



# City of Aurora, Colorado

## 2018 Action Plan – Year 4 of 2015-2019 Consolidated Plan

Prepared by:  
Neighborhood Services Department  
Community Development Division

**May 3, 2018**



## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

This section provides a brief summary of the topics covered in the City of Aurora's 2018 Annual Action Plan (AAP). The Annual Action Plan details how the annual allocation of federal dollars provided to the City of Aurora will be used to address the priority needs identified within the city's current Consolidated Plan.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City's goals which will determine the allocation of funding and priorities during the fourth year (2018) of the 2015-2019 Consolidated Planning period include the following:

##### Provide Safe, Decent, Affordable Housing

- Priority 1.1: Maintain and improve the existing supply of affordable housing to meet the needs of low and moderate income residents
- Priority 1.2: Increase access to affordable housing options
- Priority 1.3: Prevent Homelessness

##### Provide a suitable living environment

- Priority 2.1: Improve or Enhance Public Infrastructure and Community Resources
- Priority 2.2: Strengthen delivery and coordination of human services.
- Priority 2.3: Support Community Outreach Programs

##### Provide expanded economic opportunities

- Priority 3.1: Support Programming that Improves Local Business Districts
- Priority 3.2: Enhance the economic vitality of the community through the support of the resident workforce.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City's past programs have focused on community needs that continue to exist, including aging housing and infrastructure, neighborhood revitalization of Original Aurora, and homeownership assistance. The programs the City has used to address these needs have been well received by residents and neighborhood organizations. The City's programs are being expanded during the 2015-2019 period to address the growing needs of severely cost burdened, low-income renter households (i.e. renters that are living near or below the poverty line that are paying more than half of their income on housing, considered "At-Risk"), and address the temporary and permanent supportive housing needs of the City's homeless population.

The City of Aurora continues to perform at a high level to address the community's needs. During the 2017 program year, through August, the following accomplishments had been realized:

- Rehabilitated 50 residential homes
- Assisted 12 first-time homebuyers
- Provided Foreclosure, Homebuyer and Reverse Mortgage Counseling services to 386 families
- Assisted 8 families through the Home Of Our Own Program (homeless families moved into permanent housing)
- Completed the renovation of one commercial storefront and two additional underway
- Completed the construction/paving of four alleys
- Completed phase one of the Colfax Arts District Pedestrian and Street Lighting Program

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

A Public Notice in English/Spanish was published in the Aurora Sentinel, on the City's website, and at six community locations. The Public Notice was for the Citizens Advisory Committee on Housing and Community Development's (CHD's) two Public Hearings on July 11, 2017 and July 18, 2017. The two public hearings were to present the City's funding proposals for 2018 CDBG, HOME, and ESG programs. The Public Notice stated that the public was invited to attend the meetings and that citizens

would be provided with an opportunity to speak on housing and community development issues and priorities.

There were no attendees at the July 11, 2017 or July 18, 2017 Public Hearing for CHD deliberations and voting.

The Public Notice inviting the public to comment on the Draft 2018 Annual Action Plan from October 13, 2017 to November 13, 2017 followed the same procedures as the public hearing described above.

The 2018 CDBG, HOME, and ESG budget for Community Development (CD) was presented at the City Council Boards and Commissions meeting on September 19, 2017. The City Manager presented the entire City Budget, including the 2018 CD budget, to the City Council at a Study Session on September 18, 2017 and then again to the City Council at their September 30, 2017 Fall Workshop. The final budget was read on October 9, 2017 and adopted on October 30, 2017 at City Council Public Hearings.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The 30 day public comment period began on October 13, 2017 and ran through November 13, 2017. No public comments were received.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

No public comments or views were received during the process.

## **7. Summary**

The following market conditions have influenced all of the housing and community development priorities as discussed throughout the fourth year (2018) of the 2015-2019 Consolidated Plan:

- Historically low rental vacancy rates, in North Aurora (Adams County) 2.8% vacancy rates in the 1st quarter of 2017, with average rents being \$1,521.78. In North Aurora (Arapahoe County) 5.2% vacancy rates in the first quarter of 2017, with average rents being \$1,119.48.
- The average rent in North Aurora (Adams County) is higher than Commerce City, Brighton, Northglenn, Thornton, Westminster and the Average for all of Adams County
- The average rent in North Aurora-Central Northwest (Arapahoe County) is the lowest in all of Arapahoe County.
- Aurora North (Adams County) – rent decreased in the 2017 Qtr 1 from the year 2016: from 1693.64 to 1521.78.

- Aurora-Central Northwest (Arapahoe County)- rent decreased in the 2017 Qtr 1 from the year 2016: from 1125.63 to 1119.48
- In Adams County North Aurora – there were more vacancies and rent decreased. In Arapahoe County Central NW Aurora – there were fewer vacancies and rent decreased.
- Number of persons experiencing homelessness was 459 persons counted in 2017 Point In Time (PIT). Number of unduplicated students experiencing homelessness was 1,744 students counted at Aurora Public Schools in 2016-17 school year;
- In 2017 the AHA was in shortfall (HUD term meaning that they know or anticipate that budget is not adequate to cover costs of housing assistance.) HUD reserves funds for such situations so housing is not endangered. HUD raised FMR's by 20% in one year and raised budget on average by 3%.
- Gap of 11,899 of rental units affordable to 0-30% AMI; (2008-12 American Community Survey data [ACS] - from 2015-2019 Consolidated Plan).
- Cumulative gap of 8,009 units affordable to 0-50% AMI; (2008-12 ACS).
- 8,255 severely cost burdened renter households at 0-30% AMI, and another 830 cost burdened – totaling 9,085 renter households. Highest for families, disabled; (2008-12 ACS).
- Another 7,565 renter households at 30-50% AMI were severely cost burdened or cost burdened (2008-12 ACS) In 2014, across the front range, 371,000 working Coloradoans paid more than 30% of their pre-tax income to rent and utility bills....released by a national renters advocacy campaign--27% increase from 2005 of workers considered to be rent-burdened. Of those more than 2/3 worked at least 35 hours a week.
- And while median apartment rents increased 10 percent year over year in the first quarter of 2016, according to the Apartment Association of Metro Denver, wages haven't experienced nearly the same growth.
- Overcrowding and substandard conditions experienced by renters in 0-30% AMI;
- Rising home values and sales prices, making it difficult for renters to move to homeownership; and while there has been some loosening of rental unit's availability, the rental units are still very high. The City's programs will continue to expand in 2018 to address the growing needs of severely cost burdened, low-income renter households (i.e. renters that are living near or below the poverty line, considered "At-Risk"), and address the temporary and permanent supportive housing needs of the City's homeless population.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	AURORA	Community Development Division (CD)
HOME Administrator	AURORA	Community Development Division (CD)
ESG Administrator	AURORA	Community Development Division (CD)

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The Community Development Block Grant (CDBG), Home Investment Partnerships program (HOME) and Emergency Solutions Grant (ESG) are all administered by the City of Aurora’s Community Development Division (CD) within the Neighborhood Services Department.

**Consolidated Plan Public Contact Information**

Chris Davis

cdavis@auroragov.org or 303-739-7938.

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

City staff provides two major in-house housing programs: rehabilitation and homeownership assistance. The City partners with the Housing Authority of the City of Aurora (AHA), as well as non-profit agencies, to address the following needs: rental housing and homeless needs.

Staff from the Community Development Division participates in many committees and partnerships, which are comprised in part of representatives from public and private housing, health, and social service agencies:

- Ability Connection Colorado - Creative Options for Early Childhood Education
- Adams County Community Development
- Arapahoe County Community Resources
- Arapahoe County Human Services
- Arapahoe/Douglas Works!
- Arapahoe House
- Asian Pacific Development Center
- Aurora Chamber of Commerce
- Aurora Housing Authority (AHA)
- Aurora Interfaith Community Services (AICS)
- Aurora Mental Health Center (AUMHC)
- Aurora Public Schools (APS)
- Aurora Warms the Night (AWtN)
- Colfax Community Network (CCN)
- Comitis Crisis Center/Mile High Behavioral Healthcare (Comitis)
- Community Housing Partners (CHP - legal name Aurora Housing Corporation)

- Metro Community Provider Network (MCPN)
- Gateway Battered Women's Shelter (GBWS)
- Aurora Cultural Arts District (ACAD)
- Archway Housing & Services Inc.
- Brother's Redevelopment Inc. (BRI)
- Downtown Aurora Visual Arts (DAVA)
- University of Colorado Denver-Anschutz Medical Campus
- Restoration Outreach Programs
- Family Promise of Greater Denver
- Community Re-Entry Place Inside/Out
- InnovAge Greater Colorado PACE program
- The ARC of Aurora

All of the agencies listed above were consulted through an email notice from the Aurora Action Coalition for Community Services (AACCS) for the 30-day comment period. A Staff member from Aurora Mental Health Center (AUMHC) is President of the group, which is a group that meets monthly about community needs. The group maintains an email distribution list of over 100 members.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City will continue to identify and pursue opportunities to strengthen communication and coordination between housing and human service providers. The City of Aurora participates in the Aurora @ Home Collaborative. The Collaborative is a ten year plan to address homelessness. Many of the partners listed above participate with the group.

The Aurora @ Home Program began in 2013 and continues to address the needs of all homeless and at-risk populations, with a tiered level of funding to continue to prioritize families with children while pursuing new initiatives to address all populations.



**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Aurora, and its collaborative partners in Aurora @ Home are active partners with Metro Denver Homeless Initiative (MDHI), the HUD designated Continuum of Care (CoC) for the region. The CoC assesses the ongoing needs of the metro homeless population and responds with new or expanded services and programs as resources are available. The City's new Homelessness Programs Director serves on the MDHI Governing Board and the Point-in-Time (PIT) Homeless Survey Committee, and one CD staff member serves on the Homeless Information Management System (HMIS) committee.

MDHI is also participating in HUD's "25 Cities" Initiative to identify through a Vulnerability Index (VI) tool the most vulnerable persons to connect with vouchers and to house. The 25 Cities Initiative is helping to guide the development of a Coordinated Assessment and Housing Placement System (CAHPS). In 2016, the Cities of Denver and Aurora, MDHI, and the Metro Mayors Caucus (MMC) were awarded an IBM Smarter Cities Technology grant to have their HMIS and CAHPS computer systems assessed by experts.

The City is also expanding its role within MMC: the Mayor of Aurora serves on the Homeless and Hunger committee, and city staff actively participates and coordinates research for the committee. The City of Aurora contributed \$10,000 towards the MDHI/MMC Landlord Recruitment campaign led by Brothers Redevelopment, to establish a liability and incentive fund for landlords to rent to participants in 25 Cities. Aurora Mental Health-PATH has been able to house Aurora homeless residents at a higher rate than ever before in regionally funded programs.

The City hired its first Homelessness Programs Director in August of 2016 who will coordinate efforts to address the needs of homeless persons and persons at risk of homelessness on a full-time basis.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Aurora coordinates with MDHI to prioritize ESG objectives which are currently 1) Rapid Re-Housing/Homeless Prevention and 2) Essential Shelter Services/Operations. For 2018, an RFP was extended to determine which agencies will be funded. The City will continue to annually evaluate efficiencies and take into account standardized performance standards and outcomes.

The City of Aurora, MDHI, and all homeless service providers are developing a coordinated assessment system to capture data on all clients accessing services. Eventually, it is anticipated that MDHI will develop a metro wide centralized and coordinated assessment system that can allow agencies entering information into the HMIS system to share files (not personal data) when agreed upon to enhance

service for households served in the community and allow clients to access housing opportunities through this system. Homeless Management Information System (HMIS) is currently being used community-wide and support includes: provision of individual user licenses, technical assistance and training related to HMIS system.

MDHI is piloting a rapid entry computer system which will provide clients with swipe cards so that their individual data does not have to be continuously re-entered. Four shelters in the metro Denver area are part of this pilot program, including the Comitis Crisis Center in Aurora.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**See Table 2 below:**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Aurora Action Coalition of Community Services
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - County Other government - Local Regional organization Planning organization Business and Civic Leaders

<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Please see below for complete description of agency consultation process.

**Identify any Agency Types not consulted and provide rationale for not consulting**

There were no agency types that were specifically excluded from the consultation process.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Metro Denver Homeless Initiative (MDHI)	Point-in-Time (PIT) data informed Homeless analyses and strategies. The COC monitors and works with Aurora in aligning Aurora's ESG goals with theirs.

**Table 3 – Other local / regional / federal planning efforts**

### **Narrative (optional)**

The Aurora Action Coalition of Community Services (AACCS) maintains an email distribution list of over 100 email addresses of non-profit agencies, groups and organizations, including staff and volunteers, as well as other interested parties and citizens. The Public Notice (English and Spanish) for inviting the public to comment on the Draft 2018 Annual Action Plan was sent to the AACCS email distribution list when the draft was posted for the 30 day comment period on October 13, 2017.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Public Notices for the two Public Hearings on July 11 and 18, 2017, were advertised in both English and Spanish in the Aurora Sentinel and on the city's website. Additionally, one large email list was notified, as previously described, the Aurora Action Coalition for Community Services (AACCS) list of 100+ community agencies.

There were no residents at the July 11, 2017 CHD meeting, and no residents at the July 18, 2017 CHD meeting. No formal comments were presented.

The Public Notice inviting the public to comment on the Draft 2018 Annual Action Plan was publicized and sent to the AACCS email distribution list when the draft was posted for the 30 day comment period on October 13, 2017.

The 2018 CDBG, HOME, and ESG budget for Community Development (CD) was presented at the City Council Boards and Commissions meeting on September 19, 2017. The City Manager presented the entire City Budget, including the 2018 CD budget, to the City Council at a Study Session on September 18, 2017 and then again to the City Council at their September 30, 2017 Fall Workshop. The final budget was read on October 9, 2017 and adopted on October 30, 2017 at City Council Public Hearings.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities  Non-English Speaking - Specify other language: Spanish  Persons with disabilities  Non-targeted/broad community  Residents of Public and Assisted Housing	No attendees at the July 11 or July 18, 2017 Public Hearing. No attendees at the October 9 or October 30 City Council Public Hearings.	0	0	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Internet Outreach	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Internet outreach included posting a notice for the 2 public hearings and the 30 day comment period on the city website and distributing to agencies via an email list.</p>	0	0	<p><a href="https://www.auroragov.org/residents/community_development">https://www.auroragov.org/residents/community_development</a></p>



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	English/Spanish Public Notices in the newspaper for 2 public hearings and 30 day comment period.	0	0	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Email to	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Email distribution of English/Spanish Public Notice for the 30-day comment period to Aurora Action Coalition of Community Services (AACCS).	0	0	

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City of Aurora expects to receive level funding for the 2018 program year. Actual allocations from HUD will not likely be received until sometime in 2018. Once notice of 2018 allocations are received, budgets will be adjusted. Federal allocations are determined by a formula partially based on population, number of people living in poverty, and age of housing/overcrowded housing units. The percentage of increase/decrease for Aurora often varies. Funding for 2018 is planned to be allocated as follows for CDBG, HOME, and ESG:

- \$2,904,239 in CDBG
- \$1,238,811 in HOME
- \$241,052 in ESG

We estimate Program Income (PI) and Carry-forward (Prior Year Resources) as follows:

#### CDBG

- \$70,000 program income
- \$70,000 carryover

#### HOME

- \$600,000 program income
- \$400,000 carry over
- \$278,733 match

Total estimated funding available is \$5,802,835.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,904,239	70,000	70,000	3,044,239	3,044,239	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,238,811	600,000	400,000	2,238,811	2,238,811	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	241,052	0	0	241,052	241,052	

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The city continually seeks other public and private resources to address the many needs of its residents. This section describes leveraged resources anticipated for 2018.

HOME Match - HUD requires a local cash match of the HOME allocation of 22.5% (total grant less admin). These funds are provided by the city General Fund. In 2018, \$278,733 is the required match. The resource is not included above in Table 5. The matching funds are used specifically for HOME eligible activities.

ESG Match - HUD requires a local cash match of the ESG of 100%, currently at \$241,052 for 2018. Agencies funded in 2018 are required to provide the required match. In most circumstances, the agencies receive their match dollars from funding provided to them by other city general funds.

In addition, the City of Aurora is providing \$3,357,113 for homelessness services.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The following are publicly owned lands or property located within the jurisdiction that may be used to address the needs identified:

1. Aurora Housing Authority (AHA) owned: 30th & Peoria - Peoria Crossing, Vacant, near I-70 light rail - 5.0 ac. Proposal for the first phase of 75-80 units. The project is expected to begin construction during the 2018 program year.
2. Regatta Plaza - the master redevelopment of the Regatta Plaza shopping center plans for a mixed-use development with mixed-income housing. The property is located near the Nine Mile light-rail station, bounded by I-225, Parker Road and Peoria Street.

**Discussion**

As noted above, the city provided \$3,357,113 in general fund money for homelessness services. The funding will be allocated to specific activities along with funds provided by Nexus dollars.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	CDBG Administration	2015	2019	Administration	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	CODE ENFORCEMENT ECONOMIC OPPORTUNITIES HOMELESS HOMEOWNERSHIP INFRASTRUCTURE PUBLIC SERVICES AND FACILITIES RECREATIONAL AND CULTURAL FACILITIES/PROGRAMS RENTAL HOUSING (APARTMENTS, ETC.) SENIORS AND/OR DISABLED SINGLE FAMILY HOUSING REHABILITATION URBAN RENEWAL	CDBG: \$594,847	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Voucher Program - Aurora Warms the Night - CDBG	2015	2019	Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS	CDBG: \$25,000	Homeless Person Overnight Shelter: 280 Persons Assisted
3	Aurora@Home-Rapid Rehousing/Homeless Prevention	2015	2019	Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS	CDBG: \$22,000 HOME: \$50,000 ESG: \$78,342	Tenant-based rental assistance / Rapid Rehousing: 16 Households Assisted
4	Comitis Crisis Center - CDBG and ESG	2015	2019	Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS	ESG: \$72,316	Homeless Person Overnight Shelter: 2000 Persons Assisted
5	Gateway Battered Women's Services - ESG	2015	2019	Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS	ESG: \$72,316	Homeless Person Overnight Shelter: 430 Persons Assisted
6	ESG Administration	2015	2019	Administration	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS	ESG: \$18,078	Other: 1 Other



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Housing Counseling - HOAP Program - CDBG	2015	2019	Affordable Housing	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMEOWNERSHIP RENTAL HOUSING (APARTMENTS, ETC.)	CDBG: \$275,000	Public service activities for Low/Moderate Income Housing Benefit: 600 Households Assisted
8	HOAP Homeownership Assistance Loans - HOME	2015	2019	Affordable Housing	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMEOWNERSHIP	HOME: \$150,000	Direct Financial Assistance to Homebuyers: 3 Households Assisted
9	Emergency Repairs Grant Program - CDBG	2015	2019	Affordable Housing	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	SINGLE FAMILY HOUSING REHABILITATION	CDBG: \$125,000	Homeowner Housing Rehabilitated: 15 Household Housing Unit
10	Handicap Accessibility Grant Program - CBDG	2015	2019	Affordable Housing Non-Homeless Special Needs	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	SINGLE FAMILY HOUSING REHABILITATION	CDBG: \$75,000	Homeowner Housing Rehabilitated: 5 Household Housing Unit
11	Radon Mitigation Grant Program - CDBG	2015	2019	Affordable Housing	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	SINGLE FAMILY HOUSING REHABILITATION	CDBG: \$75,000	Homeowner Housing Rehabilitated: 13 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	Commercial Renovation Program in NRSA - CDBG	2015	2019	Non-Housing Community Development	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	ECONOMIC OPPORTUNITIES URBAN RENEWAL	CDBG: \$675,000	Facade treatment/business building rehabilitation: 2 Business
13	Rehabilitation Programs Administration - CDBG	2015	2019	Administration of Rehabilitation of affordable housing, non-housing community development	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	SINGLE FAMILY HOUSING REHABILITATION URBAN RENEWAL	CDBG: \$400,000	Other: 1 Other
14	Neighborhood Support in NRSA - CDBG	2015	2019	Affordable Housing Non-Housing Community Development	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	CODE ENFORCEMENT	CDBG: \$135,500	Housing Code Enforcement/Foreclosed Property Care: 20000 Household Housing Unit
15	Single Family Rehabilitation Loans - HOME	2015	2019	Affordable Housing	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	SINGLE FAMILY HOUSING REHABILITATION	CDBG: \$25,000 HOME: \$1,000,000	Homeowner Housing Rehabilitated: 30 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
16	Northwest Alley Paving in NRSA - CDBG	2015	2019	Non-Housing Community Development	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	INFRASTRUCTURE	CDBG: \$300,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
17	HOME Administration	2015	2019	Administration of HOME	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS HOMEOWNERSHIP RENTAL HOUSING (APARTMENTS, ETC.) SINGLE FAMILY HOUSING REHABILITATION	HOME: \$183,881	Other: 1 Other
18	Community Housing Development Organization (CHDO)	2015	2019	Affordable Housing	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	RENTAL HOUSING (APARTMENTS, ETC.)	HOME: \$185,822	Other: 1 Other
19	CDBG Unprogrammed	2015	2019	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	INFRASTRUCTURE PUBLIC SERVICES AND FACILITIES SINGLE FAMILY HOUSING REHABILITATION	CDBG: \$224,892	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
20	HOME Unprogrammed	2015	2019	Affordable Housing Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS HOMEOWNERSHIP RENTAL HOUSING (APARTMENTS, ETC.)	HOME: \$337,841	Other: 1 Other
21	Arapahoe House - ESG	2015	2019	Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS	ESG: \$40,600	Homeless Person Overnight Shelter: 100 Persons Assisted
22	Street Outreach - ESG	2015	2019	Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS PUBLIC SERVICES AND FACILITIES	CDBG: \$18,000	Public service activities other than Low/Moderate Income Housing Benefit: 400 Persons Assisted
23	Home of Our Own - HOOO - HOME	2015	2019	Affordable Housing Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	HOMELESS RENTAL HOUSING (APARTMENTS, ETC.)	HOME: \$10,000	Tenant-based rental assistance / Rapid Rehousing: 4 Households Assisted
24	Supportive Housing/Affordable Housing - HOME&CDBG	2015	2019	Affordable Housing Homeless	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	RENTAL HOUSING (APARTMENTS, ETC.)	HOME: \$600,000	Rental units constructed: 74 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
25	Lighting Program in NRSA - CDBG	2015	2019	Non-Housing Community Development	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	INFRASTRUCTURE URBAN RENEWAL	CDBG: \$74,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 44425 Persons Assisted

**Table 6 – Goals Summary**

**Goal Descriptions**

1	<b>Goal Name</b>	CDBG Administration
	<b>Goal Description</b>	Administration and Planning of Community Development Block Grant (CDBG) Program. 20% of the annual CDBG allocation plus CDBG Program Income for current allocation year.
2	<b>Goal Name</b>	Voucher Program - Aurora Warms the Night - CDBG
	<b>Goal Description</b>	Aurora Warms the Night provides shelter for Aurora’s men, women and children experiencing homelessness on days of severely cold weather. The program provides vouchers for low-cost motels, as well as food, toiletries and clothing, and refers guests for medical, mental health and dental care, substance abuse treatment, and permanent housing.
3	<b>Goal Name</b>	Aurora@Home-Rapid Rehousing/Homeless Prevention
	<b>Goal Description</b>	The program will assist families with rental assistance for either rapid re-housing or homelessness prevention, depending upon the need of the family and the adjusting rental market. The families are provided rental assistance and case management/referral to partner agencies for: employment, education, health care, mental health, substance use, child care, transportation, and housing assistance. CDBG will cover case management salaries and other public service items. HOME will cover Tenant Based Rental Assistance (TBRA).

4	<b>Goal Name</b>	Comitis Crisis Center - CDBG and ESG
	<b>Goal Description</b>	The goal is to provide shelter to individuals and families experiencing homelessness. ESG Only.
5	<b>Goal Name</b>	Gateway Battered Women's Services - ESG
	<b>Goal Description</b>	The goal is to provide shelter to individuals and families experiencing domestic abuse.
6	<b>Goal Name</b>	ESG Administration
	<b>Goal Description</b>	The goal is to provide funds for the administration of the ESG program.
7	<b>Goal Name</b>	Housing Counseling - HOAP Program - CDBG
	<b>Goal Description</b>	The City's Homeownership Assistance Program (HOAP) provides housing counseling for pre-purchase, foreclosure prevention, reverse mortgage counseling, and credit counseling for homeowners, as well as rental counseling, referrals, renter's rights and credit counseling for renters. Additionally, HOAP provides educational seminars for first time homebuyers in English and Spanish.
8	<b>Goal Name</b>	HOAP Homeownership Assistance Loans - HOME
	<b>Goal Description</b>	The Home Ownership Assistance Program (HOAP) provides down payment and closing cost assistance loans for the purchase of single-family housing, including single-family dwellings, condominiums and townhomes.
9	<b>Goal Name</b>	Emergency Repairs Grant Program - CDBG
	<b>Goal Description</b>	The Emergency Home Repair Program provides grants for the emergency repair of owner-occupied single-family homes to address conditions in the home that are hazardous to the occupants health and safety.
10	<b>Goal Name</b>	Handicap Accessibility Grant Program - CBDG
	<b>Goal Description</b>	The Handicap Accessibility Grant Program is a program designed to assist owner-occupied, income-eligible households for handicap accessibility modifications to their homes.

11	<b>Goal Name</b>	Radon Mitigation Grant Program - CDBG
	<b>Goal Description</b>	The Radon Mitigation Program is designed to assist owner-occupied, income eligible households to address mitigation of high levels of radon gas in the home that are hazardous to the occupants.
12	<b>Goal Name</b>	Commercial Renovation Program in NRSA - CDBG
	<b>Goal Description</b>	This program provides funding for commercial revitalization efforts for exterior storefront renovation projects.
13	<b>Goal Name</b>	Rehabilitation Programs Administration - CDBG
	<b>Goal Description</b>	Administration and project delivery of both residential and commercial rehabilitation programs.
14	<b>Goal Name</b>	Neighborhood Support in NRSA - CDBG
	<b>Goal Description</b>	Neighborhood Support in the Original Aurora area performs community maintenance-directed code enforcement, systematic housing, and commercial/retail inspections, with the goal of being a pro-active link between the City and citizens by fostering a spirit of self-reliance and promoting a positive physical image in Aurora's low- to moderate-income neighborhoods. Neighborhood Support also secures vacant buildings to ensure structural integrity, which diminishes opportunities for criminal activity.
15	<b>Goal Name</b>	Single Family Rehabilitation Loans - HOME
	<b>Goal Description</b>	The Single Family Rehabilitation Program is intended to help maintain the existing affordable housing stock in the community for low- and moderate-income homeowners, and to increase the life expectancy of the home and the quality of life in the community.
16	<b>Goal Name</b>	Northwest Alley Paving in NRSA - CDBG
	<b>Goal Description</b>	This program will be funded with CDBG to pave approximately four existing alleyways annually in Northwest Aurora (Original Aurora).

17	<b>Goal Name</b>	HOME Administration
	<b>Goal Description</b>	Administration and Planning of HOME - up to 10% of HOME allocation and Program Income received for the program year.
18	<b>Goal Name</b>	Community Housing Development Organization (CHDO)
	<b>Goal Description</b>	A minimum of 15% of the HOME annual allocation will be allocated to certified Community Housing Development Organizations (CHDO) to be used for new units, acquisition, and/or rehabilitation of affordable housing, such as rental housing and can combine with Supportive Housing for Homeless.
19	<b>Goal Name</b>	CDBG Unprogrammed
	<b>Goal Description</b>	Unprogrammed funds may be used to support any number of goals depending on needs during the fiscal year.
20	<b>Goal Name</b>	HOME Unprogrammed
	<b>Goal Description</b>	Unprogrammed funds may be used to support any number of goals depending on needs during the fiscal year.
21	<b>Goal Name</b>	Arapahoe House - ESG
	<b>Goal Description</b>	Now known as East Metro Detox Services. The goal is to provide shelter to homeless persons suffering from substance abuse.
22	<b>Goal Name</b>	Street Outreach - ESG
	<b>Goal Description</b>	Path. The goal is to reach out to homeless persons on the street in an effort to provide shelter and other resources.
23	<b>Goal Name</b>	Home of Our Own - HOOO - HOME
	<b>Goal Description</b>	HOOO assists families with obtaining permanent housing.



<b>24</b>	<b>Goal Name</b>	Supportive Housing/Affordable Housing - HOME&CDBG
	<b>Goal Description</b>	The goal is to develop and preserve affordable housing.
<b>25</b>	<b>Goal Name</b>	Lighting Program in NRSA - CDBG
	<b>Goal Description</b>	In order to improve the Colfax Streetscape and the Aurora Cultural Arts District (ACAD) within Original Aurora, and to increase pedestrian accessibility and safety, CDBG will fund the installation of phase two of the planned lighting to improve the area.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following projects and programs align with the 2015-2019 Strategic Plan Goals in SP-45 and the fourth year 2018 Annual Action Plan Goals in AP-20. Projects will become activities to be set up in IDIS once funded. Programs will have individual activities set up in IDIS for each address (ex., the Single Family Rehabilitation Program will have an activity set up for each address).

#### Projects

#	Project Name
1	CDBG Admin
2	Aurora Warms the Night Vouchers
3	Aurora@Home Rapid Rehousing/Homelessness Prevention CDBG & HOME, ESG
4	ESG Program - 3 Shelters, 2 RRH/HP, and Admin
5	Projects to Assist in the Transition from Homelessness (PATH)
6	Housing Counseling - HOAP Admin - CDBG
7	HOAP Homeownership Assistance Loans Program - HOME
8	Emergency Repairs Grant Program - CDBG
9	Handicap Accessibility Grant Program - CDBG
10	Radon Mitigation Grant Program - CDBG
11	Single Family Rehabilitation Program - HOME
12	Rehabilitation Programs Administration - CDBG
13	Neighborhood Support in NRSA - CDBG
14	Commercial Renovation Program in NRSA - CDBG
15	Northwest Alley Paving in NRSA - CDBG
16	HOME Administration
17	Community Housing Development Organization (CHDO) - HOME
18	CDBG Unprogrammed
19	HOME Unprogrammed
20	Hazardous Tree Program
21	HOME Of Our Own
22	Affordable Housing Projects-New Construction or Rehab Multi Fam
23	Lighting Program in NRSA-CDBG

**Table 7 - Project Information**

## **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The above projects were established during the 2015-2019 Consolidated Plan process through three Public Meetings (the "Money Game" and "Priority Marks"), the Household Survey (with "Priority Marks"), the Agency Survey, the Housing and Community Needs Assessment in the 2015-2019 Consolidated Plan Sections, previous NRSA plans to revitalize Original Aurora, and the City Council's priorities to improve the Colfax Corridor, address Homelessness, and continue Code Enforcement.

Priority Levels were adjusted as per the other methods described above. Results of the Household Survey differed more from the "Money Game" and the Agency Survey. The largest differences were that local households prioritized Infrastructure and Code Enforcement over Homeless Needs, and local homeowners continued to prioritize Single Family Housing Rehabilitation. Several types of activities within the Priority Needs are not proposed to be funded by CDBG, HOME, or ESG, as there are other federal, state, and local funding sources that are targeted more specifically to these needs: for instance, Economic Opportunities, Senior/Disabled, Public Services, and Recreation.

Although funding is always an obstacle to addressing underserved needs, the biggest impediments currently are low rental vacancy rates, sharp increases in rent, and a low inventory and variety of affordable homes for sale.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	CDBG Admin
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	CDBG Administration
	<b>Needs Addressed</b>	RENTAL HOUSING (APARTMENTS, ETC.) HOMELESS ECONOMIC OPPORTUNITIES PUBLIC SERVICES AND FACILITIES HOMEOWNERSHIP SENIORS AND/OR DISABLED SINGLE FAMILY HOUSING REHABILITATION URBAN RENEWAL CODE ENFORCEMENT INFRASTRUCTURE
	<b>Funding</b>	CDBG: \$594,847
	<b>Description</b>	Administration and Planning of CDBG Program. 20% of the annual CDBG allocation plus CDBG Program Income for current allocation year.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	The program is administered by the Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	See above
2	<b>Project Name</b>	Aurora Warms the Night Vouchers
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Voucher Program - Aurora Warms the Night - CDBG
	<b>Needs Addressed</b>	HOMELESS
	<b>Funding</b>	CDBG: \$25,000

	<b>Description</b>	Aurora Warms the Night provides shelter for Aurora's men, women and children experiencing homelessness on days of severely cold weather. The program provides vouchers for low-cost motels, as well as food, toiletries and clothing, and refers guests for medical, mental health and dental care, substance abuse treatment, and permanent housing.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 persons, including singles, couples, and families.
	<b>Location Description</b>	The office is located at 1544 Elmira Street in Aurora, CO 80010.
	<b>Planned Activities</b>	See above.
<b>3</b>	<b>Project Name</b>	Aurora@Home Rapid Rehousing/Homelessness Prevention CDBG & HOME, ESG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Aurora@Home-Rapid Rehousing/Homeless Prevention
	<b>Needs Addressed</b>	HOMELESS
	<b>Funding</b>	CDBG: \$22,000 HOME: \$50,000
	<b>Description</b>	The program will assist families with rental assistance for either rapid re-housing or homelessness prevention, depending upon the need of the family and the adjusting rental market. The families are provided rental assistance and case management/referral to partner agencies for: employment, education, health care, mental health, substance use, child care, transportation, and housing assistance. CDBG will cover case management salaries and other public service items. HOME will cover Tenant Based Rental Assistance (TBRA).
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 families with children under the age of 18 - a mix of both rapid rehousing and homelessness prevention.
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	See above.

4	<b>Project Name</b>	ESG Program - 3 Shelters, 2 RRH/HP, and Admin
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Aurora@Home-Rapid Rehousing/Homeless Prevention Comitis Crisis Center - CDBG and ESG Arapahoe House - ESG Gateway Battered Women's Services - ESG Street Outreach - ESG ESG Administration
	<b>Needs Addressed</b>	HOMELESS
	<b>Funding</b>	ESG: \$241,052
	<b>Description</b>	Homeless and supportive services are funded by the Emergency Solutions Grant (ESG) program which allows up to 60% of the total ESG funding for overnight and emergency shelter housing, as well as, supportive services and street outreach. The remaining funds are available for rapid rehousing/homelessness prevention and administration (7.5%). Programs assist homeless individuals and households presumed to be extremely low income (0-30% of AMI).
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 2,530 homeless individuals or families will receive overnight shelter. It is estimated that 11 families will receive Rapid Rehousing Assistance.
	<b>Location Description</b>	Multiple locations.
	<b>Planned Activities</b>	Three different ESG Program components will be funded: Shelter (Up to 60%) Rapid Rehousing Administration (7.5%)
5	<b>Project Name</b>	Projects to Assist in the Transition from Homelessness (PATH)
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Street Outreach - ESG
	<b>Needs Addressed</b>	HOMELESS
	<b>Funding</b>	CDBG: \$18,000

	<b>Description</b>	Projects to Assist in the Transition from Homelessness (PATH) program at Aurora Mental Health Center (AUMHC) provides permanent and transitional housing for individuals with mental health and substance abuse problems. The PATH program connects homeless persons to benefits and services, often reconnecting them with mental health services. The CDBG funding will cover the PATH program, Street Outreach, supplies, and other eligible CDBG items/activities.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 400 homeless persons.
	<b>Location Description</b>	1544 Elmira Street in Aurora, CO 80010.
	<b>Planned Activities</b>	See above.
<b>6</b>	<b>Project Name</b>	Housing Counseling - HOAP Admin - CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Housing Counseling - HOAP Program - CDBG
	<b>Needs Addressed</b>	RENTAL HOUSING (APARTMENTS, ETC.) HOMEOWNERSHIP
	<b>Funding</b>	CDBG: \$275,000
	<b>Description</b>	The City's Homeownership Assistance Program (HOAP) provides housing counseling for pre-purchase, foreclosure prevention, reverse mortgage counseling, and credit counseling for homeowners, as well as rental counseling, referrals, renter's rights and credit counseling for renters. Additionally, HOAP provides educational seminars for first time homebuyers in English and Spanish.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 600 households will be served, including all types for rental counseling, pre-purchase counseling, foreclosure prevention counseling, and pre-foreclosure sale counseling. Reverse Mortgage (HECM) counseling will serve senior households.
	<b>Location Description</b>	Counseling is provided by Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO 80010.
	<b>Planned Activities</b>	See above.

7	<b>Project Name</b>	HOAP Homeownership Assistance Loans Program - HOME
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	HOAP Homeownership Assistance Loans - HOME
	<b>Needs Addressed</b>	HOMEOWNERSHIP
	<b>Funding</b>	HOME: \$150,000
	<b>Description</b>	The Home Ownership Assistance Program (HOAP) provides down payment and closing cost assistance loans for the purchase of single-family housing, including single-family dwellings, condominiums and townhomes. Loans up to \$10,000 are available to assist first-time homebuyers. Potential buyers must not earn more than 80% percent of the Area Median Income (AMI) based on family size. The loans are deferred (no monthly payment) and are due and payable upon sale of the property, transfer of ownership, failure on the part of the borrower to maintain the home as principle place of residence, or payment in full of the first mortgage. The interest rate is zero% deferred for 30 years. The HOAP loan program is a valuable resource for prospective homeowners who can qualify for monthly payments, but have been unable to come up with all of the down payment and closing costs.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 3 first-time homebuyers will receive direct financial assistance.
	<b>Location Description</b>	The program is administered by the Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
<b>Planned Activities</b>	See above.	
8	<b>Project Name</b>	Emergency Repairs Grant Program - CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Emergency Repairs Grant Program - CDBG
	<b>Needs Addressed</b>	SINGLE FAMILY HOUSING REHABILITATION
	<b>Funding</b>	CDBG: \$125,000



	<b>Description</b>	The Emergency Home Repair Program provides grants for the emergency repair of owner-occupied single-family homes to address conditions in the home that are hazardous to the occupants health and safety. The homeowner/applicant must meet low- and moderate-income eligibility requirements. Typical projects include, but are not limited to, furnace and water heater replacement, minor electrical and plumbing repairs, and, especially in the older neighborhoods, clay-pipe sewer repairs or replacement. The funds will be in the form of grants not to exceed \$8,000 for sewer line repairs and \$5,000 for all other repairs. Repairs that exceed these amounts may be covered by a deferred payment loan similar to the Single Family Rehabilitation Program.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 homeowners of varying types.
	<b>Location Description</b>	The program is administered by the Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	See above.
9	<b>Project Name</b>	Handicap Accessibility Grant Program - CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Handicap Accessibility Grant Program - CDBG
	<b>Needs Addressed</b>	SENIORS AND/OR DISABLED SINGLE FAMILY HOUSING REHABILITATION
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	The Handicap Accessibility Grant Program is a program designed to assist owner-occupied, income-eligible households for handicap accessibility modifications to their homes. The funds will be in the form of grants not to exceed \$15,000. Handicap-related rehabilitation can include the installation of wheel chair ramps, chair lifts, widening of doorways (exterior and interior), kitchen repairs, bathroom repairs and any other handicap accessibility needs. Although handicap accessibility issues are addressed under the Single-Family Rehabilitation Program, this program allows modifications specific to accessibility, without the requirement to renovate the entire home.

	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 homeowners - disabled households
	<b>Location Description</b>	The program is administered by the Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	See above.
<b>10</b>	<b>Project Name</b>	Radon Mitigation Grant Program - CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Radon Mitigation Grant Program - CDBG
	<b>Needs Addressed</b>	SINGLE FAMILY HOUSING REHABILITATION
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	The Radon Mitigation Program is designed to assist owner-occupied, income eligible households to address mitigation of high levels of radon gas in the home that are hazardous to the occupants. It is a CDBG funded program and is available throughout the City to eligible homeowners. The program funds will be in the form of a grant not to exceed \$5,000 which will cover initial testing, mitigation, and clearance testing of the project.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	13 homeowners of varying types of families.
	<b>Location Description</b>	The program is administered by the Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	See above.
<b>11</b>	<b>Project Name</b>	Single Family Rehabilitation Program - HOME
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Single Family Rehabilitation Loans - HOME
	<b>Needs Addressed</b>	SINGLE FAMILY HOUSING REHABILITATION

	<b>Funding</b>	HOME: \$1,000,000
	<b>Description</b>	The Single Family Rehabilitation Program is intended to help maintain the existing affordable housing stock in the community for low- and moderate-income homeowners, and to increase the life expectancy of the home and the quality of life in the community. Currently, the Single Family Rehabilitation Program offers a zero% interest, deferred repayment loan (due upon transfer of title, such as death or sale of the home). In order to qualify for the program, the home must be in need of repairs and applicants must be the owner and occupant of the home and meet income eligibility requirements.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 households of varying types of families.
	<b>Location Description</b>	The program is administered by the Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	See above.
<b>12</b>	<b>Project Name</b>	Rehabilitation Programs Administration - CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Rehabilitation Programs Administration - CDBG
	<b>Needs Addressed</b>	PUBLIC SERVICES AND FACILITIES SINGLE FAMILY HOUSING REHABILITATION URBAN RENEWAL INFRASTRUCTURE
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	ADMINISTRATION AND PROJECT DELIVERY OF BOTH RESIDENTIAL AND COMMERCIAL REHABILITATION PROGRAMS.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Administration and project delivery of both residential and commercial programs and projects.

	<b>Location Description</b>	The program is administered by the Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	<p>Anticipated administration and project delivery of both residential and commercial programs and projects:</p> <p>Residential - estimated at 63:</p> <ul style="list-style-type: none"> <li>15 single family rehabilitations</li> <li>15 emergency repairs</li> <li>5 handicap accessibility improvements</li> <li>13 radon mitigation projects</li> <li>15 hazard tree removal projects</li> </ul> <p>Commercial and other:</p> <ul style="list-style-type: none"> <li>2 commercial renovations;</li> </ul> <p>Public facilities - 1) Aurora Interfaith and, 2) Ability Connection-Creative Options.</p> <p>Infrastructure - 1) Alley paving, 2) Lighting (phase 2).</p>
<b>13</b>	<b>Project Name</b>	Neighborhood Support in NRSA - CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Neighborhood Support in NRSA - CDBG
	<b>Needs Addressed</b>	CODE ENFORCEMENT
	<b>Funding</b>	CDBG: \$135,500
	<b>Description</b>	Neighborhood Support in the Original Aurora area performs community maintenance-directed code enforcement, systematic housing, and commercial/retail inspections, with the goal of being a pro-active link between the City and citizens by fostering a spirit of self-reliance and promoting a positive physical image in Aurora's low- to moderate-income neighborhoods. Neighborhood Support also secures vacant buildings to ensure structural integrity, which diminishes opportunities for criminal activity.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20,000 housing and other inspections in the Original Aurora Neighborhood Revitalization Strategy Area (NRSA).

	<b>Location Description</b>	Original Aurora NRSA - see Section AP-50 for boundaries.
	<b>Planned Activities</b>	See above.
<b>14</b>	<b>Project Name</b>	Commercial Renovation Program in NRSA - CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Neighborhood Support in NRSA - CDBG
	<b>Needs Addressed</b>	CODE ENFORCEMENT
	<b>Funding</b>	CDBG: \$675,000
	<b>Description</b>	This program provides funding for commercial revitalization efforts for exterior storefront renovation projects. The on-going exterior storefront renovation program offers design services. The terms of the program require a 50% forgivable loan with a 50% ten-year repayable loan. There is a total CDBG investment cap of \$200,000 for any one project, but more if there are multiple projects for a continuous storefront. The loan portion is secured with a Deed of Trust that includes Deed Restrictions to ensure compliance with on-going maintenance requirements, Overlay District design requirements, and use restrictions for a 5-year period. The program is intended to provide incentives to businesses that expand or relocate to Aurora when such businesses create new jobs and improve the NRSA area. Also addresses Slum/Blight in NRSA.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 businesses.
	<b>Location Description</b>	Original Aurora NRSA – Colfax Corridor between 14th & 16th Ave., Montview Blvd., and Dayton Corridor. The program is administered by the Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	Although it is estimated that 2 businesses will benefit in 2018, commercial renovation projects often take 1-2 years from application to completion.
<b>15</b>	<b>Project Name</b>	Northwest Alley Paving in NRSA - CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Northwest Alley Paving in NRSA - CDBG

	<b>Needs Addressed</b>	INFRASTRUCTURE
	<b>Funding</b>	CDBG: \$300,000
	<b>Description</b>	This program will be funded with CDBG to pave approximately four existing alleyways annually in Northwest Aurora (Original Aurora). Only those alleys within the NRSA will be eligible. The number to be paved will be dependent on CDBG funding and construction costs (labor, concrete, etc.).
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Original Aurora NRSA has an estimated population of 44,425, of which 80.7% is Low-Moderate Income (LMI). Typically four alleys located in different census tracts/block groups will serve an estimated 2,000 persons.
	<b>Location Description</b>	The Original Aurora NRSA is further restricted to west of Peoria, north of 6th Avenue, east of Yosemite, and south of the City of Aurora/Denver border (approximately 26th Avenue).
	<b>Planned Activities</b>	See above.
<b>16</b>	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	HOME Administration
	<b>Needs Addressed</b>	RENTAL HOUSING (APARTMENTS, ETC.) HOMELESS HOMEOWNERSHIP SINGLE FAMILY HOUSING REHABILITATION
	<b>Funding</b>	HOME: \$183,881
	<b>Description</b>	Administration and Planning of HOME - up to 10% of HOME allocation and Program Income received for the program year.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	
	<b>Planned Activities</b>	See above.

<b>17</b>	<b>Project Name</b>	Community Housing Development Organization (CHDO) - HOME
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Community Housing Development Organization (CHDO)
	<b>Needs Addressed</b>	RENTAL HOUSING (APARTMENTS, ETC.)
	<b>Funding</b>	HOME: \$185,822
	<b>Description</b>	A minimum of 15% of the HOME annual allocation will be allocated to certified Community Housing Development Organizations (CHDO) to be used for new units, acquisition, and/or rehabilitation of affordable housing, such as rental housing and can combine with Supportive Housing for Homeless.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	To be determined - the number of housing units and funding will be dependent on other funding approvals.
	<b>Location Description</b>	The HOME program is administered by Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	To be determined.
<b>18</b>	<b>Project Name</b>	CDBG Unprogrammed
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	CDBG Unprogrammed
	<b>Needs Addressed</b>	RENTAL HOUSING (APARTMENTS, ETC.) HOMELESS ECONOMIC OPPORTUNITIES PUBLIC SERVICES AND FACILITIES SENIORS AND/OR DISABLED SINGLE FAMILY HOUSING REHABILITATION URBAN RENEWAL INFRASTRUCTURE
	<b>Funding</b>	CDBG: \$224,892
	<b>Description</b>	Funds will be used for high priorities; potentially affordable housing infrastructure or rehabilitation, public facility improvements, additional shelter capacity, economic opportunities, etc.
	<b>Target Date</b>	12/31/2018

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	To be determined.
	<b>Location Description</b>	To be determined.
	<b>Planned Activities</b>	To be determined.
19	<b>Project Name</b>	HOME Unprogrammed
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	HOME Unprogrammed
	<b>Needs Addressed</b>	RENTAL HOUSING (APARTMENTS, ETC.) HOMELESS HOMEOWNERSHIP SINGLE FAMILY HOUSING REHABILITATION
	<b>Funding</b>	HOME: \$337,841
	<b>Description</b>	Funds will be allocated for high priorities; potentially affordable housing or rehabilitation, Aurora @ Home Tenant Based Rental Assistance (TBRA), etc.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	To be determined.
	<b>Location Description</b>	To be determined.
	<b>Planned Activities</b>	To be determined.
20	<b>Project Name</b>	Hazardous Tree Program
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Emergency Repairs Grant Program - CDBG
	<b>Needs Addressed</b>	SENIORS AND/OR DISABLED SINGLE FAMILY HOUSING REHABILITATION
	<b>Funding</b>	CDBG: \$25,000



	<b>Description</b>	Removal of dead non-city trees that have been cited by Code Enforcement or Forestry for removal within the City of Aurora. This is a grant program for owner-occupied homes by low-moderate income homeowners (up to 80% AMI). The program will be administered by the City of Aurora CD Rehab staff.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 15 low and moderate income homeowners will receive assistance.
	<b>Location Description</b>	Various locations.
	<b>Planned Activities</b>	See above.
<b>21</b>	<b>Project Name</b>	HOME Of Our Own
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Home of Our Own - HOOO - HOME
	<b>Needs Addressed</b>	HOMELESS
	<b>Funding</b>	HOME: \$10,000
	<b>Description</b>	Funds helps households without permanent housing to move into an apartment via first month's rent and security deposit.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 4 persons or families will be assisted.
	<b>Location Description</b>	The Home of Our Own program is administered by Community Development Division staff at 9898 E. Colfax Avenue, Aurora, CO, 80010.
	<b>Planned Activities</b>	See above.
<b>22</b>	<b>Project Name</b>	Affordable Housing Projects-New Construction or Rehab Multi Fam
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Community Housing Development Organization (CHDO) HOME Unprogrammed

	<b>Needs Addressed</b>	RENTAL HOUSING (APARTMENTS, ETC.)
	<b>Funding</b>	HOME: \$600,000
	<b>Description</b>	Gap funding will be provided to eligible developments for the purpose creating or retaining affordable housing units within the City of Aurora. Approximately 124 units will be developed or preserved.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 192 families will benefit.
	<b>Location Description</b>	Affordable housing development and preservation may occur anywhere within the city's jurisdiction. It is the city's goal to ensure affordable housing is available throughout the City.
	<b>Planned Activities</b>	No activities are planned at this time however, funding for these type of projects typically follows the awards of state and federal tax credits to the developers.
<b>23</b>	<b>Project Name</b>	Lighting Program in NRSA-CDBG
	<b>Target Area</b>	ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY
	<b>Goals Supported</b>	Lighting Program in NRSA - CDBG
	<b>Needs Addressed</b>	URBAN RENEWAL INFRASTRUCTURE
	<b>Funding</b>	CDBG: \$74,000
	<b>Description</b>	In order to improve the Colfax Streetscape and the Aurora Cultural Arts District (ACAD) within Original Aurora, and to increase pedestrian accessibility and safety, CDBG funds will be used to complete phase 2 of the installation of planned lighting to improve the area.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 44,425 people in the NRSA will benefit.
	<b>Location Description</b>	The project will continue within the NRSA.
	<b>Planned Activities</b>	Phase 2 of the lighting plan will be completed.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

As seen in the Appendices by the Low Moderate Income Area (LMA) census tract map, there are many areas of need throughout the City of Aurora. In general, the programs that the City of Aurora directly implements will be made available to all income eligible individuals and households throughout the City.

The City will seek to continue targeting programs within the Original Aurora area, which is also Aurora’s Neighborhood Revitalization Strategy Area (NRSA). The general boundaries of Original Aurora are Yosemite Street on the west, I-225 on the east, East 6th Avenue on the south, and the City border on the north (see map in Appendices).

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
ORIGINAL AURORA NEIGHBORHOOD REVITALIZATION STRATEGY	33

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The programs funded and implemented by the Community Development Division, especially the Housing Rehabilitation and Home Ownership Assistance Programs (HOAP), are available to assist income eligible households city-wide. Even so, the area of greatest need continues to be Original Aurora. The City will continue to target resources in the Original Aurora neighborhoods, in pursuit of the goals and objectives set forth in the established Neighborhood Revitalization Strategy. Seven out of the City’s nine racially/ethnically Concentrated Areas of Poverty (RCAPs) are in this area (see map in Appendices).

### **Discussion**

The City has established goals for the Original Aurora NRSA with anticipated resources noted below for 2018. These total an estimated \$1,110,500 for programs/projects specific to the area, as well as the many in-house housing programs that are targeted to the area, which are not estimated at this time, but will be reported in subsequent annual reports. Therefore, we estimate that about 33% of the 2018 CDBG, HOME and ESG funding over the next year will be allocated to the NRSA for specific

projects, but an even greater amount flows in through individual HOAP loans and rehabilitation projects.

**Foster a Supportive Business Environment:**

- Commercial Renovation - \$675,000

**Promote Homeownership:**

- A portion of the HOAP loans will be targeted to the area.

**Improve the Housing Stock:**

- A portion of the Single Family Rehabilitation programs (Emergency Repairs, Handicap Accessibility, Radon Mitigation, Hazard Tree Removal Grant Program, and Major HOME rehabilitation) will be targeted to the area.
- Neighborhood Support Team (Code Enforcement) - \$135,500

**Improve the Neighborhood Setting:**

- Alley Paving - \$300,000

**Strengthen the Economic Vitality of the Community:**

- Commercial Renovation (see above)

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The number of households anticipated to be assisted include the following goals for year 4 (2018):

#### Rental Assistance: 0-60% AMI:

- 20 (5 through Aurora @ Home, 1 through Comitis and 10 through CHP, 4 with Home of Our Own [HOOO])

#### New Construction of multi-family: 0-60% AMI- 74 units completed 155 under construction:

- 74 units expected to be completed in at Villages at Westerly Creek phase III.
- 39 units under construction at Paris Street Apartments.
- Alameda View Apartments, 116 units under construction.

#### Rehabilitation of multi-family: 0-80% AMI: 0 (zero planned for 2018)

#### Rehabilitation of single-family: 0-80% AMI:

- 63 (15 through Emergency Repairs, 5 through Handicap Accessibility, 13 through Radon Mitigation, 15 through Hazardous Tree Removal, and 15 through HOME's Single Family Rehabilitation).

#### Acquisition: 0-80% AMI:

- 3 through HOAP loans

**TOTAL = 160 (Does not include units under construction)**

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	135
Special-Needs	5
Total	160

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	20
The Production of New Units	74
Rehab of Existing Units	63
Acquisition of Existing Units	3
Total	160

**Table 10 - One Year Goals for Affordable Housing by Support Type**

**Discussion**

See above.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Housing Authority of the City of Aurora (AHA) has no public housing projects remaining, only a few units held.

Currently, the Villages at Westerly Creek III is under construction. Phase III will offer 74 units and include 50 larger units for families and 24 one-bedroom units for seniors. Four (4) of these 74 units will be new public housing units.

### **Actions planned during the next year to address the needs to public housing**

N/A

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

N/A

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

### **Discussion**

N/A

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Addressing homelessness continues to be a top priority for the Aurora City Council. They approved \$1,500,000 annually from Marijuana Sales Tax Revenue for a three year period, totaling \$4,500,000 (2016-2018), to be allocated towards homeless needs. In order to continue the efforts, City Council also approved a 2% sales tax increase on retail sales of marijuana, projected to be approximately \$1,800,000 annually into the future. The City hired its first Homelessness Programs Director in August of 2016 who coordinates efforts with the City's collaborative partners to improve our homeless services system of care to effectively use evidence-based best practices to address the needs of people experiencing homelessness and housing insecurity.

The City and its collaborative partners are active with Metro Denver Homeless Initiative (MDHI), the HUD designated Continuum of Care (CoC) for the region. The City's Homelessness Program Director serves on the MDHI Board of Directors and Executive Committee. MDHI is participating in HUD's 25 Cities Initiative to identify through a Vulnerability Index (VI) tool the most vulnerable persons to connect with permanent supportive housing and family rapid rehousing. 25 Cities is helping to guide the development of the Metro Denver Region's Coordinated Entry System (OneHome). The Cities of Denver and Aurora, MDHI, and the Metro Mayors Caucus (MMC) were awarded an IBM Smarter Cities Technology grant to have the computer systems assessed by experts. AUMHC-PATH has noted that chronically homeless individuals have had great success in being matched with vouchers and units; they've had more clients placed in the past year than in the previous 4 years combined.

Aurora@Home also made great strides in 2016. In addition to the city's CDBG and ESG funding of the rental assistance program, the city provided \$60,000 in General Funds and \$50,000 in HOME, for a total of almost \$210,000. On behalf of Aurora@Home, Aurora Mental Health Center (AUMHC) in partnership with AHA was awarded almost \$360,000 in MDHI's CoC 2015 SuperNOFA funds to serve 15-20 additional families. The grant funds are currently being used to cover rental assistance and an additional Navigator. Finally, Aurora@Home, through AHA and Aurora Public Schools, was awarded HOME funding by the State in 2016 to serve an additional 15 families. The Aurora@Home program has grown from 25 families to 60 families.

Challenges to finding affordable units continues. In an effort to assist households in finding apartments, a part-time Landlord Recruitment Specialist position was created and a person was hired in early 2016. Additional funding from the City's Marijuana Sales Tax of \$45,000 allowed the Landlord Recruitment Specialist to become a full-time position.

Aurora@Home has developed a close relationship with Arapahoe County services and all families that are eligible to receive TANF are doing so at this time. Arapahoe County assigned an employment specialist from "Arapahoe/Douglas Works!" to work with the program for 2.5 days per week. A VISTA member joined the team in November of 2015 and has devoted most of 2016 to focus on infrastructure



needs in the Aurora@Home program.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:**

Of the first \$1,500,000 in Marijuana Sales Tax funding from 2016, \$395,000 has been allocated for projects which are geared towards street outreach:

- \$40,000 for a street outreach van for AUMHC-PATH
- \$40,000 for a street outreach van for Comitis Crisis Center
- \$95,000 for street outreach staffing and for Comitis Crisis Center operations
- \$220,000 to Comitis Crisis Center to continue the operations of Colfax Community Network (CCN), which does outreach to families living in motels and a variety of other programs including after-school and summer camp programs.

The City completed renovations of an old police gym that is now serving as Aurora's first Day Resource Center (ADRC) which opened in July this year. The ADRC is a housing and employment-focused fixed-site outreach center that will be a hub for folks experiencing homelessness to connect to the entire continuum of regional services, including Coordinated Entry, medical care, employment training and also provision of basic needs such as showers, mail, meals, laundry and computer access.

The City's CDBG funding will continue to provide \$18,000 to AUMHC's PATH program which does street outreach to unsheltered persons. Comitis will continue to be funded with ESG funding which also conducts street outreach to youth in Aurora. The Aurora Community Outreach Team (ACOT) van will continue to drive around on cold weather nights to help unsheltered persons come in from the cold, or if services are refused, provide supplies. Aurora Warms the Night will continue to receive \$25,000 in CDBG funding for motel vouchers on severe weather nights.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The City and the collaborative partners will strategically plan for both short term and long term needs.

Comitis will continue to receive ESG funding, and \$236,000 in General Funds for 40 additional beds for single men and women to be open 24/7, year-round. The funding covers the 24/7 staffing plus limited day drop-in services, including personal hygiene, counseling, mental health and substance abuse. Comitis has been operating at or above capacity almost every night since opening the converted beds. On cold weather nights, overflow has been accommodated within the facility. Aurora Warms the Night continues to provide motel vouchers on cold weather nights. The Aurora Community Outreach

Team (ACOT) bus helps to transport people to shelter and to provide basic supplies.

A primary goal of the City's Homelessness Program is to work with our crisis-response system providers in shifting their model from basic needs provision with no outcomes focus, to being a low barrier, housing-focused system. Comitis Crisis Center is one of the only emergency shelters in the Metro Denver CoC to participate in the HMIS system. They are now looking to change their model after intensive training was offered through the city's homelessness program. Aurora Warms the Night, which historically has simply provided cold weather shelter to those who cannot access traditional congregate emergency shelter, has made the shift to being a primary partner in ending homelessness in Aurora.

Gateway Domestic Violence Services continues to receive ESG funding for their shelter in Aurora. The agency provides emergency shelter to victims of domestic violence and counseling services and resources.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City and the Aurora@Home collaborative will continue to plan a pipeline of Permanent Supportive Housing/Affordable Housing projects, continue the Aurora@Home program of rapid rehousing/homelessness prevention, participate with MDHI in the 25 Cities Initiative and Coordinated Entry System (OneHome), as well as MDHI's current landlord recruitment strategy, and plan for bridge housing until more units come on-line.

In order to address the current gaps in our system's ability to end homelessness, Aurora's City Council recently approved a \$200,000 Flexible Housing Fund. This fund may be used to provide move-in funds for individuals and families experiencing homelessness whose primary barrier to leasing-up is the high cost of applications, deposits (especially if background checks and credit are not ideal), and first month's rent. We are using the VI-SPDAT to assure that the program is serving those who can sustain the Critical Time Intervention strategy after the support is gone. In addition, this fund can support those facing eviction to help pay rent arrears and avoid getting an eviction on their record. We are also using this fund for diversion activities such as supporting folks who want to "go home" or move to a more affordable state where employment is also available.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving**

**assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Aurora@Home will continue to provide homelessness prevention assistance to families with case management and navigation. Additionally, as described above, the Homelessness Program's Flexible Housing Fund can help prevent imminent eviction. This past summer 70 families that had lived long-term in a sub-standard motel were displaced after the motel sold and the new owners subsequently doubled the rates. These families had virtually no rights. With \$80,000 in emergency funds from Aurora's City Council, the support of Aurora@Home's Landlord Recruiter, and a lot of work on the part of 4 organizations, we were able to permanently house 40 families in homes with their own leases.

Recently, The Second Chance Center (SCC) was awarded a PSH 9% tax credit and 49 project based vouchers from the State of Colorado. SCC serves those exiting corrections programs, who are often released into homelessness. They will be building a 50-unit, Permanent Supportive Housing project with full supportive services on-site within the next year to 2 years.

### **Discussion**

See above.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

An Analysis of Impediments to Fair Housing Choice (AI) was prepared for Aurora in 2014, prior to the 2015-2019 Consolidated planning process in order to better inform the City on potential impediments before beginning the Housing Needs Assessment. The AI was then updated with the most recent housing data found in the 2015-2019 Consolidated Plan. The AI was submitted to HUD in July of 2016, and the City did not receive any concerns or requests for revisions from HUD.

The 2015-2019 Consolidated Plan and 2018 Action Plan are addressing four of the impediments throughout the Plans. Impediment 5 is discussed in the next Section.

**IMPEDIMENT 1: LACK OF VARIETY/SUPPLY OF AFFORDABLE RENTAL UNITS FOR EXTREMELY LOW AND VERY LOW-INCOME POPULATIONS: (discussed throughout plans)**

**IMPEDIMENT 2: THE AFFORDABLE UNITS ARE OFTEN SUBSTANDARD AND LOCATED IN LESS DESIRABLE NEIGHBORHOODS**

The City continues to prioritize consistent funding for its core housing rehabilitation programs, including a Radon Mitigation program, one of the first of its kind in the country to address this health issue. The City has also funded renovations for multi-family rental projects resulting in the preservation of 123 existing affordable housing units in 2016. The City's Multi-Family Systematic Housing Inspection Program, described below, helps to ensure minimum standards for maintenance, health and safety. The City's Westerly Creek Village/Montview Corridor Plan and Urban Renewal Area, also described below, are all helping to revitalize the Original Aurora area.

**IMPEDIMENT 3: NEED FOR ADDITIONAL SUPPORT FOR COUNSELING ON REQUIREMENTS TO OBTAIN HOUSING FOR AT RISK POPULATIONS**

HOAP homebuyer seminars provide information to participants regarding the home-buying process, including a session pertaining to Fair Housing rights. Participants of the HOAP seminars receive a copy of the Fair Housing Guide and class instruction on who to call with a complaint.

HOAP staff has been expanding into rental counseling for at-risk populations: the number of clients provided rental counseling in 2017 was 384. HOAP staff also provided financial fitness classes open to homeowners, homebuyers, and renters.

**IMPEDIMENT 4: LACK OF VARIETY/SUPPLY OF HOUSING OPTIONS FOR AT-RISK POPULATIONS, AS WELL AS LOW TO MODERATE INCOME POPULATIONS (discussed throughout plan)**

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

**IMPEDIMENT 5: REGIONALLY AND UNIVERSALLY, GOVERNMENT REGULATIONS AND FEES ARE IMPEDIMENTS TO FAIR HOUSING CHOICE FOR EXTREMELY LOW, VERY LOW, AND LOW-MODERATE INCOME POPULATIONS**

Strategy 1. The City of Aurora should continue to support projects that provide a variety of new affordable units for extremely low, very low, and low-moderate income populations by providing development incentives, lowering development fees and allowing higher density, such as the City's water tap fee reduction for both single-family and multi-family units, as well as the park impact fee reduction for multi-family units in the TOD zoning district. The City is reviewing an Infill Fee Incentive Proposal. Update: City Council adopted the Infill Fee Incentive Proposal in August of 2016 and it will soon go into effect for residential developments of eight units or less.

Strategy 2. The City of Aurora should continue to consider waiving or reducing design requirements for projects that create affordable units, such as the City's reduction to the exterior masonry requirement from 50% to 15%. Anticipated to be completed in early 2018, the City's Zoning Code Update is addressing these design requirements.

Strategy 3. The City of Aurora should continue the implementation of flexible zoning districts, such as the Sustainable Infill and Redevelopment (SIR) and the TOD zoning districts which modify density, lot and other requirements for projects that create or retain affordable units. There is substantial land area potentially available for these zoning districts. The City's Zoning Code Update will improve upon the existing flexible zoning districts and add new types of uses for a wider variety of housing types.

Strategy 4. The City of Aurora should support projects by investing applicable resources into projects that provide and rehabilitate affordable units.

**Actions taken in prior years:**

In 2014, the City's Planning and Development Department began a comprehensive update of the City's Zoning Code. The update is expected to be completed in 2018. Community Development staff has provided recommendations and strategies from the 2015-2016 AI and has provided input throughout the update process. CD staff has also held discussions with Planning and other City staff on waivers to lower development costs for specific projects.

In 2015, city CD staff met with the Colorado Housing and Finance Authority (CHFA) to discuss modifications that could be made to the proposed Paris Street Apartments for re-submittal for 9% LIHTCs in 2016, as well as to coordinate with CHFA on other future projects in the City's robust pipeline.

The meetings were productive and the Paris Street project was awarded tax credits. Construction is underway and the project is expected to be completed in early 2019. The meetings were important for the City to develop a relationship with CHFA and to keep them abreast of the City's highest priorities.

### **Discussion:**

As noted under Impediment 2, the City established the Multi-Family Systematic Housing Inspection Program in 1993 as a means to ensure the City's multi-family housing meets minimum standards for maintenance, health and safety. The program supports the overall goal of safe and decent housing for tenants and reduces the burden typically placed on tenants to advocate continually for corrections of substandard housing conditions. The program also benefits managers and property owners providing an ongoing opportunity to assess property conditions and make corrections prior to the need for more costly repairs.

New multi-family properties are scheduled for inspection five years from initial occupancy. After an inspection, and if necessary, a re-inspection is conducted to ensure all repairs are corrected. After the final re-inspection is completed the property owner is sent a letter informing them when their next systematic inspection will be in two to five years.

The Original Aurora area is also seeing renewal efforts through the Westerly Creek Village and Montview Corridor Comprehensive Plan Amendment (2012) and the establishment of the Westerly Creek Village Urban Renewal Plan Area (URA) (2013).

Since the Urban Renewal Plan was adopted, City staff has been engaged with potential developers within the URA to further implement the Plan. Funding to clean up the former Stanley Aviation site was approved in 2014, and the site was developed for community shopping needs. The Stanley Marketplace is a "food-centric, community-inspired marketplace" that opened in late 2016. The development has inspired additional revitalization in the area.

A key urban renewal area property planned for open space was acquired by Aurora Water to be part of the Lower Westerly Creek Flood Control Improvement Project. Fulton, Iola, and Kingston Streets have opened between Westerly Creek Village and Denver's Stapleton community, linking the metro Denver area's two largest cities.

Finally, Forest City, master developer for Stapleton, is building 322 single-family (attached and detached) homes south of 26th Avenue between Fulton and Moline in Aurora. These homes will range from \$250,000 to \$450,000. The development will include completion of the park planned east of Westerly Creek and west of the two-acre park at 26th and Fulton. Construction began in late 2017.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City will continue to implement the actions previously described.

### **Actions planned to address obstacles to meeting underserved needs**

In addition to all of the housing, homeless/at-risk services, and community development efforts in the Original Aurora NRSA already described, the following activities carried out by the City and its various community partners address underserved needs:

#### Neighborhood Support Division

Code officers provide monthly trainings at the City's HOAP seminars on City ordinances related to new property ownership.

Code Officers from Team One perform code enforcement and systematic multi-family housing inspections, mobile home inspections, site plan inspections, and zoning inspections within the Original Aurora NRSA. The team provides organizational development assistance in the NRSA. They also secure vacant buildings in order to ensure integrity, diminish opportunities for criminal activity, and to enhance neighborhood safety working alongside with the Aurora Police Department, Aurora Fire Department and the Building Department. Finally, officers conduct code enforcement presentations to NANO meetings, Del Mar Neighborhood meetings, and attended Del Mar Association Neighborhood Watch meetings.

#### Community Relations Division

Aurora is a majority minority city. Over half of Colorado's refugees live in the North Aurora area. There are over 160 languages spoken in Aurora Public Schools. The Community Relations Division advocates the effective use of available human, community and social service resources, by providing cultural awareness training, translator/interpreter services, information, referrals and resources; and coordinating programs to meet the needs of Aurora's diverse community. They also conduct diversity training and facilitated the following groups:

1. Aurora Community of Faith
2. Aurora Human Relations Commission
3. Aurora Immigrant & Refugee Task Force
4. Aurora Key Community Response Team to assist in times of potential civil disorder
5. Martin Luther King Jr. Commemoration
6. Multicultural Program
7. Veteran's Affairs Commission
8. Hosted Community Race Forum Discussions

## **Actions planned to foster and maintain affordable housing**

Actions are discussed throughout the plan. The City will also research if there are any expiring tax credit or other properties that may revert to market-rate. If any are found, the City will discuss potential options with the owners on keeping these properties affordable.

## **Actions planned to reduce lead-based paint hazards**

Community Development program lead-based paint activities include the following:

- Continuing education for Community Development staff, contractors and their crews to use safe work practices and other protections that reduce the risk of creating lead-based paint hazards during housing rehabilitation;
- Lead Hazard inspections, laboratory evaluations, clearance, testing materials, and all other expenses relating to lead hazard evaluations;
- Lead Hazard Reduction, including, but not limited to paint stabilization, repairing defective surfaces, removing loose paint and applying new paint; interim controls to temporarily control lead-based paint hazards; standard treatments as defined by Title X of the regulation, and; abatement measures to permanently control lead based paint or lead-based paint hazards; and
- Testing for elevated blood levels in children living in lead hazardous homes where rehabilitation activities are taking place under the Single Family Rehabilitation Program, when determined necessary by Community Development Division staff.

According to the Colorado Department of Public Health and Environment (CDPHE) elevated blood levels of 10 or above are considered high and would require additional testing, and levels of 40--45 would require medication. Due to State of Colorado privacy laws, the CDPHE cannot release specific addresses to local jurisdictions.

The City of Aurora Rehabilitation Programs, including Single-Family, Emergency Repair, and Handicapped Accessibility, and the Home Ownership Assistance Program (HOAP) use CDBG and HOME grant funding for lead hazard containment and removal in properties assisted through the programs. These programs provide lead screening in pre-1978 properties and lead removal and/or containment in the properties that tested positive for high levels of lead.

Aurora's Rehabilitation specialists have received training relating to lead-based paint and are aware that lead in paint becomes a hazard when it is released through deterioration on outside walls, through abrasion on windows, floors, and stairs, through impact from the motion of doors, or through disturbance during rehabilitation. The Rehabilitation Specialists have also taken part in HUD-sponsored



training seminars on lead-based paint and are Colorado State Certified Risk Assessors.

### **Actions planned to reduce the number of poverty-level families**

In 2018, the City of Aurora will continue reducing the number of poverty level families through its community development programs that focus on providing decent and safe housing. The City administers a set of programs that “proactively” provides financial opportunities and knowledge for poverty level families to come out of poverty. They include the Pre-Purchase Counseling, Educational Seminars, Homeownership Assistance Loans, and the Home of Our Own Program (HOOO - Tenant-Based Rental Assistance), and many more previously described new initiatives.

In addition to the programs described above, the City also administers a set of programs that assists those families that are in danger of falling into poverty by providing useful information and intermediary services with lenders and creditors. They include Foreclosure Prevention Counseling, Pre-Foreclosure Sale Counseling, Reverse Mortgage Counseling, and Educational Seminars.

### **Actions planned to develop institutional structure**

The Community Development Division of Aurora’s Neighborhood Services Department is the designated Lead Agency responsible for administering programs covered by the 2015-2019 Consolidated Plan and associated Action Plans. The CD Division ensures compliance with program and comprehensive planning requirements, as well as coordinates the public outreach.

CD maintains a hierarchy of staff who are responsible for meeting all federal, state and local regulations with respect to their individual program responsibilities. The CD manager, HOAP and Rehabilitation program supervisors, financial analyst, planner, and administrative technician meet at least twice per month to discuss these issues. Checklists, duplicate reviews and established policies and procedures are integrated into each project.

Aurora continues to implement priorities, objectives, and tasks outlined in the Consolidated and Action Plans with extensive consultation between citizens, the Housing Authority of the City of Aurora (AHA), housing and human service providers, and other City agencies. The agencies and organizations that coordinate activities and programs that address housing and community development needs support and complement each other in a proactive manner in order to overcome gaps in institutional structure and enhance coordination.

City agencies, including the CD Division, Development Services Division, Aurora Business Development Center (ABDC) and Neighborhood Support (Code Enforcement) Division, routinely participate in public forums to get resident feedback on neighborhood issues and concerns. These on-going outreach efforts assist in the development of community priorities, identify neighborhood concerns and issues, and allow

City departments to market their programs and inform the public about City code and other policies.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The Aurora @ Home Collaborative partners will continue to expand the coordination of housing and services related to rapid rehousing and homelessness prevention. The Governing Board has completed a revised strategic plan in 2016 for future actions and now includes all homeless and at-risk populations.

As previously described, the City's Homelessness Programs Director will coordinate initiatives to address homelessness and those at-risk of homelessness, and coordination of the \$4,500,000 in Marijuana Sales Tax funding.

**Discussion:**

See above.

# Program Specific Requirements

## AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

### Introduction:

The City receives CDBG, HOME and ESG and follows the specific program requirements as follows:

### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	70,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>70,000</b>

### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	95.00%

### HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City does not administer any other forms of investment that are not described in § 92.205(b) of

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2018

the HOME Rule.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

A portion of 2018 HOME will be used for the Home Ownership Assistance Program (HOAP), which provides down payment and closing cost assistance to first-time, income qualified homebuyers.

Loan amounts less than \$15,000 in HOME funds require a five (5) year affordability period that relate to the resale/recapture of the property. The City uses the recapture method for HOAP loans. In accordance with § 92.254 of the HOME rule, the method of recapture of these funds will be through loan repayment by the borrowers of the entire amount of the HOME investment through sale or conveyance of the property that previously received the HOME investment, subject to available Net Proceeds. Net Proceeds is defined as the Sales Price minus the Superior non-HOME debt minus Closing Costs.

See Attachments - 1) HOAP webpage information, and 2) Procedure L for HOME Recapture Provisions for HOAP Loans.

Resale restrictions in keeping with § 92.254 of the HOME rule are imposed upon newly constructed for-sale housing. No single family new construction is planned for 2018.

Fair Return on Investment Definition: If a homeowner sells the subject property at any time during the contractually obligated HOME Resale Affordability Period, the City of Aurora, Community Development Division, will establish a standard of fair return as a percentage of the change in median sales prices over the period of ownership based on comparable sales in the vicinity (neighborhood) of the subject property.

The City's policy determines that a fair return to the seller would be their initial out of pocket investment plus the cost of documented eligible upgrades, such as installation of new 90% efficiency furnace, new E-star rated windows and additions to the homes square footage, plus 50% of the remaining net proceeds available after the City recovers the initial down payment and closing cost subsidy. An example is described later.

The City of Aurora considers that a reasonable range of low-income eligible buyers would in the 0-80% median income range. In order to ensure affordability for the next buyer of the HOME Resale property, the City of Aurora may provide down payment or second mortgage assistance, first mortgage interest write downs or other mechanisms that enhance affordability, assuming that these programs still exist in their current form at the time of the resale activity.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired

with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

See above. An example on Fair Return is described below:

Original Purchase:	\$100,000
Eligible Improvements:	\$10,000
Appreciation of Property:	\$10,000
New Sale Value:	\$120,000
Less 1st Mortgage Pay-off	(90,000)
Less 2nd Mortgage Pay-off	(10,000)
Balance Net Proceeds =	\$20,000
Less Eligible Improvements:	(10,000)
Remaining Net Proceeds:	\$10,000
50 % to Seller:	(5,000)
50% to the City:	(5,000)
Balance:	\$0.00

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Aurora does not use HOME funds to refinance existing debt secured by multi-family housing that is being rehabilitated with HOME funds. Therefore, no refinancing guidelines are required pursuant to § 92.206(b) of the HOME Rule.

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The City follows the December 5, 2011 HUD Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) rules and standards for providing ESG assistance (and follows all updates to the

rules). In accordance with HEARTH, the City has written the attached Policies and Procedures for the Aurora @ Home "Rapid Rehousing" (RRH) and "Homelessness Prevention" (HP) activities.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Metro Denver Homeless Initiative (MDHI) is the Continuum of Care (CoC) that has established a coordinated assessment and housing placement system (CAHPS) and had named this system as "OneHome". The system has begun by utilizing the VI-SPDAT tool for chronically homeless individuals and veterans. (VI-SPDAT is gradually being modified for other homeless populations, such as youth and families with children.) The CoC has also begun community meetings to define ESG RRH written standards to be used for the "OneHome" (CAHPS) system. Once completed, referrals can be streamlined access to ESG subrecipient programs. As of 2018, RRH programs funded with 2018 ESG funds will begin using the OneHome system.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The city of Aurora uses Model 1 for selecting subrecipients: annually the City accepts formal applications from previously funded subrecipients and in every two-three years a formal Request for Application (RFA) process takes place. The formal process involves advertising in the community for new applicants and posting the application on the City's website. Applicants must be able to show capacity to perform ESG activities, have experience in the community and be willing to collaborate with the City's Homeless Plan, "Aurora @ Home".

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The jurisdiction reaches out, consults and attends various Homeless Community Meetings with homeless or formerly homeless individuals which currently take place at the City's Shelter and various non-profit's which directly serve the homeless. The City also encourages all ESG subrecipients to have homeless participation on their boards, furthering ensuring homeless input into the subrecipient level.

5. Describe performance standards for evaluating ESG.

The City has preliminarily adopted HUD's 2014 Objectives for evaluating ESG performance standards. Of the seven HUD Objectives, four are applicable to measuring participants in the Aurora @ Home Rapid Rehousing/Homelessness Prevention program for families with children:

- Increase the percentage of participants remaining in CoC-funded permanent housing projects for at least six months to 80% or more.
- Increase the percentage of participants in all CoC funded projects that are employed at program exit to 20% or more.
- Increase the percentage of participants in all CoC funded projects that obtain mainstream benefits at program exit to 56% or more.
- Increase the percentage of participants in all CoC-funded projects that obtained or increased income from other sources (i.e. cash benefits) at program exit to 54% or more.

The Regional ESG members of MDHI are currently developing objectives and performance standards for the COC. Meetings are underway to discuss written standards to evaluate performance through HMIS.

The Aurora @ Home Program uses the four standards above as a guide for program outcomes. The program continues to serve families with children through rapid rehousing (RRH) and homelessness prevention (HP) for at-risk families.

All these families share one common barrier to remaining stably housed and that is lack of income. The families either lack employment and/or are underemployed (employed part time and/or paid at a rate that does not allow them to be self-sufficient). Other barriers include mental health issues, substance use issues, and lack of child care.

In response to the largest barrier, lack of employment/underemployment noted above, Arapahoe County assigned an employment specialist from Arapahoe/Douglas Works! to work with the program participants half-time. This employment specialist accompanies the navigator on home visits.

# 2018 Action Plan Attachments

- Maps
- ESG Policies and Procedures
- Continuum of Care Housing Inventory
- HOAP Program Guidelines
- HOME Recapture Provisions
- Public Notices
- SF 424 (CDBG, HOME, ESG)
- Required Certifications



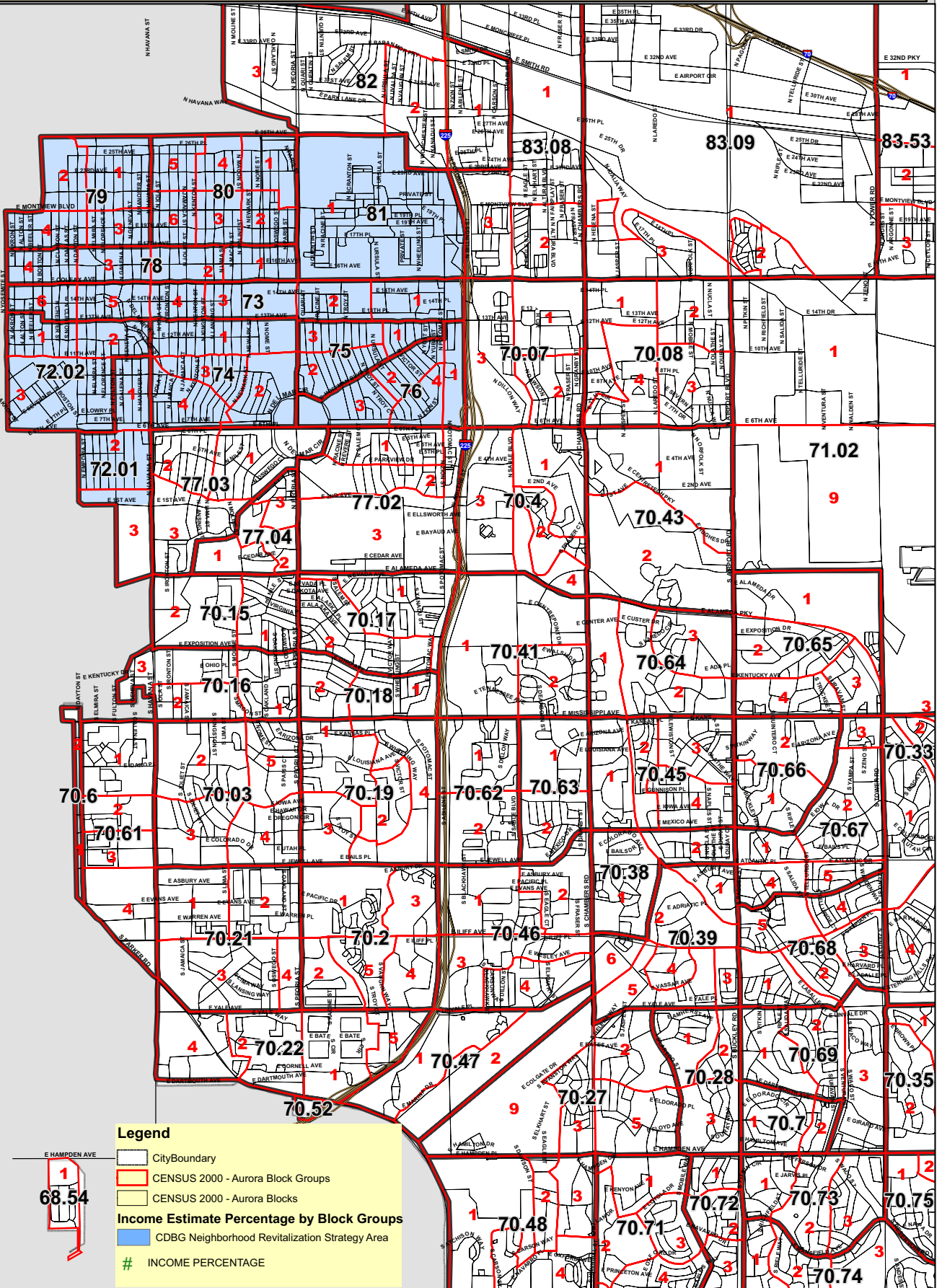






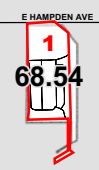
# CDBG Neighborhood Revitalization Strategy Area (NRSA)

City of Aurora, Colorado



**Legend**

- City Boundary
- CENSUS 2000 - Aurora Block Groups
- CENSUS 2000 - Aurora Blocks
- Income Estimate Percentage by Block Groups
- CDBG Neighborhood Revitalization Strategy Area
- # INCOME PERCENTAGE



# ESG Policies and Procedures



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**City of Aurora  
Community Development Division  
9898 E. Colfax Ave.  
Aurora, CO 80010  
Phone: 303-739-7900  
FAX: 303-739-7925**

**Emergency Solutions Grant Program  
Policies and Procedures  
Initial Date 9.29.2015  
Revised 1.20.2017**





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## I. Purpose

The United States Government, through the Stewart B. McKinney Homeless Act of 1987, the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, and the National Affordable Housing Act of 1990, has established the **Emergency Shelter Grant** (ESG) Program.

On May 20, 2009, the President signed into law Public Law 111-22 ("PL 111-22"). PL 111-22 consisted of two divisions. The first division, Division A, was entitled the Helping Families Save Their Homes Act of 2009. The second division, Division B, the "Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009" ("HEARTH Act"), amended the McKinney-Vento Homeless Act. The HEARTH Act modifies the existing **Emergency Shelter Grants** and renames it the **Emergency Solutions Grants Program** ("ESG"). The modification of ESG increases the eligible activities under the program. These activities may include the following services provided in shelters or as part of street outreach: prevention, rapid re-housing, emergency shelter activities, family support services for homeless youth, victim services and mental health services. It also expands homelessness prevention activities to include homelessness prevention and rehousing activities—short or medium term housing assistance, housing relocation or stabilization services, housing search, mediation or outreach to property owners, legal services, credit repair, security or utility deposits, utility payments, and assistance with moving costs—for people who are homeless or at risk of homelessness. In addition, the HEARTH Act makes **HMIS participation** a statutory requirement for ESG Recipients and Subrecipients. Victim service providers must use a comparable database that produces unduplicated, aggregate reports instead.

The Emergency Solutions Grant (ESG) policies and procedures incorporate 24 CFR 91 HEARTH Act of 2009 and 24 CFR Part 576 ESG Interim Rule changes and the City of Aurora's Consolidated Plan and Annual Action Plan, follows these changes.

All sub-recipients will be required to administer projects utilizing ESG funds in a manner consistent with all federal statutes and regulations, ESG policies and procedures, the City of Aurora's Consolidated Plan and Aurora's Homeless Plan "Aurora @ Home".

## II. Definitions of Homelessness 24 CFR §576.2

In order for individuals and families to be eligible to receive ESG assistance, they must first meet the definition of Homelessness as defined by HUD at 24 CFR §91, 582, and 583. In addition, to be eligible to receive ESG Homelessness Prevention assistance, the At Risk of Homelessness definition at 24 CFR Part §576.2 may apply.

Sub-recipients must utilize funds for individuals or families who fall into one of the following categories or who can be defined as At Risk of Homelessness:

Category 1: Literally Homeless: Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (ii) an individual or family living in a supervised publicly- or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Imminent Risk of Homelessness: Individual or family who will imminently lose their primary nighttime residence, provided that: (i) the primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; (ii) no subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks, e.g., family, friends, faith-based, or other social networks, needed to obtain other permanent housing.

Category 3: Homeless under other Federal Statutes: Unaccompanied youth under 25 years of age, or families with children and youth who do not otherwise qualify as homeless under this definition, but who; (i) are defined as homeless under section 387 of the Runaway and Homeless youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2013), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days, immediately preceding the date of application for homeless assistance; (iii) have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.



Category 4: Fleeing/Attempting to Flee DV: Any individual or family who: (i) is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) has no other residence; and (iii) lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

### III. Definitions of Homelessness Prevention

At Risk of Homelessness means an individual or family who: (i) has an annual income below 30 percent of median family income for the area, as defined by HUD; (ii) does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph 1 of the "homeless" definition in this section; and (iii) meets one of the following conditions:

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance.
- (B) Is living in the home of another because of economic hardship.
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of application for assistance.
- (D) Lives in a hotel or motel, and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, state, or local government programs for low-income individuals.
- (E) Lives in a single-room occupancy or efficiency apartment unit in which resides more than two persons or lives in a larger housing unit in which resides more than 1.5 persons per room, as defined by the U.S. Census Bureau.
- (F) Is exiting a publicly-funded institution or system of care (such as a health-care facility, a mental health facility, foster care of other youth facility, or correction program or institution).
- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

### IV. Eligible Applicants

The City of Aurora will make funds available to nonprofit organizations who provide services to persons residing in Aurora. The subrecipients will then provide services to their clients. ESG grants are never allocated directly to individuals or clients.

The COA reserves the right to use any information reported to the COA for the purpose of identifying eligibility. All agencies must submit the applicable information as outlined on the application checklist and application.

#### How funds are distributed amongst eligible uses

Street Outreach & Emergency Shelter – funds cannot be more than 60% of the entire annual allotment of ESG funds

Administration – funds cannot be more than 7.5% of the entire annual allotment of ESG funds

Rapid ReHousing and Homelessness Prevention – funds cannot exceed 32.5% of the entire annual

allotment of ESG funds

HMIS – if HMIS funds **are** set aside, this amount would be shared with the 32.5% of the Rapid ReHousing and Homelessness Prevention funds.

### Current funded agencies

Mile High Behavioral Healthcare / Comitis Crisis Center – emergency shelter  
Gateway Battered Women’s Shelter – domestic violence shelter  
Community Housing Partners – Rapid ReHousing and Homelessness Prevention

### Funded in the past:

Arapahoe House Inc. – detox treatment center and homeless case managers  
Aurora Mental Health Center/PATH program – Street Outreach  
Mile High Behavioral Healthcare / Comitis Crisis Center – street outreach  
Colfax Community Network – street outreach

### Procedures to apply

Due to strict ESG regulations and the need for agencies to have capacity to maintain an ESG program, ESG funds have been distributed to the main core of human service agencies within the City of Aurora. Annual applications are completed by these core agencies and submitted to the Community Development Division. When there have been occasions to fund new agencies, new agencies are contacted and asked to submit an application.

### Models for Selecting Sub-Recipient(s) (Managing CDBG, A Guidebook for CDBG Grantees on Subrecipient Oversight)

Following are a variety of approaches to select subrecipients:

- Model 1: formal application or request-for-application (RFA) process;
- Model 2: simplified or limited application, with grantee follow-up;
- Model 3: grantee survey of qualified organizations, with direct solicitation;
- Model 4: response to unsolicited applications; or,
- Model 5: review of existing subrecipients’ performance, before renewing their participation.

**Model 1 is currently used to select subrecipients.**

### Capacity

#### Applicants must be able to show Capacity

1. Only eligible project activities that meet the following will be considered:
  - a. Must meet City of Aurora’s strategic goals to end homelessness as outlined in the City’s Consolidated Plan and Aurora’s Homeless Plan “Aurora @ Home”. The Consolidated Plan and the Aurora @ Home plan can be found online on the City of Aurora’s website.
  - b. Must be eligible under the definitions of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.
  - c. Under the HEARTH Act, must coordinate activities with the Continuum of Care- Metro Denver Homeless Initiative (MDHI) process to carry out ESG eligible activities.
  - d. Must demonstrate the capacity to participate in/and meet the performance and reporting requirements under the Homeless Management Information System (HMIS).

- e. Strengthening Aurora's participation in the Metro Denver Homeless initiative (MDHI) Continuum of Care by addressing gaps in residential and non-residential services and/or ;
  - f. Develop and implement a plan of street outreach, emergency shelter, rapid re-housing and homelessness prevention activities that emphasize the objective of “housing stabilization”.
  - g. Goals and actions that specifically prioritize serving homeless families with dependent children, unaccompanied youth, veterans and chronically homeless.
  - h. Cultivate collaboration between the recipient agency and other Aurora agencies that work with the homeless, the “Aurora at Home” plan and the Continuum of Care process;
2. Projects that show collaborative effort with at least one other agency to provide stated services.
3. Projects from service providers that have at least two years’ experience in successfully providing at least one of the following eligible Emergency Solutions Grant (ESG) components:
- a. Street Outreach:  
Ability to provide Essential Services which include: Engagement, Case Management, Emergency health and mental health services, transportation and services for Aurora homeless families with dependent children, unaccompanied youth, veterans and chronically homeless. Ability to use the HMIS data entry system.
  - b. Emergency Shelter:  
Ability to provide Essential Services to homeless families and individuals in a shelter, which includes: case management, counseling, resources, referrals, ongoing risk-assessment and safety planning, childcare, education, employment assistance, etc. and ability to provide for operations and maintenance of shelter. Ability to use the HMIS data entry system.
  - c. Rapid Re-Housing:  
Rapid ReHousing assistance to help Aurora homeless families with dependent children who are literally homeless, veterans and chronically homeless, to move into permanent housing and achieve housing stability. Activities include: case management, locating housing and stabilization services as well as short and medium term rental assistance. Ability to use the HMIS data entry system.
  - d. Homelessness Prevention:  
Homelessness Prevention assistance to help Aurora homeless families with dependent children who are at-risk of becoming homeless to achieve housing stability. Activities include: case management, housing relocation and stabilization services as well as short and medium term rental assistance. Ability to use the HMIS data entry system.

## Performance Measurements and Outcomes

Applicants will be required to address U.S. Department of Housing and Urban Development (HUD), MDHI and COA consolidated plan and the Aurora @ Home homeless plan performance measures as they relate to outcomes to be achieved.

All ESG proposals must address all applicable Performance Measurements and Outcomes.

### Performance Measurements and Outcome Requirements:

**Objective:** Increase access to affordable housing options for Aurora residents and reduce or prevent the incidents of homelessness by meeting critical emergency housing needs through the development and maintenance of quality affordable housing and the strengthening of human services delivery.

**Outcomes:**

1. End chronic homelessness and move homeless families and individuals into permanent housing.
2. Availability/accessibility for the purpose of creating suitable living environments.
3. Promote self-sufficiency, efficient use of funds and effective program administration.

**Performance Measures/Indicators (Applies to all ESG funded projects):**

- Number of homeless persons receiving case management who move into safe and stable housing.
- Average cost per person receiving ESG assistance.
- Recipient expended all ESG funds within the established grant timeframe.
- Recipient met the deadline for submitting their signed grant agreement.
- Recipient met the deadline for submitting evidentiary documents.
- Recipient met the deadline for submitting performance reports.
- Recipient meets required standards for documentation of homelessness.
- Recipient complies with required record keeping methods.
- Recipient complies with the due process of terminating ESG funded assistance of participant.
- Does recipient have current non-corrected and/or corrected findings from previous compliance reviews?

**Performance Measures/Indicators specific to ESG-Funded Shelter and Transitional Housing:**

- Number of homeless persons receiving case management who move into safe and stable housing.
- Average cost per person receiving ESG assistance.
- The total number of adults and children served on an annual basis (reported under Residential Services).
- The number of persons served by race and ethnicity.

**Performance Measures/Indicators specific to ESG-Funded Homelessness Prevention & Rapid ReHousing:**

- Number of persons assisted with ESG funds for security deposits and/or first month's rent.
- Number of persons assisted with ESG funds to regain housing stability in their current permanent housing.
- The total number of adults and children served on an annual basis (reported under Non-Residential Services).
- The number of persons served by race and ethnicity.

**Performance Measures/Indicators specific to ESG-Funded Essential Services:**

- Number of homeless persons that received ESG funded services concerned with employment.
- Number of homeless persons that received ESG funded services concerned with health.
- Number of homeless persons that received ESG funded services concerned with substance abuse.
- Number of homeless persons that received ESG funded services concerned with education.
- Number of homeless persons that become successfully independent of ESG funded services.
- Number of homeless persons that return to their prior living situation.
- The total number of adults and children served on an annual basis (reported under Non-Residential Services).
- The number of persons served by race and ethnicity.

**HUD's 2014 National Objectives on Performance:**

- 1) Create new permanent housing beds for chronically homeless persons.

- 2) Increase the percentage of participants remaining in CoC-funded permanent housing projects for at least six months to 80% or more.
- 3) Increase the percentage of participants in CoC funded transitional housing that move into permanent housing to 80% or more.
- 4) Increase the percentage of participants in all CoC funded projects that are employed at program exit to 20% or more.
- 5) Increase the percentage of participants in all CoC funded projects that obtain mainstream benefits at program exit to 56% or more.
- 6) Increase the percentage of participants in all CoC-funded projects that obtained or increased income from other sources (i.e. cash benefits) at program exit to 54% or more.
- 7) Decrease the number of homeless households with children.

The City will coordinate with the CoC to meet new applicable HUD Objectives when released by HUD. The CoC shall seek to accomplish HUD's Objectives as an average for the whole CoC: individual CoC funded projects are not required to accomplish the Objectives individually. The Subrecipient shall seek to meet the current HUD Objectives to the maximum extent practical. The CoC will use the HMIS system to measure these outcomes.

**Performance Measurements/Indicators specific - to "Aurora@Home", the City of Aurora's Ten Year Plan to Prevent and End Family Housing Loss**

- 1) Reduce the unsheltered homeless population of the Aurora Area
- 2) Reduce the recipient's average length of times stayed for clients served in your program
- 3) Document the percentage of persons exiting the program who transition to permanent housing
- 4) Percentage of persons exiting your program who leave with employment income.
- 5) Percentage of persons who remain engaged in substance abuse counseling and mental health counseling services after leaving your program.
- 6) Percentage of persons who exit and return to homelessness within 3 months.

**Goals:**

**Goal 1: Prevention**

Assist at-risk families in obtaining Aurora@Home Services at the earliest possible point in time to reduce risk and prevent housing loss.

- 1.1.2 Develop clear entry points through current service providers to quickly assess needs and develop service plans.

**Goal 2: Emergency Shelter and Rapid Re-Housing Efforts:**

Improve housing outcomes for Aurora's displaced families by increasing needed housing capacity and ensuring access to the most appropriate housing options

- 2.3.4 Develop formalized partnerships with the regional continuum of care and state efforts to help to meet the needs of displaced families.

**Goal 3: Provide, Development and Implement Supportive Services**

Continually assess, develop and provide services that meet the diverse needs of at-risk and displaced families to support them in obtaining and maintaining stable housing.

- 3.1.2 Coordinate efforts with county and state programs to facilitate efficient and timely access to publicly supported benefit programs.

**Objective 3.3:** Develop and provide client driven support services to help families be successful with their housing and employment goals, including increased access to intensive primary health, substance abuse, and mental health services.

- 3.3.2 Increase access to appropriate and responsive health, substance abuse and mental health services for children and families.

**Goal 4: Promote Responsive System Infrastructure and Sustainability**

Develop and implement infrastructure, systems and processes that support effective service delivery and the achievement of desired outcomes.

**Objective 4.1:** Develop tools and procedures to comprehensively assess the needs of at-risk and displaced families to identify the most responsive set of services.

## Consolidated Plan Certification

All applications will be reviewed for consistency with the Metro Denver Homeless Initiative (MDHI) Consolidated Plan. No application will be funded that is not consistent with the appropriate Consolidated Plan. Each newly funded application must complete a Certificate of Consistency.

## Matching Funds Requirements 24 CFR §576.201

Each grantee must match the funding provided by ESG with at least an equal amount of funds from other sources. These funds must be provided after the date of the grant award. Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contribution from a federal source of funds:

The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant funds.

If ESG funds are used to satisfy the matching requirements of another federal program, funding from that program may not be used to satisfy the matching requirements under this section.

Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.

Contributions that have been or will be counted as satisfying a matching requirement of another federal grant or award may not count as satisfying the ESG matching requirement. Matching funds can be cash or noncash contributions.

## Documentation Required

Agencies applying for funding through the Emergency Solutions Grant Program must provide sufficient documentation to evidence the following:

- 1) Proof of 501(C)(3) status
- 2) Copy of all required HMIS reports. (Those entities participating in HMIS) 24 CFR §91, 576, 580, and 583
- 3) Copies of all required Annual Performance Reports (APR)

## Homeless Participation (on Board) 24 CFR §576.405

Sub-recipients must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the sub-recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under ESG. To the maximum extent practicable, the sub-recipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

## Program Requirements Subpart E 24 CFR §576.400

In order to comply with this section of the ESG guidelines, entities must comply with the following:

#### Coordination with Other Targeted Homeless Services:

Sub-recipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care (CoC) area over which the services are coordinated to provide strategic, community-wide system to prevent and end homelessness for that area.

#### System and Program Coordination with Mainstream Resources:

Sub-recipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible.

#### Centralized or Coordinated Assessment:

Once the Continuum of Care has developed a centralized assessment system or a coordinated assessment system in accordance with requirements to be established by HUD, each ESG-funded program or project within the CoC's area must use that assessment system. Sub--recipients must work with the CoC to ensure the screening, assessment and referral of program participants are consistent with the written standards required by paragraph (e) of this section. A Victim Service Provider (VSP) may choose not to use the CoC's centralized or coordinated assessment system.

#### Written Standards for Providing ESG Assistance:

Sub-recipients must have written standards for providing ESG assistance and must consistently apply those standards for all program participants.

#### Participation in HMIS 24 CFR §91, 576, 580, and 583:

Sub-recipients must ensure that data on all persons served and all activities assisted under ESG are entered into the Colorado HMIS system, or a Domestic Violence comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. Information entered into a comparable database must not be entered directly into the Colorado HMIS data system.

### Conflicts of Interest 24 CFR §576.404

The provision of any type or amount of ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the sub-recipient. No sub-recipient may, with respect to individuals or families occupying housing owned by the sub-recipient, or any parent or subsidiary of the sub-recipient, carry out the initial evaluation required under 24 CFR §576.103. For the procurement of goods and services, the sub-recipients must comply with the codes of conduct and conflict of interest requirements under 24 CFR §84.36 (for governments) and 24 CFR §84.42 (for private nonprofit organizations). Refer to 24 CFR §576.404 (1) (2) (3) for restrictions for all transactions.

## V. Allocation of Funds

Funding for ESG is distributed by a block grant formula to states and large cities. Previous allocation levels do not guarantee current allocation amounts. The allocation of funds will be dependent upon funding from the Department of Housing and Urban Development (HUD) and the City of Aurora Annual Action Plan.

Previous awards do not guarantee funds or serve as an indication of the level of funding for any subsequent years.



## Reallocation of Funds

The COA may deem it appropriate to recapture ESG funds. In such case, the COA may re-allocate the funds or they may invite agencies to submit an application for additional funds based on their expenditure rate and other performance criteria outlined below.

Eligible and interested applicants will be required to provide additional documentation at the time of additional funding notification. Factors considered for additional funds through reallocation may include:

- Current expenditure rate.
- The agency's ability to provide the minimum match.
- The agency must be able to show capacity to spend the funds per allocated category.
- The agency must have no unresolved issues as a result of an ESG desk audit, TA visit, and/or monitoring review.
- Agency must be in good standing with ESG HMIS, ESG reporting and ESG draw requests. Agencies receiving recaptured funds must be able to meet all commitment and expenditure guidelines.

If an ESG agency can successfully demonstrate eligibility, it may be considered for a reallocation of funds.

With good cause, the City of Aurora Community Development program reserves the right to modify the stated requirements at any time.

## VI. Eligible Uses and Specific Activities

ESG funds may be used for one or more of the five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and the Homeless Management Information System (HMIS), as well as administrative activities. Subject to the cost principles in 2 CFR part 200 and other requirements in this part, employee compensation and other overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, rapid re-housing, and HMIS are eligible costs of those program components.

### 1.) Street Outreach Component 24 CFR §576.101

ESG funds may be used for costs of providing essential services necessary to reach out to **unsheltered** homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, **non-facility-based care** to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Refer to §576.101 for eligible costs and requirements for essential services.

### 2.) Emergency Shelter Component 24 CFR §576.102

ESG funds may be used for costs of providing essential services to homeless families and individuals **in emergency shelters**, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. Refer to §576.102 for eligible costs and requirements.

### 3.) Homelessness Prevention Component 24 CFR §576.103

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the



“homeless” definition in 24 CFR §576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in 24 CFR §576.2 and have an annual income below 30 percent of median family income for the area, as defined by HUD.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing.

Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR §576.105, the short-term and medium-term rental assistance requirements in 24 CFR §576.106, as outlined below, and in the written standards and procedures established by 24 CFR §576.400.

**Housing Relocation and Stabilization Services:**

In relation to the Homelessness Prevention Component and the Rapid Re-Housing Component, ESG funds may be used to pay housing owners, utility companies, and other third parties for financial assistance costs and services costs. Refer to 24 CFR §576.105 for eligible costs and requirements

**Short- and Medium-Term Rental Assistance:**

In relation to the Homelessness Prevention Component and the Rapid Re-Housing Component, ESG funds may be used to provide a program participant with up to 24 months of rental assistance during any three-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance. Refer to 24 CFR §576.106 for eligible costs and requirements.

*\* Case Management is a key component of Homelessness Prevention.*

**4.) Rapid Re-Housing Assistance Component 24 CFR §576.104**

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR §576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR §576.105, the short- and medium-term rental assistance requirements in 24 CFR §576.106, as outlined below and in the written standards and procedures established under 24 CFR §576.400.

**Housing Relocation and Stabilization Services:**

In relation to the Homelessness Prevention Component and the Rapid Re-Housing Component, ESG funds may be used to pay housing owners, utility companies, and other third parties for financial assistance costs and services costs. Refer to 24 CFR §576.105 for eligible costs and requirements.

**Short-Term and Medium Term Rental Assistance:**

In relation to the Homelessness Prevention Component and the Rapid Re-Housing

Component, ESG fund may be used to provide a program participant with up to 24 months of rental assistance during any three-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance. Refer to 24 CFR §576.106 for eligible costs and requirements.

*\* Case Management is a key component of Rapid ReHousing.*

5.) HMIS Component 24 CFR §576.107

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area. Refer to 24 CFR §576.107 for eligible costs and requirements.

6.) Administrative Expenses 24 CFR §576.108

Sub-recipients may use a portion, as defined in the grant agreement, of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under 24 CFR §576.101 through 24 CFR §576.107, because those costs are eligible as part of those activities. Refer to 24 CFR §576.108 for eligible costs and requirements.

7.) Program Income

In the event ESG funds are returned to the agency (e.g., rent deposits), those funds are considered to be Program Income. The agency is expected to use those funds to serve another eligible client and to document in accordance with ESG financial tracking guidelines. If it is not possible to use the funds to serve another client, program income must be returned to the City of Aurora to be used for eligible ESG purposes.

## Specific Program Activities

### **1. Rapid ReHousing**

#### **A. Client Intake, Needs/Risk Assessment and Housing Plan Development**

1. Clients are referred through collaborative partner agencies, including outreach conducted by Colfax Community Network, to Navigator
2. Navigator

#### **B. Housing Relocation and Stabilization Services - Financial Assistance**

1. Last month's rent
2. Security deposits
3. Rental application fees
4. Utility deposits
5. Utility payments
6. Moving costs
7. Short term rental assistance (up to 3 months)
8. Medium term rental assistance (4 to 24 months)

#### **C. Collaborative Case Management - Client Stabilization Services**

1. Centralized Assessment system to be utilized
2. **Navigator:** main A@H case manager
3. Collaborative Case management model
4. **Case Conferencing:** case conferencing/staffing team to determine capacities and barriers of families
5. **Individual Action Plans:** navigator will work with each family to identify goals.
6. **General Case Management:** linking clients to resources, benefits

- acquisition, services to repair barriers and services to attain vocational services
  - 7. **A collaborative team will work with each family**
  - 8. **Housing search and placement:** Services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing.
- D. Population to be Served**
- 1. Homeless - as defined by "Homeless" 24 CFR 576.2 (1) or (4)
  - 2. 30% AMI or below
- E. All program participants must be entered into HMIS data system**
- F. Program Documents:**
- 1. Client File documents
  - 2. Verify eligibility
    - a. The Sub Recipient must certify eligibility at least once annually for a rapid rehousing program participants receiving medium term rental assistance (4-24 months)
  - 3. Income statements
  - 4. Homeless verifications
  - 5. Exits
  - 6. Terminations of Housing Assistance
  - 7. Process of Termination

## **2. Homelessness Prevention**

- A. Client Intake, Needs/Risk Assessment and Housing Plan Development**
- 1. Clients are referred through collaborative partner agencies, including outreach conducted by Colfax Community Network, to Navigator
  - 2. Navigator
- B. Housing Relocation and Stabilization Services - Financial Assistance**
- 1. Last month's rent
  - 2. Security deposits
  - 3. Rental application fees
  - 4. Utility deposits
  - 5. Utility payments
  - 6. Moving costs
  - 7. Short term rental assistance (up to 3 months)
  - 8. Medium term rental assistance (4 to 24 months)
- C. Collaborative Case Management - Client Stabilization Services**
- 1. Centralized Assessment system to be utilized
  - 2. **Navigator:** main A@H case manager
  - 3. Collaborative Case management model
  - 4. **Case Conferencing:** case conferencing/staffing team to determine capacities and barriers of families
  - 5. **Individual Action Plans:** navigator will work with each family to identify goals.
  - 6. **General Case Management:** linking clients to resources, benefits acquisition, services to repair barriers and services to attain vocational services
  - 7. **A collaborative team will work with each family**
  - 8. **Housing search and placement:** Services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable

housing.

**D. Population to be Served**

1. Persons at risk of Homelessness - as defined by "At Risk of Homelessness" 24 CFR 576.2 (1), (2), or (3) OR by "Homeless" 24 CFR 576.2 (2), (3), or (4).
2. 30% AMI or below

**E. All program participants must be entered into HMIS data system**

**F. Program Documents:**

1. Client File documents
2. Verify eligibility
  - a. The Subrecipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs **not less than once every 3 months for program participants receiving homelessness prevention assistance § 576.401 (b)**
3. Income statements
4. At-risk of Homelessness; verification that a family will imminently lose their primary nighttime residence: the primary nighttime residence will be lost within 21 days of the date of application for assistance; no subsequent residence has been identified; and the individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing
5. Exits
6. Terminations of Housing Assistance
7. Process of Termination

**3. Emergency Shelter Program**

**A. Essential Services under 24 CFR 576.102 include:**

**1. Eligible Services**

- a. Assistance in obtaining permanent housing.
- b. Medical and psychological counseling and supervision.
- c. Employment counseling.
- d. Nutritional counseling.
- e. Substance abuse treatment and counseling.
- f. Assistance in obtaining other (Federal, state and local assistance in which there is a need or entitlement (e.g., SSI, veteran pension, food stamps, etc.).
- g. Other services such as child care, transportation, job placement, and job training.
- h. Staff salaries necessary to provide the above services.

**2. Ineligible Services**

- a. Existing services and staff (services must be **new** or **expanded** and or provide services to **more people**).
- b. Salary of case management supervisor when not working directly on participant issues.
- c. Advocacy, planning and organization capacity building.
- d. Staff recruitment and or training not directly associated with service delivery.
- e. Transportation costs not directly associated with service delivery.

**B. Operation Activities - Costs to operate and maintain emergency shelter activities and also provide other emergency lodging when appropriate. \***

**1. Eligible Operation Activities under 24 CFR 576.102 include:**

- a. Maintenance costs associated with the program.
- b. Operational expenses (means expenses incurred by the agency to operate the facility or program).
- c. Insurance expenditures associated with the program.
- d. Utilities expenditures associated with the program.
- e. Furnishings associated with the program.
- f. Administration costs of the operation.
- g. Fuel costs associated with the program.
- h. Equipment for housing the program.
- i. Hotel and motel voucher for family or individuals \*  
*Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available*

**a. Ineligible Operation or Maintenance Activities include:**

- 1. Recruitment or on-going training of staff.
- 2. Depreciation of equipment.
- 3. Costs associated with the organization/agency rather than the supportive housing project.
- 4. Staff training, entertainment, conferences, or retreats.
- 5. Public Relations on fund raising.
- 6. Bad debts and late fees.
- 7. Mortgage payments are not eligible under the ESG Program.

## VII. Policies & Procedures for Eligible Participants 24 CFR §576.401

### Policies and Procedures for RRH & HP

Policies and procedures must be written for how program activities are to be carried out. The Aurora @ Home collaborative, which utilizes the ESG funds for the RRH and HP activities for their collaborative, have added written standards for how these funds will be used per Subpart E-Program Requirements 576.400. The Recipient (COA) has participated in this process to ensure accuracy.

### Evaluations (for Rapid ReHousing and Homelessness Prevention)

Sub-recipients must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under 24 CFR §576.400 (d) and the written standards established under 24 CFR §576.400 (e).

### Re-Evaluations (for Rapid ReHousing and Homelessness Prevention)

Re-Evaluations for Homelessness Prevention and Rapid Re-Housing Assistance – Sub-recipients must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every three months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance. Refer to 24 CFR §576.401(b) (i) (ii) for requirements.

Annual Income – When determining the annual income of an individual or family, the sub-recipient must use the standard for calculating annual income under 24 CFR §5.609

Connecting Program Participants to Mainstream and Other Resources – Sub-recipients must assist each program participant to obtain appropriate supportive services and other federal, state, local, and private assistance available.

Housing Stability Case Management – When providing homelessness prevention or rapid

re-housing assistance to program participant, the sub-recipient must: require program participant to meet with a case manager not less than once per month to ensure long-term housing stability, and develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations. Refer to 24 CFR §576.401(e) (i) (ii) for requirements.

### Terminating Assistance 24 CFR §576.402 (for Rapid ReHousing and Homelessness Prevention)

If a program participant violates program requirements, the sub-recipient may terminate the assistance in accordance with a formal process established by the sub-recipient that recognizes the rights of individuals affected. The sub-recipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases. Rental assistance or housing relocation and stabilization services programs require a formal process. Refer to 24 CFR §576.402 (1) (2) (3) (c) for requirements.

### Shelter and Housing Standards 24 CFR §576.403 (for Rapid ReHousing, Homelessness Prevention, Emergency Shelter)

The Lead-Based Paint Poisoning Prevention Act applies to all shelters assisted with ESG funds and all housing occupied by program participants. Any building for which ESG funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government safety and sanitation standards, as applicable, and the minimum safety, sanitation, and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the minimum safety, sanitation, and privacy standards. Refer to 24 CFR §576.403 (1) thru (11) for requirements.

A sub-recipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards. Refer to 24 CFR §576.403 (c)(1) through (10) for requirements.

### Fair Housing

Sub-recipients must comply with all Fair Housing requirements. In order to be eligible, agencies must be able to satisfactorily address the impediments to fair housing. [Title VIII of the Civil Rights Act of 1968](#) (the Fair Housing Act), as amended, ([www.justice.gov](http://www.justice.gov)) prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, and familial status.

### Affirmative Outreach

The Subrecipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures that the recipient or Subrecipient intends to use to make known the availability of the facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the Subrecipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The Subrecipient must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, Subrecipient is also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

## VIII. Recordkeeping and Reporting Requirements 24 CFR §576.500

### General

Sub-recipients must have policies and procedures to ensure the requirements of this part are met. The policies and procedures must be established in writing and implemented by the sub-recipient to ensure that ESG funds are used in accordance with the requirements. In addition, sufficient records must be established and maintained to enable the sub-recipient and HUD to determine whether ESG requirements are being met, in particular that HMIS data is collected on all clients.

### Homeless Status (for Rapid ReHousing) - Certification

Sub-recipients must maintain and follow written intake procedures to ensure compliance with the homeless definition in 24 CFR §576.2. The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless status. The procedures must establish the order of priority for obtaining evidence as third-party documentation first, intake worker observations second, and certification from the person seeking assistance third. However, lack of third-party documentation must not prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter.

Records contained in an HMIS or comparable database used by Domestic Violence service providers are acceptable evidence of third-party documentation and intake worker observations if:

If the program participant qualifies as homeless under paragraph (1)(i) or (ii) of the homeless definition in 24 CFR §576.2, acceptable evidence includes a written observation by an outreach worker of the conditions where the program participant was living, a written referral by another housing or service provider, or a certification by the individual or head of household seeking assistance.

If the program participant qualifies as homeless under paragraph (1)(iii) of the homeless definition in 24 CFR §576.2, because he or she resided in an emergency shelter or place not meant for human habitation immediately prior to entering an institution, and is now exiting that institution, where he or she resided for 90 days or less, acceptable evidence includes the evidence described in paragraph (b)(1) of this section and one of the following: Discharge; Where the evidence is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence and a certification by the individual seeking assistance that states he or she is exiting or has just exited an institution where he or she resided 90 days or less.

If the program participant qualifies as homeless because the individual or family will imminently lose their housing; a court order resulting from an eviction action that requires the program participant to leave their residence within 14 days after the date of their application for homeless assistance; or the equivalent notice under applicable state law, a Notice to Quit, or a Notice to Terminate issued under state law.

For program participants whose nighttime residence is a hotel or motel room not paid for by charitable organizations or federal, state, or local government programs for low-income individuals, evidence that the program participant lacks the resources necessary to reside there for more than 14 days after the date of application for homeless assistance.

An oral statement by the individual or head of household that the owner or renter of the housing in which they currently reside will not allow them to stay for more than 14 days after the date of application for homeless assistance. The intake worker must record the statement and certify that it was found credible.



If the program participant qualifies as homeless under paragraph (3) of the homeless definition in 24 CFR §576.2, because they do not otherwise qualify as homeless under the homeless definition but is an unaccompanied youth under 25 years of age, or homeless family with one or more children or youth, and is defined as homeless under another federal statute or section 735(2) of the McKinney-Vento Homeless Assistance Act.

If the program participant qualifies under paragraph (4) of the homeless definition in 24 CFR §576.2, because they are fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence, then acceptable evidence includes an oral statement by the individual or head of household seeking that they are fleeing that situation, that no subsequent residence has been identified and that they lack the resources or support networks to obtain other housing.

If the program participant is receiving shelter, the oral statement must be documented by either a certification by the individual or head of household; or a certification by the intake worker. Otherwise, the oral statement that the individual or head of household seeing assistance has not identified a subsequent residence and lacks the resources of support networks needed to obtain housing must be documented by certification by the individual or head of household that the oral statement is true and complete, and, where the safety of the individual or family would not be jeopardized, the domestic violence, dating, violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker of a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee.

### At Risk of Homelessness Status - Certification

The definition of “at risk of homelessness” only applies to the ESG homelessness prevention component.

For each individual or family who receives ESG homelessness prevention assistance, the records must include the evidence relied upon to establish and verify the individual or family’s “at risk of homelessness” status. This evidence must include an intake and certification that meets HUD specifications and is completed by the sub-recipient. This evidence must also include: If the program participant meets the criteria under paragraph (1) of the “at risk of homelessness” definition in 24 CFR §576.2.

Documentation that determines that the annual income is below 30% AMI.

Notice of eviction, termination of housing

The most reliable evidence available to show that the program participant does not have sufficient resources or support networks, immediately available to prevent them from moving to an emergency shelter or another place described in the oral verification by the relevant third-party that the applicant meets one or both of the criteria under paragraph (1) (ii) of the definition of “at risk of homelessness” in 24 CFR §576. 2.

To the extent that source documents are unobtainable, a written statement by the relevant third-party (e.g., former employer, owner, primary leaseholder, public administrator, hotel or motel manager) or the written certification by the sub- recipient’s intake staff of the oral verification by the relevant third-party that the applicant meets one or more of the criteria



under paragraph (1) (iii) of the definition of “at risk of homelessness.”

If the program participant meets the criteria under paragraph (2) or (3) of the “at risk of homelessness” definition in 24 CFR §576.2, certification of the child or youth’s homeless status by the agency or organization responsible for administering assistance under the Runaway and Homeless Youth Act.

### Determinations of Ineligibility (particularly RRH & HP)

For each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for the determination.

### Annual Income (particularly RRH & HP)

For each program participant who receives homelessness prevention assistance, or who receives rapid re-housing assistance longer than one year, the following documentation of annual income must be maintained;

Income evaluation form containing the minimum requirements specified by HUD and completed by the sub-recipient; and

Source documents for the assets held by the program participant and income received over the most recent period for which representative data is available before the date of the evaluation (e.g. wage statement, unemployment compensation statement, public benefits statement, bank statement);

To the extent that source documents are unobtainable, a written statement by the relevant third-party (e.g., employer, government benefits administrator) or the written certification by the sub-recipient’s intake staff of the oral verification by the relevant third-party of the income the program participant received over the most recent period for which representative data is available.

To the extent that source documents and third-party verification are unobtainable, the written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is reasonably expected to receive over the three-month period following the evaluation.

### Program Participant Records

In addition to evidence of homeless status or “at risk of homelessness” status, as applicable, records must be kept for each program participant that document:

The services and assistance provided to that program participant, including, as applicable, the security deposit, rental assistance, and utility payments made on behalf of the program participant;

Compliance with the applicable requirements for providing services and assistance to that program participant under the program components and eligible activities provisions at 24 CFR §576.101 through 24 CFR §576.106, the provision on determining eligibility and amount and type of assistance at 24 CFR §576.401 (a) and (b), and the provision on using appropriate assistance and services at 24 CFR §576.401 (d) and (e); and

Where applicable, compliance with the termination of assistance requirement in 24 CFR §576.402.

## Centralized or Coordinated Assessment Systems and Procedures

Sub-recipients must keep documentation evidencing the use of, and written intake procedures for, the centralized or coordinated assessment system(s) developed by the CoC in accordance with the requirements established by HUD.

## Rental Assistance Agreements and Payments

The records must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by program participants.

## Utility Allowance

The records must document the monthly allowance for utilities (excluding telephone), using the most current PHA Utility Allowance Chart to ensure units do not exceed HUD's Fair Market Rent (FMR) restriction.

## Procurement Standards

Procurement Standards. The Agency must establish procedures for the procurement of supplies, equipment, construction and other services, with Federal funds. Such procedures must be consistent with the following:

A. No employee, officer, or agent of the Agency shall participate in the selection, award, or administration of any contract in which Federal funds are used, if he, his immediate family, or partner has a financial interest in such contract, or if he, his immediate family or partner has a financial interest in any organization which has a financial interest in said contract. The Agency's officers, employees and agents shall neither solicit, nor accept, gratuities, favors, or anything of monetary value from contractors or potential contractors. The Agency must provide for appropriate disciplinary action to be taken if any officer, employee, or agent should violate the terms of this paragraph.

B. All procurement transactions must be conducted in a manner to provide, to the maximum extent feasible, open and free competition. Awards must be made to the bidder or offer or whose bid or offer is responsive to the solicitation, and whose bid is most advantageous to the Agency.

C. The Agency must establish procurement procedures which provide for, at a minimum, the following procedural requirements:

1) Proposed procurement actions must follow a procedure to avoid purchasing unnecessary or duplicate items.

2) Solicitations for goods and services must be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such description must not, in competitive procurement, contain features which unduly restrict competition.

3) Positive efforts must be made by the Agency to utilize small business and minority-owned business sources of supplies and services.

4) The type of procuring instrument used, e.g., fixed price contract, cost reimbursable contract, purchase order, or incentive contract, must be determined by the Agency, but must be appropriate for the particular procurement and for promoting the best interest of the program involved. The "cost-plus-a-percentage-of-cost" method of contracting must not be used.

5) Contracts must be made only with responsible contractors who possess the

potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration must be given to such matters as contractor integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources.

6) All proposed sole source contracts, or contracts in which only one bid or proposal is received, must be subject to prior approval by City of Huntsville.

7) Some form of price or cost analysis should be made in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts.

8) Procurement records and files for purchases must include the following:

- a) Basis for contractor selection or rejection;
- b) Justification for lack of competition when competitive bids or offers are not obtained;
- c) Basis for award cost or contract price;
- d) Rationale for method of procurement; and
- e) Selection of contract type.

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of 2 CFR 200.319.

Per, HUD Regulation found at 570.502, 570.610, and 85.36, Small Purchasing Procedures allow recipients to acquire goods and services totaling no more than \$100,000. However, the purchase of goods and services with federal funding provided by the City of Aurora will adhere to the City's Purchasing Policy which is more restrictive and limits these purchases to under \$5,000.

## Shelter and Housing Standards

The records must include documentation of compliance with the shelter and housing standards in 24 CFR §576.403, including habitability inspection reports and lead reports when there are children below the age of 6 years old.

## Lead Requirements

ESG is governed by Subpart K of the Lead-Based Paint Hazard regulations and by the Environmental Protection Agency's 2008 Lead-Based Paint Renovation, Repair and Painting (RRP) Rule (as amended in 2010 and 2011), Title 40, Part 745. **ESG projects providing essential services only are excluded from all of the Lead-Based Paint regulations.** ESG funds used for facility renovation, repair, or painting will be subject to applicable HUD and EPA Lead-Based Paint regulations.

**§ 576.403 Shelter and housing standards.** (a) *Lead-based paint remediation and disclosure.* The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R apply to all shelters assisted under ESG program and all housing occupied by program participants.

## Services and Assistance Provided

The sub-recipient must keep records of the types of essential services, rental assistance, and housing stabilization and relocation services provided under the sub-recipients program and the amount spent on these services and assistance. (See 24 CFR §576.101 and §576.102 for more details).

## Coordination with Continuum of Care and Other Programs

The sub-recipient must document their compliance with the requirements of §576.400 for consulting with the CoC and coordinating the integrating ESG assistance with programs targeted

toward homeless people and mainstream service and assistance programs.

## Matching

Sub-recipients must keep records of the source and use of contributions made to satisfy the matching requirements in CFR 24 §576.201. The records must indicate the particular fiscal year grant for which each matching contribution is counted. The records must show how the value placed on third-party, noncash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs.

## Conflicts of Interest

Sub-recipients must keep records to show compliance with the organizations conflicts-of-interest requirements in 24 CFR §576.404(a), a copy of the personal conflicts of interest policy or codes of conduct developed and implemented to comply with the requirements in §576.404(b), and records supporting exceptions to the personal conflicts of interest prohibitions.

## Other Federal Requirements

Refer to 24 CFR §576.500 (s) for requirements.

# IX. Sub Recipient Agreement Processes

## Check Requests/Reimbursements

All grant funds allotted to agencies are done through reimbursements. The paperwork required for reimbursements are these:

- Payment Request Form
- Payment Detail – can be subrecipient’s financial sheet which details the costs being submitted for reimbursement
- Invoices from bills paid and copies of checks indicating that the vendor was paid.
  - Dependent on the type of “bill” would indicate the type of back-up documentation required. A request for reimbursement of staff coast would include times sheets and pay stub for example. Back-up for a service, would include a statement of the amount owed and the amount paid.

## Budget Line Item Requests

The subrecipient may modify this budget only after having requested in writing and received prior written approval of the adjustment from the City of Aurora. A change in the budget 10% and under will mean a memo to the agency file. However, a change above 10% will require a formal amendment.

## Reports due

Typically HUD allocates the ESG funds late in a calendar year and the agreements with subrecipients are signed mid-year (and the end date of the agreement is then mid-year of the following year). However, the quarterly reports are referring to a calendar year, so a subrecipient may be reporting on time periods in which they did not have an agreement in place.

Quarterly reports are due within thirty (30) days of the end of each quarter:

1. First quarter from January 1 through March 31, due on or before April 30.
  - \*\*Emergency Shelters, Street Outreach, Rapid ReHousing and Homelessness Prevention programs complete an HMIS quarterly report and turn these into the Recipient’s ESG Contact person.
  - In addition, a narrative report is also submitted for the quarter.

- Domestic Violence shelters are not allowed to enter data into HMIS and they will complete a different demographic and narrative report.
2. Second quarter from April 1 through June 30, due on or before July 30.
    - Emergency Shelters, Street Outreach, Rapid ReHousing and Homelessness Prevention programs complete an HMIS quarterly report and turn these into the Recipient's ESG Contact person.
    - In addition, a narrative report is also submitted for the quarter.
    - Domestic Violence shelters are not allowed to enter data into HMIS and they will complete a different demographic and narrative report.
  3. Third quarter from July 1 through September 30, due on or before October 30.
    - Emergency Shelters, Street Outreach, Rapid ReHousing and Homelessness Prevention programs complete an HMIS quarterly report and turn these into the Recipient's ESG Contact person.
    - In addition, a narrative report is also submitted for the quarter.
    - Domestic Violence shelters are not allowed to enter data into HMIS and they will complete a different demographic and narrative report.
  4. Fourth quarter from October 1 through December 31, due on or before January 30.
    - Emergency Shelters, Street Outreach, Rapid ReHousing and Homelessness Prevention programs complete an HMIS quarterly report and turn these into the Recipient's ESG Contact person.
    - In addition, a narrative report is also submitted for the quarter.
    - Domestic Violence shelters are not allowed to enter data into HMIS and they will complete a different demographic and narrative report.

End of Year **report** covering **January 1 through December 31** due within thirty (30) days of December 31, due on or before **January 30**. Although no program expenses may be reimbursed until the Agreement is executed, all activity and client records from the start of the activity on January 1 through December 31 shall be included in the Year End report.

#### **Coordinated Assessment/Access:**

Subrecipient must use the centralized or coordinated assessment system established by the Continuum of Care as set forth in § 578.7(a)(8). A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system, provided that victim service providers in the area use a centralized or coordinated assessment system that meets HUD's minimum requirements and the victim service provider uses that system instead.

#### **HMIS (Homeless Management Information System)**

The Subrecipient shall keep accurate books and records of accounts in accordance with generally accepted accounting principles of all expenditures made and all costs and liabilities incurred utilizing Program Funds and Program Income. The aforementioned accounts and all project records shall be made available upon request by the City, U.S. Department of Housing and Urban Development (HUD), or any other federal agency for examination and audit. All books and records of accounts must be retained for four (4) years from the date of this agreement.

According to the March 2010 HMIS Data Standards, a bed or service is considered participating in HMIS "if the provider program makes a reasonable effort to record all universal data elements on all clients served in that bed (or service) and discloses that information through agreed upon means to a HMIS Lead Agency at least once annually." For domestic violence agencies, a comparable data base should be utilized.

#### **Victim Service Providers – Collection of Data**

If Subrecipient is a victim service provider it is still required to enter client-level data on ESG beneficiaries/clients into a comparable database, which collects all of the HMIS universal data elements listed in this paragraph and generates unduplicated aggregate reports. Victim Service

Providers must participate and keep themselves current in the process of developing this system in the Denver Metro area. The data must include the following data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Zip Code, Length of Stay at Previous Residence and Homeless Cause. The Subrecipient agrees to collect any other data elements as required by HUD as it updates its HMIS data standards, from time to time. The Subrecipient is required to update a client's status annually.

## VAWA – Emergency Transfer Plan

The VAWA Final Rule requires PHAs to adopt an Emergency Transfer Plan, based on HUD's model Emergency Transfer Plan (form HUD-5381). HUD's model Emergency Transfer Plan is available at [hud.gov/hudclips](http://hud.gov/hudclips). (See 24 CFR 5.2005(e).) Owners of assisted housing or HCV (including project-based voucher) properties that are not PHAs or considered "PHA-Owned" are not the covered housing provider under this provision, and therefore, are not required to adopt an Emergency Transfer Plan. If an owner receives a request for an emergency transfer, the owner is encouraged to explain to the victim that the PHA is the covered housing provider for this activity, and that the PHA should be contacted directly.

Documenting that tenants have received a copy during their lease signing,

1. Establishes new requirements for notification of occupancy rights under VAWA, (form HUD-5380). (See 24 CFR 5.2005(a).)
2. Provides that applicants and tenants may not be denied assistance or have assistance terminated under a covered housing program on the basis of or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. (See 24 CFR 5.2005(b)(1).)
3. Establishes the requirement to establish an emergency transfer plan, establishes record keeping and reporting requirements (form HUD-5383). (See 24 CFR 5.2005(e).)
4. Revises requirements for documenting the occurrence of domestic violence (form HUD-5382). (See 24 CFR 5.2007.)
5. Where the covered housing provider exercises the option to bifurcate a lease and the evicted or terminated tenant was the recipient of assistance at the time of bifurcation, establishes a new requirement for reasonable time periods during which a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking may remain in the unit while establishing eligibility under the current housing program or under another covered housing program, or seeking alternate housing. (See 24 CFR 5.2009(b).)
6. For local guidance, see Aurora@Home Policies and Procedures.

## Narrative Reports

The Recipient will request subrecipients to complete a written narrative which will include reporting data that is not captured on the HMIS report. This information will be used to further describe the program activities being accomplished. Upon occasion this information may be used to complete reports for City staff and City Council.

## End of Year Reports: CAPER, eCart

The annual report covering January 1 through December 31 is due within thirty (30) days of December 31, of the following January 30. This report will be submitted in the form of a HMIS CAPER.

## eCart

Starting with their 2015 CAPER submissions, ESG recipients must report aggregated ESG Program report information at the subrecipient level, using the newly developed ESG eCart (the ESG-CAPER Annual Reporting Tool). eCart is a Microsoft Excel spreadsheet that is configured to load report level,



aggregate information from an HMIS and produce all statistical information required by HUD on program participants served in ESG-funded projects. ESG recipients will obtain data from their subrecipients through a special Comma Separated Value (CSV) export; which the recipients will use to populate the eCart tool for submission to HUD. Recipients will then attach the eCart to their CAPER submission to fulfill the new requirement and recipients will no longer be required to enter the data manually.

The subrecipients will obtain this special Comma Separated Value (CSV) export report from their HMIS administrator. Once they receive this export/report they will forward it to the ESG Program Contact. If there are any errors the subrecipient will need to correct the data through HMIS system and then request the HMIS Program Administrators to create a new export/report. When all errors are fixed the report the process will be repeated and will be submitted to the ESG Program Contact.

### Agency Monitoring

Federal Regulations 2 CFR 200 Subpart D, requires that the Recipients of federal grant funds (in this case the City of Aurora) must conduct annual assessments and possible on-site monitoring of subrecipients. Annual risk assessments conducted by the Community Development staff determines which agencies will be subject to an on-site monitoring review.

An on-site monitoring may be deemed necessary as a result of our annual risk assessment review of all agencies and organizations currently acting as Subrecipients with the City of Aurora. Special attention will be given to areas rated as high risk and critical program functions identified during the annual risk assessment. An on-site monitoring includes an inspection of the project or tour of program facilities as appropriate, an explanation of the services and discussions with administrative staff.

The on-site monitoring is a detailed review of program performance and will focus on the specific Subrecipient program activities or projects detailed in the Subrecipient Agreements relevant to the specific year assessment process. Program staff may be asked to define the strategic plans for the related programs and, as applicable, how those plans are used to help clients in those programs. A randomly selected sample of activity or case files will be selected for review and should be of sufficient size to be able to draw a valid conclusion.

The City will monitor the Subrecipient which will include, but not limited to, assurance of compliance with new ESG definitions, utilization of the centralized and coordinated assessment system, fiscal integrity and accounting of utilization of funds as required by HUD, and entry of data into HMIS. To meet the requirements outlined for the use of ESG funds, quarterly meetings will be held with the Subrecipient to assess whether or not the milestones identified in the contract (e.g., number of clients to be served) and the ESG guidelines and regulations are met.

## X. Public Information and Open Records Act Requests

All materials contained in applications for Emergency Solutions Grant are subject to the requirements of the, and the application materials may be viewed and copied by any member of the public. Applicants seeking to claim a statutory exemption to disclosure from open records requests, which may be made, must place all documents viewed as confidential in a sealed envelope marked "Confidential." Applicants must be aware that if an open records request is made for any of the application materials, COA will make an independent determination of confidentiality and may or may not agree with the applicant's determination regarding the confidentiality of the materials. COA will publish via email an announcement of all awarded applications for the current application round. The list will be made available within sixty days of the current application deadline.

## XI. ESG Program Contact

All questions or comments about the ESG Program should be directed

to: Sharon Duwaik  
Program Specialist  
Community Development  
City of Aurora  
9898 E Colfax Ave  
Aurora, CO 80010  
303-739-7916  
sduwaik@auroragov.org

## XII. Additional Information

For more information on the Emergency Solutions Grant regulations and guidelines, please visit the U.S. Department of Housing and Urban Development Web site at [www.hudexchange.info](http://www.hudexchange.info).



# Continuum of Care Housing Inventory

**CONTINUUM OF CARE IN AURORA – Updated June 16, 2016**

**Emergency Shelters, Temporary & Transitional Housing, Rapid Re-Housing (RRH), Homelessness Prevention (HP) & Permanent Supportive Housing (PSH) Inventory**

Agency	Emergency	Temporary (usu 3-6 mos.)	Transitional (up to 2 yrs.)	Rapid Rehousing	Homelessness Prevention	Permanent Supportive	Description/Capacity
Aurora@Home Collaborative Housing Providers: AUMHC, AHA, & Community Housing Partners (CHP)				60 to 65	Inc. in RRH		60-65 – short to medium term rental assistance & case management:  AHA - 30 RRH/HP families (inc. ArCO HOME, CoA HOME/CDBG, CoA General, and recently awarded Colorado Division of Housing HOME)  AUMHC – RECENT: 20-25 RRH families (MDHI SuperNOFA)  CHP - RECENT: 10 RRH families at Plaza Townhomes at Macon/Moline (CoA ESG)
Aurora Mental Health Center (AUMHC)			52			266	318 beds/vouchers/units: TRANS: 52 beds: 15-beds at Aurora Veterans Home; 15-beds at John Thomas House for adults; 16-beds at Nome St for prison re-entry program/Arapahoe jail program RECENT: 6-beds at Ursula for Wellness Court with Judicial Division PSH: 266 beds/vouchers/units: 10-beds at Fitzsimons Recovery Apts. for homeless adults; 8-beds at Mrachek House for persons with dev. dis. & mental illness; 16-beds at Hanover Street for adults; 24-units at the Ruth Campbell Apartments; 138-scattered site Section 8 vouchers. 40- Shelter + Care vouchers 10- Tenant based Rental Assistance vouchers - 8 at one site, 2 scattered NEW 20-25 vouchers – Chronic/adult – MDHI SuperNOFA Bonus
Colorado Coalition for the Homeless (CCH): Forest Manor						16	PSH: 86 affordable units at Forest Manor Apartments of which 16 are permanent supportive housing units that serve severe mentally ill persons who were formerly homeless
Housing Authority of the City of Aurora (AHA)			15	18		135	168 vouchers/RRH TRANS: 15 Family Unification Program (FUP) vouchers for Youth RRH: 18 families CCH’s Family RRH – MDHI SuperNOFA PSH: 135 vouchers: 85+15 RECENT = 100 Veterans Affairs Supportive Housing (VASH) vouchers 35 Family Unification Program (FUP) vouchers for Families
Gateway Battered Women’s Services	24	15					39 beds total for domestic violence shelter, plus cribs: EMERG/OVERNIGHT: 24 beds are emergency TEMP: 15 beds are longer term up to 120 days
Mile High Behavioral Healthcare/Comitis Crisis Center	81	40	18				Shelter and services for 139 beds & overflow during cold weather: EMERG/OVERNIGHT: 81: 25 beds for families 48 beds for single men and women 8 moveable TEMP: 40: 32 beds for TANF families, domestic violence 8 beds for 2 <sup>nd</sup> chance TRANS: 18 beds for female vets & families - up to 2 years
<b>TOTAL</b>	<b>105 Bed</b>	<b>55 Bed</b>	<b>85 Bed/ Vouchers</b>	<b>78 to 83</b>	<b>Inc. in RRH</b>	<b>417 – 343 are voucher; 74 are Bed/ Units</b>	<b>TOTAL 740-745 beds/vouchers/units of which:</b> <b>245 are emergency/temp./transitional=“Homeless”</b> <b>495-500 are Rapid Rehousing/Homelessness Prevention/Permanent Supportive = not counted as “Homeless” in PIT</b>

# HOAP Program Guidelines

# Home Ownership Assistance Program (HOAP)

[City of Aurora](#) / [Residents](#) / [Community Development](#) / Home Ownership Assistance Program (HOAP)

**HOAP Income Guidelines** at the bottom of this page\*



- *Would you like a better understanding of the purchase process?*
- *Do you need assistance with the down payment and closing costs?*
- *Are you in default on your mortgage loan?*
- *Are you a senior homeowner looking for extra income from your home?*

Aurora's Home Ownership Assistance Program (HOAP) offers a variety of housing-related counseling services as well as educational seminars and financial assistance to help qualified, first-time homebuyers. Other programs include: commercial and home rehabilitation, emergency repair, handicap accessibility, and various public facilities projects.

Since 1985, HOAP has been dedicated to making home ownership a reality for Aurora's low and moderate-income families. As a HUD-approved counseling agency, the HOAP

program offers free pre-purchase, foreclosure, pre-foreclosure sale, and reverse equity mortgage counseling, as well as financial assistance to homebuyers. The HOAP staff conducts educational seminars to first-time homebuyers (in English and Spanish), which covers the process of buying and owning a home. It is *mandatory* to attend a HUD-approved homebuyer seminar prior to applying for financial down payment assistance. HOAP staff also acts as a referral service for residents to other service providers within the community.

### **HOAP Housing Counselors provide:**

- [Pre-Purchase Counseling](#)
- [Foreclosure Prevention Counseling](#)
- [Educational Seminars](#)
- [Loan Programs For First-Time Homebuyers](#)
- [Reverse Mortgage Counseling](#)

2017 [Home Buyer Educational Seminar Schedule](#)

2017 [Spanish Home Buyer Educational Seminar Schedule](#)

**To attend a seminar call: 303.739.7966. To book a one-on-one appointment call: 303.739.7900 or 303.739.7914.**

[HOAP Guidelines For Lenders](#)

[HOAP Guidelines For Realtors](#)

### **\* PROGRAM DESCRIPTION**

#### **CITY OF AURORA - HOME OWNERSHIP ASSISTANCE PROGRAM**

Founded in 1984, the city of Aurora's Home Ownership Assistance Program (HOAP) is dedicated to making affordable housing a realization for low- to moderate-income families in Aurora. **This is a one-time assistance per family program.**

- To reserve HOAP funding buyer must present a fully signed contract along with a signed copy of the seller's occupancy certification form.
- Buyer must have verifiable savings equal to 2 months estimated PITI + HOA showing on 2 most recent consecutive bank statements. Seasoned funds may include earnest money deposit, credit report, appraisal and inspection fees.
- Buyer must have verifiable 2 year work history.
- Buyer must provide 2 months bank statements at application with no insufficient funds charges evident.
- Credit reports will be used to verify buyer's debt obligations.
- Debt to income ratios: 31% (P+I only) front and 50% back end will be enforced.

- All inspection conditions / repairs must be completed prior to loan closing - no FHA 203k loans accepted.

## BUYER ELIGIBILITY

- The program will follow the above underwriting criteria for all prospective home buyers in accordance with the 2013 HOME Final Rule. Program underwriting will include Debt Ratios, Monthly Budget, Seasoned Savings and Sustainable Income Sources.
- Buyer meets HUD maximum income restrictions by household size: (This is defined as the number of people residing in the home including, but not limited to, all minor children, spouses, fiancés, roommates, relatives.)

1.....	\$47,000	5.....	\$72,500
2.....	\$53,700	6.....	\$77,850
3.....	\$60,400	7.....	\$83,250
4.....	\$67,100	8.....	\$88,600

- Buyer needs to qualify for the first mortgage according to the financial institutions guidelines. **Purchase price limit currently \$273,000.**
- Buyer must be under 80% of median income (as shown above). **The city of Aurora projects out income for a 12 month period based on both pay stubs and VOE's.** We will project the income based on future raises if stated on the Verification of Employment. Please feel free to call us to go over specific situations.
- Borrowers are allowed to have **limited reserves (\$15,000).**
- Buyer may not have owned a home within the past (3) years, as evidenced by providing copies of at least three (3) years tax return transcripts.

## BORROWER REQUIREMENTS

- **The borrower is required to attend a one on one counseling session with housing counselor.**
- **The borrower needs to attend a MANDATORY free seminar held once a month.** A counseling certificate is issued by the city of Aurora when the borrower has completed the seminar. **A certificate is required in order for the borrower to receive funds from the city of Aurora.**
- HOAP reserves the right to refuse any loan based on any reason management deems appropriate. Written notice of loan denial will be provided.

## PROPERTY ELIGIBILITY/SELLER REQUIREMENTS

- Property must be located within the city of Aurora.
- Property must be a Single Family Residence, Condominium or Townhome.

- **A full written inspection report is required on all properties.** We will review this inspection for all health and safety items. Proof of repairs is required (receipts, etc.) **prior to closing. In other words, we are unable to accept inspection conditions at the closing table.** Community Development will ensure a 5 year certification of major systems through checking the AMANDA building permit system for the subject property along with determination of the age of the furnace, water heater, plumbing, electrical and windows. If the major system cannot be certified as safe or is too old, Community Development will require replacement.
- Market value/purchase price is set through the financial institution's appraisal.
- A lead hazard screen is required on all pre-1978 properties.
- Because of HUD Regulations, (Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition Chapters 2 and 3), the City of Aurora Home Ownership Assistance Program cannot assist if the property is renter occupied. In other words, **THE PROPERTY NEEDS TO BE OWNER OCCUPIED AT THE TIME THE CONTRACT IS WRITTEN. IF VACANT, SELLER MUST PROVIDE EVIDENCE THAT THE TENANT WAS NOT DISPLACED. HOAP CANNOT ASSIST IF THE PROPERTY IS CURRENTLY TENANT OCCUPIED.**
- **The Voluntary Acquisition Letter** must be signed and dated by all sellers at least 24 hours prior to closing. **In other words, we are unable to accept the Acquisition letter at the closing table.**

In accordance with HUD Regulations Handbook 1378, Chapter 5, Section 1, the City of Aurora must inform the seller that the City of Aurora **will not use its power of eminent domain** to acquire the property if negotiations fail to result in an amicable agreement. **Prior to the closing of the sale, the city of Aurora will provide the seller with a written estimate of the fair market value of the property.**

## **PROGRAM GUIDELINES**

- The program offers Financial Assistance for the minimum required down payment, depending on the loan program (a maximum of 5% for conventional loans), and all allowable closing costs under HOAP guidelines up to **a maximum of \$10,000.** We do not pay for buy-downs or points. **We will not reimburse nor advance appraisal or credit report fees.** Please note that if borrower is able to put more than the minimum required down beyond allowable reserves, HOAP is unable to assist.
- Buyer participation in down payment/closing costs will be required based on the total loan package and buyers ability to pay their contribution of 1% of the purchase price towards the transaction. **HOAP will assist up to a maximum of 5% down payment.**
- The term of the second mortgage is thirty years, with simple interest of zero percent (0%). No monthly payments are required.
- Principal is due and payable in full upon sale of the property, with cash out refinance, transfer of ownership, failure on the part of the borrower to maintain home as principal place of residence, or payment in full of the first mortgage.

- There is no prepayment penalty. We also do not accept monthly or partial payments.
- A document recording fee of \$23 is charged, but there are no other discount points, origination fees or processing fees under this program.
- **In order to reserve funds, the borrower must have had a one on one counseling sessions as well as a fully executed contract.**

\*\*\*Program subject to funding availability and conditions are subject to change without notice.

**It is unlawful to discriminate in housing based on Race, Color, National Origin, Religion, Sex, Familial Status or Handicap.**

### **HOW TO RECOGNIZE HOUSING DISCRIMINATION**

Under the Fair Housing Act, it is against the law to:

- Refuse to rent or sell you housing
- Tell you that housing is unavailable when in fact it is available
- Show you apartments or homes only in certain neighborhoods
- Set different terms, conditions, or privileges for property sale or rental
- Provide different housing services or facilities
- Advertise housing to preferred groups of people only
- Refuse to provide you with information regarding mortgage loans, deny you a mortgage loan, or impose different terms or conditions on a mortgage loan
- Deny you property insurance
- Conduct property appraisals in a discriminatory manner
- Refuse to make reasonable accommodations for persons with a disability if the accommodation may be necessary to afford such person a reasonable and equal opportunity to use and enjoy a dwelling
- Fail to design and construct housing in an accessible manner
- Harass, coerce, intimidate, or interfere with anyone exercising his / her fair housing rights



# HOME Recapture Provisions

## Procedure L

### **Subject:** HOME Recapture Provisions for HOAP Loans

- The original 2nd “Deed of Trust” and “HOME Affordability Agreement” are left with the title company for notarization and filing with the county and the \$16.00 filing fee is added to the closing costs. After filing, it is mailed to the Community Development office and is to be put in the office safe.
- Copies of HOAP Note, Deed, HOME Affordability Agreement, Truth in Lending Statement and First Mortgage Note, Deed-of-Trust, HUD 1 Settlement Statement, and HOME Voucher Request are placed in the client(s) file in the Closing Data & Legal Documents section.
- After the accounting department draws down funds from the HUD IDIS Funding System after the project is closed, the HOAP processor / administrative assistant will notify each borrower via regular mail what the appropriate affordability period is and when it will end. The letter will remind borrowers that they must live in the property the entire affordability period or sell the property so that City of Aurora, Community Development Division may recapture loan funds based on net proceeds.
- Every year during the 5-year HOME affordability period, the Community Development Division will mail principle residence certification documents to all HOME assisted borrowers to verify that they are still occupying the property. These documents must be returned to Community Development in the postage paid envelopes provided or be considered in non-compliance with HUD HOME Regulations.
- When a homeowner is non-compliant with the initial principle residency certification mailing, it is necessary the 2<sup>nd</sup> Demand Notice is sent 1<sup>st</sup> Class mail with return postage paid allowing 30 days for the homeowner’s response. If there is no response to the second mailing, the 3<sup>rd</sup> Notice of Demand is sent certified mail (return receipt requested) offering another 30 day response period to the homeowner.
- If there is no client response to the 3<sup>rd</sup> Demand Notice, Community Development Staff will attempt a physical inspection of the subject premises. If contact is made with the homeowner the occupancy certification will be signed at that time and placed in the client file. If there is no response after the physical inspection the file will be referred to the Community Development Director for further legal action.

Several points must be emphasized to clarify certain aspects of the HOME funding requirements:

- Every HOME-funded loan requires that the borrower must reside in the property until the 5-year HOME affordability period has expired.
- The 5-year HOME affordability period begins when the HOME funds are drawn down from the U.S. Treasury after completion of the loan funding and the project is closed, not from the date of the loan closing. HOAP will issue a letter after closing specifying the exact dates of the affordability period.

- During the 5-year HOME affordability period the borrower must reside in the property and submit to annual occupancy verification.
- If the owner leaves the property during the 5-year HOME affordability period, or if the borrower fails or refuses to provide the annual occupancy verification, they would be considered in non-compliance and would be required to **move back into the property** or **sell the property** so that the City of Aurora may recapture the loan subject to available Net Proceeds.
- Net Proceeds = Sales Price minus Superior non-HOME debt minus Closing Costs
- Net proceeds, if any available, will be accepted as a final settlement of the HOME debt.

## EXHIBIT A – Scope of Services / New Construction for Homeownership

- C. **Project Affordability Period.** The CHDO shall insure that all affordable units identified in Paragraph 4A of this Scope of Service continue to be used to provide owner-occupied housing for low-income persons and/or families for TEN (10) years from the date of project closeout in HUD's Integrated Disbursement & Information System (IDIS). The City will issue a letter confirming IDIS close out and establishing the start of the Affordability Period.
- D. **Affordability Enforcement / Resale.** Purchase price and beneficiary income requirements must be enforced by deed restriction or covenants running with the land. Affordability restrictions apply without regard to the term of any loan or mortgage or transfer of ownership and may terminate only upon foreclosure or transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, or any entity that includes the former owner or those with whom the former owner has or had family or business ties, obtains an ownership interest in the project or property.

The CHDO shall submit documents to be used to enforce the HOME Resale Restrictions to the City for approval prior to execution and close of initial sale.

### 5. PROPERTY STANDARDS.

#### A. Code Requirements

**New Construction Projects:** At the time of completion, all new construction projects assisted with HOME funds must meet all applicable state and local code, ordinance, and zoning requirements. If no state and local codes apply, at a minimum the project must meet one of the following national model codes: ICBO, BOCA, SBCCI, CABO or FHA Minimum Property Standards. Additionally, all new construction projects must meet International Energy Conservation Code (IECC) requirements AND handicapped accessibility requirements, where applicable.

- B. **Fair Housing Act and Section 504.** HOME-assisted construction must also meet the accessibility standards of the Fair Housing Act and Section 504. For multi-family housing projects, including new construction or substantial rehabilitation projects with 15 or more units, Section 504 requires that at least five percent of units (or at least one, whichever is greater), be made handicap accessible according to the uniform Federal Accessibility Standards. An additional two percent of the units in such a project shall be accessible for persons with hearing or vision impairments. To the maximum extent feasible, these units are to be evenly distributed throughout the project site and be sufficient range of size when compared to other units. The owner or manager of the housing units must make available information regarding the availability of handicap accessible units to eligible individuals.

- 6. **TIME OF PERFORMANCE.** The Project shall commence upon the full and proper execution of this Contract and the completion of the appropriate environmental review, and shall be completed on or before December 31, 2012. However, the project time of performance may be extended by unilateral amendment, subject to mutual agreement of the City and CHDO. To initiate the extension process, the CHDO shall submit a written request to the City at least 60 days prior to December 31, 2012 and shall include a full justification for the extension.
- 7. **PROJECT BUDGET.** The Development and Sources and Uses budgets for this project are attached to this Agreement as Exhibit B. All HOME funds under this agreement shall be applied strictly to acquisition, asbestos abatement, and demolition.
- 8. **PAYMENT SCHEDULE.** HOME PROGRAM funds shall be made available to the CHDO subject to the terms and conditions of this agreement, and documentation evidencing the propriety of the proposed use of HOME PROGRAM Funds with each draw-down request. HOME PROGRAM Funds shall be disbursed to the CHDO in the following manner described:

## DECLARATION OF DEED RESTRICTION AND COVENANT

THIS DECLARATION OF DEED RESTRICTION AND COVENANT is made this 23rd day of September 2009, by \_\_\_\_\_ ("Homeowner"), the fee simple owner of certain property further described herein.

### RECITALS:

WHEREAS, Homeowner is the beneficiary of expenditure of federal funds pursuant to the Home Investment Partnership Program ("HOME Program"), which were used for the purchase of the following described real property in the County of Adams, State of Colorado (the "Property"):

CITY OF AURORA, COUNTY OF ADAMS, STATE OF COLORADO.

Also known as:

WHEREAS, the Homeowner, as the beneficiary of the expenditure of HOME Program funds, has agreed to record a deed restriction and covenant that runs with the Property to ensure that certain affordability and occupancy requirements are met.

NOW, THEREFORE, the following is established as a deed restriction and covenant running with the Property:

1. **Affordability Requirements.** The use of the Property shall comply with the affordability requirements established by the U.S. Department of Housing and Urban Development ("HUD"), which are currently set forth in 24 CFR Section 92.254, including, as follows:

A. **Occupancy Limitations.** The Property must be the principal residence of Homeowner and Homeowner's family throughout the period of affordability, unless the property is resold pursuant to Section B. below.

B. **Resale Restrictions.** In the event of any resale prior to the expiration of the period of affordability, the Property shall be sold only to a buyer whose family qualifies as a low-income family and such family must use the Property as its principal residence unless the period of affordability has expired. A family is considered low income if the household income is at or below 80% of the median income for the Denver area as determined by HUD (adjusted annually) at the time of contract to purchase.

The price at resale shall provide the Homeowner (or subsequent owner) a fair return on investment (including the owner's investment and any capital improvement) and ensure that the housing will remain affordable to a reasonable range of low-income homebuyers.

2. **Term.** The affordability requirements stated in this Deed Restriction and Covenant shall encumber the Property from September 23, 2009 through and including September 23, 2029<sup>2019</sup> ("the period of affordability") and shall not be amended or modified without the express written consent of the City of Aurora, Community Development Division.

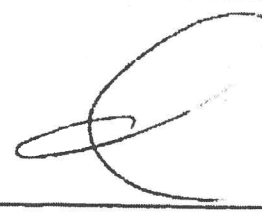
3. **Enforcement.** The provisions of this Deed Restriction and Covenant may be enforced by City of Aurora and/or HUD, or appropriate representatives thereof.

Homeowner, \_\_\_\_\_

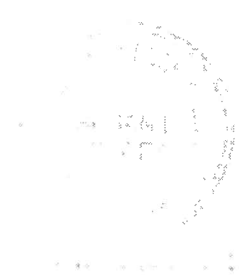
STATE OF COLORADO )  
DENVER COUNTY *Denver* ) ss.

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
this 23<sup>rd</sup> day of September 2009.

Witness my hand and official seal.  
My commission expires: \_\_\_\_\_



\_\_\_\_\_  
Notary Public



# Public Notices

AURORA SENTINEL  
PROOF OF PUBLICATION

STATE OF COLORADO  
COUNTY OF ARAPAHOE }ss.

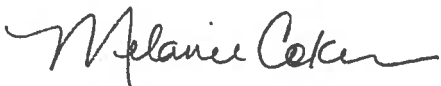
I JAMES S. GOLD, do solemnly swear that I am the PUBLISHER of the AURORA SENTINEL; that the same is a weekly newspaper published in the County of Arapahoe, State of Colorado and has a general circulation therein; that said newspaper has been published continuously and uninterruptedly in said County of Arapahoe for a period of more than fifty-two consecutive weeks prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as second-class matter under the provisions of the Act of March 30, 1923, entitled "Legal Notices and Advertisements," or any amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

That the annexed legal notice or advertisement was published in the regular and entire issue of every number of said weekly newspaper for the period of 1 consecutive insertion; and that the first publication of said notice was in the issue of said newspaper dated October 12 A.D. 2017 and that the last publication of said notice was in the issue of said newspaper dated October 12 A.D. 2017.

I witness whereof I have hereunto set my hand this 12 day of October A.D. 2017.



Subscribed and sworn to before me, a notary public in the County of Arapahoe, State of Colorado, this 12 day of October A.D. 2017.



Notary Public

MELANIE COKER  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20164022849  
MY COMMISSION EXPIRES JUNE 15, 2020

PUBLIC NOTICE

The City of Aurora's Draft 2018 Annual Action Plan will be available for public review and comment for a 30 day period from October 13 to November 13, 2017.

The Final 2018 Action Plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) by November 30, 2017, or as otherwise advised by HUD.

The 2018 Action Plan is the fourth year of the 2015-2019 Consolidated Plan and serves as the City of Aurora's formal application to HUD for CDBG, HOME and ESG funding proposals for 2018. The City anticipates that these projects will not cause displacement of existing households. The 2015-2019 Consolidated Plan is designed to create a link between the identified needs of Aurora's low to moderate-income and special needs populations and the resources of HUD's Community Development Block Grant (CDBG), Home Investment Partnership (HOME) and Emergency Solutions Grant (ESG) funding and other public/private investments. The Five Year Plan establishes objectives and strategies to address the needs over the next five years in three areas: provide decent housing, provide a suitable living environment, and provide expanded economic opportunities.

The 2018 Action Plan will be available for review at the City of Aurora's Community Development Division on the second floor of 9898 E. Colfax Avenue, Aurora, Colorado, 80010, and in the lobby of the Martin Luther King, Jr. (MLK) Library on the first floor of the same facility address. The facility is accessible and can accommodate persons with disabilities. Please contact Chris Davis of the Community Development Division Staff at 303-739-7938 or [cdavis@auroragov.org](mailto:cdavis@auroragov.org) if you require language translation services or need special accommodations, as well as for written documents. For hearing or speech impaired residents, please call 7-1-1 for the Colorado Relay Number. The plan will also be posted on the City's website at: [https://www.auroragov.org/residents/community\\_development/reports\\_stats\\_and\\_docu-](https://www.auroragov.org/residents/community_development/reports_stats_and_docu-)

ments/

All comments should be submitted in writing by November 13, 2017 to Chris Davis, City of Aurora, Community Development Division, 9898 E. Colfax Avenue, Aurora, Colorado, 80010; or [cdavis@auroragov.org](mailto:cdavis@auroragov.org). For questions and additional information please contact Chris Davis at the above address or call 303-739-7938.

The Citizen's Advisory Committee on Housing and Community Development (CHD) for the City of Aurora held its Public Hearings on the proposals for the 2018 Action Plan on July 11, 2017 and subsequent decision making meeting on July 18, 2017. The CHD presented its final funding recommendations to the Aurora City Council at a meeting open to the public on September 25, 2017. The CHD recommended the following estimated funding amounts for the 2018 Action Plan to the Aurora City Council:

2018 HUD CDBG Funding: \$2,783,736  
2018 CDBG Program Income/carry forward: \$140,000  
2018 HUD HOME Funding: \$894,392  
2018 HOME General Fund Match: \$201,239  
2018 HOME Program Income/carry forward: \$1,000,000  
2018 HUD ESG Funding: \$245,303

TOTAL ESTIMATED 2018 FUNDING: \$5,274,670

Publication: October 12, 2017  
Aurora Sentinel



AURORA SENTINEL  
PROOF OF PUBLICATION

STATE OF COLORADO  
COUNTY OF ARAPAHOE }ss.

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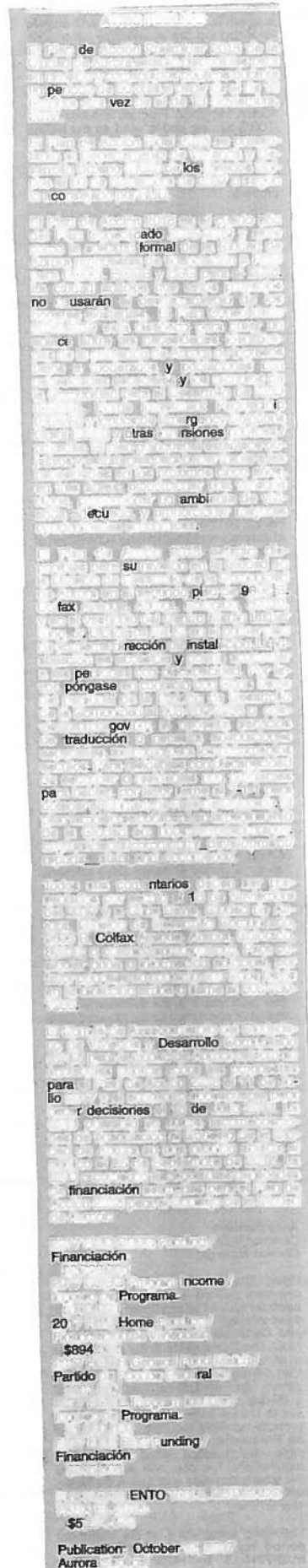


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Notary Public

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STATE OF COLORADO  
NOTARY ID 20164022849  
MY COMMISSION EXPIRES JUNE 15, 2020



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STATE OF COLORADO  
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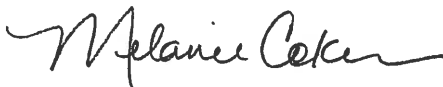
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That the annexed legal notice or advertisement was published in the regular and entire issue of every number of said weekly newspaper for the period of 1 consecutive insertion; and that the first publication of said notice was in the issue of said newspaper dated June 29 A.D. 2017 and that the last publication of said notice was in the issue of said newspaper dated June 29 A.D. 2017.

I witness whereof I have hereunto set my hand this 29 day of June A.D. 2017.



Subscribed and sworn to before me, a notary public in the County of Arapahoe, State of Colorado, this 29 day of June A.D. 2017.



Notary Public

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NOTICE OF PUBLIC HEARINGS

The City of Aurora's Citizen's Advisory Committee on Housing and Community Development (CHD) will hold Public Meetings on **Tuesday, July 11, 2017** and **Tuesday, July 18, 2017** at 6:00 p.m. to discuss Housing and Community Development priorities and funding proposals for the 2018 Community Development Block Grant (CDBG), Home Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG) Programs.

The first Public Meeting to hear proposals will be held:  
**Tuesday, July 11, 2017**  
6:00 p.m.  
Martin Luther King Library Building  
Akron/Clinton Rooms  
9898 E. Colfax Avenue  
Aurora, CO 80010

The second Public Meeting to review proposals and provide funding recommendations will be held:  
**Tuesday, July 18, 2017**  
6:00 p.m.  
Martin Luther King Library Building  
Akron/Clinton Rooms  
9898 E. Colfax Avenue  
Aurora, CO 80010

The public is invited to attend these meetings and citizens will be provided with an opportunity to speak on Housing and Community Development issues and priorities.

The facility is accessible and can accommodate persons with disabilities. Please call the Community Development Division Staff at (303) 739-7900 at least 48 hours in advance if you require language translation services or need special accommodations for these Public Meetings, as well as for written documents. For hearing or speech impaired residents, please call 7-1-1 for the Colorado Relay Number. For more information on the Community Development Division and the CDBG, HOME and ESG programs, please visit the City's website at: [https://www.auroragov.org/residents/community\\_development/](https://www.auroragov.org/residents/community_development/).

First Publication: June 29, 2017  
Final Publication: July 13, 2017  
Aurora Sentinel

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AVISO DE AUDIENCIAS PUBLICAS

El Comité Asesor Ciudadano de Aurora sobre Vivienda y Desarrollo Comunitario (CHD) celebrará Reuniones Públicas el martes 11 de julio de 2017 y el martes 18 de julio de 2017 a las 6:00 p.m. Para discutir prioridades de Vivienda y Desarrollo Comunitario y propuestas de financiamiento para la Subvención de Desarrollo de la Comunidad de 2018 (CDBG), la Ley de Asociación para la Inversión en el Hogar (HOME) y los Programas de Subvenciones para Soluciones de Emergencia (ESG).

La primera reunión pública para escuchar las propuestas se llevará a cabo:  
Martes, Julio 11, 2017  
6:00 p.m.

Edificio Martin Luther King Library  
Habitaciones Akron / Clinton  
9898 E. Colfax Avenue  
Aurora, CO 80010

La segunda reunión pública para examinar las propuestas y formular recomendaciones de financiación se llevará a cabo:  
Martes, Julio 18, 2017  
6:00 p.m.

Edificio Martin Luther King Library  
Habitaciones Akron / Clinton  
9898 E. Colfax Avenue  
Aurora, CO 80010

El público está invitado a asistir a estas reuniones y los ciudadanos se le proporcionará la oportunidad de hablar sobre los problemas y prioridades de Vivienda y Desarrollo Comunitario.

La instalación es accesible y puede acomodar a las personas con discapacidad. Por favor, llame al personal de la División de Desarrollo de la Comunidad al (303) 739-7900 por lo menos 48 horas de anticipación si necesita servicios de traducción o necesita adaptaciones especiales para estas reuniones públicas, así como para los documentos escritos. Para residentes con discapacidad de audición o el habla, por favor llame al 7-1-1 para el Número de Relé Colorado.

Para obtener más información sobre la División de Desarrollo de la Comunidad y de los programas CDBG, HOME, ESG, por favor visite el sitio web de la Ciudad en: [https://www.auroragov.org/residents/community\\_development/](https://www.auroragov.org/residents/community_development/).

First Publication: June 29, 2017  
Final Publication: July 13, 2017  
Aurora Sentinel

SF 424 (CDBG, HOME, ESG)

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication  
 Application  
 Changed/Corrected Application

**\* 2. Type of Application:**

- New  
 Continuation  
 Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

05/10/2018

**4. Applicant Identifier:**

84-730555-K

**5a. Federal Entity Identifier:**

n/a

**5b. Federal Award Identifier:**

B-18-MC-08-0002

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

n/a

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

City of Aurora

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

84-6000564

**\* c. Organizational DUNS:**

6234059090000

**d. Address:**

**\* Street1:**

15151 E. Alameda Parkway

**Street2:**

**\* City:**

Aurora

**County/Parish:**

Arapahoe

**\* State:**

CO: Colorado

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

80012-1555

**e. Organizational Unit:**

**Department Name:**

Neighborhood Services

**Division Name:**

Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mrs.

**\* First Name:**

Anita

**Middle Name:**

**\* Last Name:**

Burkhart

**Suffix:**

**Title:**

Community Development Manager

**Organizational Affiliation:**

**\* Telephone Number:**

303-739-7924

**Fax Number:**

303-739-7925

**\* Email:**

aburkhar@auroragov.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Community Development Block Grants/Entitlement Grants

**\* 12. Funding Opportunity Number:**

CDBG

\* Title:

Community Development Block Grant

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

2018 Community Development Block Grant (CDBG) Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="2,904,239.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="70,000.00"/>
* g. TOTAL	<input type="text" value="2,974,239.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

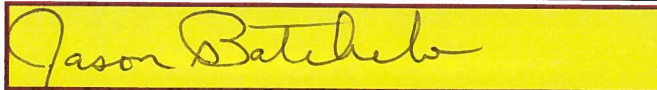
**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:



**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
---	---	--

<b>* 3. Date Received:</b> 05/10/2018	<b>4. Applicant Identifier:</b> 84-730555-K
--	--

<b>5a. Federal Entity Identifier:</b> n/a	<b>5b. Federal Award Identifier:</b> M-18-MC-08-0201
--	---

**State Use Only:**

<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> n/a
--	---

**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> City of Aurora	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 84-6000564	<b>* c. Organizational DUNS:</b> 6234059090000

**d. Address:**

<b>* Street1:</b>	15151 E. Alameda Parkway
<b>Street2:</b>	
<b>* City:</b>	Aurora
<b>County/Parish:</b>	Arapahoe
<b>* State:</b>	CO: Colorado
<b>Province:</b>	
<b>* Country:</b>	USA: UNITED STATES
<b>* Zip / Postal Code:</b>	80012-1555

**e. Organizational Unit:**

<b>Department Name:</b> Neighborhood Services	<b>Division Name:</b> Community Development
--	--

**f. Name and contact information of person to be contacted on matters involving this application:**

<b>Prefix:</b> Mrs.	<b>* First Name:</b> Anita
<b>Middle Name:</b>	
<b>* Last Name:</b> Burkhardt	
<b>Suffix:</b>	

<b>Title:</b> Community Development Manager
---

<b>Organizational Affiliation:</b>
------------------------------------

<b>* Telephone Number:</b> 303-739-7924	<b>Fax Number:</b> 303-739-7925
---	---------------------------------

<b>* Email:</b> aburkhar@auroragov.org
--



**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**

14.239

CFDA Title:

HOME Investment Partnership Act/Entitlement Grants

**\* 12. Funding Opportunity Number:**

HOME

\* Title:

HOME Investment Partnership Act

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

2018 HOME Investment Partnership Act (HOME) Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,238,811.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="600,000.00"/>
* g. TOTAL	<input type="text" value="1,838,811.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

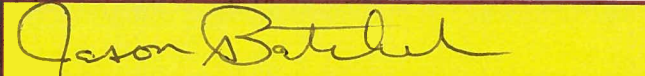
\* Title:

\* Telephone Number:

Fax Number:

\* Email:

\* Signature of Authorized Representative:



\* Date Signed:

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

05/10/2018

**4. Applicant Identifier:**

84-730555-K

**5a. Federal Entity Identifier:**

n/a

**5b. Federal Award Identifier:**

E-18-MC-08-0002

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

n/a

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

City of Aurora

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

84-6000564

**\* c. Organizational DUNS:**

6234059090000

**d. Address:**

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**Street2:**

**\* City:**

Aurora

**County/Parish:**

Arapahoe

**\* State:**

CO: Colorado

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

80012-1555

**e. Organizational Unit:**

**Department Name:**

Neighborhood Services

**Division Name:**

Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mrs.

**\* First Name:**

Anita

**Middle Name:**

**\* Last Name:**

Burkhart

**Suffix:**

**Title:**

Community Development Manager

**Organizational Affiliation:**

**\* Telephone Number:**

303-739-7924

**Fax Number:**

303-739-7925

**\* Email:**

aburkhar@auroragov.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**

14.231

CFDA Title:

Emergency Solutions Grant (ESG)

**\* 12. Funding Opportunity Number:**

ESG

\* Title:

Emergency Solutions Grant (ESG)

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

2018 Emergency Solutions Grant (ESG) Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="241,052.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="241,052.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

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- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

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**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.


**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

# Required Certifications

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature of Authorized Official

May 10, 2018  
Date

Interim City Manager  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2016, 2017, 2018 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.



**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

Jason Batteled  
Signature of Authorized Official

May 10, 2018  
Date

Interim City Manager  
Title

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Jason Batelub  
Signature of Authorized Official

May 10, 2018  
Date

Interim City Manager  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Signature of Authorized Official

May 10, 2018

Date

Interim City Manager

Title

## Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Jason Batelet                      May 10, 2018  
Signature of Authorized Official                      Date

Interim City Manager  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.