



GREELEY URBAN RENEWAL AUTHORITY

Agenda

Wednesday – November 8, 2023

**1100 10th Street
City Center North, Room 1125**

4:30 p.m.

- I. Call to Order - Roll Call**
- II. Approval of Minutes** - from the August 9, 2023, meeting
- III. Items of Business**
 - A. Ratify email vote to approve extension to the Greeley Area Habitat for Humanity's HOME funding reservation
 - B. Review and recommendations for submitted HOME/CDBG Application from High Plains Development Corporation – StarRise Apartments at Weld Village
- IV. Board Member Comments/Reports**
- V. Staff Report**
- VI. Adjournment**

Next Meeting: December 13, 2023 @ 4:30 p.m.

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**GREELEY URBAN RENEWAL AUTHORITY
Proceedings**

**August 9, 2023
4:30 p.m.**

**1001 11th Avenue
City Council Chambers, Overflow Room, City Center South
And also conducted remotely**

I. Call to Order

Chair Cummins called the meeting to order at 4:00 p.m. Commissioners Silva, Utrata, and Welsh were present. (Commissioner Leffler was not present; Commissioners Fernandez and Lucero were recused.)

II. Approval of minutes for the meeting held on July 12, 2023

Commissioner Silva made a motion to approve the minutes for the meeting held on July 12, 2023, as written. Commissioner Utrata seconded the motion; the motion carried 4-0. (Commissioner Leffler was not present; Commissioners Fernandez and Lucero were recused.)

III. Items of Business

Public Hearing to consider the 2024 CDBG Program Applications
(Commissioner Leffler enters the meeting.)

Carol Larsen, Grant Specialist, oriented the Commissioners on the Community Development Block Grant (CDBG) process and the 2024 grant year requests. Ms. Larsen presented the applications and staff recommendations to the Board.

The following applicants were present at the hearing to answer questions regarding their applications that were presented to the Board. A brief description of each application is included.

- Janet Bedingfield, Executive Director
 - Representing 60+ Ride (formerly known as Senior Resource Services) and the application for \$15,000 for costs of providing transportation to seniors aged 60 and over to medical appointments, grocery stores, financial and government institutions, etc.

- Nancy Wiehagan, Executive Director
 - Representing Greeley Family House (formerly known as Greeley Transitional House) and the application for \$14,063 for a case manager to coordinate the Landlord Support Program which provides homeless families in the Family House with housing services. The case manager would work in part to engage landlords to work with low- and moderate-income families exiting the emergency shelter housing and provide tenant education.
- Enita Kearns-Hout, Regional Director
 - Representing Catholic Charities and the application for \$24,450 to help fund two positions: the intake specialist and a case manager working directly with guests at the Guadalupe Community Center.
- Lyle Smith-Greybeal, Chief Operating Officer
 - Representing United Way of Weld County and the application for \$40,000 to support salary(ies) of Cold Weather Shelter staff with direct service contact with shelter guests.
- Diane Heldt
 - Representing A Woman's Place and the application for \$10,307 to support salary and cost for case management working with its housing program for victims of domestic violence. (It was noted that the application from A Woman's Place for \$1,000,000 for construction of a new shelter facility was withdrawn from the process.)

Other applicants whose projects were summarized in the Commissioners' packets:

Administration – Includes staffing for management of CDBG funds and projects.

Public Works – New infrastructure/improved; sidewalks, ramps; move utility poles; other.

Public Works Infrastructure- Install speed lights in seven proposed school zones.

Forestry Program – Parkway Tree Planting

Public Works – Support annual City-wide clean-up weekend.

It was also noted that there are affordable housing funds from prior years that have not been allocated to a project that will be part of the 2024 budget. No additional funds were applied for as part of the 2024 budget process.

Chair Cummins opened the public hearing at 4:19 p.m. and called for public comment.

Nancy Wiehagan, Executive Director, Greeley Transitional House thanked the board for past support and briefly explained the needs of Greeley Transitional House.

Janet Bedingfield, Executive Director, 60+ Ride (Senior Resource Services) thanked the board and noted that the application was for costs of providing transportation to seniors over age 60 to medical appointments, grocery stores, etc. The transportation provided helps sustain housing and health of the seniors.

Enita Kearns-Hout, Director of Donor Engagement and Grant Development, Catholic Charities noted the state of crisis and not only the need for shelter, but to offer guidance and opportunities for those experiencing homelessness.

Lyle Smith-Greybeal, Chief Operating Officer, United Way of Weld County thanked the board. Mr. Smith-Greybeal explained the challenges that the shelter faced.

Chair Cummins closed the public hearing at 4:35 p.m.

The Commissioners discussed the staff recommendations; staff answered questions regarding the recommendations and specific applications.

A discussion to reduce public services based on the 2020-2024 Consolidated Plan was held. It was noted by the commissioners that it is a difficult task setting priorities and to consider reducing public service activities when the needs are so great in the community.

The process to set new priorities (for years 2025-2029) will begin late this year.

Chair Cummins made a motion to reduce staff's recommendation for the A Woman's Place housing application for housing case management to \$10,307.00. Commissioner Utrata seconded the motion; the motion carried 5-0. (Commissioners Fernandez and Lucero were recused.)

Chair Cummins made a motion to reduce the staff's recommendation for Greeley Family House (Greeley Transitional House) to \$14,063.00. Commissioner Welsh seconded the motion; the motion carried 5-0. (Commissioners Fernandez and Lucero were recused.)

Chair Cummins made a motion to move \$5,630 resulting from the reductions to staff's recommendations noted above toward funding for City-CPR/Forestry-Parkway Tree Planting (which staff had not recommended for funding). Commissioner Utrata seconded the motion; the motion carried 4-1. (Commissioner Leffler opposed the motion.) (Commissioners Fernandez and Lucero were recused.) Chair Cummins further made a motion to reduce staff's recommendation for the Public Work's application for infrastructure assistance by \$9,370.00 to recommend that the total award to the City-CPR/Forestry Program be \$15,000.00. Commissioner Leffler seconded the motion; the motion carried 5-0. (Commissioners Fernandez and Lucero were recused.)

Commissioner Utrata made a motion to approve Resolution 2 Series 2023 recommending approval of the proposed Community Block Grant for 2024 as follows:

General Administration	\$ 168,000.00
Catholic Charities-Guadalupe Housing Navigator	\$ 20,000.00
Greeley Family (Transitional) House-Landlord Support Program	\$ 14,063.00
A Woman's Place – Housing case management	\$ 10,307.00
A Woman's Place – Construction of new facility (Application rescinded)	\$ -0-
City-Public Works-Redevelopment District infrastructure improvements	\$ 557,630.00
City-Speed lights in school zones	\$ 45,000.00
City-CPR/Forestry-Parkway Tree Planting	\$ 15,000.00
City-Public Works-Clean-up Weekend	\$ 15,000.00
United Way Cold Weather Shelter	\$ 40,000.00
Senior Resource Service – transportation services	\$ 15,000.00
 Total Projected Budget	 \$ 900,000.00

The Board concurred with staff's recommendation that budget increases/decreases happen within the infrastructure/sidewalks application from Public Works, but also that the overall public services award (including that for Guadalupe Community Center, Greeley Family House, A Woman's Place, Clean-up Weekend, United Way-Cold Weather Shelter, and 60+ Ride) not exceed 13.6% (based on a grant of \$840,000 and a total public service recommendation of \$114,307). The recommended awards would be reduced proportionately. The annual percentage cannot be more than 15% by CDBG regulation.

Board's recommendation also included the following:

1. Activity Delivery Costs noted with activities will float where most needed; unused becomes available next grant year.
2. Administration will be 20% of the grant award; cannot exceed 20% by regulation.
3. Pre-award expenditures up to \$300,000 may be incurred for activities that need start dates before HUD grants are received.
4. The Housing & Homeless Solutions Department staff can make changes to the activities shown by up to 10% of the grant without initiating a new citizen participation process.

Commissioner Welsh seconded the motion; the motion carried 5-0. (Commissioners Fernandez and Lucero were recused.)

IV. Board Member Comments/Reports

Chair Cummins noted that University of Northern Colorado fall semester will begin shortly; students are in the process of moving in.

V. Staff Report

Juliana Kitten, Assistant City Manager invited the Commissioners to a discussion with Dr. Sam Tsemberis on August 17, 2023, creator of the Housing First model that is being implemented in Greeley.

VI. Adjournment

There being no more business, the meeting was adjourned at 5:56 p.m.

Juliana Kitten, Secretary

Jediah Cummins, Chair



GREELEY URBAN RENEWAL AUTHORITY Memorandum

TO: GURA Board of Commissioners
RE: HOME Investment Partnership Program – Habitat for Humanity Reservation Extension
FROM: Ashley Weesner, Affordable Housing Manager
DATE: November 8, 2023

On October 5, 2023, GURA staff requested an email vote to approve an extension to Greeley-Weld Habitat for Humanity's HOME funds reservation, which expired September 30, 2023, with one house remaining to be sold. The property is in Northview Estates aka Clover Meadows.

As a reminder of the history of the HOME reservation:

- On November 13, 2019, the Authority's Board of Commissioners voted to endorse the HOME application submitted by Greeley-Weld Habitat for Humanity for the construction of the first eight houses in Northview Estates and approved a preliminary award.
- The preliminary award of funds was rescinded for non-performance by the Authority's Board on May 12, 2021. Two houses were completed under that agreement leaving the construction of 10 to complete the subdivision.
- The Authority's Board subsequently approved, on October 13, 2021, a preliminary funding award of up to \$33,000 for each of the 10 remaining houses, with final amount to be determined as the subsidy layering and underwriting were completed on each house. The Agreement started on January 10, 2022. This reservation of funds expired December 31, 2022.
- The Agreement was amended in January 2023 to extend the reservation to September 30, 2023. We received the information for one house this week and will commit funds for that house in IDIS, but the last one won't come through until after the expiration of the current Amendment.

The 9th house closed in late October, and the request came in prior to the reservation of funds expiring, so just one house remains to be sold. Staff have not received the commitment request for the final house yet (hence the request to extend the funding reservation again).

The email vote was 7-0 in favor of extending the reservation of HOME funds to March 31, 2024. The vote today is to ratify the email vote. March 31, 2024, should be a sufficient timeframe for completion, and it is not expected to extend further.

RECOMMENDATION

Staff recommends extending the reservation of funds for the remaining house to March 31, 2024. Commitment will not occur until the buyer's underwriting is complete. The direct subsidy will not exceed \$33,000.



GREELEY URBAN RENEWAL AUTHORITY Memorandum

TO: GURA Board of Commissioners
RE: High Plains Development Corporation – StarRise at North Weld Village HOME/CDBG Application
FROM: Ashley Weesner, Affordable Housing Manager

On October 17, 2023, Jodi Hartmann, Executive Director submitted a CDBG/HOME application on behalf of High Plains Development Corporation for the StarRise at North Weld Village project. This is a phased development, currently broken out into four phases located at 123 9th Avenue (6.5 acres). Currently High Plains is focused on Phase 1, which involves 58 Permanent Supportive Housing units that would benefit our chronically homeless population.

Application materials are included with the packet for your review. Application and supporting materials will be discussed in detail with the Board on November 8, 2023.

RECOMMENDATION

After review of application materials, staff recommends funding \$1,000,000 in HOME Investment Partnership Funds with the potential of using Community Development Block Grant for eligible infrastructure improvements, if applicable.

Funding will be contingent upon the following conditions:

- Environmental Clearance (will be late 2023 to early 2024 according to application)
- Documentation of secured funding sources
 - *High Plains Development Corporation presented the project to City Council on October 10, 2023 which Council was in support of funding \$1,000,000 in American Rescue Plan Act (ARPA) funds contingent on securing remaining funds.*



AFFORDABLE HOUSING PROGRAMS APPLICATION



PART 1 - APPLICANT INFORMATION and BRIEF OVERVIEW OF REQUEST

Project Name: StarRise at North Weld Village

The "applicant" is considered to be the owner or developer of the property. A consultant may submit the application on behalf of an owner or developer, but the information provided is to be for the owner or developer. The City will not pay for the cost of consultants with federal funds.

Applicant: High Plains Housing Development Address: 814 9th St, Greeley, CO (Mailing P.O. Box 1053)
Contact person: Jodi Hartmann Title: Executive Director
Phone number: 970-405-6072 Fax number: 970-353-4738 Email: hphousingdev@gmail.com

If different from above, person authorized to request funds:

Phone # _____ Email: _____ Agency website: _____

Applicant Type: ☐ Government ☐ For-profit business/organization
☐ Faith-based organization ☐ Other (specify) _____
☒ Non-profit 501(c)(3) ☐ Public Housing Authority
☒ Community Housing Development Organization (CHDO) ☐ Minority- or Women-Owned Business

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

Date of incorporation: 8/5/1994 Agency tax ID number: 84-1300818

DUNS number: EF7JQUN8F7A5 Authorized signatory: Weston Kurz, Board Chair

SAM.gov registered? ☒ Yes ☐ No (Application will not be reviewed without sam.gov registration.)

Agency operating budget: 128,645.00 # of paid staff: 1 # of volunteers yearly: 9

Agency's Mission Statement:

To be the leading partner in the development of housing opportunities for low-to-moderate income households in Greeley/ Weld County.

Provide a brief description of the proposed project (include location, number of units, target population, etc.).

High Plains requests an affordable housing grant from the CDBG/HOME program to assist with the new construction of StarRise at North Weld Village, located at 123 9th Ave. in North Greeley. This project will bring much needed housing and supportive services to individuals experiencing homelessness and ultimately, low-income families. The first phase of the multi-year/multi-phase campus development will be a permanent supportive housing (PSH) community for 58 individuals who are experiencing homelessness, earn at or below 30% of AMI and who have a disability or disabling condition. All 58 units will be restricted to homeless households and receive project-based vouchers (PBVs), allowing tenants to contribute 30% of their incomes for rent.

Funding request:	HOME request	<u>\$1,000,000</u>	Amortized Loan	☐	Grant	☒
	CDBG request		Amortized Loan	☐	Grant	☐
	Other funding - SECURED	<u>\$23,715,000</u>				
	Other funding - UNSECURED	<u>\$3,000,000</u>				
Total estimated cost to complete the project		<u>\$27,715,835</u>				

If there is a co-applicant, information on that entity will also be needed.

PART 2 - DEVELOPER (OR OWNER, IF REHAB REQUESTED) CAPACITY REVIEW

REMINDER: The information below is required of the developer (or owner, if the project is rehab).

Applicant is (check all that will apply):

☒ Owner

☒ Developer

☒ CHDO

☐ Other Describe applicant's role: _____

If Non-Profit Agency: If a 501(c)(3), year non-profit status obtained:

1994

☐ Not a 501(c)(3)

Experience with Federal grants, in general:

☐ None

☐ Minimal

☐ Average

☒ Significant, highly experienced

Describe your general experience with Federal grants.

Jodi Hartmann has over 35 years' experience administering HUD grants (CDBG/HOME) and other federally-funded and privately-funded grant programs. Sarah Batt, the development's financial advisor has similar experience and is the lead consultant in the application process for the project funding. Beaux-Simone Consulting are experts in the development of supportive services funding (both federal and state), project leasing, and supportive services budget development/monitoring, and are providing financial and programmatic consulting expertise to the project. Volunteers of America and North Range Behavioral Health will provide the tax-credit eligibility and reporting for the project, with North Range providing the voucher administration for the project. Both organizations have extensive experience operating supportive services housing and federally-funded program requirements.

Experience with federal procurement:

☐ None

☐ Minimal

☐ Average

☒ Significant, highly experienced

Briefly describe your experience with procurement responsibilities for Federal funds/grants.

We are familiar with the federal procurement rules applicable to not only CDBG but also other federal funding sources. KCI Construction, the general contractor for the project also has extensive federal procurement experience and will play the lead role in administering construction procurement and compliance.

Experience with GURA:

☐ None

☐ Minimal

☐ Average

☒ Significant experience

Briefly describe your experience working with GURA.

Jodi Hartmann worked with GURA for nine years as Executive Director of the Greeley Transitional House. During that period GTH successfully applied for public service funding, and three separate facility rehab. projects. Jodi was also the landlord/property manager for the 16-unit Camfield Corner Apartments from 2012-2018, and worked with GURA in the multi-year development of those properties from a landlord perspective. The units were built with HOME funds and Jodi prepared the HOME monitoring documentation and reporting for GURA.

Agency has the following (a checked box is an affirmative response). Developer will be required to have all documents prior to funds commitment.

☒ Written policies and procedures of a general/administrative/hiring nature (including an Affirmative Action Plan).

☒ Written policies and procedures addressing financial management requirements.

☒ Written policies and procedures for maintenance of project records that adhere to federal policy.

☒ Written policies and procedures for how low-income input on projects will be completed.

☒ Written policies for bond requirements that adhere to federal policy.

☒ Pays payroll taxes ☒ Has Workman's Compensation insurance

Attach as Exhibits

1 Narrative on agency experience and capacity. From this narrative, GURA should be able to determine **experience** (with developments of this type, with federal grants and procurement, and with working with the City/GURA), **capacity** (personnel, Board, financial), **commitment** (to affordable housing, low-income, homeless, etc.).

2 By-laws

3 Articles of Incorporation

4 Non-profit determination letter

5 List of Board of Directors and affiliations

6 Evidence of insurance

7 Bios of key personnel (both agency & project)

8 Organizational chart of agency and proposed Organizational chart of agency and proposed project ownership (two charts)

9 Most recent audit (or, if not available, financial statement) **10** Agency operating budget

11 Documentation indicating signatory authority to apply for/receive grants and sign for agency.

PART 2 - DEVELOPER CAPACITY REVIEW CONTINUED - PROJECT TEAM

Provide the name and contact information of the consultant or staff person who will perform or be responsible for the following tasks. If any noted are paid for with CDBG/HOME funds, that person/agency must be selected through the procurement process identified in 2 CFR 200.320. Information may be attached as an Exhibit, in lieu of completing below.

A. Application questions, general oversight of project and project management

Name High Plains Housing Development Contact person Jodi Hartmann
Phone 970-405-6072 Email hphousingdev@gmail.com Website highplainshousingdev.org

B. General Project Contractor

Name KCI Construction Contact person Mark Teplitsky
Phone 720-818-2227 Email mteplitsky@kciconst.com Website kciconst.com

C. Architect

Name Workshop8 Contact person Brandy LeMae
Phone 303-444-7929 Email brandy@workshop8.us Website workshop8.us

D. Engineer

Name Topographic Contact person Joseph Prinster, PE,CFM,LEED-GA
Phone 303-666-0379 Email joseph.prinster@topographic.com Website topographic.com

E. Labor Standards/Davis-Bacon Requirements

Name KCI Construction Contact person Karen Peterson, Compliance Mgr
Phone 720-818-0903 Email kpeterson@kciconst.com Website kciconst.com

F. Section 3 Requirements

Name KCI Construction Contact person Karen Peterson, Compliance Mgr
Phone 720-818-0903 Email kpeterson@kciconst.com Website kciconst.com

G. Other Responsible Party (ie - Environmental Reviews, Reports, Draws, Post-completion project management, etc.)

Name GL Development Advisors (Developer Consultant) Contact person Ryan Lunsford
Phone 720-275-6586 Email Ryanluns@gmail.com Website N/A

H. Other Responsible Party (ie - Environmental Reviews, Reports, Draws, Post-completion project management, etc.)

Name Terracon Engineering (NEPA Review) Contact person Rachel Keane
Phone 504-321-9379 Email rachel.keane@terracon.com Website terracon.com

Have any of the above named agencies/companies ever been disbarred from federal contracts?

☒ No ☐ Yes - Describe who and situation: _____

Use space below if there is any additional information regarding capacity. Include any audit findings within the past five years, fiscal year, etc.

No audit findings within the last five years

PART 3 - PROJECT INFORMATION OVERVIEW

Type of housing proposed

☐ New construction homeownership

Number of units

☒ Other *Rehabilitation of existing 5,000 sq.ft. brick building to provide community space for supportive services for tenants*

☒ Has site control been obtained?

☒ Yes

☐ No

☐ Rental housing-New construction < 5 units

☐ Rental 5-25 units

☒ Rental > 25 units

☐ Existing owned rehabbed # of units

☐ Purchase & rehab existing # of units

How is applicant intending to use funds applied for

☐ Acquisition only for new multi-family units

☒ New construction (land is already owned)

☐ Acquisition/Rehabilitation

☐ Multi-family rehab (existing units)

☐ Acquisition/New construction

☐ Reconstruction

☐ Conversion (other use to housing)

☐ Acquisition for or acquisition and construction SF housing

☒ Other Describe: Funds will also be used to rehabilitate an existing 5,000 sq.ft. brick warehouse for community space

Will any of the following activities be undertaken as part of this project? ("X", if yes.)

☐ Structure relocation

☐ Reconstruction of like units

☐ Conversion of existing structure to residential

☐ Expansion of existing structure; no additional units added

☐ Acquisition of existing structure for new affordable housing

☐ Acquisition of vacant land for new affordable housing

☒ Site improvements

☒ Architectural and/or engineering (paid for with federal funds)

☒ On-site infrastructure and off-site utility connections essential to the project

☒ Demolition

☒ Relocation required (property/building/unit is currently occupied)

☐ No relocation required (property/building/unit is not currently occupied)

☒ Has site control been obtained?

☒ Yes

☐ No

If yes, how is site control held?

The property is wholly owned by High Plains Housing Development Corp. through a donation from North Weld Produce in July, 2020. High Plains assigned ownership of the property to the 123 Property LLC in January 2021, via Quit Claim Deed. High Plains is the single member of the 123 Property LLC.

12 Attach documentation of site control as an Exhibit.

Describe the income levels targeted by the proposed project.

The income level targeted by the StarRise project will be individuals earning at or below 30% AMI. The project is permanent supportive housing and tenants must be chronically homeless with co-occurring behavioral health, substance-use disorder, or chronic medical conditions.

Project implementation schedule

13 Attach detailed implementation schedule, noting all dates pertinent to this, and answer the questions below. The schedule must include dates associated with types of City reviews and approvals, financing, site preparation, construction site and completion, and lease-up.

PART 3 - PROJECT INFORMATION OVERVIEW CONTINUED

Attach the following as Exhibits to the Application:

14 Detailed project description

The description should include: Location; type of housing; number of buildings and/or units; proposed number of HOME-assisted units (can be no less than the percentage of HOME funds in the project); target population; number of units dedicated to each income level; special amenities and services; proximity to shops, transportation, services; local support for the project; current and proposed ownership/management structure; other information necessary for a full understanding of the proposed project/program.

15 Site plans, City approvals, etc.

16 Assessor records of site showing legal description, parcel number, size of parcel, etc.

17 Market study (analysis), specific to the proposed project. If not yet available, Exhibit should explain and note date by which it is expected to be complete. HOME funds cannot be committed, obligated, or expended without the market analysis. (See Part Five for instructions.)

Project will meet the following Consolidated Plan priority(ies), objective, and outcome as follows (DO NOT CHANGE):

H ☒ Support efforts to preserve, maintain, and provide access to affordable housing

☒ Objective - Provide Decent housing

☒ Outcome - Affordability

Environmental review - attach any review available; complete information in Section 5 of the Affordable Housing packet

☐ Environmental review is being conducted by another jurisdiction (state, other city, etc.)

☒ Environmental review is underway

☐ Complete

Completion expected by

31-Dec-23

☐ If being conducted by another jurisdiction, that jurisdiction is willing to provide review and back-up to Greeley

If housing proposed will be **single-family**, request is for

☐ Developer subsidy

☐ Direct subsidy to homebuyer

☐ Both developer and direct homebuyer subsidy

If housing proposed will be **multi-family**, owner developer receives a direct subsidy and is responsible for the development throughout the period of affordability. Further, if property does not remain a viable affordable housing development as defined by HUD, the owner/developer is subject to repayment of the HOME and/or CDBG funds.

Describe the benefit of investing CDBG/HOME funds in this project to the neighborhood or clientele served. What would be the impact of not receiving the funds. Limit the description to the space provided or provide the entire description as an attachment and note here.

The StarRise project will be beneficial to both the neighborhood and the unhoused population in Greeley/Weld County. The North Weld Village campus is located in the Clayton neighborhood, an underserved, low income neighborhood. The property is located in a qualified census tract. The new construction and additional housing will be an aesthetically pleasing and vibrant addition to this neighborhood and is projected to spur additional economic development in this north Greeley area. The residents of StarRise will be unhoused individuals who have been chronically homeless with co-morbidities for an extended period of time (behavioral health, substance use disorder, chronic medical conditions). It is estimated that there are more than 500 homeless individuals in the community, and 156 of those individuals are chronically homeless (Cold Weather Shelter data, 2022-23). The StarRise project, combined with the substantial investments the City of Greeley is projecting to provide to address the needs for housing and services in the community over the next two years will bring Greeley as close to solving our homeless challenges as we have ever been. The StarRise project will provide the community with 58 new, permanent, supportive housing units that will continue to serve the most needy in the community in perpetuity, assuring that the community will have the right model for serving the most challenging, costly, and vulnerable unhoused individuals.

PART 4 - FINANCIAL COMMITMENT/ACTIVITY BUDGET/SOURCES AND USES OF FUNDS

NOTE: Projects that do not have commitments for all other funding will only be considered for funding reservation.

Application is for ☐ CDBG only ☐ HOME only ☒ CDBG & HOME

If requesting HOME funds, application is for (check any that apply. Board will determine best source of funds for this application):
CHDOs must have qualified as such and meet all CHDO qualifications at time of application and throughout affordability period.

☒ HOME funds ☐ CHDO funds ☐ Combination HOME & CHDO funds ☐ Pre-development loan

Attach the following as an Exhibit.

18 Detailed project budget and proforma, including secure and unsecure funding. Ensure it details sources and uses of funds.

☐ Are all other financing firmly committed to the project? ☐ Yes ☒ No

If answer is yes, attach letters/documentation of committed sources. If no, note dates on implementation schedule of when different financing sources are expected to be committed. The City will not enter into a CDBG or HOME agreement until all financing is committed.

19 Attach documentation of firm commitments, as available.

Discuss committed/uncommitted funding.

See Attachment - Funding Status

CDBG funds requested as a ☐ Loan ☐ Forgivable loan ☒ Grant ☐ Combination

HOME funds requested as a ☐ Loan ☐ Forgivable loan ☒ Grant ☐ Combination

If loan or combination loan/grant is being applied for (HOME and/or CDBG), discuss proposed loan terms below. (For example: Does applicant propose payment of principal and interest, payment of principal only, payment of principal with a balloon payment, etc.).
What is proposed loan term (in years)? **If grant is being requested, explain why a loan is not feasible.**

Project will generate Program Income: ☐ Yes ☒ No

If yes and requesting retention, describe how it will be used to continue to meet a HOME eligible activity:

PART 4 - FINANCIAL COMMITMENT/ACTIVITY BUDGET/SOURCES AND USES OF FUNDS - CONTINUED

Project will generate CHDO proceeds: ☐ Yes ☒ No

If yes and requesting retention of proceeds, describe how it will be used to continue to meet a HOME eligible activity:

Identify projects receiving HOME and/or CDBG funds during the past five years and the use of those funds:

Project	Year received	Amount	Type of project/use of funds
This application is High Plains first application for HOME/CDBG funds in the past five years			

For every \$1 of HOME funds in a project, the applicant must provide a .25 match of non-federal funds. Note match to be provided for this project. (Donations, in-kind, volunteer hours, agency funds, etc.) Explain how match will be met. Call GURA for more information, if needed.

The \$1,000,000 HOME funds requested represent approx. 4% of project funding. To date, High Plains has committed over \$7,830,000 in non-federal funds, and at project closing have more than

Additional Financial: Describe how the owner/developer's fiscal management structure, i.e. who administers the bookkeeping or accounting services, financial reporting, record keeping, accounting systems, payment procedures, and audits performed; what financial oversight is provided by the Board of Directors. Identify and describe any audit findings, liens, investigations, or probation by any oversight agency during the past five years. Also discuss who will request draws of funds.

High Plains' bookkeeping and financial reporting is prepared by Vicki Sears, CPA with Anderson & Whitney CPA's. High Plains' internal payment and deposit procedures require dual signatures and review by the Board Secretary/Treasurer. Haynie & Co. CPA's prepares annual and semi-annual reviewed consolidated financial statements, and for 2023 will complete a full audit. The Board of Directors reviews monthly cash flow reports, development expense reports, and quarterly financial statements. All financial contracts for the organization are signed by the Board Chair.

PART 6 - CERTIFICATIONS AND SIGNATURE PAGE

Signature certifies to the acceptance of the following statements.

1. That, to the best of my knowledge, all factual information provided is true and correct, and all estimates are justifiable.
2. I understand and will comply with all applicable cross-cutting laws and other requirements, as noted below (a-m):
 - a. Fair Housing Act (42 U.S.C. 360-19) and implementing; Executive Order 11063 (Equal Opportunity In Housing regulations at 24 CFR Part 100, 109, and 110; Executive Order 11068 (Equal Opportunity in Housing) and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d) (Non-discrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1. Project with five or more HOME units will be Affirmatively Marketed, and the agency has written policies and with regard to Affirmative Marketing.
 - b. Age Discrimination Act of 1975 (42 U.S.C 6101-07) and implementing regulations at 24 CFR Part 146, which prohibits discrimination because of age in programs and activities receiving Federal financial assistance.
 - c. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

PART 6 - CERTIFICATIONS AND SIGNATURE PAGE - CONTINUED

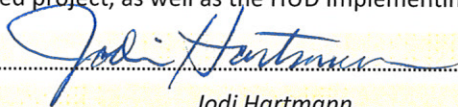
Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Employment Opportunities for Lower Income Persons in Connection with Assisted Projects) and with implementing regulations at 24 CFR 135.

- d. Requirements of Executive Order 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by minority- and women-owned business enterprises.
- e. Requirements of Executive Order 11246 (Equal Opportunity) and the regulations issued under the Order at 41 CFR Chapter 60.
- f. Policies, guidelines, and requirements of 2 CFR Part 200 (Cost Principles Applicable to Grants, Contracts, and Other Agreements with State and Local Governments), A-110 (Grants and Cooperative Agreements with Institutions of Higher Education and Other Nonprofit Organizations), A-122 (Cost Principles Applicable to Grants, Contracts, and Other Agreements with Nonprofit Institutions), and audit requirements described in OMB Circular A-128 implemented at 24 CFR Part 44 and OMB Circular A-133 (Audits of Institutions of Higher Learning and Other Nonprofit Institutions).
- g. Environmental laws and authorities at 24 CFR 58 and requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001-4123). Applicant agree to provide the City with information necessary for GURA staff to complete the environmental review. Applicant will not engage in any choice limiting actions (including acquisition) prior to completion of the environmental review and, as necessary, Release of Funds from HUD. Applicant agrees to carry out any mitigating measures required as a result of the environmental review or select an alternate eligible property.
- h. The applicant will provide a drug-free workplace in accordance with the Drug Free Workplace Act of 19088 and

HUD's implementing regulations at 24 CFR Part 24, Subpart F.

- i. The applicant will comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821, at sec.) and implementing regulations at 24 CFR Part 35.
- j. The applicant will ensure that no person has been or will be displaced from his or her dwelling as a direct result of the project described in this application.
- k. The applicant will ensure that no Federally appropriated funds have been paid, or will be paid by or on behalf of the undersigned, for lobbying the Executive or Legislative Branches of the Federal Government. (Refer to the government-wide common rule governing the restriction on lobbying, published as an interim rule on February 26, 1990 (55 FR 6736) and supplemented by a Notice published June 15, 1990 (55 FR 24540). The interim rule for HUD is codified at 24 CFR Part 87.
- l. The applicant and its principals (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from covered transactions (see 24 CFR 24.110) by any Federal department or agency; (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach explanation behind this page.
- m. The applicant will comply with the requirements of the Davis Bacon Act (40 U.S.C 3141 et seq), as applicable to the proposed project, as well as the HUD implementing regulations at 24 CFR Part 5.

Signature: _____



Date: 17-Oct-23

Printed Name: _____

Jodi Hartmann

Title: _____

Executive Director

Agency: _____

High Plains Housing Development

For project: _____

StarRise at North Weld Village

PENALTY FOR FALSE OR FRAUDULENT 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: _____

High Plains Housing Development

CDBG/HOME Application – 10/17/23

F. Additional Questions/Application Requirements

1. Citizen Participation and Community Involvement

Describe all citizen participation or community involvement that has occurred or is planned to occur involving this project. Include dates of occurrences or upcoming scheduled dates. Applicants are encouraged to involve citizens and the community involvement during the planning process of their project/program.	Date(s)
High Plains sponsored a Community Neighborhood Open House on January 4, 2023 at the Rodarte Center near the StarRise property. Invitations were mailed via USPS including English and Spanish translations to over 100 residential and commercial addresses surrounding the property. The purpose of the Open House was to notify neighbors of the planned project and re-zone application before the City, and to solicit feedback on the project. In attendance were several members of the Development Team as well as High Plains staff and Board members. The event was attended by one neighbor, a representative from Sunrise Community Health Center. High Plains also received two telephone calls regarding the project, prompted by the invitation. One call was from a neighboring commercial business who was very positive about the project and its benefit for revitalization of the north Greeley neighborhood. The other call was from a nearby landlord who had concerns about whether there would be an alteration to the traffic patterns of the existing tenants. We were able to explain the planned entryways to the property and he had no further concerns.	1/4/2023
High Plains will begin conducting Quarterly Periodic Open House Pop-ups (at least 3x/year) throughout the pre-construction and construction phases of the project in order to give community members and neighbors an opportunity to learn more about the project and to give feedback regarding the project. We believe that the 1/4/23 Open House format was both too formal (and intimidating) to draw neighbors to the site, and hope that a more casual, fun pop-up atmosphere will get better reception. We will also be utilizing other culturally appropriate marketing strategies (door to door, community forums, neighborhood groups) to outreach to the community.	1/1/2024 – 8/31/2025

2. Affirmative Marketing (New Revised HOME Program Rule)

Each Applicant must adopt affirmative marketing procedures and requirements for any housing activity funded with HOME dollars. Affirmative marketing differs from general marketing activities because it specifically targets potential beneficiaries who are least likely to apply for the housing, in order to make them aware of available affordable housing opportunities.

More information on Affirmative Marketing can be found in Attachment D, HOME Program Requirements.

Check mark all that applies:	
☐	The Applicant must have an affirmative marketing plan. Is your affirmative marketing plan attached to this application (Exhibit 2-5)?

X	The Applicant acknowledges and agrees that this requirement will be monitored on an annual basis to ensure ongoing compliance of your affirmative marketing plan. Documentation demonstrating compliance will be required.
----------	--

Ethnicity/Race

In addition to the Affirmative Marketing requirement, the HOME and CDBG Programs require that the City report information on the race and ethnicity of all initial beneficiaries at the time the project is closed-out in HUD's Integrated Disbursement and Information System. In order to ensure the City can comply with HUD's requirement, please respond to the questions below as it applies to the project.

Race and Ethnicity	Yes	No
Does your organization understand the requirement that it, or the property management company, ask <u>all clients</u> to disclose their race <u>and</u> whether or not they are of Hispanic ethnicity?	X	
HUD's racial categories are below (and reporting will be by these races only):		
- White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native and White, Asian and White, Black or African American and White, American Indian or Alaska Native and Black or African American, - Other Multi Racial		

If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement:

This information will be obtained during the potential tenants' application for housing. Volunteers of America (VOA), the Lead Services Provider for the project will have the overall responsibility of insuring that demographic information is collected from each tenant during the eligibility/enrollment process. The project will be supported by 58 project-based State Division of Housing vouchers, and North Range Behavioral Health will serve as the voucher administrator. North Range will collect all required initial leasing and demographic information and enter this information in the Homeless Management Information System (HMIS). High Plains will be responsible for monitoring compliance with this data collection.

3. Tenant Selection Policy

Beneficiary Eligibility

Beneficiary Requirements – must be specified in your Tenant Selection Policies and Procedures (Exhibit 2-6)

100% of all HOME funds must assist families with incomes below 80% AMI, and 90% of all rental housing must assist families with incomes below 60% AMI. Based on the information provided in this application, the units may be targeted more deeply (for example, 60%, 50% or 30% AMI).

All HOME assisted household members must be U.S. citizens or resident aliens

§92.253(d) (2) specifies that tenant selection criteria must be reasonably related to program eligibility and the applicant's ability to meet the obligations of the lease. This refers to the applicant's ability to pay rent, to maintain the unit in reasonable condition, and not to interfere with the rights of other tenants.

The tenant selection criteria requires a written waiting list in chronological order of application and written notification to rejected applicants [24 CFR 92.253(d) (5) and (6)].

The HOME program is designed to provide affordable housing to low- and very-low income families and individuals and has specific regulations that (1) require a Tenant Selection Policy and (2) with beneficiary requirements needed within the Tenant Selection Policy. Attach your Tenant Selection Policy, and ensure the following requirements are met within that Policy

Income Levels Targeted

In the table below, note the number of units targeted to each of the noted income levels.

Area Median Income (AMI)	# of Units
≤80% AMI Low-Income	
≤60% AMI Lower-Income	
≤50% AMI Very Low-Income	
≤30% AMI Extremely Low-Income	58
Other. Explain:	

Describe your agency's experience with using Section 8 (Part 5) in determining tenant income eligibility.

High Plains will enter into an agreement with North Range Behavioral Health to perform all leasing eligibility and income verification for the administration of the project-based vouchers that will be provided to the project by the Colorado Division of Housing. Sherry Meyer, Program Director for Recovery Support Programs will be the voucher administrator. North Range Behavioral Health, currently collaborates with the State of Colorado Division of Housing, to administer a Housing Choice (Section 8) Voucher program for multiple entities in Greeley, including North Range' own programs. As such, North Range Behavioral Health is familiar with the use of Section 8 (part 5) in determining tenant income eligibility.

4. Relocation Requirements

If there are occupied structures on the property and the tenants will be relocated (even temporarily), a Relocation Plan is required. If awarded, copies of all documentation related to relocation will be required in order for the City to monitor compliance with relocation requirements.

Relocation Information	Yes	No
Does the project require relocation of current tenants?	X	
If YES, does the applicant have a relocation plan?	X	
If YES, attach the relocation plan		

5. Section 3 Compliance

Section 3 compliance is required for all projects receiving HOME assistance. Additional information is provided in Attachment D Summary of Home Program Requirements.

Please check mark all that apply:	Yes	No	N/A
I have read the City of Greeley's Section 3 Plan:	X		
The Applicant agrees to adopt the City's Section 3 Plan to ensure compliance with all regulations	X		
The Applicant has reviewed Title 24 CFR Part 135, the full regulation for Section 3	X		
The Applicant is prepared to fully comply with Section 3 requirements	X		
The Applicant does/will have a Section 3 Compliance Officer on staff. Name of Officer:		X	
The Applicant will hire a consultant to be our Section 3 Compliance Officer Name of Consultant/firm: KCI Construction, General Contractor for Project	X		

6. Labor and Davis Bacon Compliance

Compliance with the prevailing wage requirements ("Davis Bacon") may be required for HOME assisted projects. Please refer to Attachment D Summary of HOME Program Requirements for additional information.

Davis Bacon Applicability

Please check mark all that apply:	Yes	No	# of HOME Units
This project has less than 12 HOME assisted units; therefore, Davis Bacon Compliance Requirements are not applicable.			
This project has 12 or more HOME assisted units; therefore, Davis Bacon Compliance Requirements are applicable.	X		14
If Davis Bacon applies to the project, the Applicant has accounted for these costs in the development budget.	X		

Certification of Labor Compliance Requirements

Please check mark all that apply:	Yes	No	N/A

The Applicant previously completed a Davis Bacon covered project in the past.	X		
The Applicant is prepared to fully comply with Davis-Bacon requirements.	X		

7. Environmental Review

All proposed affordable housing projects that intend to utilize the City's HUD funds (HOME and/or CDBG) must receive National Environmental Protection Act (NEPA) clearance. Applicants should be aware that HUD funds may not be used to fund projects that cannot receive NEPA clearance.

The required NEPA Environmental Review (ER) must be completed once the project becomes "federalized" (submittal of application for any of the City's affordable housing program funds) and prior to the execution of the HOME and/or CDBG Agreement. If the ER is not completed within the specified timeframe, the HOME funding award will be withdrawn.

Projects receiving any of the City's HOME and/or CDBG funds that comprise a component of a larger project, such as site acquisition or predevelopment/design costs for a housing development, shall complete the ER process required for the completed larger project. For example, if the project requesting assistance is new construction, but the HOME and/or CDBG funds are used only for the acquisition of vacant land, the environmental review must be based on new construction of housing, as well as the acquisition of the land.

The ER process is the responsibility of the Applicant and must be completed by a qualified contractor; however, the City, as the Responsible Entity, will provide oversight, mentoring and must ultimately agree with the final ER before it is submitted to HUD. When the environmental clearance work for NEPA is defined as categorically excluded not subject to 24 CFR §58.5 or exempt, the ER may be performed by Applicant staff (in lieu of a consultant).

The Applicant must pay for the cost of all work related to the ER, including the costs of hiring consultants to prepare the ER and any costs related to project mitigation determined as necessary during the review. The City may consider reimbursement of all NEPA-required work with its Affordable Housing Program funding, if it is included in the proposed project budget and the project is awarded funds. Prior to Project Completion, the applicant must provide the City with documentation verifying that all mitigation measures were undertaken and completed as described in the ER.

The Applicant for the City's Affordable Housing Program funds (HOME and/or CDBG) must provide the information in the following "Preliminary Environmental Review" to assist the City in determining the level of ER that is required and what has been accomplished to date. The information can be provided below or in a completed environmental review.

An appropriate response is to note the Exhibit number that has the requested information or to note that the environmental is underway and who is conducting the review (for example, DOLA, the Division of Housing, or the company conducting the review).

Project Information

Project Name	North Weld Village
Assessor's Parcel Number of Project Site. Please provide a Legal Description (Exhibit 4-1) and location map (Exhibit 4-2).	Parcel No. 096105240001

Project Name	North Weld Village
Parcel Size	~6.5 acres
Has this project already received NEPA environmental clearance? If yes, attach a copy of the Environmental Review as Exhibit 4-3. If no, provide an estimated timeline to complete the review below.	☐ Yes ☒ No Date completed _____
For projects that do not have a NEPA environmental clearance, provide an estimated timeline to complete the environmental review.	
Late 2023 / Early 2024	

Historic Preservation

Note the year that <u>each</u> of the existing structure(s) on the parcel was constructed. Please include buildings to be rehabilitated, converted and/or demolished as part of the project.	1A – 1907 1B – 1908 1C – 1978 1D - 1949
Are any of the structures designated or eligible for listing on the National Register of Historic Places?	☒ Yes ☐ No ☐ Unknown 1A, 1B, and 1D qualify as contributing resources to the Kuner-Epsom Company Historic District
Please indicate how existing structures are currently used (i.e., real estate office, residential apartment, etc.).	Building 1A, 1B, and 1C are occupied by commercial tenants. Tenants in 1B and 1C will be relocating prior to demolition and construction. Applicant has a Relocation Consultant to provide guidance on URA relocation requirements. Building 1D is vacant.
Are any of the structures considered of local historic significance? If yes, cite the source.	☒ Yes ☐ No ☐ Unknown High Plains has consulted with Betsy Kellums, Greeley's Historic Preservation officer and she has stated that the project would be eligible to apply for local historic designation status.
If any of the structures have been remodeled, please note when the remodeling occurred, and which portions of the building were impacted.	1A – Addition to the south and west, 1978 1B – 2 nd Story and part of main building removed some time prior to 1964. Exact date unknown. A major addition to the building was added in 1982.

Local Land Use Review

What is the General Plan designation and zoning for this parcel? (Contact the local Planning Department)	Mixed-Use, High Intensity (MU-HI)
Is the project's proposed land use consistent with the zoning designation?	☒ Yes ☐ No If no, please explain:
Please list the local permits required to approve the proposed project (e.g. site approval/conditional use permit, planned development permit, etc.).	1. Minor Subdivision (aka re-Plat). This is in process and happening simultaneously with item 2 below. 2. Site Plan Approval. This is the Planning Department approval of the Project and ultimately includes all Site improvements (water, sewer, gas, electricity, and general site infrastructure), as well as approved Landscape plans. This will constitute the Construction Documents for everything not part of elements that are directly part of the Buildings themselves, which are governed by IBC (Building Department). Once this has been deemed to be far enough along, the City will allow the submittal of the Building Permit Documents. Items 1 and 2 are in process and likely will be finalized by the end of February 2024. 3. A 3rd review, the Engineering Development review is occurring simultaneously with the Site Plan Approval and Minor Subdivision with the same review process as described in #2 above. 4. The final submittal is to the Building Department for the Permit to construct the Buildings. We are targeting late November to submit for Building permit. We are assuming about 4-6 months for this process, after which construction may begin. We are shooting for Permit Approval by March 2024. We will only be able to submit for the Building Permit in November if we are given the green light by the Planning Department that our Site Plan approval is moving along enough to submit for the building permit. If we are not allowed to submit in November, then the building permit will be received later than March 2024.

	5. At some point during all of these processes, and running concurrently, a Demolition Permit will need to be pulled. The team is planning on submitting for this in February and do not anticipate it taking more than a few weeks. The demolition permit is being handled by KCI Construction.
Have the listed permit applications been initiated? Please note the status of any required permit applications.	Yes. See above

Environmental Compliance Checklist

Please describe the project site, the existing or proposed structures, and the existing land use. Submit one or more photos of the existing site as Exhibit 4-4.	The project includes the development of approximately 6.5 acres of a formerly light industrial property located at 123 9th Avenue in Greeley, Weld County, Colorado. The site is currently improved with four buildings/warehouses as follows: • Building 1 – Tenant-occupied. Beverage recycling product storage and recycling activities • Building 2 – Tenant-occupied. Beverage recycling product storage; Oilfield equipment maintenance shop, miscellaneous oilfield equipment storage, beverage recycling storage, and farm equipment maintenance & storage. • Building 3 – Tenant-occupied. Oilfield equipment and material storage • Building 4 – Vacant
Has a Phase I Site Assessment Report been completed for this project? If yes, please include a copy as Exhibit 4-5.	<u> X </u> Yes <u> </u> No
Has an Archaeological Phase I Survey been completed for this site? If yes, please include as Exhibit 4-6.	<u> X </u> Yes <u> </u> No
Is the Project located near areas where flammable, explosive, or toxic chemicals are stored or transported? If so, describe.	One 10,000-gallon AST was identified within 1 mile of the site. Using the HUD ASD Calculator, the following ASDs were calculated: • Blast Over Pressure – 469 feet • Thermal Radiation for People – 722 feet • Thermal Radiation for Buildings – 146 feet The proposed project site is located approximately 4,530 feet from the AST.

Please note the land uses surrounding the proposed project site. Please include photos of surrounding properties as Exhibit 4-7. Extensive photos of the neighborhood are Included in the attached <u>Historic Resources Survey Report</u>.	North – Rodarte Park; Clayton R East – Multi and single-family residences and auto repair services South – ET&T Electric, commercial development, and vacant land West – Single-family residences
Is the project site within line-of-sight of an arterial roadway or railway? List the name of the road/railroad and the distance to the nearest proposed structure(s) on the site.	Yes, Great Western Railway adjoining to the south of the project site. The railroad is approximately 375 feet south from the nearest building on the project site proposed for residential use.
Has a Noise Study been performed? If so, please attach a copy as Exhibit 4-8. Will this project create noise sensitive uses? For instance, is this a new residential project that will house families? If so, have noise attenuation measures been incorporated into the proposed project?	Yes, a Noise Study using the HUD DNL Calculator has been prepared. Yes, the proposed project includes residential use and occupancy. Per the results of the Noise Study, noise attenuation measures will not be required.
Is the project site located on existing or previously cultivated farmland?	No, per the earliest historical document (Sanborn map – 1909)

Is the project site in either a 100-year or 500-year floodplain? If so, please describe. (Contact the local Public Works Department for the site's flood zone designation)	The site is located in the 100-year floodplain per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), Panel 08123C1537E dated January 20, 2016. Therefore, the 8 Step process was conducted. However, the following mitigation actions are currently underway: (1) Revision of a new Risk Map to reduce the Base Flood Elevation (BFE) by 1.5 feet to 2 feet across the project site. A Letter of Final Determination (LFD) was issued on May 30, 2023. Following a 6-month revision period for new FIRM maps to be completed, a newly updated FIRM map will be effective on November 30, 2023 and (2) Pursuit of a Letter of Map Revision (LOMR) from FEMA has been initiated. The LOMR would effectively remove the entire project area from the 100-year floodplain. The LOMR cannot be released for public review until the revised FIRM map is officially published (November 30, 2023). Once released, the public review period is 45-60 business days after which the LOMR can be adopted. In the event the LOMR fails to be adopted, the updated FIRM with the reduced BFE will still be applicable. Though still located in the 100-year floodplain, the proposed project will be designed to take the updated BFE into account and proof of flood insurance would be provided. Construction of the initial phase of the proposed project may take place prior to the issuance of the completed LOMR. As such, construction of the initial phase will be completed to the standards and requirements as dictated by the BFE established under the updated FIRM.
Is the project located in or near a wetlands area?	No, per USFWS National Wetland Inventory Map
Approximately how far is the project site from the nearest airport?	Greeley-Weld County Airport– 2.8 miles

Additional Questions for Rehabilitation of Existing Structures

Describe any demolition, rehabilitation or conversion activities in detail. Will the existing structure(s) be demolished or expanded? Will rehabilitation impact any external elements of the building(s)? To what extent will demolition of existing building structures or elements play a role in the rehabilitation?
--

The project will involve the destruction of all metal buildings surrounding Building 1B, the original brick building located on the northeast section of the property. These metal building were added on to the existing buildings on the property in order to increase the previous owner's produce storage space. There are no plumbing or water amenities in either the metal buildings or the brick building. Building 1B is a 5,000 sq.ft. brick warehouse building with minimal interior structure, only a concrete floor, brick walls, and timber supported ceilings. There are existing windows that will be utilized for the remodeled building, and one exterior door that will be converted to a window. Access to the space will involve creating new entry-ways from the north into this space (see Architect's renderings). This building will be refurbished into office space and community space for providing supportive services to tenants living in the new construction units attached to this building. Access to this building will be through a lobby area in the new construction portion of the project.

Lead Abatement: required for all projects proposing New Construction or Rehabilitation or Demolition of any Structures. Please check the appropriate box below.

☐ New Construction and/or Reconstruction– vacant site. If available, the Applicant is required to submit a Phase I Environmental Site Assessment as Exhibit 4-5. A Phase I will be required prior to Commitment of Funds. If environmental conditions are identified (including but not limited to lead in the soil), further reporting and remediation may be required.

☒ New Construction or rehabilitation/conversion proposing demolition of existing structures. If available, the Applicant is required to submit a Lead Survey Report as Exhibit 4-9. A Lead Survey Report will be required prior to commitment of funds. All lead identified in the report that will be disturbed as part of the work must be remediated by a licensed contractor per the recommendations of the Lead Survey Report. Additionally, a 3rd party contractor must monitor the abatement and provide a Clearance Report at the end of the abatement certifying that the lead was abated per the recommendations in the Lead Survey Report.

☐ Rehabilitation of existing structures and/or conversion. If available, the Applicant is required to submit a Lead Survey Report in Exhibit 4-9. A Lead Survey Report will be required prior to commitment of funds. All lead identified in the report that will be disturbed as part of the work must be remediated by a licensed contractor per the recommendations of the Lead Survey Report. Additionally, a 3rd party contractor must monitor the abatement and provide a Clearance Report at the end of the abatement certifying that the lead was abated per the recommendations in the Lead Survey Report.

If the project includes acquisition of existing structures, demolition of existing structures and/or rehabilitation/conversion of existing structures:

Has an Asbestos Containing Materials (ACM) Report been prepared? ☒ Yes ☐ No ☐ N/A

Has a Mold Survey Report been prepared? ☒ Yes ☐ No ☐ N/A

Please include the ACM Report as Exhibit 4-10 and the Mold Survey as Exhibit 4-11. If the reports have not been prepared yet, please indicate when they will be available: _____

G. Affordable Housing Program Application Checklist

A complete application and all items listed below are required (unless otherwise noted). If an item is N/A or a required item is not included, provide a detailed explanation justifying the response. Every item must be marked "Included", "Not Included" with an explanation or "N/A" with an explanation.

Exhibit #	Included	Not Included - provide explanation/ estimated date of submittal	N/A – provide explanation	Application Information/Documentation
No Exhibit #	X			Affordable Housing Program application with original signature – Hard copy by mail
No Exhibit #	X			Electronic Copy Application in Excel format via email provided and all Exhibits listed below provided (may take more than one attachment)
1	X			Organization experience and capacity narrative
2	X			Organization By-Laws
3	X			Articles of Incorporation
4	X			Non-Profit Determination Letter from the Federal Internal Revenue Service
5	X			List of Board of Directors and affiliations
6	X			Evidence of Insurance –current insurance coverage
7	X			Bios/resume(s) of the lead staff members responsible for the applicant and project
8	X			Organizational Chart of Developer AND of Ownership & Organizational Documents of partners available at time of application (two charts)
9	X			Most recent audit (or if not available, financial statement and provide audit when available)
10	X			Developer operating budget
11	X			Signatory documentation indicating authority to apply for/receive grants and sign for organization

Exhibit #		Not Included - provide explanation/ estimated date of submittal	N/A – provide explanation	Application Information/Documentation
No Exhibit #	X			Project Team (if not supplying as part of Part 3 to the Application, including contracts to-date (for example, architect, general contractor, construction/permanent lender, property management, relocation consultant, market analyst, service provider(s), green consultant, etc.) Documents are in separate folder in Google Drive link
12	X			Site control documents
13	X			Detailed implementation schedule
14	X			Detailed project description
15	X			Architectural Plans, including site plans, elevations and floorplans (Rental Housing Project and Homeowner Activity only); City approvals, etc.
16	X			Assessor records of site
17	X			Market Study/Analysis
18	X			Project budgets and proformas
19	X			Firm financial commitment letters
20	X			Affirmative Marketing Plan
21	X			Tenant Selection Policies and Procedures, if available
22	X			Relocation Plan
23			X	Other: <i>please specify</i>
24			X	Other: <i>please specify</i>
25			X	Other: <i>please specify</i>
26			X	Other: <i>please specify</i>
27				Utility Allowance Schedule and explanation of how utility allowances were determined (Rental Housing Project only)
28	X			Documentation of Site and Neighborhood Standards (Rental Housing Project New Construction and Homeowner Activity New Construction only) Submitting the Site Plan, Engineering Plan & Minor Subdivision Plan

Exhibit #		Not Included - provide explanation/ estimated date of submittal	N/A – provide explanation	Application Information/Documentation
29			N/A	Replacement Reserve Analysis (preferably part of a larger Capital Needs Assessment) showing the project's needs during the full period of affordability (Rental Housing Project proposing Rehabilitation or Conversion only)
				Other: <i>please specify</i>

Preliminary Environmental Review (all projects/programs except Down Payment Assistance)				
NA		See assessor report		Legal Description
30	X			Project Location Map
31	X			Previously Completed Environmental Review(s) Summary of NEPA Progress to Date submitted
32	X			Photo(s) of Existing Site
33	X			Phase I Environmental Site Assessment (New Construction and Reconstruction)
34	X			Archaeological Phase I Survey
35	X			Photo(s) of Surrounding Properties/Land Uses
36		Included in Exhibit 31 above		Noise Study
37	X			Lead Survey Report (acquisition, conversion, acquisition rehabilitation or projects including demo)
38	X			Asbestos Containing Materials Report (acquisition, conversion, acquisition rehabilitation or projects including demo)
39	X			Mold Report (acquisition, conversion, acquisition rehabilitation)
				Other: <i>please specify</i>
				Other: <i>please specify</i>
				Other: <i>please specify</i>
				Other: <i>please specify</i>

H. Agency Certification

The following certification must be completed and signed by an authorized agency representative to be further considered for HUD program funding.

Agency Certification

The undersigned agency hereby certifies as follows:

- a. The information contained in the Affordable Housing Program Application, all Exhibits and Checklist is complete and accurate;
- b. The agency has the staffing capacity and experience to comply with all HOME and CDBG Program requirements, whether directly referenced in this application or not;
- c. The agency agrees to comply with all federal and City policies and requirements applicable to the HOME and CDBG program;
- d. The federal assistance made available through the HOME program funding will not be utilized to substantially reduce prior levels of local financial support for community development activities; and,
- e. If HOME funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.

High Plains Housing Development

(Name of Agency)

Jodi Hartmann

(Typed Name of Agency Official)

Executive Director

(Title of Agency Official)



(Agency Official Signature)

10/17/23

(Date of Signature)

(970) 405-6072

(Telephone Number of Agency Official)

hphousingdev@gmail.com

(Email address of Agency Official)