



ARAPAHOE COUNTY  
COLORADO'S FIRST

# **Community Development Block Grant & HOME Investment Partnership Funds**

## **Consolidated Annual Performance and Evaluation Report**

*for the 2012 One-Year Action Plan  
to the 2009-2013 Consolidated Plan*

Report to the U.S. Department of Housing and Urban Development  
May 1, 2012 – April 30, 2013





## Fourth Program Year CAPER

The CPMP Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

### GENERAL

#### Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 4 CAPER Executive Summary response:

In 2012, the U.S. Department of Housing and Urban Development (HUD) awarded Arapahoe County \$1,041,479 in Community Development Block Grant (CDBG) entitlement funds and \$530,466 in HOME Investment Partnerships (HOME) funds. These funds are awarded to the County to be used to improve the lives and neighborhoods of low and moderate-income residents of Arapahoe County.

Arapahoe County's designation as an Urban County and HOME Consortium includes six local municipalities and a partner city. The City of Centennial is an entitlement community, receiving \$298,388 in funding, and has entered into an Intergovernmental Agreement authorizing the County to administer Centennial these CDBG funds. The six municipalities that form the Urban County include Deer Trail, Englewood, Littleton, Sheridan, Glendale, and Greenwood Village along with the unincorporated areas of the County. Each of these jurisdictions has unique qualities and an atmosphere that is extremely important to the residents who live there. Community decisions are not made lightly and the impact of any decision is weighed with the good of the community in mind.

Arapahoe County's community vision has been to build upon and support the existing foundation of service providers, non profits, and other agencies in the community that strive to provide assistance to the most vulnerable members of our community. In the 2009-2013 Consolidated Plan, the County identifies areas of high priority based on the special needs of residents in regard to public services, infrastructure, economic development, public facilities, and affordable housing. During the 2012 grant year:

- Energy Efficient Englewood (E3) provided 12 Englewood homeowners with energy efficiency grants (17 homeowners in 2011)
- Brothers Redevelopment conducted homeowner rehabilitation projects for 20 Littleton and Sheridan residents through the Help for Homes project (26 homeowners in 2011)
- Englewood Housing Authority conducted 7 homeowner rehabilitation projects

- Littleton Housing Authority / South Metro Housing Options completed 34 homeowner and renter housing rehabilitation projects
- TLC Meals on Wheels delivered meals and food to 367 elderly county residents
- Senior Hub delivered meals to 59 elderly and disabled persons in the rural parts of the county through their meals on wheels program
- Project Angel Heart served 97 county residents living with life threatening illnesses with nutritional, personalized meals to meet their health/treatment needs
- Arapahoe County TEFAP provided fresh and frozen food to local food banks that served 26,906 persons
- Doctors Care provided mental health services to 30 uninsured Littleton residents through their Integrated Primary Care program
- Family Tree paid salaries for House of Hope homeless shelter staff, which provided housing and case management services to 172 persons
- Salvation Army provided housing assistance to 18 households / 53 persons through their Emergency Housing Assistance program
- Goodwill Industries provided youth career development services to 112 Sheridan high school students
- Atlantis Community conducted homeowner/rental rehabilitation projects for 6 county residents
- Reach Out and Read provided free new books to 702 children during office well-visits
- Children's Advocacy and Family Resources aka SungateKids paid salaries for their Investigate Interview staff, which provided services to 770 children coping with abuse or witnesses of abuse
- Audio Information Network of Colorado served 131 visually impaired county residents by supplying listening devices and broadcasting county news that is not otherwise accessible to visually impaired residents
- Arc Arapahoe & Douglas County purchased a new building to better serve their needs and clientele, people with developmental disabilities
- Improvements to:
  - Substance abuse facility for female offenders – Arapahoe House
  - Residential child care facility – Third Way Center
  - Food Pantry – Covenant Cupboard
  - Sidewalks – Centennial and Littleton
  - Streets – Deer Trail
  - Elderly and disabled housing – Orchard Place and Simon Center
  - Office Facility – Aurora Housing Authority
  - Homeless family facility- Family Tree, House of Hope
  - Addiction research treatment facility - ARTS
  - Battered women's services facility – Gateway
  - Center for the Blind – Colorado Center for the Blind
  - Senior Center – South Metro Housing Options, Amity Plaza
  - Senior and disabled housing – Aurora Housing Authority, Village at Westerly Creek

Annually, Arapahoe County reports on the accomplishments of the entitlement grant programs through the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is the report from the County to HUD and to the citizens on how well those needs were met.

### **General Questions**

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
  - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
  - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
  - a. Identify progress in obtaining “other” public and private resources to address needs.
  - b. How Federal resources from HUD leveraged other public and private resources.
  - c. How matching requirements were satisfied.

Program Year 4 CAPER General Questions response:

**1a:** HUD makes available federal funds to Arapahoe County, Colorado, through the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Act (HOME) programs. The Housing and Community Development Services Division (HCDS) administer the funds. The Board of County Commissioners is the final approval authority for any projects undertaken within Arapahoe County with the federal dollars. The CDBG and HOME grant year runs from May 1<sup>st</sup> through April 30<sup>th</sup>.

The goals of these grants are:

- *To provide decent housing;* including assisting homeless persons to obtain affordable housing; preservation of existing affordable housing stock; increasing the availability of permanent housing that is affordable to low income persons

without discrimination; and increasing supportive housing that includes structural features and services to enable persons with special needs to live in dignity.

- *To provide a suitable living environment;* including improving the safety and livability of neighborhoods; increasing access to quality facilities and services; providing affordable housing opportunities to low income and moderate income citizens dispersed throughout Arapahoe County; revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.
- *To expand economic opportunities:* including the creation of jobs accessible to low income persons; providing access to credit for community development that promotes long-term economic and social viability; and empowering low income persons to achieve self-sufficiency in federally assisted and public housing programs.

The 2009-2013 Consolidated Plan outlines how the County plans to provide a stable, decent place to live for the underserved population. Below you will see the outcome of our 2012 Action Plan and how we have improved our resident's quality of life. In 2012, we have continued to work with service providers, non-profits, and other agencies in the community. In addition, we have provided housing opportunities which are necessary to maintain the economic and social stability of the community. Finally, improvements have been made to aging and non-existent infrastructure for the present population, as well as in anticipation for future growth.

**1B:** A breakdown of the CPD formula grant funds spent on grant activities for each goal and objective is provided on the next page. As indicated in this report, there are a number of projects in 2012, particularly homeowner rehab projects that are not completed and will be reported in 2013.

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Count of CDBG Activities with Disbursements by Activity Group & Matrix Code

Activity Group	Activity Category	Underway Count	Underway Activities Disbursed	Completed Count	Completed Activities Disbursed	Program Year Count	Total Activities Disbursed
Acquisition	Acquisition of Real Property (01)	1	\$63,060.00	0	\$0.00	1	\$63,060.00
	<b>Total Acquisition</b>	<b>1</b>	<b>\$63,060.00</b>	<b>0</b>	<b>\$0.00</b>	<b>1</b>	<b>\$63,060.00</b>
Housing	Rehab; Single-Unit Residential (14A)	3	\$71,005.55	4	\$206,198.81	7	\$277,204.36
	<b>Total Housing</b>	<b>3</b>	<b>\$71,005.55</b>	<b>4</b>	<b>\$206,198.81</b>	<b>7</b>	<b>\$277,204.36</b>
Public Facilities and Improvements	Public Facilities and Improvement (General) (03)	1	\$70,000.00	4	\$158,958.50	5	\$228,958.50
	Handicapped Centers (03B)	0	\$0.00	1	\$39,504.16	1	\$39,504.16
	Homeless Facilities (not operating costs) (03C)	0	\$0.00	3	\$41,962.21	3	\$41,962.21
	Street Improvements (03K)	0	\$0.00	1	\$112,526.91	1	\$112,526.91
	Sidewalks (03L)	0	\$0.00	3	\$424,257.52	3	\$424,257.52
	Health Facilities (03P)	1	\$0.00	3	\$42,881.26	4	\$42,881.26
	<b>Total Public Facilities and Improvements</b>	<b>2</b>	<b>\$70,000.00</b>	<b>15</b>	<b>\$820,090.56</b>	<b>17</b>	<b>\$890,090.56</b>
Public Services	Public Services (General) (05)	0	\$0.00	3	\$24,174.18	3	\$24,174.18
	Senior Services (05A)	0	\$0.00	2	\$39,327.59	2	\$39,327.59
	Handicapped Services (05B)	0	\$0.00	2	\$7,473.92	2	\$7,473.92
	Youth Services (05D)	0	\$0.00	1	\$11,179.16	1	\$11,179.16
	Health Services (05M)	0	\$0.00	1	\$8,910.00	1	\$8,910.00
	Abused and Neglected Children (05N)	0	\$0.00	1	\$23,785.00	1	\$23,785.00
	Mental Health Services (05O)	0	\$0.00	2	\$17,880.00	2	\$17,880.00
	Subsistence Payment (05Q)	0	\$0.00	2	\$14,460.04	2	\$14,460.04
	Food Banks (05W)	0	\$0.00	2	\$0.00	2	\$0.00
	<b>Total Public Services</b>	<b>0</b>	<b>\$0.00</b>	<b>16</b>	<b>\$147,189.89</b>	<b>16</b>	<b>\$147,189.89</b>
General Administration and Planning	General Program Administration (21A)	3	\$107,636.75	1	\$101,443.76	4	\$209,080.51
	<b>Total General Administration and Planning</b>	<b>3</b>	<b>\$107,636.75</b>	<b>1</b>	<b>\$101,443.76</b>	<b>4</b>	<b>\$209,080.51</b>
Other	Unprogrammed Funds (22)	1	\$0.00	0	\$0.00	1	\$0.00
	<b>Total Other</b>	<b>1</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>1</b>	<b>\$0.00</b>
<b>Grand Total</b>		<b>10</b>	<b>\$311,702.30</b>	<b>36</b>	<b>\$1,274,923.02</b>	<b>46</b>	<b>\$1,586,625.32</b>

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CDBG Sum of Actual Accomplishments by Activity Group and Accomplishment Type

Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Acquisition	Acquisition of Real Property (01)	Persons	0	0	0
	<b>Total Acquisition</b>		<b>0</b>	<b>0</b>	<b>0</b>
Housing	Rehab; Single-Unit Residential (14A)	Housing Units	0	71	71
	<b>Total Housing</b>		<b>0</b>	<b>71</b>	<b>71</b>
Public Facilities and Improvements	Public Facilities and Improvement (General) (03)	Public Facilities	6,840	5,983	12,823
	Handicapped Centers (03B)	Public Facilities	0	1,500	1,500
	Homeless Facilities (not operating costs) (03C)	Public Facilities	0	266	266
	Street Improvements (03K)	Persons	0	3,224	3,224
	Sidewalks (03L)	Persons	0	2,300	2,300
		Public Facilities	0	3,288	3,288
	Health Facilities (03P)	Public Facilities	0	1,148	1,148
	<b>Total Public Facilities and Improvements</b>		<b>6,840</b>	<b>17,709</b>	<b>24,549</b>
Public Services	Public Services (General) (05)	Persons	0	1,003	1,003
	Senior Services (05A)	Persons	0	426	426
	Handicapped Services (05B)	Persons	0	201	201
	Youth Services (05D)	Persons	0	112	112
	Health Services (05M)	Persons	0	97	97
	Abused and Neglected Children (05N)	Persons	0	770	770
	Mental Health Services (05O)	Persons	0	57	57
	Subsistence Payment (05Q)	Persons	0	229	229
	Food Banks (05W)	Persons	0	42,177	42,177
	<b>Total Public Services</b>		<b>0</b>	<b>45,072</b>	<b>45,072</b>
<b>Grand Total</b>			<b>6,840</b>	<b>62,852</b>	<b>69,692</b>

1C: N/A

2: Arapahoe County is interested in changing the application process for FY 2014 to both strengthen the sub-recipients applications and also to reduce the burden to sub-recipients in completing applications for activities which are not eligible under CDBG

and/or HOME. Arapahoe County will potentially require a one page synopsis from each potential sub-recipient outlining the project for which they are requesting funds.

If the project meets a National Objective, has a High or Medium Priority rating, and addresses one of the Goals and Objectives for Arapahoe County, then the sub-recipient will be notified to proceed with the application process.

Additionally, Arapahoe County Community Resources Staff will present to eligible sub-recipients way to strengthen their application at the pre-application meeting.

**3a&b:**

***\*It should be noted that Arapahoe County is currently in the process of updating the Analysis of Impediments (AI) and will have a new AI for Program Year 2013.***

In 2009, BBC Research & Consulting (BBC), a Denver-based economic consulting firm that specializes in housing studies, conducted an Analysis of Impediments to Fair Housing Choice (AI) for the County. The AI analyzed barriers to affordable housing and impediments to fair housing choice. The AI is available for review on the Arapahoe County website at: <http://www.co.arapahoe.co.us/Departments/CS/HCDS/hcdsindex.asp>, then click on “Impediments to Fair Housing 2009.”

The AI is a HUD mandated review of impediments to fair housing choice in the public and private sector and involves:

A review of a city’s/county’s laws, regulations, and administrative policies, procedures, and practices;

An assessment of how those laws, policies and practices affect the location, availability, and accessibility of housing; and

An assessment of public and private sector conditions affecting fair housing choice.

According to HUD, impediments to fair housing choice are:

Any actions, omissions, or decisions *taken because of* race, color, religion, sex, disability, familial status, or national origin that restrict housing choices, or the availability of housing choices.

Any actions, omissions or decisions that have the effect of restricting housing choices or the availability of housing choices *on the basis of* race, color, religion, sex, disability, familial status, or national origin.

Arapahoe County does not have an additional Fair Housing Ordinance, nor do any of the incorporated jurisdictions within the County. As such, state and federal fair housing laws are the primary acts that govern fair housing in the County and cities.

The AI focused primarily on Arapahoe County, excluding the city of Aurora. However, because fair housing conditions in Arapahoe County are influenced by demographic and

housing conditions in surrounding communities, statistics for the Denver metro area were also reported where relevant.

The city of Aurora is an entitlement community, receiving an allocation of HUD block grants separate from Arapahoe County. As such, the city completes its own AI. Additionally, the cities of Bow Mar, Columbine, Cherry Hills Village and Foxfield choose not to participate in receiving CDBG or HOME funds and therefore were not included in the AI.

### ***Identification of Impediments***

**Affordability.** About half of the County's renters earned enough to afford to pay the median rent of \$794. The County's rents are lower than the seven-county and city and county of Denver average. Affordability varies by location; however, the most affordable units are located in Glendale and Aurora.

The vast majority of "for sale" units that are affordable to households earning less than the median income are located in the Sheridan/Englewood/north Littleton area or Aurora. Aurora and Englewood provide Arapahoe County with a substantial portion of the County's for sale affordable housing options. Of the single family units affordable to households earning 80% or less of the AMI (\$60,700) in the 13 communities in Arapahoe County, 92% of those units were located in Aurora and Englewood.

The County's subsidized/assisted housing is mostly located in the west central portion of the County and the Four Square Mile unincorporated area. Fewer units are available in the central and eastern portions of the County.

**Concentrations.** The Census block groups that have the highest percentages of persons with disabilities are located in Sheridan/Englewood/north Littleton and parts of Aurora. The County's African American/Black population is almost entirely located in Aurora; the County's Hispanic population is very concentrated in portions of central Aurora and some parts of Sheridan, Englewood, and north Littleton. The County has fewer concentrations of single parents and large households.

Residents are less concentrated by income than by race and ethnicity. Lower income households and persons living in poverty reside in many areas of the County.

**Zoning and land use.** In general, most of the communities in Arapahoe County address the need for affordable housing, but some (Englewood and Littleton) do this much better than others.

Most communities have very strict regulations governing the permitting and location of group homes and, combined with NIMBYism against such developments, make it challenging to have group homes built.

Arapahoe County and its communities are fairly restrictive in their required minimum lot sizes for single family dwellings in "high density" zones. The smallest is in Englewood at

4,500 square feet; the largest, in Greenwood Village is 10,000 square feet. Greenwood Village requires that dense, multi family developments are in very close proximity to major employment centers, restricting their location and development. Greenwood Village also has a restrictive definition of family that could prevent extended family members from residing in the same homes.

Finally, the County's development fees are some of the highest in the metro area, largely as a result of high water and sewer fees established by various special districts.

**Fair lending.** African Americans/Blacks, and to a lesser extent, Hispanics, who apply for mortgage loans have much lower probability of getting their application accepted than Caucasian/White applicants. Loans to African Americans/Blacks were denied 15% of the time; for Hispanics, 11% of the time. This compares to 7% for Caucasians/Whites. In general, Arapahoe County residents may fare better with local institutions since local institutions have much higher loan acceptance rates on mortgage loans. However, local lending institutions are less likely to receive applications from minority borrowers and the Minority- Caucasian/White disparity in denials is no better with local institutions.

In addition, African Americans/Blacks and Hispanics were twice as likely to get subprime mortgage loans as Caucasians/Whites. Subprime lending activity in the County in 2006 was very much concentrated in parts of Englewood and Sheridan.

**Legal cases and complaints.** Between 2002 and 2007, there were 89 fair housing complaint cases in Arapahoe County. The most common fair housing complaints in Arapahoe County involved the following:

Predominantly in Aurora, failure to rent or offering unequal rent terms and conditions because of race and/or national origin.

Homeowners associations (HOAs) refusing to make reasonable accommodations for persons with disabilities.

HOAs refusing to let children play in common areas and/or use the community pool during certain hours.

Neighbor harassment—e.g., calls because a neighbor is allegedly making too much noise. The neighbor feels that call was motivated by discrimination based on race/national origin rather than actual noise.

**Community input.** 5% of Arapahoe County residents say they have faced some type of housing discrimination<sup>1</sup>. Those who say they have experienced discrimination report that it is mostly race-based. Residents who have experienced discrimination usually do nothing about the occurrence.

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<sup>1</sup> Based on a random sample telephone survey of 250 Arapahoe County residents at or below 100% of the AMI. Survey was conducted by Davis Research.

**The following impediments to fair housing choice were identified through the AI:**

**1. Complaint evidence suggests some real estate companies are ignorant of and/or do not comply with fair housing laws.** The majority of the fair housing complaints filed with HUD between 2002 and 2007 were filed against real estate companies—such as homeowners associations, condominium or apartment complexes, property management agencies and real estate agents. The top violations that the complaints alleged included discrimination in the terms, conditions, services or privileges related to the rental or sale of property (37%); failure to make reasonable accommodations (18%); coercion (15%); and refusal to rent (11%).

In addition, the Colorado Civil Rights Division (CCRD) mentioned that complaints in Arapahoe County often concern homeowners associations refusing to make reasonable accommodations for persons with disabilities, in addition to refusing to let children play in common areas and/or use the community pool during certain hours.

**2. Residents experiencing discrimination in housing “do nothing.”** 5% of respondents to the resident telephone survey said they have experienced housing discrimination at some point. These data suggest that about 24,000 individuals in the County have experienced discrimination. Although this proportion is relatively low (Denver is 10%), discrimination should be a concern if it is experienced at all.

When County residents experience discrimination, most do nothing about it and few take action to report it. Of the Arapahoe County residents surveyed who felt they had experienced discrimination, the majority “did nothing” about it (73%). Only 2 respondents took some type of action either to obtain information or to report their situation, and one respondent did not know or remember what they did about the discrimination.

**3. Lack of easily accessible information about fair housing.** Fair housing information could be made more accessible by providing information on County, municipality and/or housing authority websites. The lack of known discriminatory activities in the County may not have necessitated fair housing informational campaigns in the past, but such information should be available to citizens who feel they have been discriminated against and are seeking assistance. When asked “If you wanted to know more about your fair housing rights, how would you get information?”, most survey respondents said they would consult the internet, followed by local government sources—suggesting that information about fair housing rights in the County should at least be disseminated through websites and available at government offices.

**4. NIMBYism.** Housing providers who participated in the focus group and others interviewed for the AI mentioned “Not in My Back Yard Syndrome” as being a potential impediment to fair and affordable housing. Citizen opposition to affordable housing and housing for special needs populations may discourage developers from pursuing such developments.

**5. Barriers to affordable housing development.** Developers and housing advocates pointed to the high cost of land and the lack of developable land in Arapahoe County as being a primary barrier to affordable housing development. Aging or nonexistent infrastructure in the County was also cited as a barrier.

In the land use and zoning review, the AI found a number of ways to encourage more affordable and workforce housing in the cities and County, broadening the opportunity for the workers in the County to also be residents. These include:

Allowing more variety in development types including small lot single family detached units and mixed income communities.

Expanding the location of affordable housing beyond the Sheridan/Englewood/north Littleton area and Aurora through infill and new development. Allowing high density in other portions of Greenwood Village (other than near employment centers) and actively encouraging mixed income communities in undeveloped portions of the County.

Ensuring that requirements for public hearings and special permitting processes do not prohibit the development of group homes, especially as the County's residents age and demand more nursing and rehabilitation services.

The County's 2011 Action Plan proposed that CDBG funds be used for several key affordable housing activities: down payment assistance for homebuyers, acquisition of land for affordable-housing development, and support of owner occupied rehabilitation programs. In addition, the Action Plan proposed to allocate funds to provide foreclosure counseling and emergency assistance for persons at risk of homelessness.

To address the other impediments identified above, the AI consultants recommended that Arapahoe County undertake the following fair housing activities during 2009 to 2013.

**Action Item 1. Raise the visibility of fair housing and the complaint process.** As mentioned previously, when asked what they did when discriminated against, most survey respondents said they "did nothing" about the discrimination. Few took some type of action either to obtain information or to report their situation. When asked where people would go to know more about their fair housing rights, the top three responses included: the internet, a local government information source or official, and public housing authorities.

A review of Arapahoe County, the participating municipalities and the public housing authorities' websites found very little information about fair housing. There are many ways to create a website to improve the County's ability to communicate fair housing information. In addition, the County's point person to take fair housing inquiries should be known to all municipalities. The following are suggestions to help make an effective and user-friendly website.

**Define fair housing.** Discuss what fair housing is and provide the basics of the federal Fair Housing Act and Colorado's Fair Housing Act, including a list of the protected classes. Web links to each of these Acts are also recommended.

**Fair housing information packet.** Provide information to assist the visitor with fair housing issues and make available, upon request, a packet of information concerning fair housing.

**Links to other important websites.** Provide links that residents could click on for more information and with contact information if residents believe they have been discriminated against. At a minimum, provide links to:

The Colorado Civil Rights Division webpage at <http://www.dora.state.co.us/civil-rights/>, which contains information about the intake process for filing a fair housing complaint; and

HUD's fair housing information page at:

<http://www.hud.gov/offices/fheo/FHLaws/index.cfm> and HUD's webpage that contains information and a form to file a fair housing complaint (<http://www.hud.gov/complaints/housediscrim.cfm>).

The State Division of Housing's searchable database for affordable housing: <http://www.coloradohousingsearch.com/?content=Search>.

**Status:** *Arapahoe County agrees that raising public awareness of fair housing information and resources is an important component of furthering fair housing. Revisions to the County's website have been made and we have plans to continue to improve the information provided.*

*Arapahoe County staff receives phone calls and emails regarding fair housing questions and complaints and refers the requestors to the Colorado Civil Rights Division and the regional HUD office. In mid 2009, one County staff member was designated to be the fair housing point of contact, and that person has begun to keep records of fair housing contacts. The County takes a proactive approach to affirmatively furthering fair housing; when the County becomes aware of situations that appear to be in violation of fair housing laws, the County refers the violations to HUD.*

**Action Item 2. Provide outreach and education to real estate companies, government staff and officials, and the community.** Arapahoe County should create a plan to raise its fair housing visibility through public outreach and education. The County and the Colorado Civil Rights Division (CCRD) should conduct presentations and distribute information about fair housing at first targeting Homeowners Associations (HOAs) and government staff and officials.

BBC recommends that the County coordinate with CCRD to develop a presentation and brochure targeted to HOAs and real estate professionals that gives information about fair housing laws and provides examples of how HOAs might create impediments to fair housing choice and violate fair housing laws in their activities. The brochures should be distributed to all HOAs, units of local governments, and real estate professionals who are active in the County. New HOAs throughout the County that are formed as subdivisions are developed should receive a presentation on fair housing laws.

It is also recommended that the County sponsor two training sessions, one targeted to HOAs, and another targeted to planning staff who review development applications and development covenants (CC&Rs). The training can be provided through CCRD. The training should review the basics of fair housing, and identify the most common types of violations in Arapahoe County and how they can be prevented.

***Status:** Arapahoe County agrees that outreach and education to professional organizations is an effective method of affirmatively furthering fair housing.*

*Arapahoe County will continue to implement education recommendations provided in the Analysis of Impediments.*

**Action item 3. Modify zoning and land use regulations and offer incentives to create more mixed income communities for workforce, seniors, and others with affordable housing needs.** Currently, incentives for affordable housing creation are provided to developers on a case by case basis. It is recommended that the County take the lead in standardizing these incentives and encourage the communities within the County to follow suit. These incentives could include:

*Waiver of fees and other assistance.* Housing providers need help paying for the gap between development costs and affordable housing sales price requirements. Ways in which the County and cities could assist in providing subsidies include reduced or waived planning and impact fees (such as water and sewer fees) for affordable developments.

*Fast Track development approval process.* An expedited review process also called “fast track approval,” would help to reduce development costs. The idea is that developments with an affordable component go to the top of the development review pile, and the review process is guaranteed to occur within a certain number of days and be as transparent as possible. Expedited review works best in communities where the review process is lengthy.

*Energy efficiency rebate.* Housing developers would like to see a replacement of the Energy Efficiency Rebate through the State and Xcel. Several of the developers are improving the energy efficiency of the homes through improved insulation, windows, doors, etc. They see it is a future cost saving method for the homeowners.

*Assistance from the County and cities within the County in obtaining funds from agencies. To make the economics of affordable housing work, developers must bundle several sources of development subsidies. Continued support and assistance from Arapahoe County and its communities in securing the various types of funding would help facilitate affordable housing development and attainment. Although the current market is not looking to build, direct assistance with down payments would benefit households finding affordable housing.*

The incentives should be targeted to developers who are providing deeply subsidized housing (0-50% of AMI); mixed income communities that provide a variety of housing types; and infill development in areas where little affordable housing exists.

In addition, the County and its cities—particularly those with the largest minimum lot sizes—should reduce their minimum densities and expand high density zones to allow a greater diversity of housing types throughout the County.

**Status:** *Arapahoe County agrees to the merit of the recommendations:*

***Waiver of fees and other assistance-*** *In the current economic climate, with local revenue depressed, the County is not in a fiscal position to consider waiving or reducing fees. Currently the Board of County Commissioners must consider and act on any request for waiver or reduction of fees upon the written request by an applicant. Those requests have been considered on a case-by-case basis. Being a non-profit organization has not been a reliable reason for the Board to waive fees. A future policy discussion on whether mixed-income communities and greater percentage of affordable housing is sufficient to establish precedent for waiving or reducing fees is planned.*

***Fast Track development approval process-*** *The Planning Department is in process of rewriting our Land Development Code in four phases. They are just starting Phase 3 (which will address residential zone districts). Phase 4 will address processes, such as development approvals (rezoning, site plans, subdivision plats, etc.). HCDS will provide comments about these affordable housing strategies again when comments are solicited. We are looking forward to working toward aligning planning and housing and community development needs within the county.*

***Energy efficiency rebate-*** *In the current economic climate, the County is not in a position to establish new rebates. However, energy efficiency measures in affordable housing may be HOME or CDBG eligible expenses. In 2011 Arapahoe County worked with the City of Englewood's new program, Energy Efficient Englewood (E3), which is designed to improve energy efficiency by providing grants of up to \$8,000 to approximately 14 low and moderate income homeowners. The grants focus on work items that qualify for federal tax credits or other state and local rebate programs, such as: Energy Star furnaces, water*

*heaters, windows, insulation, roofing, siding, evaporative coolers, refrigerators, etc. Arapahoe County strongly recommends developers work with the Governor's Energy Office to identify additional resources.*

*Assistance from the County and cities within the County in obtaining funds from agencies- Arapahoe County continues to be willing to assist developers in accessing other funding sources. The County has provided local support for Low Income Housing Tax Credit applications, provides certificates of consistency for funding applications, assists developers with accessing Private Activity Bonds, recommends additional funding sources, and encourages applicants to consider state housing assistance.*

**Action item 4. Continue leading affordable housing development efforts.** Arapahoe County has set numerous goals and objectives around affordable housing and special needs housing in its Comprehensive Plan 2001, and also supports affordable housing through the Consolidated Plan. Its targeted areas through its Consolidated Plan appropriately focus on the greatest areas of need in the county—rehabilitation, creation of affordable housing and assisting its special needs populations with services and housing.

**Status:** *Arapahoe County continues to provide leadership in affordable housing efforts. The County meets with parties interested in the HOME program and the County's Private Activity Bond allocation to provide guidance and technical assistance as the applicant assembles their financing package. The County is a member of Housing Colorado and participates with the Metro Denver Homeless Initiative.*

In addition to addressing the impediments to fair housing addressed above, Arapahoe County affirmatively works to further fair housing in every housing project and program funded through HOME or CDBG. All housing programs adhere to fair housing laws and display the fair housing logo on brochures and in management offices.

**4:** The community development concentration in the 2009-2013 Strategic Plan has been to build upon the existing foundation of service providers, non profits and other agencies in the community to aid in the provision of access to the quality of life available to the majority of residents in Arapahoe County. Affordable housing is an important component to enhancing low income persons' quality of life, as housing costs can quickly consume a large part of the household's budget, leaving little for other necessities. Housing opportunities for all income levels are necessary to maintain the economic and social stability of the community. In the plan, the County addresses homelessness, public services such as health, transportation/infrastructure, accessibility for elderly and disabled, economic development, special needs, recreation and youth needs and other public facilities, in addition to affordable housing. None of these other categories can be addressed unless people have a stable, decent place to live. Arapahoe County utilizes the Community Development Block Grant (CDBG) and HOME funds to enhance the living environment and quality of life through each of these categories, while concentrating efforts on providing affordable and available housing.

**5 a & b:** Federal dollars leveraged additional funds in many of the projects completed during the 2012 grant year. Often, an agency will utilize its own funds to complete the necessary budget for the project. The leveraged dollars represent a benefit to all concerned. They stretch the grant funds received by the County, while allowing the projects to proceed, which benefits either the area or a specific clientele and at the same time aids the agencies supplying the leveraged funds in meeting their goals. The funds represent the community commitment and the perceived need of that project in the community.

**5C:** For Fiscal Year 2012 Arapahoe County Expended \$689,423.02 in HOME Dollars, of which \$646,780.98 required a 25% Match. The Total Match amount required for FY 2012 was \$161,695.24. Arapahoe County started the FY 2012 with a Match Surplus of \$742,548; this surplus was used for the required FY 2012 Match requirements.

## **Managing the Process**

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 4 CAPER Managing the Process response:

Arapahoe County Housing and Community Development Services (HCDS) Division is charged with the administration of the County CDBG and HOME funds for all SubGrantees, whether participating municipalities or independent agencies. Administration includes funding recommendations, environmental review processes, Davis-Bacon and Labor Standards compliance, monitoring, Five Year Consolidated Plan, One Year Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER) preparation, along with financial maintenance through HUD's Integrated Disbursement and Information System (IDIS) program, and any other reports or procedures necessary to maintain compliance with federal regulations.

In 2012, CDBG and HOME provide funding for three full time positions. The Community Development Administrator (2) is responsible for distributing HOME funds and administration of the City of Centennial's CDBG projects, administering CDBG projects, and oversees monitoring HCDS funded projects and internal processes. as well as HUD and County reporting and planning. The Division Manager is responsible for County reporting and planning. The Grants Fiscal Specialist tracks and manages the financial tracking of all grants and program income for the division. The division is overseen by the Community Resources Department which has a Department Director.

Non-profits and public agencies are eligible to apply for CDBG funds. Staff reviews the applications and uses a scoring matrix (that scores community need, cost, management, experience, and a risk analysis) to make recommendations to the Board of County Commissioners, the final approval authority for projects undertaken within Arapahoe

County with the federal dollars. Staff uses the Five Year Consolidated Plan for guidance in aligning strategies and projects with the needs in our community.

## **Citizen Participation**

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 4 CAPER Citizen Participation response:

Any responses that are generated during the 30 day comment period will be included in this section after the comment period closes.

## **Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 4 CAPER Institutional Structure response:

The Urban County operates within the boundaries of Arapahoe County, Colorado's first county, which was established in 1855, as part of Kansas Territory. With its six participating municipalities and a joint partner, Arapahoe County serves as the locale for all of the CDBG and HOME projects. The participating municipalities include the Cities of Englewood, Glendale, Greenwood Village, Littleton, Sheridan and the Town of Deer Trail, with the City of Centennial participating in the Urban County through a joint cooperation agreement.

The County operates with five Commissioners, each elected from specific districts within the County. The Board of County Commissioners (BOCC) establishes County policies and works very closely with each Departmental Director on County business.

The municipalities operate with city councils elected from their respective jurisdictions, with the exception of Deer Trail, which has a board of trustees to oversee the needs of the town. Each municipality has departments to oversee differing aspects of housing and community development within their own authority.

The existing structure, in all participating jurisdictions, continues to be used as a delivery system for affordable housing activities in Arapahoe County. The cities are involved through their planning departments and housing authorities, while the administration and monitoring of the entitlement grant programs are through HCDS. Arapahoe County, acting in its capacity as one of the public housing agencies within the County, provides a unique opportunity to coordinate and integrate affordable housing programs and activities.

Each jurisdiction that participates with the County is allocated a portion of the CDBG grant funds to direct toward eligible activities. The following is a breakdown of the 2012 project set-asides for each jurisdiction:

Unincorporated Arapahoe County	\$150,000
City of Centennial	\$244,678.16
Town of Deer Trail	\$ 10,000
City of Englewood	\$150,000
City of Glendale	\$ 22,500
City of Greenwood Village	\$ 10,000
City of Littleton	\$150,000
City of Sheridan	\$ 25,000
Competitive/Non-jurisdictional projects	\$315,683

The citizens and officials of each particular jurisdiction are able to initiate projects beneficial to their city or town. Some jurisdictions will decide not to accept their portion of the funds for that particular year. Greenwood Village usually redirects their funds to projects under the purview of Arapahoe County. There also continues to be a spirit of cross-jurisdictional funding of projects between the partnership cities.

Since the beginning of the 2004 grant year, the County has contracted with the entitlement city of Centennial to administer their allocation of Community Development Block Grants, allowing the relatively young city to determine the projects that best serve their low and moderate income citizens. Centennial has funded projects primarily outside of Centennial limits, yet serve Centennial residents, such as the Colorado Center for the Blind, Families First, Arapahoe House, Gateway Battered Women's Services, and House of Hope. The County reports project progress to the city council of Centennial as it does to the Arapahoe County Commissioners. The County, however, remains solely accountable to HUD for the regulatory compliance that applies to County administration of each project.

## Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
  - a. Describe the effect programs have in solving neighborhood and community problems.
  - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
  - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
  - d. Indicate any activities falling behind schedule.
  - e. Describe how activities and strategies made an impact on identified needs.
  - f. Identify indicators that would best describe the results.
  - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
  - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
  - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 4 CAPER Monitoring response:

### **1, 2&3:**

There are many program requirements that must be met in order to remain in compliance with the statutes and regulations governing CDBG and HOME projects. In order to ensure that the County is in compliance, ongoing education is paramount. Staff regularly attends local, state, and national training opportunities in order to keep abreast of program requirements and provides technical assistance to SubGrantees/Subrecipients.

All municipalities, County departments, non-profit agencies and other organizations receiving funds through the Urban County Consortium are regularly monitored for regulatory and statutory compliance by Arapahoe County HCDS. All monitoring records are located at the HCDS office.

Thorough understanding of each project is the best way to plan for compliance related issues as each project is unique and complex. Prior to awarding any grant, Staff reviews the application, looking closely for issues that may trigger compliance issues including, relocation, lead-based paint, Davis-Bacon labor standards, and others. When potential issues have been identified, Staff creates a plan to deal with those issues, and to the extent foreseeable, writes into the agreement what conditions must be met in order to remain in

compliance with program requirements. SubGrantees are required to complete quarterly reports assessing how they are meeting the milestones established.

### Risk Assessment

Arapahoe County Housing and Community Development Services (HCDS) will perform a Risk Assessment to identify which SubGrantees require comprehensive monitoring. High-risk SubGrantees include those that are:

- New to the CDBG program;
- Experiencing turnover in key staff positions;
- Plagued by past compliance or performance problems;
- Undertaking multiple CDBG-funded activities for the first time; and
- Not submitting timely reports

For experienced SubGrantees that are successfully carrying out activities, HCDS may plan a more narrowly focused monitoring to examine areas where the regulations have changed, new activities that are being undertaken, or program aspects that led to problems in the past.

### Monitoring Procedure

Arapahoe County Housing and Community Development Services (HCDS) utilize several types of monitoring:

- Pre-application monitoring (remote),
- Desk monitoring (remote),
- Limited monitoring (remote or on-site),
- Internal monitoring (remote),
- In-depth monitoring (on-site), and
- Follow up monitoring (remote or on-site).

1) Pre-application monitoring will be conducted on each applicant that submits a grant application as a remote limited monitoring. Pre-application monitoring will be performed by reviewing the supporting documentation that is required with each grant application. This supporting documentation includes but is not inclusive to:

- Financial statements and/or audits
- Current budget
- Entity type and tax exempt status

- Agency policies i.e. Fiscal, Procurement, Conflict of Interest, Non Discriminatory, Equal Opportunity, Drug-Free Workplace, Intake

Any and all risks that are identified will be documented and addressed as part of the application scoring process. Depending on the specific type of risk(s) identified, HCDS management may assign regulation research to HCDS staff.

- 2) Desk monitoring will be performed on every project throughout the duration of the project by the designated Project Administrator. Desk monitoring includes reviewing and approving draw requests and supporting documentation such as:
  - Drawdown request supporting documentation
  - Davis-Bacon payrolls
  - Environmental reviews
  - Bid documents
  - Procurement policies
  - Debarred listings
  - Beneficiary reporting
  - Intake or application forms
  - Legal residency requirements

Desk monitoring also may include providing technical assistance to the Sub Grantee as needed.

- 3) Limited monitoring may be performed by remote or on-site depending on complexity. Specific element(s) of the risk(s) identified will be the primary focus of the limited monitoring performed.
- 4) In-depth on-site monitoring is an in-depth review and can include a concentrated review of specific activities, projects or programs and/or a review of known high-risk areas or critical functions. In-depth monitoring would require a randomly selected activity/project/program sample, sufficiently large enough to draw a valid conclusion.
- 5) Follow up limited monitoring will be conducted on all projects that were monitored and had findings issued during the previous funding year, and the findings were satisfactorily corrected. The organizations are deemed eligible to be considered for future funding.

The decision of whether to conduct limited or in-depth, on-site or remote monitoring reviews are made by HCDS staff and management through briefings by Project Administrators and other staff during HCDS staff meetings and from the results of a Risk Assessment (described above). After a decision is made on the type of monitoring to be conducted, the Project Administrator will prepare and/or revise any HUD guided monitoring tools to specifically address the areas of risk(s) identified, and will use the tool with the follow up monitoring.

HCDS staff conducts periodic formal monitoring checks for program compliance within regulatory and statutory requirements, including (but not limited to):

- Financial Management
- Labor Standards
- Procurement Procedures
- National Objective Documentation
- Performance Measurements
- Bonding and Insurance Requirements
- Section 3
  - Fair Housing Standards
  - Contracting with Women and Minority Business Enterprises
  - Real Property Management
  - Environmental Review Process
  - Low/Moderate Income Housing Activity Verification
  - Conflict of Interest Policies
  - Displacement/Relocation (URA)
  - Fair Market Rents

Fiscal and program performance monitoring are accomplished through desk and on-site review of organizations that receive federal financial assistance. Additionally, the Grants Fiscal Specialist generates a monthly report tracking HOME expenditure deadlines and CDBG on-hand spending ratios. Monitoring is conducted to ensure that necessary accounting and administrative systems are in place to properly account for the receipt and expenditure of federal funds.

Housing quality inspections and income verifications are conducted for HOME-assisted rental housing to determine compliance with the standards of 92.251 and to verify the information submitted by the owners in accordance with the requirements of 92.252, as required by CFR 92.504D(1). Applicable construction projects are monitored for compliance with the Davis-Bacon Act through review of wage rate determinations, Section 3 Economic Opportunities and other regulatory requirements.

HOME projects are required to be monitored at least once during the project, with informal monitoring and technical assistance occurring throughout the project. HOME projects are also monitored throughout the period of affordability, specifically pertaining to property condition and tenant eligibility and income documentation. The reports from these reviews are generally issued to the subrecipient within 45 days from the time of the review with follow-ups to ensure that the report was accurate and fully understood by the sub-recipient, owner, developer, or sponsor. Other monitoring of HOME projects requires a long-term approach. Each HOME project is formally monitored at the completion of the project. The length of the compliance period for HOME assisted units is determined by the type of project activity and the average amount of HOME funds invested per unit. For example, the maximum period for new construction is twenty years. This information is supplied to the SubGrantee in their grant agreement with the County. Staff visits HOME properties, conducts HQS inspections, reviews annual HOME unit certifications and tenant files, and reviews quarterly reports from SubGrantees for HOME projects still underway.

**HOME Monitoring:** During Program Year 2012 two HOME assisted apartment units were monitored:

Lara Lee was monitored on March 29, 2012 and the Terraces on Pennsylvania was monitored on April 3, 2012.

The Following Findings and Concerns were noted and addressed for the above two properties:

**Lara Lee:** As a result of this review, there were one Finding and two Concerns.

**Finding #1:** The lease currently in use does not comply with 24 CRF 92.253 Tenant and Participant Protections. The following is prohibited in a lease for HOME units:

*Termination of tenancy.* An owner may not terminate the tenancy or refuse to renew the lease of a tenant of rental housing assisted with HOME funds except for serious or repeated violation of the terms and conditions of the lease; for violation of applicable Federal, State, or local law; for completion of the tenancy period for transitional housing; or for other good cause. To terminate or refuse to renew tenancy, the owner must serve written notice upon the tenant specifying the grounds for the action at least 30 days before the termination of tenancy. Tenants must be given 30-days notice of termination or failure to renew a lease, regardless for the reason of termination or failure to renew a lease.

Please review all prohibited lease terms of the HOME program at 24 CRF 92.253 and revise your lease accordingly for all HOME-assisted units. As an alternative, you may use a HOME Lease Addendum for the HOME-assisted units. A sample lease addendum is attached.

**Concern #1:** The County must receive an annual update on all HOME-assisted units. *HOME Monitoring Checklist 6-D* is attached for your convenience; however, any format may be used provided that the same information is provided. Please provide this information in January of each year.

**Concern #2:** Management staff was not clear on how to treat over-income tenants occupying HOME-assisted units. While, generally, the more restrictive regulation applies when there are both LIHTC and HOME units, there are some differences. For example, an over income tenant does not need to have their rent increased and another unit designated as a HOME unit until their income goes over 80% AMI, while the LIHTC program allows household income to increase to 140% AMI. In addition, the definition of the “next available unit” varies by program. Another difference between HOME and tax credit rules is that HOME requires verification of all asset income, whereas the tax credit rules require verification of asset income if the household’s assets are greater than \$5,000. Guidance on combining HOME and LIHTC units may be found at the following website. Note that the HOME program allows the County to use one of three income determinations; for rental housing, the County uses the Part 5 (Section 8) definition (as does the LIHTC program).

[www.hud.gov/offices/cpd/affordablehousing/training/web/lihtc/](http://www.hud.gov/offices/cpd/affordablehousing/training/web/lihtc/).

Please respond to the above Findings and Concerns, noting any corrections made. Submit supporting documentation as warranted. Your response is due within 30 days of your receipt of this letter.

### **Terraces on Pennsylvania:**

Finding #1: Source documentation for determining income at the time of initial occupancy was not complete. While the tenant (or administrator of another government program under which the family receives benefits) may verify tenant income in the years following initial occupancy (with documentation provided upon request), source documents must be in the file at the time of initial occupancy (and every 6<sup>th</sup> year for projects with affordability periods of ten years or more).

Finding #2: The lease currently in use does not comply with 24 CFR 92.253 Tenant and Participant Protections. The following lease provisions are prohibited in a lease for HOME units:

*Termination of tenancy.* An owner may not terminate the tenancy or refuse to renew the lease of a tenant of rental housing assisted with HOME funds except for serious or repeated violation of the terms and conditions of the lease; for violation of applicable Federal, State, or local law; for completion of the tenancy period for transitional housing; or for other good cause. To terminate or refuse to renew tenancy, the owner must serve written notice upon the tenant specifying the grounds for the action at least 30 days before the termination of tenancy. Tenants must be given 30-days notice of termination or failure to renew a lease, regardless for the reason of termination or failure to renew a lease.

*Tenant waives all rights to a trial by jury.* Agreement by the tenant to waive any right to a trial by jury is a prohibited lease term under the HOME program.

*Liens on personal property.* Agreement by the tenant that the owner may take, hold or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the units. The owner may dispose of this person property in accordance with State law.

**Section 24 of the lease grants management a lien upon all personal property of tenants at the time of move-in and without a court decision.**

Please review all prohibited lease terms of the HOME program at 24 CFR 92.253 and revise your lease accordingly for all HOME-assisted units. As an alternative, you may use a HOME Lease Addendum for the HOME-assisted units. A sample lease addendum is attached.

Concern #1: The County must receive an annual update on all HOME-assisted units. *HOME Monitoring Checklist 6-D* is attached for your convenience; however, any format may be used provided that the same information is provided. Please provide this information in January of each year.

Concern #2: Management staff was not clear on how to treat over-income tenants occupying HOME-assisted units. While, generally, the more restrictive regulation applies when there are both LIHTC and HOME units, there are some differences. For example, an over income tenant does not need to have their rent increased and another unit designated as a HOME unit until their income goes over 80% AMI, while the LIHTC program allows household income to increase to 140% AMI. In addition, the definition of the “next available unit” varies by program. Another difference between HOME and tax credit rules is that HOME requires verification of all asset income, whereas the tax credit rules require verification of asset income if the household’s assets are greater than \$5,000. Guidance on combining HOME and LIHTC units may be found at the following website. Note that the HOME program allows the County to use one of three income determinations; for rental housing, the County uses the Part 5 (Section 8) definition (as does the LIHTC program).

All Findings and concerns were addressed and have been satisfied.

### **Lead-based Paint**

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 4 CAPER Lead-based Paint response:

In 2007, the U.S. Census estimated there to be 228,800 housing units in Arapahoe County. Just under 50% of those units, 111,508 were built prior to 1980. As lead-based paint was not outlawed until 1978, homes built prior to 1980 may contain lead-based paint, although the greatest probability is in homes built prior to 1940.

Age is an important indicator of housing condition. Older houses tend to have condition problems and are more likely to contain materials such as lead-based paint. Approximately 1.5% of the housing stock, or 3,428 housing units in Arapahoe County, were built before 1940, when the risk of lead-based paint is highest.<sup>2</sup> In areas where revitalization of older housing stock is active, many old houses may be in excellent condition; however, in general, condition issues are still most likely to arise in older structures. 11% of Arapahoe County’s housing stock was built before 1950, approximately 50% of Arapahoe County’s housing stock was built between 1970 and 1989, and almost 15% was built since 2000.

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<sup>2</sup> Lead-based paint was banned from residential use in 1978. Housing built before 1978 is considered to have some risk, but housing built prior to 1940 is considered to have the highest risk. After 1940, paint manufacturers voluntarily began to reduce the amount of lead they added to their paint. As a result, painted surfaces in homes built before 1940 are likely to have higher levels of lead than homes built between 1940 and 1978.

The following chart shows the median year of construction of housing structures in Arapahoe County<sup>3</sup>. The median year of construction means exactly half of the housing stock was built before that year and half after. The median year of construction shows which communities are most likely to have housing with lead hazards. Englewood has the oldest housing stock with 1959 being the median year of construction, indicating a strong likelihood of lead-based paint hazards in their community. Littleton, Sheridan, and Deer Trail also have older housing stock.

**Figure 1 Median Year of Construction by Jurisdiction**

<b>Jurisdiction</b>	<b>Median year of construction</b>
Arapahoe County	1982
Centennial	1983
Deer Trail	1963
Englewood	1959
Glendale	1978
Greenwood Village	1992
Littleton	1979
Sheridan	1968
Unincorporated	1991

The cities of Englewood, Littleton and Centennial have housing rehabilitation programs that test for lead hazards when conducting rehabilitation, and achieve clearance from certified inspectors when the rehabilitation is complete. The Housing Authorities are strict in their adherence to the Housing Quality Standards (HQS) for public housing and Section 8 tenants.

SubGrantees must maintain documentation in client files identifying the area of disturbance, showing compliance with the County policy. The “Protect Your Family from Lead in Your Home” pamphlet is to be provided to all homeowners, regardless of age of housing. Verification of notification is to be maintained in client files.

Under the HOME funded Homebuyer program, the Colorado Housing Assistance Corporation (CHAC) staff conducts visual assessments of each of the homes to be financed, in conjunction with the HQS inspection. If lead-based paint is detected, then the homebuyer agrees that it is his or her responsibility to negotiate with the property seller about who pays for and coordinates mitigations and/or renovations. For other HOME funded projects, the SubGrantee is responsible for paying for and coordinating detection and mitigation.

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<sup>3</sup> From the Housing Needs Assessment conducted by BBC Research and Consulting. Their source: Claritas, 2007 estimates.

The city of Englewood, South Metro Housing Options, and Colorado Housing Assistance Corporation have been monitored by Arapahoe County HCDS to ensure that they continue to be in compliance with lead-based paint regulations, as well trained in any revisions to County policies.

HCDS and our Subrecipients share joint responsibility for carrying out activities in conformance with applicable Federal requirements. At a minimum, HCDS must ensure Subrecipients understand EPA requirements, State requirements, the Lead Safe Housing Rule, the lead-based paint requirements for rehabilitation, Federal requirements based on dollar thresholds, paint testing or presumption of lead-based paint (LBP), safe work practices as part of rehabilitation, qualification requirements for contractors, de minimis levels, paint disturbance, notification requirements, risk assessment, interim control, standard treatment, abatement of lead-based paint hazards, ongoing lead-based paint maintenance, and clearance.

## HOUSING

### Housing Needs

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 4 CAPER Housing Needs response:

***\* Please note that Arapahoe County is currently in the process of updating its Housing Needs Assessment. The new study will be completed in FY 2013.***

In February of 2009, BBC Research and Consulting (BBC), a Denver-based economic consulting firm that specializes in housing studies, completed a report titled *Housing Needs Assessment (HNA): Arapahoe and Douglas Counties*. The HNA provides an in-depth look at the housing needs of the two counties that share a common boundary and workforce, and subsequently housing needs. The study included all of Arapahoe County, including the City of Aurora (although Aurora is a HUD entitlement jurisdiction and will be performing a separate HNA and Five Year Consolidated Plan), because the two counties believed it was important to look at the housing market as it relates to the workforce and commuting patterns.

In Arapahoe County, a little more than half of the County's renters can easily afford the median rent, and renters earning more than \$25,000 have an adequate number of rental units from which to choose. This leaves about half of the County's renters unable to afford the median rent.

Renters earning less than \$20,000 per year have the hardest time finding affordable units. In 2007, about 20,520 renter households—30% of all renter households in Arapahoe

County—earned less than \$20,000. These households need to pay \$450 or less in rent and utilities each month to afford their housing costs, leaving money left over for other household expenses.

Arapahoe has approximately 7,800 units affordable to these renters in addition to rental assistance vouchers—leaving a gap of approximately 12,500 underserved households. For the Arapahoe County non Aurora portion, this gap is estimated to be 5,600 underserved households.

### **Who Cannot Afford to Live in Arapahoe County:**

Renters earning less than \$35,000 find it difficult to buy in the current market. Many of these renters are unlikely to become owners unless they desire to buy attached housing units.

Seniors and other residents living on low, fixed incomes need to stay in their homes because they cannot afford to move to other housing units in the County. Seniors living on Social Security Income (SS) are unlikely to be able to afford the repairs their aging homes need.

Approximately 12,500 renters (5,600 renters in non Aurora portion) who earn less than \$20,000 are paying so much for their rental housing that they have difficulty affording other necessary household costs—such as transportation, childcare and health care.

Arapahoe does have affordable housing, but it is very location specific. Arapahoe County has some affordability concerns with its workforce. Even though Arapahoe County has affordable homes to buy at lower income levels, these homes are not always in close proximity to major employment centers and many have rehabilitation needs

The most affordable parts of Arapahoe County are the Sheridan/Englewood/north Littleton area, and most of Aurora. Of the 2,683 multi family units for sale in 2007 and affordable at 50% of the AMI, 86% were in Aurora. Of those affordable at 80% of the AMI, 74 % were in Aurora.

For single family units, Aurora provided 90% of those affordable at 50% of AMI and 84% of those affordable at 80% of AMI. No other community comes close to matching this contribution to the for sale affordable housing stock. Aurora also offers very affordable rents compared to other areas in the County.

Although Sheridan and parts of Englewood and Littleton are also very affordable, they have far fewer units, and the units are closer to employment centers in Jefferson County and Denver than to future employment centers in Arapahoe County (to which central and southeast Aurora is closer). In essence, Arapahoe County depends on Aurora to provide much of its affordable housing, and this is likely to continue.

Arapahoe County has worked very hard to ensure that residents have adequate housing.

Programs the County funds include infrastructure improvements, first time buyer program, single family rehabilitation, multi family rehabilitation and new construction assistance.

Communities within Arapahoe County have also provided incentives for the production of affordable housing. For example, Englewood and Sheridan have waived fees for affordable housing development on a case-by-case basis.

The County is prioritizing providing housing opportunities for renters earning less than 50% of the AMI. For the homeowner priorities, although the County has placed a high priority on serving those earning less than 50% of the AMI, the County recognizes the reality of the lack of available units for these households.

Arapahoe County continues to collaborate with outside agencies to address community needs. In December 2010 the Village at Westerly Creek project was approved and will entail a 55-unit new construction public housing replacement project for seniors, located on the Aurora Housing Authority's existing Buckingham Gardens Public Housing site. AHA has received an LIHTC allocation. Upon completion, the development will receive HUD project-based Section 8 on all units.

Arapahoe County HOME funds were used in FY 2012 for the development of Canterbury Apartments, which are currently still under construction. The Weatherization Program was able to provide insulation, new energy efficient furnaces, and new energy efficient refrigerators for each apartment thereby assuring that tenants will not be burdened by energy costs.

2012 Rehabilitation Projects included:

Help for Homes provided free minor rehabilitation to senior or disabled households in the City of Sheridan. All households below 80% of the area median income are eligible for the program. Minor rehabilitation items included painting home exteriors, building handicapped ramps, minor plumbing and electrical repairs and other similar work.

Energy Efficient Englewood (E3) is designed to improve energy efficiency by providing grants of up to \$8,000 to low and moderate income homeowners. The grants focus on work items that qualify for federal tax credits or other state and local rebate programs, such as: Energy Star furnaces, water heaters, windows, insulation, roofing, siding, evaporative coolers, refrigerators, etc.

South Metro Housing Options utilized HOME funds for the owner-occupied Housing Rehabilitation Program to provide single family homeowners that are at or below 80% of the area median income loans for single family homes.

## **Specific Housing Objectives**

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

Program Year 4 CAPER Specific Housing Objectives response:

**1 -3.** During the 2012 Program Year Arapahoe County funded two multi-unit apartment developments that are currently still under way. All of the future residents will be at or below 60% of the CMI

### **Housing and Community Development Activities 2011**

#### **LOW/MOD HOUSEHOLD ASSISTED-HOUSING**

PROJECT	0-30% CMI <i>Extremely Low</i>	31-50% CMI <i>Low</i>	51-80% CMI <i>Moderate</i>	Total ext Low/Mod
Housing Rehab (HOME)	7	13	14	34
Westerly Creek Apartments HOME		3		3
Energy Efficiency Englewood (2011/2012)	2/2	4/2	11/8	17/12 Total = 29
Englewood Rehab (Pending)	5		2	7
Help For Homes (2011)	10	12	4	26
<b>TOTAL HOUSEHOLDS</b> (Not Including Pending)	21	34	37	92
<i>Percentage Total</i> (Not Including Pending)	22.8%	37%	40.2%	100%

The Westerly Creek units were completed in PY 2012 with a total of 55 units, of which 3 units were funded with Arapahoe County Home Funds.

Arapahoe County remains a popular place to live and work in the Denver metro area. Arapahoe County’s heyday for growth occurred first in the 1950s, when the County grew at an average rate of 12% per year. Population surged again in the 1970s, when the County added more than 130,000 people (a growth rate of 8% per year). Since then growth has slowed considerably, and the County now grows at about 1-2% annually. Since 1990, Arapahoe County’s housing stock has grown by 35%. On average, Arapahoe County has added more than 3,500 units per year.

## **BBC's Recommendations for Arapahoe County:**

1. **Set affordable rental goals.** Set a goal for reducing the gap in rental units and work with the County's housing authorities, including the Aurora Housing Authority, to build more deeply subsidized rental units.
2. Approximately 29% of the County's renters earn less than \$20,000 per year. 6% of the County's rental units (including voucher subsidies) are affordable to these renters. BBC recommends this proportion be increased to 15%, so at least half of these renters have an opportunity to avoid being cost burdened. This means that the numbers of affordable units in the County are doubled.
3. **Establish formal collaborative relationships.** Continue to work with Aurora to gauge housing affordability and need since Aurora provides such a large portion of affordable housing, particularly for sale housing, in Arapahoe County. Formalize a method of communication and collaboration on workforce housing developments.
4. **Offer developer incentives.** The County should encourage density around employment centers and transit sites by offering fee waivers and/or density bonuses to developers who integrate affordable units into their developments. Formalize an incentives package and offer deeper incentives for more affordable developments. The County should also encourage municipalities to adopt similar incentive packages, so that the incentives are consistent, transparent and applied equally across the County.
5. **Continue rehabilitation efforts.** Continue acquisition and rehabilitation programs in the older portions of the County to preserve housing stock and keep lower income owners in safe and sound housing. Although this study did not contain a detailed analysis of the senior housing market and needs, it is likely that as the County's population ages, affordable senior housing with services will be needed.
6. **Educate the public.** Educate the public about options for development, the consequences of sprawl and how affordable housing can be attractive and dense.

To address worse case housing needs, Arapahoe County utilized the HOME and CDBG rehab programs to fund housing repair. The Arapahoe County Section 8 program administered by the South Metro Housing Options assisted 62 extremely low- and very low-income households with rental assistance payments for a totaling \$25,536.60. Finally, the Emergency Assistance program provided rental assistance to 176 households.

## **Public Housing Strategy**

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 4 CAPER Public Housing Strategy response:

1. Arapahoe County does not own or operate public housing. The Urban County has four operating housing authorities: the Englewood Housing Authority, the Littleton Housing Authority, the Sheridan Housing Authority and the Arapahoe County Housing Authority.

Arapahoe County's Housing Authority (ArCHA) maintains no staff, but is lent HCDS staff by the County and contracts operation of its Section 8 program to the South Metro Housing Options (SMHO). The Littleton Housing Authority's office is located at 5745 South Bannock Street, Littleton, CO 80120.

Sheridan and Arapahoe County's housing authority boards consist of the members of the city council and the Board of County Commissioners, respectively. The Sheridan Housing Authority (SHA) is operated similarly, with all Section 8 vouchers contracted through the Englewood Housing Authority (EHA). The Sheridan Housing Authority Board meets once a month. Both SMHO and EHA are designated as High Performers.

### **South Metro Housing Options (SMHO)**

The Littleton Housing Authority has a board appointed by city council and operates independently from city processes in regards to hiring, firing and procurement. With regard to management opportunities, SMHO is required to have a resident commissioner on the Board of Commissioners. SMHO maintains their own policies to cover these areas. All capital projects are presented to the Urban County for determination of consistency with the County's Five Year Consolidated Plan. The agency operates a Section 8 program along with elderly public housing and scattered site single family and duplex homes. SMHO has developed a small 10 home development for homebuyers on an infill site and is in the process of renovating some of the older facilities in its portfolio. They have a total of 557 Section 8 Vouchers (Littleton and Arapahoe County) and 542 public housing and other units, for a total of 1,099 units. SMHO recently purchased and rehabilitated three multi-family apartment buildings, totaling 69 units, in Northeast Littleton, which although they are not public housing, the apartments are open to low income residents.

The mission of SMHO seeks to strengthen their hometown by creating opportunities for diverse housing alternatives.

- ***Strategy to serve the needs of extremely low income, low income and moderate income families residing in the jurisdiction:***

SMHO offers 143 units of public housing, 260 units of Section 8 New Construction and 288 Housing Choice Vouchers within the community. Included in the total are 311 apartments for the elderly and disabled and housing for families that includes two- to

five-bedroom single family homes and duplexes. SMHO owns and/or manages 542 units of affordable housing.

Residents pay approximately 30% of their gross income toward rent. Families may apply for housing on-line or in person at the administrative offices, located at 5745 S. Bannock Street, Littleton, CO, 80120. Waiting lists are maintained for each program. Preference is given to elderly and disabled persons.

SMHO also manages Geneva Village for the City of Littleton. There are a total of 28 units with rents below market. Residents must be at least 55 years old.

SMHO manages the Libby Bortz Assisted Living Center. The Center consists of 111 individual units designed for the frail elderly. Residents must be at least 62 years of age with income below 60% of AMI. Amenities include 24-hour protective oversight, three meals per day plus snacks, weekly housekeeping, weekly laundry services, and activities. Medication administration, bathing and dressing assistance is also available for a nominal charge.

The SMHO Rehabilitation Program provides low interest loans to Littleton homeowners for home renovations. The Rehabilitation Coordinator works with homeowners whose incomes are below 80% of AMI. Renovations include, but are not limited to: energy conservation, health and safety issues, handicap accessibility retrofits, new furnaces, windows, and roofs.

SMHO purchased three properties on West Powers Circle in October of 2008. There are a total of 69 units, consisting of efficiency, one-, two-, and three-bedroom units. These properties are over 40 years old and, while in good condition, need upgrading and renovation. SMHO received a grant for energy efficiency improvements. Units are offered to households whose income falls between 30% and 60% of AMI.

The Housing Board of Commissioners and staff of SMHO are committed to offering the highest quality housing that is financially feasible and will be focusing future efforts on the revitalization of Northeast Littleton. With the renovation of the units on West Powers Circle and the redevelopment of two of the public housing sites, as well as the ongoing renovations and enhancements to other SMHO units, the agency continues to create opportunities for diverse housing alternatives while strengthening the community.

- ***Strategy for improving the living environment of extremely low income, low income and moderate income families residing in public housing***

With the use of the capital funds from HUD, SMHO is able to improve the living units as mentioned above.

In addition, SMHO funds two resident services coordinators. The coordinators provide information and assistance to SMHO family residents for education and employment and health, homemaker, transportation and insurance to the senior residents.

Various activities are sponsored throughout the year for both families and the elderly. Events such as sock hops, family holiday parties, lectures are on-going at all sites.

There is currently a computer lab at Bradley House and the Libby Bortz Assisted Living Center for resident use. Plans are underway to construct new computer labs at Amity Plaza and Alyson Court.

### **ENGLEWOOD HOUSING AUTHORITY (EHA)**

The Englewood Housing Authority board also is appointed by city council with the mayor being a member. The residents may participate in a Resident Council. A resident of public housing is a voting member of the Board of Commissioners of Englewood Housing Authority. Also there is a Resident Advisory Board comprised of participants from the housing programs offered by the housing authority including public housing. This board advises the housing authority on the aspects of the agency's 5 year and annual plan. All operations including hiring, contracting and procurement policies are maintained by the Housing Authority. This Authority also submits capital projects for determination of consistency with the County's Consolidated Plan. EHA provides elderly public housing, scattered site single family homes and has developed an in-fill townhome community for homebuyers. EHA completed a 62-unit senior/disabled apartment complex in December of 2008 (Terraces at Penn) for those at 50% of the Area Median Income (AMI), thus filling an income gap that could not be housed at their other locations serving extremely low income seniors/disabled. Englewood has a total of 570 Section 8 vouchers (Englewood and Sheridan) and 216 public housing units, for a total of 786 units.

The mission of EHA is to assist lower income families, in a non-discriminating manner, with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives.

- ***Strategy to serve the needs of extremely low income, low income and moderate income families residing in the jurisdiction:***

EHA's goal is to expand the housing opportunities for low income families beyond traditional programs and at the same time reduce dependency on federal funding by assisting families in moving from subsidized renting to homeownership; building or acquiring additional affordable rental housing units for the residents of EHA's community without public housing development funds and developing housing units, which will be accessible and available to persons with disabilities.

EHA offers 216 units of public housing, and 570 Section 8 Housing Choice Vouchers within the communities of Englewood and Sheridan. Included in the total are 204 apartments for the elderly and disabled, and housing for families that includes two- to four-bedroom single family homes and duplexes.

Residents pay approximately 30% of their gross income toward rent. Families may apply for housing on-line or in person at the administrative offices, located at 3460 South Sherman Street, Englewood, CO 80110. Waiting lists are maintained for each program.

EHA's two elderly/disabled developments are called Simon Center and Orchard Place. EHA is applying to HUD to designate Orchard Place for elderly only, and provide Section 8 vouchers for future disabled residents. No current residents of Orchard Place will be displaced; the transition is proposed to occur through attrition.

Simon Center is a seven-story high-rise building with 104 one-bedroom units. The building houses primarily elderly residents, and includes laundry facilities on floors 2-7, a multi purpose community room and a library. Simon Center is located one-half block from a central RTD bus line and across the street from the Malley Center senior recreation center.

Orchard Place is a seven-story high-rise building with 100 one-bedroom units. The building houses elderly and disabled residents, and includes laundry facilities on floors 2-7, a multi purpose community room and a library. Sixteen of the units are accessible to the disabled. Orchard Place is located on a central RTD bus line and across the street from the Malley Center senior recreation center.

Additionally, EHA has a market rate apartment called the Normandy Apartments. The building consists of 42 newly remodeled, affordable one- and two-bedroom apartments. It is located within walking distance of Swedish and Craig hospitals and is within five minutes drive or RTD bus ride to the City Center light rail stop and numerous city retail locations.

Another goal of EHA is to explore new opportunities to expand the stock of affordable housing. EHA opened a 62-unit senior/disabled apartment called the Terraces on Pennsylvania, in December of 2008, and pursues other opportunities whenever feasible.

**Arapahoe County Public Housing Authorities (PHA)<sup>4</sup>**

	Number of Units	Description	Size of Units
<b>Arapahoe County PHA:</b>			
Section 8	62	Certificates and vouchers	
Section 8 Port-ins	209	Certificates and vouchers	
<b>Littleton PHA:</b>			
Libby Bortz Assisted Living Center	111	Frail Elderly, aged over 62	0 to 1-bedrooms
Amity Plaza	180	Seniors	1-bedroom
Bradley House	72	Seniors	1-bedroom

<sup>4</sup> Source: Public Housing Authority (PHA) websites, BBC Research & Consulting.

Geneva Village	28	Seniors	0 to 2-bedrooms
Alyson Court	60	Seniors / Disabled	1-bedroom
John H. Newey Public Housing	20	Single family homes	2 to 4-bedrooms
Public Housing - duplexes	38	Homes	2 to 3-bedrooms
Public Housing – single family homes	33	Homes	3 to 5-bedrooms
Littleton Section 8	288	Certificates and vouchers	
<b>Englewood PHA:</b>			
Orchard Place	100	Seniors / Disabled	1-bedroom
Simon Center	104	Seniors / Disabled	1-bedroom
Public Housing	9	Duplexes	2 to 4-bedrooms
Englewood Section 8	393	Certificates and vouchers	
Sheridan Section 8	177	Certificates and vouchers	
Sheridan Public Housing	3	Single family homes	
Deer Trail FMHA owned Property	11	Seniors	
<b>Total PHA-offered units or vouchers</b>	<b>1,896</b>		

## Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 4 CAPER Barriers to Affordable Housing response:

Developers and housing advocates pointed to the high cost of land and the lack of developable land in Arapahoe County as being a primary barrier to affordable housing development. Aging or nonexistent infrastructure in the County was also cited as a barrier.

In the land use and zoning review, the AI found a number of ways to encourage more affordable and workforce housing in the cities and County, broadening the opportunity for workers to also be residents. These include:

- Allowing more variety in development types including small lot single family detached units and mixed income communities.
- Expanding the location of affordable housing beyond the Sheridan/Englewood/north Littleton area and Aurora through infill and new development. Allowing high density in other portions of Greenwood Village (other than near employment centers) and actively encouraging mixed income communities in undeveloped portions of the County.

- Ensuring that requirements for public hearings and special permitting processes do not prohibit the development of group homes, especially as the County's residents age and demand more nursing and rehabilitation services.

About half of the County's renters earned enough to afford to pay the median rent of \$794. The County's rents are lower than the seven-county and City and County of Denver average. Affordability varies by location, however, with the most affordable units located in Glendale and Aurora.

The vast majority of for sale units that are affordable to households earning less than the median income are located in the Sheridan/Englewood/north Littleton area or Aurora. Aurora and Englewood provide Arapahoe County with a substantial portion of the County's for sale affordable housing options. Of the single family units affordable to households earning 80% or less of the AMI (\$57,440) in the 13 communities in Arapahoe County, 92% of those units were located in Aurora and Englewood.

The County's subsidized/assisted housing is mostly located in the west central portion of the County and the Four Square Mile unincorporated area. Fewer units are available in the central and eastern portions of the County.

In general, most of the communities in Arapahoe County address the need for affordable housing, but some do this much better than others. Most communities have very strict regulations governing the permitting and location of group homes and, combined with NIMBYism against such developments, make it challenging to have group homes built.

Arapahoe County and its communities are fairly restrictive in their required minimum lot sizes for single family dwellings in "high density" zones. The smallest is in Englewood at 4,500 square feet; the largest, in Greenwood Village is 10,000 square feet. Greenwood Village requires that dense, multi family developments are in very close proximity to major employment centers, restricting their location and development. Greenwood Village also has a restrictive definition of family that could prevent extended family members from residing in the same homes.

Finally, the County's development fees are some of the highest in the metro area, largely as a result of water and sewer fees, as established by the various districts.

Actions taken during 2012 to eliminate barriers to affordable housing include:

- Rehabilitation Programs were funded for LMI persons in Arapahoe County.
- City of Englewood Energy Efficient Englewood (E3) – Minor housing rehabilitation designed to improve the energy efficiency of homes.

- City of Englewood Homeowner Rehabilitation – Housing rehabilitation designed to preserve and improve the housing stock in Englewood and address the problems of low income households financing major household repairs.
- Brothers Redevelopment, Inc. Help for Homes – Free minor housing rehabilitation program for low-moderate income elderly and/or disabled residents in the City of Sheridan and the City of Littleton.
- Atlantis Community RHAMP – Free minor housing rehabilitation program for disabled County residents focusing on mobility and accessibility improvements County wide.
- Use of HOME Funds for the completion of Westerly Creek and the funding of Canterbury Apartments.

### **HOME/ American Dream Down Payment Initiative (ADDI)**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women’s Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction’s affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

Program Year 4 CAPER HOME/ADDI response:

1. Arapahoe County Reserves HOME funds for viable applications for affordable housing development projects. In addition HOME funds are used for Housing Rehabilitation Programs for income qualified individuals in the City of Englewood the City of Centennial and the City of Littleton.

In 2012 the Villages at Westerly Creek were completed and all 55 units are currently rented. Arapahoe County expended \$400,000 in HOME funds for this project which resulted in designated County Units.

2. There was no match specifically generated in PY 2012, excess Match Surplus was used to cover the portion required for FY 2012.
3. Attached

4A. **HOME Monitoring:** During Program Year 2012 two HOME assisted apartment units were monitored:

Lara Lee was monitored on March 29, 2012 and the Terraces on Pennsylvania was monitored on April 3, 2012.

The Following Findings and Concerns were noted and addressed for the above two properties:

**Lara Lee:** As a result of this review, there were one Finding and two Concerns.

**Finding #1:** The lease currently in use does not comply with 24 CRF 92.253 Tenant and Participant Protections. The following is prohibited in a lease for HOME units:

*Termination of tenancy.* An owner may not terminate the tenancy or refuse to renew the lease of a tenant of rental housing assisted with HOME funds except for serious or repeated violation of the terms and conditions of the lease; for violation of applicable Federal, State, or local law; for completion of the tenancy period for transitional housing; or for other good cause. To terminate or refuse to renew tenancy, the owner must serve written notice upon the tenant specifying the grounds for the action at least 30 days before the termination of tenancy. Tenants must be given 30-days notice of termination or failure to renew a lease, regardless for the reason of termination or failure to renew a lease.

Please review all prohibited lease terms of the HOME program at 24 CRF 92.253 and revise your lease accordingly for all HOME-assisted units. As an alternative, you may use a HOME Lease Addendum for the HOME-assisted units. A sample lease addendum is attached.

**Concern #1:** The County must receive an annual update on all HOME-assisted units. *HOME Monitoring Checklist 6-D* is attached for your convenience; however, any format may be used provided that the same information is provided. Please provide this information in January of each year.

**Concern #2:** Management staff was not clear on how to treat over-income tenants occupying HOME-assisted units. While, generally, the more restrictive regulation applies when there are both LIHTC and HOME units, there are some differences. For example, an over income tenant does not need to have their rent increased and another unit designated as a HOME unit until their income goes over 80% AMI, while the LIHTC program allows household income to increase to 140% AMI. In addition, the definition of the “next available unit” varies by program. Another difference between HOME and tax credit rules is that HOME requires verification of all asset income, whereas the tax

credit rules require verification of asset income if the household's assets are greater than \$5,000. Guidance on combining HOME and LIHTC units may be found at the following website. Note that the HOME program allows the County to use one of three income determinations; for rental housing, the County uses the Part 5 (Section 8) definition (as does the LIHTC program).

[www.hud.gov/offices/cpd/affordablehousing/training/web/lihtc/](http://www.hud.gov/offices/cpd/affordablehousing/training/web/lihtc/).

Please respond to the above Findings and Concerns, noting any corrections made. Submit supporting documentation as warranted. Your response is due within 30 days of your receipt of this letter.

### **Terraces on Pennsylvania:**

Finding #1: Source documentation for determining income at the time of initial occupancy was not complete. While the tenant (or administrator of another government program under which the family receives benefits) may verify tenant income in the years following initial occupancy (with documentation provided upon request), source documents must be in the file at the time of initial occupancy (and every 6<sup>th</sup> year for projects with affordability periods of ten years or more).

Finding #2: The lease currently in use does not comply with 24 CFR 92.253 Tenant and Participant Protections. The following lease provisions are prohibited in a lease for HOME units:

*Termination of tenancy.* An owner may not terminate the tenancy or refuse to renew the lease of a tenant of rental housing assisted with HOME funds except for serious or repeated violation of the terms and conditions of the lease; for violation of applicable Federal, State, or local law; for completion of the tenancy period for transitional housing; or for other good cause. To terminate or refuse to renew tenancy, the owner must serve written notice upon the tenant specifying the grounds for the action at least 30 days before the termination of tenancy. Tenants must be given 30-days notice of termination or failure to renew a lease, regardless for the reason of termination or failure to renew a lease.

*Tenant waives all rights to a trial by jury.* Agreement by the tenant to waive any right to a trial by jury is a prohibited lease term under the HOME program.

*Liens on personal property.* Agreement by the tenant that the owner may take, hold or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the units. The owner may dispose of this person property in accordance with State law. **Section 24 of the lease grants management a lien upon all personal property of tenants at the time of move-in and without a court decision.**

Please review all prohibited lease terms of the HOME program at 24 CRF 92.253 and revise your lease accordingly for all HOME-assisted units. As an alternative, you may use a HOME Lease Addendum for the HOME-assisted units. A sample lease addendum is attached.

Concern #1: The County must receive an annual update on all HOME-assisted units. *HOME Monitoring Checklist 6-D* is attached for your convenience; however, any format may be used provided that the same information is provided. Please provide this information in January of each year.

Concern #2: Management staff was not clear on how to treat over-income tenants occupying HOME-assisted units. While, generally, the more restrictive regulation applies when there are both LIHTC and HOME units, there are some differences. For example, an over income tenant does not need to have their rent increased and another unit designated as a HOME unit until their income goes over 80% AMI, while the LIHTC program allows household income to increase to 140% AMI. In addition, the definition of the “next available unit” varies by program. Another difference between HOME and tax credit rules is that HOME requires verification of all asset income, whereas the tax credit rules require verification of asset income if the household’s assets are greater than \$5,000. Guidance on combining HOME and LIHTC units may be found at the following website. Note that the HOME program allows the County to use one of three income determinations; for rental housing, the County uses the Part 5 (Section 8) definition (as does the LIHTC program).

All Findings and concerns were addressed and have been satisfied.

4B. All Rental Properties and Housing Rehabilitation Projects funded with HOME funds are marketed to populations that meet the income guidelines specified in the projects application. The units are marketed in local rental publications, on-line and in newspapers. The County of Arapahoe does not have difficulty in finding qualified renters for County funded housing projects.

4C. Women and Minority Businesses are encouraged to apply for projects undertaken with Federal Funds.

## HOMELESS

### **Homeless Needs**

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 4 CAPER Homeless Needs response:

4. There were not any additional funds obtained through the SuperNOFA in PY 2012.

### **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 4 CAPER Specific Homeless Prevention Elements response:

The County of Arapahoe works with the local Continuum of Care to address the needs of the homeless population as well as working to identify ways to prevent homelessness. A majority of our public service projects (Salvation Army, Family Tree, Senior Hub, TLC Meals on Wheels, Project Angel Heart, etc...) work to provide Low Income Families with needs and services that they may not otherwise be able to afford; this may allow them to stay in their home. When families are on a very tight budget, unexpected costs can lead to homelessness, the services that we provide aim to reduce this threat.

### **Emergency Shelter Grants (ESG)**

N/A

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data

- a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
- b. Homeless Discharge Coordination
  - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
- c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 4 CAPER ESG response:

N/A

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.

### Public Facilities and Improvements<sup>5</sup>:

#### 03 Public Facilities, General

Priority needs level: Medium  
 Performance measure: People  
 Year 4 goal: 0  
 Year 4 actual: 4  
 5 year goal: 1  
 5 year plan cumulative total: 6

1. Covenant Cupboard Food Pantry Enhancements \$21,500 - CDBG funds were used to purchase, construct and install on-site dry and cold storage facilities, including one 8x20 feet shed, a refrigerator and freezer. The shed was installed adjacent to the pantry to provide a much needed storage facility to assist the

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<sup>5</sup> Please note that 2011 projects completed in 2012 are reported in this section.

organization with efficient distribution, recycling and storage that doesn't interfere with existing infrastructure and/or services. The refrigerator and freezer were both installed, along with the necessary electrical circuits, in a location of the building that was previously unused, providing additional cold storage capacity that will improve the organizations ability to serve the community.

2. Englewood Housing Authority Stovetop Fire Suppression \$8,958.50 - The Housing Authority of the City of Englewood purchased and installed emergency stovetop fire suppression / automatic vent hood fire suppressor canisters in all of the residential units. This is a life/safety issue that the Englewood Fire Department highly recommended because the units do not have fire control sprinkler systems. This project provides an added element of safety to the residents in EHA's high-rise apartment buildings.
3. South Metro Housing Options Amity Plaza Fire Panel \$150,000 – The Littleton Housing Authority utilized CDBG funds to purchase and install a complete working fire alarm system and panel at Amity Plaza, a seven-story, 180 unit, low-income senior housing building. The existing fire alarm panel was 32 years old and no longer functioning properly. The new panel and system was necessary to bring the system up to current code and improve the response time for fire-related incidents, which is critical for the elderly and handicapped residents. This was a pending project in the 2011 CAPER and was completed during the 2012 grant period.
4. Aurora Housing Authority ADA Accessible Elevator \$75,000 – CDBG funds were used to install an ADA accessible elevator in the new office building for the Aurora Housing Authority located at 2280 S. Xanadu Way. The elevator will ensure that persons with disabilities, families with infants and/or children in strollers and others persons needing an alternative to stairs will have access to the building and services provided by the Housing Authority, which include housing applications, housing choice vouchers, tenant activities and case management.

### 03 Public Facilities General-Food Bank

Priority needs level: High  
Performance measure: People  
Year 4 goal: 0  
Year 4 actual: 1  
5 year goal: 3  
5 year plan cumulative total: 2

\* See 03 Public Facilities, General 1. Covenant Cupboard Food Pantry Enhancements

### 03B Handicap Centers

Priority needs level: High

Performance measure: People  
Year 4 goal: 0  
Year 4 actual: 1  
5 year goal: 3  
5 year plan cumulative total: 3

1. The Colorado Center for the Blind Fire Suppression Sprinkler System \$90,453.16 – A fire suppression system was installed in the training facility owned and managed by the Colorado Center for the Blind in order to increase safety conditions for staff, program participants and visitors. In addition, the new system will allow for future facility expansion and/or renovations that meet local fire code. This project was listed as pending in the 2011 CAPER and was completed in 2012.

#### 03C Homeless Facility (not operating costs)

Priority needs level: High  
Performance measure: People  
Year 4 goal: 0  
Year 4 actual: 2  
5 year goal: 3  
5 year plan cumulative total: 6

1. Family Tree House of Hope Roof Replacement \$28,918.48 – Family Tree, Inc. used CDBG funds to replace the roof and gutters on their House of Hope building in Englewood, which is a 24-hour residential shelter for homeless female-headed families of Arapahoe County. The program provides safe shelter and a broad range of services enabling residents to stabilize their housing situation while learning skills that will assist them in becoming self-sufficient. Replacing the deteriorated roof and gutters improves the structures usability and sustainability and provides a safe and comfortable environment for staff and residents to achieve their goals.
2. Gateway Battered Women’s Services Extended Stay Fence Improvements \$13,043.73 – This project provided much needed security and safety infrastructure improvements to the Gateway facility, which designed an extended stay program that allows clients to stay in shelter for 90 days. The security and safety improvements align with the organizational goal of providing quality services in a safe, secure and confidential location and environment for all women and children who are victims of domestic violence. The improvements included the replacement of a wooden fence with a concrete mason wall and the installation of a security gate with a remote access automatic opener. This project was listed as pending in the 2011 CAPER and was completed in 2012.

#### 03K Street Improvements

Priority needs level: High  
Performance measure: People  
Year 4 goal: 1  
Year 4 actual: 2  
5 year goal: 6  
5 year plan cumulative total: 4

1. Deer Trail Street Paving \$112,526.91 – The town of Deer Trail continued its efforts to improve the town’s transportation infrastructure by paving Fir Street, from Second Avenue to Third Avenue and Elm Street, from Second Avenue to Third Avenue. The new asphalt roads, replacing gravel roads, will reduce erosion and dust, minimizing the associated health risks, as well as increase safety and adequate drainage; all of which will help minimize the mosquito population and help prevent West Nile Virus. This project was listed as pending in the 2011 CAPER and was completed in 2012.
2. Deer Trail Street Paving \$103,601.59 – The town of Deer Trail also utilized CDBG-R funding to continue street paving in the downtown area along Third Avenue, Elm Street and Fir Street. This project was listed as pending in the 2011 CAPER and was completed in 2012.

Both the CDBG-R project and the CDBG project were extended to 2012 as the town of Deer Trail does not have the staff to manage the project. After negotiations with Deer Trail and Arapahoe County Public Works and Development, it was determined that Arapahoe County Public Works and Development has the capacity to follow this project through to completion.

### 03L Sidewalks

Priority needs level: High  
Performance measure: People  
Year 4 goal: 1  
Year 4 actual: 2  
5 year goal: 7  
5 year plan cumulative total: 7

1. City of Littleton Sidewalks \$127,500 – This project was a continuation of the City of Littleton’s efforts to replace old, narrow and deteriorated sidewalks and curb ramps in the northeast neighborhoods of the City. The 2012 project replaced sidewalks on both sides of West Crestline Avenue from South Windermere to West Crestline Drive; on both sides of West Crestline Drive from South Louthan Way to West Crestline Avenue; and on the west side of South Louthan Way from Crestline Avenue to West Crestline Drive. The new wide sidewalks, driveway cuts and corner/curb ramps provide the residents with better pedestrian access to South Windermere Street, Cornerstone Regional Park, and the Littleton Boulevard and West Belleview Avenue corridors. In addition, the entire neighborhood appearance is greatly improved as a result of this project.

2. City of Centennial Vista Verde Sidewalks \$342,076.72 – This project was a continuation of the City of Centennial’s efforts to replace old, narrow and deteriorated sidewalks and curb ramps in the Vista Verde neighborhood. The 2011 project, completed in 2012, replaced the old sidewalks and curb ramps with new ADA compliant sidewalks and curb ramps on S. Pennsylvania Street, S. Logan Street, E. Sterne Boulevard and S. Sherman Street within and adjacent to the Vista Verde neighborhood. The new sidewalks, driveway cuts and corner/curb ramps offer the residents a more complete and safe pedestrian infrastructure with easier access to community resources and services. This project was listed as pending in the 2011 CAPER and was completed in 2012.

### 03P Health Facilities

Priority needs level: High

Performance measure: People

Year 4 goal: 1

Year 4 actual: 3

5 year goal: 5

5 year plan cumulative total: 8

1. Arapahoe House New Directions Upgrades \$24,227 – Arapahoe House used CDBG funds to upgrade all the carpeting at their New Directions facility, which is a substance abuse treatment facility for female offenders (and their children) on parole or probation. The existing carpet was damaged, hard to maintain, unappealing and needed to be replaced with a carpet that doesn’t cause safety and maintenance concerns and offers good value and durability.
2. Third Way Center Kitchen and Bath Rehab \$20,370 – Third way center used CDBG funds to make needed safety repairs and renovations to seven bathrooms and the kitchen. The bathrooms and kitchen had significant safety concerns, particularly water damage, potential for mold and tripping hazards that needed to be addressed. Following the renovations all bathrooms and the kitchen are fully functioning, no longer susceptible to mold growth and much safer for residents. In addition, the bathrooms and kitchen were upgraded with water saving fixtures that will reduce utility expenses and water consumption. Combined, the bathroom and kitchen upgrades have greatly improved the living conditions at the residential treatment center, and have made a long-term contribution to the safety and efficiency of the building.
3. Addiction Research Treatment Services (ARTS) Life Safety Improvements for Synergy Program Building 5 \$100,000 – ARTS used CDBG funds to install a state-of-the-art fire suppression system in building 5, which houses the Synergy adolescent Therapeutic Residential Child Care Facility (TRCCF) treatment program. The new fire suppression system is a much needed addition to the building, which didn’t offer the needed fire safety features for clients and staff.

The project included underground piping, interior sprinkler piping and heads, and components to mitigate or prevent freezing within the system.

## Public Services:

### 05 General Public Services

Priority needs level: M  
Performance measure: People  
Year 4 goal: 0  
Year 4 actual: 874  
5 year goal: 0  
5 year plan cumulative total: 958

1. Family Tree House of Hope Staffing \$22,500 – Family Tree used CDBG funds to cover program staffing costs for the House of Hope shelter, which is a 24-hour residential shelter located in Englewood. The shelter provides homeless female-headed families of Arapahoe County with safe shelter and a broad range of services enabling them to stabilize their housing situation while learning skills that will assist them in becoming self-sufficient. By providing families with safe shelter, basic needs and case management, House of Hope staff was able to assist mothers and families achieve their goals, including self-sufficiency and permanent housing.
2. Reach Out and Read \$2,950 – Reach Out and Read used CDBG funds to purchase and distribute new books to health facilities and doctors, whom then distributed the books, free of charge, to children during their visits. In addition to providing books, the organization also supplied information regarding the importance of reading and literacy and encouraged clients to utilize available resources.

### 05 Food Banks (emergency needs)

Priority needs level: High  
Performance measure: People  
Year 4 goal: 800  
Year 4 actual: 26,906  
5 year goal: 4,000  
5 year plan cumulative total: 50,843

1. Arapahoe County TEFAP Fresh and Frozen Foods \$29,500 – The County's TEFAP program utilized CDBG funds to purchase fresh and frozen foods to supplement USDA commodities. The foods purchased with CDBG funds were then distributed to non-Aurora Arapahoe County TEFAP food banks for further distribution to clients. Purchased foods included: butter, butter blend, ground beef, eggs, honey, carrots, onions and potatoes. With the purchase of these foods, Arapahoe County TEFAP was able to supplement the food boxes given to clients

with items that are usually not available with TEFAP foods, helping clients receive nutritionally balanced food. The fresh and frozen food purchased with CDBG funds allowed the food banks to use other funds for high demand items of need.

#### 05 Homeless Service

Priority needs level: High  
Performance measure: People  
Year 4 goal: 100  
Year 4 actual: 172  
5 year goal: 500  
5 year plan cumulative total: 1,301

\* Please see Family Tree House of Hope Staffing listed in 05 General Public Services

#### 05 Foreclosure Counseling

Priority needs level: High  
Performance measure: People  
Year 4 goal: 20  
Year 4 actual: 0  
5 year goal: 100  
5 year plan cumulative total: 313

No Foreclosure Counseling Projects were completed in 2012.

#### 05A Senior Services

Priority needs level: High  
Performance measure: People  
Year 4 goal: 300  
Year 4 actual: 460  
5 year goal: 1,500  
5 year plan cumulative total: 1,791

- I. The Senior Hub's Rural Meals on Wheels \$15,500 – Senior Hub used CDBG funds to purchase food for the Rural Meals on Wheels program, which delivers frozen meals and/or fresh market baskets to seniors and disabled residents living in rural Arapahoe County. The nutrition provided to these clients came in one of two different formats. Some clients received frozen meals developed to meet the nutritional needs of older adults. Other clients were able to select the Market Basket option that includes ten frozen meals along with fresh fruit, vegetables, milk and assorted staples. The Rural Meals on Wheels program allows geographically isolated older adults to receive at least one nutritious meal per day, which in turn optimizes their chances of remaining independent in their homes for a longer period. The long-term effect of this program is that it helps to provide

stability to those whose circumstances might otherwise force them into a long-term care facility.

2. TLC Meals on Wheels \$26,000 – TLC Meals on Wheels utilized CDBG funds to cover the costs of food to support the Meals on Wheels program serving Arapahoe County clients. Providing nutritious meals to these individuals not only helped them meet their dietary and nutritional needs, but it also helped them remain in their homes instead of pursuing other alternatives such as assisted living or nursing homes. This program also engaged hundreds of volunteers to assist with meal preparation and delivery, allowing them the opportunity to assist others within their community.

#### 05B Handicap Services

Priority needs level: High

Performance measure: People

Year 4 goal: 45

Year 4 actual: 131

5 year goal: 225

5 year plan cumulative total: 342

1. Audio Information Network Audio Access \$7,670 – Audio Information Network of Colorado used CDBG funds to assist the organization with staffing costs to broadcast pertinent Arapahoe County news and other print materials, as well as to purchase and provide listening devices, free of charge, to visually impaired County residents. By using CDBG funds, AINC was able to provide new and continuing access to ink print materials to blind, visually impaired, and print disabled Arapahoe County residents. Special emphasis was placed on senior citizens though all ages were served. The project included: outreach, provision of AINC's broadcast via the digital signal of Rocky Mountain PBS, access to the broadcast via telephone, internet, and pre-tuned receivers, provision of annual program schedule, and assistance with equipment set-up as needed. In addition to clients receiving listening equipment, receivers were also provided to Beyond Sight, The Colorado Center for the Blind, Home Watch Caregivers, and Libby Bortz Assisted Living to be used for demonstrations to clients and/or group activities.

#### 05D Youth Services

Priority needs level: High

Performance measure: People

Year 4 goal: 0

Year 4 actual: 112

5 year goal: 30

5 year plan cumulative total: 112

1. Goodwill Industries Youth Career Development at Sheridan High School \$14,550 – Goodwill Industries used CDBG funds to cover the costs of a certified teaching professional to manage a career development program at Sheridan High School. The program curriculum was designed to provide knowledge and support to ensure students develop effective strategies to make successful transitions from school to career. By emphasizing education, employment and empowerment as a means to prepare students for the future, this program was able to make a long-term positive impact at Sheridan High School, particularly graduation rates and post-secondary preparedness and success.

#### 05K Tenant Landlord Counseling

Priority needs level: Medium  
Performance measure: People  
Year 4 goal: 0  
Year 4 actual: 0  
5 year goal: 885  
5 year plan cumulative total: 407

No Tenant Landlord Counseling Projects were completed in 2011.

#### 05M Health Services

Priority needs level: High  
Performance measure: People  
Year 4 goal: 200  
Year 4 actual: 97  
5 year goal: 1,000  
5 year plan cumulative total: 666

1. Project Angel Heart Meals on Wheels \$10,000 – Project Angel Heart used CDBG funds to provided meals to Arapahoe County (excluding Aurora) residents living with life-threatening illnesses with the goal of improving their quality of life and nutritional status through individually tailored, home-delivered, nutritious meals. Life-threatening illnesses can drain a person's energy and finances, threaten their dignity, limit their independence, and leave them feeling alone and vulnerable. Project Angel Heart embodies stability and hope, and provides life-saving nutrition necessary for physical, emotional and financial health. To ensure clients are receiving well-balanced and medically appropriate nutrition, Project Angel Heart strives to modify meals according to individual diet needs.

#### 05N Abused and Neglected Children

Priority needs level: High  
Performance measure: People  
Year 4 goal: 25  
Year 4 actual: 770

5 year goal: 75  
5 year plan cumulative total: 884

1. Children's Advocacy and Family Resources dba SungateKids Investigative Interviews Program \$29,810 – SungateKids utilized CDBG funds to pay staff salaries for the employees conducting investigative interviews with abused children and/or children whom have witnessed abuse, as well as non-offending family members.

#### 05O Mental Health Services

Priority needs level: High  
Performance measure: People  
Year 4 goal: 20  
Year 4 actual: 30  
5 year goal: 100  
5 year plan cumulative total: 140

1. Doctors Care Integrated Primary Care \$22,500 – Doctors Care used CDBG funds to continue the Integrated Primary Care Initiative, which began in 2005. The program provides services of a licensed mental health practitioner with prescriptive authority and a licensed therapist in the Doctors Care clinic. The program provided consultation with licensed medical staff, assistance and triage with referrals, and direct care to low-income, uninsured Littleton residents. Early intervention and prevention strategies are offered by creating access to integrated care at an earlier point in the course of the illness or mental health problems. The overarching goal is for children and families to be able to receive more immediate care - regardless of whether or not they have insurance.

#### 05Q Subsistence Payments

Priority needs level: High  
Performance measure: People  
Year 4 goal: 50  
Year 4 actual: 53  
5 year goal: 250  
5 year plan cumulative total: 564

1. Salvation Army Emergency Housing Assistance \$14,460.04 – Salvation Army used CDBG funds to provide emergency housing assistance, in the form of one month rent, to County residents in need. The program was designed to ensure clients receiving assistance met certain criteria that demonstrated their ability to meet future expenses and ensure the organization was acting as a good steward of public monies.

Housing:

## 12 Construction of Housing

Priority needs level: Medium  
Performance measure: Households  
Year 4 goal: 0  
Year 4 actual: 55  
5 year goal: 5  
5 year plan cumulative total: 63

1. Village at Westerly Creek \$400,000 - HOME funds were committed in 2010 for new construction of 55 units of rental homes for low-income seniors and persons with disabilities. The building will consist of “green” features, including photovoltaic roof panels, energy-efficient lighting and appliances, and community garden space for the residents. This project was listed as pending in the 2011 CAPER and was completed in 2012.

## 13 Direct Homeownership Assistance

Priority needs level: Medium  
Performance measure: Households  
Year 4 goal: 12  
Year 4 actual: 0  
5 year goal: 60  
5 year plan cumulative total: 16

1. Arapahoe County’s First Time Homebuyer Program (FTHB) was administered by Colorado Housing Assistance Corporation (CHAC) during the 2012 grant period. However, the County has transferred this program to Funding Partners for Housing Solutions, which will be the administering agency moving forward. The FTHB program uses HOME funds to service the entire Urban County, providing down payment and closing cost assistance up to \$10,000.

## 14A Rehabilitation- single unit residential; major

Priority needs level: High  
Performance measure: Households  
Year 4 goal: 12  
Year 4 actual: 12  
5 year goal: 60  
5 year plan cumulative total: 42

1. Energy Efficient Englewood (E3) \$100,000 – The City of Englewood used CDBG funds to provide up to \$8,000 grants to 12 low-to-moderate income homeowners to make energy and water efficiency improvements in their homes. Improvements included: high energy furnaces, insulation, windows, doors, appliances, hot water heaters, boilers, water saving toilets and other needed improvements based on a comprehensive home energy audit. In addition to the

energy improvements, the project also corrected identified eminent hazards and/or other health and safety issues which were needed to ensure the energy efficiency of the home. The project made home improvements possible for 12 homeowners who otherwise would not have improved their properties. As a sign of program success and demand, there are currently 50 homeowners on the waiting list for next year.

2. Englewood Housing Rehab \$64,934.72 – The City of Englewood Housing Rehabilitation Program is an on-going program that began in 1977 to preserve the existing housing stock in Englewood and to address the problems of low income households financing major household repairs. The program provides loans up to \$24,999 at varying interest rates depending upon the household income. The program is designed to address: life threatening or safety problems; handicapped retrofitting; energy Conservation measures; elimination of potential code problems; and general property improvements. This project is not officially completed. Therefore, the final accomplishment and beneficiary data will be reported in the 2013 CAPER.
3. Littleton Housing Authority (LHA) Homeowner and Rental Rehabilitation \$382,609.37 - The Littleton Housing Authority, now called South Metro Housing Options, uses HOME funds and HOME program income to provide low-to-moderate income single-family owner and renter-occupied home loans in Arapahoe County.

14A Rehabilitation- single unit residential; minor

Priority needs level: High

Performance measure: Households

Year 4 goal: 25

Year 4 actual: Pending

***Pending: 2***

5 year goal: 125

5 year plan cumulative total: 104

1. Brothers Redevelopment Help for Homes \$50,000 – Brothers Redevelopment is using CDBG funds to provide free minor rehabilitation to senior and/or disabled homeowners in the City of Sheridan and the City of Littleton. All households below 80% of the area median income are eligible for the program. Minor rehabilitation items include painting, accessibility improvements, minor plumbing and electrical work, siding repairs and other similar work. \$25,000 was awarded for both Sheridan and Littleton; Sheridan projects are capped at \$4,999 per homeowner, while Littleton projects are capped at \$2,500. This project is not officially completed. Therefore, the final accomplishment and beneficiary data will be reported in the 2013 CAPER.
2. Atlantis Community Arapahoe County Rental and Homeowner Access

Modification Program \$50,000 – Atlantis Community is using CDBG funds to provide disabled residents of Arapahoe County with accessibility related construction modifications, including: ramps, widening doorways, lowering cabinets, installing roll-in showers and other accessibility improvements, in order to improve residents' independence and quality of life. This project is not officially completed. Therefore, the final accomplishment and beneficiary data will be reported in the 2013 CAPER.

14B Rehabilitation- multi unit residential

Priority needs level: High  
Performance measure: Households  
Year 4 goal: 0  
Year 4 actual: 0  
5 year goal: 140  
5 year plan cumulative total: 29

No 14B Rehabilitation – multi unit residential projects completed in 2012.

21A Administration

Priority needs level: High  
Performance measure: Organizations  
Year 4 goal: 1  
Year 4 actual: 1  
5 year goal: 5  
5 year plan cumulative total: 4

Arapahoe County budgets 10% of the annual HOME allocation and 20% of the combined CBDG annual allocation for administrative expenses. Despite the budgeted amount, the County is only permitted to draw administrative expenses as they occur. Administrative expenses include; salary and benefits of HCDS staff; building occupancy expenses; supplies; training and travel; reports and studies such as the Housing Needs Assessment and the Analysis of Impediments to Fair Housing Choice; and other administrative expenses. If the County does not use all of the available administrative funds towards administrative costs, the funds are re-allocated to projects.

c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

2. Changes in Program Objectives

a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

There were no changes in program objectives.

3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.

Arapahoe County works to develop and maintain strong partnerships with other community organizations, non-profits, and businesses in the belief that through working together, we have the best opportunity to meet the needs of the citizens of our community.

- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.

Certificates of consistency are provided after a thorough review of a proposed project carried out by HCDS staff, the Division Manager and a final review and sign off by the Community Resources Department Director. A minimum of three staff members review a certificate of consistency to ensure that the proposal is in line with the priority of needs for the County and the decision to issue or not issue is fair and impartial.

- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

Arapahoe County makes every effort to ensure that all projects and utilization of funds is in accordance with the priority of needs identified in the 5 Year Consolidated Plan and the Annual Action Plan. All projects undertaken, identified, and described in other areas of this report match High or Medium Priority Needs as identified by the County.

4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.

All funds received were used to address National Objectives.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

When federal funds are used to acquire or rehabilitate a property, the possibility of displacing the occupants of the property exists, and the agency administering the funds has an obligation to minimize the impact of the federally funded activity on the occupants. In cases of acquisition of property, the owner must be advised that the property cannot be taken by eminent domain and advised of the fair market value of the

property, prior to entering into a firm commitment to sell. If there are tenants in a property, whether it is a commercial or residential property, and they will be displaced due to the property transfer or rehabilitation, then they must receive certain assistance and compensation. If the tenants in a residential setting are low income, they must receive additional consideration. If a low income dwelling unit is demolished or converted, then the unit must be replaced with a similar unit somewhere in the area, and a public notice process must be followed.

Single-family housing rehabilitation is an ongoing activity for the cities of Englewood, Littleton, and Centennial throughout the County. No displacement occurred because the homeowners were not required to leave their homes. All rehabilitation was completed with the homeowner in place.

Arapahoe County Housing and Community Development Division have developed a Uniform Relocation Act Policy and Procedure to ensure that households, businesses, farms, and nonprofit organization are aware of their rights and have their needs and preferences addressed.

The Uniform Relocation Act Policy and Procedure addresses the need to deliver notices in a timely manner beginning with the General Information Notice which must be provided as close as feasibly possible to the initial project application. Any proposed project which may involve temporary or permanent relocation must provide an outline of their relocation plan at the time of project application. In the process of reviewing the project for funding, the staff is able to also review the relocation plan to ensure that it adheres to both Arapahoe County policy and procedure and HUD regulations.

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

No economic development activities were undertaken in 2010. Section 3 activities have been tracked and will be reported to HUD.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

Low-income eligibility (income eligible) is defined annually by HUD. All individuals and households whose income categories are listed as low-mod, low, or very low are eligible for CDBG assistance based on related family size. Certain classes of individuals

are presumed to be low-income (presumed benefit) and eligible for CDBG assistance as a group (not as individuals) if they are in one of the following categories: seniors; severely disabled adults; homeless; battered spouses; abused/neglected children and youth; illiterate adults; migrant farm workers, and persons living with HIV/AIDS. In addition, HUD has indicated that persons who use food banks or meals programs may be presumed to be eligible low-income clients.

Lower-income communities (area benefit) include those cities, towns, communities or specific areas (regardless of size) where more than 51 percent of households have an income that is less than the county median income based on most recent census data.

All CDBG funded agencies have to collect income, or self-certification forms from their clients unless their program serves a “presumed benefit.” For those that do not meet the presumed benefit criteria, the income self-certification form is required from all clients in addition to proof of income (e.g. tax forms, pay stubs, documentation of participation in another income limited to government program, etc.).

8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
    - Housing Rehabilitation: \$118,077.12
  - b. Detail the amount repaid on each float-funded activity.
    - N/A
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
    - First Time Homebuyer Loan Repayments: \$178,861.42 (HOME)
    - Rehabilitation Loan Repayments: \$3,393.08 (CDBG)
  - d. Detail the amount of income received from the sale of property by parcel.
    - Recaptured Funds: \$37,740.74 (HOME)
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and

- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

- o N/A

10. Loans and other receivables

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

11. Lump sum agreements

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

N/A

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

Please see data above.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

N/A

## **Antipoverty Strategy**

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 4 CAPER Antipoverty Strategy response:

Each and every public service project funded in 2012 either directly, in the case of financial assistance, or indirectly, in the case of providing goods and services, is designed to provide some type of financial assistance to individuals and/or families. Indirectly, the public service projects funded in 2012 provide goods and services at no charge that individuals would have otherwise not had the money to afford, or altogether would not have requested or sought after. It is in this sense that the 2012 public service projects indirectly help individuals improve their financial position, allowing them to allocate their money on other important pressing needs.

In addition, many of the public infrastructure and improvement projects directly and indirectly assist individuals in ways that many would not have otherwise been able to afford, i.e. homeowner rehabilitation projects often address projects that homeowners would either have to use a line of credit to afford, or would simply delay until the repairs become emergencies, exponentially increasing the cost of the repairs. Moreover, many of the infrastructure improvements are for organizations that house and provide goods and services to individuals at no cost, freeing up money for participants to spend on meeting other basic needs.

## **NON-HOMELESS SPECIAL NEEDS**

### **Non-homeless Special Needs**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 4 CAPER Non-homeless Special Needs response:

Arapahoe County has a long standing commitment to address special needs of persons that require supportive housing. During the 2012 grant period, Arapahoe County funded multiple organizations that serve residents needing such support. In addition, a number of 2011 projects being reported in this CAPER also served residents requiring supportive housing.

Both the Gateway Battered Women's Services and Colorado Center for the Blind projects from 2011 demonstrate the County's commitment to this objective. Moreover, both

organizations have received CDBG funding in previous years and will likely submit applications and perhaps receive future funding.

As mentioned, multiple organizations during the 2012 grant period that address non-homeless persons requiring supportive housing received funding, including: Salvation Army, Doctors Care, Senior Hub, TLC Meals on Wheels, Project Angel Heart, Audio Information Network, SungateKids, Arapahoe House, Third Way Center, ARTS, Atlantis Community, Brothers Redevelopment, Englewood Housing Authority and South Metro Housing Options.

## **Specific HOPWA Objectives**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

N/A

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
  
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected

- (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
  - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
  - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
  - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
- (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
  - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
  - (3) A brief description of any unique supportive service or other service delivery models or efforts
  - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
- (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
  - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
  - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
  - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 4 CAPER Specific HOPWA Objectives response:

N/A

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 4 CAPER Other Narrative response: