



2024 Annual Action Plan

DRAFT

City of Westminster
Economic Development Department
4800 West 92nd Avenue
Westminster, CO 80031

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Executive Summary

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

1. Introduction

As an entitlement jurisdiction designated by the U.S. Department of Housing and Urban Development (HUD), the City of Westminster (City) receives a direct annual allocation of Community Development Block Grant (CDBG) funds from the federal government. The annual allocation for PY 2024 is \$562,333 to be used to create suitable living environments and provide for affordable housing activities in the City.

To receive CDBG funds, the City must complete a Consolidated Plan every five years. The purpose of the Consolidated Plan is to identify the City's housing and community development needs, priorities, and goals and determine generally how funds will be allocated to housing and community development activities. The current Consolidated Plan covers the 2020-2024 planning period. In each year of the five-year Consolidated Plan, the City is required to complete an Annual Action Plan (AAP), which specifies how the City proposes to allocate funds to specific projects for each program year in support of the Consolidated Plan goals. This document represents the PY 2024 AAP, which is the fourth year of the Consolidated Plan. The program year begins on October 1, 2024, and ends on September 30, 2025.

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

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

2. Summarize the objectives and outcomes identified in the Plan

The City's goals for the 2020-2024 Consolidated Plan period focuses on continuing neighborhood revitalization efforts, promoting housing stability, and supporting affordability through both new construction projects and preservation of existing affordable housing. The City will continue to build on successful projects and programs, such as the Emergency and Essential Home Repair Program, which targets critical home improvement needs of low- and moderate-income residents. The City will also continue to implement its Housing LIFT program which provides targeted grants to qualifying affordable housing properties for capital improvements that impact public health, safety, and welfare as a means of preserving affordable multi-family properties and protecting residents.

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

Priority: Increase and Preserve Affordable Housing

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

Outcome: Homeowner Housing Rehabilitated

- 25 Household Housing Units

Rental units rehabilitated

129 Affordable Housing Units preserved

Priority: Infrastructure, Streetscape and Ped Improvements

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

Outcome: The City will focus on housing programs in the upcoming program year.

3. Evaluation of past performance

The City's past CDBG-funded projects have focused on community needs that continue to exist, such as the limited availability of affordable housing, aging affordable housing and outdated infrastructure. Past CDBG projects also included development of a local senior center, streetscape improvements, and supplementing efforts to cultivate a historic arts district in a low-to-moderate income neighborhood. CDBG funded projects to address community and housing needs have generally been well received by residents and partner organizations. The following accomplishments were reported in the most recent PY 2022 CAPER, which covers the City's 2022 CDBG program year from October 1, 2022 through September 30, 2023. These accomplishments are reported by priority.

To continue the success of CDBG programs in Westminster, the activities proposed for the 2024 AAP will continue to build upon the accomplishments made during the Consolidated Plan period. The City will continue to promote the most efficient and effective use of CDBG funds, while also investing in neighborhood improvements along with preserving and expanding the supply of affordable housing.

4. Summary of Citizen Participation Process and consultation process

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

The citizen participation requirements for the PY 2024 AAP included a 30-day community review and comment period for the proposed AAP, a Study Session with City Council, a community meeting, and a public hearing with the Westminster City Council. The City's community service partners supported additional communications and outreach via client email and newsletters. These outreach activities are described in more detail in the AP-12 Participation section.

5. Summary of public comments

Public Hearing (May 29, 2024):

Comments:

- Tell us more about the EEHR and Housing LIFT programs.
- Can CDBG funds be used to help with housing inspections? Including private and multi-family households?
- Can we get some sort of community fridge to provide food for the community? Some sort of partnership with Growing Home?
- Are there funds for local businesses to improve the exteriors of their spaces? Interior? What about funds for parking for those businesses?
- Can CDBG funds be used to support residents with utility assistance?
- Can funds be used to add more trees and green space installations?
- Has the City identified units with water improvements needed?
- Can funds be used to fix pipes? To research and replace pipes with lead?
- What about the land that had structures that when removed left unsafe soil? Can mitigation be done there?

Public Comment Period (June 13, 2024, to July 13, 2024):

Comments:

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

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

7. Summary

PY 2024 is the fifth and final program year of the 2020-2024 Consolidated Plan. The plan was developed through funding activities that will meet the goals that will address the priority needs in the City. These

priorities were identified through a needs assessment and market analysis in the Consolidated Plan as well as a robust citizen participation outreach process. In PY 2024, the City will receive \$562,333 to fund the CDBG program. The City proposes to fund the following projects in the program year. More details of the projects are found in the AP-35.

PY 2024 CDBG Estimated Budget

- Administration (20%): \$112,465
- Emergency and Essential Home Repair: \$65,000
- Housing LIFT Program: \$384,868

The City will also reprogram unused and uncommitted prior year resources from 2020, 2021, and 2022. The following funds are being reprogrammed:

- Housing LIFT Program: \$162,000
 - PY 2020: \$46,849.56
 - PY 2021: \$115,150.44
- 73rd & Lowell Community Event Space: \$218,826
 - PY 2022: \$218,826

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	WESTMINSTER	Economic Development

Table 1 – Responsible Agencies

Narrative

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

Consolidated Plan Public Contact Information

City of Westminster Economic Development Department

Email: CDBG@westminsterco.gov

Voice message: 303-658-2485

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

1. Introduction

This section details the stakeholder consultation undertaken to inform the City's 2024 AAP.

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

The City seeks to enhance coordination between local housing and service providers in the implementation of the plan. This includes a wide variety of agencies including interested stakeholders such as Maiker Housing Partners, Brothers Redevelopment Inc., Jefferson County Housing Authority doing business as Foothills Regional Housing, and Almost Home.

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

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

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

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

In recent years, the City has participated in initiatives that have helped to coordinate continuing efforts that address the needs of homeless persons in the area, in particular those that are chronically homeless, families and children, veterans and unaccompanied youth. These efforts include:

- City support of the Build for Zero initiative to achieve functional zero for veteran homelessness since 2021
- CDBG-CV funds provided to Almost Home for homeless prevention services for City residents
- Expansion of the Homeless Navigator staff to two full time staff to conduct outreach using Coordinated Entry in partnership with the CoC

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

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

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

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ALMOST HOME INC.
	Agency/Group/Organization Type	Services - Housing Services-homeless Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contract for services for eviction/homelessness prevention. Executive Director and staff were asked to provide input on the development of the AAP.
2	Agency/Group/Organization	GROWING HOME, INC.
	Agency/Group/Organization Type	Services - Housing Services-Children Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Growing Home works closely with the City and CDBG staff on project implementation and community outreach. Staff and volunteers provided input on the AAP.
3	Agency/Group/Organization	BROTHERS REDEVELOPMENT, INC
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Lead-based Paint Strategy LMI Homeowner Repairs

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

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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Heart of Westminster was invited to participate in the development of the AAP. Residents contributed information and asked the City to consider a proposal to utilize a CDBG-funded property for a community use. Staff is working with residents to assess alternate uses for the property.
8	Agency/Group/Organization	Metro Denver Homeless Initiative
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Publicly Funded Institution/System of Care Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy HOPWA Strategy Continuum of Care
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MDHI is a recognized partner in support of the regional Continuum of Care in coordination of services for the unhoused. MDHI was invited to participate in the development of the City's AAP.
9	Agency/Group/Organization	Community Resource and Housing Development Corporation
	Agency/Group/Organization Type	Housing Services - Housing Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs CHDO

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CRHDC is a long-time partner in workforce housing for Colorado. CRHDC also partners in historic Westminster community engagement as the organization's corporate office is located in the area. CRHDC staff participated in the development of the AAP.
10	Agency/Group/Organization	Google Fiber
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Building off of previous years' efforts to increase broadband access, the City has incorporated this agreement with Google Fiber to update and strengthen broadband in the community.
11	Agency/Group/Organization	City Emergency Management Department
	Agency/Group/Organization Type	Services: Emergency Management Services: Community Safety
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City consulted with the Emergency Management Department by reviewing emergency preparedness materials that the City makes available.

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

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

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

Table 3 - Other local / regional / federal planning efforts

Narrative

N/A

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

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

The City of Westminster adheres closely to its HUD approved Citizen Participation Plan which under 24 CFR 91.105 encourages citizens to participate in the development of the Consolidated Plan and each subsequent AAP. The CPP especially encourages participation from LMI residents and special need communities. The following outreach activities were taken during the development of the 2024 AAP.

A variety of community partners and residents participated in the citizen participation process. A 30-day public comment period was held to afford citizens an opportunity to review and make comments on the proposed plan. The City also held a public hearing to discuss the proposed 2024 CDBG funding allocations and proposed plan. The table below displays a summary of citizen participation in outreach efforts made by the City.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Notice was published on May 15, 2024, and July 4, 2024 in the Westminster Window Newspaper to notify residents that a public meeting, a public hearing, and 30-day public comment period were scheduled to review and make comments on the PY 2024 AAP. A copy of the ad is included in the Citizen Participation appendix.	N/A	N/A	
2	Public Meeting	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	The City held a community meeting on May 29, 2024 to discuss the PY 2024 AAP. All comments from the public were welcome.	Comments will be added after the public meeting.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL
3	Internet Outreach	Non-English Speaking - Specify other language: Spanish non-targeted/broad community	City staff released notification through web posting information, email updates and Facebook posts on May 25, 2024, to invite residents to the Public Hearing and submit comments.	Posted outreach materials will be attached with the PY 2024AAP submission.	N/A	
4	Public Comment Period	Non-targeted/broad community	The City will hold a 30-day public comment from June 13, 2024 to July 13, 2024 to give citizens an opportunity to review and make comments on the draft PY 2024 AAP. All comments were welcome and could be returned to the Economic Development Department, 4800 West 92nd Avenue, Westminster, CO 80031 or emailed to: CDBG@westminsterco.gov	Comments will be added after the public comment period.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL
5	Public Hearing	Non-targeted/broad community City Council	The City will hold a public hearing on July 22, 2024 at 7:00PM at a regularly scheduled City Council meeting to accept and approve the final plan. All comments from the public are welcome.	Comments will be added after the public hearing.	All comments were accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

In PY 2024, the City anticipates it will receive \$562,333 from the CDBG annual allocation. These funds will be programmed towards affordable housing rehabilitation activities and administration of the CDBG program. The City does not generate program income from its program activities and no prior year funds will be reprogrammed.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	562,333	0	\$380,826	943,159	0	<p>PY 2024 is the fifth and final year of the ConPlan. There are no more funds available for the remainder of the ConPlan. The next program year starts a new five-year cycle.</p> <p>The City will reprogram \$380,826 of unused and uncommitted 2020, 2021, and 2022 CDBG funds.</p>

Table 5 - Expected Resources – Priority Table

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

The City of Westminster provides up to \$500,000 through the Housing LIFT program. The grantee must provide the additional leveraging to complete the project. Our EEHR partners offer supplementary funds to complete projects based on need.

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

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

Land Donation for Affordable Housing

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

Infrastructure and Streetscape Improvements in Public Right-of-Way

During the 2020-2024 Consolidated Planning period, several programmed infrastructure activities will utilize publicly owned land. The City has made pedestrian safety and sidewalk improvements on approximately a two-block length of a local street in the Westminster Station TOD

neighborhood, where a majority of the current multi-family residences are owned and operated by Maiker Housing Partners.

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

Discussion

N/A

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve and Expand Affordable Housing	2020	2024	Affordable Housing Non-Homeless Special Needs	City-Wide	Increase and Preserve Affordable Housing	CDBG: \$611,868	Rental units rehabilitated: 100 Household Housing Unit Homeowner Housing Rehabilitated: 18 Household Housing Unit
2	LMA Benefitting Community Event Space	2020	2024	Non-Housing Community Development	City-Wide	Infrastructure, Streetscape, and Ped Improvements	CDBG: \$218,826	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5,000 Persons Assisted
3	Administration	2020	2024	Administration	City-Wide	Increase and Preserve Affordable Housing	CDBG: \$112,465	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve and Expand Affordable Housing
	Goal Description	An estimated 25 low- and moderate-income Westminster homeowners will be assisted through the Emergency and Essential Home Repair Program. Additionally, an estimated 350 units in two multi-family housing developments will be assisted through the Housing LIFT program.
2	Goal Name	Infrastructure and Streetscape Improvements
	Goal Description	Complete pedestrian and streetscape improvements on four linear blocks in eligible low-to-moderate income areas and other infrastructure/facility improvements.
3	Goal Name	LMA Benefitting Community Event Space
	Goal Description	To provide property acquired with CDBG funds for use by area residents to support community events and open-air market function that allows for local business showcase involving: food, crafts, arts programming and small business enterprise.
4	Goal Name	Administration
	Goal Description	Activities related to the administration of the CDBG funds and programs.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The allocation of funds and projects selected are closely aligned with the top housing and community development needs identified in the needs assessment, market analysis, community survey, and contributed by stakeholders and citizens who participated in the development of the Consolidated Plan. Affordable housing preservation activities will be addressed by the Emergency and Essential Home Repair for LMI homeowner households and the Housing LIFT Program for LMI rental housing. Administration costs for the CDBG program is capped at 20% of the total grant allocation.

#	Project Name
1	Program Administration (2024)
2	Emergency and Essential Home Repair
3	Housing LIFT Program
4	73 rd & Lowell Community Event Space

Table 7 – Project Information

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

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

This will build on the City's successful projects and programs, such as the Emergency and Essential Home Repair Program, which targets critical home improvement needs of low- and moderate-income residents. The City will also fund multi-family housing rehab activities through the Housing LIFT Program.

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

AP-38 Project Summary
Project Summary Information

1	Project Name	Program Administration (2024)
	Target Area	City-Wide
	Goals Supported	Preserve and Expand Affordable Housing Administration
	Needs Addressed	Increase and Preserve Affordable Housing
	Funding	CDBG: \$112,466
	Description	Activities related to the administration of the CDBG programs, including salary for CDBG Technician, technical support, planning, community engagement and training. Admin costs will be no more than 20% of the total grant allocation
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A. Administration of the CDBG grant program.
	Location Description	City-Wide, eligible.
	Planned Activities	Admin of the PY 2024 CDBG program.
2	Project Name	Emergency and Essential Home Repair (2024)
	Target Area	City-Wide
	Goals Supported	Preserve and Expand Affordable Housing
	Needs Addressed	Increase and Preserve Affordable Housing
	Funding	CDBG: \$65,000
	Description	The City will make grants available to qualifying LMI homeowners to perform emergency and essential repairs and ensure the health and safety of the property and its residents.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner Housing Rehabilitated: 20 Household Housing Unit
	Location Description	City-wide, eligible.

	Planned Activities	Planned activities will be: Emergency and Essential Home Repair - Owner-occupied Housing Rehab (14A)
3	Project Name	Housing LIFT Program (2024)
	Target Area	City-Wide
	Goals Supported	Preserve and Expand Affordable Housing
	Needs Addressed	Increase and Preserve Affordable Housing
	Funding	CDBG: \$546,868
	Description	The City will fund multi-family housing rental rehabilitation activities through the Housing LIFT program. The Housing LIFT program provides funding to make necessary repairs which support the health, safety and welfare of LMI residents in Westminster.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Rental units rehabilitated: 100 Household Housing Unit
	Location Description	City-wide, eligible.
	Planned Activities	Planned activities will be: Housing LIFT Program - Multi-Family Housing Rehab (14B)
4	Project Name	73 rd & Lowell Community Event Space
	Target Area	City-Wide
	Goals Supported	LMA Benefitting Community Event Space
	Needs Addressed	Infrastructure, Streetscape and Ped Improvements
	Funding	CDBG: \$218,826
	Description	The City will fund improvements to the lot at 73 rd & Lowell for use as a community event space that will primarily benefit LMI residents in the neighborhood.
	Target Date	9/30/2025

Estimate the number and type of families that will benefit from the proposed activities	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted
Location Description	City-wide eligible, eligible.
Planned Activities	<p>Community Event Space updates (03F Parks, Recreational Facilities): \$218,826</p> <p>Funded with reallocated prior year funds as follows:</p> <ul style="list-style-type: none"> • PY 2022: \$218,826

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

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

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

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

See the Discussion for more details on race/ethnicity and low/mod household concentrations.

Geographic Distribution

Target Area	Percentage of Funds
City-Wide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

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

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

Discussion

Race/Ethnic Minority Concentration

A “racial or ethnic concentration” is any census tract where a racial or ethnic minority group makes up 10 percent or more of that group’s citywide percentage as a whole. Data was taken from the 2018-2022 ACS 5-Year estimates. Due to the small sample size, only racial or ethnic groups that make up at least 1.0% of the City’s population were analyzed.

Black or African American: Black persons make up 1.5% of the Citywide population, and a census tract is considered a concentration if 11.5% of the population is part of this racial group. There are no tracts with a concentration of this group.

Asian: An estimated 4.9% of the population identifies as Asian. A census tract is considered a concentration if 14.9% of the population is part of this racial group. There are no tracts with a concentration of this group.

Native American/Alaskan Natives: An estimated 1.0% of the population identifies as Native American/Alaskan Natives. A census tract is considered a concentration if 11.0% of the population is part of this racial group. There are no tracts with a concentration of this group.

Some Other Race: Approximately 3.8% of the population identifies as a race other than the ones presented by the U.S. Census. A census tract is considered a concentration if 13.8% of the population is part of this group. There is one tract that crosses over the southern border of the City with a concentration (08001009606).

Hispanic or Latino: Hispanic persons make up 24.1% of the Citywide population, and a census tract is considered a concentration if 34.1% of the population is part of this group. Several southern tracts in the City have a concentration (08001009309, 08001009320, 08001009401, 08001009406, 08001009407, 08001009501, 08001009502, 08001009603, 08001009604, 08001009606, 08001009607).

Low-Income Households Concentration

A “low-income concentration” is any census tract where the median household income (MHI) for the tract is 80% or less than the MHI for the City as a whole. According to the 2018-2022 ACS 5-Year Estimates, the MHI in Westminster is \$90,651. A tract is considered to have a low-income concentration if the MHI is \$72,521 or less. The areas with a concentration of low-income households are primarily the same tracts with a concentration of minority Hispanic residents in the southern tracts of Westminster. There is also one tract in the north of W 120th Avenue that has a concentration of low/mod households (08001060200).

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

Introduction

The City updated its Housing Needs Assessment in March of 2024. Inputs and experiences from the COVID-19 pandemic were assessed and considered in developing strategies for how to best preserve affordable housing and implement a balanced housing strategy while supporting the implementation of the City's 2040 Comprehensive Plan.

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

The City adopted its 2040 Comprehensive Plan on March 27, 2023. The Plan outlines the community's vision for the future through a framework of goals and policies that support a thriving and healthy community comprised of great neighborhoods. The Plan addresses the following topics:

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

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

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

neighborhoods, and managed growth.

Discussion

N/A

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

Introduction

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

Actions planned to address obstacles to meeting underserved needs.

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

As described elsewhere in this document, Westminster dedicates general funds to provide operations support to non-profits that provide supportive services to residents. The reason for this is twofold: 1) Local funding reduces the administrative burden on non-profits receiving small federal grants that require a great deal of compliance activity; and 2) Local funding reduces the administrative burden on City staff, freeing up staff time for substantive revitalization projects and programs.

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

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

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

Actions planned to foster and maintain affordable housing.

The City is committed to fostering the development of affordable housing and preserving multi-family housing that is currently affordable. As such, the City launched its Housing LIFT program, which provides

grants to existing affordable multifamily housing property owners to address identified capital needs while prioritizing resident safety and energy efficiency, thereby improving resident quality of life, and preserving long-term affordability. In 2023 the City partnered with Brothers Redevelopment and Maiker Housing Partners to successfully rehabilitate two existing multifamily rental properties in the City.

The City has also supported the development of new affordable housing through its allocation of HOME funds from Adams County. The City has provided HOME funds to support low- to moderate-income housing for both families and for seniors.

Private Activity Bond (PAB) allocations are issued by the State pursuant to federal regulations to support certain private activities such as residential mortgage programs, construction of affordable housing, and certain redevelopment projects. The City used its PAB allocation for a variety of affordable housing efforts, and during the 2015-2019 Consolidated Plan assigned over \$20 million in PAB capacity to CHFA for both a low-interest mortgage program for qualifying low- to moderate-income homebuyers, and as bond capacity for two local multi-family housing developments awarded 4% LIHTC. In 2024, the City provided CHFA with PAB assignment of \$7,246,554 to apply towards an affordable housing development.

The City also provides its Emergency and Essential Home Repair Program, which helps qualified, low-income homeowners make repairs that improve their home safety and mobility. Through the program, up to \$10,000 in eligible essential and emergency home repairs can be made free of charge to income-qualified households.

The City has a rental housing maintenance code and inspection program that promotes decent, safe, and sanitary housing conditions for renters. More information on the program can be found here: <https://www.Westminsterco.gov/Government/Departments/CommunityDevelopment/RentalPropertyInspection>.

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

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

Actions planned to reduce lead-based paint hazards.

The City's Emergency and Essential Home Repair Program contractors, Foothills Regional Housing and Brothers Redevelopment, Inc. comply with all federal Lead-Based Paint regulations when implementing the program. Additionally, the City's Housing LIFT program complies with all lead-based paint

regulations, and dependent on specific applications and identified needs, future Housing LIFT activities may involve remediation.

Actions planned to reduce the number of poverty-level families.

The City is continually working to provide more jobs for residents of all skill levels with Westminster employers through its comprehensive economic development efforts. The City can influence levels of jobs and affordable housing; however, many aspects of combating poverty are outside the City's influence. The City relies on available supportive services agencies and the Adams and Jefferson County Human Services Departments to assist poverty-level families.

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

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

Actions planned to develop institutional structure.

Efforts to develop institutional structure have focused on addressing the growing needs of persons experiencing homelessness, those with severe cost burden, and those who have special needs. Westminster maintains strong relationships with the non-profit organizations and public housing authorities that serve the City's low-income residents and most vulnerable populations. Staff participates in numerous community forums and promotes citizen engagement in City projects and services. City departments work closely to coordinate services and information about opportunities that benefit our residents, including free summer camp for Westminster families, volunteer opportunities or arts and health information forums for the community's senior residents. Information about the programs supported by the City's CDBG investments is included in this ongoing engagement and outreach.

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

See discussion above.

Discussion

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

- Administrative approval of domestic violence shelters to protect the confidentiality of the location of shelters to protect victims from further assaults. These include: Alternatives to Family Violence; The Rape Assistance and Awareness Program (RAAP); and Sexual Assault Nurse Examiners (SANE).
- Assigning two City staff to serve on regional projects to address services and options for unhoused residents.
- Providing motel vouchers on overly hot days and below freezing nights to ensure unhoused individuals and families can be indoors and have access to a safe and clean bed.

Program Specific Requirements

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

Introduction

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

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

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

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

Other CDBG Requirements

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

Discussion

The city will meet the minimum overall benefit during a one-year period - the 2024 Program Year.