

RECEIVED

By Dylan Gibson at 10:14 am, Jan 04, 2023

January 3, 2023

City Clerk Dylan Gibson
c/o City of Commerce City
7887 E. 60th Ave.
Commerce City, CO 80022

Re: City Council Ward III Appointment, Statement of Eligibility

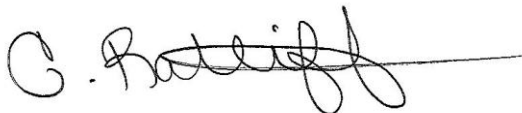
Dear Mr. Gibson,

I am writing to attest to my eligibility to serve as Commerce City Ward III Councilmember. I attest that I am:

- a citizen of the United States
- I am at least 18 years of age
- I have been a resident of Commerce City for at least 12 months immediately preceding an appointment
- I have been a resident of Ward III for at least 25 days preceding an appointment
- am a registered voter; and
- am not serving a criminal sentence, including probation or parole, for a felony or an offense comparable to a felony in the military.

If you have any questions, please feel free to contact me at the email address below or at 720.772.9332.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Ratliff", with a long horizontal line extending to the right.

Cassie Ratliff
cassieratliff@outlook.com

Cassie Ratliff

11553 E. 118th Pl.

Henderson, CO 80640

720.772.9332

cassieratliff@outlook.com

Skilled in program development, oversight, management and coordination, case management, grant writing as well as board/committee leadership. Seasoned community advocate in the areas of supportive housing, homelessness, domestic violence, mental health and substance abuse. Seventeen years of community activism, education, and experience working in local non-profits and foundations.

EDUCATION

Masters of Social Work, May 2012, Metropolitan State University of Denver

Bachelors of Social Work, May 2005, Metropolitan State University of Denver

Professional Experience

Vice President

Family Tree, Inc.

October 2018-Present

- Provide direct oversight and management of \$4 Million in federal, state, local and other grant funded programs
- Responsible for the development and implementation of housing programs, by utilizing data and best practices; that is based on housing first, equitable, encompasses a client centered approach that utilizes a harm reduction model.
- Increased funding for Family Tree Homelessness Program through ESG-CV (1&2), Jeffco ERA and Wheat Ridge ARPA.
- Integral member of Family Tree Marshall Homes project, resulting in Tax Credit Awards, CoC awards for supportive services and the award of 85 vouchers.
- Lead restructuring of Family Tree Homelessness Program to add three Housing Specialists and three Program Directors to increase capacity.
- Navigated a large staff shortage with creative hiring and retention solutions
- Developed, implemented, and improved policies and procedures that were accepted by HUD as a best practice and shared with other agencies nationally.
- Provide direct supervision, from a servant leadership perspective to program directors, case managers, program assistants, data analysts, and interns/volunteers. (Up 25 staff and volunteers)
- Collaborate with additional leadership and finance team members to ensure spending of budgets is in line with grant objectives and completed in a timely manner.
- Supports community efforts to end homelessness as a Family Tree representative. Currently serves on the following committees: Heading Home Governance Committee, Heading Home

Supportive Housing Committee-Co-Chair, MDHI Permanent Housing Committee-member, and MDHI Community Design Team-Member, HMIS Statewide Collaborative

Severe Weather Coordinator August 2014-December 2015

Responsible for developing and coordinating the severe weather response for Heading Home, a work group tasked to develop the plan for ending homelessness in Jefferson County.

- Developed a long term and financially responsible severe weather response. Including the use of motel vouchers and a strategic rotation of churches offering shelter, throughout Jefferson and Denver County.
- Developed relationships with over 15 motels to accept vouchers, therefore expanding access to safe shelter.
- Responsible for raising funds to support voucher program.
- Assisted in the recruitment of 20 churches to offer safe shelter, volunteers and transportation on nights of inclement weather.
- Created a program specific training for volunteers assisting in church shelters.
- Maintained budget for Severe Weather programs.

Lead Case Manager May 2005-December 2013

- Provided intensive home-based case management to many “at-risk” populations, including veterans, survivors of domestic violence, homeless youth and chronically homeless individuals and families.
- Created and maintained budget management system for all grant funded housing programs exceeding \$1.5 Million dollars.
- Worked with grants department in writing grant proposals that were impactful and meaningful. Developed programs that were evidence and needs based.
- Participated in grant and program audits to affirm compliance.
- Completed psychosocial evaluations of program participants, prior to program entry.
- Assisted program participants with necessary paperwork required for eligibility.
- Developed a mentoring program still used throughout the agency.
- Facilitated and coordinated self-sufficiency and education classes.
- Created community education programs regarding “at-risk” populations.
- Authored training manual for all new and existing staff.
- Developed program evaluation to determine effectiveness of current program.
- Maintained written and verbal communication.
- Co-Chaired Family Tree's Kaleidoscope Inclusiveness Committee

Dollar A Day Facilitator Planned Parenthood August 2004-April 2006

- Assisted youth program participants with necessary paperwork required for eligibility.
- Facilitated pregnancy prevention groups for at-risk teenage girls.
- Coordinated guest speakers for program participants.
- Provided education, advocacy, and mentorship to empower

teenage girls to make responsible life choices regarding their sexual health.

Business Experience

**Owner/CFO
February 2019**

Paparazzi In Denver, LLC February 2008-

- Manage all activities associated with providing event entertainment photography for a variety of customers throughout Colorado.
- Responsible for maintaining all financials, including city and state taxes, vendor payments and receivables.
- Maintain exceptional written communication.
- Provide customer service as the primary contact for clients.
- Manage Paparazzi staff and additional event staff to ensure a successful event.

Community Involvement

**Board Member
January 2020**

Adams County Foundation, Inc.

February 2017-

- One of seven founding members. This foundation is in its initial stages. Foundation areas of focus include Foster Care, Community Enrichment, Animal Welfare, Art and Cultural Affairs and Neighborhood Improvement.
- Assisted with the development of bylaws.
- Responsible for approval of grant applications of \$425,000.

**HRC Member
2019**

Rocky Mountain Human Services January 2017-January

- Responsible for auditing program participant files as part of a non-biased regulatory committee, to ensure that individuals being reviewed are treated humanely and respectfully.
- Provide technical advice to programs and counselors to ensure program compliance.
- Required to follow HIPPA guidelines.

Chair

Heading Home

August 2011-Present

- Provided advice and guidance in the development of Jefferson County's plan to end homelessness.
- Chair two sub-committees
 - Severe Weather-provided severe weather response
 - Community Collaboration-developed a program to provide chronically homeless individuals and families with interagency wraparound services including housing, substance abuse, mental health, county benefits, educational benefits, and case management.

City of Commerce City
Attn: Mayor Huesman and City Council Members
7887 E. 60th Ave.
Commerce City, CO 80022

RE: Exhibit A: Council Vacancy Application Questions

Dear Mayor Huesman and City Council Members,

I am writing to express my interest in the Commerce City Ward III vacancy. Below are my answers to the Exhibit A Questionnaire.

1. Why are you applying to be on the City Council?

I am applying for the vacant Commerce City Ward III seat because I want to be a voice for this community and support hard working people and families as they navigate the issues that impact all of us. I trust that our community members are the experts and know what is best for our community and if appointed, it will be my responsibility to help carry their viewpoints, values, and ideas forward.

2. How is your experience and background relevant to being on the City Council?

With over 18 years of non-profit program administration and program development experience in the areas of homelessness, domestic violence, mental health and substance abuse, I am a seasoned community advocate who has shown my willingness to do the difficult, but necessary work. My passion and drive come from both my professional and personal experiences.

As a single mother at the age of 20, I juggled parenting, college, and a job, receiving my bachelor's degree and later my master's degree in social work from Metro State University. I have worked for years in the fight to eradicate homelessness. Combining integrity, compassion and my expertise in the provision of social services, I am a community connector at my core. I have managed a small business and have dedicated countless volunteer hours to organizations I believe are making a difference. And as the parent of a child with autism, I know firsthand the realities and difficulties of navigating community resources and the importance of representation.

3. What are your thoughts on the relationship between Historic City and the Northern Range

As a military wife, mother of three, with a full-time job and all the responsibilities that go along with that, I know the benefit of strong community relationships. It truly takes a village these days and the close friendships I've made with people throughout Commerce City both in our Historic City and the Northern Range has made a tremendous impact on my life. It is imperative that we continue to improve our relationships to better our community. For me, "neighboring" is a verb and I am committed to doing what is best for all people of Commerce City

4. What do you believe are the most pressing challenges or concerns in the Commerce City Community?

Post-Pandemic Recovery – The societal impact of the Covid-19 pandemic will be felt for years to come and it is critical that while we focus on the physical and mental health of our neighbors, we not overlook the economic implications impacting families, small businesses and government funded resources. We must be innovative in our problem solving and flexible in our policies.

Affordable Housing – I am not the first, nor will I be the last to believe that people should have the freedom to live where they work, yet many people who work in Commerce City can no longer afford to live here. Affordable housing directly impacts our neighbor's ability to meet other critical needs, such as health care, childcare and food insecurity. We need a strategic plan focused on reducing the rising housing costs in our community ensuring all neighbors can afford to live here.

Air & Water Pollution - Air and water pollution has been a key issue for residents of Commerce City for far too long and it's critical that we no longer allow corporate polluters to abuse their power.

5. What do you see as the three biggest opportunities for Commerce City Right now?

Small Business Opportunities – small businesses are the heart of our community and we have a responsibility to provide business owners with opportunities for success. This includes encouraging support of local businesses by residents, creative incentives to shop small, strengthening government investment in critical business resources, and ensuring small business owners have access to city-wide tax breaks

Sustainable Transition to Renewable Energy – The effort to transition to a more green economy is not a new problem for Commerce City, yet the situation is challenging. For years, city leadership has worked to strengthen oil and gas ordinances in efforts to protect our residents, however, the opportunity to make a clear shift to cleaner forms of energy, while lessening the impact on the bottom line, has never been as optimal as it is today.

American Rescue Plan Act-our community has an opportunity to work collaboratively with our county and state partners to leverage funding to increase affordable housing for all residents of Commerce City

6. What concerns, if any, do you have about serving on the City Council?

At this time I do not have any concerns about serving on the City Council.

7. What does Quality Community for a lifetime mean to you?

Although the city's population has more than doubled over the last decade, it's critical that we maintain our small town atmosphere and embrace our diversity. A community where families feel safe to let their kids play in the greenbelt, public safety officers live in the community, owners of agricultural land don't feel pushed out by big business and neighbors know their neighbors. In order to maintain what is best about Commerce City, we must have elected officials who are willing to collaborate with other city leaders, help neighbors navigate local resources, and use their voice to advocate for all people who consider Commerce City home. It is essential that those living in and doing business in Commerce City feel safe, supported and part of the Commerce City family!

8. What local government or non-profit boards or commissions have you served on?

I have served on the board of the Adams County Foundation (2017-2020), committee member for Rocky Mountain Human Services-Human Rights Committee (2017-2019) and Co-Chair of Heading Home Severe Weather (2011-2015) and Permanent Housing Committee (2021-Present)

9. Have you participated in Commerce City Civics Academy?

No.

10. How long have you resided in Commerce City?

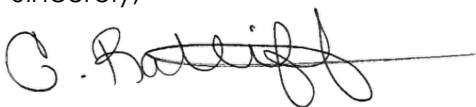
Nine Years

11. What is your favorite place in Commerce City?

One of my favorite places in Commerce City is the 88 Drive in Theatre, as a family that lives on a budget, this is a great deal! We pack up our car with an air mattress and hunker down for the night! So much fun, especially when you go with neighbors and friends. Solid second is the Rainbow Park in our neighborhood (officially known as River Run Park). My kids are dare devils and this is the perfect spot for them to run around.

Thank you for your time and consideration. If you have any questions please feel free to contact me at the email below or 720.772.9332

Sincerely,



Cassie Ratliff
cassieratliff@outlook.com