



2017

Consolidated Annual
Performance Evaluation Report
(CAPER)

Commerce City, Colorado

Adopted by Council:
December 17, 2018

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

Establishing the City's Plans and Procedures

The CDBG Office continued to establish of the City's new CDBG Program. The following documents and procedures were drafted, executed, and/or adopted:

- 2016 CAPER
- 2018 CDBG Funding Application & Review Process
- 2018 Annual Action Plan
- Environmental Review Maps & Documentation
- Interdepartmental Agreement for Public Services
- Limited English Proficiency Plan
- MHRP Request for Proposal & Selection Process
- MHRP Contract (drafted)
- Minor Home Repair Policy Guide
- Section 3 Plan (drafted)
- SHPO Agreement (drafted)
- Uniform Relocation Plan (drafted)
- Numerous checklists, forms, handouts, & templates

Community Outreach

The CDBG Office established and continued extensive community outreach contacts with CDBG related entities serving Commerce City residents through presentations, meetings, and one-on-one conversations the CDBG Office.

Projects and Activities

Projects and activities executed included the launching of the Police Department's Domestic Violence Victims Assistance Program (DVV) and the explanation of the Park, Recreation and Golf's Scholarship Program. The appropriate environmental reviews, Interdepartmental Agreements, reporting forms, orientation and training meetings were completed for each. Both programs are underway and the DVV Program has assisted 20 people in 9 households as of September 30, 2018.

The Minor Home Repair Program (MHRP) is behind schedule. However, the CDBG Office produced its first Request for Proposal (RFP) to hire a Contractor to assist in the administration and implementation of the MHRP. The RFP was posted and advertised on September 17, 2018 and proposals are due October 19, 2018. The first MHRP

applications from residents should be received by February of 2019.

Both the 2016 and 2017 PY Sidewalks projects progressed with the hiring of an outside engineering firm and project manager. The necessary site selections, engineering and RFB preparation was completed for the three selected sites. The Interim Public Works Director estimates the RFB to be released by January/February and construction should be completed for both program years by June 2019.

The 2016 and 2017 Bus Stop Improvement projects are seriously delayed. The Interim Public Works Director is investigating who outside of the City could implement the projects.

The Fair Housing and the Residential Resource Directory projects have been withdrawn. The Fair Housing project could not meet the required CDBG National Objective. The Residential Resource Directory was replaced by utilizing an existing online Adams County Resource Directory. The funds set aside for these projects will be reallocated as a minor amendment to the 2017 AAP.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected Strategic Plan	Actual Strategic Plan	Percent Complete	Expected Program Year	Actual Program Year	Percent Complete
Administration and Planning	Non-Housing Community Development	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%
Affirmatively Further Fair Housing Choice	Fair Housing	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	80	0	0.00%			
Affirmatively Further Fair Housing Choice	Fair Housing	CDBG: \$	Other	Other	0	0		2000	0	0.00%
Business Incubator		CDBG: \$	Businesses assisted	Businesses Assisted	8	0	0.00%			
Construction of ADA Ramps	Non-Housing Community Development	CDBG: \$	Other	Other	10	0	0.00%			
Demolition and Clearance	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	2	0	0.00%			
Drainage Improvements	Non-Housing Community Development	CDBG: \$	Other	Other	1	0	0.00%			
Job Training		CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	40	0	0.00%			

Local Bus Stop Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0.00%	167	0	0.00%
Local Bus Stop Improvements	Non-Housing Community Development	CDBG: \$	Other	Other	10	0	0.00%			
Minor Home Repair	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	12	0	0.00%	16	0	0.00%
Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	20	10.00%	150	20	13.33%
Public Services	Non-Housing Community Development	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		0	0	
Revolving Loan Fund		CDBG: \$	Businesses assisted	Businesses Assisted	8	0	0.00%			
Sidewalk Construction and Repair	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	650	0	0.00%	287	0	0.00%
Sidewalk Construction and Repair	Non-Housing Community Development	CDBG: \$	Other	Other	2	0	0.00%			

Table 1 - Accomplishments - Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

All six Consolidated Plan priorities were designated as High Priority. The City's use of CDBG funds addressed the priorities as follows:

Need #1 - Neighborhood Revitalization - The sidewalk, bus stops, and ADA ramp installation projects all specifically address this high priority. The funded soft cost provided a significant step in installing the sidewalks. Once completed the sidewalks will improve pedestrian access and connections and counter blight conditions in these high LMI neighborhoods.

Need #2 - Preserve & Expand Affordable Housing - the City's establishment of the Minor Home Repair Program will directly assist up to 12 low to moderate income (LMI), owner-occupied homes in the CDBG target area. This will preserve affordable housing and revitalize the blocks in the neighborhood. The livability, safety and affordability for these residents will also be improved.

Need #3 - Public Services for LMI & Special Needs Populations - the Recreational Scholarship program provides discounted recreational and educational opportunities for LMI residents. No funding has been spent to date on this project so an assessment is premature. The DVV program helps the victims and their dependents escape the abuser by providing temporary economic security. This program prevents homelessness and repeated violence and victimization, thereby reducing crime. The early success of these programs has shown encouraging and rewarding results. Nine households with 20 victims have been protected and provided emergency housing assistance away from their abuser.

Need #4 - Economic Development - The City's 2018 AAP will fund economic development through improvements to the City's Small Business Resource Center (SBRC). The Center supports entrepreneurs and small business development, thereby creating new employment opportunities. The increased staff will increase the Center's use and bi-lingual outreach.

#5 & #6 - Affirmatively Further Fair Housing Choice & Administration - these needs are combined into the funding for Administration of the entire CDBG Program. The Program has progressed and the City is on track to be 90% established by 2019.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	7
Black or African American	4
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	11
Hispanic	9
Not Hispanic	11

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

These numbers were provided by the Domestic Violence Victims program's first progress report from July 1, 2018 through September 30, 2018. No other projects or their related activities have progressed to directly report assisting LMI households during the 2017 CDBG program year.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	415,877	185,101
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

Above represents the 2017 HUD grant allocation to the City and the total amount reimbursed in the 2017 PY. No funds were reimbursed in 2016 the PY.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	20	3	A minority portion of the DVV, Rec Scholarship and MHRP funding will be outside of the Core City.
Core City	80	97	Sidewalk construction, bus stop improvements are 100% Core City.

Table 4 - Identify the geographic distribution and location of investments

Narrative

Per the City's Consolidated Plan, the CDBG program is focusing the majority of its funding inside of the Core City Target area. However, LMI residents residing anywhere in the City may be eligible beneficiaries of the CDBG funding. For example, the housing rehabilitation programs, DVV and the Recreational Scholarships are available to all residents.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The CDBG program does not require funding matches from other sources; however, the City encourages leveraging from itself, other forms of government, community partners, businesses and residents. Part of the sidewalk projects is using city land/right-of-way. The SBRC is City owned and is typically free for small business organizations to use.

The 2017 program year was complemented by several City resources and community partners. No cash was leveraged to date for the 2017 program year. However, all of the entities below gave their time, knowledge, skill, facilities for meetings, and materials for distribution at events in implementing the City's CDBG program and setting-up the 2018 AAP:

1. Access Housing
2. Adams County School District 14
3. Arapahoe County Weatherization Program
4. Brothers Redevelopment Inc.
5. Commerce City Housing Authority
6. Commerce City Recreation Center
7. Commerce City Senior Center
8. Community Resource Network
9. Community Uplift Partnership
10. Housing and Urban Development
11. Kids First Health Care
12. Our Lady Mother of the Church
13. Project Angel Heart
14. South Adams Fire District
15. Urban Land Institute
16. Twelve Commerce City Departments:
 - City Attorney
 - City Council
 - City Manager
 - Community Development
 - Economic Development
 - Finance
 - Human Resources
 - Information Technology

- Neighborhood Services
- Parks, Recreation & Golf
- Police Department
- Public Works Department

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 - Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	12	0
Number of households supported through Acquisition of Existing Units	0	0
Total	12	0

Table 6 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Minor Home Repair Program

The Community Development Department's CDBG Office is directly responsible for 100% of the implementation of the 2017 Minor Home Repair Program (MHRP). It is the City's

first CDBG home repair program and the City anticipated rehabilitating some of the 12 homes in 2018. Unfortunately, serious delays occurred when the CDBG Coordinator had to take Short-term Leave and missed 110 working days from July 2017 - August 2018. No other staff member was available or able to administer the MHRP during the CDBG Coordinator's absence.

The preparation of the City's first Request for Proposals for the MHRP consumed a large amount of time. As soon as it was completed and approved, it was posted in September of 2018. Goals were met with the production of the: MHRP Guide, application forms, outreach materials, email updates, website updates, contractor's agreement, reporting documentation, monitoring checklists, and the Allocation of Duties table. Once officially hired and the Tier 1 one environmental review is approved, the CDBG Office and the contractor should have the program operational within 30 days.

Discuss how these outcomes will impact future annual action plans.

Future home repair programs should not be negatively affected by the initial delays. Additionally, the City issued its RFP and framed its Contractor's Agreement for up to a possible two-year renewal. This may prevent any delays in the 2018 MHRP by going back out for RFP. The CDBG Office is also preparing both the 2017 and 2018 Tier One environmental reviews simultaneously to conserve time.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

None to date.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Commerce City explores CDBG opportunities to support area nonprofits providing housing and services for homeless persons. The CDBG Office reached out to Access Housing and Almost Home, two area homeless shelters serving the homeless and at risk of homelessness. Both applied for 2018 CDBG funding. Access Housing was funded.

The City assertively seeks to assist residents in need. In 2006, the City formed the Quality Community Foundation (QCF), a 501(c) 3, to improve the quality of life for Commerce City resident by serving people and agencies. Each year dozens of applicants seek funding, several of them to alleviate homelessness.

In 2018, the City funded \$36,625 in housing and homelessness assistance from the QCF's budget. Plus, they provided staff to run the foundation and supported the City appointed QCF Board. The City also sponsors two annual fundraisers for the QCF.

The following non-profits where funded by the QCF to prevent and/or assist the homelessness:

1. Access Housing received \$7,500 to help homeless families regain their independence and self-sufficiency. They anticipate helping 35 persons with the funding.
2. Almost Home received \$7,500 to provide housing assistance for the homeless and those in need. They anticipate helping 73 persons with the funding.
3. Brothers Redevelopment Inc. Paint-a-Thon program received \$5,000 to assist three LMI homes owned by seniors/disabled residents. This will help 10 people.
4. CASA of Adams & Broomfield Counties received \$7,500 to advocate for abused and neglected youth in search of permanent homes. They anticipate helping 65 persons with the funding.
5. Catholic Charities and Community Services of the Archdiocese of Denver, Inc. received \$5,000 for emergency assistance to individuals and families to prevent homelessness. They anticipate helping 90 persons with the funding.
6. Mercy Housing Mountain Plains received \$4,125 to create stable, vibrant, and healthy communities by developing, financing, and operating affordable program-enriched housing for families, seniors, and people with special needs

that lack the economic resources to access quality and safe housing opportunities.

Additionally, in 2018, the QCF prevented and/or assisting the homeless by funding three food banks (\$16,000); four medical and mental health non-profits (\$28,000); five educational and job readiness/training programs (\$19,200); and six family and youth assistance programs (\$29,000).

The CDBG Office needs to provide outreach to the Catholic Charities, CASA, and Mercy Housing for the 2019 program year.

Addressing the emergency shelter and transitional housing needs of homeless persons

The 2018 Annual Action Plan funded Access Housing, Inc. to increase staff to expand the services provided for their family homeless shelter and transitional housing apartments. The expansion of services includes increased life skill services and educational opportunities to the residents. Unfortunately, Access Housing declined their grant award after their director, entire staff and most of their Board was replaced. Once they are better established and their new goals and missions are clearly delineated they plan to reapply in 2019.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The 2016-2020 Consolidated Plan identifies the need for additional affordable housing for city residents. The City and the Commerce City Housing Authority regularly works with local partners to develop additional affordable housing units.

Since 2016, the City and the Commerce City Housing Authority worked to attract a 216-unit affordable housing apartment complex to the City. Soon to be completed these apartments will significantly assist the LMI residents from all walks of life the opportunity to afford a decent home. This public-private partnership was formed with the developer Dominion and the Commerce City Housing Authority using 4% Low Income Housing Tax Credits (LIHTC) to help finance a \$57,000,000 affordable housing apartment

complex project. These 216-units will be available to residents earning 60 percent of Area Median Income (AMI). Commerce City City Council approved other incentives including waived fees, which strongly influenced Dominion's decision to build the project. This project called the North Range Crossings housing development is located near E. 104th Avenue and Sable Boulevard. The project is underway and will be fully operational by mid-2019.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The CDBG Office will continue to meet with and train Access Housing staff and Board to encourage CDBG funding applications.

For some homeless people getting a job and making an income is key to transitioning out of homelessness. The 2018 AAP's funding of the Small Business Resource Center will assist residents seeking to start-up a business and those seeking jobs and job training. The SBRC is designed to help retain and produce jobs within the City.

The City also seeks to develop opportunities to support rapid rehousing and homelessness prevention efforts in conjunction with local housing and service providers, Adams County, and the Commerce City and Adams County Housing Authorities. It will continue to seek opportunities to partner with local service agencies to expand housing opportunities and services for homeless persons, including those making the transition to permanent housing.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

By definition, the City of Commerce City does not have any public housing units within its boundaries and therefore will not take any actions to address the needs of public housing specifically.

However, the Commerce City Housing Authority (CCHA) has owner interest in 226 affordable housing units. They also manage a Section 8 voucher program with 119 active vouchers, and with over 250 people on the Section 8 voucher waitlist.

In 2016, the City and CCHA partnered with a developer to build a 216-unit apartment complex. It is an affordable housing project and will house people earning under 60% of the areas average median income. To date 82 units have been completed and are fully occupied. The remaining units are over 97% leased and will be completed in 2019.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Commerce City Housing Authority (CCHA) provides a *Down Payment and Closing Cost Assistance* loan program for income qualified, first-time home buyers, for homes purchased in Commerce City. During the 2017 CDBG PY, no potential home buyers were assisted with this program; rather they are referred to Metro Mortgage Plus Program. Additionally, on a daily basis, the CCHA and CDBG Office meets with and reaches out to residents in need. As needed, residents are provided with education and information on housing finance, maintenance, accessibility, and repairs.

Actions taken to provide assistance to troubled PHAs

There are no troubled PHAs in Commerce City.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City's Neighborhood Services staff is taking an active role in educating residents on the CDBG programs. They enforce the City's building and safety codes and often have a negative image with city residents. Being able to connect residents to home repair and other assistance programs, directly identifies and assists residents in need, and eases the negativity between the code enforcer and the home owner.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

In the fall of 2016, the City's Community Development Department and the Commerce City Housing Authority launched the process of defining, funding, and hiring a consultant to produce a Comprehensive Housing Study. The City hired a consultant to draft the document to:

- Assess the City's housing needs
- Provide a balanced housing plan
- Establish an implementation plan

The first draft of this Comprehensive Housing Study was presented to the City Council in November of 2017. It will provide the necessary background, data and framework for the City to accurately pursue meeting its underserved housing needs. Adoption of this plan is expected in late 2018/early 2019.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In 2017 and 2018, the City's CDBG Program funded the MHRP. Approximately 28 homes will be checked for lead-based paint and, if detected, will be remediated per 24 CFR 570.608. In the 2018 AAP, the City funded the Arapahoe County Weatherization program and the Paint-a-Thon Program to help renovate another 31 homes. Their programs include lead-based paint detection and abatement resources.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Start-up & Small Business Support

The CDBG Office works with the City's Economic Development Department and Small Business Resource Center (SBRC) to determine current and needed resources for the City's small businesses and budding entrepreneurs. SBRC provides free facilities for educating potential and existing small businesses including: business development classes, one-on-one technical business assistance, ESL classes, GED courses, job fairs and area small business seminars. The majority of these services are offered in English and Spanish.

The CDBG Office received two applications for 2018 CDBG funding from the Economic Development Department SBRC; one for public facilities and one for public services funding. These applications were approved to provide additional staffing at the SBRC *and* to update the antiquated internet, phone, and presentation features at the SBRC. Storage and other facility improvements will also be improved. The new staff person will establish or expand the following business organizations services at the SBRC in 2019:

- Colorado Enterprise Fund focusing on small businesses getting access to loans and lines of credit and providing business counseling.
- North Denver Metro Small Business Development Center focusing on business startups, expansions and sustainability through one-on-one training and workshops.
- Colorado Minority Business Office focusing on educating minorities, veterans, and women owned businesses on certifications available.
- Adalante Community Development focusing on Latino small business ownership, employment and education.
- City of Commerce City's Business Tax Seminar to offer the seminar in Spanish.
- Commerce City Chamber of Commerce to expand their network and resources available to their members.
- Area technical colleges and specialty schools - to offer job fairs, job training, and additional educational resources for City residents and businesses.

The work on the SBRC will be completed in 2019 and the new part-time staff will be hired in early 2019.

Community-wide Referral System

The CDBG Office and Commerce City Housing Authority serve as part of the community referral system for services to City residents (health care, food, transportation, victim services, legal services, utilities, recreation, education, yard care, pet assistance, senior care, etc.). By procuring and preparing information materials, fielding phone calls, attending meetings, joining organizations, and participating in events, these offices assist residents in alleviating their poverty or dire circumstance.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The CDBG Team was established to review and rank all CDBG applications; and make recommendations for funding to the City Council. The CDBG Team is comprised of the following Commerce City Departments and Divisions:

1. City Attorney
2. City Manager
3. City Planning
4. Communications
5. Community Development
6. Economic Development
7. Finance
8. Information Technology
9. Neighborhood Services
10. Parks and Recreation
11. Police Department
12. Public Works
13. Commerce City Housing Authority

The CDBG Team provides comprehensive interdepartmental input into each year's funding cycle process and Annual Action Plan. The CDBG Team works to avoid institutional gaps while providing citywide interdepartmental cooperation and guidance. This compilation of talent, community knowledge and professional expertise streamlines the flow of information throughout the City departments.

Coordination between the HUD staff, Dept. of Labor, Adams County, Arapahoe County, Jefferson County, and neighboring cities was actively pursued by the CDBG Office. Quality coordination between the City and its partner governments will continue to be actively sought. Actions included one-on-one meetings, training courses,

webinars and participation in the Colorado CDBG User Group and the National Community Development Association (NCDA).

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The CDBG Office co-facilitates the Community Resource Network Organization. The CRN is a service provider networking group servicing the Denver Metro Area. The CRN is comprised of hundreds of area non-profits, governmental agencies, faith-based and financial organizations, businesses, and volunteer groups working in Commerce City and Metro Denver areas. At these bi-monthly meetings attendees learn about other attendees' positions and organizations, receive a 20-minute descriptive presentation from an area service provider, distribute written materials, work a case study and promote their services and networks. The CRN is co-hosted by the City's CDBG Office, Access Housing, Kids First, and Tri-County Health. Approximately 40-50 organizations attend these meetings.

Commerce City regularly hosts and attends these meetings to:

1. learn of area service providers and any recent changes,
2. improve delivery of services and resources through improved personal contact and program understanding, and
3. Promote the City's CDBG programs and other City resources.

The Community Resource Network (CRN) helps overcome gaps in service provider knowledge and reduces unnecessary referral and service duplications.

The City's CDBG Office also:

1. Coordinates and communicates with agencies to identify needs and foster solutions within the community.
2. Offers technical assistance to agencies on sources of funding available, associated timelines, applicable regulations, and the most impactful uses of funds.
3. Participates in regional events, fairs, and meetings with public and private housing, educational entities, economic development organizations, social service agencies, and other governments.

Please see the attached jpegs.



Purpose: The Community Resource Network (CRN) meetings are an opportunity to connect, to network, and to learn about other community resources in Adams County and in the surrounding counties.

Facilitator: Maria D. Zubia

Co-Facilitators: Cheryl Steinberg, Meghan Prentiss, Alicia Aguilar

Wednesday
 February 28, 2018
 10:00 am – 11:30 am
 Commerce City Recreation Center
 6060 Parkway Drive, Commerce City CO 80022

CRN Agenda

5 min	Welcome	Maria
30 min	Presentation – Cheryl Steinberg, City of Commerce City Community Development Block Grant (CDBG) Discussing 2018 Funding application Due on March 14	Presenter
20 min	Introductions and Announcements <i>(Limit 3 min)</i>	Alicia
10 min	Case Scenarios	Alicia
25 min	Networking Opportunity & Collection of Resources	Maria

- 2018 Meetings**

 - April 25
 - June 27
 - August 29
 - October 24
 - December 12

Please note that the Community Resource Network is a **grassroots initiative** that is **informal and voluntary**.
 Thank you to the Denver Foundation’s **Basic Human Needs Committee** for supporting this project as part of the Community Navigator Cohort.

Like us on Facebook
“CRN Resources” and “AdamsCountyCommunityEnrichment”

CRN Meeting Flyer



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 10:00 am – 11:30 am
 Commerce City Recreation Center
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CRN Meeting Agenda

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In the submitted 2017 CAPER into IDIS, is the FHEO attachment describing the numerous City's CDBG actions to overcome the effects of any impediments identified in the City's Analysis of Impediments to Fair Housing Choice.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The general oversight of the City's CDBG Program is performed by the Director of the Community Development Department. Financial oversight is performed by the City's Finance Department. The day-to-day monitoring activities are performed by the CDBG Office which consists of one person, the CDBG Coordinator. The City is committed to meeting all of the HUD and other federal, state and local agencies requirements.

As the City continues with its 2016 - 2018 CDBG projects, the CDBG Office shall monitor to help ensure the compliance by/with:

1. Continued professional training for the CDBG Coordinator
2. Continued cross training of City staff on CDBG administrative responsibilities
3. Regular on-site and desk top monitoring visits for all public service projects
4. Construction and consultant procurements and contracts
5. Environmental review of all CDBG projects
6. Davis-Bacon Wage compliance requirements
7. Financial reporting and reviews
8. Minority Business Enterprise (MBE) reports
9. Section 3/MBE-WBE compliance
10. Citizen Participation Plan
11. Annual Action Plan submissions
12. Consolidated Annual Performance Evaluation Reports (CAPER)
13. Integrated Information Disbursement System (IDIS) reporting
14. Maintaining the CDBG rate of expenditure to comply with HUD's Timeliness Test
15. Federal Cash Transaction Quarterly Report submissions
16. Project site monitoring visits comparing reported activity with actual accomplishments

17. Continued orientation, training and technical assistance for sub recipients and future applicants
18. Producing and utilizing compliance and monitoring checklists

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City's Citizen Participation Plan outlines the CAPER and related performance reports shall be posted for public comment for a period of not less than 15 days before the Public Hearing of the CAPER for adaptation by the City Council on December 17, 2018. Please see the attached affidavit of publication for the Commerce City Sentinel. ***No public comments were received during the public comment period.***

The 2017 Draft CAPER was posted on the City's website: <http://www.c3gov.com/cdbg> from October 23, 2018 through December 17, 2018. Printed copies were also made available at the Community Development Office at the Civic Center at 7887 E. 60th Avenue, Commerce City, CO 80022.

A formal public notice of the CAPER's public hearing with the City Council was published the City's official newspaper, the Sentinel; in Spanish in La Prensa. Notice of the CAPER public hearing was both in English and Spanish in the November and December issues of the Commerce City *Connected* newsletter which is mailed to every household in the City.

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Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Internal changes were made to better execute the internal PW's projects and to consistently administer the CDBG Program:

- The City's Public Works Department selected and hired additional outside help including an engineering firm and an independent Project Manager to complete the 2016 and 2017's required sidewalk projects' site selection, analysis, engineering, RFP document preparation, easement and right-of-way determinations.
- The CDBG Office is cross training additional City and Housing Authority staff to provide backup for some administrative duties as needed.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

n/a