

Exhibit 1 - Project scope

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Submission #11

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Submission information

Form: [Adams County Open Space Grant Application - Active Use](#)

Submitted by Anonymous (not verified)

Mon, 04/05/2021 - 10:58

192.168.250.10

Applicant Organization Name:

City of Commerce City

Name of Project:

Monaco Park Renovation Phase One

Organization/Sponsoring Organization (NOTE: HOAs are not eligible):

City of Commerce City

Grant Request (this cycle only)

\$ 960,000

Previous Adco Grants (total for this project only)

Matching Funds (cash + in-kind)

\$ 640,000

Total Project Costs

\$ 1,600,000

Grant Request (% of Total Project Costs)

60 %

LAND ACQUISITION SUMMARY

Number of Acres

Cost Per Acre

Appraised Price Per Acre

If the owner is donating a portion of the value or the purchase price is more than the appraisal price, please explain:

Attach a copy of the appraisal summary page and label as Attachment M.

Are there any known existing easements on the project site?

No

If yes, attach one set of copies of the easements and label as Attachment N.

Will the applicant be using any of its 30% distribution as part of the cash match for this project?

Yes

If yes, please list the amount being used: \$ 247,500

Project Information

Applicant Organization Name:

City of Commerce City

Sponsoring Jurisdiction:

Name of Project:

Monaco Park Renovation Phase One

Contact Information

Primary Contact Name:

Traci Ferguson

Title:

Parks Planner

Phone:

3032278788

Email:

tferguson@c3gov.com

Address:

13905 E. 112th. Ave.

City:

Commerce City

State:

CO

Zip

80022

Name

Carolyn J. Keith

Title

Director of Parks, Recreation and Golf

Phone

3032893690

Email

ckeith@c3gov.com

Name

Title

Phone

Email

Project Summary

Briefly describe your project (<100 words)

Monaco Park, built in 1973, has not had any significant improvements aside from irrigation replacement in the last 20 years. This project will completely renovate this 9-acre park. The scope of work contains many components and this grant will focus on Phase One of two phases. Monaco Park has been an important gathering place and recreational destination for city residents and visitors for nearly 50 years, and over the last year it has seen even more use. Phase One will create an overall master plan, install an inclusive playground, add accessible connections into and through the park, replace shelters, and begin updating pedestrian lighting. A future Phase Two will replace the basketball court, widen perimeter sidewalks, enhance landscaping, complete pedestrian lighting, and activate the southern part of the park.

Summary of Funding

Pursuant to the Open Space Policies and Procedures, a project can be submitted for funding consideration up to three (3) times. Has this grant been submitted for funding consideration in a previous grant cycle?

No

If yes, please list the grant cycle(s) and the amount of the award(s), if any:

Grant Cycle

Award Amount

Reason for Current Request:

Grant Cycle

Award Amount

Reason for Current Request:

Property site address:

5790 Monaco St.

Parcel ID# (Required):

0182308400001

Nearest cross streets:

Monaco St. and 56th Ave.

Is this project located within Adams County?

Yes

Include a Location Map and label as Attachment G. Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.

[Attachment G Location Map.pdf](#)

1. Project Description

a. Please describe each component of the project and scope of work in detail (<6,000 characters). Complete Attachment C - Estimated Project Timeline below.

Master Plan/Construction Drawings- Staff has some initial ideas for this renovation, but public input will help finalize the overall site plan. The city will post a Request for Proposals and obtain bids for a design consultant to create a master plan (incorporating public comment) and construction drawings. Permits, survey, and construction administration are included in this category as well.

Mobilization and Site Preparation: This portion of the project includes items such as mobilizing equipment on site, erosion control, surveying, and demolition.

Site Work: Site work includes grading, concrete paving, concrete ramps and playground edging, storm drains, landscape boulders and signage. This category will include connections (sidewalks) throughout the park as well as the additional ADA compliant entrances to the park from the perimeter sidewalk.

Site Furnishings: Two existing shelters in the park will be replaced with new 20' x 40' shelters. They will have lighting and electrical outlets as well as picnic tables, trash receptacles, benches and grills. Bike racks and pet waste stations will be included as well.

Landscape: The landscape portion will consist of repairing any damage to irrigation, turf, landscape materials and plants due to construction as well as irrigation modifications.

Playground: The existing playground is 20 years old. A new playground will be installed with 2-5 year old and 5-12 year old areas. It will include ramps throughout, a poured in place rubber-type surface and other elements to insure inclusivity. This playground will be similar (but slightly smaller than) the inclusive playground recently installed at Veterans Memorial Park.

Site Lighting/Electrical: A new electrical panel may be necessary and lighting and electrical service will be installed in the new shelters. New pedestrian lighting is needed as the current lights are aging and replacement parts are difficult to find. Some of this lighting may be completed in Phase One, but a portion could be pushed to the second phase depending on final budget numbers.

b. Attach a Project Site Plan that identifies all project components and label as Attachment F.
[Attachment F Site Plan.pdf](#)

c. Does this project attempt to avoid conflicts between surrounding uses and park uses? Are there attempts to separate high use areas within the park to avoid user conflicts? If yes, clearly identify these areas on the Project Site Plan. (<2,000 characters)

Streets surround the park, so there is a natural barrier between the park and surrounding residential and commercial uses. In addition, Monaco Park serves as a part of the city's stormwater system so the middle of the park is lower than the edges. Playground equipment and shelters are on the upper portion of the park to ensure any standing water will not damage them. The sand volleyball court is the only amenity in the lower portion of the park. Currently the northern area is more active with the southern portion having only small shelters and open grassy area. Phase Two of this project may explore activating this southern portion, but for now it will remain passive.

a. Clearly describe how this project will fulfill needs of the community (i.e. the project provides recreation opportunities for underserved areas, addresses health and safety issues, etc.). (<2,000 characters)

Monaco Park is in need of a renovation and adding these elements provides additional opportunities for members of our community to get outside, stay active, and interact with friends and family. This park is often a gathering place for families. It is one of the few parks that has mature trees providing plenty of shade while users enjoy the open play area, sand volleyball, playground, and basketball court.

In both 2018 and 2019 there were over 50 shelter rentals at the park and over 3,000 users each year as a part of those rentals. Both shelters are 20+ years old and need to be replaced.

All of Commerce City's playgrounds meet ADA accessibility requirements, including the existing

playground at Monaco Park. Though they meet those requirements, they may still be difficult for some users to navigate due to varying abilities and degrees of mobility. At Monaco Park, we are striving to provide an inclusive playground, which has been defined by Landscape Structures as a “universally designed, sensory-rich environment that enables children to develop physically, socially, and emotionally. It is an engaging place that provides the just-right level of challenge and offers opportunities to succeed. It is a place that goes beyond minimum accessibility to create play experiences that meet a variety of needs and interests. And possibly most importantly, at an inclusive playground, children of all abilities can interact with each other and do what all kids want to do: PLAY!” After the overwhelmingly positive response to our inclusive playground at Veterans Memorial Park, Commerce City is incredibly excited to provide a similar playground at Monaco Park. The addition of more accessible connections into the park is imperative to increase overall inclusivity as well.

b. Explain the urgency to complete this project, including how the scope of the project will be affected if Adams County Open Space Grant funds go unsecured and what, if any, opportunities will be lost if the project does not receive grant funding this cycle. (<2,000 characters)

This is a large project. The inclusive playground is a much-needed piece, but it is also significantly more expensive than a traditional playground. If Adams County grant funds are not secured, this project will have to be completed in more than two phases, and/or it is likely elements will be eliminated. Over the past year, Monaco Park has seen a significant increase in use as more people sought outdoor spaces to gather due to COVID-19. According to NRPA’s Parks Snapshot (NRPA, 2020 Survey Results) 2 in 3 park and recreation leaders report increased usage of their agency’s parks compared to this time last year (with a median rise of 25 percent). From mid-March through mid-June 2020, three in five people – more than 190 million adults and children – visited a park, trail, public open space or recreation facility, and 83 percent of adults agree that those visits were essential to their mental and physical well-being. The shelters and playground are on the city’s replacement schedule for 2021. Incorporating these elements into a larger renovation makes sense from a usability standpoint as well as a budget standpoint. Completing various pieces of the renovation one at a time is possible but planning an overall renovation saves money and time. Providing an engaging, safe, inclusive, and updated space for recreating is the city’s goal for this park, and it is our hope to provide that in the next year.

a. Describe all current and anticipated future uses of the project, including all programmed and nonprogrammed activities. (<2,000 characters)

The park will be open to the public. Reservation of the large shelters and sand volleyball courts will be allowed, the city runs a summer adult volleyball league that uses the sand volleyball court, and on occasion youth soccer practices are held at Monaco Park. It is expected that drop in play and gatherings of friends and family will be the most prevalent activities here, with the shelters being rented out frequently during the spring, summer, and fall.

b. Explain how this project will appeal to a broad diversity of users or address the needs of specific groups (i.e. the project will provide facilities specifically for youth, the elderly, those with a disability, or will serve a combination of many groups). (<2,000 characters)

The renovated areas of Monaco Park will have something for everyone. There will be playground areas for 2-5 year old and 5-12 years old children and the inclusive nature of the playground will allow the entire family, regardless of physical ability, to play together. Large shelters will allow gatherings of family and friends to take place near the playground. Added sidewalks within the park will be 8 feet wide to accommodate all users and new connections from the perimeter sidewalks into the park will be ADA compliant. Two existing accessible portable restrooms will remain at the site.

a. Explain how this project fits into a regional or master plan. (<2,000 characters)

Regional or Master Plan - Monaco Park has been an integral part of this area of Commerce City for nearly 50 years. It has been included in every master plan the Parks, Recreation and Golf Department has created to date.

Attach relevant portions of the plan(s) and label as Attachment I (limit 3 pages).

[ATTACHMENT I.pdf](#)

b. Will this project link to other trails, parks, or open space properties in the applicant's jurisdiction or in another jurisdiction, now or in the future? If not, explain the significance of the project location. (<2,000 characters)

Link to other trails, parks, open space – Monaco Park is located on a bike route that connects to the Sand Creek Regional Greenway Trail as well as the Commerce City Civic Center, Prairie Gateway Open Space, the Rocky Mountain Arsenal National Wildlife Refuge, and Dick’s Sporting Goods Park. A bus stop is located within two blocks.

a. Open Space Sales Tax dollars are to be used in accordance with Resolution 99-1, Section 8 (C). Please describe how the project complies with the Tax. (<2,000 characters)

Resolution 99-1, Section 8(C) states that, “...open space lands may include land for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition, and maintenance of park and recreational improvements and facilities for the use and benefit of the public.” This project will renovate an existing park that will be for the use and benefit of the public.

Project Detail

Provide any additional information needed to understand the project budget - Attachment A (i.e., how land value was estimated without an appraisal, how costs were estimated on equipment or staff time, etc.). Please DO NOT write any dollar amounts below. (<2,000 characters)

A consultant and the city’s Parks Capital Projects Manager estimated costs for the budget. Project components listed match the project budget line items.

Please list partners and describe how each partner is contributing to the project. Please DO NOT write any dollar amounts below. (<2,000 characters)

Throughout the public outreach process, staff intends to work with various groups to ensure feedback is representative of residents in this area. Cultivando, a local non-profit, often helps the city engage Spanish speaking residents and the city’s advisory groups for active adults, youth, and Parks, Recreation and Golf in general will all be a part of the planning process.

3. Qualified Jurisdiction Sponsorship

If applying as an organization other than a qualified jurisdiction, please attach a letter of sponsorship from a qualified jurisdiction and label as Attachment J.

4. Partnerships and Sources of Funds - Please complete Attachment D - Source of Funds.

5. Letters of Commitment

Please provide a letter of commitment from each partner that is providing cash or in-kind contributions for this project and label as Attachment K. Letters of commitment should include dollar amounts.

Project Support

1. Community Outreach

Briefly describe any effort made on the part of the applicant to gain support for this project (i.e., community surveys completed, neighborhood meetings, solicited comments, etc.). (<2,000 characters)

As planning moves forward, various groups as well as the general public will be encouraged to participate to obtain feedback as noted above. Much of the public outreach may be virtual, but an in-person open house will be held if possible. In the past, allowing residents to provide comments via website surveys as well as in person at city facilities has been successful. Current efforts to obtain public input on the update of the city's comprehensive plan are going well and the techniques being used may be a part of any future outreach.

Letters of Support

[Attachment L Monaco Letters of Support.pdf](#)

Project Management and Applicant's Past Performance of Awarded Projects

a. Describe how this project will be managed to ensure safety of users and for long-term sustainability. Include in your answer the entity responsible for maintenance, the available resources, and the typical maintenance schedule. (<2,000 characters)

Parks maintenance staff currently maintains the park and will continue to do so after the renovation. This funding is included in the operating budget on a yearly basis. Staff is on site daily during the summer and 2-3 times a week the rest of the year.

b. Is there a written agreement or Intergovernmental Agreement for things such as access or maintenance?

No

If yes, please provide a copy of this agreement and label as Attachment H.

2. Past Performance

In the space provided below, list similar projects that have received ADCO grant funds and have been successfully completed by the applicant (limit 3 projects). For example, if this is a trail project, list completed trail projects.

Project Name

Fairfax Park Renovation Phase 1

Project Manager

Traci Ferguson/Tony Jaramillo

Award Date

5/01/2011

Completion Date

6/21/2013

Project Name

Fairfax Park Phase 2 Active

Project Manager

Traci Ferguson/Tony Jaramillo

Award Date

5/23/2012

Completion Date

5/22/2014

Project Name

Fairfax Park Phase 2 Passive

Project Manager

Traci Ferguson/Tony Jaramillo

Award Date

5/23/2012

Completion Date

5/22/2014

Project Name

Sand Creek Regional Greenway Flood Repairs

Award Amount

\$ 345500

Original Due Date

11/10/2017

Status

This project is complete but the city received FEMA funding for it and we have been waiting 3 years for FEMA to close out.

Project Name

Master Planning Efforts

Award Amount

\$ 100000

Original Due Date

11/19/2021

Status

Project Name

Ragweed Draw Ball Fields

Award Amount

\$ 77500

Original Due Date

11/19/2021

Status

Project Name

Turnberry Skate Spot

Award Amount

\$ 92500

Original Due Date

12/15/2022

Status

Please attach a separate list if the space above is not sufficient.

Date

April 5, 2021

Amount Requested

\$ 960,000

Project Name

Monaco Park Renovation Phase One

% Total Project Costs

60

Description of Item/Expense

Grant Request

\$

Previous Adco Award

\$

Applicant Match

\$

Partner Match

\$

In-Kind (funds/services to be provided by applicant or partner)

\$

Total Project Costs

\$

Description of Item/Expense

Grant Request

\$

Previous Adco Award

\$

Applicant Match

\$

Partner Match

\$

In-Kind (funds/services to be provided by applicant or partner)

\$

Total Project Costs

\$

Grant Request

\$

Previous Adco Award

\$

Applicant Match

\$

Partner Match

\$

In-Kind

\$

Total Project Costs

\$

Please attach a separate list if the space above is not sufficient.

[Attachment A - Budget.pdf](#)

Date:

April 5, 2021

Project Name:

Monaco Park Renovation Phase One

% Total Project Costs

60 %

Description of Item/Expense

Grant Request

\$

Previous Adco Award

\$

Applicant Match

\$

Partner Match

\$

In-Kind (funds/services to be provided by applicant or partner)

\$

Total Project Costs

\$

Grant Request

\$

Previous Adco Award

\$

Applicant Match

\$

Partner Match

\$

In-Kind (funds/services to be provided by applicant or partner)

\$

Total Project Costs

\$

Please attach a separate list if the space above is not sufficient.

[Attachment B.pdf](#)

Project Name:

Monaco Park Renovation Phase One

Date

April 5, 2021

Timeline should reflect scheduling for each task of your project over the next 24 months. Describe each task of your project and check the month that task will occur.

Year 1 Task - Description

Project Name:

Date

Timeline should reflect scheduling for each task of your project over the next 24 months. Describe each task of your project and check the month that task will occur.

Year 2 Task - Description

Please attach a separate list if the space above is not sufficient.

Project Timeline

[Attachment C.pdf](#)

Project Name:

Monaco Park Renovation Phase One

Amount Requested:

\$ 960000

% Total Project Costs:

60 %

In the chart below, please list all sources of funds. For partners, please provide a brief description of the contribution. With regard to the Applicant's contribution, only fill out the "Brief Description of Contribution" if the Applicant is making an in-kind contribution. Attachment D should include dollar amounts.

Brief description of contribution (< 10 words)

Source of Funds

City of Commerce City

Date Secured

01/01/2021

Grant Request

\$

Previous Adco Grant Awards

\$

Cash Match

\$ 640000

In-Kind Match

\$

Total Funding

\$ 640000

Date Secured

Grant Request

\$ 960000

Previous Adco Grant Awards

\$

Cash Match

\$

In-Kind Match

\$

Total Funding

\$ 960000

Please attach a separate list if the space above is not sufficient.

Project Name:

Monaco Park Renovation Phase One

% Total Project Costs

60 %

Source of Funds:

City of Commerce City

Date Secured:

01/01/2021

Brief Description of Contribution (<10 words):

Cash Match

Source of Funds:

Adams County Open Space

Date Secured:

Brief Description of Contribution (<10 words):

Grant Request

Please attach a separate list if the space above is not sufficient.

Applicant Name:

Traci N. Ferguson

Title:

Parks Planner

Date:

April 5, 2021

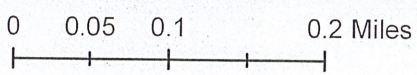
[Previous submission](#)

Next submission

Attachment G - Location Map



Directions to the project from Adams County Fairgrounds:
 Travel east on 124th Ave. to Hwy. 85.
 Go south on Hwy. 85 to 60th Ave. Travel east on
 60th Ave. to Monaco St. Go south on Monaco St.-
 the park is located between 58th Ave. & 56th Ave.



Legend

 Monaco Park



Monaco Park

E 58TH AVE

E 58TH AVE

Add loop around playground and basketball court

Portable Restroom

Shelter
New Shelter

Basketball Court

Shelter

New Playground

New Park Access Point

New Shelter

Playground

New Park Access Point

MONACO ST

Sand Volleyball Court

MAGNOLIA ST

Path

New Park Access Point

Add east/west connection

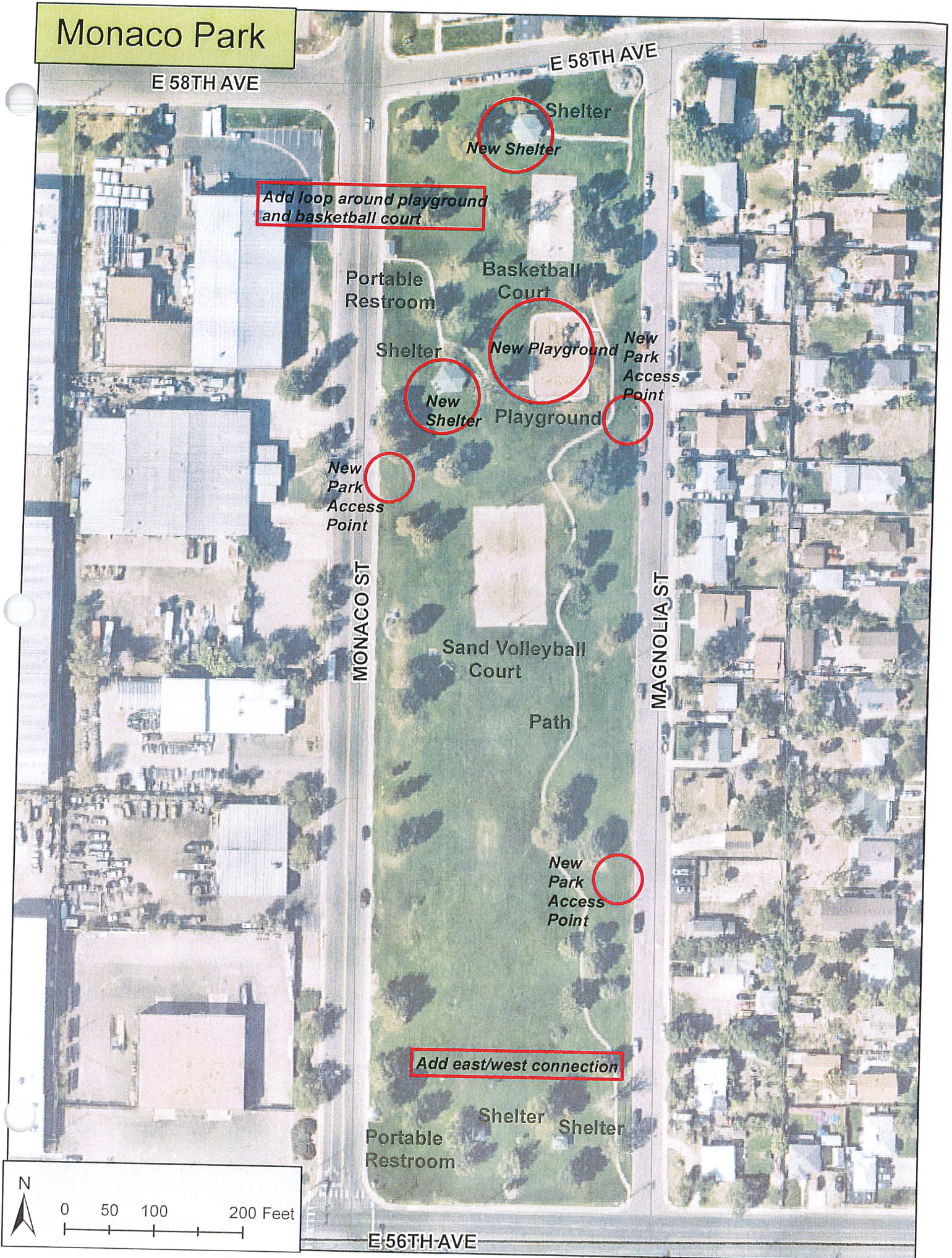
Portable Restroom

Shelter Shelter

E 56TH AVE



0 50 100 200 Feet



ATTACHMENT I – 1994 Parks and Recreation Master Plan

**Table 2.1
Commerce City
Existing Parks Inventory**

	Acres	Softball/ Baseball (S)/(B)	Soccer/ Football	Tennis Court	Volleyball Court	Basketball Court
Community Parks						
FAIRFAX	22.3	3 (S/B) (2 lighted)	2-80 yd. fields (overlay on baseball fields 1 & 2)	5 (lighted)		1 lighted w/standard height goals, 1 w/lower height goals
Neighborhood Parks						
CITY PARK	8.5			2 (lighted)	1	
FREEDOM	2.3	1 (S)				
MONACO	9.3				2	1
Pocket Parks						
ADAMS HEIGHTS	1					
LOS VALIENTES	2.6					
MONACO VISTA	1.5					
OLIVE	1.2					
DERBY	0.5					
GIFFORD	0.3					
MERCHANT	0.5					
Total	59.0*	3 (B) 1 (S)	2	7	3	1

ATTACHMENT I – 1994 Parks and Recreation Master Plan

Playground	Picnic Area (Shelters)	Restroom	Comments
1	Yes (3 groups)	1 plus 2 port-a-toilets	Park is detention area w/large volume that frequently floods. Wide, low-flow channel crosses park. Contains only baseball fields owned by City. 4th of July festival & firework display held here. Three off-street parking lots.
1	Yes 5 (4 single) (1 group)	None other than at Recreation Center	Site includes Recreation Center. Multiple off-street parking areas. VFW Memorial on northwest corner. Schools use tennis courts for tournaments.
	Yes	1 port-a-toilet	Flat site. On-street parking.
1	Yes (1 group)	1 (composting)	On-street parking. South half of park is detention area. Nice meandering path from north to south. Summer concerts, Easter egg hunt, volleyball tournaments held here.
1			Park is fenced. On-street parking. Asphalt path crosses park.
1	Yes (2 single)		Park is detention area. Trickle channel crosses park. No thru-sidewalk.
1	Yes		Park is detention area. On-street parking.
1			Detention area. No sidewalk. Trickle channel crosses park.
			Urban park in business district. Triangular turf area w/central water feature. Feature is circular concrete basin with exposed aggregate vertical pieces where water falls. On-street parking.
1			Playground w/small turf area directly adjacent to Monaco Street. Area is fenced except for south side. On-street parking.
	Yes		Urban park in Derby downtown area. Used for community festival. Sandstone walk. On-street parking.
3			

ATTACHMENT I – 2007 Recreation Strategic Plan

Park or Facility Name	Component	Owner	Quantity
Freedom Park	Picnic Shelter	City	1.0
Freedom Park	Picnic Shelter	City	1.0
Freedom Park	Playground	City	1.0
Gifford Park	1-PARCEL	City	
Gifford Park	Playground	City	1.0
Leyden Park	1-PARCEL	City	
Leyden Park	Playground	City	1.0
Los Valientes Park	1-PARCEL	City	
Los Valientes Park	Open Turf	City	1.0
Los Valientes Park	Picnic Shelter	City	1.0
Los Valientes Park	Picnic Shelter	City	1.0
Los Valientes Park	Playground	City	1.0
Merchants Park (now named Joe Reilly Park)	1-PARCEL	City	
Merchants Park	Plaza	City	1.0
Monaco Park	1-PARCEL	City	
Monaco Park	Basketball	City	1.0
Monaco Park	Open Turf	City	1.0
Monaco Park	Picnic Shelter	City	1.0
Monaco Park	Picnic Shelter	City	1.0
Monaco Park	Playground	City	1.0
Monaco Park	Sledding	City	1.0
Monaco Park	Trail	City	1.0
Monaco Park	Volleyball	City	2.0
Monaco Vista Park	1-PARCEL	City	
Monaco Vista Park	Basketball	City	1.0
Monaco Vista Park	Horseshoes	City	1.0
Monaco Vista Park	Picnic Shelter	City	1.0
Monaco Vista Park	Playground	City	1.0
Municipal Services Center	1-PARCEL	City	
Municipal Services Center	Multi-Purpose Field	City	2.0
Olive Park	1-PARCEL	City	
Olive Park	Picnic Shelter	City	1.0
Olive Park	Open Turf	City	1.0



March 25, 2021

Adams County Open Space Advisory Board
9755 Henderson Road
Brighton, Colorado 80601

Dear Advisory Board Members:

I am excited to write a letter in support of the proposal for Monaco Park renovations being submitted to the Adams County Open Space Advisory Board by Commerce City Parks, Recreation & Golf.

As the founder and CEO of Adelante Community Development, I work with a large number of Spanish-speaking entrepreneurs and their families within Commerce City. The parks within the city attract people to our community and updating and remodeling our parks is important for a healthy community.

Commerce City PRG plans to replace the existing shelter with another large shelter, holding more tables and allowing for more people. With updated lighting and an all-inclusive playground, this park will be an attraction for our local businesses to hold special events and activities. ADA sidewalks are necessary, along with more access from the on-street parking. This will allow those in wheelchairs or with stability issues better access to the amenities of Monaco Park.

I hope the Adams County Open Space Advisory Board supports the Monaco Park remodel project and I look forward to seeing the park in its completion.

Thank you,

Maria Gonzalez

Maria Gonzalez, Founder and CEO
Adelante Community Development
maria@adelantecd.org

March 25, 2021

Adams County Open Space Advisory Board
9755 Henderson Road
Brighton, Colorado 80601

Dear Advisory Board Members:

It is my pleasure to write a letter of support for the proposal to renovate Monaco Park in Commerce City. We have a connection to Monaco Park through a memorial tree we planted and park bench there in honor of The LeGrand Family.

My family uses Monaco Park regularly and hosts our family reunion there annually. The renovation includes replacing the large shelter we reserve for our reunions and installing new tables, BBQ grills and more. This is much needed and because the new shelter will allow for more tables, so our family will have more space to spread out and socialize. The children will appreciate the new inclusive playground and family members will more easily be able to interact with the children in the play structure with it having rubber surfacing.

The park needs more sidewalks leading to the streets. We park on the street and have to walk through the grass to get to the main sidewalk throughout the park. Access points will allow our less-abled family members to join us without worrying about anyone falling.

The members of the LeGrand family look forward to the upgrades at Monaco Park. We hope the Adams County Open Space Advisory Boards supports the Parks, Recreation & Golf Department's proposal and allows for the much-needed upgrades at our favorite Commerce City park! We would hope that during these renovations that the memorial Tree and memorial park bench will remain undisturbed.

Thank you,

Dwight Payne

Phone number: 720.548.7345

Email: Allbigdz@gmail.com



PARKS, RECREATION
AND GOLF

March 29, 2021

Adams County Open Space Advisory Board
9755 Henderson Road
Brighton, CO 80601

RE: Monaco Park Renovation

Dear Advisory Board Members:

The Commerce City Parks, Recreation and Golf Advisory Committee enthusiastically supports Commerce City's grant application to renovate Monaco Park.

This park was built in the early 1970s and has seen minimal changes since that time. Updates are needed and the timing is right, as several elements are scheduled to be replaced this year. Monaco Park has seen an increase in park usage due to the ongoing COVID-19 pandemic and these upgrades and new elements will provide community members an improved park experience.

The inclusive playground recently completed at Veterans Memorial Park has been very well received and is seeing high use. Though all city playgrounds meet ADA standards, adding these inclusive play areas go above and beyond the standards to truly insure that children of all abilities can play together. Adding more connectivity throughout the park as well as more entrances that meet ADA standards increase the accessibility of this park as well.

The city's goal in adding an inclusive playground, new shelters, and pedestrian lighting is to create a vibrant, active, safe space for all ages to enjoy. The members of the Parks, Recreation and Golf Advisory Committee look forward to seeing these updates to Monaco Park in the coming months.

Sincerely,

DocuSigned by:
Bret Walker
3112D5D57819427
Bret Walker, Co-Chair

DocuSigned by:
Justin Maillet
48FFF17E27F42C...
Justin Maillet, Co-Chair

Parks, Recreation and Golf Advisory Committee

Attachment A - Project Budget

Date:

Project Name:

Amount Requested:

% Total Project Costs:

All organizations or individuals providing in-kind contributions are required to provide a letter of commitment outlining their contribution(s) as stated in the Project Budget.
Attachment A should include dollar amounts.

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Master Plan/Construction Documents			\$175,000.00			\$175,000.00
Mobilization/Site Preparation			\$275,000.00			\$275,000.00
Site Work	\$110,000.00		\$65,000.00			\$175,000.00
Site Furnishings	\$200,000.00					\$200,000.00
Landscape			\$55,000.00			\$55,000.00
Play Equipment/Structures	\$650,000.00					\$650,000.00
Site Lighting/Electrical			\$70,000.00			\$70,000.00
Budget Total	\$960,000.00		\$640,000.00			\$1,600,000.00

Attachment B - Project Budget Categories

Date:

Project Name:

% Total Project Costs:

Attachment B should not include dollar amounts. Attachment B will mirror Attachment A, but have corresponding check marks in place of dollar amounts.

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Master Plan/Construction Documents			✓			
Mobilization/Site Preparation			✓			
Site Work	✓		✓			
Site Furnishings	✓					
Landscape						
Play Equipment/Structures	✓		✓			
Site Lighting/Electrical			✓			
<i>Budget Total</i>						

Attachment C - Estimated Project Timeline

Project Name: Monaco Park Renovation Phase One

Date: March 31, 2021

Timeline should reflect scheduling for each task of your project over the next 24 months. Describe each task of your project and put an X in the column to the right for the month that task will occur.

Description of Task	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021						
Design out to Bid	X	X											
Design		X	X	X									
Construction Documents				X	X	X							
Construction out to Bid						X	X						
Construction							X						

Description of Task	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022							
Construction	X	X	X	X									
Close out Project					X	X							

*Adams County Open Space Program
Policies and Procedures*



Newly Revised and Adopted June 24, 2013

As Amended January 6, 2014, November 14, 2017, July 14, 2020

and July 27, 2021

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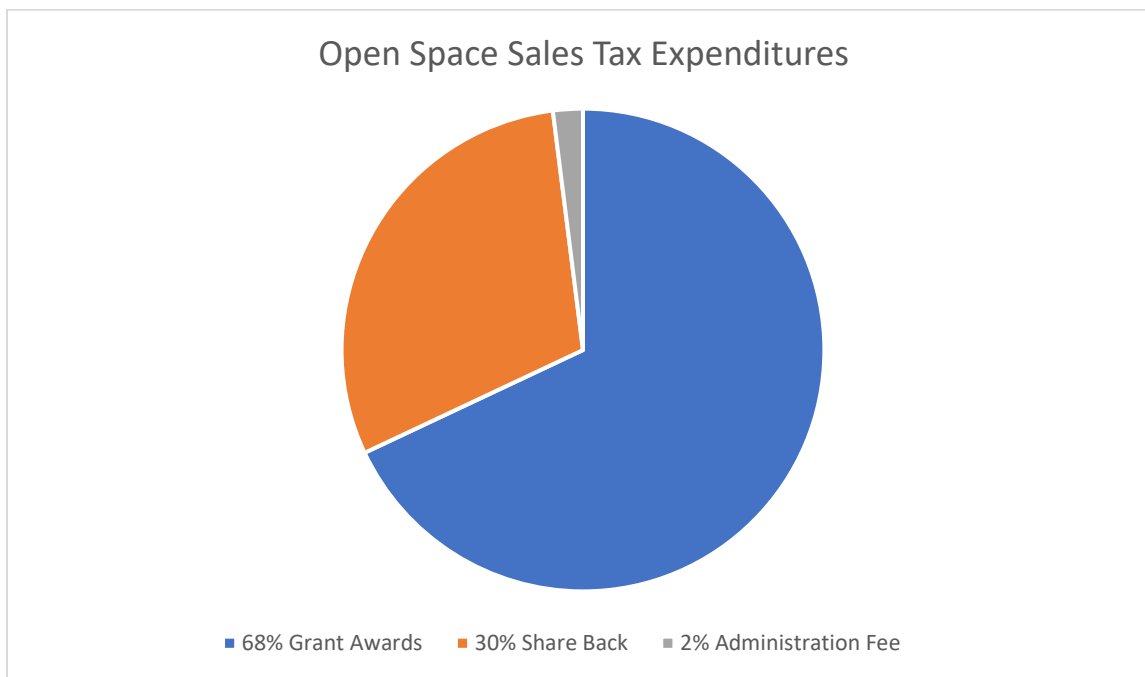
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Introduction

Adams County citizens passed an Open Space Tax on November 2, 1999, and reauthorized it on November 2, 2004, to be extended until December 31, 2026. The voter approved issue called for 68% of the proceeds from the tax to be distributed to eligible jurisdictions by a grant process. The Open Space “Tax Issue” also provides for 30% of the funds to be returned to the Cities and County based on a formula of where the tax is collected. Two percent may be used for administrative purposes. Adams County Open Space Sales Tax funds are subject to an annual independent audit.

At an election on November 3, 2020, Adams County citizens then approved permanently extending the existing county wide sales tax of one-fourth of one percent (one-fourth penny per dollar) for the continued purpose of preserving open space and creating and maintaining parks and recreation facilities.



This document is meant to provide a brief overview of each component of the Sales Tax program and provide specific guidance for use of 30% Share back funds and the administration of the 68% Grant Fund.

2% Administration Fund

The 2% Administration Fund is the first set of funds removed from the Sales Tax revenues. These monies are used annually to fund the salaries and benefits of Open Space staff who administer the program. In addition, these funds are used for the day-to-day administration of the entire Sales Tax revenue. Major costs from this fund include public relations costs (such as promotional materials, attending local community days, and publishing an annual report), and all costs associated with coordinating two grant

cycles per year. The budget for these funds is developed annually by Open Space staff and is approved by the Adams County Parks and Open Space Director, the Adams County

Finance Department staff, and ultimately the Adams County Board of County Commissioners (BoCC) as part of the overall County budget.

Annual Report

An annual report describing projects funded with the open space funds will be made available to the residents of Adams County annually. The County will compile information based upon reporting they receive from each jurisdiction describing how 30% Share back funds were used. The County will also compile a list of projects funded in the past year, including a brief description of each project and the amount of funding awarded.

Annual Audits

All expenditures of Open Space Sales Tax funds are subject to an annual audit. This includes projects awarded grant funds as well as funds disbursed from the 30% portion of the Sales Tax Fund.

30% Share back Program

Purpose

The Share back Program distributes a portion of Open Space Sales Tax revenues directly back to the taxing jurisdiction for use on either passive or active projects. The share back is distributed as described in Section 7(b)(iii) of Resolution 2020-480: “After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets”.

Distributions of these funds are made twice yearly to all qualified jurisdictions. Payments are distributed as electronic fund transfers or check to the qualified jurisdiction, or in the case of Adams County, as an internal transfer of funds.

Eligible Expenses

Share back funds received by the qualified jurisdiction may be used for passive or active uses. However, there are some limitations to use of the share back funds, including but not limited to:

- As stated in Resolution 2020-480 Section 7 (c) (iv), “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”.

- Funds from the 30% distribution can be used to maintain active and passive projects previously funded through the Open Space Sales Tax but may not otherwise augment existing budgets.

Annual Reporting

In approximately January of each year, Open Space staff will distribute an annual reporting form to qualified jurisdictions. The purpose of this form is to detail how each qualified jurisdiction allocated the previous year's 30% distribution. Forms from all qualified jurisdictions must be returned to Adams County Open Space staff prior to any spring distributions being processed. The information acquired through this process will be included in the annual report.

68% Grant Fund

Purpose

The 68% Grant Fund is a competitive grant process where parks and open space projects compete for limited funds available through the Sales Tax program. Applications are reviewed by the Open Space Advisory Board (OSAB), comprised of seven (7) volunteer members appointed by the BoCC. The OSAB makes funding recommendations to the BoCC based on funds available and project merits. All final funding decisions are made by the BoCC.

Available Funding

The funding available in each grant cycle is comprised of the grant fund share of Open Space Sales Tax revenues for the last six months of the previous year (Spring grant cycle) or the first six months of the year (Fall grant cycle), all interest earnings on Open Space Sales Tax revenues, any unallocated monies remaining from previous revenues, and monies returned to the fund due to projects coming in under budget or projects that were unable to be completed.

Funding is limited for each grant cycle. The OSAB can elect to recommend a project be funded in full, part, or may choose not to recommend funding for the project. The BoCC will review the recommendations of the OSAB and award in full, modify the amount, or deny grant funds to specific projects.

Applicants for projects or phases of projects that were not awarded Open Space Sales Tax funds in the full amount requested in the initial grant proposal are encouraged to reapply for up to two additional grant cycles following the initial submittal, in the event the applicant deems the project worthwhile of additional funding.

Grant Cycle Timeline

Grant cycles occur twice each year in March and September. For a more detailed grant cycle schedule, visit www.adcogov.org/open-space-grant-information or contact Open Space Sales Tax Grant Program staff.

Applicant Eligibility

Applicants must not have any unresolved compliance issues. The applicant must be in compliance on projects previously funded with Adams County Open Space Sales Tax Funds, including funds received from the 30% Open Space Sales Tax distributions. Compliance includes but is not limited to completion of projects as funded and provision of information when requested or due.

Qualified Jurisdictions

The Qualified Jurisdictions are defined as the sales tax collecting entities in the County and special districts that solely provide parks or recreational facilities or programs currently include: City of Arvada, City of Aurora, Town of Bennett, Bennett Park and Recreation District, City of Brighton, City of Commerce City, City of Federal Heights, Hyland Hills Park and Recreation District, City of Northglenn, Strasburg Parks and Recreation District, City of Thornton, City of Westminster, and Adams County.

Qualified jurisdictions must have an adopted Parks and/or Open Space Plan. Metropolitan Districts that provide park and recreation services among other services shall not be considered park and recreation districts for the purposes of these policies and procedures.

Sponsored Organizations

Any organization, including, but not limited to Metropolitan Districts providing services in addition to parks and recreation, other governmental entities and non-profit organizations are eligible to apply, provided they are sponsored by a qualified jurisdiction. These organizations must receive sponsorship from one of the qualified jurisdictions, as evidenced by documentation from the sponsoring qualified jurisdiction indicating their sponsorship of and support for the project. These organizations should contact the most appropriate qualified jurisdiction well ahead of the grant application due date to allow for enough time to navigate that jurisdiction's process. If seeking sponsorship from Adams County, please contact Open Space staff at least 6 weeks ahead of the grant application due date for additional information. If a qualified jurisdiction agrees to sponsor an application, the sponsored application does not count against the qualified jurisdiction's allowed number of applications per grant cycle.

The role of the sponsoring qualified jurisdiction is flexible, but at minimum consists of providing approval for the requesting organization to apply for the program. A more significant relationship between sponsoring qualified jurisdiction and sponsored organization is encouraged, especially for organizations new to the Open Space program, but is not required. Any additional contact between the sponsoring qualified jurisdiction and sponsored organization is optional at the will of either party.

Eligible Projects

Staff will review the application and project for conformance with the voter-approved "Tax" and the Open Space Policy and Procedures.

Facilities, including but not limited to parks, sports fields, golf courses, and recreation centers, or land must be accessible to the public, inclusive of those with disabilities, except for land acquisitions and conservation easements for agricultural preservation and habitat preservation.

Eligible Project Types

The following is a list of eligible projects for the Adams County Open Space Sales Tax Grant Program. This list comes from Resolution 2020-480 7-(c). If a prospective project is not directly related to one of these items, please contact Open Space staff for further discussion. Adams County Open Space Sales Tax funds in the grant program can be used for:

Purchase, construction, maintenance of the following:

- Horse, bike, running trails
- Natural areas with limited development for fishing, hiking, walking, or biking
- Wildlife preserves
- Lakes for fishing with accessible walks, docks, picnic areas, and restrooms
- Conservation easements on agricultural land
- Environmental education programs
- Lands and waterways as community buffers
- River and stream corridor land
- Unimproved flood plains
- Wetlands
- Preservation of cemeteries
- Picnic facilities

Acquisition of:

- Fee title interest and less than fee title interest(s) in real property for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks, and trails. Less than fee title interests include easements (including conservation and agricultural), leases, options, future interests, covenants, development rights, subsurface rights and contractual rights, either on an exclusive or nonexclusive basis.
- Water rights and water storage rights for use in connection with aforementioned purposes
- Rights-of-way and easements for trails and access to public lands and to build and improve such trails and accessways.
- Joint projects between counties and municipalities, recreation districts, or other governmental entities in the County.

To improve, protect, manage, patrol, and maintain:

- Open space
- Natural areas
- Wildlife habitats
- Agricultural and ranch lands
- Historical amenities

- Parks
- Trails

To pay for related acquisition, construction, equipment, operation, and maintenance costs

To implement and effectuate the purposes of the Open Space Program

Acquisition and maintenance of:

- Lands with significant natural resource, scenic, and wildlife habitat values
- Lands that are buffers maintaining community identity
- Lands that are to be used for trails and/or wildlife migration routes
- Lands that will be preserved for agricultural or ranch purposes
- Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding
- Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage

Purchase, construction, equipping, and maintenance of:

- Sports fields
- Golf courses
- Recreation centers
- Lands for park purposes
- Park and recreational improvements and facilities

In addition to eligible project types, the following list indicates Eligible Project Expenses. This list is meant to clarify eligible expenses but is not a comprehensive list of eligible expenses. Please contact Open Space staff regarding expenses not otherwise included on this list. These items can appear in the project budget and be reimbursed for as a part of the project. They can be grant request, applicant / partner match, or in-kind contribution or any combination thereof. The following items are Eligible Project Expenses:

- Consultant costs for acquisition, planning, design, and/or construction of parks, trails, or open space (including natural areas, wildlife habitats, agricultural lands, ranch lands, and historical amenities)
- General volunteer time or Board member time (see Salary below)
- Organization fees including certification and accreditation fees (directly relating to project or program, or a requirement thereof)
- Training tuition for programs/certifications directly related to the project
- Staff time and expenses that are related to a specific project (see Salary below)
- Costs that directly relate to the planning activities (inventories, design, GIS/mapping, printing, etc.)
- Existing operations and maintenance
- Public input costs (meeting rooms, mailings or other advertising, facilitation, surveys and web-based outreach)

- Acquisition of conservation easement or land for open space, park, or trail purposes:
 - Purchase price
 - Water rights
 - Mineral rights
 - Associated closing costs
 - Appraisal
 - Survey
 - Environmental assessment and cleanup
 - Baseline report
 - Mineral remoteness report, etc.
- Conservation easement stewardship endowments for passive use land acquisitions (see Conservation easement stewardship endowment below)
- Park amenities, including but not limited to:
 - Athletic fields/courts
 - Track and field facilities (including projects involving artificial turf)
 - Playgrounds
 - Swings
 - Climbing structures
 - Skateparks/rinks
 - Swimming pools (indoor or outdoor)
 - Splashpads
 - Water slides
 - Water slides
- Trails, including:
 - Bridges
 - Underpasses
 - Overpasses
- Construction and/or redevelopment of golf courses
- Development and/or redevelopment of environmental education facilities, outdoor classrooms, and natural areas intended for environmental education purposes
- Programmatic funding for environmental education
- Disc golf courses
- Whitewater parks
- Fishing piers and boat docks
- Sculptures and artwork in a park or open space, including memorials
- Outdoor amenities located at fairgrounds
- Concession stands and storage buildings located in a park or open space and used in association with activities conducted at the park or open space
- Indoor facilities, including:
 - Recreation centers
 - Buildings at fairgrounds
 - Nature Centers
- Infrastructure, including:
 - Irrigation

- Drainage
- Parking lot
- Lighting
- Utilities, etc.
- Amenities, including:
 - Restrooms
 - Drinking fountains
 - Benches
 - Landscaping
 - Picnic tables
 - Grills
 - Pavilions
 - Amphitheaters or outdoor performing arts centers when located in a park or open space
 - Signage
 - Fencing
 - Lighting
 - Historical facilities when located in a park or open space, etc.
- Eligible work completed prior to application (see Prior Completed Work below)
 - Land acquisition and design work within three (3) years of application
 - All other eligible work within one (1) year of application.
- Expenses associated with on-the-ground project management
- Printing and development of parks, trails and open space related publications
- Promotional items (all to include Open Space logo, see Open Space Signage and Logo Use policy)
- Indirect costs (see Indirect Costs below)
- Non-fixed assets, including:
 - Lawnmowers
 - Snow blowers
 - Gloves
 - Shovels
 - Rakes
 - Weed eaters
 - Staff uniforms
 - Wildlife cameras, etc.
- Costs associated with volunteer programs, including:
 - Food and drink
 - Training
 - Clothing
 - Appreciation items
- Donations of the items above can be counted as in-kind match

The following are ineligible project expenses and may not appear in any form on the project budget:

- Fundraising costs
- Any meeting costs not associated with the project
- Grant writing

- Events, publications, advertising, and/or similar event items for fundraising
- Amusement parks
- Recreational program costs, including:
 - Staffing
 - T-shirts or uniforms
 - Trophies

Medals, etc.

Salary

Salary is an eligible project expense if it is project and/or program specific. The salary being funded must be time-limited and for specific project-related job duties, not general job duties of the position. At the time of project completion, documentation of hours spent working on the project must be provided either through timesheets or other tracking mechanism. Please speak with Open Space staff for specific questions related to salary and the documentation required.

Conservation easement stewardship endowment

A conservation easement stewardship endowment is meant to be the principle investment into a dedicated fund for use by the easement Grantee for annual stewardship and monitoring costs. The amount of the endowment allowance is determined by multiple factors that have been agreed upon by the qualifying jurisdictions. To reflect the perpetual nature of these obligations, the amount allowed as part of a grant request may fluctuate over time to reflect current costs in staffing, etc. and current interest rates. Please contact Open Space staff regarding current conservation easement stewardship endowment practices and allowance.

Indirect Costs

Up to 10% of a project's direct costs may be requested as part of the grant request. Additional indirect costs can be included as part of the applicant match. The Open Space program strongly encourages applicants to request reasonable amounts of funding for indirect costs to ensure that the application is competitive.

Indirect costs include costs which are frequently referred to as overhead expenses (e.g., rent and utilities) and general and administrative expenses (e.g., officers' salaries, accounting department costs and personnel department costs).

Prior Completed Work

Acquisition of property and design work previously completed and related to a specific project are eligible expenses, as long as the work is completed within three years of the application date. All other

expenses, as listed in the Eligible Project Expenses section, are eligible as long as the work is completed within one year of the application date. Individual expenses may be older than the deadline only if the final work is completed within the deadline timeframe. All previously incurred expenses will be expected to submit the same documentation at project closeout as work completed directly as a part of the grant project (including invoices and proof of payment).

Specific Requirements of Land Acquisitions

To meet the intent of Resolution 2020-480 7-(c), land purchased with Open Space sales tax dollars with passive funds will be encumbered to perpetually protect the passive uses of the property.

Primarily, this encumbrance will take the form of a conservation easement. In some instances, a conservation easement may not be the best tool for land preservation and a declaration of covenants, conditions and restrictions may be placed on the land in lieu of the conservation easement. These situations may include but are not limited to property where there is less than five acres of habitat or preservable land, sites where there are no easily identified conservation values, a redevelopment site or site where significant changes to the property are anticipated, or land purchased solely for use as a trail corridor. In all situations, it is at Open Space staff's sole discretion whether a conservation easement or declaration of covenants, conditions and restrictions will be used to protect the land's passive uses.

The negotiation, approval, and full execution of a conservation easement or a declaration of covenants, conditions and restrictions are required before such a project will be closed out. Additional information on project closeout can be found in subsequent sections. Land purchased using active funds will not be required to have an encumbrance on the property. If the acquiring organization desires to place a conservation easement on a portion of a property purchased with active funds, please contact Open Space staff for additional information.

Applying to the Program

Application Types

- The terms Passive and Active are only used for internal purposes.
- Mini Grant applications are for uses defined in either of the above sections but are geared towards smaller scale projects. A project is determined to be a Mini-Grant if the total amount of the grant request does not exceed \$25,000. Funding for mini grants is limited to \$50,000 per year. The Mini Grant is also limited to one application per applicant, per grant cycle.

Submission Requirements

Each qualified jurisdiction or sponsored organization applying to the Open Space Program may only submit up to three (3) grants per grant cycle, up to two (2) of which may be full project applications (i.e., not mini grants). For sponsored organizations, each project in a single grant cycle must be sponsored by a different qualified jurisdiction. Each qualified jurisdiction may only sponsor one project per grant cycle

from any given sponsored organization, but there is no limit on the total number of applications a qualified jurisdiction may sponsor in any grant cycle. Sponsored applications do not count against a qualified jurisdiction's allowed number of applications per grant cycle.

Applications must be submitted online during the spring and fall grant cycles. Applications are submitted online at www.adcogov.org/open-space-grant-information. No applications will be accepted after the deadline date, with the exception of additional documentation requested by the Parks, Open Space and Cultural Arts Staff, the OSAB, or the BoCC.

The primary contact person(s) identified in the Open Space Application will be used for all official correspondence for each submitted project, including all correspondence regarding project status reports and closeout information. Please contact Parks, Open Space and Cultural Arts staff as soon as it becomes necessary to change the primary contact person.

Matching Funds

In-kind sources of funds, such as donations of goods or services or volunteer hours are acceptable forms of match. All donations of goods or services must be documented in the application with a letter from the donor describing the donation and its estimated value. The use of volunteer hours is acceptable.

Applicants must estimate the number of volunteer hours anticipated for completion of the project and include in the project narrative a description of the work to be completed by those volunteers.

Volunteer time should be valued at the standard rate for the state of Colorado as found at http://www.independentsector.org/volunteer_time. Please see the Glossary of Terms for additional information about what constitutes in-kind contributions.

All projects must leverage the funds being requested of the Open Space Grant Program. Applicants must provide a minimum of 30% of the total project costs toward the project. Any additional funds brought toward the project will be considered favorably by the OSAB during their evaluation.

Application Components Specific to Real Estate Transactions

For real estate transactions, applicants should obtain a qualified buyer's appraisal, see Glossary of Terms, page 17. When a qualified appraisal is not available at the time of application, applicants should provide additional information with their application verifying the purchase price they are estimating. Additional information can include, but is not limited to, recent purchases by the organization of similar land, comparable listings or sales in the area, and other information used by the applicant to determine the cost included in the application. A qualified appraisal will be required prior to project closeout, or prior to closing if funds are to be wired at the time of closing. When the applicant is seeking to buy property for a price that exceeds the qualified appraisal value, the OSAB will make recommendations on a case-by-case basis to the BoCC for final approval. If no appraisal was available to the OSAB and more is paid for the property than the appraised value, unless specifically requested by the grantee from the BoCC, no reimbursement will be made for a purchase price exceeding the appraised value. If the grantee

wishes to be reimbursed for that additional amount, a request will be sent to the BoCC for approval prior to reimbursement.

Application Criteria and Scoring

OSAB will request presentations by applicants for all applications. Presentations for mini-grant applications are welcomed but not required. Presentations will not be scored and are for informational purposes only. The OSAB will review projects and make funding recommendations to the BoCC based on criteria and information provided by the applicant in the following categories:

- Grant Fund Use
- Project Funding
- Project Support
- Project Management and Applicant's Past Performance of Awarded Projects
- Project Location within Adams County

Other factors favorably considered by the OSAB when included in an applicant's answers to the existing questions on the grant application:

- Inclusivity of projects for people of all abilities
- Measured water efficiency
- Measured energy conservation
- Facility maintenance
- Use of recycled material
- Use of sustainable materials in construction, when possible
- Use of native/Colorado appropriate species

The OSAB utilizes standard score sheets while reviewing projects. Examples of the most recent score sheets can be requested from Open Space staff at any time. Each OSAB member ranks the projects based on their impressions of the project. Each project receives a unique ranking from each OSAB member. For example, if there are ten projects in a particular cycle, the OSAB members assign a one (1) to their highest priority project and a ten (10) to their least priority project. The rankings for each project are then totaled and projects are organized from highest ranking (lowest number of points) to lowest ranking (highest number of points). The projects are then discussed by the OSAB in rank order and funding recommendations are made.

Note: Current scoring practice is described. This process may be changed as the OSAB changes and as projects change. Any changes to OSAB scoring of projects will be shared with applicants prior to the grant cycle in which the changes will be instituted.

After Grant Award

If a press release is issued, include the following statement:

“Funds were awarded from proceeds of the Adams County Open Space Sales Tax, which was passed by Adams County voters in 1999, and reauthorized in November 2004 to be extended until December 31, 2026 and reauthorized for a permanent extension on November 3, 2020”.

Grant Agreement

The BoCC will publicly award the grants at a public hearing. At the public hearing, Open Space staff will distribute copies of the grant agreement to each successful applicant. Signed grant agreements are due back to Open Space staff within 45 days of the public hearing. Once they are received back, Open Space staff will have the agreements signed by the BoCC and will return one fully executed copy to the applicant in either electronic or paper form. The BoCC reserves the right to add specific conditions as part of the Grant Agreement and/or Conservation Easement. A revised budget sheet shall be requested if awarded funds differ from the original grant request.

Project Due Date

All projects must be completed within two years of the grant award date. All documentation necessary to close out the project must be submitted to Open Space staff or an extension must be requested by this date. If no documentation is received by Open Space staff by the project due date, this may result in non-compliance. Please see the Grant Non-compliance section below.

Project Extension Policy

Requests for extension must be received prior to the project due date, preferably one month prior to the project due date. A sample Extension Request form is available on the website at <https://www.adcogov.org/open-space-grant-information> under “Required Forms”. Forms may be updated at any time.

As such, Grantee should confirm with Open Space staff the correct form to submit for their request. Project extension requests may be approved for up to 6 months at a time by Open Space staff. Grantee should include in their request progress made to date on the project, barriers to completion of the project and plans to overcome said barriers, and a timeline for project completion. If, at Open Space staff’s discretion, no significant progress towards completion has been made, the extension request may be denied.

If a request for an extension is denied, Grantee will be promptly notified by Open Space staff. Upon receiving this notification, the Grantee must notify Adams County Open Space in writing as to whether or not they will complete the project as originally funded. If the Grantee is unable to complete the project as originally funded, a termination of Grant Agreement will be executed by Adams County and the Grantee will be required to deauthorize awarded funds or return all previously awarded funds for that project along with accrued interest and applicable market value adjustment within 30 days of receiving the Termination of Grant Agreement. Failure to respond to such a notification will result in an

automatic de-authorization of the grant and may result in non-compliance. Please see Grant Non-compliance section below.

Project Modification Policy

If a change to an awarded project is anticipated, Grantee should contact Open Space staff to discuss the proposed change. At that time, Open Space staff will determine whether a formal project modification should be requested. Most change requests will likely fall into one of three categories: 1) minor material change, no request necessary; 2) more significant change to project described in the application, but no change to the budget, staff approval possible, and 3) significant change that impacts the intent of the project and/or the project budget, BoCC approval necessary. If there is any question of which category the request falls into, it will be elevated to the next level for approval.

If it is deemed necessary, the Grantee must submit a Modification Request form to Adams County Open Space staff. A sample Modification form is available on the website at <https://www.adcogov.org/open-space-grant-information> under "Required Forms". Forms may be updated at any time.

If necessary, this information will be forwarded to the BoCC along with a full staff report for the BoCC's consideration. If the modification request is rejected and the project cannot be completed as originally approved, the Grantee may request deauthorization of the grant award and submit a new application for the revised project for consideration in future grant cycles.

Failure to notify Adams County Open Space staff of changes to an awarded project may result in non-compliance. Please see Grant Non-compliance section below.

Grant Non-compliance

A non-compliance issue may arise due to a failure to adhere to the project due date policy, extension policy, modification policy, or at Open Space staff's discretion. At such time that Open Space staff feels a non-compliance issue has arisen, staff will forward the information and a full staff summary to the BoCC. The BoCC will review the issue and determine what if any remedy will be required. Potential consequences of non-compliance include 1) deauthorization of the current grant award, with a request to repay any funds plus interest already disbursed for the award, 2) suspension of the Grantee from participating in the Open Space Grant program as an applicant, partner, or sponsor, or 3) any other consequence deemed appropriate by the BoCC.

Open Space Signage and Logo Use

An Adams County Open Space Sign provided or approved by Open Space staff will be posted in a prominent place at the project site once the project is completed. This does not apply to projects that will not have public access (i.e., conservation easement projects or planning projects). Signs provided by the County must remain up at the project site through the reporting period (i.e., 10 years). For acquisitions funded through the Open Space program, signs must remain up on the property through the life of the sales tax. Open Space staff will periodically do audits of signs at project locations and will

offer replacement signs when needed. Grantee may also ask for replacement signs at any time when a sign becomes damaged or otherwise in poor condition. Following the expiration of the Open Space Sales Tax, signs shall remain in place until damaged or otherwise in poor condition at which time the sign may be removed and not replaced.

If the Grantee wishes not to place a separate Adams County Open Space sign, but rather to use the logo as a part of new signage to be produced for the project, a high-quality digital design file of the Adams County Open Space logo can be provided by Open Space staff. Use of the Adams County Open Space logo on other permanent signage must be approved by Open Space staff prior to final production of said signage. The program logo can also be provided for other uses via digital image files at the sole discretion of Open Space staff. Any additional usage of the program logo must be approved by Open Space staff.

School playgrounds funded by the Open Space Tax must post the hours that the play areas are open to the public. Example: Playground is closed while school is in session from 8 am to 2pm. Playground is open to the public from 3:30 p.m. time to 8:00 p.m.

Reimbursement and Closeout Process

Funds will be disbursed:

- Once the project has been both physically and contractually completed as funded, or at a specified periodic reimbursement date as described in the grant agreement (subject to documentation described below).
- The documentation requested in the reimbursement process has been received and verified by staff. Documentation should indicate that all work has been completed, invoiced, and paid on the project contract, including payment of retainage, as necessary.
- If the final product of a project is a document, including but not limited to a plan, design, or construction documents, those documents must be sent to Open Space staff for inclusion in the project file and for project closeout. In addition, if a document is being developed in association with a land purchase including but not limited to surveys, baseline assessments, or environmental analysis, those documents must be forwarded to Open Space staff for project closeout.

The amount of funds disbursed will correspond to the submitted project budget. The amount of disbursement will be adjusted as necessary to maintain the level of funding originally awarded and specified in the Grant Agreement. All reimbursements will be based on the award percentage of the total project costs, up to the full award amount. At no time will the amount of reimbursement, whether periodic or final, exceed the project expenditures when in-kind contributions are used as match.

Unused grant funds will be returned to the grant fund. For example, if a project is under budget the leverage amount will be based on the final cost of the awarded project and the remaining award amount will be returned to the grant fund for future reallocation. Under no circumstances will the amount of funds reimbursed by Adams County Open Space Sales Tax increase over the awarded amount represented in the Grant Agreement. An increased percentage of project costs will only be allowed if approved by the BoCC in a modification requesting such a change (see Project Modification Policy).

In the case of periodic reimbursements, all procedures for reimbursement remain the same, see All Other Projects Reimbursement Process section below. The reimbursement will be for the awarded percentage for the project for that time period. Open Space staff will keep records of all periodic reimbursements to ensure that the total never exceeds the maximum award stated in the grant agreement.

Failure to provide requested documents may result in non-compliance. Examples of all forms can be found at www.adcogov.org/open-space-grant-information under required forms.

Land Acquisition/Conservation Easement Reimbursement Process

The awarded funds can be disbursed to the Grantee after closing or directly to the title company at the time of closing. The Grantee will need to provide Adams County Open Space with copies of the following documents to receive the grant award:

- Copies of All Easements/Encumbrances
- Final Contract
- Full Qualified Appraisal
- Preliminary Buyers Settlement Agreement
- Title Commitment

It is the applicant's responsibility to ensure that Open Space staff is kept informed of any changes to the date, time or location of the closing. Adams County Open Space must have the wiring instructions at least five (5) business days ahead of the scheduled closing to forward to the Adams County Treasurer's Office to set up the wire transfer. All other documents should be to Open Space staff a minimum of two (2) business days before closing to have funds wired to closing. After closing, copies of the following documents must be forwarded to the Open Space Office prior to the project being closed out:

- Grant Closeout Request Form
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- Title Policy
- Fully executed Conservation Easement must be on file with Open Space staff (for passive acquisitions)
- Associated invoices and checks
- Other applicable items

All Other Projects Reimbursement Process

For all other projects, to close out a project the applicant must submit to the Open Space Office copies of the following documentation:

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Copies of ALL invoices listed on Grant Closeout Worksheet

- Copies of cancelled checks (front and back) for all costs indicated on Grant Closeout Worksheet OR
- Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)
- Examples of all forms can be found at www.adcogov.org/open-space-grant-information under “Required Forms”.

Reporting Following Closeout

As stated in Resolution 2020-480, “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”.

At the 5- and 10-year anniversaries of project closeout, Open Space staff will send Grantee a reporting form for all projects closed out during that timeframe, not including planning projects or environmental education programs. This form will request basic information about all closed out projects specifically what, how and why anything has changed on the project. Grantee will include dated photos of the project for Open Space staff review. If in Open Space staff’s opinion, the intent of the original project has been changed, a full report will be forwarded to the BoCC. At that time, the BoCC will review the information and determine what, if any, action will be taken, including but not limited to the return of all grant funds plus interest.

Code of Ethics

The Code of Ethics applies to all employees and officials of Adams County, including the Open Space Advisory Board. The Code of Ethics can be found on the Adams County website: www.adcogov.org

Glossary of Terms

ACTIVE USE: Lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public. (Source: Resolution 2020-480, Section 7 (b)(iv)(2)(B), item iii)

PASSIVE USE: Passive uses shall include, but not be limited to the purchase, construction and maintenance of: horse, bike or running trails; natural areas with limited development for fishing, hiking, walking or biking; wildlife preserves; lakes for fishing with accessible walks, docks, picnic areas and restrooms; conservation easements on agricultural land; environmental education programs; lands and

waterways as community buffers; river and stream corridor land; unimproved flood plains; wetlands; preservation of cemeteries; and picnic facilities. (Source: Resolution 2020-480, Section 7 (b)(iv)(2)(A))

Deauthorization of Funds

In cases where funds are deauthorized (i.e., non-compliance, project completed under budget) remaining funds are returned to the grant fund for future allocation to projects. When funds have been paid, either for a completed project or for periodic reimbursements, and the BoCC requests those funds be returned to the grant fund, it is at the BoCC's discretion to also request payment of interest on those funds being returned.

In-kind Sources of Funds

In-kind sources of funds are donations of time, services, or goods. At no time is the applicant paying for this contribution to the project, whether directly from the project proceeds or indirectly from other funding. These sources must be documented through timesheets, invoices, or other means for project closeout purposes.

Qualified Appraisal

- Commissioned by the purchaser, another project partner that does not have an ownership interest in the property being acquired, or jointly by the seller and the purchaser;
- Prepared by an experienced independent appraiser and in accordance with the IRS definitions of a qualified appraisal and of highest and best use, as defined in Treas. Reg. 1.170A-13(c)(3); and
- Based upon the sales comparison method, which determines the value of the subject property by comparing sale prices of comparative properties. Adjustments are made to the sale price of each comparative property to reflect the differences between the comparison property and the subject property.
- Specific about the easement value of the property, and the value of the property before and after an easement is placed on it. Information about these values is necessary to determine ability to fund the project. (If funding is for a fee acquisition, only the full fee fair market value is needed; the before and after easement values are not required.)
- Effective within one year prior to closing, the grantee will be required to have an appraiser update the appraisal.

Appendix A

Insert Resolution here.