AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Colorado Department of Local Affairs Community Dev

Action Requested:

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see the attached. The BOCC must approve the submission before 2/1 in order for it to be considered in the next grant cycle.

Fiscal Impact: $600,000

Submitted by: Katherine Haase for John Cattles **Submitter's Email Address:** jcattles@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 1/20/2017

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 1/20/17

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 1/20/2017 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\khaase Discharge Date: 1/20/2017

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 1/24/2017

Revised April 2015

COLORADO
Department of Local Affairs
Division of Local Government

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
2017 APPLICATION

Applications Must Be Submitted Electronically - Directions on Last Page
-Please Work with your Regional Field Manager when Completing your Application-

A. GENERAL AND SUMMARY INFORMATION

1. Name/Title of Proposed Project:	Gunnison Family Services Facility Remodel

2. Applicant: Gunnison County

(In the case of a multi-jurisdictional application, name of the "lead" municipality, county, special district or other political subdivision).

Federal Tax ID#: 84-6000770 DUNS # 133115220

In the case of a multi-jurisdictional application, provide the names of other directly participating political subdivisions:

3. Chief Elected Official (In the case of a multi-jurisdictional application, chief elected official of the "lead" political subdivision):

Name:	Phil Chamberland	Title:	BoCC Chair
Mailing Address:	200 E. Virginia Ave.	Phone:	970-641-0248
City/Zip:	Gunnison 81230	Alt Phone	
E-Mail Address:	pchamberland@gunnisoncounty.org		

If applying on behalf of a district or non-profit please provide the name and address of the entity:

4. Designated Contact Person (will receive all mailings) for the Application:

Name:	John Cattles	Title:	Facilities Director
Mailing Address:	200 E. Virginia Ave.	Phone:	970-641-8560
City/Zip:	Gunnison 81230	Alt Phone	970-275-0768
E-Mail Address:	jcattles@gunnisoncounty.org		

House District 59 Senate District 5

5. Amount of CDBG requested	**$600,000**

6. Project Description:

(Include specific project location within city and or county etc.)

The Family Services Center is an 11,600 sq.ft. facility housing the Gunnison County HHS including Economic Security services, Child welfare, Adult Protection, Child Support Services, Consumer Protection, Public Health, Veteran Services and Senior Resources divisions, it is located at 225 N. Pine Street in Gunnison. The facility will be remodeled with limited structural changes; changes will be interior partition walls, built-in workstation counters, doors and door controls, interior finishes, and necessary electrical and HVAC to accommodate new layout of partitions. The facility was originally built in 1955 as an 8 classroom elementary school, in 2001 it was remodeled for use as a county building housing the HHS and Public Health departments. The remodel at that time largely retained the original school layout of a central hallway with offices accessed off of it. That layout lacks a central front desk and is confusing for clients who routinely walk up and down the hall looking for the office they need. Clients often are eligible for multiple services however cross connection of services from Human Services to Public Health is lost due to the lack of a central front desk even though the client could benefit from both. It is also impossible to maintain a secure environment for employees who often work with erratic and irritated people. At times, angry clients have confronted isolated staff members causing unsafe situations. HIPPA compliance is a challenge due to insecure records storage. Exam rooms are located in rooms with exterior windows making privacy a challenge. Vaccine and pharmacy storage has insufficient space, poor backup power, and is insecure. Current staff levels at the building are much higher than anticipated during the previous remodel and staff are crammed in

work areas and offices that are inefficient. The HVAC system that was included in the earlier remodel is inadequate, inefficient, and uncomfortable for staff. The HVAC system lacks control and balance between different areas of the building.
Through a remodel of the existing space with only minor structural changes we can create a layout that is a much more efficient use of space, we have conceptual plans that account for current staff levels and allow for some growth. Also the new layout creates a central front desk area and allows access control for security of our staff. We will create interview rooms that have 2 exits, we will separate staff from public access, and we will create a welcoming central area for the public to access services. This will allow us to make sure that people get services in a timely manner and that they are able to access all of the services they are eligible for efficiently at one time. We also will upgrade the existing HVAC system for better control and efficiency. These changes will allow the county to serve the public more effectively and provide our staff with a safe, efficient, and comfortable working environment.

7. Local priority if more than one application from the same local government (1 of 2, 2 of 2, etc.)_____.

8. Date of local public hearing(required prior to submission of application) 1/14/2017

1. Population

a. What is the current population?___16,143_____ _____

2. Financial Information (Current Year):
In the column below labeled "Applicant" provide the financial information for the municipality, county, school district or special district directly benefiting from the application. In the columns below labeled "Entity", provide the applicable financial information for any public/non-profit entities on whose behalf the application is being submitted (if applicable).

Complete items "a through l" for ALL project types:

	Lead Applicant	Co-applicant ___.	Entity ___.
a. Assessed Valuation (AV) Year: Most Recent	593,082,760		
b. Total Mill Levy	16.83		
c. Property Tax Revenue Generated (mill levy x AV / 1,000)	9,981,583		
d. Sales Tax (Rate/Estimated Annual Revenue)	1% / $1,863,900	% / $	% / $
e. General Fund Budgeted Revenue	13,617,965		
f. General Fund Budgeted Expenditures	14,367,156		
g. General Fund Balance as of December 31st of the previous year :	5,187,197		
Portion of General Fund which is **Unassigned** ^^ **(meets the definition identified in the GASB** h. **statement below)**	2,620,392		
i. Total Budgeted Revenue (All Funds)*	49,823,871		
j. Total Budgeted Expenditures (All Funds)*	55,224,203		
k. Total Fund Balance (All Funds)*	18,315,764		
l. Total Outstanding Debt (All Funds)**	29,753,742		

* Sum of General Fund and all Special or Enterprise Funds
** Include the total outstanding liability from all multi-year debt obligations (lease purchase agreements, certificate of participation and any other debt instruments).
^^**Unassigned fund balance** - Amounts that are available for any purpose; these amounts are reported only in the general fund and have not been committed by resolution, ordinance or contract and have not been budgeted for an intended purpose.
(Click this link to locate GASB Fund Balance definitions)

For projects to be managed through a Special Fund other than the General Fund (e.g. County Road and Bridge Fund) or managed through an Enterprise Fund (e.g. water, sewer, county airport), complete items "m through q":			
Complete items "l through p" for ALL project types:			
Identify the relevant Special Fund or Enterprise Fund:	Human Services Fund	___Fund	___Fund
m. Special or Enterprise Fund Budgeted Revenue	$4,445,776	$	$
n. Special or Enterprise Fund Budgeted Expenditures	$4,451,805	$	$
o. Special or Enterprise Fund Outstanding Debt**	$0	$	$
p. Special Fund Mill Levy (if applicable)	0.512	$	$
q. Special or Enterprise Fund Balance as of December 31st of the previous year	$580,377 2015 $628,723 2016 projected	$	$

For Water and Sewer Project Only:		
Complete items "r through t"	Water	Sewer
r. Tap Fee	$	$
s. Average Monthly User Charge (Divide sum of annual (commercial and residential) revenues by 12 and then divide by the number of total taps served.) **NOTE: Commercial and Residential Combined**	$	$
t. Number of total Taps Served by Applicant		

3. If the proposed project is a day care, senior center or similar development project which requires operating revenues, attach a detailed budget showing operating revenues and expenses.

** Include the total outstanding liability from all multi-year debt obligations (lease purchase agreements, certificate of participation and any other debt instruments).

C. PROJECT BUDGET. List expenditures and sources of revenue for the project. The totals on each side of the ledger must equal.

Expenditures	
List Budget Line Items (Examples: acquisition, architect, engineering, permits, construction, asbestos abatement, etc.)	
Line Item Expenditures	Line Item Costs
Design and Engineering	$100,000
General Contractor/ General Conditions/ Construction Admin.	$149,000
Mechanical/ Plumbing/ Electrical/ Geo	$443,000
Carpentry/ Drywall / Structural Modifications	$116,000
Finishes/ Doors/ Hardware/ ect.	$227,700
Low voltage/ Security/ Controls	
Fire Sprinkler/ water tap- fire	$133,000
Temporary work spaces	$15,000
Fixtures/ Furniture/ Equipment	$15,000
TOTAL	$1,196,000
Please attach a more detailed budget if available	

Sources of Revenue			Funding Committed
List the sources of matching funds and indicate either cash or documentable in-kind contribution. **Total revenue must equal total expenditures**			List Yes or No next to each line item
	Cash	In-Kind	
CDBG Grant Request	$ 600,000	None	No
SALES TAX: Design and engineering	$100,000		
SALES TAX: Temporary work space	$15,000		
SALES TAX: Fixtures/ Furniture/ Equipment	$15,000		
IN KIND EQUIPMENT & OPERATOR Fire sprinkler water tap		$20,000	
HUMAN SERVICES FUND All remaining construction activities from 'Expenditures'	$536,000		
TOTAL	$1,196,000	$	

(*If the request is for planning, engineering or design, the following two questions may not be applicable*)

1. Please identify the contingency associated with the project budget.
   a. Contingency Dollar value $___$143500_____
   b. Contingency % of Budget. 12%
   c. If a contingency has not been identified as part of the budget, please explain why not?_____.
2. How recently was the budget and contingency determined for this project (month/year)?__December 2016_____.
3. All construction projects should incorporate Davis-Bacon wages. Are DB rates factored into your cost estimates?
   __Yes_____.

D. PROJECT ELIGIBILITY – NATIONAL OBJECTIVES & BENEFIT TO LOW/MODERATE INCOME PERSONS

1. Complete the following table:

Type of Project Activity (Construction, Acquisition, Design,Engineer-ing, etc.)	National Objectives Choose One for Each Activity (**see definitions below**)			**Persons That Activity Will Serve Directly** (E.g. if project is a park or community center fill in box 1 and 3. If project is a day care or health center, fill in box 1 and 2)		
	L/M Income Benefit	Slum/ Blight	Urgent Need	Total Number of Persons (Box 1)	Number of Low -to-Mod Income Persons (Box 2)	Percent Low/Mod Income Persons (Box 3)
Construction	90%			1827/ month	1644/ month	90%

Low/Moderate Income Benefit - Applicant must be able to demonstrate that at least 51 percent of the beneficiaries will be low to moderate income (51% of household in the project area must have income at or below 80 % of the Median Family Income). Must use American Community Survey (ACS) data; Target Area Income Survey or Limited Clientele as documentation of this National Objective.

Slum/Blight – Applicant must be able to demonstrate the activity aids in the prevention or elimination of slum or blighted area. A professional Slum/Blight study must be conducted and a defined area must be officially identified as a Slum/blight area by the local government body. If a proposed project activity is being undertaken to address the "prevention or elimination of slums or blight," the area in which the activity occurs must be designated as slum or blighted. Please contact the CDBG program manager with any questions.

Urgent Need – An activity identified as meeting community development needs having a particular urgency.
If a proposed project activity is being undertaken to address an "urgent need", the applicant must attach a certification stating that the proposed activity is designed to meet other community development needs that have arisen during the preceding 12-month period and have a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and that other financial resources are not available to meet such needs.

2. Describe how the estimates of low and moderate-income persons were arrived at. If using census data, include information relating to census tract and block group if not area wide and attach any supporting documentation**.** If you are considering conducting an income survey, please contact your DOLA Regional Manager.

We compile data quarterly of contacts with clients from each service served by departments in the facility. We average 1827 contacts per month 90% of whom qualify as low or moderate income. This facility serves all of Gunnison and Hinsdale Counties, and the facility is located in the City of Gunnison which is 65.1% LMI

3. If the proposed project requires users to complete an application or there is a selection process (e.g., day care center, human services, etc.), describe what procedures will be used to ensure that: a) benefit low to moderate individuals is achieved b) beneficiaries will be selected through an open and equitable process and, c) greatest needs are addressed.

Clients will each be greeted at a central front desk and evaluated by staff through financial disclosures and other information for services they qualify for. Staff will guide clients through various programs offered to ensure they receive all qualified support in a timely and efficient manner.

E. PROJECT INFORMATION.

The purpose of the CDBG program is to enhance and maintain viable communities by providing decent affordable housing, a suitable living environment and the expansion of economic opportunities.

1. Demonstration of Need:

a. Why is the project needed at this time?

Staff levels have increased since the original remodel of the facility into a government services building, current staffing levels exceed the capacity of the facility. Public demand for services has increased with new programs being created and service needs increasing. Daily traffic varies greatly depending on specific activities and the service schedule. It is typical to have more than 80 families in the building on a daily basis with varied needs attempting to navigate the building to access needed services. Seasonal employment, closure of businesses and extreme weather conditions create high demand periods with large volumes of customer traffic. Currently clients wait in the hallway for assistance and services creating an uninviting, cold environment that creates additional stress for families that may already have overwhelming financial or other stress. Families and individuals do not have an inviting comfortable space to wait for staff. Individuals accessing some services (i.e. family planning) do not have privacy and in the small community this can impact the willingness of individuals to come for some needed services.

b. How does the implementation of this project address the need?

The remodel will allow us to utilize space that is currently the central hallway which was sized wide for a school with lockers lining the walls, this will help us to develop more useable space within the facility without expanding it. Also the new layout addresses privacy of clients, security of documents, security of staff and public, and creates spaces that will allow employees to collaborate efficiently between departments and services with clients resulting in more efficient delivery of services.

c. Does this project, as identified in this application, **completely** address the stated need? If not, please describe additional work or phases and the estimated time frame. Do you anticipate requesting CDBG funds for future phases?

We do not anticipate substantial growth in staffing or demand for services in the near future.

d. What other implementation options have been considered?

We have done all we can with the facility as is; we have done our best to secure the building, create new staff work areas by reorganizing entire staff work areas several times, we have worked to direct the public to services they require through signage and limited access control measures to keep public out of work areas

e. What are the consequences if the project is not awarded funds?

Gunnison County's Human services and Public Health departments will continue to miss opportunities for providing multiple services for clients who qualify, which can lead to substantially better outcomes for the clients. They will also continue to work in cramped and inefficient work spaces, struggle with security and HIPPA compliance, and we will not have any room for future staff increases as the building is already over capacity of staff.

2. Outcomes:

a. Describe outcomes you expect to see when implementation of this project is complete.

b. Will the outcome of the project be measured to determine whether the anticipated benefits to low-mod population occur? If so, how?

We currently conduct a survey of clients regarding customer service and will solicit input on the benefits of the remodel project in this survey after the remodel is complete.

c. Does this project preserve and protect a registered state historic building, facility or structure? If yes, please describe. Year of construction: _____

No

3. Local Commitment and Ability to Pay/Local Effort

a. Why can't this project be funded locally?

The Human Services Fund will be utilized to fund this project. That fund has sufficient balance that the county can use a portion for construction and still meet needs and retain a sufficient balance as required to continue to provide services and cover shortfalls in revenues during times of need or high demand. In order to address all of the deficiencies in the facility. The project budget will exceed the fund balance, the county requests this grant to cover the balance.

b. Has this project been deferred because of lack of local funding? If so, how long?

Due to lack of funding large scale projects have been deferred and small projects have been done in an attempt to address the problems. After the last attempt to move staff and create better spaces for staff and clients it became clear that a larger scale remodel is required. The last attempt was in the Spring of 2016. In 2012 the county installed high efficiency boilers and attempted to balance the HVAC system for better comfort but comfort was not increased and

although we did achieve energy savings with the new boilers those efficiencies have fallen short without addressing the entire HVAC system and properly zoning it.

c. Explain the origin of any additional funding. Are they committed or pending? If there are pending funds, when will the status of those funds be determined?

The cash match will come from the Human Services Fund and sales tax. The fund has sufficient balance for the cash match and utilization of the funds for the project have been approved with sales tax revenue to make up the balance after the Human Services Fund.

d. What other community entities, organizations, or stakeholders recognize the value of this project and are collaborating with you to achieve increased livability of the community? Please describe how your partners are contributing to achieve the improvement to the livability of the community through this project.

i. Please describe the level of commitment by each collaborator. (E.g. fee waivers, in-kind services, fundraising, direct monetary contribution, policy changes.)

ii. Please list the value of the resources that each collaborator is bringing to the project.

e. Has the applicant dedicated any financial resources in their current budget, reserve funds and/or unused debt capacity that are being used to fund this project? Explain, if No

Yes

f. Have the applicant's tax rates, user charges or fees been reviewed recently to address funding for the proposed project?

The Human Services Fund has been allowed to grow for several years in anticipation of this capital project.

g. If the tax rate, user charges or fees were modified, what was the modification and when did this change occur?

4. Readiness to Go

a. Assuming this project is funded as requested; please provide an estimated timeline, including the following as applicable: Completion of design/engineering; Estimated bid announcement; Start of construction; Project completion.

Design is in progress and will be complete by the time the grant is awarded, the project will be immediately ready for bid announcement and start of construction as soon as contractor is chosen during late summer/ fall of 2017.

b. Describe how you determined that the project can be completed within the proposed budget as outlined in this application?

We consulted with a local contractor to develop a budget and identify strategies to approach the work efficiently and complete the on time.

c. How did the applicant develop project cost estimates?

We consulted with a contractor and utilized recent past experience as a cross reference for costs.

5. Management Capacity

a. How will you separate and track expenditures, maintain funds and reserves for the capital expenditures and improvements as described in this project?

We use a distinct group of general ledger accounts to segregate both revenues and expenditures specific to each grant received.
County match funding will be provided from the Human Services fund which has adequate balance now to provide the cash match. The fund will have sufficient balance to maintain a reserve balance after the cash match.

b. Describe the funding plan in place to address the new operating and maintenance expenses generated from the project?

Operating and maintenance expenses are forecasted to decrease as a result of this project. Energy efficiency increases will result in lower building operating costs. More streamlined and effective work spaces and public intake from a single point front desk will result in more efficient staff usage, resulting in higher performance of staff.

c. Describe the technical and professional experience/expertise of the person(s) and/or professional firms responsible to manage this project.

The management team at Gunnison County has had relevant experience and successful results for tracking previous grant awards.
The project will be managed by the County Manager and Facilities Director. County Manager, Matthew Birnie, has extensive experience managing public construction projects including recent projects: Gunnison County Public Works Facility, Gunnison Public Safety Center and Jail, Gunnison County Courthouse. The Facilities Director, John Cattles,

holds a B.A. in Architectural Design and ran his own general contracting and design business for over 12 years. John also acted as the owner's representative on the Gunnison County Courthouse and managed the project under the supervision of the County Manager.

d. Does the project duplicate service capacity already established? Is the service inadequate? Has consolidation of services with another provider been considered?

There are no other providers of the services provided at this facility. The service is adequate but inefficient and unsafe. Gunnison and Hindsdale Counties already consolidate services at this location.

6. Acquisition				
a. Does this project involve acquisition of land, an easement and/or a structure(s)? If yes, Uniform Relocation Act (URA) regulations likely apply, please contact your regional field manager PRIOR to submitting this application.		Yes	X	No
b. If the project involves the acquisition of a structure, what is its age and address? _____ _____ Year constructed Address	**N/A**			
c. Has the Fair Market Value of the property been established? (If yes, describe how it has been established.) Assessor's valuation	X	Yes		No
d. Has the seller/owner been notified of the Fair Market Value?		Yes		No
e. If negotiations fail, do you intend to acquire by the use of eminent domain?		Yes		No

7. Relocation

The following questions are being asked to help us determine if there will be any displacement of persons, businesses, farms or non-profits as a result of this project. Displacement can be either temporary or permanent. Please answer the questions to the best of your ability. If you have any questions, please contact your Regional Manager for assistance.

a. Does the property in question currently have any persons or businesses leasing or occupying it in any way, either month to month or more permanently? If yes, answer the following:		Yes	X	No
b. Is it occupied by a business, non-profit, family or individual?				
c. How long has it been occupied?				
d. Is the resident or business aware that you are considering acquiring and/or rehabbing the structure that they are occupying?		Yes		No
e. Will they be asked to move out either temporarily or permanently as a result of the rehabilitation? (Note: temporary relocations that exceed 12 months are considered permanent moves under URA).		Yes		No
f. Describe what steps you have taken to minimize displacement of this individual or business?				
g. What assistance or benefits are you planning on providing to these displaces?				

ENVIRONMENTAL REVIEW

In accordance with 24 CFR Part 58.22 (see below), all federally funded projects must accomplish an environmental review prior to beginning any work on a project. These HUD regulations are in place for two purposes:

1. **To ensure federal funds are used to place people of low and moderate income in environmentally safe conditions; and**
2. **To ensure federal funds are NOT used to negatively impact environmental conditions that exist near a project site.**

Read through this section thoroughly and direct any questions to the appropriate contact person listed at the bottom of the following page. In addition, the "Environmental Review Worksheet" on the following page *must be completed and included with the final application*.

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24 CFR Part 58.22 Limitations on activities pending clearance.

(a) Neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under a program listed in Sec. 58.1(b) on an activity or project until HUD or the state has approved the recipient's RROF and the related certification from the responsible entity. In addition, until the RROF and the related certification have been approved, neither a recipient nor any participant in the development process may commit non-HUD funds on or undertake an activity or project under a program listed in Sec. 58.1(b) if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.

(b) N/A for DOLA projects

(c) If a recipient is considering an application from a prospective sub-recipient or beneficiary and is aware that the prospective sub-recipient or beneficiary is about to take an action within the jurisdiction of the recipient that is prohibited by paragraph (a) of this section, then the recipient will take appropriate action to ensure that the objectives and procedures of NEPA are achieved.

(d) An option agreement on a proposed site or property is allowable prior to the completion of the environmental review if the option agreement is subject to a determination by the recipient on the desirability of the property for the project as a result of the completion of the environmental review in accordance with this part and the cost of the option is a nominal portion of the purchase price. There is no constraint on the purchase of an option by third parties that have not been selected for HUD funding, have no responsibility for the environmental review and have no say in the approval or disapproval of the project.

(e) Self-Help Homeownership Opportunity Program (SHOP). In accordance with section 11(d)(2)(A) of the Housing Opportunity Program Extension Act of 1996 (42 U.S.C. 12805 note), an organization, consortium, or affiliate receiving assistance under the SHOP program may advance non-grant funds to acquire land prior to completion of an environmental review and approval of a Request for Release of Funds (RROF) and certification, notwithstanding paragraph (a) of this section. Any advances to acquire land prior to approval of the RROF and certification are made at the risk of the organization, consortium, or affiliate and reimbursement for such advances may depend on the result of the environmental review. This authorization is limited to the SHOP program only and all other forms of HUD assistance are subject to the limitations in paragraph (a) of this section.

(f) Relocation. Funds may be committed for relocation assistance before the approval of the RROF and related certification for the project provided that the relocation assistance is required by 24 CFR part 42.

Environmental Review Worksheet

Check ALL of the activities listed below that will be included as part of the project, regardless of THE funding source:

EXEMPT Exhibit IV-A (identified in the award letter)	☐ **Information and financial services** ☐ **Administrative and management activities** ☐ **Environmental and other studies, resource identification, and the development of plans and strategies** ☐ **Most engineering and design costs associated with eligible projects** ☐ **Inspections and testing of properties for hazards or defects** ☐ **Project planning** ☐ **Purchase of insurance** ☐ **Purchase of tools** ☐ **Technical assistance and training** ☐ **Interim assistance to arrest the effects of an imminent threat or physical deterioration in which the assistance does not alter environmental conditions.** ☐ **Public services that will not have a physical impact or result in any physical changes (e.g., employment, child care, health, education, counseling, welfare)** ☐ **Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration** ***(Must also complete the Regulatory Checklist at the end of Exhibit IV-A)***
CENST Exhibit IV-B	☐ **Operating costs (e.g., maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment, other incidental costs)** ☐ **Relocation costs**
CEST Exhibit IV-C	☐ **Acquisition, repair, improvement, reconstruction, or rehabilitation when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent** ☐ **Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons** ☐ **Acquisition (including leasing) or disposition of, or equity loans on, an existing structure** ☐ **Acquisition (including leasing) of vacant land provided the structure or land acquired, financed, or disposed of will be retained for the same use**
EA Exhibit IV-D	☐ **Acquisition, repair, improvement, reconstruction, or rehabilitation when the facilities and improvements are in place, but will change in size or capacity of more than 20 percent** ☐ **Acquisition, repair, improvement, reconstruction, or rehabilitation when the facilities and improvements are in place, but will involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another** ☐ **Demolition** ☐ **New construction**

This checklist must be included with the CDBG application.

Please direct questions to the appropriate contact person below:	
DOLA/DLG GRANTEES	**OEDIT GRANTEES**
Bret Hillberry, Environmental Compliance Officer **Department of Local Affairs** **1313 Sherman Street, Room 521,** **Denver, CO 80203** **303-864-7730** **bret.hillberry@state.co.us**	**Bob Todd, CDBG Manager Business Programs** **Office of Economic Development & International Trade** **1625 Broadway 2700,** **Denver, CO 80202** **303-892-3840** **robert.todd@state.co.us**

DOLA USE ONLY:
Required level of environmental review: ○ **Exempt** ○ **CENST** ○ **CEST** ○ **EA**
Reviewed by: _____
Date of Review: _____

Official Board Action taken on

_____
Date

Submission of this form indicates official action by the applicant's governing board authorizing application for these funds.

To the best of my knowledge and belief, statements and data in this application, including the attached tables and other documentation, are true and correct and the submission of same has been duly authorized by the governing body of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Signature, Chief Elected Official	Signature, Chief Elected Official*	Signature, Chief Elected Official*
Name (typed or printed)	Name (typed or printed)	Name (typed or printed)
Title	Title	Title
Date	Date	Date

*** Additional signatures are required only in the case of "multi-jurisdictional" applications. If this is a multi-jurisdictional application, the Chief Elected Official of each municipality and county participating in the application must sign.**