



Remote Meeting Instructions for the September 14, 2022, Meeting Greeley Urban Renewal Authority:

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

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



GREELEY URBAN RENEWAL AUTHORITY

Agenda

Wednesday – September 14, 2022

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

4:30 p.m.

- I. Call to Order - Roll Call**
- II. Approval of Minutes** - from the August 10, 2022 meeting
- III. Items of Business**
 - A. Amendment to By-laws clarifying Executive Director duties
 - B. Resolution of Authority for Executive Director
 - C. Consideration of transferring vacant lots to the City of Greeley
 - D. Ratify email vote to set no-change-in-use lien and restrictive covenant
– Hope Apartments
 - E. Consideration of approval of the 2023 Action Plan to the Greeley City Council
 - F. Consideration of policies and procedures to set CDBG affordable rents
 - G. Consideration of Notice of Funds Availability and Letter of Interest for CDBG and HOME affordable housing funds for housing developers
- IV. Board Member Comments/Reports**
- V. Staff Report**
- VI. Adjournment**

Next Meeting: October 12, 2022 @ 4:30 p.m.

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



**GREELEY URBAN RENEWAL AUTHORITY
Proceedings**

**August 10, 2022
4:00 p.m.**

This meeting was conducted remotely

I. Call to Order

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

II. Approval of minutes for the meeting held on July 13, 2022

Commissioner Welsh made a motion to approve the minutes for the meeting held on July 13, 2022, as written. Commissioner Leffler seconded the motion; the motion carried 5-0. (Commissioners Haas and Lucero were not present.)

III. Items of Business

Public Hearing to consider the 2023 CDBG Program Applications

(Commissioners Haas and Lucero enter the meeting.)

Carol Larsen, Grant Specialist, oriented the Commissioners on the Community Development Block Grant (CDBG) process and the 2023 grant year requests. Ms. Larsen presented the applications and staff recommendations to the Board.

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

- Janet Bedingfield, Executive Director
 - Representing 60+ Ride (formerly known as Senior Resource Services) and the application for \$10,000 for costs of providing transportation to seniors aged 60 and over to medical appointments, grocery stores, financial and government institutions, etc.
- Nancy Wiehagan, Executive Director
 - Representing Greeley Family House (formerly known as Greeley Transitional House) and the application for \$10,000 for a case manager

to coordinate the Landlord Support Program which provides homeless families in the Family House with housing services. The case manager would work to engage landlords to work with low- and moderate-income families exiting the emergency shelter housing.

- Enita Kearns-Hout, Regional Director
 - Representing Catholic Charities and the application for \$15,000 for a housing navigator to focus on housing location and relationship development with landlords and other housing-related support services for shelter guests.
- Shawn Walcott, Director of Household Stability
 - Representing United Way of Weld County and the application for \$25,000 to support salary(ies) of Cold Weather Shelter staff with direct service contact with shelter guests.
- Andrea Barela, Development Director
 - Representing NEWSED-Community Development's application for \$40,000 to support staff costs for new Greeley office. Services would include counseling at all areas of homeownership, including pre-purchase, homebuyer, and default. This would provide a HUD-certified counseling agency in Greeley.

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

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

Housing Rehab Administration – Loan payment processing; defaults and collections.

GURA Affordable Housing – Provide funds that will serve as a placeholder for future housing activities.

Public Works – Phase VI – Continued work Maplewood neighborhood and/or a Phase I activity in the Wilshire neighborhood. New infrastructure/improved; sidewalks, ramps; move utility poles; other.

Public Works Infrastructure-Alley reconstruction – Reconstruction of alleys; Sunrise Park neighborhood.

Forestry Program – Parkway Tree Planting

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

Northern Colorado Veterans Resource Center Agency – rescinded application.

Chair Cummins opened the public hearing at 4:28 p.m. and called for public comment.

Janet Bedingfield, Executive Director, 60+ Ride (Senior Resource Services) thanked the board and noted that the application was \$10,000 for costs of providing transportation to seniors over age 60 to medical appointments, grocery stores, etc. The transportation provided helps sustain housing and health of the seniors. The cost is \$35 one-way ride; \$480,000 spent in Greeley for rides.

Nancy Wiehagan, Executive Director, Greeley Transitional House thanked the board for past support and noted that, should the Board not recommend funding for their application, that they would find other funding sources.

Enita Kearns-Hout, Regional Director, Catholic Charities noted the concern for funding doors closing. The “fiscal cliff” that is expected when Weld County’s COVID-19 emergency rent assistance ends will be detrimental to emergency funding. She gave examples of what types of shortages this could bring. She ended by asking the board to reconsider funding Catholic Charities and Greeley Transitional House; these two agencies are critical to keep families safe and out of homelessness.

Shawn Walcott, Director of Household Stability, Representing United Way of Weld County thanked the board. United Way of Weld County’s priority is to keep people housed and safe which continues to have increase in challenges. United Way of Weld County looks forward to working with the City to insure keeping people safe.

Andrea Barela, Development Director Representing NEWSED-Community Development Corporation stated that it was NEWSED’s first time going through the CDBG process in Greeley, and it was informative see how the process work. NEWSED is for Greeley homeownership and for all populations, but must serve at least 51% low- moderate-income persons by CDBG regulation.

Chair Cummins closed the public hearing at 4:42 p.m.

Commissioners questioned the reduction in support of public services and if the applicants had been aware of it. Ms. Larsen noted that the discussion to reduce funding to public services began with the board in 2019-2020. The topic of reduction has been discussed since that point and funds for public service activities have been slowly reduced at the Board’s direction.

The concern of putting the providers in dire situations was discussed. The question arose if the \$20,000 that was planned to be allocated to Northern Colorado Veterans Service Center could be allocated to one of the newer applicants (with the withdrawal of the Veteran’s application). Staff acknowledged the possibility, but reiterated their understanding that the Board wanted to fund capital projects and affordable housing rather than public service activities.

Benjamin Snow, Director Economic Health & Housing, noted that the funding conversation is difficult. The conversations started three years ago about shifting priorities of the CDBG funds, but it is the prerogative of the Board to modify or amend the staff budget recommendation.

It was pointed out that the Board membership has changed in three years. Mr. Snow said that the fluidity of the board is honored by the City and staff; that is why the discussions are played out in a public hearing environment to enable this type of conversation.

Chair Cummins noted that is a tough process every year deciding on funding allocations when it comes to real people, real impact, real dollars.

Commissioner Welsh stated that while she is basically on board with moving away from public services and cited the need for affordable housing in the community, she also understands that inflation seen so far in 2022 and the “cliff” that was mentioned were not foreseen at the time of the original discussions. She noted the choice is difficult, and not one that is being taken lightly.

Commissioner Leffler commented that it is difficult when you have funded agencies for years, but it has been the Board’s direction for agencies to be weaned from relying on CDBG. This is what the Board is tasked with doing, it is a lot of money, but then again it is not. The staff recommendation for allocation of the 2023 CDBG funds is as follows:

General Administration	\$ 168,000.00
City-GURA-Housing Rehab Program Administration	\$ 25,000.00
City-GURA-TBD Affordable Housing Activity(ies)	\$ 131,000.00
NEWSED Community Development Corporation	\$ -0-
Catholic Charities-Guadalupe Housing Navigator	\$ -0-
Greeley Family (Transitional) House-Landlord Support Program	\$ -0-
City-Public Works-Public Improvements	\$ 422,800.00
City-Public Works-Alley reconstruction	\$ 127,700.00
City-CPR/Forestry-Parkway Tree Planting	\$ 20,500.00
City-Public Works-Clean-up Weekend	\$ 15,000.00
United Way Cold Weather Shelter	\$ -0-
Northern Colorado Veterans Service Center (Application rescinded.)	\$ -0-
Senior Resource Service – transportation services	\$ 10,000.00
Total Projected Budget	\$ 920,000.00

Commissioner Leffler made a motion to approve the staff recommendation to approve Resolution 1 Series 2022 recommending approval of the proposed Community Block Grant for 2023 with the following caveats:

- *GURA’s project management noted with activities will float where most needed; unused becomes available next grant year
- Administration will be 20% of the grant award; cannot exceed 20% by regulation

- If grant, program income, prior year grant funds, or changes to applications requests are greater/lesser than projected, adjustment to occur within infrastructure (sidewalks) activity
- Pre-award expenditures up to \$300,000 may be incurred for activities that need start dates before HUD grants are received
- GURA staff can make changes to the activities shown by up to 10% of the grant without initiating a new citizen participation process, which includes Board recommendation and Council approval

Commissioner Silva seconded the motion; Chair Cummins called for a roll call vote; the motion carried 5-2. (Commissioners Cummins and Lucero were opposed.)

Ms. Larsen noted that the budget is not finalized with the Board's vote, but that there will be another Public Hearing at which applicants can comment at the City Council meeting on October 4, 2022.

Ms. Larsen clarified that the Northern Colorado Veterans Service Center also asked for their 2022 CDBG award to be rescinded, and as stated in the 2022 Action Plan, their awarded funds will move to the 5th Street infrastructure activity currently underway. (The 2022 Action Plan's public process noted that any budget deviations, up or down, would be within that activity).

Affordable Housing Application – Hope Apartments-Multi-family Rehab

For the past three years, GURA has submitted a CDBG application as a placeholder for affordable housing projects/activities. The set-aside funds are approaching \$1,000,000 in available funds. CDBG may not be used for new construction costs; however, there are eligible uses for CDBG in the housing realm: Support for new construction through site clearance or demolition, infrastructure in public ownership, acquisition, reconstruction or conversion, or rehabilitation. The CDBG budget set aside \$50,000 annually that was tentatively "earmarked" for multi-family housing rehab.

Adeo, (formerly known as Greeley Center for Independence), has applied for multi-family rehab funds to replace the windows at Hope Apartments (2730 28th Avenue). Their application for assistance with window replacement is attached, along with several other attachments associated with the application. Hope Apartments is a low-income housing development, with current tenants all below 70% of AMI. All but two are below 40% AMI. Housing Choice Vouchers are used by about 75% of the tenants; three units are part of an old Division of Housing Development (which sets incomes and rents on those three units. CDBG regulations state that a minimum of 51% of the units must be rented to tenants at or below 80% of AMI, so this development qualifies. (Eighty percent of AMI for 2022: one-person, \$55,450; two-people, \$63,400; three-people-\$71,300.)

Hope Apartments is a two-story development with 31 units, 28 one-bedroom and three two-bedroom. The windows are the original wood windows installed when the building was constructed in 1994, are drafty, and difficult to operate.

Commissioner Welsh made a motion to:

1. Award Applicant CDBG funds an amount to be the greater of \$127,775 or 75% of the total cost for window replacement, with award not to exceed \$144,300. (Maximum amount is above the requested amount to accommodate any increase in costs due to Davis Bacon or rising prices). Funds requested to be provided as a grant, with stipulations noted below. GURA Manager time for activity delivery costs are estimated at \$5,700, which could bring the total cost of CDBG's share to a maximum of \$150,000.
2. CDBG requires that a no-change-in-use covenant be recorded for any real property investment \$25,000 and over. Due to the amount of funds involved, the recommendation is that a 10-year no-change-in-use covenant be placed on the property. The Applicant must continue to provide at least 51% (16) of the units to low-income tenants at affordable rents, (income and rent limits defined below) or all of the CDBG funds must be repaid to the City, as the activity would no longer meet regulatory requirements.
3. Income maximum: During the 10 years, at least 51% (16) of the units must be rented to tenants with incomes 80% or less of AMI as defined by the U. S. Department of Housing and Urban Development annually.
4. Rents: The City is required to adopt and make public standards for determining "affordable rents". Hope Apartments is a rather complicated development in that unit rents are governed by other federal or state programs. To accommodate these other requirements, the following standards are recommended.
 - a. In units with Housing Choice Vouchers, the federal or state program dictating maximum rent will rule. Housing Choice Vouchers currently come from the Greeley Housing Authority and Connections for Independent Living. (While rents are similar for the two agencies, they are not exactly the same. Currently, the maximum paid by the Greeley Housing Authority for a one bedroom is \$992; for Connections, the maximum paid under the voucher program is \$995. The Greeley Housing Authority maximum for a two bedroom is \$1265; for Connections the maximum two-bedroom unit rent is \$1,224.) The governing programs annually adjust the maximum rent it will pay; maximum rent includes the utility allowance.
 - b. The three Housing Development Grant Program units' rent will be set by the Colorado Housing and Finance Authority.
 - c. All other units will have a maximum rent set by the Applicant. Currently, those rents are \$675 and \$820 for one- and two-bedroom rents respectively. Policy under the current director is for rents never to increase more than \$25 per year. Rents on these units will not exceed the most current Fair Market Rents as published annually by HUD.

- d. As long as 16 units meet a rent definition noted above for 10 years, the Applicant will be in compliance with the no-change-in-use covenant. The Covenant must transfer with change in ownership, or the CDBG investment must be repaid in its entirety.
5. The Applicant will be required to report annually on tenants' incomes and rents and to confirm that there has been no change in use.

Commissioner Utrata seconded the motion; the motion carried 7-0.

RFP on Lot 1 Meyer Minor Subdivision First Replat/Ogilvy/H2

GURA Staff and Ogilvy/H2 have negotiated a Contract. The Contract provides the following important points:

1. Purchase Price is \$200,000, payable in cash at closing.
2. The Contract is subject to due diligence items, such as title, inspection, environmental and survey, All such due diligence items to be removed before closing.
3. GURA terminates, before closing, its agreement with the City of Greeley for a permanent augmentation plan. As the new owner, Ogilvy/H2 must either line the exposed surface water to use it as a water storage site or create its own permanent augmentation plan at its cost.
4. The Contract is contingent on Ogilvy/H2 either getting a new mining permit or taking an assignment of the existing mining permit that the Division of Mined Land Reclamation issued to Superior Oilfield Services Co., LTD/Laser Oilfield Services LLC. Ogilvy/H2 needs to remove more sand and gravel material to make room for water storage.
5. The deed will contain a restrictive covenant that requires the consent and approval of GURA for any material changes to the Reclamation Plan that allows development of the Property for other than a water storage site. Without limiting Seller's right to approve changes to the Reclamation Plan, the trail easement on the South portion of the Property shall not be removed.
6. The property is sold "as is."
7. Assuming all contingencies are satisfied, closing is scheduled to occur not later than October 31, 2022.

Commissioner Leffler made a motion to approve the Ogilvy/H2 Contract and that the Staff be given authority to make minor modifications to the Contract as needed to complete the transaction and close on the Property. Commissioner Utrata seconded the motion; the motion carried 7-0.

Election of Officers

Commissioner Leffler nominated Commissioner Cummins as Chair and Commissioner Welsh nominated Commissioner Utrata as Vice-Chair. There being no other nominations, the nomination was approved 7-0.

IV. Board Member Comments/Reports

Commissioner Leffler asked about the specifics for the groundbreaking for Immaculata Plaza. Director Snow noted that while work had already started on the project, there would be a small groundbreaking ceremony on August 11 and the board is welcome to drop by for that. There will be a bigger and more formal grand opening ceremony in the future when the development is complete next summer or fall.

Commissioner Utrata asked about how the program to help needy Americans get free cell phones and free minutes that was dubbed “Obama Phone” was being tracked. Staff was unaware but will research.

(Commissioner Leffler exits the meeting.)

Commissioner Welsh noted the projected date for the new library and innovation center in downtown Greeley to open would be May 2023.

V. Staff Report

Director Snow gave a brief update on the environmental questions regarding Global Green International’s pyrolysis plant planned for the GURA owned parcel discussed during a previous board meeting.

VI. Adjournment

There being no more business, the meeting was adjourned at 5:34 p.m.

Benjamin Snow, Secretary

Jediah Cummins, Chair

Memo

To: GURA Board
From: Fred L. Otis, Attorney
Date: September 2, 2022
Re: Amendment of Bylaws

Greeley Urban Renewal Authority (“GURA”) staff have recently experienced some issues with regard to getting timely signatures of documents required for closing of real estate transactions. Specifically, the GURA/Anderson transaction was questioned by Stewart Title with regard to who had authority to sign deeds and documents related to the transaction. J.R. Salas and I reviewed the current GURA Bylaws and produced a few suggestions for changes.

Attached is a revised version of the Bylaws showing suggested track changes to the existing Bylaws.

1. Article II, Paragraphs 2 and 5. As the existing Bylaws are written, it can be argued that the only person that can sign deeds and closing documents is the Chairperson. The change in Article II, Paragraphs 2 and 5 allows the Chairperson and the Executive Director to sign such documents, but in either case the overall transaction still has to be authorized by the Board.
2. Section IV, Paragraph 1. There needs to be a good balance between ability to amend the Bylaws when needed and preventing frequent unnecessary changes. The suggested changes to this paragraph makes it easier to amend the Bylaws when needed, but still requires a notice and right to vote on the matter. The old, existing Bylaws require two meetings and five of the seven members of the Board to be present, voting in favor of the Amendment.

It should be noted that the existing Bylaws are in effect now, so in order to make a change to the Bylaws, a Motion for adoption of the Amended and Restated Bylaws must be made at the September meeting and a second to the motion made at the September meeting. If that is accomplished, then if five of the 7 Members vote for approval at the October meeting, the Amended Restated Bylaws can go into effect.

GREELEY URBAN RENEWAL AUTHORITY

AMENDED AND RESTATED BYLAWS

ARTICLE I – THE AUTHORITY

1. Name of Authority. The name of the Authority shall be the “Greeley Urban Renewal Authority”.
2. Seal. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.
3. Office. The office of the Authority shall be at such place in the city of Greeley as the Authority may designate by resolution from time to time.

ARTICLE II – OFFICERS, AUTHORITY MEMBERS, AND PERSONNEL

1. Officers. The Authority shall have the following officers: Chairperson, Vice Chairperson, and Secretary, who shall also be the Executive Director.
2. Chairperson. The Chairperson shall preside at all meetings of the Authority. ~~Except as otherwise authorized by resolution of the Authority, the~~ The Chairperson ~~shall~~ may sign ~~all~~ contracts, deeds, checks for payment of money, minutes, and other instruments made or duly authorized by the Authority.
3. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of a vacancy in the office of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until the Authority selects a new Chairperson from among its members.
4. Secretary. The Secretary shall be the official record keeper of the Authority and shall record minutes of the meetings to include all motions and votes taken. The Secretary shall manage the Authority agenda, keep a record of the Authority meetings, and perform all duties incidental to said Authority support role. The Secretary shall maintain custody of the seal of the Authority and shall have the power to affix such seal to all contracts and instruments the Authority authorizes.
5. Executive Director. The Authority shall appoint an Executive Director, who shall also be the Secretary of the Authority, and who shall serve ~~at~~ such term as the Authority may establish. The Executive Director shall administer the affairs and business of the Authority including the management of the Authority’s projects. The Executive Director shall sign all orders and checks for payment of money under the direction of the Authority and maintain the financial records and performance of the Authority. With regard to real estate transactions involving the Authority, the Executive Director is

authorized and empowered sign contracts and to make minor amendments to contracts, statements of authority, sign deeds, closing statements and all documents related to closing when the transaction and/or contract for the purchase or sale of property has been authorized by the Authority.

6. Election of Officers. The Officers of the Authority shall be elected by the Authority at its regular meeting in July of each year and shall assume their duties upon election. Officers shall hold the office for one year or until their successors are selected.
7. Vacancies. Should the office of Chairperson or Vice Chairperson become vacant, the Authority shall select a successor from its membership at the next regular meeting to serve for the unexpired term of said office.
8. Vacancy Concerning Elective Office. A vacancy shall exist when an Authority member accepts a nomination, designation, appointment, or otherwise announces that they are seeking any governmental elective office.

SECTION III – MEETINGS

1. Regular Meetings. Regular meetings shall be held without notice at such time and place as may be prescribed by the Authority from time to time. In the event any day of a regular meeting shall be a legal holiday, said meeting shall be held a day to be determined by the Authority. The Authority may also suspend any regular meeting by a majority vote of the Authority.
2. Special Meetings. The Chairperson of the Authority may, when ~~they~~the Chairperson deems it expedient, and shall, upon written request of the majority of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the notice thereof. The notice for the special meeting must be delivered or mailed by US postal service or electronically to each member of the Authority at least two days prior to the date of such meeting. Such notice shall designate the time and place of the special meeting. Any Authority member may waive notice of any meeting and the Authority member's presence shall constitute waiver of notice of that meeting. At such special meeting, no business shall be considered other than as designated in the notice, but, if all of the Authority members are present, any or all business may be transacted at such special meeting.
3. Quorum. Four Authority members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is present, action may be taken by the Authority upon an affirmative vote of the majority of the Authority members present. The Chairperson shall vote on all motions. In the event of a tie vote, the motion is defeated.

4. Manner of Vote. The yeas and nays shall be entered upon the minutes of every meeting except in the case of elections when a vote may be by ballot and except where there is a unanimous vote.
5. Parliamentary Procedure. The Authority shall be governed by parliamentary procedure as set forth in Robert's Rules of Order.

SECTION IV – AMENDMENTS AND SUSPENSIONS OF THE RULES OF PROCEDURE

1. Amendments. The bylaws of the Authority ~~shall be amended only if there has been a~~
may be amended at any regular monthly meeting by majority vote where advance
notice is given on the agenda published at least 4 days in advance of the meeting.~~of~~
~~motion duly seconded in the previous meeting and voted on affirmatively by 2/3 of~~
~~the entire Authority.~~
2. Suspension. Any requirements of these rules of procedure may be waived by written consent signed by all Authority Members.

Adopted on _____

Adopted:

(Chairperson)

Attest:

(Secretary)

GREELEY URBAN RENEWAL AUTHORITY

AMENDED AND RESTATED BYLAWS

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3. Office. The office of the Authority shall be at such place in the city of Greeley as the Authority may designate by resolution from time to time.

ARTICLE II – OFFICERS, AUTHORITY MEMBERS, AND PERSONNEL

1. Officers. The Authority shall have the following officers: Chairperson, Vice Chairperson, and Secretary, who shall also be the Executive Director.
2. Chairperson. The Chairperson shall preside at all meetings of the Authority. The Chairperson may sign contracts, deeds, checks for payment of money, minutes, and other instruments made or duly authorized by the Authority.
3. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of a vacancy in the office of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until the Authority selects a new Chairperson from among its members.
4. Secretary. The Secretary shall be the official record keeper of the Authority and shall record minutes of the meetings to include all motions and votes taken. The Secretary shall manage the Authority agenda, keep a record of the Authority meetings, and perform all duties incidental to said Authority support role. The Secretary shall maintain custody of the seal of the Authority and shall have the power to affix such seal to all contracts and instruments the Authority authorizes.
5. Executive Director. The Authority shall appoint an Executive Director, who shall also be the Secretary of the Authority, and who shall serve such term as the Authority may establish. The Executive Director shall administer the affairs and business of the Authority including the management of the Authority’s projects. The Executive Director shall sign all orders and checks for payment of money under the direction of the Authority and maintain the financial records and performance of the Authority. With regard to real estate transactions involving the Authority, the Executive Director is authorized and empowered sign contracts and to make minor amendments to contracts,

statements of authority, sign deeds, closing statements and all documents related to closing when the transaction and/or contract for the purchase or sale of property has been authorized by the Authority.

6. Election of Officers. The Officers of the Authority shall be elected by the Authority at its regular meeting in July of each year and shall assume their duties upon election. Officers shall hold the office for one year or until their successors are selected.
7. Vacancies. Should the office of Chairperson or Vice Chairperson become vacant, the Authority shall select a successor from its membership at the next regular meeting to serve for the unexpired term of said office.
8. Vacancy Concerning Elective Office. A vacancy shall exist when an Authority member accepts a nomination, designation, appointment, or otherwise announces that they are seeking any governmental elective office.

SECTION III – MEETINGS

1. Regular Meetings. Regular meetings shall be held without notice at such time and place as may be prescribed by the Authority from time to time. In the event any day of a regular meeting shall be a legal holiday, said meeting shall be held a day to be determined by the Authority. The Authority may also suspend any regular meeting by a majority vote of the Authority.
2. Special Meetings. The Chairperson of the Authority may, when the Chairperson deems it expedient, and shall, upon written request of the majority of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the notice thereof. The notice for the special meeting must be delivered or mailed by US postal service or electronically to each member of the Authority at least two days prior to the date of such meeting. Such notice shall designate the time and place of the special meeting. Any Authority member may waive notice of any meeting and the Authority member's presence shall constitute waiver of notice of that meeting. At such special meeting, no business shall be considered other than as designated in the notice, but, if all of the Authority members are present, any or all business may be transacted at such special meeting.
3. Quorum. Four Authority members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is present, action may be taken by the Authority upon an affirmative vote of the majority of the Authority members present. The Chairperson shall vote on all motions. In the event of a tie vote, the motion is defeated.
4. Manner of Vote. The yeas and nays shall be entered upon the minutes of every meeting

except in the case of elections when a vote may be by ballot and except where there is a unanimous vote.

5. Parliamentary Procedure. The Authority shall be governed by parliamentary procedure as set forth in Robert's Rules of Order.

SECTION IV – AMENDMENTS AND SUSPENSIONS OF THE RULES OF PROCEDURE

1. Amendments. The bylaws of the Authority may be amended at any regular monthly meeting by majority vote where advance notice is given on the agenda published at least 4 days in advance of the meeting.
2. Suspension. Any requirements of these rules of procedure may be waived by written consent signed by all Authority Members.

Adopted on _____

Adopted:

(Chairperson)

Attest:

(Secretary)



GREELEY URBAN RENEWAL AUTHORITY Memorandum

TO: GURA Board of Commissioners
RE: Resolution 2 of Greeley Urban Renewal Authority (GURA)
FROM: J. R. Salas, GURA Manager
DATE: September 14, 2022

The GURA Board sets policy & procedure which is then carried out by staff. All real estate transactions are authorized by vote of the board, but it is not practical for board chairperson to negotiate minor amendments for closing or to attend closings.

A resolution of authority is presented for board consideration and approval to alleviate this situation until an amend of Bylaws can be approved to address this issue.

GREELEY URBAN RENEWAL AUTHORITY

RESOLUTION No. 2

SERIES 2022

**RESOLUTION RECOMMENDING AUTHORITY OF THE
EXECUTIVE DIRECTOR OF
GREELEY URBAN RENEWAL AUTHORITY**

At a meeting of the Greeley Urban Renewal Authority ("GURA") held on September 14, 2022, the following Resolution was duly adopted by the Authority:

RESOLVED THAT: With regard to real estate transactions involving GURA, the Executive Director of GURA is authorized and empowered to make minor amendments to contracts, statement of authority, sign deeds, closing statements and all documents related to closing when the transaction and/or contract for the purchase or sale of property has been authorized by the Board.

Signed and approved this 14th day of September 2022.

**GREELEY URBAN
RENEWAL AUTHORITY**

ATTEST:

Jediah Cummins - Board Chair

Benjamin L. Snow - Secretary



GREELEY URBAN RENEWAL AUTHORITY Memorandum

TO: GURA Board of Commissioners
RE: Transfer of vacant lots to City
FROM: J. R. Salas, GURA Manager
DATE: September 14, 2022

GURA is the department that by Cooperation Agreement manages the federal grants awarded to the City annually. Using the CDBG grant, GURA acquired many blighted and dilapidated properties and cleared the sites. Some have been redeveloped such as the new Monfort Health medical sites in North Greeley.

At this time, GURA still holds title to twelve lots in North Greeley. All are within the present floodplain and are not good candidates for redevelopment. Since these were acquired by GURA on behalf of the City it would be best to transfer title on these lots from GURA to the City. The City is in a better position to hold and maintain these sites while the floodplain issues are resolved.

Recommendation: GURA staff recommends a motion for approval to transfer all sites from GURA ownership to ownership and title in name of City of Greeley.



GREELEY URBAN RENEWAL AUTHORITY Memorandum

TO: GURA Board of Commissioners
RE: Reduce no-change-in-use period for Adeo Colorado-Hope Apartments rehab
FROM: J. R. Salas, GURA Manager
DATE: September 14, 2022

At the last meeting you approved CDBG housing assistance to Hope Apartments, which is owned by ADEO Colorado (Greeley Center for Independence) to replace windows. CDBG requires that property improvements assisted with CDBG have a no-change-in-use clause for five years if more than \$25,000 of CDBG is utilized. We estimated CDBG exposure at \$130,000-\$144,300. The staff memo to the Board on August 10, 2022 recommended a 10 year no change in use clause, but as we delved more into the requirements (10 year record retention, 10 years of monitoring, 10 years of exposure for HUD monitoring, monitoring any sale of the apartments for 10 years), staff felt like only requiring the mandatory five years would be better for both staff and ADEO by reducing the “red tape”. Because ADEO serves people who have disabilities, chances are the apartments will remain affordable for however long ADEO owns them.

We requested an email vote and received votes from all Board members. The vote was 7-0 to approve a five-year no-change-in-use lien and restrictive covenant on the Hope Apartments property, rather than the 10-years originally recommended.

Staff Recommendation

Staff recommends ratification of the 7-0 email vote of the GURA Board to set the no-change-in-use lien and restrictive covenant for use of CDBG funds at Hope Apartments (for window replacement) at five years.



GREELEY URBAN RENEWAL AUTHORITY Memorandum

TO: GURA Board of Commissioners
RE: Recommend approval – 2023 Annual Action Plan
FROM: J. R. Salas, GURA Manager
DATE: September 14, 2022

The 2023 Annual Action Plan was provided to you via email for review. This is the application to the U. S. Department of Housing and Urban Development for 2023 CDBG and HOME funds. The Board reviewed the applications associated with it and recommended the budget contained therein for approval by City Council on October 4, 2022.

One community member has provided comment to date, including:

- Support for the alley paving activity, noting the difference it has made in her neighborhood in reducing dust and helping with weed control.
- Support for the tree planting activity, noting studies suggest they help mitigate heat, improve air quality, and make neighborhoods more aesthetically pleasing. She also stated that as the effects of climate change become even more apparent, she thinks the need to plant and maintain Greeley's trees becomes even more vital.
- She also noted the need for affordable housing.

Staff Recommendation

The action needed at the September 14, 2022, Board meeting is to recommend approval of the 2023 Action Plan to the Greeley City Council.



GREELEY URBAN RENEWAL AUTHORITY Memorandum

TO: GURA Board of Commissioners
RE: Affordable Rents for CDBG Program
FROM: J. R. Salas, GURA Manager
DATE: September 14, 2022

If CDBG funds are involved in rental housing, jurisdictions must set policy for what is considered “affordable rents”. Please refer to the attached policy and procedures document. Staff has drafted this as the “affordable rents” policy for the City’s CDBG funds.

Staff recommendation:

Approve policies and procedures as presented.

Community Development Block Grant

Policies and Procedures



Affordable Rents – CDBG Program

BACKGROUND

CDBG regulations state that, in order to meet the low-moderate-income (LMI) housing national objective, rents in CDBG-assisted rental projects must be set at levels which are affordable to LMI persons. Grantees (the City) are required to adopt and make public their standards for determining “affordable rents.” While the generally accepted affordability standard is that households pay no more than 30 percent of income for rent and utilities, use of this standard is not required by CDBG regulations. Each CDBG-assisted project must be undertaken in such a manner as to ensure that rents are truly affordable to LMI persons.

CITY OF GREELEY RENT AFFORDABILITY POLICY

Rent affordability in CDBG-assisted units

Rent affordability will be determined in one of the following ways:

1. If the entire development has rent restrictions due to another federal or state program (including tax credits and Colorado Housing and Finance Authority-CHFA-assisted developments or units), the rent deemed affordable by the federal, state, tax credit, or CHFA program will be considered affordable.
2. If the tenant in an assisted unit has a Housing Choice Vouchers or other type of assistance (but the entire development isn’t rent-restricted), the federal or state program dictating maximum rent will rule. In Greeley, Housing Choice Vouchers generally come from the Greeley Housing Authority or Connections for Independent Living. (While rents are similar for the two agencies, they are not the same.) The governing programs annually adjust the maximum rent it will pay; maximum rent includes the utility allowance.
3. Maximum rent for units without other rent governance must be below the most current Fair Market Rent, as posted annually by the U. S. Department of Housing and Urban Development (HUD).

In a development that receives CDBG assistance, a minimum of 51% of the units must be rented to low-moderate income (LMI) households (income maximums published annually by HUD). LMI means 80% or less of the Area Median Income.

Definition of income and means of documenting income

The City has determined that **Definition 3: IRS Form 1040 Adjusted Gross Income** with allowances for the 1040 EZ tax form will be the accepted method to determine income qualification; however, both the Form 1040 and the Form 1040EZ will be acceptable if income is not expected to change during the 12 months following the date the forms are executed.

Verification of income

Beneficiaries must provide to the rental development management:

- The number of persons in the household

- Income of the household
- Whether or not they are a “presumed benefit” clientele

Income documentation may be provided by:

- Tax form 1040
- Tax form 1040EZ
- Proof that the person assisted qualifies under another program having income qualification criteria at least as restrictive as that used in the definitions of “low and moderate income person” and “low and moderate income household”, i.e. less than 80% of Greeley’s Area Median Income. Documentation could include a copy of a Medicaid card or other welfare assistance.
- If taxes aren’t filed, a copy of the Social Security Income statement or other back-up documentation.
- If a person certifies to being homeless, income verification is not required.

Other

Under CDBG regulation 24 §570.505, a grantee (the City) may not change the use or planned use (including the beneficiaries of such use) of any real property acquired or improved with CDBG funds in excess of \$25,000 without first providing affected citizens with notice of, and opportunity to comment on, any proposed change, and determining either: a. The new use meets one of the national objectives and is not a building for the general conduct of government; or, b. The new use is deemed appropriate (after consultation with affected citizens) but will not meet a national objective. To ensure this process occurs, a Lien and Restrictive Covenant will be placed on the acquired and/or improved property for a period of not less than five years after the expiration of a Subrecipient Agreement.

Subrecipient responsibilities

- It is the responsibility of the Subrecipient receiving CDBG funds from the City to verify income and retain files that demonstrate income-eligibility and affordable rents. Income calculations and source documentation (tax returns, copies of Medicaid cards, etc.) must be made available to City staff (and all other layers of the U. S. Department of Housing and Urban Development or the Office of Inspector General) for monitoring and/or audit upon request.
- All beneficiaries must be informed that all sources of income and assets must be included when calculating income and further that the income information they provide is subject to audit by the City or the Federal government.
- The Subrecipient should maintain beneficiary income information in a format, such as a spreadsheet, that readily supports that 51% are LMI families.
- Incomes need to be verified annually, to ensure that 51% remain leased to a LMI household. “Household” includes all adults living in the unit, including unrelated person.
- Subrecipient will be required to submit a rent roll annually to the City to demonstrate that 51% of the units remain leased to a LMI household at a rent not to exceed maximum rents noted above.

PROCEDURES

1. The Subrecipient Agreement will note responsibilities of the Subrecipient.
2. The incomes current at the time of Agreement will be provided to the Subrecipient by the City staff administering the CDBG program [80% of Area Median Incomes (AMI) by household size].

3. City staff administering the CDBG program will assist the Subrecipient with necessary forms and reports.
4. Beneficiary (Tenant) files should all include the following:
 - a. An income certification income form. Subrecipient must verify that the family income does not exceed 80% of AMI.
 - i. Method and forms used to calculate income.
 - b. The income limits applied and the point in time when the benefit was determined. (For example: a copy of the HUD income limits in force when income was documented and the date of income verification;
 - c. The lease showing the affordable rent.
 - d. Demographic data: Race and ethnicity; if beneficiary has a disability; if beneficiary is elderly or a child; if beneficiary is a female head-of-household.
 - e. Any income source documentation. It is required that a copy of the source documentation be made and maintained in the beneficiary (tenant) files for all beneficiaries.
5. Acceptable source documentation is noted in the "Policies" section above. Suitable copies may be by
 - a. Photo-copier
 - b. Printed from a phone photo
6. The City (or HUD) may request source documentation during a monitoring. If the documentation is not in the files, Subrecipient will be responsible for obtaining it from the beneficiaries (tenants).
7. Procedures are subject to change. Subrecipients will be provided with a new copy should this occur. Procedural changes are generally due to a new/corrected understanding of a HUD regulation or requirement.

MONITORING

1. City staff responsible for the CDBG program are available for phone calls and emails any time during business hours. Subrecipients with questions and/or concerns should avail themselves of this resource.
2. The City monitors CDBG per its Monitoring Policies and Procedures. Assisted units/developments (tenants
3. Beneficiary (tenant) files for persons/families served by CDBG funds should be easily identified as having CDBG funds involved.
4. All of the information listed under Procedures item four (above) must be provided upon request at monitoring.

APPENDIX I

The following are cited as the governing regulations for the City's Policies and Procedures with regard to activities qualifying to have beneficiaries that self-certify income. CDBG regulations permit a verifiable self-certification of income for public service activities as referenced in:

24 CFR 570.506(b):

- (b) Records demonstrating that each activity undertaken meets one of the criteria set forth in §570.208 (§570.208 follows): (Where information on income by family size is required, **the recipient may**

substitute evidence establishing that the person assisted qualifies under another program having income qualification criteria at least as restrictive as that used in the definitions of “low and moderate income person” and “low and moderate income household” (as applicable) at §570.3, such as Job Training Partnership Act (JTPA) and **welfare programs**; or the recipient may substitute evidence that the **assisted person is homeless**; or the recipient may substitute a copy of a verifiable certification from the assisted person that his or her family income does not exceed the applicable income limit established in accordance with §570.3; or the recipient may substitute a notice that the assisted person is a referral from a state, county or local employment agency or other entity that agrees to refer individuals it determines to be low and moderate income persons based on HUD's criteria and agrees to maintain documentation supporting these determinations.) Such records shall include the following information:

- (1) For each activity determined to benefit low and moderate income persons, the income limits applied and the point in time when the benefit was determined.

24 570.208(a):

- (a) *Activities benefiting low- and moderate-income persons.* Activities meeting the criteria in paragraph (a) (1), (2), (3), or (4) of this section as applicable, will be considered to benefit low and moderate income persons unless there is substantial evidence to the contrary. In assessing any such evidence, the full range of direct effects of the assisted activity will be considered. (The recipient shall appropriately ensure that activities that meet these criteria do not benefit moderate income persons to the exclusion of low income persons.)

- (3) *Housing activities.* An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. This would include, but not necessarily be limited to, the acquisition or rehabilitation of property by the recipient, a subrecipient, a developer, an individual homebuyer, or an individual homeowner; conversion of nonresidential structures; and new housing construction. If the structure contains two dwelling units, at least one must be so occupied, and if the structure contains more than two dwelling units, at least 51 percent of the units must be so occupied. Where two or more rental buildings being assisted are or will be located on the same or contiguous properties, and the buildings will be under common ownership and management, the grouped buildings may be considered for this purpose as a single structure. Where housing activities being assisted meet the requirements of paragraph § 570.208 (d)(5)(ii) or (d)(6)(ii) of this section, all such housing may also be considered for this purpose as a single structure. For rental housing, occupancy by low- and moderate-income households must be at affordable rents to qualify under this criterion. The recipient shall adopt and make public its standards for determining “affordable rents” for this purpose. The following shall also qualify under this criterion:

- (i) When less than 51 percent of the units in a structure will be occupied by low- and moderate-income households, CDBG assistance may be provided in the following limited circumstances:

- (A) The assistance is for an eligible activity to reduce the development cost of the new construction of a multifamily, non-elderly rental housing project;
- (B) Not less than 20 percent of the units will be occupied by low- and moderate-income households at affordable rents; and

- (C) The proportion of the total cost of developing the project to be borne by CDBG funds is no greater than the proportion of units in the project that will be occupied by low- and moderate-income households.
- (ii) When CDBG funds are used to assist rehabilitation eligible under § 570.202(b)(9) or (10) in direct support of the recipient's Rental Rehabilitation program authorized under 24 CFR part 511, such funds shall be considered to benefit low and moderate income persons where not less than 51 percent of the units assisted, or to be assisted, by the recipient's Rental Rehabilitation program overall are for low and moderate income persons.
- (iii) When CDBG funds are used for housing services eligible under § 570.201(k), such funds shall be considered to benefit low- and moderate-income persons if the housing units for which the services are provided are HOME-assisted and the requirements at 24 CFR 92.252 or 92.254 are met.

With regard to the Definition of Income and Means of Documenting Income:

Certification through the use of a 4506 form is not required. This is based on page 17 of the *Technical Guide for Determining Income and Allowances for the HOME Program* dated January 2005, which states that the CDBG program allows for the following when the household composition and income sources are not expected to change during the following 12 months:

- Use of tax returns as the sole source documentation
- Use of either the tax form 1040 or 1040EZ
- Income documentation for qualification purposes can be up to 12 months old.

CDBG Program- Family Income vs. Household Income

January 15, 1993

MEMORANDUM FOR: Michael A Smerconish, Regional Administrator- Regional Housing Commissioner, 3S

ATTENTION: John J. Kane, Director, Office of Community Planning and Development, 3C

FROM: Russell K. Paul, Acting Assistant Secretary for Community Planning and Development, C

SUBJECT: Community Development Block Grant Program - Family Income vs. Household Income

This is in response to your memorandum of December 11, 1992, requesting guidance in determining whether to use family or household income to determine compliance with meeting the national objective of benefit to low- and moderate-income persons under the Community Development Block (CDBG) program. York County, Pennsylvania, contends that CDBG regulations do not define family and, therefore, it would be appropriate to use the definition of family provided by the Section 8 program.

Contrary to the County's belief, the CDBG regulations do define family as well as household, since both terms are used for determining whether activities meet a national objective. (See §570.3) Both of these definitions are identical to those used by the Census Bureau, since many other parameters of the CDBG program are defined and/or determined using data provided by that agency. It is noteworthy that the CDBG definitions of a low-income person and a moderate-income person both depend on the person's family income, and both of these definitions indicate that an unrelated individual is to be considered as a one-person family for these purposes. The definitions of a low-income household and a moderate-income household both require inclusion of all members of the household without regard to whether they are related in any way to each other.

Please make sure that the County is aware of these regulatory definitions and that they use them appropriately. In this regard, the following summary of how they are to be applied for determining compliance with the national objective of benefit to low- and moderate-income persons may help:

For all activities involving the acquisition, construction or improvement of property for housing, income status determinations shall be based on the income of each household occupying the housing units;

For all activities other than the housing activities described above, income status determinations are to be made for each person based on their family income;

For area benefit activities, surveys conducted to determine the number and percentage of low- and moderate-income persons in an area may, at the option of the grantee, be made based on determining the income of each household (in lieu of each family) in the area, because such approach usually serves only to understate the number and percentage of low- and moderate-income persons in the area.

If you have any further questions, please contact the Entitlement Communities Division at (202) 708-1577.

cc: Robert P. Allen, SC



GREELEY URBAN RENEWAL AUTHORITY Memorandum

TO: GURA Board of Commissioners
RE: Notice of Funding Availability and Letter of Interest
FROM: J. R. Salas, GURA Manager
DATE: September 14, 2022

In late 2019, the Board issued a Notice of Funding Availability (NOFA) and Letter of Interest (LOI) with Request for Qualifications to affordable housing developers. At that time, there were two respondents – High Plains Housing Development Corporation and Accessible Space, Inc. While there has been no activity with regard to Accessible Space, Inc. and a possible new development, High Plains Housing has a project underway that could utilize set-aside affordable housing funds. Before getting too far in the process with them, staff felt it appropriate to put out a new Letter of Interest to determine whether other affordable housing projects were on the horizon that might be competition for the set-aside funds and to get updated information from High Plains Housing.

It should be noted that the Archdiocesan Housing, Inc. applied for and was awarded HOME assistance with the new building at Immaculata Plaza, and Adeo Colorado (formerly known as Greeley Center for Independence) applied for and was awarded CDBG funds to install new windows at Hope Apartments since the 2019 Letter of Interest process. Both went through the full application process, but without a specific release of a Letter of Interest. Staff feels it is important to issue another NOFA with requests for Letters of Interest to ensure the best possible use of funds. If viable projects are identified, then staff will proceed with the full review, including (for new HOME developments) developer qualifications, market analysis, underwriting, etc.

The NOFA is attached for your review. Staff anticipates at least two responses: One from High Plains Housing Development Corporation for the project they are currently working on, and one from Habitat for Humanity for Hope Springs (if it is far enough along in the process). Staff will bring any Letters of Interest back to the Board for discussion before proceeding further.

Staff Recommendation:

Approve sending out the Letter of Interest to the list of developers maintained by Staff.



Notice of Funding Availability

Request for Letters of Interest for Affordable Housing Projects

Background: The City of Greeley (the City) adopted a Strategic Housing Plan in 2019, identifying seven key constraints to housing affordability and setting forth strategies and action steps to address those constraints. Additionally, the GURA Board of Commissioner (GURA Board) identified the need for affordable housing (maintaining existing and creation of more) during the formation of the City's 2020-2024 Consolidated Plan setting affordable housing as a high priority (for use of federal funds). The Economic Health and Housing Department (EHH) is the implementing department for a number of strategies in the Housing Plan and, along with the GURA Board, administers federal funds that could assist with affordable housing projects.

Purpose: The City, through the EHH Department and GURA Board, is seeking Letters of Interest (LOI) from non-profit and for-profit developers and owners of multi-family affordable housing units for projects that create or rehab and preserve affordable housing. The LOIs will be used to gauge interest, identify potential projects, determine project readiness, and potentially create a pipeline of projects to use the City's federal funds during 2020-2024 for affordable housing.

Funding: The City has available federal funds of approximately \$850,000 in CDBG and \$1,000,000 in HOME for projects. Federal funds have time restrictions, so it is important that the City identify projects and maintain a pipeline of interested owners/developers.

GURA will manage projects that rehab/preserve existing units; however, the City staff will expect developers to have the capacity to exercise independent judgement and to perform the actions necessary to achieve the project objectives, including sufficient knowledge of federal regulations. The developer will be working under the general direction of the EHH and GURA Board, but it should be understood that the City has limited professional staff capacity to support the project and will rely on the personnel, experience, and expertise of the developer(s) to ensure all necessary components of the housing project are in compliance with federal regulations and completed in a timely manner.

Eligibility: Proposed projects identified in Letters of Interest must meet all of the following eligibility criteria:

- ✓ Project must be located in the City of Greeley
- ✓ The project must provide housing for low-moderate-income residents (talk to GURA for specific income requirements)
- ✓ Must meet the City of Greeley's development standards
- ✓ The developer must be able to execute the Letter of Intent and develop the project timely

Timing: Letters of Interest should be returned to: J. R. Salas at j.r.salas@greeleygov.com by November 1, 2022. GURA will respond to the LOIs for the most viable projects (in terms of readiness, developer qualifications, etc.) with request for any additional information needed. Please do not submit a Letter of Interest for projects that will not be ready to begin by December 31, 2023. A Notice of Funds Availability will be sent out again as funds are/remain availability.

Additional Information: See Attachment for additional information on restrictions and eligibility. This is provided only as basic information; other restrictions may apply. All questions should be directed to J. R. Salas, GURA Manager, 970-350-9380 or j.r.salas@greeleygov.com.

LETTER OF INTEREST

Describe the interest in funding by completing the following. Keep responses concise, but specific.

1. Applying entity information.

Name of entity	
Contact person	
Address	
Phone and email	

2. Project location – Note either address or general cross streets of the proposed project. Also, check the appropriate box that follows. (Project must be within Greeley city limits.)

--

3. Type of project to be proposed (check as many as apply).

<input type="checkbox"/> Multi-family new construction	<input type="checkbox"/> Single-family new construction	<input type="checkbox"/> Both SF/MF new
<input type="checkbox"/> Multi-family rehabilitation	<input type="checkbox"/> Other (describe)	<input type="text"/>

4. How many units are proposed in each of the categories below:

<input type="text"/> New multi-family	<input type="text"/> New single-family	<input type="text"/> Rehabbed Units
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5. Describe project readiness (check most appropriate boxes a-d; e-i, and j-l)

<input type="checkbox"/>	a. Project is ready. Property location is in owner/developer's control. City reviews are complete. All other financing is in place.
<input type="checkbox"/>	b. Project has been identified and could be ready to begin construction in 3-6 months.
<input type="checkbox"/>	c. Project has been identified and could be ready to begin construction in 6-9 months.
<input type="checkbox"/>	d. Project is 9-12 months from being construction ready.

Check the appropriate box(es) with regard to the environmental review.

<input type="checkbox"/>	e. No part of an environmental review is complete
<input type="checkbox"/>	f. A Phase One is complete and does not identify serious mitigation needs. (GURA will need a copy.)
<input type="checkbox"/>	g. The HUD-required environmental review (Part 58) has been completed. (GURA will need a copy.)
<input type="checkbox"/>	h. A Phase One is underway. <input type="checkbox"/> The HUD-required review is underway.
<input type="checkbox"/>	i. The environmental process is complete and ready for GURA review.

Check the appropriate box(es) with regard to the market analysis. (GURA will need a copy.)

<input type="checkbox"/> j. Market analysis is complete	<input type="checkbox"/> k. Market analysis is underway	<input type="checkbox"/> l. Market analysis not started
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6. Funding – check expected funding sources (Attach a preliminary budget, if available.)

- | | | |
|--|--|---|
| <input type="checkbox"/> CDBG – City of Greeley | <input type="checkbox"/> HOME – City of Greeley | |
| <input type="checkbox"/> 9% Tax Credits | <input type="checkbox"/> 4% Tax Credits | <input type="checkbox"/> Tax Credits (Unknown if 4 or 9%) |
| <input type="checkbox"/> State CDBG and/or HOME | <input type="checkbox"/> Other State Funding | <input type="checkbox"/> Private Activity Bonds |
| <input type="checkbox"/> Other private financing (foundations, grants, etc.) | <input type="checkbox"/> Other (describe) <input type="text"/> | |

Are any of the above time sensitive (i.e. – are there specific time periods for applications that could affect project readiness?)

- ☐ Yes ☐ No

If yes, which and note application dates.

Funding Source	Notes – Address application deadlines, whether application has been made/, where project is the application process for named funds, etc.

7. An estimated \$850,000 in CDBG funds are available. What use would you propose for CDBG funds? (New construction is not eligible.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Acquisition; clearance/ assemblage; site improvements | <input type="checkbox"/> Rehabilitation of multi-family units | <input type="checkbox"/> Conversion to residential |
|--|---|--|

Estimate the projects need for CDBG funds: \$

8. An estimated \$1,000,000 in HOME funds are available. What use would you propose for HOME funds?

- | | |
|--|---|
| <input type="checkbox"/> Multi-family new construction | <input type="checkbox"/> Conversion to residential |
| <input type="checkbox"/> Single-family direct subsidy to buyer | <input type="checkbox"/> Single-family new construction (developer subsidy) |

Estimate the projects need for HOME funds: \$

I certify by signature below that the information above is true and correct to the best of my knowledge and that the signer below has the authority to speak for and represent the organization and has appropriate signature authority to sign on behalf of the organization. Submittal of a Letter of Interest does not constitute a reservation or commitment of funds.

Submitted by:

Date:

Title:

ATTACHMENT

BASIC CDBG ELIGIBILITY

City of Greeley CDBG funds can assist in the development of housing by one of the means noted below. There may be restrictions not noted within this space. Contact GURA with questions. CDBG cannot be used other than as noted below to subsidize or assist with new residential construction.

1. Property acquisition. CDBG funds may be used for acquisition of property for an eligible rental housing project.
2. Rehabilitation of rental housing; conversion of a closed building from one use to residential use (such as a closed school building to residential use).
3. Clearance and remediation activities. These could include clearance, demolition, and removal of buildings and improvements and remediation on known or suspected environmental contamination.
4. Privately owned utilities. CDBG funds may be used to acquire, construct, reconstruct, rehabilitate, or install the distribution lines and facilities of privately owned utilities, including the placing underground of new or existing distribution facilities and lines.
5. Activities not considered to subsidize or assist with new construction:
 - a. Site assemblage
 - b. Site improvements and provision of public improvements

CDBG INELIGIBILITY

The City does not have a HUD-approved housing assistance plan in place, thus administrative expenses to facilitate housing, including such things as planning, obtaining financing, site and utility plans, architectural, engineering, and other details ordinarily required for construction purposes are not eligible for Greeley CDBG funds.

BASIC HOME ELIGIBILITY

HOME Investment Partnership Program funds can be used for new construction, with restrictions. Greater restrictions at completion and for a 20-year period of affordability will apply.

CURRENT INCOME LIMITS

Current income limits are below. These remain in effect until HUD issues new ones, generally May annually. (These became applicable June 15, 2022.)

- CDBG – A minimum of 51% of units must be leased to households with income under 80% AMI for a prescribed period (dependent on amount of CDBG funds invested, minimum five years).
- HOME – All units must be leased to households below 80% AMI with greater restrictions dependent on a number of factors. Contact GURA.

Household Size	1	2	3	4	5	6	7	8
51-80%	\$55,450	\$63,400	\$71,300	\$79,200	\$85,550	\$91,900	\$98,250	\$104,550
31-50%	\$34,650	\$39,600	\$44,550	\$49,500	\$53,500	\$57,450	\$61,400	\$63,350
30% & less	\$20,800	\$23,800	\$26,750	\$29,700	\$32,100	\$34,500	\$36,850	\$39,250

CURRENT RENT RESTRICTIONS

CDBG rents cannot exceed Fair Market; deeper restrictions may apply depending on the project.

HOME rents are either High HOME or Low HOME, depending on other factors. Contact GURA.

Unit size	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Low HOME Rent	\$866	\$928	\$1113	\$1287	\$1436	\$1584	\$1732
High HOME Rent	\$897	\$990	\$1272	\$1638	\$1808	\$1976	\$2145
Fair Market Rent	\$897	\$990	\$1272	\$1801	\$2022	\$2325	\$2629