AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Public Hearing; Community Development Block Grant

Action Requested: Discussion

Parties to the Agreement:

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

Summary:

Public hearing as required for grant application for the CDBG request for a Family Services Center remodel project.

Fiscal Impact:

Submitted by: John Catttles **Submitter's Email Address:** jcattles@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 2/7/2017

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

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 2/13/2017 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 2/16/2017

( ) Consent Agenda (●) Regular Agenda ( ) Worksession Time Allotted: 5 minutes

Agenda Date: 2/21/2017

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, Engineering, 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.

The project will result in increased efficiency in staff productivity and effectiveness in providing clients with all eligable services in a safe, private, and efficient manner. Safety in the facility will be increased for staff and clients. Privacy will be improved through better waiting and intake areas, interview roooms, exam rooms, and secure document storage.

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*
Phil Chamberland		
Name (typed or printed)	Name (typed or printed)	Name (typed or printed)
Chair, BOCC		
Title	Title	Title
1/24/17		
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.**

PUBLIC NOTICE AND NOTICE OF PUBLIC HEARING

Gunnison County plans to submit a Community Development Block Grant (CDBG) application to the State of Colorado, Department of Local Affairs. CDBG funds are intended to provide decent housing, suitable living environments and economic opportunities, principally for low and moderate-income persons through rehabilitation and preservation, economic/job development and public facilities improvements.

The application being considered would request $600,000 for renovation of the Family Services Building. It is estimated that approximately 90% of the funds would benefit low and moderate-income persons. Changes to the facility will not result in any permanent impact to the surrounding neighborhood, during construction efforts will be made to minimize impacts to the surrounding area. The project consists of renovation and mechanical system upgrades with no permanent physical expansion. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify Gunnison County Administration at 200 E. Virginia, Gunnison or 970-641-0248 a minimum of 3 days in advance so that appropriate aids can be made available.

A public hearing will be held at 8:50 a.m. on February 21, 2017, at the Gunnison County Courthouse at 200 E. Virginia Ave., Gunnison, CO in the Board Meeting room on the 2nd floor to obtain citizen views and to respond to proposals and questions related to:

- **The proposed CDBG application for this project; and**
- **Community development needs in the community that might be addressed through the CDBG program; and**
- **The performance of the Gunnison County in carrying out its community development responsibilities.**
- **Potential historical effects.**

A copy of the application(s) as submitted to the State will be available for public review at the Gunnison County Courthouse, 200 E. Virginia Ave., Gunnison CO
Written comments are also welcome and must be received by February 13, 2017,at Gunnison County Administration, 200 E. Virginia Ave., Gunnison, CO 81230 or email to bocc@gunnisoncounty.org .

Information and records regarding the Gunnison County proposed and past use of CDBG funds are available at Gunnison County Administration, 200 E. Virginia Ave., Gunnison, CO during regular office hours.

EXHIBIT I-B
Community Development Block Grant Program

APPLICANT STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that:

(a) It possesses:

(1) Legal authority to apply for the grant and to execute the proposed project, and its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and

(2) Has developed its application, including its projected use of funds, so as to give maximum feasible priority to activities that will benefit low and moderate income persons or aid in the prevention or elimination of slums or blight. (The requirement for this certification will not preclude the State from approving an application where the applicant certifies and the State determines, that all or part of the proposed project activities are designed to meet other community development needs that have arisen during the preceding twelve-month period and have particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.) Furthermore:

(A) With respect to activities it claims benefit low and moderate income persons, it has determined and documented that not less than fifty-one percent (51%) of the beneficiaries of the activity are low and moderate income persons; and

(B) With respect to activities it claims aid in the elimination of slums or blight, it has determined and documented:

(i) For activities to address slums or blight on an area basis:

(I) The area meets a definition of a slum, blighted, deteriorated or deteriorating area under State or local law;

(II) Throughout the area, at least twenty-five percent (25%) of the buildings are in a state of deterioration or two or more types of public improvements are in a state of deterioration;

(III) Documentation is being maintained on the boundaries of the area and the condition which qualified the area at the time of its designation; and

(IV) The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

(V) Rehabilitation will only be undertaken on residential structures which are not occupied by low and moderate income persons if such structures are substandard under local definition, and provided that all deficiencies making such structure substandard must be corrected before less critical work on the structure may be undertaken;

(ii) For activities to address slum or blight on a spot basis, the activities must be designed to eliminate specific conditions of blight or physical decay and must be limited to acquisition, clearance, relocation, historic preservation and rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety.

(b) It is following a detailed citizen participation plan which:

(1) Provides for and encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which Community Development Block Grant (CDBG) funds are proposed to be used;

(2) Provides citizens with reasonable and timely access to local meetings, information, and records relating to its proposed and actual use of CDBG funds;

(3) Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the applicant;

(4) Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;

(5) Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

(6) Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

(c) It has provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, by:

(1) Furnishing citizens information concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and its plans for minimizing displacement of persons as a result of activities assisted with CDBG funds and to assist persons actually displaced as a result of such activities;

(2) Publishing a proposed project plan/application in such a manner to afford citizens an opportunity to examine its content and to submit comments on the proposed project plan/application and on the community development performance of the jurisdiction(s);

(3) Holding one or more public hearings, as indicated below, to obtain citizen views and to respond to proposals and questions related to community development and housing needs, proposed activities and past CDBG performance. All hearings were held no sooner than five days after notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped and for the needs of non-English speaking residents where a significant number of such residents could have been reasonably expected to participate.

Applicant/Participant*	Date	Time	Location
Gunnison County	2**/14/17**	**8 :30 a.m.**	**Gunnison County Courthouse**

* In the case of a "multi-jurisdictional" application, each participating municipality and county must hold at least one public hearing.

(4) As applicable, providing citizens with reasonable and timely access to local meetings, information and records regarding its proposed and past use of CDBG funds;

(5) In preparing its project plan/application, considering any such comments and views and, if deemed appropriate, modifying the proposed project plan/application;

(6) Making the final project plan/application available to the public;

(7) Identifying its community development and housing needs, including the needs of low and moderate income persons, and the activities to be undertaken to meet such needs.

(d) In the event it is awarded CDBG funds by the State it will:

(1) Follow a residential anti-displacement and relocation assistance plan which shall:

(A) In the event of such displacement, provide that:

(i) Governmental agencies or private developers shall provide within the same community comparable replacement dwellings for the same number of occupants as could have been housed in the occupied and vacant occupiable low and moderate income dwelling units demolished or converted to use other than for housing for low and moderate income persons, and provide that such replacement housing may include existing housing assisted with project based assistance provided under Section 8 of the United States Housing Act of 1937;

(ii) Such comparable replacement dwellings shall be designed to remain affordable to persons of low and moderate income for 10 years from the time of initial occupancy;

(iii) Relocation benefits shall be provided for all low or moderate income persons who occupied housing demolished or converted to a use other than for low or moderate income housing, including reimbursement for actual and reasonable moving expenses, security deposits, credit checks, and other moving-related expenses, including any interim living costs; and, in the case of displaced persons of low and moderate income, provide either:

(I) compensation sufficient to ensure that, for a 5-year period, the displaced families shall not bear, after relocation, a ratio of shelter costs to income that exceeds 30 percent; or,

(II) if elected by a family, a lump-sum payment equal to the capitalized value of the benefits available under sub clause (I) to permit the household to secure participation in a housing cooperative or mutual housing association.

(iv) Persons displaced shall be relocated into comparable replacement housing that is:

(I) decent, safe, and sanitary;

(II) adequate in size to accommodate the occupants;

(III) functionally equivalent; and,

(IV) in an area not subject to unreasonably adverse environmental conditions;

(B) persons displaced shall have the right to elect, as an alternative to the benefits under this subsection to receive benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and,

(C) where a claim for assistance under subparagraph (A)(iv) is denied by grantee, the claimant may appeal to the State, and that the decision of the State shall be final unless a court determines the decision was arbitrary and capricious.

(2) Comply with the provisions of the above paragraph (1) except that paragraphs (A)(i) and (A)(ii) shall not apply in any case in which the Secretary of the U.S. Department of Housing and Urban Development finds, on the basis of objective data, that there is available in the area an adequate supply of habitable affordable housing for low and moderate income persons. A determination under this paragraph is final and not reviewable.

(3) Provide citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of CDBG funds from one eligible activity to another by following the same procedures required in paragraph (c) for the preparation and submission of the final project plan/application.

(e) It will:

(1) Minimize displacement of persons as a result of activities assisted with CDBG funds and provide for reasonable benefits to any person involuntarily and permanently displaced as a result of the use of CDBG funds to acquire or substantially rehabilitate property;

(2) Affirmatively further fair housing in addition to conducting and administering its project in conformity with Public Law 88-352 and Public Law 90-284 as certified in paragraph (h) hereinafter;

(3) Not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

(A) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than the CDBG program, or

(B) for purposes of assessing any amount against properties owned and occupied by persons of moderate income who are not persons of low income, it certifies that it lacks sufficient CDBG funds to comply with the requirements of subparagraph (A);

(f) Its chief executive officer or other officer of the applicant approved by the State:

(1) Consents to assume the status of responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified in 24 CFR Part 58, which further the purposes of NEPA, insofar as the provisions of such Federal law apply to the Colorado Community Development Block Grant (CDBG) Program;

(2) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.

(g) It will comply with the financial management regulations, policies, guidelines and requirements set forth in the CDBG Public Facilities and/or Housing Guidebook.

(h) It will comply with:

(1) **Section 110 of the Housing and Community Development Act of 1974**, as amended, and any State regulations regarding the administration and enforcement of labor standards;

(2) **Davis-Bacon Fair Labor Standards Act (40 USC 276a - 276a-5)** requiring that, on all prime contracts which exceed $2,000 for federally-assisted construction, alteration or rehabilitation, laborers and mechanics employed by contractors or subcontractors shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor. (This requirement applies to the rehabilitation of residential property only if such property is designed for use of eight or more families.)

(3) **Contract Work Hours and Safety Standards Act of 1962 (40 USC 327 et seq.)** requiring that mechanics and laborers employed on federally-assisted contracts which exceed $2,000 be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work week.

(4) **Copeland "Anti-Kickback" Act of 1934 (40 USC 276 (c))** prohibiting and prescribing penalties for "kickbacks" of wages in federally- financed or assisted construction activities.

(i) It will comply with:

(1) **Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 USC 2000 (d))** prohibiting discrimination on the basis of race, color, religion or religious affiliation, or national origin in any program or activity receiving federal financial assistance.

(2) **The Fair Housing Act (42 USC 3601-20)**, as amended, prohibiting housing discrimination on the basis of race, color, religion, sex, national origin, handicap, and familial status.

(3) **Section 109 of the Housing and Community Development Act of 1974 (42 USC 5309)**, as amended, providing that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of race, color, national origin or sex under any program or activity funded in whole or in part under Title I (Community Development) of the Housing and Community Development Act.

(4) **Executive Order 11063 (1962)**, as amended by Executive Order 12259, requiring equal opportunity in housing by prohibiting discrimination on the

basis of race, color, religion, sex or national origin in the sale or rental of housing built with federal assistance.

(5) **Executive Order 11246 (1965)**, as amended by Executive Orders 11375, prohibiting discrimination on the basis of race, color, religion, sex or national origin in any phase of employment during the performance of federal or federally-assisted contracts in excess of $2,000.

(6) **Section 3 of the Housing and Community Development Act of 1968 (12 USC 1701 (u))**, as amended, providing that, to the greatest extent feasible, opportunities for training and employment that arise through HUD-financed projects, will be given to lower-income persons in the unit of the project area, and that contracts be awarded to businesses located in the project area or to businesses owned, in substantial part, by residents of the project area.

(7) **Section 504 of the Rehabilitation Act of 1973 (29 USC 793)**, as amended, providing that no otherwise qualified individual shall, solely by reason of a handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal funds. Effective communication with persons of all types of disabilities must be ensured.

(8) **Age Discrimination Act of 1975, (42 USC 6101)**, as amended, providing that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funds.

(j) It will comply with:

(1) **Section 104(d) of the Housing and Community Development Act of 1974, as amended (42 USC 5301)**, known as the **"Barney Frank Amendment," and the HUD implementing regulations at 29 CRF Part 570**, requiring that local grantees follow a residential antidisplacement and relocation assistance plan which provides for the replacement of all low/moderate-income dwelling units that are demolished or converted to another use as a direct result of the use of CDBG funds, and which provides for relocation assistance for all low/moderate-income households so displaced.

(2) **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended -- Title III, Real Property Acquisition (Pub. L. 91-646 and HUD implementing regulations at 49 CFR Part 24)**, providing for uniform and equitable treatment of persons displaced from their homes, businesses, or farms by Federal or Federally- assisted programs and establishing uniform and equitable land acquisition policies for federal assisted programs. Requirements include bona fide land appraisals as a basis for land acquisition, specific procedures for selecting contract appraisers and contract negotiations, furnishing to owners of property to be acquired a written summary statement of the acquisition price offer based on the fair market price, and specified procedures connected with condemnation.

(3) **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended -- Title II, Uniform Relocation Assistance (Pub. L. 91-646 and HUD implementing regulations at 49 CFR Part 24)**, providing for fair and equitable treatment of all persons displaced as a result of any

federal or federally-assisted program. Relocation payments and assistance, last-resort housing replacement by displacing agency, and grievance procedures are covered under the Act. Payments and assistance will be made pursuant to state or local law, or the grant recipient must adopt a written policy available to the public describing the relocation payments and assistance that will be provided. Moving expenses and up to $22,500 or more for each qualified homeowner or up to $5,250 or more for each tenant are potential costs.

(k) It will comply with:

(1) **National Environmental Policy Act of 1969 (42 USC 4321 et seq.)**, as amended, and the implementing regulations of HUD (24 CFR Part 58) and of the Council on Environmental Quality (40 CFR Parts 1500 - 1508) providing for establishment of national policy, goals, and procedures for protecting, restoring and enhancing environmental quality.

(2) **National Historic Preservation Act of 1966 (16 USC 470 et seq.)**, as amended, requiring consideration of the effect of a project on any district, site, building, structure or object that is included in or eligible for inclusion in the National Register of Historic Places.

(3) **Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971 (36 FR 8921 et seq.)** requiring that federally-funded projects contribute to the preservation and enhancement of sites, structures and objects of historical, architectural or archaeological significance.

(4) **The Archaeological and Historical Data Preservation Act of 1974, amending the Reservoir Salvage Act of 1960 (16 USC 469 et seq.)**, providing for the preservation of historic and archaeological data that would be lost due to federally-funded development and construction activities.

(5) **Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951 et seq.)** prohibits undertaking certain activities in flood plains unless it has been determined that there is no practical alternative, in which case notice of the action must be provided and the action must be designed or modified to minimize potential damage.

(6) **Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961 et seq.)** requiring review of all actions proposed to be located in or appreciably affecting a wetland. Undertaking or assisting new construction located in wetlands must be avoided unless it is determined that there is no practical alternative to such construction and that the proposed action includes all practical measures to minimize potential damage.

(7) **Safe Drinking Water Act of 1974 (42 USC 201, 300 f et seq., 7401 et seq.)**, as amended, prohibiting the commitment of federal financial assistance for any project which the Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal drinking water source for an area.

(8) **The Endangered Species Act of 1973 (16 USC 1531 et seq.)**, as amended, requiring that actions authorized, funded, or carried out by the federal government do not jeopardize the continued existence of endangered and threatened species or result in the destruction or modification of the habitat of such species which is determined by the Department of the Interior, after consultation with the State, to be critical.

(9) **The Wild and Scenic Rivers Act of 1968 (16 USC 1271 et seq.)**, as amended, prohibiting federal assistance in the construction of any water resources project that would have a direct and adverse affect on any river included in or designated for study or inclusion in the National Wild and Scenic Rivers System.

(10) **The Clean Air Act of 1970 (42 USC 1857 et seq.)**, as amended, requiring that federal assistance will not be given and that license or permit will not be issued to any activity not conforming to the State implementation plan for national primary and secondary ambient air quality standards.

(11) **HUD Environmental Criteria and Standards (24 CFR Part 51)** providing national standards for noise abatement and control, acceptable separation distances from explosive or fire prone substances, and suitable land uses for airport runway clear zones.

(l) It will:

(1) Comply with **The Lead-Based Paint Poisoning Prevention Act -- Title IV (42 USC 4831)** prohibiting the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance, and requiring notification to purchasers and tenants of such housing of the hazards of lead-based paint and of the symptoms and treatment of lead-based paint poisoning.

(2) Comply with the **Armstrong/Walker "Excessive Force" Amendment, (P.L. 101-144) & Section 906 of Cranston-Gonzalez Affordable Housing Act of 1990**, which requires that a recipient of HUD funds must certify that they have adopted or will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within their jurisdiction against individuals engaged in nonviolent civil rights demonstrations; or fails to adopt and enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

(3) Comply with the **"Government-wide Restriction on Lobbying, (P.L. 101-121)**, which prohibits spending CDBG funds to influence or attempt to influence federal officials; which requires the filing of a disclosure form when non-CDBG funds are used for such purposes; which requires certification of compliance by the state; and which requires the state to include the certification language in grant awards it makes to units of general local government at all tiers and that all subrecipients shall certify accordingly as imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each failure.

(4) Comply with the **Department of Housing and Urban Development Reform Act of 1989 (24 CFR part 12)** requiring applicants for assistance for a specific project or activity from HUD, to make a number of disclosures if the applicant meets a dollar threshold for the receipt of covered assistance during the fiscal year in which an application is submitted. An applicant must also make the disclosures if it is requesting assistance from HUD for a specific housing project that involves assistance from other governmental sources.

(5) Give the State, the U.S. Department of Housing and Urban Development (HUD), and any authorized representatives access to and the rights to examine all records, books, papers or documents related to the application and grant; and

(m) It will comply with all parts of Title 1 of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws and regulations.

Signature, Chief Elected Official	Signature, Chief Elected Official**
Name (Typed or Printed)	Name (Typed or Printed)
Title Date	Title Date
Signature, Chief Elected Official**	Signature, Chief Elected Official**
Name (Typed or Printed)	Name (Typed or Printed)
Title Date	Title 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/or county participating in the application must sign.

Exhibit I-C

CITIZEN PARTICIPATION PLAN
for the Community Development Block Grant (CDBG) Program

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of Gunnison County, particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are provided the opportunity and encouraged to participate in the planning and implementation of CDBG-funded activities.

PUBLIC HEARING

Public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and proposed CDBG activities.

Prior to submitting a CDBG application to the State, Gunnison County will conduct at least one public hearing to review proposed CDBG activities. In the event CDBG funds are granted by the State, Gunnison County will conduct at least one additional public hearing to allow citizens to review and comment on its performance in carrying out its CDBG program.

A formal public notice will be published in a newspaper of general circulation in the area at least five (5) days prior to such public hearings. A public notice will also be posted in the County Courthouse. As circumstances warrant and as Gunnison County determines necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for the handicapped. In the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present.

PUBLIC INFORMATION AND RECORDS

Information and records regarding the proposed and past use of CDBG funds will be available at Gunnison County Administration during regular office hours. The public will be so informed by public notice. Special communication aids can be made available to persons upon request.

TECHNICAL ASSISTANCE

Gunnison County will provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing CDBG proposals. The level and type of assistance appropriate will be determine by Gunnison County based on its ability to provide or arrange for such assistance, the cost of providing such assistance and other relevant factors.

WRITTEN COMMENTS AND RESPONSES

Gunnison County will respond to written complaints and grievances in writing in a timely manner. When practicable, such written responses shall be made within fifteen (15) working days.

_____ _____

Signature of Chief Elected Official Date

EXHIBIT II-F

(Please copy the following onto your Letterhead Stationery)

Signatory Authority and Delegation of Signatory Authority

_____has attached:
Name of Entity

☐ Board Resolution ☐ Bylaws ☐ Policy:_____

☐ Other:_____ to document:

A.) the delegating of **limited** signatory authority to

_____,
Name

_____,
Title

an employee or agent of

_____,

for the purpose of authorizing and signing:

- ☐ Payment Requests
- ☐ Quarterly Financial Status Reports
- ☐ Quarterly Project Performance Reports
- ☐ Monitoring Documents
- ☐ Certified Payroll
- ☐ Other _____

Signature of Authorized Individual

_____ Date_____

The above authorization will commence on the date of this statement, as attested to below, and will apply for the duration of the following Contract/s:

Project/s Name/s and Contract Number/s:

_____

_____

OR

B.) the delegating of **unlimited** signatory authority to

_____,

_____,
Name

Title

an employee or agent of_____.

The above authorization will commence on the date of this statement, as attested to below.

Signature of

EXHIBIT II-F

Authorized Individual _____ Date _____

Attested to by:

_____	_____	_____
Signature	Title	Date of Commencement