



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

CDBG Fair Housing Equal Opportunity Action Timeline

Oct. 2016 –September 2019

FHEO Action	Measurement Indicator	Measurement	Timeframe	Status
City to develop their first Consolidated 5-year Plan	➢ Indicator 1: Draft plan developed and presented to the public ➢ Indicator 2: Plan adopted by City Council	Indicator 1: City drafted the ConPlan and followed HUD accepted public input procedures Indicator 2: Council adopted the ConPlan	August 2016	Adopted
City to develop their first Annual Action Plan	➢ Indicator 1: Draft plan developed and presented to the public ➢ Indicator 2: Plan adopted by City Council	Indicator 1: City drafted the AAP and followed HUD accepted public input procedures Indicator 2: Council adopted the AAP	August 2016	Adopted
City to develop their first Citizen Participation Plan	➢ Indicator 1: Draft plan developed and presented to the public ➢ Indicator 2: Plan adopted by City Council	Indicator 1: City drafted the CPP and followed HUD accepted public input procedures Indicator 2: Council adopted the CPP	August 2016	Adopted
City to develop their first Limited English Proficiency Plan	➢ Indicator 1: Draft plan developed and presented to the public ➢ Indicator 2: Plan adopted by City Council	Indicator 1: City drafted the LEP and followed HUD accepted public input procedures Indicator 2: Council adopted the LEP	June 2018 to present	In Progress, still to be adopted
Utilize Google Translate on City webpages to allow for use of monolingual non-English Speakers	➢ Indicator 1: Install on city's website ➢ Indicator 2: Utilize service	Indicator 1: Installed on website Indicator 2: Utilized on an as needed basis	Pre CDBG to present	Installed
Provide residents with information on	➢ Indicator 1: Upload webpage with FHEO	Indicator 1: On the website as a webpage. Indicator 2: Utilized on an as needed basis	Feb 2018 to present	Installed on CDBG and

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their FHEO rights on the city's website (C3gov.com/CDBG)	<p>information</p> <ul style="list-style-type: none"> ➤ Indicator 2: Maintain webpage and ensure accessibility to residents ➤ Indicator 3: Installed a Fair Housing and Discrimination link to help residents find resources 			CCHA webpages
Collaborate with Denver Metro Fair Housing Center (DMFHC) to provide residents with information	<ul style="list-style-type: none"> ➤ Indicator 1: Establish contact with Arturo Alvarado ➤ Indicator 2: Meet with DMFHC's - Fair Housing Outreach Specialist 	<p>Indicator 1: Established contact with new Outreach Specialist</p> <p>Indicator 2: Schedule meeting with DMFHC, met with Kate Quillin-McElhaney and received hundreds of color booklets in English, Spanish and Chinese for distribution</p>	February 2017 to present	Continuous
Work with DMFHC to identify opportunities to collaborate	Continue discussions regarding collaboration efforts	Annually contact DMFHC	March 2017 to present	Continuous
Work with Metro Denver Homeless Initiative (MDHI) to identify opportunities to collaborate	<ul style="list-style-type: none"> Indicator 1: Initiate discussions regarding collaboration efforts Indicator 2: Requested materials for distribution 	<p>Indicator 1: Establish contact and schedule meeting</p> <p>Indicator 2: Kate delivered > 1,000 Eng, Span, and Chinese booklets and some bilingual posters free of charge in January 2019</p>	July 2018 to present	Continuous
Provide residents with FHEO Information in person, email or mail. Inform residents of their rights and refer to Denver Metro Fair Housing Center, HUD and/or Colorado Civil Rights Division	<ul style="list-style-type: none"> ➤ Indicator 1: Distribute Referral information to front-line city staff ➤ Indicator 2: Staff to make referrals to these agencies ➤ Indicator 3: Distribute brochure, poster, and other information to residents and organizations 	<p>Indicator 1: Materials distributed to front-line City Staff</p> <p>Indicator 2: Referrals made as needed</p> <p>Indicator 3: Distribute DMFHC brochures at every public input meeting, booth and with responses to inquiries. Included new booklets into the Home Repair Program Application Packets. Over 200 distributed to residents.</p>	2017 to Present	Continuous

FHEO Action	Measurement Indicator	Measurement	Timeframe	Status
Provide city residential rental and property managers, HOAs, Mobile Home Parks, Assisted Living Facilities, and housing developers with FHEO materials and information	<ul style="list-style-type: none"> ➢ Indicator 1: Establish comprehensive contact list of targeted group ➢ Indicator 2: Prepare FHEO mailers and materials to send ➢ Indicator 3: Mail the FHEO materials to the list 	Indicator 1: Prepared contact list with 48 organizations Indicator 2: Prepared bilingual FHEO materials Indicator 3: Mailed prepared materials to 48 organizations	March 2017	Completed
Provide city financial, real estate agents, Non-profit and general assistance organizations related to housing, senior programs/centers, food banks, churches, homeschool programs, and safety organizations with FHEO materials and information.	<ul style="list-style-type: none"> ➢ Indicator 1: Establish comprehensive contact list of targeted groups ➢ Indicator 2: Prepare FHEO mailers and materials to send ➢ Indicator 3: Mail the FHEO materials to the list 	Indicator 1: Prepared contact list with 136 organizations Indicator 2: Prepared bilingual FHEO materials Indicator 3: Mailed prepared materials to 136 organizations	March 2017	Completed
Support the development of affordable rental housing	Commerce City Housing Authority Build 216 affordable rental housing units: <ul style="list-style-type: none"> ➢ Indicator 1: City to partner with Builder ➢ Indicator 2: City to discount costs for build ➢ Indicator 3: Obtain necessary legal and financial docs ➢ Indicator 4: Break ground and build ➢ Indicator 5: Rent out the units for LMI families 	1. Partnered with Dominium 2. City authorized tax exemptions 3. Obtained necessary legal and financial documents 4. Ground Breaking October 26, 2017 5. Construction completion in 2019 6. Units fully rented before construction completed!	2016-2019	Construction of 216 affordable units completed in 2019
Determine the significant portions of city residents with limited English	Research through the city court and Census data	Predominant numbers of LEP residents (2017): Spanish 29% Other 3.2%	February 2017-present	Completed

FHEO Action	Measurement Indicator	Measurement	Timeframe	Status
proficiency				
Determine the minor portions of city residents with limited English proficiency	Research through the City's Municipal Court Supervisor and Census data	Predominant numbers of LEP residents (2017): ➤ African Languages 321 (.7%) ➤ Vietnamese 217 (.4%) ➤ Persian 195 (.4%) ➤ Chinese 182 (.4%)	February 2017-present	Completed
Obtain translated brochures and educational materials to benefit LMI Spanish speaking residents	Indicator 1: Obtain Fair Housing material in Spanish	Indicator 1: Obtained Fair Housing materials in Spanish and Chinese	February 2018 to present	Completed
Citywide outreach of FHEO information	➤ Indicator 1: City's Website uses Google Translate ➤ Indicator 2: Design a FHEO webpage for inclusion in the City's website ➤ Indicator 3: Articles/Ads in the Commerce City Connected monthly, bi-lingual newsletter mailed to every household in the City with CDBG notices and info ➤ Indicator 4: Maintain website FHEO information	Indicator 1: Done (see C3gov.com/CDBG) Indicator 2: Done (see C3gov.com/CDBG) Indicator 3: Done for each CDBG project	April 2017 to present	Completed
Print all AAP Public Meeting notices in English and Spanish	Translate, proof and publish the notices in: ➤ Indicator 1: <i>La Prensa de Colorado</i> – the Spanish newspaper with the largest distribution in Commerce City (15,000) ➤ Indicator 2: Commerce City Connected monthly, bi-lingual newsletter mailed to every household in the City	1. Published the March 22, 2017 Neighborhood Meeting Notice in the Connected 2. Published the May 2, 2017 Neighborhood Meeting notice in <i>La Pensa</i> and in the Connected 3. Published a full-page ad on the July 17, 2017 Public Hearing in <i>La Pensa</i> 4. Published the July 17, 2017 Public Hearing notice in the Connected	March - present	Neighborhood Meeting #1 & #2 Completed 2017 - 2019

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		<p>5. Published the February 7, 2018 Neighborhood Meeting Notice in the Connected and <i>La Prensa</i></p> <p>6. Published the April 4, 2018 Neighborhood Meeting notice in <i>La Prensa</i> and in the Connected</p> <p>7. Published a full-page ad on the June 4, 2017 Public Hearing in <i>La Prensa</i></p> <p>8. Published the July 2, 2018 Public Hearing notice in the Connected and <i>La Prensa</i></p> <p>9. Published the January 23, 2019 and March 28, 2019 Public Input Meetings in the Connected and <i>La Prensa</i> – one was a full-page ad</p> <p>10. Published the July 1, 2019 Public Hearing at the Council meeting in the Connected and <i>La Prensa</i></p> <p>11. Published the 2018 CAPER comment period and Public Hearing in <i>La Prensa</i> and the Connected.</p>		
Publish all AAP public comment periods in English and Spanish	<p>Translate, proof and publish the notices in:</p> <ul style="list-style-type: none"> ➤ Indicator 1: <i>La Prensa de Colorado</i> – the Spanish newspaper with the largest distribution in Commerce City (15,000) ➤ Indicator 2: <i>Commerce City Connected</i> monthly, bi-lingual newsletter mailed to every household in the City 	<p>Published notice of the May 29, 2019 to June 28, 2019 31-day public input in the Connected and <i>La Prensa</i>.</p>	May 2019	Completed
Print meeting handouts in English and Spanish	Translate, proof and print all Public Meeting Handouts including: CDBG Project Idea Form,	Distributed and all CDBG Public Meetings per the CPP	March 2017 to Present	Completed

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	Consolidated Plan Summary, CDBG Project Idea List, and Sign-in Forms			
Prepare all meeting Power Point presentations in English and Spanish	Generate PP slides, have translated and proofed	Presented at all CDBG Public Meetings per the CPP	March 2017 to Present	Completed
Provided Spanish Interpreters at Neighborhood Meetings	Contracted with Ferszt Interpreting for both meetings	Interpreter attended – although services not needed at any of the meetings.	All Meetings from March, 2017 to Present	Completed
Locate at least one meeting a neighborhood where Spanish speaking residents would be in a familiar and comfortable setting	Held Public Meeting at the largest Spanish speaking Catholic Church in the Target Area	Because of the poor turnout at the Church, we moved 2 blocks away to the Small Business Resource Center. The meeting was better attended, but the interpreter was not needed.	March 28, 2019	Attended
Incorporate FHEO into fundable projects in the Annual Action Plans	Incorporated Fair Housing as a line item project/activity in the 2017 AAP Incorporated the production of a bi-lingual, LMI, Residential Resource Directory line item project/activity in the 2017 AAP	Unfortunately, the FHEO project and the Residential Resource Directory were not able to be completed. One could not meet a N.O., the other had to be dropped because of staff illness. The \$14,000 in funds were reallocated in July 2019.	n/a	Unobtainable
Staffed a CDBG/Fair Housing Booth at the Neighborhood Outreach Fairs	Distribute and discuss Fair Housing Brochures (Families w/Children & Persons w/Disabilities) produced by the Denver Metro Fair Housing Center. Distribute and discuss information about the draft 2019 AAP including Domestic Abuses Assistance Program, Home Repair Programs, and Recreational Activity	Over 1,000 people attended the 3-hour event which included a free dinner, a band, bouncy slide, and numerous informational booths, including the City's CDBG booth. Disbursed bilingual brochures, flyers and/or talked with approximately 30 residents	June 13, 2019 August 8, 2019	Set-up booth with FH brochures, flyers CDBG info, and free candy

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	Scholarships			
Staffed a CDBG/Fair Housing Booth at the C3 Fest which focused on attracting Spanish speaking residents Used bilingual outreach material including HRP magnets, brochures, and flyers. Talked to over 100 residents	Distributed and discussed Fair Housing Brochures (Families w/Children & Persons w/Disabilities) produced by the Denver Metro Fair Housing Center. Distribute and discuss information about the draft 2019 AAP including Domestic Abuses Assistance Program, Home Repair Programs, and Recreational Activity Scholarships	Over 1,000 people attended the 12-hour event which included food trucks, mariachi and other Latino bands, numerous informational booths, Colorado Rapids, Denver Broncos, Fire Dept. and the City's CDBG booth. Disbursed bilingual brochures, flyers, magnets, and/or talked with approximately 30 residents	September 8, 2019	Set-up booth with FH brochures, flyers, CDBG info, and free candy
Continuing Education in FHEO	CDBG staff to attend seminars, conferences and courses CDBG staff to attend area FHEO events	HUD Training – Basically CDBG – Denver Office 2017 – 2019 (3) SAMHSA faith-government partnership with Open Table Webinar Adams Co. Balanced Housing Plan Public Engagement Event – 5 hours CDBG User Group Meeting at HUD's Denver Offices – numerous Attended two NCDA trainings in Aurora in fall of 2018 – CDBG Basic and Subrecipient training	March 2017 To present	Attended All
Obtain a functional list of properly procured interpreters	Follow City and HUD required procurement procedures to hire interpreter services	Research services already utilized by the City Courts and Police Department Determine City's in-house certified interpreters Research area interpreter services	March 2017 and utilized to present	Completed

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		Follow the procurement policies to hire qualified and affordable interpreters for Public Meetings		
Establish contacts with area housing developers with LMI emphasis	Met with Called Sent Info	Met with Metro Denver Habitat for Humanity CEO, Director of Real Estate and Grants Administrator, MHP - Met with BRI in Wheat Ridge, Adams Co MHRP, Assisted Living Apartment Complex Managers – working with to identify possible 5G internet with Livewire for the Audio Information Network to support blind residents with “smart speakers” – Echos/Alexa	2017 2017 to Present - 2017 and 2019 to present	Attended with CCHA Director Meeting and calls - Mailer Meetings with Livewire and AIN and CCHA
Outreach to HUD Protected Classes	Abused children Elderly persons Battered spouses Homeless persons Severely disabled adults Illiterate adults Persons living with AIDS Migrant farm workers	Presented at Commerce City Seniors Groups, Bingo events, monthly birthday luncheons, and special events to discuss the CDBG programs Networked at the Senior Resource Meeting for Commerce City Meeting with the Director of Innovage to learn about their services and discuss the new CDBG Program Contacted Community Uplift Partnership in Commerce City regarding their faith-based counseling program Women of Worth and job	March 21, 2017, and 2018 and 2019 March 13, 2017, and 2018 May 25, 2017 April 24,	Presented Attended Attended

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		<p>training program Senior Serenity</p> <p>Meeting with Access Housing in Commerce City to discuss their needs in housing the homeless and the new CDBG program. Plus ESL courses. In 2018 met with new staff and Board regarding application.</p> <p>Toured City's Small Business Resource Center to explore use as ESL and GED training location</p> <p>Assisted Economic Development Director obtain 2018 AAP funds (\$82,460) to hire bilingual staff at SBRC, produce bilingual small business materials, coordinate with Spanish speaking business organizations like Adalante and Cultivando, and upgrade facilities to provide multi-lingual education through a smart board and better internet access.</p> <p>Contacted Project Angel Heart – free, delivered, dietary specific meals for those with life threatening illnesses serving patients with AIDS, the homeless, the elderly, and the disabled</p> <p>Met with Small Business Development Center on helping business license and certify under MBE/WBE and Section 3. Will continue to coordinate SBDC to City's SBRC</p> <p>Met with Police Departments Director of</p>	2017 and 2018, and 2019 April 11, 2017 and 2018 and 2019 January 31, 2017 Feb 2018 to Present 2017, 2018 & 2019 2018	Phone Meeting Attended, Presented and by phone Toured Attended Phone Meeting Attended

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		Domestic Violence Victim Unit and completed 2017 and 2018 Interdepartmental Understanding for \$36,951 and \$36,840 in funding for 2018 CDBG application of \$30,000 in 2019 to support victims in escaping their abuser and not going homeless.	2017 - 2019	Attended
		Funded Audio Information Network smart speakers for the blind pilot program with 2019 CDBG program. Working with AIN on a regular basis		Ongoing
Youth Outreach	Educate and encourage involvement in the City's CDBG program by the City's youth	Met with City's Youth Commission and discussed the possibilities of the use of CDBG funding	2017 - 2019	Presented
Channel 8	Educate and encourage involvement in the City's CDBG program. Educate City residents on FHEO issues	Generate bilingual slides to go onto the Channel 8 station and on the internet for CDBG programs	June 2018 to present	Done and constantly displayed
Assist City residents in obtaining human services	Co-facilitating the Community Resource Network (CRN) networking organization. Commerce City hosts bi-monthly meetings with area service providers to network and learn more about their services. Fund the production and distribution of a bilingual, Resource Directory for LMI City residents	The City's CDBG Coordinator is a Co-Facilitator of the re-established CRN along with a member of Kids First, Tri-county Health and Access Housing. Always distribute FH brochures/posters. Although funded in the 2017 AAP, the City determined to use Adams Co. directory instead. Will link to these two directories on the website. Currently printing and sending out to those in need upon request.	June 2017 to present April 2018 to present	Bi-monthly Meetings hosted by Commerce City Per CD Director
City to update their Citizen Participation Plan	➤ Indicator 1: Minor Amendment drafted and presented to Community	Indicator 1: City drafted the CPP and followed HUD accepted public input procedures	2017	Adopted

FHEO Action	Measurement Indicator	Measurement	Timeframe	Status
	Development Director ➤ Indicator 2: Plan approval	Indicator 2: CD Director Approved Minor Amendment		
City to develop their 2nd Annual Action Plan	➤ Indicator 1: Draft plan developed and presented to the public ➤ Indicator 2: Plan adopted by City Council	Indicator 1: City drafted the AAP and followed HUD accepted public input procedures Indicator 2: Council adopted the AAP	July 2017	Adopted
City to develop their third Annual Action Plan	➤ Indicator 1: Draft plan developed and presented to the public ➤ Indicator 2: Plan adopted by City Council	Indicator 1: City drafted the AAP and followed HUD accepted public input procedures Indicator 2: Council adopted the AAP	July 2018	Adopted
City to develop their fourth Annual Action Plan	➤ Indicator 1: Draft plan developed and presented to the public ➤ Indicator 2: Plan adopted by City Council	Indicator 1: City drafted the AAP and followed HUD accepted public input procedures Indicator 2: Council adopted the AAP	July 2019	Adopted
Coordination with the Commerce City Housing Authority (CCHA)	Work in conjunction with the CCHA's programs: Compliment the CCHA's Home Repair Loan Program with the CDBG Home Repair Program Share all informational materials including FHEO booklets, pamphlets and flyers	Combine marketing, fair housing outreach, application process and project funding to assist LMI families rehabilitate their homes and make them safer and more accessible. CCHA Director is now the direct supervisor to the CDBG Coordinator All information shared. Joint bilingual information flyer prepared and distributed in 2019.	January 2017 to present	Continuous
Assisting City resident understand their Fair Housing rights	Distribution of educational materials	Sent FH brochures (Families and Disabled) to all those on the City's MHRP Interest List. Located on display racks at the Civic Center, Eagle Pointe Recreation Center and the new Bison Ridge	March 2018 to present	Continuous

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		Recreation Center. Also distributed at the CRN meetings and all presentations.		
CDBG Funded Projects	Home Repair Program Recreational Scholarships Domestic Violence Victims Program Small Business Resource Center Staff Person Audio Information Network	All materials and application packets are prepared in Spanish. Telemundo, the Connected and La Prensa de Colorado were utilized to promote the Minor Home Repair and Paint-a-Thon programs. Plus Channel 8 (Eng and Spanish) and the CDBG website has all materials available in Spanish. Bilingual Rack Cards were produced in 2019 DVV program has bilingual materials and staff available Hired bilingual contractor. Will produce all outreach materials in English and Spanish. Funded and assisting residents who cannot read for some physical or mental reason. All of the above programs have access to bilingual staff members to assist in application and execution. This includes the hiring of Brothers Redevelopment and their bilingual staff and staff members that go to home-bound residents to	January 2019 to present	Continuous

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		assist them with their applications.		
Section 3 Action Plan	➤ Produce document ➤ Adopt document	Indicator 1: City drafted their first Section 3 Action Plan Indicator 2:	July 2018 to present	Still need to finalize and adopt