Remote Meeting Instructions for the November 10, 2021, Meeting Greeley Urban Renewal Authority:

The City's Department of Economic Health and Housing meetings are operating virtually via Zoom.

Please contact the Greeley Urban Renewal Authority with any questions you might have for joining/participating at paula.turner@greeleygov.com or 970-350-9380. Thank you!

GREELEY URBAN RENEWAL AUTHORITY

Agenda

Wednesday – November 10, 2021

This meeting will be conducted remotely
(See instructions on the previous page to view.)

4:30 p.m.

I. Call to Order - Roll Call

II. Approval of Minutes - from the October 13, 2021 meeting

III. Items of Business
A. Public Hearing to Consider the 2022 State Budget
B. Consideration of United Way of Weld County's application for CDBG-CV funds
C. Consideration of Casa Rosa Loan Modification

IV. Board Member Comments/Reports

V. Staff Report

VI. Adjournment

Next Meeting: December 8, 2021

The City of Greeley does not discriminate on the basis of disability, race, color, national origin, or gender. For more information about these statutes, or to file a complaint, please contact the City of Greeley's designated Disability Rights and Title VI coordinator, Will Smith at (970) 350-9751, 1001 11th Avenue, Greeley, CO, 80631 or at william.jones@greeleygov.com.

GREELEY URBAN RENEWAL AUTHORITY
Proceedings

October 13, 2021
4:30

This meeting was conducted remotely

I. Call to Order

Vice Chair Haas called the meeting to order at 4:36 p.m. Commissioners Leffler, Lucero, Silva, Utrata, and Welsh were present. (Commissioner Cummins was absent.)

II. Approval of minutes for the meeting held on August 11, 2021

Commissioner Leffler made a motion to approve the minutes for the meeting held on August 11, 2021 as written. Commissioner Welsh seconded the motion; the motion carried 6-0. (Commissioner Cummins was absent.)

III. Items of Business

Public Hearing to consider the Substantial Amendment #3 for use of CDBG-CV 1 and 3 grant funds

Carol Larsen, Grant Specialist, oriented the Commissioners on the CARES Act Funding received through two rounds of the Community Development Block Grant Coronavirus (CDBG-CV 1 and 3). The total of the two rounds of funding received is $1,020,067. The grants are specifically for the preparation for, prevention of, and response to the COVID-19 pandemic. The City has tried to implement several activities to use funds, but only support for the Bonell Non-Congregate Shelter moved forward to actually utilize the funds.

<u>Proposed Substantial Amendments</u>

1. Increase CDBG-CV 1 administration funding from $88,273.64 to $88,277.00 (about 18% of an allowable 20%).
2. Priority A, originally funded with $34,160.00 without an identified activity is changed to funding of $360,000.00 to assist with the provision of public services at the new Cold Weather Shelter/Housing Navigation Center/day use facility for up to 12 months or until COVID-19 is no longer a concern.
3. Priority B funding (for the Bonell non-congregate shelter) is reduced from $180,003.36 to $45,000, due to expenses being less than what was projected.

4. Cancel the activity under Priority D (acquire/rehab a new facility for a cold weather shelter/ housing navigation center/day use facility). The new facility is being rented, not purchased, with funding for rehab coming from other sources.
5. Increase CDBG-CV 3 administration from $76,790 to $105,358 (full 20% allowable).
6. Cancel the activity under CDBG-CV 3 Priority A (acquire/rehab building for multi-family housing). The building is no longer available for purchase

Vice Chair Haas opened the public hearing at 4:54 p.m. and called for public comment. There being no one from the public present, the hearing closed.

Commissioner Silva made a motion to recommend to the Greeley City Council approval of Substantial Amendment #3 to the 2020-20234 Consolidated Plan and 2020 Action Plan for the activities and budgets cited with the Amendment. Commissioner Utrata seconded the motion; the motion carried 6-0. (Commissioner Cummins was absent.)

Consideration of a HOME application submitted by the Greeley-Weld Habitat for Humanity

Ms. Larsen presented the application Greeley-Weld Habitat for Humanity (Habitat) submitted for Affordable Housing Program funds. The application covers 10 houses in the Northview Estates (aka Clover Meadows) development. HOME funding was provided to the first two houses in that subdivision; both of those are completed and sold.

The 10 houses will be modular units, rather than the stick-built houses Habitat generally families constructs. They expect to begin setting the houses in November/December this year and are planning to complete all 10 by the end of 2022. HOME funds can only be used for low- moderate-income housing, and there are strict regulations for their use.

Available funds to consider are HOME Entitlement funds [the HOME grant minus 10% for administration and 15% for Community Development Housing Organizations (CHDOs) and a build-up of the CHDO funds (approximately $228,498.) There are two active CHDOs in Greeley: Habitat and High Plains Housing Development Corporation. At this time, GURA staff does not believe High Plains has immediate need for CHDO funds. New CHDO funds will be available when the 2022 HOME grant is received by the City.

Board approval will be to **<u>reserve</u>** HOME funds only. Funds would be used to fill the buyer's gap in financing and will only be committed as homebuyers are identified and houses near completion. The cost per house is expected to be around $235,000, and buyers typically have first mortgages of approximately $185,000. The HOME funds are secured for 10 years by a Deed, Note, and Homebuyer Agreement, per HUD regulations.

Commissioner Welsh asked why the units would be modular units, rather than the stick-built houses. Commissioner Leffler replied that modular units are less expensive, faster to put in place, and are of high quality.

Commissioner Leffler made a motion to reserve funds for ten houses at approximately $33,000 each (approximately $330,000) to Greeley-Weld Habitat for Humanity and formal commitment of the funds as buyers are identified and houses near completion for sale. Commissioner Welsh seconded; the motion carried 6-0. (Commissioner Cummins was absent.)

IV. Board Member Comments/Reports

Commissioner Welsh asked if there are plans/projects for the remaining CDBG-CV funds, noting that there is a need for internet access for some lower income residents. Ms. Larsen noted that the funds would need to be used specifically for the preparation for, prevention of, and response to the COVID-19 pandemic. Benjamin Snow, Economic Health & Housing Director noted that by supporting the Bonell Non-Congregate Shelter would hopefully free up funds that the Housing Navigation Center could use towards that type of program.

Vice Chair Haas asked staff about the East 8th Street property. J.R. Salas, GURA Manager gave a brief update and history of the site.

Commissioner Utrata noted that Weld Project Connect will be October 15, 2021. It is a one-day event providing free on-site services to those in need.

Commissioner Silva reported that he attended the internship reception. He encouraged the other Commissioners to attend future events to her the experiences of students.

V. Staff Report

None

VI. Adjournment

There being no more business, the meeting was adjourned at 5:12 p.m.

Benjamin Snow, Secretary	Suann Haas, Vice Chair

GREELEY URBAN RENEWAL AUTHORITY
Memorandum

DATE:	November 10, 2021
TO:	GURA Board
FROM:	J. R. Salas, GURA Manager
RE:	Budget Required by the State of Colorado

Most of the Greeley Urban Renewal Authority's (GURA) operational accounts are for funds received through federal grant programs, including the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). Because those grants and funds are awarded to the City, they are built into the City of Greeley's main budget. GURA administers the grants through a Cooperation Agreement with the City.

There are some moneys and programs, however, which are solely the responsibility of GURA. As an independent government authority, Colorado statutes requires GURA to report those funds in an annual budget to the State of Colorado, Division of Local Government. The November 10, 2021 GURA Board meeting provides the required public hearing for receipt of public comment on the proposed budget. Adoption of the budget and resolutions appropriating funds and summarizing expenditures will immediately follow the public hearing.

All funds in the annual budget are audited by the City. GURA's funds are reported as a Special Revenue Fund; due to the size of the grant, the NSP1 Special Revenue Fund was reported on separately.

The Special Revenue Fund describes unencumbered money which was paid back from economic development loans issued several years ago, weatherization funds, any intergovernmental funds received from the City (such as for the purchase of the former Meyer Feedlot a many years ago), and tax increment funds from the active Tax Increment Districts managed by GURA.

The Debt Service fund anticipates that projects utilizing the accumulated Tax Increment Funds may occur in 2022. The creation of a debt prior to expending Tax Increment Funds is required by State Urban Renewal law.

The "Budget Message" further describes this budget.

Staff recommendation: Adopt the resolutions approving the budget as proposed.

BUDGET MESSAGE

(Pursuant to 29-1-103(1)(e), C.R.S.)

GREELEY URBAN RENEWAL AUTHORITY

The attached 2022 budget for the Greeley Urban Renewal Authority describes the funds that originate with and are controlled by the Greeley Urban Renewal Authority. It does not contain other federally financed initiatives, such as the Community Development Block Grant or the HOME Investment Partnership Program grant that are managed by the Authority for the City of Greeley and are contained within the City Budget.

The funds contained in this budget include the Debt Service Fund, Special Revenue Fund, and funds from the Neighborhood Stabilization Program 1, which is reported on outside of the Special Revenue Fund. While it was a federal grant that was managed years ago for the City, the expenses and income ran through the Urban Renewal Authority account.

1. The **Debt Service Fund** relates to monies from the Tax Increment Districts. Projects may occur in 2022 that would require initiating loans from the City of Greeley to pay project expenses that would then be repaid with accumulated Tax Increment funds.

2. The **Special Revenue Fund** relates to monies from (a) the Weatherization Program (originally part of GURA's Housing Rehabilitation Program), (b) Special Economic Development Activities, (c) any funds received from the City of Greeley for special enterprises (such as the feedlot purchase years ago and Urban Homesteading), and (d) income from the tax increment districts (Great Western Sugar, Greeley Mall, 10th Street Corridor, and East 8th Street).

   A. Revenues
   Revenue anticipated in 2022 includes monies from the tax increment district, income from active loans, and interest and investment earnings. Additionally, if the gravel pit should sell, there might be proceeds to allow for a repayment of water augmentation costs paid by GURA in previous years.

   B. Expenditures
   Tax increment expenditures anticipated include the County's fee charged on the Tax Increment Districts' tax collections and one (or two) payments to Leprino as per the agreement with GURA. Anticipated expenditures for "economic development" include funding of the G-Hope Housing Rehabilitation program, administrative costs, and possibly a 2nd water augmentation payment. Also included under expenditures is a possible project utilizing the water repayment noted above. An expenditure for the potential debt service repayment is also noted here (should projects be initiated utilizing accumulated tax increment funds).

3. The **Neighborhood Stabilization Program 1** was managed by the City of Greeley through the Greeley Urban Renewal Authority for Weld County. Although the grant award was to Weld County, the State Division of Housing executed the grant agreements with GURA on behalf of the City of Greeley and Weld County; thus, a report on these funds is being submitted to the State. The contracts with the State expired in March 2013, but the grant has not yet been closed out.

   A. Revenues – NSP1
   GURA has hoped to close out this grant for several years, and still hopes to do it by 2021 year-end. As such, there is no anticipated revenue for 2022.

   B. Expenditures – NSP1
   No 2022 expenditures are anticipated.

The budgetary basis of accounting timing measurement method used is:

[ ] Cash basis
[X] Modified accrual basis
[ ] Encumbrance basis
[ ] Accrual

GREELEY URBAN RENEWAL AUTHORITY
CITY OF GREELEY COMPONENT UNIT
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE-BUDGET AND ACTUAL

For the year ended	Past Year Audited 2020	Current Year Estimated 2021	Next Year Budgeted 2022
REVENUES:			
Taxes			
Property	9,995,233	11,911,650	14,656,500
Miscellaneous revenue:			
Program income	20,788	25,600	175,000
Interest and investment earnings	33,206	2,565	3,400
Miscellaneous	25,757	25,000	25,000
Total miscellaneous revenue	79,751	53,165	203,400
Total revenues [1]	**10,074,984**	**11,964,815**	**14,859,900**

[1] Total revenue does not include the fund balance.

EXPENDITURES:			
Tax increment	9,239,092	11,356,326	11,219,938
Economic development	95,703	55,000	550,000
Debt service	0	0	3,860,000
Total expenditures	**9,334,795**	**11,411,326**	**15,629,938**
Fund balance - January 1	**3,212,382**	**3,952,571**	**4,506,060**
Fund balance - December 31	**3,952,571**	**4,506,060**	**3,736,022**

GREELEY URBAN RENEWAL AUTHORITY
CITY OF GREELEY COMPONENT UNIT
SPECIAL REVENUE FUNDS - NEIGHBORHOOD STABILIZATION PROGRAM 1
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE-BUDGET AND ACTUAL

For the year ended	Past Year Audited **2020**	Current Year Estimated **2021**	Next Year Budgeted **2022**
REVENUES:			
Intergovernmental:			
State pass through	0	0	0
Program income	0	0	1,000
Interest	104	100	100
Total revenues (includes fund balance)	**104**	**100**	**1,100**
EXPENDITURES:			
Administration	0	50	50
Resell single-family units	0	0	0
Lease multi-family units	0	0	0
Total expenditures	**0**	**50**	**50**
Fund balance - January 1	**274,476**	**274,580**	**274,630**
Fund balance - December 31	**274,580**	**274,630**	**275,680**

GREELEY URBAN RENEWAL AUTHORITY
CITY OF GREELEY COMPONENT UNIT
DEBT SERVICE FUND

For the year ended	Actual Prior Year **2020**	Estimated Current Year **2021**	Proposed Budget Year **2022**
ESTIMATED RESOURCES			
Beginning Fund Balance January 1			
Estimated Fund Revenue:			
Tax Increment	0	0	
Issuance of debt		88,500	3,860,000
Total available resources	0	0	**3,860,000**
ESTIMATED EXPENDITURES			
Debt Service			
Principal	0	88,500	3,860,000
Total expenditures	0	0	**3,860,000**
Ending Fund Balance	**0**	**0**	**0**

GREELEY URBAN RENEWAL AUTHORITY
RESOLUTION No. 2
SERIES 2021

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE GREELEY URBAN RENEWAL AUTHORITY, GREELEY, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022 AND ENDING ON THE LAST DAY OF DECEMBER 2022.

WHEREAS, pursuant to 29-1-108, C.R.S., the Board of Commissioners of the Greeley Urban Renewal Authority (GURA) has appointed Benjamin L. Snow, Board Secretary, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Benjamin L. Snow has submitted a proposed budget to this governing body on November 10, 2021; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 10, 2021, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues, or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GREELEY URBAN RENEWAL AUTHORITY, GREELEY, COLORADO:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Greeley Urban Renewal Authority for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the Board Chair and Board Secretary and made a part of the public records of the Greeley Urban Renewal Authority.

ADOPTED, this 10th day of November 2021.

Attest:

________________________________ ________________________________

Signature – Board Chair Signature – Board Secretary

GREELEY URBAN RENEWAL AUTHORITY
RESOLUTION NO. 3
SERIES 2021

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE GREELEY URBAN RENEWAL AUTHORITY, GREELEY, COLORADO, FOR THE 2022 BUDGET YEAR.

WHEREAS, pursuant to Section 29-1-108, C.R.S., the Greeley Urban Renewal Authority Board of Commissioners, has adopted the annual budget in accordance with the Local Government Budget Law on November 10, 2021, and;

WHEREAS, the Board of Commissioners has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Greeley Urban Renewal Authority.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GREELEY URBAN RENEWAL AUTHORITY OF GREELEY, COLORADO:

Section 1: That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

Special Revenue Fund (non-NSP1)	$	14,859,900
Special Revenue Fund – Fund Balance	$	4,506,060
Neighborhood Stabilization Program 1	$	1,100
Neighborhood Stabilization Program – Fund Balance	$	274,630

ADOPTED, this 10th day of November 2021.

Attest:

_______________________________ _______________________________

Signature – Board Chair Signature – Board Secretary

City of Greeley Colorado

GREELEY URBAN RENEWAL AUTHORITY
Memorandum

CTO:	GURA Board of Commissioners
RE:	Application for CDBG-CV funds – United Way
FROM:	J. R. Salas, GURA Manager
DATE:	November 10, 2021

In September, the Board recommended approval of a Substantial Amendment to the 2020-2024 Consolidated Plan and 2020 Annual Action Plan to change/add uses for Community Development Block Grant-Coronavirus funds (CDBG-CV). One of the uses proposed (and recommended for approval) was to assist with funding of the Housing Navigation Center/Cold Weather Shelter/day use facility at its new location (870 28th Street, Greeley) during its first year of operation, beginning January 1, 2022. As a reminder, all CDBG-CV awards must specifically help prepare for, respond to, or prevent COVID-19. United Way describes how each of the noted areas with funding request proposed use of funds meets this requirement as a response to and prevention of the virus.

The attached is United Way's application for using that funding. Of a $1,432,881 anticipated budget to operate the first year, they have requested $360,000 in CDBG-CV funds. The budget line items where CDBG-CV would be used are shaded and are also noted on the budget under the "source of funds" column.

Funding this application, along with set-aside funds for grant administration, would fully use the CDBG-CV 1 funds. Approval of this application is contingent on the Greeley City Council's approval of the Substantial Amendment. Review of the Amendment is on the November 16, 2021 Council Agenda.

Staff Recommended Vote
Staff recommends approval of the application contingent on City Council's approval of the Substantial Amendment.

COMMUNITY DEVELOPMENT BLOCK GRANT

2021 APPLICATION - CDBG-CV Grant

PART 1 - APPLICANT INFORMATION and BRIEF OVERVIEW OF REQUEST

Applicant: *United Way of Weld County (UWWC)* Address: *814 9th Street, Greeley, CO 80631*

Contact person: *Shawn Walcott* Title: *Director of Household Stability*

Phone number: *970-304-6187* Email: swalcott@unitedway-weld.org

If different from above, person authorized to request funds: *n/a*

Phone # *n/a* Email: n/a Website: www.unitedway-weld.org

Applicant Type:
- [ ] Government/Public agency
- [ ] For-profit business/organization
- [ ] Faith-based organization
- [ ] Other (specify)
- [x] Non-profit 501(c)(3)

What year was non-profit status obtained? 1970

Applicant description: (Applicant must have a DUNS number and an "active" registration at www.sam.gov to apply.)

Date of incorporation: *May-70* Agency tax ID number: *84-6011918*

DUNS number: *149297996* Authorized signatory: *Jeannine Truswell*

SAM.gov registered? [x] Yes [ ] No (Application will not be reviewed without sam.gov registration.)

CDBG-CV must be used for the prevention of, preparation for, and/or response to the COVID-19 pandemic. Provide a description of the proposed activity, paying particular attention to how it meets the intent of the CDBG-CV grant.

What is the **primary service** to be assisted through this request (choose one only):

- [x] Extended homeless shelter services
- [ ] Isolation/quarantine due to COVID-9
- [ ] Other health related (describe below)
- [ ] Facility clean-up due to COVID-19
- [ ] Rental assistance
- [ ] Food-related
- [ ] Hotel/motel due to COVID-19

Activity name: *United Way Housing Navigation Center and cold weather shelter*

Description: Include a good description of the service to be provided, why it is needed/provides a service related to COVID-19, who will be served and from where, dates/times needed, etc.:

See Application Attachment

Funding request:

	CDBG-CV request	*$360,000*
	Total activity cost	*$1,432,881*

Provide detailed funding information on page 3.

PART 2 - ACTIVITY INFORMATION

CDBG-CV activities must meet a National Objective of the CDBG Program. If documenting household income is feasible, mark the Low-Moderate Income Benefit box; if documenting income is not feasible, mark Urgent Need. (There is a cap on the amount of funds that can be utilized under the Urgent Need National Objective.)

Mark one: [x] Benefit to Low-Moderate Income   [ ] Urgent Need

Activities must also meet a Consolidated Plan priority, which were modified to include the CDBG-CV grant. Mark one priority:

H [ ] Public service to meet Urgent Need (services that don't benefit a presumed group & where tracking income is not feasible)

H [x] Public service to presumed benefit LMI residents (see below for presumed benefit groups)   [ ] **L** Rental assistance

For public services for a presumed benefit group, check the appropriate box.

[ ] Battered spouses   [ ] Migrant farm worker   [ ] Illiterate adult   [ ] Abused children

[x] Homeless person   [ ] Elderly persons (>/= 60)   [ ] Person living with AIDS   [ ] Severely disabled adult (1)

Proposed public service activity is (check one):

[x] Currently receiving CDBG funds   [ ] A new service needed due to COVID-9

Estimate number of clients to be served in 2021: *400* (unduplicated)   *15000* (duplicated)

PART 3 - FINANCIAL COMMITMENT/ACTIVITY BUDGET/SOURCES AND USES OF FUNDS

Estimated cost of activity: *$1,432,881*   CDBG-CV requested: *$360,000*   CDBG-CV %: *25%*

CDBG-CV funds requested as a [ ] Loan [x] Grant

Activity will generate program income: [ ] Yes [x] No [ ] Yes, and request retention of program income

If yes and requesting retention of program income, describe how it will be used to continue to meet a CDBG National Objective and eligible CDBG-CV activity:

n/a

Line item/type of expense	Estimate funds needed	Are funds secure?	What is source of funds?
See Application Attachment			
Total activity budget/percent **secured**			

CDBG-CV must fill a gap; it cannot be used in place of other federal fund sources. Describe how duplication of benefits was avoided, incl. other federal grants available/applied for and results. Use of CDBG-CV MUST be justified here. Add pages, if needed.

See Application Attachment

PART 4 - AGENCY CAPACITY

Agency's Mission Statement:

To improves lives by mobilizing the caring power of our community.

Number of years in operation: *80* [ ] Not applicable, City application

Agency operating budget: *7,798,780* # of paid staff: *40* # of volunteers yearly: *824*

Mark agency focus (type of clientele served) - mark as many as apply:

[ ] Disabled [x] Elderly [x] Homeless [ ] Other: Neighborhood residents

[ ] Domestic Violence [x] Youth [ ] Persons needing transitional housing [x] Low-mod income persons

Experience with Federal grants, in general: [ ] None [ ] Minimal [x] Average [ ] Significant, highly experienced

Briefly describe your general experience with Federal grants:

In the past and present federal funds have been received from Weld County Government and the State of Colorado. For example, currently UWWC is the recipient of 1) Child Care Block Grant and TANF funding for early childhood care and education, which are federal funds granted by Weld County Department of Human Services, and 2) Emergency Solutions Grant money which are federal funds received from the State of Colorado.

Agency's fiscal year: From *1-Jul* To *30-Jun*

Experience with GURA as CDBG Administrator: [ ] None [ ] Minimal [x] Average [ ] Highly experienced

Briefly describe your experience with GURA as CDBG administrator:

UWWC has coordinated with GURA in discussing CDBG and urban renewal priorities and has received prior funding.

If the following documents have not been provided in the last year, or if there are changes to what was sent prior, provide:

- [ ] Not applicable - City application
- [x] Authority to sign for organization
- [x] Most recent audit & audit letter
- [x] Resumes/Bios of key/executive staff
- [x] Board of Directors terms served, terms remaining
- [x] Articles of Incorporation
- [x] Bylaws
- [x] Pays payroll taxes
- [x] Liability insurance in this amount: *$ 2,000,000*
- [x] Proof of insurance
- [x] Organization's current operating budget
- [x] Organizational chart
- [x] Most recent audit or financial statements
- [x] Evidence of registration on the www.sam.gov website
- [x] IRS non-profit status notice [501(c)3 letter]
- [x] Satisfies bond requirements in 2 CFR 200
- [x] Has Workman's Compensation insurance

PART 5 - CERTIFICATIONS

By signature below, the undersigned declares the information in the application to be true and the best available at the time of application and acknowledges the statements below. CDBG = CDBG-CV

- [x] I have read "Playing by the Rules, a Handbook for CDGB Subrecipients on Administrative Systems"
- [x] I am familiar with the requirements of 24 CFR 570 and 2 CFR 200 as pertains to this activity.
- [x] This agency has written policies and procedures (1) of a general/administrative/hiring nature; (2) addressing financial management requirements for Subrecipients of CDBG funds; (3) for maintenance of CDBG award and activity records, and (4) for procurement, as applicable to this activity.

1. That entering into an agreement involving CDBG funds carries with it responsibilities of crosscutting issues regarding financial management, environmental, labor standards, acquisition, relocation, and fair housing (as applicable to your application). A Toolkit providing applicable statutory requirements, regulations, notices, HUD Handbooks, and other useful material can be accessed at: https://www.onecpd.info/resource/34/cdbg-crosscutting-issues-toolkit-contents/.
2. That all CDBG funded projects/activities shall be within the boundaries of the City of Greeley, Colorado and benefit only City of Greeley residents, unless stated otherwise in the policies and procedures of the activity supported with CDBG.
3. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or or additional documentation are requested by GURA or other City staff, the Citizens Committee for Community Development, the GURA Board of Commissioners, or the Greeley City Council.
4. That past program and financial performance will be considered in reviewing this application.
5. That, if funding for the activity is recommended, GURA reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
6. All applications for CDBG-CV funds are public services and not applicable to the no-change-in use requirement. N
7. That, if funded, a written executed agreement would be required between the applicant and the City of Greeley.
8. That GURA has completed the necessary environmental review under 24 CFR 58 and the funds can be drawn on the activity.
9. The applicant understands to limited guidance has been provided by HUD. Pre-Federal Register information is that costs are reimbursable no matter when they were incurred, if directly related to COVID-19. This is subject to change and could result in the applying agency standing the costs or part of the costs of the activity. Supporting documentation and reports must be reviewed and accepted by GURA prior to issuing payment approval.
10. That the estimate provided is an application estimate only, and that, if the activity is funded, the appropriate procurement procedures must be followed.
11. That acceptance of a CDBG award carries with it responsibilities with regard to providing GURA with beneficiary and other reporting data, record maintenance, and adherence federal crosscutting regulations.
12. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed activity.
13. That the governing body of the applicant agency authorizes the submission of this applicant.

Date: 9/30/2021

Printed Name: *Jeannine Truswell* Title: *President & CEO*

Agency: *United Way of Weld County*

PENALTY FOR FALSE OR FRADULENT STATEMENTS: U. S. Code Title 18, Section 1001, provides that a fine of up to $10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

FOR GURA USE ONLY:

Application received by: Date:

GURA Manager reviewed: Date:

September 30, 2021 CDBG-CV Application

Attachment A to Application
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The Housing Navigation Center (HNC) with cold weather shelter helps people to survive their experience of homelessness and helps to connect clients to resources that help them find housing and establish stability. The cold weather shelter benefits guests by providing a safe, warm place to spend the coldest nights of the year. Without it, hypothermia, other weather related illnesses and injuries such as frostbite, and even death, are potential fates for our most vulnerable neighbors. The cold weather shelter benefits police, fire, ambulance and other first responders, and healthcare workers by providing them an alternate location to take people they encounter other than jail or the emergency room, both of which are far more expensive options. The HNC provides a safe place for people to be during the day, while also connecting them to community resources, case management, mail access, locker storage, hygiene services, and more. Primary HNC activities include: 1) diverting people from the homeless services system; 2) assessing those who are experiencing homelessness and prioritizing them for a return to housing; 3) providing needed resources for those who are living out of doors (cold weather shelter, mail delivery, hygiene resources, etc.); and 4) connecting people to housing, jobs, health services, and needed livelihood services. The HNC staff include a team of 3 resources navigators and 3 housing navigators that help connect guests to permanent housing solutions, 1 program coordinator who manages internal programming, and a program director that oversees all HNC operations. The Housing Navigation Center is currently located at 2930 11th Avenue, Evans. Operations will be moving to a new location at 870 28th Street, Greeley, 80631 on January 1, 2022.

Both the HNC and cold weather shelter have made operational changes to respond to COVID-19. People experiencing homelessness are especially vulnerable to COVID-19. As such, the HNC and cold weather shelter screen for COVID-19 symptoms, serving as the first point of contact for sick individuals who may not be in regular contact with other providers. The HNC and cold weather shelter host COVID-19 vaccine clinics for guests. Furthermore, the HNC and cold weather shelter provide socially distanced sleeping areas, and hotel vouchers for COVID-19 positive or exposed individuals, thus decreasing the community spread of COVID-19.

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CDBG-CV funds would be used to pay for rent at the Housing Navigation Center and cold weather shelter building to ensure a safe place for people experiencing homelessness to stay during the COVID-19 pandemic. CDBG-CV funds would also be used to pay for direct staff time at the cold weather shelter and Housing Navigation Center. Staff screen for COVID-19 symptoms, perform regular COVID-19 testing, maintain cleanliness of the space, enforce social distancing and mask requirements, and keep people safe. CDBG-CV funds would also pay for a professional cleaning crew to maintain the cleanliness of the space. CDBG-CV funds would support the cold weather shelter meal purchases for guests. Due to COVID-19, the cold weather shelter provides self-contained meals that allow guests to eat while socially distanced. Finally, CDBG-CV funds would be used to pay for motel overflow vouchers. Due to COVID-19 social distancing requirements, the cold weather shelter capacity has decreased by 40 beds. This funding allows for overflow guests to have a safe place to sleep when the shelter is full. Hotel vouchers also can be used to quarantine and isolate guests who have contracted COVID-19. The above costs are directly related to the increased costs associated with operating the HNC and cold weather shelter during the COVID-19 pandemic and, as such, the CDBG-CV funds would fill the gap needed to make up the difference in operational costs. The HNC and cold weather shelter are also supported by ESG, ESG-CV 2, and ESG-CV 2.2 funds however there is not enough funding to support all of our operations. Therefore, CDBG-CV funds would be used to fill the gap in funding created by the COVID-19 pandemic.

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Line item/type of expense	Estimate funds needed	Are funds secure?	What is source of funds?
Staff	*$340,500.00*	*in-part*	*UWWC, State of Colorado*
Staff - HNC direct service staff	*$36,000.00*	*no*	*City of Greeley CDBG-CV*
Benefits, Occupancy, Shared Costs	*$248,480.00*	*in-part*	*UWWC*
Staff Training	*$9,400.00*	*yes*	*UWWC*
Rent/Utilities/Maintenance	*$132,000.00*	*no*	*City of Greeley CDBG-CV*
Insurance	*$3,000.00*	*yes*	*UWWC*
Unanticipated Repairs	*$8,000.00*	*yes*	*UWWC*
Security	*$107,900.00*	*in-part*	*UWWC*
Cleaning Services	*$22,000.00*	*no*	*City of Greeley CDBG-CV*
*Contract Services**	*$292,201.00*	*in-part*	*UWWC, State of Colorado*
Contract Services - Direct Service Staff for CWS*	*$68,000.00*	*no*	*City of Greeley CDBG-CV*
Contract Services - Meals*	*$42,000.00*	*no*	*City of Greeley CDBG-CV*
Other Supplies	*$29,000.00*	*in-part*	*UWWC*
Transportation	*$4,400.00*	*yes*	*UWWC*
Client emergency needs	*$30,000.00*	*in-part*	*State of Colorado*
Motel overflow vouchers	*$60,000.00*	*no*	*City of Greeley CDBG-CV*
**Catholic Charities of the Archdiocese of Denver is contracted to staff the HNC's cold weather shelter, including management oversight, staffing, arranging for sub-contractors like laundry, food, and other related expenses.*			
Total activity budget/percent **secured**	$1,432,881.00	*53%*	

September 30, 2021 CDBG-CV Application
Attachment B to Application – Connection of line item budget requests to COVID-19
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*CDBG-CV funds must be used to prepare for, respond to, and/or prevent the spread of COVID-19. Funds have been requested for the following budget categories. Provide an explanation of how using CDBG-CV funds will prepare for, respond to, and/or prevent the spread of COVID-19.

1. **HNC direct service staff salaries/benefits**
   Activity will (check all that apply) ☐prepare for COVID ☒respond to COVID ☒prevent COVID

   The Housing Navigation Center (HNC) Resource Navigators are the direct service staff at the HNC. They help to respond to COVID-19 by helping vulnerable individuals experiencing homelessness find and enroll in resources that help them stay healthy, such as doctors' appointments, job searchers, and housing searchers. Resource Navigators also prevent COVID-19 by screening guests for COVID symptoms during the day, providing PPE to guests, and connecting guests to testing and COVID vaccination opportunities.

2. **Rent/Utilities**
   Activity will (check all that apply) ☒prepare for COVID ☒respond to COVID ☒prevent COVID

   The HNC and cold weather shelter need a physical location for operations, in order to prepare for, respond to, and prevent COVID-19. The HNC and cold weather shelter provide a safe place during the day and night where guests can access basic services, such as laundry and showers, which help limit community spread of COVID-19. Without money to pay for rent for the HNC, people experiencing homelessness would have no place to go and would travel around the community, increasing the risk of COVID-19 exposure and increasing community transmission.

3. **Cleaning services**
   Activity will (check all that apply) ☐prepare for COVID ☒respond to COVID ☒prevent COVID

   The HNC and cold weather shelter contract with professional cleaning companies to keep the space clean. This level of deep cleaning is not possible with basic staffing alone. Professional cleanings ensure that guests are not exposed to viruses or germs, including COVID-19.

4. **CWS direct service staff salaries/benefits**
   Activity will (check all that apply) ☐prepare for COVID ☒respond to COVID ☒prevent COVID

   Cold weather shelter staff are responsible for ensuring the health and safety of guests at check-in at night. Staff screen for COVID-19 symptoms at check-in, arrange for isolation/quarantine and transportation for individuals who have been exposed/contracted COVID-19, and enforce COVID-19 rules such as masks mandates and social distancing requirements.

5. **CWS meals**
   Activity will (check all that apply) ☒prepare for COVID ☒respond to COVID ☒prevent COVID

   COVID-19 has impacted how meals can be served at the cold weather shelter. To prevent the spread of COVID-19 during meal time, all meals are individually packaged so guests can eat meals at their beds to prevent spread during congregate feeding times. The cold weather shelter also reduced the number of volunteers who traditionally serve the meals. As such, meals costs have increased. Additionally, community meals sights have closed due to COVID-19 and the cold weather shelter meals are sometimes the only meals available to guests during the winter.

6. **Motel vouchers**
   Activity will (check all that apply) ☐prepare for COVID ☒respond to COVID ☒prevent COVID

The cold weather shelter is a wide open congregate sleeping space. As such, there are no safe places for individuals to be isolated or quarantined when exposed to COVID-19. Motel vouchers are used to isolation/quarantine individuals who have tested positive COVID-19 or been exposed at the cold weather shelter. Using motel vouchers to isolate guests is vital for preventing potential COVID-19 outbreaks at the congregate shelter. The vouchers also provide vital overflow capacity for when the shelter is full. Because of social distancing guidelines, the shelter capacity has been reduced from 80 beds to 40 beds.

GREELEY URBAN RENEWAL AUTHORITY
Memorandum

TO:	GURA Board of Commissioners
RE:	Casa Rosa Loan Modification
FROM:	J. R. Salas, GURA Manager
DATE:	October 13, 2021

In September 1997 Greeley Urban Renewal Authority (GURA) loaned to Rose Holding Corporation through High Plains Housing Development Corporation $525,000.00 to develop Casa Rosa Apartments a 14 unit apartment complex (one and two bedroom) specifically for senior low-income housing for seniors below 50% AMI.

Principal reduction payments were made on December 29, 1998 of $300,000 and $25,000 on April 19, 1999 leaving a principal balance of $200,000. The remaining principal amount accrued interest at 7% annually. Original loan was due for pay off December 31, 2013 and was extended to December 31, 2018. Annual payments from excess cash were to be applied against interest per original agreement, but only six payments were actually made totaling $63,213.75.

GURA and High Plains Housing Development Corporation (HPHDC) have agreed to modify the existing loan in the following manner:

- HPHDC will make a one-time principal payment of $15,000 on December 1, 2021
- HPHDC will sign a modification of the original note reducing the principal balance to $185,000 and allowing for items listed below.
- The new loan to be amortized over 20-years at 2% interest annually. Annual payments of $11,313.99 to be paid to GURA each December 1st starting December 1, 2022.
- GURA will forgive the accrued interest on existing loan of approximately $911,000.
- GURA's new loan to be first mortgage on property.
- Proof of recorded release of debt owed to HPHDC shown on P & L statements.

The new agreement for these terms and conditions drafted by GURA's attorney if approved by the board to be signed by both GURA and HPHDC.

RECOMMENDATION

Staff recommends the approval of the agreement between GURA and HPHDC as presented.

<u>ASSUMPTION, EXTENSION AND MODIFICATION AGREEMENT</u>

THIS ASSUMPTION, EXTENSION AND MODIFICATION AGREEMENT ("Agreement") is made and entered into the ____ day of November 2021 by and between <u>Greeley Urban Renewal Authority</u> ("Payee") and <u>La Casa Rosa Senior Apartments LLC, a Colorado limited liability company</u> ("Borrower"). Payee and Borrower are sometimes referred to collectively as the "Parties".

BACKGROUND OF AGREEMENT. The following background statements are provided to aid in the understanding and interpretation of this Agreement:

A. High Plains Housing Development Corp. ("HPHDC") executed a Promissory Note payable to Payee with a date of September 22, 1997, in the original principal amount of $525,000.00 ("Promissory Note") that was secured by a Deed of Trust recorded on September 24, 1997, under Reception No. 2570725, Book 1628 and Page 392 of the Weld County Clerk and Recorder's records ("Original Deed of Trust").

B. An Amended Promissory Note was executed on September 22, 1997 ("Amended Promissory Note") in which La Casa Rosa, Ltd., a Colorado limited partnership was substituted as the Borrower. The Amended Promissory Note states that it "…represents an amendment and restatement of, but a continuation of the Promissory Note dated September 22,1997, as amended by the Amendment thereto dated October 8, 1997.

C. The Amended Promissory Note was further secured by an Assumption Agreement/Deed of Trust, Security Agreement and Financing Statement restating the Deed of Trust, Security Agreement and Financing Statement between High Plains Housing Development Corp. and Greeley Urban Renewal Authority recorded on April 1, 1998, under Reception No. 2803833 of the Weld County Clerk and Recorder's records ("Amended and Restated Deed of Trust").

D. A previous Extension and Modification Agreement was recorded on September 19, 2013, under Reception No. 3964862 of the Weld County Clerk and Recorder's records.

E. By virtue of an Assumption, Extension and Modification Agreement dated March 1, 2021, recorded on _March 13, 2021, under Reception No. 4693152 of the Weld County Clerk and Recorder's records the parties agreed:

   a. That current balance due on the Amended Promissory Note as of December 31, 2020, was agreed to be $916,186.42 and that the balance would continue to accrue interest at the rate of 7% per annum, December 31, 2020; and

   b. Payee permitted the Borrower to assume the Amended Promissory Note and extended the due date of the Note to December 31, 2021.

F. The Parties desire to amend the amount, interest rate and payment amortization schedule.

NOW THEREFORE, in consideration of the mutual agreements of the Parties, it is agreed as follows:

1. **<u>Modification of Balance of Promissory Note</u>**. Borrower agrees to pay the amount of $15,000.00 on or before December 1, 2021, and Lender agrees to adjust the balance of the Amended Promissory Note as of December 1, 2021, to $185,000 ("Amended Principal Balance").

2. **<u>Amortization and Payments on Amended Principal Balance</u>**. Payments on the Amended Principal Balance shall commence accruing interest at 2% per annum on December 1, 2021. The Amended Principal Balance shall be amortized over 20 years and payments of $11,313.99 shall be made annually, starting with a first payment on December 1, 2022, and each 1st day of each year on each December 1 thereafter until paid in full.

3. **<u>No Other Changes</u>**. All other terms of the Amended Promissory Note and Amended and Restated Deed of Trust shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

La Casa Rosa Senior Apartments LLC

By: High Plains Housing Development Corporation, manager

By: ___________________________

Name: _________________________
Title: President

Greeley Urban Renewal Authority

By_____________________________
Its_______________________

STATE OF COLORADO)
)ss.
COUNTY OF WELD)

The foregoing Assumption, Extension and Modification Agreement was acknowledged before me this ____ day of November 2021 by ____________________ as ________________________ of High Plains Housing Development Corporation , manager of La Casa Rosa Senior Apartments, LLC, a Colorado limited liability company.

Witness my hand and official seal.
My Commission Expires:___________________________

____
Notary Public

STATE OF COLORADO)
)ss.
COUNTY OF WELD)

The foregoing Assumption, Extension and Modification Agreement was acknowledged before me this ____ day of November 2021 by _____________________ as ______________________ of Greeley Urban Renewal Authority.

Witness my hand and official seal.
My Commission Expires:___________________________

____
Notary Public