



Agenda Memorandum

Agenda Item – {{section.number}}.C.

City Council Study Session
June 5, 2023



Strategic Priority 1: Preparedness and Resilience

Build a system of intentional support for residents, businesses and the environment that mitigates risks and proactively seeks out ways to ensure the community not only endures, but thrives.



Strategic Priority 2: Proactive Public Safety

Enhance public safety to emphasize both prevention and enforcement, engage the community through education and outreach and provide the resources necessary to ensure safety and well-being throughout Westminster.



Strategic Priority 3: Shared Sense of Community

Foster equitable opportunities that help residents feel at home and connected in their community and empowered to live their best lives.

Subject: Information Only - Overview of 2023 Community Development Block Grant Annual Planning Process

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Recommended City Council Action:

This report is for City Council information only and requires no action by City Council.

Summary Statement:

- The purpose of this information only memorandum is to provide an overview of the process that will be used to develop the 2023 Annual Action Plan (AAP) which will determine how the City will invest the 2023 Community Development Block Grant (CDBG) annual allocation.
- The City is a federal entitlement jurisdiction that receives an annual allocation of 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 and moderate-income residents and areas. The City's 2023 CDBG allocation is \$577,464.

- HUD requires entitlement jurisdictions to file a five-year CDBG Consolidated Plan to guide programming and investments consistent with HUD National Objectives. The City filed the 2020-2024 CDBG Consolidated Plan with HUD in February 2021.
- HUD also requires entitlement jurisdictions to file an AAP each year during the five-year CDBG Consolidated Plan period. The projects within the AAP must be consistent with the City's CDBG Consolidated Plan goals.
- HUD requires the entitlement jurisdictions to involve the community in the AAP process and accept input for a minimum of 30 days before the final plan is adopted.
- There will be a community meeting on June 20, 2023, as well as a City Council Public Hearing on July 24, 2023, to receive public input and incorporate it into the 2023 AAP. There will also be opportunities for public input online and via email throughout the comment period.
- To kick-off the community engagement period, an initial draft of project funding recommendations based on past community input and needs will be presented at the June 19, 2023 City Council Study Session. This initial listing of potential funding recommendations is intended to be a starting point for conversation and may change as City Council and community input is received.

Background Information:

CDBG Entitlement Program

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

The City is required to provide meaningful opportunities for resident and community stakeholder participation in the development of the AAP. Input from the community is included in the AAP and used to inform project funding allocations throughout the five-year CDBG Consolidated Planning period.

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 a system of HOME shares allocated to participant communities.

The 2020-2024 CDBG Consolidated Plan Framework and AAPs

The 2020-2024 CDBG Consolidated Plan was approved by City Council in November 2020 and accepted by HUD in February 2021. The CDBG Consolidated Plan is required to be consistent with one or more of the three HUD National Objectives which are:

1. Benefiting low and moderate-income persons;

2. Preventing or eliminating slums or blight;
3. Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Two broad goals were identified by the City of Westminster to guide proposed projects and investments for the 2020-2024 CDBG Consolidated Plan:

1. Preserve and Expand Affordable Housing
2. Infrastructure and Street Improvements

The identified goals address HUD National Objectives to benefit low- and moderate-income residents and neighborhoods. Keeping the number of goals limited yet aligned with HUD National Objectives allows the City to identify and apply CDBG funding to qualified projects throughout the City.

Each year during the development of the AAP, specific projects are identified that support the goals of the five-year CDBG Consolidated Plan. Therefore, while the City has flexibility to fund a variety of community-endorsed projects, these projects need to be consistent with the CDBG Consolidated Plan. Material deviations from the two goals identified in the CDBG Consolidated Plan would require a substantial amendment to be filed with HUD.

Opportunity for Community Input and Engagement

The City's Citizen Participation Plan (CPP) was updated and filed with the 2020-2024 CDBG Consolidated Plan and provides 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 and opportunities for community input to inform the development of the AAP.

As detailed in the CPP, there will be an emphasis the involvement of low and moderate-income residents in areas where the CDBG funds may be spent.


The proposed community review and input process for the 2023 AAP includes:

- June 19: Review initial draft project funding recommendations based on past community input and needs, and the planned community engagement schedule with City Council during a Study Session
- June 20: Community Meeting to engage residents and stakeholders and take input on the proposed project funding and identify community interest for strategic investments
- June 23: Post the draft 2023 AAP to the City's website for review and online comment; send email and social media notification of the opportunity to review and comment on the draft 2023 AAP
- July 24: City Council Public Hearing on the 2023 AAP and accept the 2023 CDBG funding; public input received will be included in the final draft of the plan
- July 25 – August 10: Complete final draft 2023 AAP and prepare to submit to HUD
- August 16: Final AAP and grant commitment submitted to HUD

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. Notices are provided in English and Spanish and interpretation services are provided upon request.

The planning and preparation for the acceptance of the annual CDBG allocation supports the City's Strategic Priority of Preparedness and Resilience through the design of programs designed to meet critical needs of low to moderate-income residents. These investments support the City's Strategic Priority of Enhanced Public Safety through the support of programs that reduce homelessness and reinvestment in neighborhoods. Finally, access to CDBG funding supports the City's Strategic Priority of Shared Sense of Community by improving neighborhood shared spaces as well as preserving affordable housing opportunities to help all residents feel connected to the community.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mark A Freitag". The signature is written in a cursive, flowing style.

Mark A. Freitag
City Manager