



City of Commerce City,
Colorado

2017 Annual Action Plan

Draft

Prepared by the
Community Development Block Grant Office

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City of Commerce City, Colorado
2017
CDBG Annual Action Plan
6.13.17 Draft

Executive Summary

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

1. Introduction

An Annual Action Plan is required by the U.S. Department of Housing and Urban Development (HUD) from all jurisdictions receiving Community Development Block Grant (CDBG) funds. The City of Commerce City is submitting its second Annual Action Plan as part of the adopted 2016-2020 Consolidated Plan.

The 2017 Annual Action Plan (AAP) was developed in accordance with HUD guidelines 24 Code of Federal Regulations (CFR) Part 91.220. This document represents a cooperative effort between the City of Commerce City, the public, housing and service providers. It outlines the City's needs, goals, and strategies for the 2017 AAP program year and addresses citizen involvement, including information on available and potential resources. The priorities developed in this plan target a wide range of issues. These issues range from basic needs, such as the availability of affordable housing, to quality of life issues like improving public facilities to serve low and moderate income (LMI) residents.

The City of Commerce City will receive an estimated \$386,340 in CDBG funds during the second program year which runs from October 1, 2017 through September 30, 2018. The Community Development Department, CDBG Office oversees the administration of the CDBG program. The CDBG Office regularly involves other city departments to develop and accomplish the goals in the Consolidated Plan. The CDBG activities, which are outlined in the AAP, adhere to the three national objectives established by HUD:

- a) Activities principally benefiting low and moderate income residents;
- b) Aid in the prevention or elimination of slums or blight; and
- c) Meeting an urgent community need.

2. Summarize the objectives and outcomes identified in the Plan

In 2017, the City will undertake a variety of new initiatives and complete activities currently underway from the 2016 CDBG allocation. The first year the City dedicated 100% of the CDBG funds to high priority goals outlined in the 2016-2020 Consolidated Plan. However the City's needs are numerous and additional projects are needed in the LMI community.

Therefore CDBG allocations will be used to meet the needs of LMI individuals in seven different ways in the new 2017 AAP.

- a) Sidewalk Installation and Repairs – This public facilities project is a continuation of the 2016 AAP project of installing and repairing sidewalks in the Target Area to improve accessibility, remove hazards, and achieve the City's goal of pedestrian connectivity throughout the City.
- b) Bus Stop Improvements - The second public facilities project is also a continuation of a 2016 AAP project to improve the most heavily used bus stops within the Target Area. Benches, shelters, concrete pads and trash receptacles will be installed where possible.
- c) Home Repair Program – A new home repair program will address the health, safety, accessibility, energy efficiency and structural integrity of owner-occupied homes through rehabilitation efforts.
- d) Support for Domestic Violence Victims - This is an expansion of an existing City program. Victims and their dependents will receive financial assistance for rent and utilities to escape their abuser.
- e) Residential Resource Directory – A booklet style directory will be researched, designed, printed and distributed to assist LMI residents utilize area services and resources.
- f) Recreation Activity Scholarships – This is an expansion of an existing City program. A 50% discount will be made available to LMI residents enrolling in city recreational activities;
- g) Affirmatively Furthering Fair Housing –Fair housing education efforts will be expanded throughout the City with the purchase display units, printing and distribution of bi-lingual resource materials, displaying posters, and co-hosting a fair housing training session with Denver Metro Fair Housing Center and HUD. Educating the City on fair housing concerns will be the primary focus of the City's second year with CDBG.

3. Evaluation of past performance

The City became entitled in 2016, launching its first Consolidated Plan & Annual Action Plan in October of 2016. Nine months have passed since the inception of the CDBG program. The bulk of the work performed was in establishing the CDBG program through administration and planning.

The City wisely heeded HUD's advice and limited the number of projects to be administered during the first few years as an Entitlement Community. The number of 2016 projects to execute in the 2016-2020 Consolidated Plan was limited to properly establish a new CDBG Department and hire a full-time CDBG Coordinator.

Commerce City's past performance includes hiring a CDBG Coordinator and establishing the CDBG Division for the City. Subsequent to the hiring the Coordinator the City's Analysis of Housing Impediments was approved, the Citizen Participation Plan was amended, the 2016 Annual Action Plan was amended and the 2017 Annual Action Plan was drafted. Drafts of the Uniform Relocation Act, Limited English Proficiency Plan and Section 3 Plan have also been produced.

Additional activities include establishing the Certifying Officers; financial account; IDIS set-up; inter-departmental CDBG Team; project evaluation and ranking criteria; expanding outreach strategies; collecting contacts and resources information, and the City's participation in the re-formation of the bi-monthly, Community Resource Meetings for the Adams County area.

The City's Public Works Department recently assigned a project manager to coordinate the sidewalk and bus stop projects with CDBG. Progress has been made in clearly defining the job locations in preparation for Request for Proposal (RFP) being released. The CDBG Coordinator and Public Works Project Manager are working closely to properly prepare the RFP package in accordance with Department of Labor and HUD requirements. It is yet to be determined if the environmental review process will be part of the RFP or if it will be done by the CDBG Coordinator.

The CDBG Office still needs to expand or accomplish the following:

- a) Coordination with the Commerce City Housing Authority's new Home Repair Program;
- b) Educate City Departments and staff on CDBG and its regulations;
- c) Growing the inter-departmental relationships for project management;
- d) Establishment of a formal process for project pre-application, pre-application consultation, and application;
- e) Expand the networking with area resources and potential applicants;

- f) Publication of a Fair Housing/Equal Opportunity webpage;
- g) Increase resource referrals by City staff to LMI residents in need;
- h) Establish methods to identify and evaluate un-met and/or growing needs within the City;
- i) Identify gaps in available services and resources; and
- j) Host focus group meetings with the medical, veteran, disabled, ESL, prison, finance, educational, and business communities.

Expanding the performance of the City's fledgling CDBG program is reflected in the 2017 AAP's increase in projects to meet the identified needs of the City's LMI communities.

The City works diligently to address the needs of the community by targeting CDBG funds to the most impactful projects and by leveraging other resources through partnerships with service providers and the community. Since 2016, the City's Quality Community Fund has funded 52 different activities to meet the needs of disadvantaged residents. Most of these activities leveraged additional resources into the community.

4. Summary of Citizen Participation Process and consultation process

The City made a concerted effort to identify and meet the needs in the community when developing the 2017 Annual Action Plan. The CDBG spent several months speaking with senior and youth services, non-profit organizations, housing services, local businesses, neighboring governments, HUD staff, and key internal City departments. The goal of the consultations was to identify any needs not being adequately addressed. When needs were defined we worked together to coordinate resources and leverage funds.

A total of conducting 54 interviews, and 13 public/group meetings and initiating the online submission of Project Idea Forms (23 were received) were conducted during these early months in 2017.

The City worked attentively to obtain citizen project idea input and their views on potential projects. A wide variety of mediums were used to outreach to citizens in an attempt to get input from residents of all demographics. The types of outreach used included:

Project Input Meetings Two Public Input Meetings were to obtain feedback from residents regarding the City's Community Development Block Grant (CDBG) program, including current and future Annual Action Plans and Citizen Participation Plan. Fair housing laws and concerns were also discussed. The first

was held at the Spanish speaking Catholic Church – Our Lady Mother of the Church on March 22, 2017. The second was at the Recreation Center on May 2, 2017. The handouts were in both English and Spanish. Plus a Spanish interpreter was advertised and present at both meetings. Both meetings were published in the *Commerce City Sentinel* and *La Prensa de Colorado* two weeks prior to the meetings.

Group Meetings – Presentations were made at seven group meetings on the City's Community Development Block Grant (CDBG) program, including current and future Annual Action Plans and the Citizen Participation Plan. Fair housing laws and concerns were also discussed.

City Newsletter – All three meetings were published in the City's monthly newsletter – *Commerce City Connected*. This newsletter is delivered to each household in the City and is in English and Spanish. Plus an informational announcement of the City's new CDBG program was printed.

Public Notification. A legal notice was posted in the local paper 30-days prior to the public hearing date. The notice informed residents of the public hearing to discuss the proposed 2017 Annual Action Plan and included a written public comment period to comply with the City's Citizen Participation Plan. The legal notice provided information on accessibility needs for people with disabilities, how to obtain information on special assistance, and contact information for Spanish speakers.

Public Hearing. The City held a public hearing on July 17, 2017. Thirty days prior to the hearing the public was invited to provide comments on the 2017 Annual Action Plan and its proposed projects/activities. City Council approved a Resolution allowing the submission of the 2017 Action Plan to HUD and allocating funds to specific activities. The public hearing was held at the City Council's Regular Meeting at Civic Center, an ADA accessible facility.

City Website. The CDBG webpage was redesigned and updated to include: the 2016 AAP projects; the 2017 draft AAP; HUD videos; contact information; a CDBG history; announcements on the Public Input Meetings and the Public Hearing. To derive additional public input a web template called the Project Input Form was posted on the site to allow direct input of ideas for the public. The City's website uses Google translate to the information posted into 105 languages.

Facebook & Twitter Postings on all three of the Public Input Meetings and the Public Hearings were sent out two weeks prior to the meetings.

Neighborhood Outreach Barbeque These annual events are held in the northern and southern sections of the City. They were held on June 8th and one will be held on August 10th. At these fun events, held in area parks, free food and information booths are provided. The CDBG Office provided information on the Public Hearing, CDBG, and the possible funding projects. Fair Housing materials were also handed out.

5. Summary of public comments

written public comments were received during the 30-day review period of the 2017 Draft AAP.

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

Not applicable.

7. Summary

As the City enters into its second year of the 2015-2019 Consolidated Plan, it will continue to fund projects in compliance with the goals and objectives outlined in the Consolidated Plan. These projects are designed to meet an identified priority need. Collaboration between City departments, HUD staff, and outside agencies will be integral to the success in meeting the goals and priorities. Concerted efforts will continue to ensure Commerce City residents understand CDBG and have direct access to provide input on how the CDBG funds are spent.

Expected Resources

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

Introduction

Entitlement grant resources totaling \$ are anticipated for the 2017 program year to provide decent housing, suitable living environments, and expanded economic opportunities. Commerce City seeks to use its CDBG Program funds to serve the needs of low- to moderate-income persons and households in partnership with capable agencies to include public and private partners, developers, financial lending institutions, and nonprofits. Below is a description of the anticipated funding for the CDBG Programs based on the allocation for the current program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPI 2018-202
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	Public-Federal	Public services Public Improvements Housing Economic Development? Administration Fair housing	\$?	\$0	\$386,340	\$	

Table 1 - Anticipated Resources