2046 Fax Number: 303-866-4077

*Email: Lynn.Shine@state.co.us

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218 _____

CFDA Title:

Community Development Block Grant _____

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

All non-entitlement areas of the State

***15. Descriptive Title of Applicant's Project:**

Program description for State CDBG Grant Program

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: 1-7

*b. Program/Project:

17. Proposed Project:

*a. Start Date: 04/01/2012

*b. End Date: 03/31/2013

18. Estimated Funding (\$):

| | |
|--------------------|------------|
| *a. Federal | 7,967,210 |
| *b. Applicant | 10,000,000 |
| *c. State | 100,000 |
| *d. Local | 4,000,000 |
| *e. Other | 0 |
| *f. Program Income | 0 |
| *g. TOTAL | 18,467,210 |

***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.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** 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: Reeves

Middle Name: _____

*Last Name: Brown

Suffix: _____

*Title: Executive Director

*Telephone Number: 303-866-4904

Fax Number: 303-866-4077

* Email: Reeves.Brown@state.co.us

*Signature of Authorized Representative: 

*Date Signed: Feb 20, 2012

Application for Federal Assistance SF-424 Version 02

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|--|---|---|
| *1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | *2. Type of Application <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s) A. Increase Award A. Increase Award *Other (Specify) _____ |
|--|---|---|

| | |
|-------------------|--------------------------|
| 3. Date Received: | 4. Applicant Identifier: |
|-------------------|--------------------------|

| | |
|--------------------------------|--------------------------------|
| 5a. Federal Entity Identifier: | *5b. Federal Award Identifier: |
|--------------------------------|--------------------------------|

State Use Only:

| | |
|----------------------------|----------------------------------|
| 6. Date Received by State: | 7. State Application Identifier: |
|----------------------------|----------------------------------|

8. APPLICANT INFORMATION:

*a. Legal Name: State of Colorado

| | |
|--|--|
| *b. Employer/Taxpayer Identification Number (EIN/TIN): 84-0644739 | *c. Organizational DUNS: 87-8192483 |
|--|--|

d. Address:

*Street 1: 1313 Sherman Street

Street 2: Room 500

*City: Denver

County: Denver

*State: Colorado

Province: _____

*Country: USA

*Zip / Postal Code: 80014

e. Organizational Unit:

| | |
|-----------------------------------|----------------|
| Department Name: Local Affairs | Division Name: |
|-----------------------------------|----------------|

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms. *First Name: Lynn

Middle Name: _____

*Last Name: Shine

Suffix: _____

Title: Housing Initiatives Coordinator

Organizational Affiliation:
 Division of Housing

*Telephone Number: 303-866-2046 Fax Number: 303-866-4077

*Email: Lynn.Shine@state.co.us

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.231 _____

CFDA Title:

Emergency Solutions Grant _____

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

All areas of the State

***15. Descriptive Title of Applicant's Project:**

Emergency Solutions Grant Program

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
 *a. Applicant: 1-7 *b. Program/Project:

17. Proposed Project:
 *a. Start Date: 04/01/2012 *b. End Date: 03/31/2013

18. Estimated Funding (\$):

| | |
|--------------------|-----------|
| *a. Federal | 1,864,078 |
| *b. Applicant | 1,764,078 |
| *c. State | |
| *d. Local | |
| *e. Other | |
| *f. Program Income | 0 |
| *g. TOTAL | 3,628,156 |

***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.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

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Authorized Representative:

Prefix: Mr. *First Name: Reeves

Middle Name: _____

*Last Name: Brown

Suffix: _____

*Title: Executive Director

*Telephone Number: 303-866-4904 Fax Number: 303-866-4077

* Email: ^{SR}Reeves.Brown@state.co.us

*Signature of Authorized Representative:  *Date Signed: Feb 20, 2012

Application for Federal Assistance SF-424

Version 02

| | | |
|--|---|--|
| *1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | *2. Type of Application <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s) A. Increase Award A. Increase Award *Other (Specify) _____ |
|--|---|--|

| | |
|--------------------------|---------------------------------|
| 3. Date Received: | 4. Applicant Identifier: |
|--------------------------|---------------------------------|

| | |
|---------------------------------------|---------------------------------------|
| 5a. Federal Entity Identifier: | *5b. Federal Award Identifier: |
|---------------------------------------|---------------------------------------|

State Use Only:

| | |
|-----------------------------------|---|
| 6. Date Received by State: | 7. State Application Identifier: |
|-----------------------------------|---|

8. APPLICANT INFORMATION:

***a. Legal Name:** State of Colorado

| | |
|---|---|
| *b. Employer/Taxpayer Identification Number (EIN/TIN): 84-0644739 | *c. Organizational DUNS: 87-8192483 |
|---|---|

d. Address:

***Street 1:** 1313 Sherman Street
Street 2: Room 500
***City:** Denver
County: Denver
***State:** Colorado
Province: _____
***Country:** USA
***Zip / Postal Code** 80014

e. Organizational Unit:

| | |
|--|-----------------------|
| Department Name: Local Affairs | Division Name: |
|--|-----------------------|

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms. ***First Name:** Lynn
Middle Name: _____
***Last Name:** Shine
Suffix: _____

Title: Housing Initiatives Coordinator

Organizational Affiliation:
Division of Housing

***Telephone Number:** 303-866-2046 **Fax Number:** 303-866-4077

***Email:** Lynn.Shine@state.co.us

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.241

CFDA Title:

Housing Opportunities for Persons with Aids (HOPWA)

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

All non-entitlement areas of the State

***15. Descriptive Title of Applicant's Project:**

Program description for Housing Opportunities for Persons with AIDS (HOPWA)

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
 *a. Applicant: 1-7 *b. Program/Project:

17. Proposed Project:
 *a. Start Date: 04/01/2012 *b. End Date: 03/31/2013

18. Estimated Funding (\$):

| | |
|--------------------|---------|
| *a. Federal | 426,632 |
| *b. Applicant | 426,632 |
| *c. State | |
| *d. Local | |
| *e. Other | |
| *f. Program Income | 0 |
| *g. TOTAL | 853,264 |

***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.)**
 Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)
 ** 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: Reeves
 Middle Name: _____
 *Last Name: Brown
 Suffix: _____

*Title: Executive Director

*Telephone Number: 303-866-4904 Fax Number: 303-866-4077

* Email: Reeves.Brown@state.co.us

*Signature of Authorized Representative:  *Date Signed: Feb 21, 2012