

Parks & Open Space Department
Adams County Regional Park
www.adcogov.org



9755 Henderson Road
Brighton, CO 80601
PHONE 303.637.8000
FAX 303.637.8015

May 22, 2018

Karen O'Donnell
6060 E. Parkway Dr.
Commerce City, CO 80022

Re: Grant Award for the Eagle Pointe Recreation Center Aquatic Enhancements project

Dear Karen:

This letter is to inform you that the grant application you submitted on February 1, 2018 for the Eagle Pointe Recreation Center Aquatic Enhancements project has been approved for funding by the Board of County Commissioners. The grant award for this project is equal to 2.2% of the total project funding, up to \$250,804.00.

One full Grant Agreement is enclosed. Please read this Agreement carefully as it sets forth the binding conditions of this award between Adams County and the City of Commerce City.

The Agreement must be signed by an authorized official as designated by your agency. **Please return the original signed copy of the Agreement with all exhibits to the Adams County Open Space office located at 9755 Henderson Road, Brighton, CO 80601. The signed Agreement must be returned to our office no later than July 6, 2018, which is 45 days from the date of award.**

Once your signed agreement is received, it will be finalized by the Board of County Commissioners and a fully executed agreement will be scanned and emailed back to your agency.

For additional information about this process, please contact me at 303-637-8072 or email rpetersen@adcogov.org.

Sincerely,

Renee Petersen
Open Space Grant Coordinator

Enclosure

cc: File

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry
DISTRICT 1

Charles "Chaz" Tedesco
DISTRICT 2

Erik Hansen
DISTRICT 3

Steve O'Dorisio
DISTRICT 4

Mary Hodge
DISTRICT 5

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ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2018-00004

The Grant Agreement ("Agreement") is made and entered into this ____ day of _____, 201__, between the City of Commerce City ("Applicant") and the County of Adams, acting through the Board of County Commissioners ("Adams County").

RECITALS

WHEREAS, in November 1999, the citizens of Adams County passed a county-wide one-fifth of one percent Open Space Sales Tax (the "Tax"); and

WHEREAS, in November 2004, the citizens of Adams County reauthorized the Tax and increased it to one-fourth of one percent; and

WHEREAS, the majority of the revenues collected are distributed to qualifying jurisdictions through a competitive grant process; and

WHEREAS, on February 1, 2018, Applicant applied for an Adams County Open Space Grant to complete the Eagle Pointe Recreation Center Aquatic Enhancements project (the "Project"); and

WHEREAS, on May 22, 2018, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, Adams County awarded the Project 2.2% of the total Project costs, not to exceed \$250,804.00.

AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Grant Award.** Adams County hereby awards to Applicant a grant in the amount of 2.2% of the total Project costs, not to exceed \$250,804.00 (the "Grant"), subject to terms and conditions set forth in this Agreement.
2. **Project Scope.** Applicant shall complete the Project as described in the grant application, attached as Exhibit A ("Project Scope") and incorporated herein by this reference. Exhibit A attachments include the grant application and all application attachments. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy stated on page 13 of the Open Space Policies and Procedures, attached as Exhibit B and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.

3. **Completion Date.** Applicant shall complete the Project no later than May 22, 2020, which is two years after the date of Adams County's approval of the Project ("Completion Date"). Project completion requires all necessary documentation be submitted to Open Space staff on or before the Completion Date. Applicant may request an extension of the Completion Date in compliance with the Extension Policy stated on page 12 of the Open Space Policies and Procedures, Exhibit B, as may be amended from time to time by the Board of County Commissioners in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.
4. **Open Space Sales Tax.** Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto on page 22 of the Open Space Policies and Procedures, Exhibit B.
5. **Policies and Procedures.** Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit B and incorporated herein by this reference.
6. **Audits and Accounting Records.** Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the "Staff") prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Resolution 99-1 on page 22 of the Open Space Policies and Procedures, Exhibit B.
7. **Payment of Grant.** Adams County agrees to make payments to the Applicant in the following manner:
 - a. **Payments.** Adams County agrees to disburse grant funds to Applicant to provide reimbursement for the payment of project costs upon successful completion of the Project, or on a quarterly basis. Itemized Reimbursement Requests, as set forth below, are required for reimbursements. Should the Project take two full years to complete, the Reimbursement Request for the final period of the project must be received by May 22, 2020 to remain compliant with the Project Completion Date, as set forth above. Reimbursements disbursed from Adams County shall not exceed 2.2% of project costs incurred during the previous period with cumulative reimbursements totaling no more than \$250,804.00.
 - b. **Acceptable Expenditures.** Applicant can request payment for 2.2% of all project costs incurred within the previous period with cumulative reimbursements totaling no more than \$250,804.00 that: (1) have already been paid by the Applicant, and (2) are listed in the approved budget attached as Exhibit A, under Application Attachment A – Project Budget. Applicant may request disbursement of grant funds for costs that have been incurred, but not paid by Applicant. However, Adams County will consider such

requests on a case-by-case basis and distribution of grant funds for these purposes is not guaranteed.

- c. Reimbursement Request. Applicant shall submit via hand delivery, facsimile, or regular mail, to Adams County an itemized Reimbursement Request for project costs that have been incurred as of the date of the request. Each Reimbursement Request shall contain the following: (1) copies of invoices and/or employee time sheets complete with a spreadsheet indicating hours worked, wages earned, and taxes and benefits paid for work related specifically to the Project; (2) documentation substantiating that the Applicant has paid for the costs for which it is requesting reimbursement, including but not limited to cancelled checks or proof of a wire transfer; and (3) a brief summary of the work completed to date.
 - d. Approval of Payment of Reimbursement Requests. The Adams County Open Space Program Manager shall approve or disapprove the amount of each Reimbursement Request within fifteen (15) days of receipt of a legible Reimbursement Request. Payment shall be made to Applicant by check or electronic fund transfer.
 - e. Disapproval of Reimbursement Request. If Adams County disapproves any amount or amounts in a Reimbursement Request, Adams County shall promptly notify Applicant of the reason therefore. Upon receipt of disapproval, Applicant and Adams County shall meet within one week to discuss what, if anything, the Applicant can do to obtain payment of the requested amount that was denied.
8. Signage. Applicant shall erect and maintain an Adams County Open Space Sign, which shall be provided by Adams County, in a prominent place on the Project site, unless the Project will not be open to the public.
9. Publicity. In all press releases regarding this Project, Applicant shall include the following statement: "This Project was funded in part with proceeds from the Adams County Open Space Sales Tax. The Adams County Open Space Sales Tax was passed by the Adams County voters in 1999, and reauthorized in November 2004, to be extended until December 31, 2026."
10. Miscellaneous Provisions.
- A. Good Faith. Both Parties have an obligation to act in good faith, including the obligation to make timely communication of information that may reasonably be believed to be of interest to the other party.
 - B. Applicable Law. Colorado law applies to the interpretation and enforcement of this Agreement. Venue for any dispute shall be in Adams County, Colorado.
 - C. Time is of the essence. Time is of the essence in this Agreement.

- D. **Authority.** The undersigned represents and warrants that he or she is duly authorized and has legal capacity to execute this agreement on behalf of the Applicant, that the Applicant's obligations in this Grant Agreement have been authorized, and that the Grant Agreement is a valid and legal agreement binding on the Applicant in accordance with its terms.
- E. **Survival.** The terms and provisions of this Agreement and Applicant's obligations hereunder shall survive the funding of the Grant.
- F. **Entire Agreement.** Except as expressly provided herein, this Agreement constitutes the entire agreement of the parties. No changes to this Agreement shall be valid unless made in writing and signed by the parties to this Agreement.

The remainder of this page is left blank intentionally.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

BOARD OF COUNTY COMMISSIONERS
COUNTY OF ADAMS, STATE OF COLORADO

Chair

ATTEST:
STAN MARTIN, CLERK

Deputy Clerk

APPROVED AS TO FORM:

County Attorney's Office

CITY OF COMMERCE CITY, APPLICANT

SEE City
By (signature)

Signature Page
Printed Name

Title

CITY OF COMMERCE CITY

Brian K. McBroom, City Manager

Date: _____

ATTEST:

Laura J. Bauer, CMC, City Clerk

Date: _____

Approved as to form:

Robert Sheesley, City Attorney

Date: _____

Recommended for approval:

Carolyn J. Keith, CPRP
Director of Parks, Recreation and Golf

Date: _____



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2018

Exhibit A

Case No. _____

Applicant Organization Name:		The City of Commerce City	
Name of Project:		Eagle Pointe Recreation Center Aquatic Enhancements	
Budget Summary			
Grant Request (this cycle only):	\$705,304.00	(this grant cycle only)	
Previous ADCO Grants (this project only):	\$0.00	(combined total - for this project only)	
Matching Funds (cash + in-kind):	\$11,238,571.00		
Total Project Costs:	\$11,943,875.00		
Grant Request:		5.9	% of the Total Project Costs
Land Acquisition Summary (if applicable)			
Number of acres:		Cost per acre:	
Appraised price per acre:			
If 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? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, attach copies of the easement and label as Attachment N.			
30% Distribution			
Will the applicant be using any of its 30% distribution as part of the cash match for this project?			
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable			
If yes, please list the amount being used: <input type="text"/>			



Adams County Open Space Grant Application
Active Use
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Case No. _____

PART I: ELIGIBILITY CRITERIA

Project Information

Applicant Organization Name:

Sponsoring Jurisdiction:

Name of Project:

Contact Information

Primary Contact Name:

Title:

Phone:

Email:

Address:

City:

State:

Zip:

The contact name provided above will be used for all official correspondence. In the event that the primary contact is not available, please list any additional contacts for this project.

Name:

Title:

Phone:

Email:

Chad Redin

Recreation Superintendent

(303) 289-3663

credin@c3gov.com

Project Summary

Briefly describe your project (<100 words).

The City of Commerce City is seeking grant funding for the Therapy Pool & Existing Pool Deck components of a larger Eagle Pointe Recreation Center Renovation Project (formerly known as the Commerce City Recreation Center). The project will complete the "5 projects in 5 years" promised to voters when the 2% sales & use tax initiative was passed in 2013. The primary components of the renovation and 6,000 square-foot addition include family lockers rooms, an expanded fitness area, improvements to dance programming space, relocation of the steam room, improved restrooms and locker rooms, a new technology lab, a new building entrance, new community spaces, replacement of the existing pool deck, and a therapy pool.

Grant Request: % of Total Project Costs



Adams County Open Space Grant Application
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Summary of Funding

1. Previous Funding

a. Pursuant to the Open Space Policies and Procedures, a project can be submitted for funding consideration up to three (3) times.

i. Has this grant been submitted for funding consideration in a previous grant cycle?

☒ Yes ☐ No

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

Grant Cycle:

Award Amount:

August 2017

\$0.00

Property Location Information

Project Site Address: 6060 E. Parkway Drive, Commerce City, CO 80022

Nearest cross streets: E. Parkway Drive & Forest Drive

Parcel ID# (REQUIRED): 182,307,107,012

Is this project located within Adams County? ☒ Yes ☐ No

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.

PART II: SELECTION CRITERIA

Grant Fund Use Category

1. Project Description

a. Please describe each component of the project and scope of work in detail. Attach a Project Timeline and label as Attachment C.

The approximately 6,000 square-foot addition includes a new therapy pool, family locker rooms and an expanded fitness area. Existing spaces will be reconfigured to improve dance and fitness facilities, relocate the steam room, add a technology lab, improve public restrooms & locker rooms, and add new community spaces. A new building entrance will improve security and provide a sense of place. Construction is underway (as of January 2018), and is scheduled to be complete by the end of 2018.

The indoor therapy pool will be approximately 1,500 square feet and feature a current channel, underwater benches, underwater stability railings, hydrotherapy jets and an accessible ramp. One corner of the pool will have a raised, spa-like feature that creates a waterfall into the main therapy pool area. A



Adams County Open Space Grant Application
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stair system will be provided for access into this area, with a transfer area for those unable to utilize the stairs. The water temperature will be kept between 91 and 94 degrees, which is noticeably warmer than a regular swimming pool.

The tile on the existing pool deck is past its life expectancy, and for this reason it is in need of replacement. The existing conditions have resulted in many slips and falls. To combat this issue, we've had to place several mats over the tiles, which need to be cleaned daily and are not aesthetically pleasing. The mats are also a potential trip and fall hazard, specifically for our senior/older adult patrons.

Project events that have taken place prior to this application:

- * Facility Assessment - September/October 2016
- * Design Procurement - November 2016; Essenza Architecture was selected through a competitive process
- * Conceptual Design - February/March 2017
- * CMGC Procurement - February/March 2017; Golden Triangle Construction was selected through a competitive process
- * Schematic Design - February-June 2017
- * Notice to Proceed was issued - December 11, 2017
- * Final construction documents issued - December 14, 2017

b. Attach a Project Site Plan that identifies all project components and label as Attachment F.

c. Does this project contain areas that will help separate park amenities from surrounding neighborhoods, roads, schools, etc.? If yes, clearly identify these areas on the Project Site Plan.

No

2. Community Need/Urgency

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.).

This Eagle Pointe Recreation Center is 30 years old, and while maintaining the facility has been (and continues to be) a priority, the community has expressed a strong desire to see some improvements/additions. We've experienced significant issues with the locker rooms, as they were designed in 1987. Without family locker rooms, parents have experienced limited options when bringing children (specifically children of the opposite sex) to the pool. Children are forced to enter the pool with a parent/guardian using the locker rooms, and are required to use the appropriate locker room associated with their gender once they reach 6 years old, often meaning they are separated from their parent/guardian. This is one of the most important issues that will be addressed with the renovation project.

The therapy pool offers many advantages and benefits to individuals recovering from all phases of injury or illness. Benefits include pain relief, improved strength and flexibility, and improved balance. Public outreach showed that this was an amenity that was strongly desired by the community, particularly our active senior/older adult population. This is an amenity that not many recreation centers have in the area, and therefore will serve a large part of Adams County, not just Commerce City residents.

As mentioned earlier, there have been several slip and fall incidents on the existing pool deck. While we have taken steps to eliminate these issues, we are in need of a permanent solution, in order to provide a safe environment for all of our patrons and staff.

When considering the need/urgency of the project, it is important to note some of the astounding statistics related to the Commerce City community. According to a report from the Colorado Department



Adams County Open Space Grant Application

Active Use

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of Education, the Adams 14 School District, located in the vicinity of the existing recreation center, had a graduation rate of 64.2% in 2016, compared to the state average of 77.3%. During the 2016-2017 school year, 85% of students qualified for free and reduced lunch (5th highest in the state), and the district had 621 students who identified as homeless. Additionally, Adams County had the highest juvenile arrest rate in the state of Colorado in 2012.

The 2016 U.S. Census indicated that within Commerce City, 15.6% of people had an income below the poverty level. For this reason, those listed above, and more, it is critical that we offer the community a safe, well-maintained, affordable recreational facility.

- 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.

The existing project budget will not cover all of the components identified in the design documents, which have been shared with City Council and members of the general public who attend Council meetings and/or review Council communication online. With the assistance of grant funding, we feel confident that we can deliver the project in its entirety to the Commerce City community (with minimal value engineering efforts). Without grant funding, some components of the overall renovation/expansion project will be eliminated. As you're surely aware, construction costs have gone up over the last few years. This has impacted all project budgets.

Commerce City is one of the few cities in the area that has never had a city tax to help support parks and recreation. Brighton, Westminster and Thornton have had taxes for several years. With the city's promise to complete the 2K-funded projects within the first five years of the tax, it is critical that every dollar is spent wisely. Funding is available to complete the majority of the project as designed, but to provide the best possible facility for residents, and meet their expressed needs, grant funding is necessary. Also, the city can only bond for a certain amount of money at a time. To ensure all promised projects are delivered, available dollars must be leveraged as much as possible. Due to the established timeline, the renovation/expansion project (of which the therapy pool is a component) must stay on schedule. It is the final project of the promised "5 projects in 5 years". If grant funding is not received, components within the design will have to be modified or eliminated.

3. Uses/Users

- a. Describe all current and anticipated future uses of the project, including all programmed and non-programmed activities. Explain how this project will appeal to a broad diversity of users.

Therapy pools are designed for patrons needing warmer temperature for therapeutic necessity. Children will not be permitted in this pool unless accompanied by a therapist or parents AND are using the pool for therapeutic needs. We anticipate facilitating hydrotherapy classes, as well as providing specific times for non-programmed use (e.g., water walking, 1:1 work with therapists, self-directed strength/resistance, relaxation, etc.). While this area primarily serves seniors/older adults, the 2K sales & use tax initiative also funded an outdoor leisure pool, which primarily serves youth and families. The City Council felt that it was extremely important to serve all segments of the population when planning for new amenities.

The other components of the overall project serve recreation center users of all ages. The locker room improvements provide a safe and convenient way for families to utilize the swimming pool, and provide a more desirable, clean and welcoming space for all users. The fitness improvements serve all individuals who enjoy cardio/strength/circuit equipment, as well as those who participate in fitness classes. Individuals who participate in dance programs will certainly appreciate the new and improved dance space, as classes were previously held in a small, odd-shaped room with many distractions. Community members will have the opportunity to host meetings in either of our two new conference rooms. The



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Active Use

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technology lab will allow for patrons of all ages to learn and practice new skills in the area of information technology.

It is important to note that the Department of Parks, Recreation & Golf welcomes community feedback and involves residents through a variety of advisory committees (Parks, Recreation & Golf Advisory Committee, Senior Advisory Committee, and Youth Advisory Committee). As a result, voices from a broad spectrum of users are heard and considered when making decisions/recommendations.

4. Connectivity

- a. Explain how this project fits into a regional or master plan. Attach relevant portions of the plan(s) and label as Attachment I (limit 3 pages).

The overall purpose of Commerce City's Strategic Plan for Recreation Programs, Services and Facilities (August 2007) is to provide "a comprehensive approach toward maintaining and enhancing recreation level of services, translating the City's vision and parks and recreation mission into goals and implementation strategies." Simply put, this project enhances the recreation levels of service tremendously, while promoting the City's vision of "Quality Community for a Lifetime," and aligning with the Department's mission. In addition, the Recreation Division recently developed a vision statement, "We are the heartbeat of a truly connected community." I believe that this project will be a shining star, and will contribute to that heartbeat.

More specifically, the Strategic Plan refers to the value of customer feedback, program evaluation and development. Many of the components found within the existing recreation center renovation design were ideas generated by participants, user groups and advisory committees. It is important to recognize their participation in this process.

The Strategic Plan also makes reference to soliciting additional grants and private donations, as well as identifying funding sources to support park and facility development and operations. The 2K Initiative (1-percent sales and use tax initiative for park, recreation and road projects) was successful in November of 2013, which is providing us with the means to move forward with this, and other parks and recreation projects.

- 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.

The significance of the project location is simply that the project is taking place within an existing facility. Previous ACOS funding will allow for master planning of the Veteran's Memorial Park site, which is adjacent to the existing recreation center. Future improvements will inevitably result, creating a more versatile site for use by all residents of the Commerce City Community.

5. Open Space Sales Tax Goals

- 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.

Resolution 99-1, Section 8 (C) (iii) states, "Active open space lands may include 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." The project that is being submitted for your consideration involves construction within and improvements of recreational facility for the use and benefit of the public. Therefore, the project is in accordance with the aforementioned resolution.



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2. Letters of Support

Provide letters of support from at least two of the categories listed below and label as Attachment L:

- Nearby landowners
- Nearby cities or counties
- Federal or state agencies
- School districts or special districts
- Individual users or user groups
- Citizen Boards
- Local Businesses or Non-Profit Agencies

* Letters must have been written within the past 12 months.

Project Management and Applicant's Past Performance of Awarded Projects

1. Long-term Management

- a. Describe how this project will be managed for long-term sustainability. Include in your answer the entity responsible for maintenance, the available resources, and the typical maintenance schedule.

We are fortunate to have funding for operations and maintenance included within the 2K sales and use tax initiative.

The Eagle Pointe Recreation Center is, and will continue to be, maintained by the City's Public Works Department, in cooperation with Parks and Recreation staff. Daily maintenance/custodial duties will be performed by full time building attendants and overnight contractual custodial crew.

Throughout the years, the City has made it a priority to take care of what we have. Therefore, staff will continue to take great pride in cleaning and maintaining the facility and related equipment as it ages.

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

☐ Yes ☒ 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 5 projects). For example, if this is a trail project, list completed trail projects.

Project Name:	Project Manager:	Award Date:	Completion Date:
Recreation Center Enhancements	Karen A. O'Donnell	11/2011	01/2014
Outdoor Leisure Pool at Pioneer Park	Karen A. O'Donnell	11/2014	11/2016



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3. Pending Projects

Please list all projects that have been awarded ADCO grant funds but have not yet been completed.
-- If an extension has been granted, please list the new due date in the "Due Date" column.
-- If a project is past due, explain why the project has not yet been completed.

Project Name:	Award Amount:	Due Date:	Explain:
Sand Creek Regional Greenway Flood Repairs	\$345,500.00	05/2018	
Sand Creek Open Space Remediation Phase One	\$450,000.00	05/2018	
Veterans Memorial Park Master Plan	\$50,000.00	05/2019	

Please deliver 10 sets of the application and one electronic version (either through email to rpetersen@adco.gov or on a CD) to the Adams County Open Space Staff no later than 4:30 P.M. on February 1, 2018. Please bind all 10 copies with either binder clips or rubber bands (no staples or permanent bindings please). Applicants are strongly encouraged to use both sides of the paper when printing completed applications.

Please include the following attachments at the end of the application - not to exceed 11" x 17":

- Attachment A - Project Budget
- Attachment B - Project Budget Categories
- Attachment C - Project Timeline
- Attachment D - Source of Funds
- Attachment E - Source of Funds Categories
- Attachment F - Project Site Plan
- Attachment G - Location Map
- Attachment H - Access or Maintenance Agreements (if applicable)
- Attachment I - Master or Regional Plan (limit 3 pages)
- Attachment J - Letter of Sponsorship from Qualified Jurisdiction (if applicable)
- Attachment K - Letters of Commitment from Project Partners
- Attachment L - Letters of Support

If this request is to acquire land, please include the following attachments - not to exceed 11" x 17":

- Attachment M - Buyer's Appraisal. Provide one complete copy of the appraisal. Attach a copy of the appraisal summary to each of the 10 copies of the application.
- Attachment N - Easement(s) (if applicable)

All facilities or land must be accessible to the public, except for conservation easements for agricultural and/or wildlife habitat preservation. All accessible facilities and land must comply with the Americans with Disabilities Act (ADA) and any applicable state or local regulations.

The Applicant understands that 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 interest be given, without the approval of such action by the BoCC. See resolution 99-1, Section 8(C)(iv).



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I, the undersigned, having the authority to act on behalf of, acknowledge the receipt of the Adams County Open Space Policies and Procedures and agree to abide by the same.

Upon award of the Open Space Sales Tax funds, all participants are required to enter into a Grant Agreement with Adams County. In the case of land acquisitions, a conservation easement or Declaration of Covenants, Conditions and Restrictions will be required.

Applicant's Signature: Brian McBroom

Date: January 30, 2018

Print Name: Brian McBroom

Print Title: City Manager



Adams County Open Space Amended Project Budget

Date: May 18, 2018

Project Name: Eagle Pointe Recreation Center Aquatic Enhancements

Amount Requested: \$250,804.00

% Total Project Costs: 2.2

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
General Requirements			\$421,966.00			\$421,966.00
Temporary Protection			\$353,843.00			\$353,843.00
Equipment (General)			\$39,135.00			\$39,135.00
Existing Conditions (Demolition)			\$199,231.00			\$199,231.00
Concrete			\$210,850.00			\$210,850.00
Masonry			\$450,894.00			\$450,894.00
Metals			\$367,042.00			\$367,042.00
Wood, Plastics & Composites			\$247,732.00			\$247,732.00
Moisture Protection			\$1,003,045.00			\$1,003,045.00
Openings (Doors, Frames and Hardware)			\$367,763.00			\$367,763.00



Adams County Open Space Amended Project Budget

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
Finishes			\$1,439,919.00			\$1,439,919.00
Specialties (Fire Protection, Lockers, Signage, etc.)			\$238,884.00			\$238,884.00
Equipment (Appliances, IT, Food Service, Gymnasium, etc.)			\$7,098.00			\$7,098.00
Furnishings (Window Treatments, Rugs & Mats, Exterior Benches, etc.)			\$44,783.00			\$44,783.00
Fire Suppression System			\$73,269.00			\$73,269.00
Plumbing			\$1,841,088.00			\$1,841,088.00
HVAC			\$250.00			\$250.00
Electrical			\$1,891,003.00			\$1,891,003.00
Communications			\$596,027.00			\$596,027.00
Electronic Safety & Security			\$39,097.00			\$39,097.00
Earthwork			\$410,424.00			\$410,424.00
Exterior Improvements (Pavement, Landscaping, Irrigation, etc.)			\$513,029.00			\$513,029.00
Site Utilities (Sanitary Sewage & Storm Drainage)			\$130,758.00			\$130,758.00
Building Permit Fees			\$51,441.00			\$51,441.00
Existing Pool Deck	\$250,804.00					\$250,804.00



Adams County Open Space Amended Project Budget

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
<i>Budget Total</i>	<i>\$250,804.00</i>		<i>\$10,938,571.00</i>			<i>\$11,189,375.00</i>

Attachment A - Project Budget

Date: January 22, 2018

Project Name: Eagle Pointe Recreation Center Aquatic Enhancements

Amount Requested: \$705,304.00

% Total Project Costs: 5.9

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.

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
General Requirements	\$0.00	\$0.00	\$421,966.00	\$0.00	\$0.00	\$421,966.00
Temporary Protection	\$0.00	\$0.00	\$353,843.00	\$0.00	\$0.00	\$353,843.00
Equipment (General)	\$0.00	\$0.00	\$39,135.00	\$0.00	\$0.00	\$39,135.00
Existing Conditions (Demolition)	\$0.00	\$0.00	\$199,231.00	\$0.00	\$0.00	\$199,231.00
Concrete	\$0.00	\$0.00	\$210,850.00	\$0.00	\$0.00	\$210,850.00
Masonry	\$0.00	\$0.00	\$450,894.00	\$0.00	\$0.00	\$450,894.00
Metals	\$0.00	\$0.00	\$367,042.00	\$0.00	\$0.00	\$367,042.00
Wood, Plastics & Composites	\$0.00	\$0.00	\$247,732.00	\$0.00	\$0.00	\$247,732.00
Moisture Protection	\$0.00	\$0.00	\$1,003,045.00	\$0.00	\$0.00	\$1,003,045.00
Openings (Doors, Frames and Hardware)	\$0.00	\$0.00	\$367,763.00	\$0.00	\$0.00	\$367,763.00
Finishes	\$0.00	\$0.00	\$1,439,919.00	\$0.00	\$0.00	\$1,439,919.00
Specialties (Fire Protection, Lockers, Signage, etc.)	\$0.00	\$0.00	\$238,884.00	\$0.00	\$0.00	\$238,884.00
Equipment (Appliances, IT, Food Service, Gymnasium, etc.)	\$0.00	\$0.00	\$7,098.00	\$0.00	\$0.00	\$7,098.00

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
Furnishings (Window Treatments, Rugs & Mats, Exterior Benches, etc.)	\$0.00	\$0.00	\$44,783.00	\$0.00	\$0.00	\$44,783.00
Therapy Pool	\$454,500.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$754,500.00
Fire Suppression System	\$0.00	\$0.00	\$73,269.00	\$0.00	\$0.00	\$73,269.00
Plumbing	\$0.00	\$0.00	\$1,841,088.00	\$0.00	\$0.00	\$1,841,088.00
HVAC	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
Electrical	\$0.00	\$0.00	\$1,891,003.00	\$0.00	\$0.00	\$1,891,003.00
Communications	\$0.00	\$0.00	\$596,027.00	\$0.00	\$0.00	\$596,027.00
Electronic Safety & Security	\$0.00	\$0.00	\$39,097.00	\$0.00	\$0.00	\$39,097.00
Earthwork	\$0.00	\$0.00	\$410,424.00	\$0.00	\$0.00	\$410,424.00
Exterior Improvements (Pavement, Landscaping, Irrigation, etc.)	\$0.00	\$0.00	\$513,029.00	\$0.00	\$0.00	\$513,029.00
Site Utilities (Sanitary Sewage & Storm Drainage)	\$0.00	\$0.00	\$130,758.00	\$0.00	\$0.00	\$130,758.00
Building Permit Fees	\$0.00	\$0.00	\$51,441.00	\$0.00	\$0.00	\$51,441.00
Existing Pool Deck	\$250,804.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,804.00
Budget Total	\$705,304.00	\$0.00	\$11,238,571.00	\$0.00	\$0.00	\$11,943,875.00

Attachment - Project Budget Categories

Date: January 29, 2018

Project Name: Eagle Pointe Recreation Center Aquatic Enhancements

% Total Project Costs: 5.9

Please input the same budget categories you included on Attachment A, but mark each corresponding cell.

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
General Requirements			✓			
Temporary Protection			✓			
Equipment (General)			✓			
Existing Conditions (Demolition)			✓			
Concrete			✓			
Masonry			✓			
Metals			✓			
Wood, Plastics & Composites			✓			
Moisture Protection			✓			
Openings (Doors, Frames & Hardware)			✓			
Finishes			✓			
Specialties (Fire Protection, Lockers, Signage, etc.)			✓			
Equipment (Appliances, IT, Food Service, Gymnasium, etc.)			✓			
Furnishings (Window Treatments, Rugs & Mats, Exterior Benches, etc.)			✓			

Therapy Pool	✓		✓			
Fire Suppression System			✓			
Plumbing			✓			
HVAC			✓			
Electrical			✓			
Communications			✓			
Electronic Safety & Security			✓			
Earthwork			✓			
Exterior Improvements			✓			
Site Utilities			✓			
Building Permit Fees			✓			
Existing Pool Deck	✓					
<i>Budget Total</i>						

Attachment C - Estimated Project Timeline

Project Name:

Eagle Pointe Recreation Center Aquatic Enhancements

Date:

January 29, 2018

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	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018
CM/GC GMP Pricing	X											
Ground Breaking	X											
Construction		X	X	X	X	X	X	X	X	X	X	X
Facility Open to the Public												X

Description of Task	January 2019											
Project Closeout	X											

Attachment D - Source of Funds

Project Name:

Amount Requested:

% Total Project Costs:

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.

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
Applicant	1/1/2014			\$11,238,571.0		\$11,238,571.0	
Adams County Open Space		\$705,304.00				\$705,304.00	
<i>Total</i>		<i>\$705,304.00</i>		<i>\$11,238,571.</i>		<i>\$11,943,875.</i>	

Attachment - Source of Funds Categories

Project Name:

% Total Project Costs:

In the chart below, please list all sources of funds. For partners, please provide a brief description of the contribution. Please mark each corresponding cell.

With regard to the Applicant's contribution, only fill out the "Brief Description of Contribution" if the Applicant is making an in-kind contribution.

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
Sales Tax Initiative (2K Initiative passed in 2013)	1/1/2014			✓			
Adams County Open Space		✓					
<i>Total</i>							

Attachment F - Project Site Plan

COMMERCIAL CITY RECL. CENTER
REMODEL AND ADDITION
SOUTH FARM VALLEY
COMMERCIAL CITY, COLO.

[illegible]

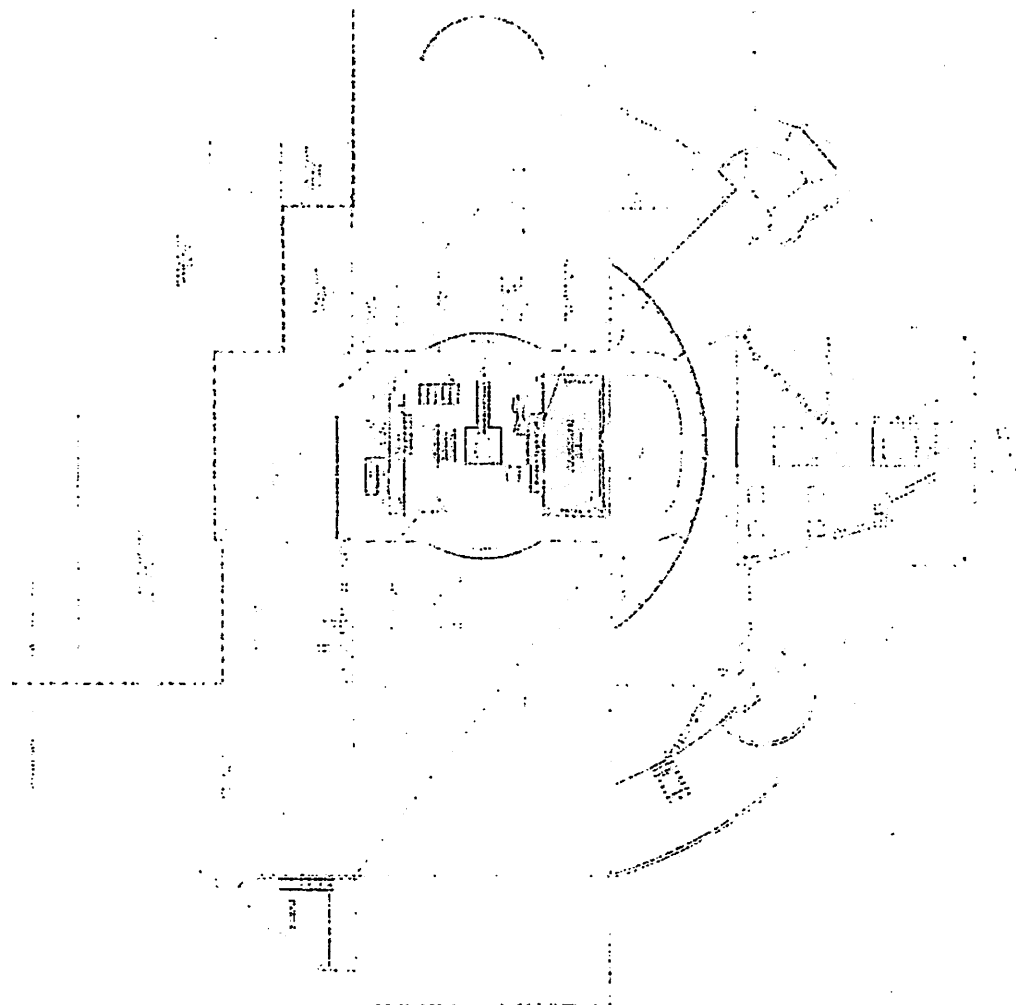
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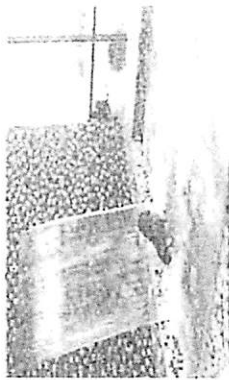
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COMMERCE CITY REC. CENTER
REMODEL AND ADDITION
STANDARD SPECIFICATIONS
FOR THE CITY OF COMMERCE

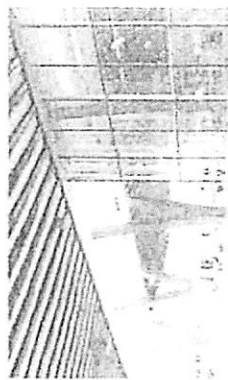
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INSTRUCTIONS
FOR THE CITY OF COMMERCE
REMODEL AND ADDITION
STANDARD SPECIFICATIONS
FOR THE CITY OF COMMERCE

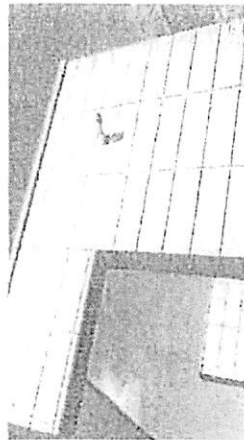




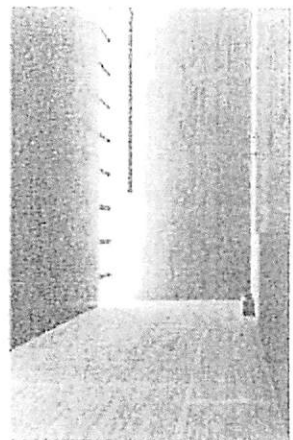
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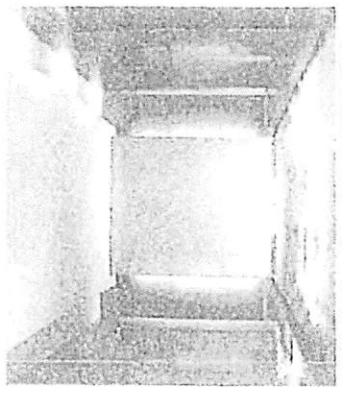


COLORED COMPOSITE BLOCK



WALLS AND FLOORS

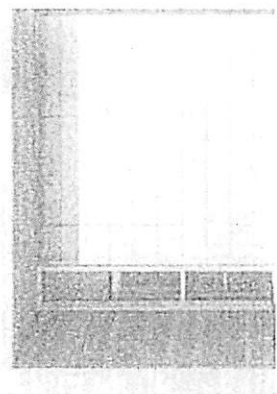
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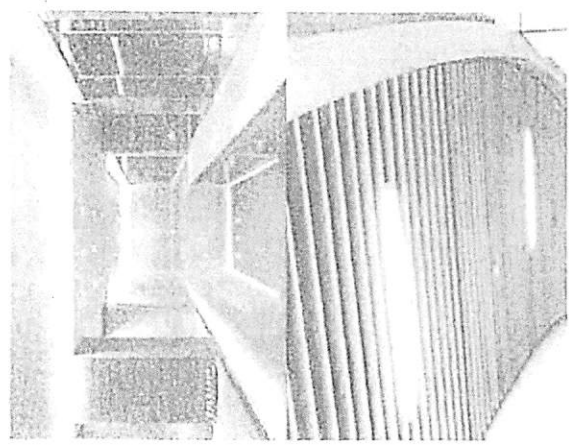
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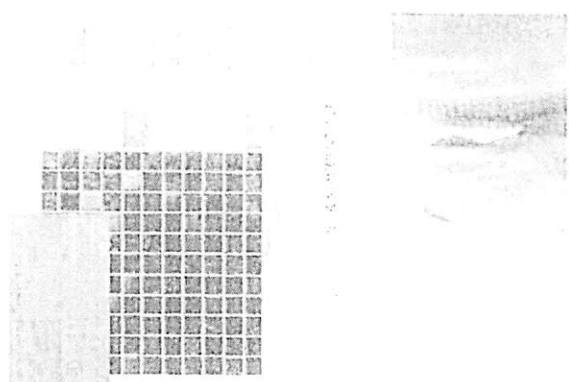
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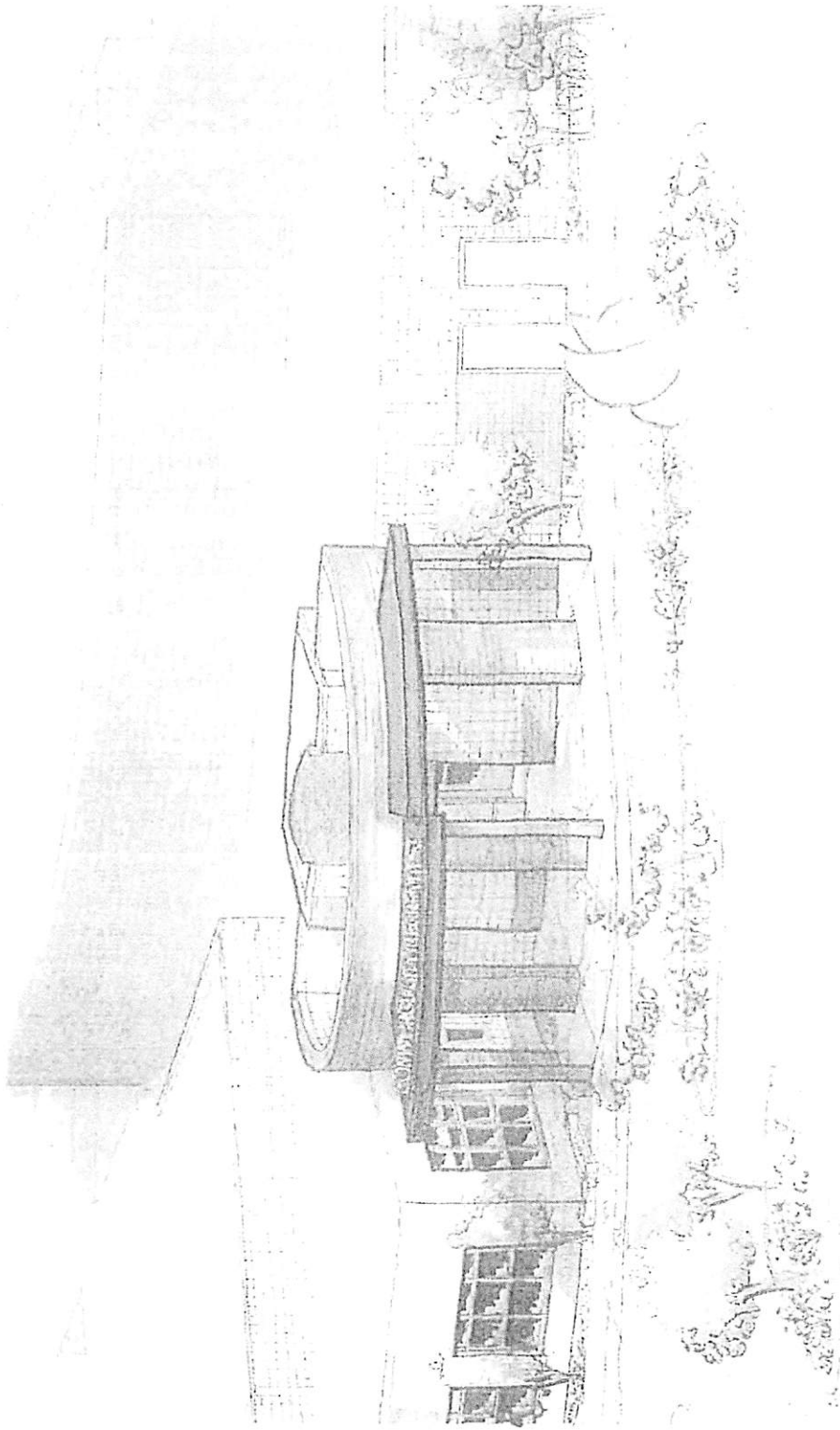


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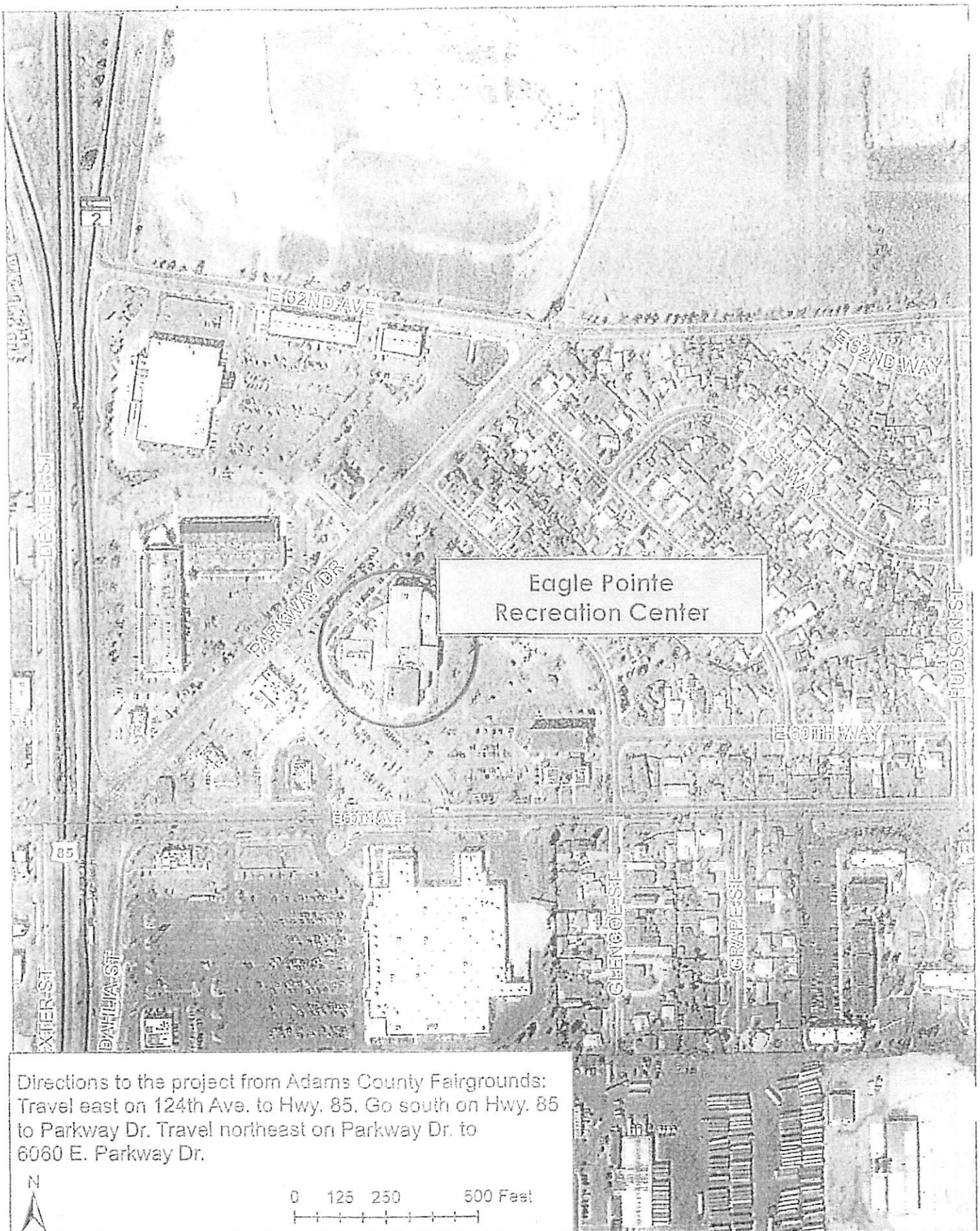
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FAURIGESSENZA



COMMERCE CITY RECREATION CENTER
CANOPY CONCEPT SKETCH

Attachment G – Location Map



Attachment I

Strategies:

3.2.1 Formalize and communicate expected parks and recreation levels of service standards for private developments.

Actions:

- Consider adopting minimum park standards proposed in this plan of at least four components (possibly two active components such as courts and ball-diamonds and two passive components such as picnic shelters, natural areas or landscaped gardens or public art).
- Develop list of component choices.
- When possible, require some form of public input process to determine types or components to include in park designs.
- Encourage these standards and guidelines in written development agreements.

3.2.2 Ensure that parks and trails owned and operated by HRA's are preserved and maintained in good condition as a community resource for the long-term.

Actions:

- Create standards for good equipment ensuring commercial-grade quality for park amenities (playgrounds, etc.).
- Sponsor annual meeting of management of HRA's to share information on citywide parks and recreation services and park management and maintenance best practices and coordinate planning, as needed.

GOAL 3.3: Continue to coordinate planning for parks and recreation services and facilities with Reunion and Belle Creek Metro Districts.

Strategy:

- 3.4. Create a new strategic partnership between the Parks and Recreation Master Plan and the Reunion and Belle Creek Districts to coordinate planning for parks and recreation services and facilities with Reunion and Belle Creek Metro Districts.

GOAL 3.4: Implement a 5-Year Master Planning schedule as well as bi-annual updates to the Strategy, and/or Master Plan.

GOAL 3.5: Update the parks system database annually.

Section Three (Plan) - PROPOSED RECREATION DEVELOPMENT

GOAL 4.1: Develop a standard practice for customer program feedback, program evaluation and program development.

Strategies:

4.1.1 Develop a standard practice to get customer feedback.

4.1.2 Develop program evaluation criteria and process and implement annually.

4.1.3 Implement new programs (based on research and feedback).

Section Four (Plan) - PROPOSED RECREATION DEVELOPMENT

Park and Athletic Field Maintenance

GOAL 6.1: Develop and institute an Athletic Field Closure Policy.

GOAL 6.2: Continue to develop and refine life cycle costing assessments for facilities and equipment.

GOAL 6.3: Plan for maintenance staffing and equipment needs of new parks, recreation indoor facilities, open space and trails.

Strategies:

6.3.1 Continue to track existing hours and equipment costs for park and athletic field maintenance costs.

6.3.2 Budget for increased maintenance staffing and equipment needs of new park and recreation facilities.

Cost Recovery and Funding

GOAL 6.4: Develop a Cost Recovery Philosophy and Policy and implement.

Strategies:

6.4.1 Adopt a Pricing Policy and Strategy.

6.4.2 Track costs.

6.4.3 Identify city-wide participation categories or services.

6.4.4 Determine fee schedule and subsidy levels.

6.4.5 Re-evaluate the Fee Reduction/Waiver Policy.

6.4.6 Perform financial tracking and analysis.

6.4.7 Consider policy revision or future development of potential.

GOAL 6.5: Create a Sponsorship Policy.

GOAL 6.6: Solicit additional grants and private donations.

Strategy:

6.6.1 Continue to refine and implement an annual grant action plan.

GOAL 6.7: Identify funding sources to support park and facility development and operations.

Strategy:

6.7.1 Develop a bond or sales tax initiative to generate funds for priority improvements.

Attachment L – Letters of Support

July 18, 2017

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

RE: Commerce City Recreation Center Therapy Pool

Dear Adams County Open Space Advisory Board Members:

The Commerce City Parks, Recreation & Golf Advisory Committee wholeheartedly supports Commerce City's project to design & construct a therapy pool for the users of the Commerce City Recreation Center. Please give this project every consideration in determining your allocation of grant funding.

The proposed improvements are directly aligned with The City of Commerce City's mission to *provide excellent public services and customer experiences by anticipating needs, embracing diversity, and fostering relationships to sustain a growing and vibrant community*. Through numerous community outreach opportunities, city staff was able to conclude that a therapy pool was an amenity that was highly desired, specifically among senior/older adult patrons.

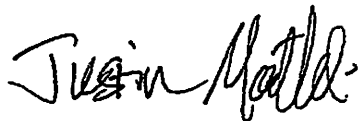
The voter approved ballot initiative (known as the 2K initiative) provides funding for several projects, including renovations to the existing recreation center, as well as the construction of a new recreation center in the northern part of the city. With all of the amenities associated with the new recreation center, we believe that it is important to make sure the existing recreation center receives enhancements that allow the facilities to be comparable, despite the significant difference in age.

The proposed therapy pool will benefit the citizens of Commerce City by creating a place for individuals to rehabilitate from injuries, providing pain relief, improved strength and flexibility, improved balance and relaxation. Commerce City's Parks, Recreation & Golf Advisory Committee hopes that the Adams County Open Space Advisory Board will support the funding of this grant application.

Sincerely,



Bret Walker
Commerce City Parks, Recreation & Golf Advisory Committee Co-Chair



Justin Mailler
Commerce City Parks, Recreation & Golf Advisory Committee Co-Chair

Name: Linda Wulf

Address: 6022 Grape Drive CC 80022

A therapy pool would be important to me because it would provide relief from the discomfort of RA and OA. I had my (R) knee replaced last Aug. Will have my (L) knee replaced in late May 2018. It would be nice to have the deck around the pool area replaced with one to prevent slipping.
I attend aquacise classes regularly.

Name: Carole Harrell

Address: 10193 Solida St
Commerce City CO 80022

The therapy part of the process is
as important as the heart,
relaxation and just playing the
saxophone.

Some I will have 2 pages
to go and the therapy part
will be a great asset to me
feeling.

Many people rely on the use
of the pool for many reasons. I
believe it is an essential part
of our Rec. Center.

Thanks, Carole Harrell

Name: Barbara L. Lander

Address: 6801 S. Eastern Ave

Phoenix, Ariz 85048

A therapy pen. would be important to
me because of my condition. I
cannot do any regular exercise - walking
with a cane and water is the only
exercise I get. I am really looking
forward to the therapy pen.

Name: Ollie Grimsd

Address: 5262 E 62nd Ave Commerce City, Colo.

~~I~~ would love to have a Therapy Pool
and water fall. I'm 80 years old
and I have arthritis.

Name: Thelma Cole

Address: 5341 E. 67th Pl. Commerce City CO. 80022

A therapy pool would be important to me because—
a place to relax and exercise - enjoy
people as you play in the water.

It would be good for muscles - joints
just a overall fun time.

glad to have one.

To whom it may concern

7/24/2017

I am George Maxey, age 81, a member of Commerce City Parks and Recreation and by extension its Senior Center.

When I became a member of Parks and Recreation 18 years ago there were 12,000 +/- people in the City.

Now there are North of 55,000 Citizens, a better than 400% increase.

To say the Recreation Center is busting at the seams is an understatement.

The expansion of aquatics services is only one, though very important need of the Center.

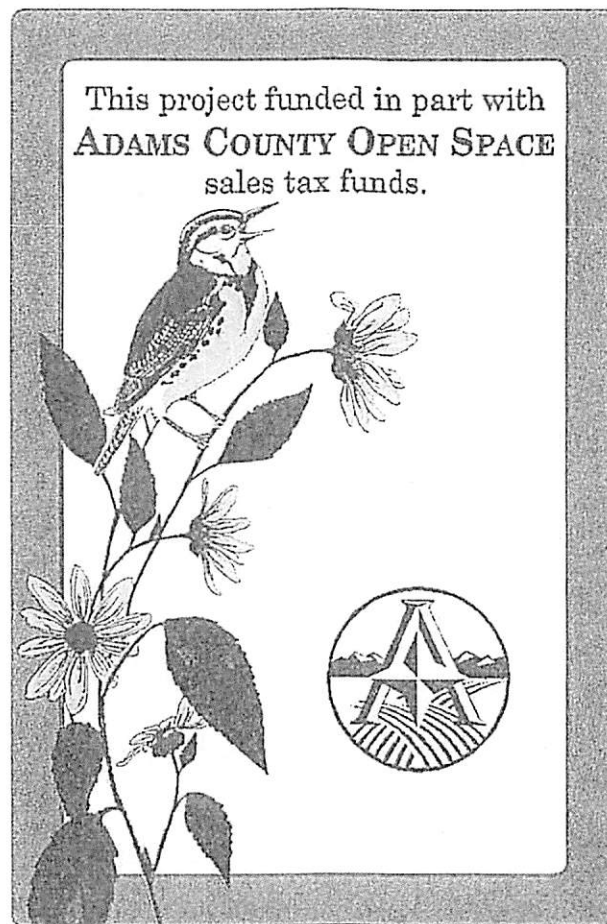
This addition will allow service to a broader number of people and if nothing else reduce the limitations of services that currently exist.

While I have talked about numbers, as an aged person myself, I am seeing a steady increase in the Senior population who would benefit physically from this proposed expansion of services.

A handwritten signature in cursive script that reads "George Maxey". The signature is written in dark ink and is positioned in the lower center of the page.

Adams County Open Space Program

Policies and Procedures



Newly Revised and Adopted

June 24, 2013

As Amended January 6, 2014 and November 14, 2017

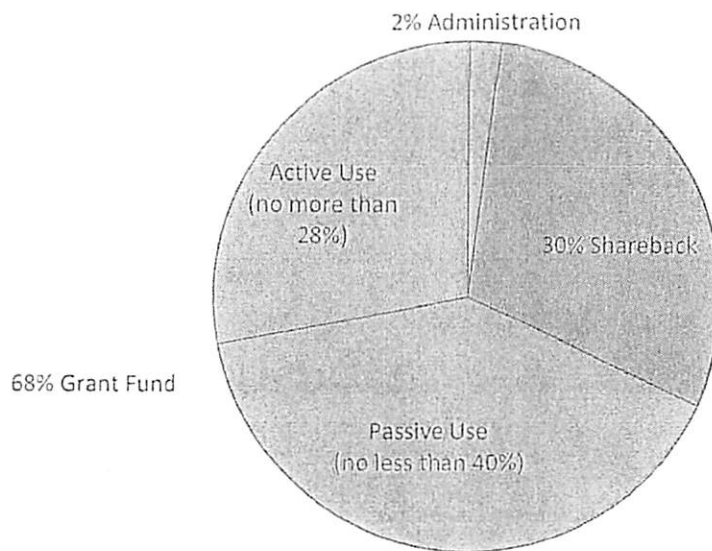
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Introduction

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.



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% Shareback 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 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% Shareback 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% Shareback Program

Purpose

The Shareback 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 shareback is distributed as described in Section 8, b (iii) of Resolution 99-1 (Appendix A): "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 checks to the qualified jurisdiction, or in the case of Adams County, as an internal transfer of funds.

Eligible Expenses

Shareback funds received by the qualified jurisdiction may be used for passive or active uses. However, there are some limitations to use of the shareback funds:

- As stated in Resolution 99-1 (Appendix A), "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 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 February and July. Grant applications are generally due on the First of February, unless it falls on a weekend in which case applications are due the following Monday, and the fourth Wednesday in July. For a more detailed grant cycle schedule, visit www.adcogov.org/openspace or contact Open Space 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 99-1 (Appendix A). 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:
 - 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
- 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 99-1 (Appendix A), 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

- Passive Project applications are for uses defined in Resolution 99-1, Section C, (ii), see Glossary of Terms, page 17.
- Active Project applications are for uses defined in Resolution 99-1, Section C, (iii), see Glossary of Terms, page 17.
- 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 \$5,000. 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. Mini Grants are subject to the same requirements as both the Active and Passive Grants.

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 made on the pertinent Application Form. See the current Application Form for the number of completed application and all attachments that are required for submittal. Mail or deliver application to: Adams County Parks & Open Space, 9755 Henderson Road, Brighton, Colorado 80601. Applications must arrive no later than 4:30 p.m. of the specified grant application deadline date. No material will be accepted after the deadline date with the exception of additional materials or documentation requested by the Open Space 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 Open Space staff as soon as it becomes necessary to change the primary contact person.

Matching Funds

All projects must leverage the funds being requested of the Open Space Grant Program. For passive applications, applicants must provide a minimum of 30% of the total project costs toward the project. For active applications, a minimum of 40% must be provided. Any additional funds brought toward the project will be considered favorably by the OSAB during their evaluation.

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.

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 active and passive 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 Passive or Active Applications 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

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."

Grant Agreement

The BoCC will publically 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 included as Appendix B, but 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 Request form is included as Appendix C, but may be updated at any time. As such, Grantee should confirm with Open Space staff the correct form to submit for their request.

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.

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, page 13).

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. All forms related to the closeout process can be found in Appendix D. Please contact Open Space staff for the most up-to-date files.

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)

Reporting Following Closeout

As stated in Resolution 99-1, "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 99-1, Section C, item iii, Appendix 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.

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 99-1, Section C, item ii, Appendix A)

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.

QUALIFIED JURISDICTIONS: The qualified jurisdictions are defined as the taxing entities within the county and include, but are not limited to: City of Arvada, City of Aurora, Town of Bennett, City of Brighton, City of Commerce City, City of Federal Heights, City of Northglenn, City of Thornton, City of Westminster, and Adams County.

Appendix A

STATE OF COLORADO)
COUNTY OF ADAMS)

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 6TH day of OCTOBER, 1999 there were present:

Ted L. Strickland	Chairman	C0600923
Etaine T. Valente	Commissioner	10/08/99 14:32:16
Martin J. Flaum	Commissioner	BK: 5917 PG: 0756-0769
Rita Connerly	County Attorney	CAROL SNYDER
Lucy Trujillo, Deputy	Clerk of the Board	ADAMS CO

when the following proceedings, among others were held and done, to-wit:

RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

WHEREAS, the Board of County Commissioners (Board) of Adams County, Colorado (County), adopted Resolution 99-1 on September 1, 1999; and,

WHEREAS, paragraph 7a contains an obvious scrivener or typographical error; and,

WHEREAS, the Board determines that the scrivener or typographical or typographical error, considered in context, is insubstantial; and,

WHEREAS, the Board, nonetheless, desires to correct the scrivener error contained within paragraph 7a of Resolution 99-1.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that Resolution 99-1, paragraph 7a be corrected to read as follows:

(a) *Imposition of Tax.* There is hereby imposed on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended, a tax equal to one-fifth of one percent of the gross receipts (the "Sales Tax").

BE IT FURTHER RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that the Clerk of the Board make the above-referenced correction *nunc pro tunc* to September 1, 1999.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Strickland	Aye
Valente	Aye
Flaum	Aye
Commissioners	

STATE OF COLORADO)
County of Adams)

I, Carol Snyder, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 6TH day of OCTOBER, A.D. 1999.

County Clerk and ex-officio Clerk of the Board of County Commissioners
Carol Snyder:

By Lucy Trujillo
Deputy

STATE OF COLORADO)
COUNTY OF ADAMS)

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 1ST day of SEPTEMBER, 1999 there were present:

Ted L. Strickland	Chairman
Elaine T. Valente	Commissioner
Martin J. Flaum	Commissioner
Rita Connerly	County Attorney
Sylvia Puebla, Deputy	Clerk of the Board

when the following proceedings, among others were held and done, to-wit:

RESOLUTION 99-1

A RESOLUTION CALLING AN ELECTION ON NOVEMBER 2, 1999 TO AUTHORIZE THE IMPOSITION OF A ONE-FIFTH OF ONE PERCENT COUNTYWIDE SALES TAX FOR THE PURPOSE OF PRESERVING OPEN SPACE AND CREATING AND MAINTAINING PARKS AND RECREATION FACILITIES; SETTING THE BALLOT TITLE AND BALLOT QUESTION FOR THE ELECTION; AND, PROVIDING THE EFFECTIVE DATE OF SUCH RESOLUTION

WHEREAS, the Board of County Commissioners (the "Board") of Adams County, Colorado (the "County"), has determined that it is in the public interest and desirable to the residents of the County to preserve open space in order to limit sprawl, to preserve farmland, to protect wildlife areas, wetlands, rivers and streams, and for creating, improving and maintaining parks and recreational facilities; and,

WHEREAS, there are not sufficient funds in the treasury of the County and the Board does not anticipate that existing sources of revenue will be sufficient to generate the moneys necessary to preserve open space and create and maintain parks and recreational facilities; and,

WHEREAS, the County is authorized by law to impose a sales tax on the sale of tangible personal property at retail and the furnishing of services, subject to approval of the registered electors of the County; and,

WHEREAS, the Board has determined that it is in the interests of the residents of the County to impose a Countywide sales tax at the rate of one-fifth of one percent for the period beginning January 1, 2000 through December 31, 2006, the receipts from which shall be restricted in application to the Open Space Program; and,

WHEREAS, the Board has determined that a question regarding the imposition of a sales tax for the purposes enunciated herein should be submitted by the Board to the eligible electors of the County; and,

WHEREAS, the Board has determined to set the ballot title and ballot question for the issues to be submitted at the election called by this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF ADAMS, STATE OF COLORADO:

1. An election shall be held on Tuesday, November 2, 1999, at which there shall be submitted to the eligible electors of the County one question authorizing the imposition of an additional one-fifth of one percent sales tax (the "Open Space Sales Tax") on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended ("C.R.S."). The question to be submitted to the registered electors shall be as follows:

ISSUE _____

SHALL ADAMS COUNTY TAXES BE INCREASED \$5.5 MILLION, AND WHATEVER AMOUNTS ARE RAISED ANNUALLY THERAFTER, BY A COUNTYWIDE SALES TAX OF ONE FIFTH OF ONE PERCENT (20 CENTS ON A \$100 PURCHASE), EFFECTIVE JANUARY 1, 2000 AND AUTOMATICALLY EXPIRING AFTER 7 YEARS, WITH THE PROCEEDS TO BE USED SOLELY TO PRESERVE OPEN SPACE IN ORDER TO LIMIT SPRAWL, TO PRESERVE FARMLAND, TO PROTECT WILDLIFE AREAS, WETLANDS, RIVERS AND STREAMS, AND FOR CREATING, IMPROVING AND MAINTAINING PARKS AND RECREATION FACILITIES, IN ACCORDANCE WITH RESOLUTION 99-1, WITH ALL EXPENDITURES BASED ON RECOMMENDATIONS OF A CITIZEN ADVISORY COMMISSION AND SUBJECT TO AN ANNUAL INDEPENDENT AUDIT AND SHALL ALL REVENUES FROM SUCH TAX AND ANY EARNINGS THEREON, CONSTITUTE A VOTER APPROVED REVENUE CHANGE.

YES _____

NO _____

2. The election shall be conducted by the County Clerk and Recorder in accordance with the Uniform Election Code and other laws of the State of Colorado, including without limitation, the requirements of Article X, Section 20 of the Colorado Constitution (hereinafter "TABOR").
3. All acts required or permitted by the Uniform Election Code relevant to voting by early voters' ballots, absentee ballots and emergency absentee ballots shall be performed by the County Clerk and Recorder.
4. The County Clerk and Recorder shall cause a Notice of Election to be published in accordance with the laws of the State of Colorado, including but not limited to, the Uniform Election Code and TABOR.
5. Pursuant to Section 29-2-104(5), Colorado Revised Statutes, the County Clerk and Recorder is directed to publish the text of this Resolution four separate times, a week apart, in the official newspaper of the county and each city and incorporated town within the County.
6. No later than October 1, 1999, the County Clerk and Recorder shall mail the Notice of Election required by Article X, Section 20(3)(b) of the Colorado Constitution.
7. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the Open Space Sales Tax shall be imposed and shall apply to all taxable transactions, unless exempt, occurring on or after January 1, 2000, and shall be collected and administered in accordance with this Resolution and the schedules set forth in the rules and regulations promulgated by the Colorado Department of Revenue.

(a) *Imposition of Tax.* There is hereby imposed on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended, a tax equal to one-half of one percent of the gross receipts (the "Sales Tax").

(b) *Transactions Subject to the Sales Tax.*

- (i) The tangible personal property and services taxable hereunder shall be the same as the tangible personal property and services taxable pursuant to Section 39-26-104, C.R.S., and shall be subject to the same exemptions as those specified in Section 39-26-114, C.R.S., including specifically the exemption provided by Section 39-26-114(1), C.R.S., for purchases of machinery or machine tools; the exemption provided by Section 39-26-114(1)(a)(XXI), C.R.S., for the sales and purchases of electricity, coal, wood, gas (including natural, manufactured and liquefied petroleum gas), fuel oil or coke sold, but not for resale, to occupants of residences, whether owned, leased or rented by said occupants, for the purpose of operating residential fixtures and appliances which provide light, heat and power for such residences; the exemption provided by Section 39-26-114(1)(a)(XX), C.R.S.,

for the sales of food (as defined in Section 39-26-102(4.5), C.R.S.); the exemption for occasional sales by a charitable organization as set forth in Section 39-26-114(18), C.R.S.; and, the exemption for sales and purchases of farm equipment under lease or contract specified in Section 39-26-114(20), C.R.S.

- (ii) The Sales Tax shall not be imposed on the sale of construction and building materials if such materials are picked up by the purchaser and if the purchaser of such materials presents to the retailer a building permit or other acceptable documentation that a local use tax has been paid or is required to be paid on the value thereof.
 - (iii) The Sales Tax shall not be imposed on the sale of personal property on which a specific ownership tax has been paid or is payable if: (I) the purchaser is a nonresident of, or has its principal place of business outside the County, and (II) such personal property is registered or required to be registered outside the limits of the County under the laws of the State of Colorado.
 - (iv) The Sales Tax shall not be imposed on the sale of tangible personal property at retail or the furnishing of services if the transaction has been previously subjected to a sales or use tax lawfully imposed on the purchaser or user by another statutory or home rule county equal to or in excess of the amount imposed by Section 7(a) hereof. A credit shall be granted against the Sales Tax payable with respect to such transaction equal in amount to the lawfully imposed sales or use tax previously paid by the purchaser or user to such other statutory or home rule county, provided that such credit shall not exceed the amount of the Sales Tax imposed by Section 7(a) hereof.
- (c) *Determination of Place at Which Sales are Consummated.* For the purpose of this Resolution, all retail sales shall be considered consummated at the place of business of the retailer, unless the tangible personal property sold is delivered by the retailer or his agent to a destination outside the County or to a common carrier for delivery to a destination outside the limits of the County. The gross taxable sales shall include delivery charges, when such charges are subject to the state sales and use tax imposed by Article 26 of Title 39, C.R.S., regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the County, or has more than one place of business, the place or places at which the retail sales are consummated for the purpose of this Sales Tax shall be determined by the provisions of Article 26 of Title 39, C.R.S., and by the rules and regulations promulgated by the Colorado Department of Revenue. The amount subject to the Sales Tax shall not include the amount of any state sales and use tax imposed by Title 39, Article 26, C.R.S.
- (d) *Collection, Administration and Enforcement.* The collection, administration and enforcement of the Sales Tax shall be performed by the Executive Director of the Colorado Department of Revenue (the "Executive Director") in the same manner as the collection, administration and enforcement of the Colorado state sales tax. The provisions of Article 26 of Title 39, C.R.S. and all rules and regulations promulgated thereunder by the Executive Director shall govern the collection, administration and enforcement of the Sales Tax.
- (e) *Vendor Fee.* No vendor fee shall be permitted or withheld with respect to the collection and remittance of the Sales Tax.
- (f) *Application of Section 29-2-108, C.R.S.* The imposition of the Sales Tax will result in the 7% limitation on the total sales tax imposed by the State of Colorado, any county and city or town in any locality in the State of Colorado as provided in Section 29-2-108, C.R.S. being exceeded. Such notwithstanding, the rate of Sales Tax does not exceed the rate permitted to be imposed by the County pursuant to Section 29-2-108, C.R.S.

8. Distribution of Sales Tax Revenue. The proceeds from the collection of the Open Space Sales Tax shall be administered in the following manner:

(a) *Open Space Advisory Board.* An Open Space Advisory Board shall be appointed by the Board of County Commissioners within ninety (90) days following approval of the election question.

- (i) The Open Space Advisory Board shall consist of seven members, four of whom shall be residents of unincorporated Adams County and three of whom shall be residents of cities or towns located in Adams County.
- (ii) Members shall serve four-year terms of office, except the initial term of two members from the unincorporated area of Adams County and two members from cities and towns shall be six years. Members may be re-appointed to successive terms.
- (iii) Members shall serve at the pleasure of the Board.
- (iv) The Board of County Commissioners shall develop a system to rotate the jurisdictions represented on the Open Space Advisory Board in a systematic fashion.
- (v) Members shall not be compensated for their services, but may be reimbursed for reasonable expenses actually incurred in the performance of their duties in accordance with this Resolution and County policy.
- (vi) Members shall act in accordance with law, including Colorado conflict of interest law applicable to public bodies. No member shall vote or participate in the application process regarding an acquisition or expenditure in which he or she has a financial or ownership interest, or where he or she has an ownership interest in adjacent property.
- (vii) The Open Space Advisory Board will meet quarterly, beginning in the first quarter of 2000, or as necessary to review proposed projects. All meetings shall be held in accordance with the Open Meetings Law.
- (viii) The Open Space Advisory Board will make recommendations to the Board of County Commissioners regarding the distribution of proceeds from the collection of the Open Space Sales Tax, substantially in accordance with the guidelines set forth in this Resolution.

(b) *Deposit and Expenditure of Revenue.*

- (i) The County shall establish an Open Space Fund within which all revenues and expenditures from the Open Space Sales Tax shall be accounted for.
- (ii) Two percent (2%) of the Open Space Sales Tax collected shall be used by the Open Space Advisory Board for administrative purposes, i.e. consultants, studies, site reviews, etc.
- (iii) 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.
- (iv) After payment of the administrative expenses and distribution of the thirty percent, moneys remaining in the Open Space Fund shall be used as directed by the Board of County Commissioners, substantially in accordance with the following guidelines:

- (1) Grant applications may be submitted to the Open Space Advisory Board by those jurisdictions having an approved open space and/or recreation plan.
- (2) The Open Space Advisory Board shall review the application and make recommendations to the Board of County Commissioners regarding approval or denial of the application. Fund distributions may be attributable to both active and passive open space uses, so long as:
 - (a) no less than forty percent (40%) shall be expended for passive open space uses, to include 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.
 - (b) no more than twenty eight percent (28%) shall be expended for active uses, to include the purchase, construction, equipping and maintenance of: sports fields, golf courses, and recreation centers.
- (v) Any funds received from the disposition of assets acquired or constructed with revenues for the Open Space Sales Tax shall be used in accordance with the above guidelines.

C. *Authorized Projects and Uses of Funds.*

- (i) Revenues collected from the Open Space Sales Tax may be used in the following manner:
 - (A) To acquire fee title interest in real property for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks and trails;
 - (B) To acquire less than fee interests in real property such as easements (including conservation and agricultural), leases, options, future interests, covenants, development rights, subsurface rights and contractual rights, either on an exclusive or nonexclusive basis, for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks and trails purposes;
 - (C) To acquire water rights and water storage rights for use in connection with the aforementioned purposes;
 - (D) To acquire rights-of-way and easements for trails and access to public lands, and to build and improve such trails and accessways;
 - (E) To allow expenditure of funds for joint projects between counties and municipalities, recreation districts, or other governmental entities in the County;
 - (F) To improve and protect open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails;
 - (G) To manage, patrol and maintain open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails;

- (H) To pay for related acquisition, construction, equipment, operation and maintenance costs;
 - (I) To implement and effectuate the purposes of the Open Space Program.
 - (ii) Passive open space lands may be acquired and maintained and may include:
 - (A) Lands with significant natural resource, scenic and wildlife habitat values;
 - (B) Lands that are buffers maintaining community identity;
 - (C) Lands that are to be used for trails and/or wildlife migration routes;
 - (D) Lands that will be preserved for agricultural or ranch purposes;
 - (E) 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;
 - (F) Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage.
 - (iii) Active open space lands may include 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.
 - (iv) No land or interests acquired with the 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.
- 9. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the County Clerk and Recorder is hereby directed to provide a notice of adoption of this Resolution, together with a certified copy of this Resolution, to the Executive Director of the Colorado Department of Revenue at least forty-five (45) days prior to January 1, 2000.
- 10. This Resolution shall serve to set the ballot title and the ballot question for the question set forth herein and the ballot title for such question shall be the text of the question itself.
- 11. The officers and employees of the County are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.
- 12. The rate of the Open Space Sales Tax and the deposit of revenues collected for the Open Space Sales Tax as set forth in this Resolution shall not be amended, altered or otherwise changed unless first submitted to a vote of the registered electors of the County for their approval or rejection. Other provisions of this Resolution may be amended as necessary to effectuate the purposes of this Resolution by resolution adopted by the Board of County Commissioners in accordance with law.
- 13. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board and the officers and employees of the County and directed toward holding the election for the purposes stated herein are hereby ratified, approved and confirmed.
- 14. All prior acts, orders or resolutions, or parts thereof, by the County in conflict with this resolution are hereby repealed, except that this repealer shall not be

construed to revive any act, order or resolution, or part thereof, heretofore repealed.

15. If any section, paragraph, clause or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.
16. The cost of the election shall be paid from the County's general fund.
17. This Resolution shall take effect immediately upon its passage.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Strickland	_____	Aye
Valente	_____	Aye
Flaum	_____	Aye
Commissioners		

STATE OF COLORADO)
County of Adams)

I, Carol Snyder, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 1st day of SEPTEMBER, A.D. 1999.

County Clerk and ex-officio Clerk of the Board of County
Commissioners
Carol Snyder:

By *John A. Shue*
Deputy



Appendix B



Adams County Open Space Extension Request Form

Revised 9/2017

Date of Request:

Grantee Name:

Project Name:

Contact Person:

Phone Number:

Email:

Original Project Due Date:

Requested Due Date:

(No longer than 6 months)

Please explain in detail the reason(s) for extending this project. Include information regarding progress made to date, items remaining to be completed and estimated timeline for completing all work.

Attach the following:

Copy of original timeline submitted with grant application

Revised timeline

Evidence of progress (Photos of project or in narrative above)

Prepared by: _____

Date: _____

Print name: _____

Title: _____

Appendix C



Adams County Open Space Modification Request Form Revised 9/2017

Date of Request:	
Grantee Name:	
Project Name:	
Contact Person:	
Phone Number:	
Email:	
Project Due Date:	
Previously Submitted Leverage Summary:	Proposed Revision to Leverage Summary:
Grant Total:	Grant Total:
Total Project Costs:	Total Project Costs:
% of Funding Requested:	% of Funding Requested:
Please provide a description of the changes to the project as well as an explanation for the changes. Please provide specific details.	
<div style="border: 1px solid black; height: 30px;"></div>	

Attach the following:

- Copy of original budget submitted with grant application
- Revised budget
- Copy of original timeline submitted with grant application
- Revised timeline
- Evidence of progress (Photos of project or in narrative above)

Prepared by: _____ Date: _____
Print name: _____ Title: _____

Appendix D



Adams County Open Space Grant Closeout Request Form

Revised 9/2017

Project Name:
Contact Person:
Phone Number:
Email:
Reimbursement Request:
For land acquisitions only: Has money already been wired to closing? <input type="radio"/> Yes <input type="radio"/> No Are additional funds being requested to closeout the project? <input type="radio"/> Yes <input type="radio"/> No

Please review the appropriate project closeout checklist. Submit all documentation described on the checklist to:

Adams County Parks and Open Space
Attn: Renee Petersen or Shannon McDowell
9755 Henderson Rd.
Brighton, CO 80601

If you have questions or need assistance please contact Renee Petersen at 303.637.8072 or rpetersen@adcogov.org or Shannon McDowell at 303.637.8039 or smcdowell@adcogov.org.

I certify that all required documentation is attached or has been sent to Adams County Open Space to close out this project.

Prepared by: _____ Date: _____

Print name: _____ Title: _____



**Adams County Open Space
Grant Closeout Checklist**
Revised 9/2017

Project Name:

Contact Person:

Use this checklist when closing out ALL projects, except land acquisitions. Provide copies of all documentation described below and this checklist to Open Space staff to begin the closeout process.

Please submit the following:

Grant Closeout Request Form

Completed Grant Closeout Worksheet

Copies of ALL invoices listed on Grant Closeout Worksheet

Copies of cancelled checks 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)



Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name:

Contact Person:

Use this checklist when closing out land acquisitions. Use page 1 when funds are to be wired to closing. Use page 2 if being reimbursed after closing. Provide copies of all documentation described below and this checklist to Open Space staff to begin the closeout process.

For money to be wired directly to closing, please submit the following:

All Easements/Encumbrances

Final Contract

Preliminary Buyers/Sellers Settlement Statement

Title Commitment

☐ Qualified Appraisal

Following closing when money has already been wired, submit the following additional documentation to closeout the project:

Grant Closeout Request Form

Final Title Policy

Recorded Deeds specific to this transaction

Signed Settlement Statement

A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)

If additional funds are being requested at the time of closeout, submit the following:

Completed Grant Closeout Worksheet

Copies of all invoices for additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)

Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

OR

Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.

Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)



Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name:

Contact Person:

Please submit the following documentation to closeout the project if no funds have previously been received:

Grant Closeout Request Form

Completed Grant Closeout Worksheet

All Easements/Encumbrances

Final Title Policy

☐ **Qualified Appraisal**

Final Contract

Recorded Deeds specific to this transaction

Signed Settlement Statement

A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)

Copies of all invoices for any additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)

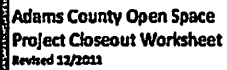
Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

OR

Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.

Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)



I certify the items listed below are expenditures incurred as a result of this project and all listed expenditures have been paid by my organization.

(signature of Controller or authorized financial officer)

[illegible]

Reimbursement Summary	% of Actual Project Costs	Maximum Award	Actual Award
-----------------------	---------------------------	---------------	--------------