



Agenda Memorandum

Agenda Item – {{section.number}}.A.

City Council Meeting
May 19, 2025



Strategic Priority 1: Access to Opportunity

Advance access to opportunity and prosperity for all in Westminster through diverse housing choices, increased mobility options, safe and walkable neighborhoods, and strong social networks.



Strategic Priority 2: Community Empowerment and Engagement

Enhance the sense of community and connection in Westminster through engaging methods of communication and dialogue that improve accessibility, increase understanding, and encourage participation in civic and City life.



Strategic Priority 3: Community Health and Safety

Invest in innovative and collaborative approaches to provide a continuum of services that preserve, promote, and protect the health, safety, and environment of Westminster.

Subject: Public Hearing on the 2025-2029 Community Development Block Grant Consolidated Plan and the 2025 Annual Action Plan and First Reading of Councilor's Bill No. 13 Re: Supplemental Appropriation of Community Development Block Grant Funding

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Recommended City Council Action:

1. Hold a Public Hearing on the 2025 Community Development Block Grant 2025–2029 Consolidated Plan and the 2025 Annual Action Plan and receive public comments.
2. Approve the allocation of Community Development Block Grant funds as set forth in this Agenda Memorandum for the 2025 program year and authorize Staff to submit the 2025-2029 Community Development Block Grant Consolidated Plan and the 2025 Annual Action Plan to the U.S. Department of Housing and Urban Development.

3. Pass Councillor's Bill No. 13 on first reading providing for a supplemental appropriation of funds to the 2025 Budget of the Community Development Block Grant Fund. It is possible that input collected during the 30-day public input period may change budget recommendations between first and second reading. Second reading is scheduled for June 23, 2025.

Summary Statement:

- The City is a federal entitlement jurisdiction that receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The funds must be used for programs and projects that benefit low-to-moderate income residents and areas.
- HUD requires entitlement jurisdictions to produce and file a five-year CDBG Consolidated Plan to guide programming and investments. In years when the Consolidated Plan is due, it also serves as the Annual Action Plan (AAP) for that program year. For remaining years during the five-year period, the AAP during that period must be presented to City Council for approval and appropriation of funds.
- Staff posted the draft 2025-2029 Consolidated Plan and the 2025 AAP, Attachment A, on Tuesday, April 22 on the City's website.
- Two community input meetings were held, one on March 5, 2025 at the MAC Recreation Center in which four community members attended. The second was held on March 27, 2025 at the City Park Recreation Center, at which no community members attended. Spanish interpretation services were provided at both meetings. All public input received so far has been accepted and included in Attachment C. Additional public input can be received through August 1, 2025. Any additional input will be accepted and included in the final Consolidated Plan and AAP submittal.
- The City's 2025 CDBG allocation is \$563,889. The 2025 budget appropriation is provided as Attachment B.
- Following the 30-day public review period from May 20, 2025 to June 20, 2025, as well as receiving City Council input from this presentation, Staff will present a final 2025–2029 Consolidated Plan and 2025 CDBG budget appropriation to City Council for approval next month.
- Once approved, the 2025–2029 Consolidated Plan and the 2025 AAP will be submitted to HUD for acceptance and will guide CDBG expenditures for the upcoming program year, which runs from October 1, 2025 through September 30, 2026.

Fiscal Impact:

\$563,889 in federal funding.

Source of Funds:

HUD CDBG Funding.

Policy Issue(s):

Should City Council hold a public hearing on the 2025-2029 CDBG Consolidated Plan and the 2025 AAP?

Alternative(s):

City Council could choose to deny acceptance of 2025–2029 Consolidated Plan and the 2025 AAP or decline to appropriate the 2025 CDBG funds. Staff does not recommend this alternative as the proposed projects are based on community input and can be used to benefit the community by preserving affordable housing and supporting community services. Additionally, if the 2025–2029 Consolidated Plan and the 2025 AAP are not approved, the City will forfeit its acceptance of funds, and its 2025 CDBG allocation would be returned to HUD.

Within the proposed 2025–2029 Consolidated Plan and the 2025 AAP, City Council could choose to allocate the funding to different projects or in different amounts. Staff does not recommend this alternative at this time, as the proposed projects are based on community input and identified needs. Additionally, the proposed funding amounts were chosen based on feasibility, alignment with broader goals, and availability of supportive resources to ensure timely expenditure of funds and compliance with HUD regulations.

Background Information:

CDBG Entitlement Program

HUD provides CDBG entitlement jurisdictions with annual grant funding based on a formula that factors in population and economic metrics with the goal of developing viable communities through the provision of housing, a decent living environment, and expanded economic opportunities for low-to-moderate income individuals. As an entitlement community that receives CDBG funding, the City is responsible for developing an AAP that addresses goals and priorities identified in the accepted five-year CDBG Consolidated Plan.

The City is required to provide meaningful opportunities for resident and community stakeholder participation in the development of the Consolidated Plan and the AAP. All community input is included in the Consolidated Plan and AAP and is used to inform project selection and funding allocations. The City participates in a regional HOME Investments Partnership Program (HOME) as part of a consortium led by Adams County. Partner jurisdictions in the consortium include Adams County, Commerce City, and Thornton. In addition to the direct CDBG allocation the City receives from HUD annually, participation in the HOME Consortium allows the City to receive additional affordable housing development funding through an allocation of HOME shares. City Council approved the updated Intergovernmental Agreement (IGA) with Adams County in April 2024.

The 2025-2029 Consolidated Plan Framework

The 2025-2029 CDBG Consolidated Plan will guide how the City spends the CDBG funds for the next five years. The CDBG Consolidated Plan is required to be consistent with one or more of the three HUD national objectives which are:

1. Benefiting low-to-moderate income persons.
2. Preventing or eliminating slums or blight.
3. Meeting other urgent community development needs that pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

The priorities recommended as a guide for proposed projects and investments for the 2025-2029 CDBG Consolidated Plan are:

1. Administration
2. Public Facilities and Infrastructure
3. Preservation and Development of Affordable Housing
4. Public Services

The identified goals address HUD national objectives to benefit low-to-moderate income residents and neighborhoods. Keeping the number of goals limited and aligned with HUD national objectives allows the City to identify and apply CDBG funding to projects throughout the city. These specific projects will guide annual action plans for the 2025-2029 time periods.

Opportunity for Community Input and Engagement

The City's Citizen Participation Plan (CPP) was updated for the 2025-2029 CDBG Consolidated Plan and provided opportunity for both in-person public engagement as well as the continuation of virtual participation, when warranted. The CPP establishes required levels of public engagement that comply with federal regulations and provide for meaningful participation of the City's direct service providers and low-to-moderate income residents. The engagement opportunities selected to inform the 2025-2029 Consolidated Plan, and the 2025 AAP are broadly inclusive and provided opportunities for residents to learn more about the City's CDBG program and investments. Staff emphasized the inclusion of the City's minority residents and low-to-moderate income residents in areas where CDBG funds may be spent. The community engagement and input process for the 2024 AAP included:

- March 5: Community Meeting 1 at the MAC Recreation Center to engage residents and Community members;
- March 11: Stakeholder Meeting 1 (Housing and Homelessness Focus) to engage local stakeholders and partners;
- March 13: Stakeholder Meeting 2 (Community and Public Services Focus) to engage local stakeholders and partners;
- March 27: Community Meeting 2 at City Park Recreation Center to engage residents and community members;
- April 22: Draft 1 2025-2029 Consolidated Plan and the 2025 AAP to the City's website for review and online comment; Send email and social media notifications announcing the opportunity to review and comment on the draft 2025-2029 Consolidated Plan and the 2025 AAP; and
- May 19: Public Hearing to accept the 2025 – 2029 Consolidated Plan and the 2025 AAP.

In accordance with the City's CPP, all public meetings and hearings are noticed to the public for at least 14 days prior to the meeting date. Public notices were published in the Westminster Window on February 13, 2025, March 13, 2025, and May 1, 2025. Notices on social media and the City's website are provided in English and Spanish and interpretation services for any City meeting are provided upon request.

Proposed 2025 AAP CDBG Investments

The City was allocated \$563,889 in CDBG funds for the 2025 program year, which will begin October 1, 2025. Based on the feasibility, alignment with City Strategic Priorities, availability of supportive

resources, and input received during the public review, the following goals and corresponding allocation of funds are proposed:

Administration – 20 Percent

Administration - \$90,889 proposed for 2025

HUD allows grantees to utilize up to 20 percent of the annual allocation for administration and planning expenses. Currently, program administration funds support a full-time CDBG Technician position, as well as consultant services, program and compliance training, community outreach activities, and translation and interpretation services. Any unspent administration funds may be returned to the CDBG fund balance at the end of the program year to be carried over into the following year administrative funds and/or reallocated to projects.

Goal – Preservation and Development of Affordable Housing: \$458,000

The 2025-2029 CDBG Consolidated Plan proposes to identify affordable housing projects to address the City's requirement to meet a housing national objective. The three supportive projects identified in the 2025-2029 CDBG Consolidated Plan are:

Emergency and Essential Home Repair - \$88,000 proposed for 2025

The Emergency and Essential Home Repair (EEHR) program helps qualified, low-to-moderate income homeowners make urgently needed repairs to their home that improve safety and mobility. This program has been provided by the City for over 20 years and has proven its value by allowing low-to-moderate income residents to remain in their homes safely rather than experience displacement. Through the current program, up to \$10,000 in eligible minor and emergency home repairs are provided as a grant for qualified residents. Higher requests will be evaluated as needed on a case-by-case basis to ensure flexibility in meeting the increase in need.

Housing LIFT Multi-family Preservation Grants - \$350,000 proposed for 2025

The Affordable Housing Rehabilitation and Preservation project, known as Housing LIFT, provides grants to qualified property owners for properties that currently serve low-to-moderate income residents and meet HUD criteria. This investment is targeted at maintaining the City's aging affordable housing in need of repair and safety updates to ensure the continued availability of these housing units. Restrictions are placed, generally in the form of a deed restriction, to maintain affordability for an established timetable. Community input received during the AAP community engagement process reinforced the need to preserve and expand access to affordable housing. Both residents and non-profit partners stated they would like to see the Housing LIFT program continue.

Brothers Redevelopment, Inc Annual Paint-A-Thon - \$20,000 proposed for 2025

The City will fund the administration and the necessary supplies for painting qualified up to five resident homes.

Goal – Public Services: \$15,000

Growing Home Food Pantry Support: \$15,000 proposed for 2025

The City will provide financial support for the local food pantry to purchase fresh goods and other high-need food supplies. This assistance is instrumental in addressing the rising need for this service. Due to the continued increase in the cost of living, food pantries across the nation have seen numbers higher than the numbers of assistance given during the 2020 pandemic. Supporting this basic need assists with resident displacement and homelessness prevention.

Goal – Public Facilities and Infrastructure

For 2025, there are no proposed programs for this goal

The City explored using funds towards this goal in 2025 that included an analysis of offering childcare resources based on resident feedback from a community input meeting. It was determined that the Community Services Block Grant through County partners would be the best option.

The Consolidated Plan process meets the strategic plan priorities of Access to Opportunity and Community Empowerment and Engagement by actively seeking and encouraging community input to help direct how CDBG funds should be spent at the micro neighborhood levels and by supporting low-to-moderate households to better their living environments and thus creating prosperity and opportunity for economic growth. Additionally, the strategic plan priority of Community Health and Safety is being met by investing in housing options for safe and secure affordable housing options.

Respectfully submitted,



Jody L. Andrews
City Manager

Attachments:

Councillor's Bill No. 13 Re: Supplemental Appropriation of CDBG Funding
Attachment A – Draft 2025 – 2029 Consolidated Plan and the 2025 Annual Action Plan
Attachment B – CDBG Grant Appropriation Account Table
Attachment C – Community Engagement and Input Received