

Nederland & Lyons Local Planning Capacity (LPC) Grant Application

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Project Title

Housing Coordinator for Nederland & Lyons

Brief Project Summary

C2. Brief Project Summary *

Provide a concise statement summarizing the project, in approximately 100 words (500-700 characters). Example: "The town will hire a consultant to consider revising land use codes and implement strategies to streamline and incentivize development of affordable housing. Grant funds will also be used to implement new online permitting software that helps achieve expedited review of development applications." (700 characters max)

We are requesting funding to hire a Housing Coordinator for the Town of Nederland and the Town of Lyons. This role will focus on managing housing projects, ensuring compliance with Proposition 123, and serving as the primary liaison for a multijurisdictional housing authority feasibility study we are working with Gilpin County under their LPC grant. The Coordinator will actively work to pursue and preserve affordable housing by collaborating with local authorities and developers, reassessing local policies alongside Boulder County, and managing analyses of housing mandates and regulations. Additionally, the Coordinator will identify funding opportunities, oversee grant writing, and engage with community stakeholders to inform and implement effective housing strategies.

C3. Scope of Work (narrative) *

Describe the scope of the project, referencing the boxes you checked in the previous section. It is not necessary to retype the text; simply reference the number and provide any description needed to clarify your approach. Clearly state whether the project includes multiple components or phases. Clearly state how the grant funds will be spent.

The scope of the project encompasses a comprehensive strategy to enhance and expedite affordable housing initiatives within the Town of Nederland and the Town of Lyons, aligning with Proposition 123 goals. The project involves multiple components:

1. **Affordable Housing Liaison** - A designated Housing Coordinator will act as an affordable housing liaison, responsible for drafting development agreements, managing projects, and exploring strategies to incentivize projects while ensuring expedited application reviews (Scope items 6 & 7).
2. **Documentation and Tracking** - The Housing Coordinator will also handle tracking and documentation related to Proposition 123, including compliance with local government commitments (Scope item 7).
3. **Regional Collaboration** - This project will involve collaboration with Gilpin County, focusing on the feasibility and implementation of a multijurisdictional housing authority. This collaboration is crucial for pooling resources and aligning regional housing strategies (Scope item 8).
4. **Proposition 123 Alignment** - All activities within the project scope directly support our jurisdiction's commitment to enhancing affordable housing availability and align with the goals of Proposition 123. This includes tailored strategies to address local housing needs effectively (Scope item 9).
5. **Funding Pursuits** - The project includes aggressive pursuits of additional funding for the development of future affordable housing projects. This will involve dedicated grant writing and grant management activities by the Housing Coordinator (Scope item 5).

The grant funds will be strategically allocated across these components to ensure comprehensive coverage and impactful execution of affordable housing projects. This project is designed as a multi-phase initiative, where each component complements the others to form a cohesive strategy for long-term housing solutions.

C4. Who will complete this work? *

Clearly explain who will be paid with grant funds to execute the project activities described in your scope of work. For example, if both A and C are applicable to your project, state this and answer the corresponding questions. (These details should be reflected in the project budget spreadsheet and will inform the grant agreement.)

The Towns of Nederland and Lyons will be hiring a Housing Coordinator who will be dedicated full-time to the grant-related work. This position will be focused entirely on the activities described in the scope of the project, with 100% of their time allocated to managing and implementing the affordable housing initiatives funded by this grant. The Housing Coordinator will work in the Planning Department.

This position will be term-limited, contingent upon the duration of the grant funding. With the requested grant amount of \$200,000, we anticipate being able to support the employment of the Housing Coordinator for a period of three years. After this period, the continuation of the position will be evaluated based on the availability of further funding and the needs of the community.

C5. Project Impact & Intended Outcome *

Describe measurable impacts or outcomes that this grant funding will make possible. The following question prompts are suggestions for how to convey the measurable

impacts of your project. (It is not necessary to answer all questions. These are simply prompts to help guide your response.)

- In what ways will this grant transform your jurisdiction's current process or capacity to achieve the goals of Proposition 123?
- How many affordable housing projects or units per year would these grant funds help your jurisdiction achieve?
- How many more units per year do you expect would be fast tracked as a result of grant-related efforts?
- What is the expected impact on reducing the review time process? (Estimated number of days or weeks that the timeline could potentially be reduced?)
- To what extent does this project address the systemic or root causes that delay review of housing projects?
- Will your elected officials commit to adopting new policies or codes in order to achieve the grant objectives (or at least make a good-faith effort)?

This grant will significantly transform our jurisdiction's capacity to achieve the goals of Proposition 123 by streamlining processes and enhancing the capabilities of the Planning department through the full-time hiring of a Housing Coordinator. This role is central to coordinating and managing all project activities aimed at increasing the availability of affordable housing. Here are the specific measurable impacts and outcomes anticipated:

1. **Increased Project Management Efficiency:** The Housing Coordinator will be instrumental in managing affordable housing projects from inception through completion. This role will ensure that projects remain on track, within budget, and adhere to compliance requirements, effectively increasing the number of viable projects initiated per year.
2. **Enhanced Number of Housing Units:** With a dedicated professional focusing solely on affordable housing, we anticipate the initiation or advancement of our Proposition 123 housing commitments.
3. **Reduction in Review Times:** The Housing Coordinator will streamline the review process by serving as the central point of contact for all project stakeholders, including developers, local housing authorities, and regulatory bodies. By coordinating these efforts, we expect to reduce the review time for projects significantly—potentially cutting down processing times.
4. **Direct Addressing of Systemic Delays:** The Housing Coordinator will identify and address inefficiencies in the current system that cause delays in project reviews. This role will facilitate faster project turnaround by coordinating directly with involved parties and ensuring that each step of the review and approval process is handled efficiently.
5. **Consistent Tracking and Documentation:** The Housing Coordinator will maintain meticulous records of all housing projects, ensuring compliance with Proposition 123 and facilitating ongoing assessments of project effectiveness. This tracking will provide clear metrics on the performance and impact of the implemented strategies.

Through these focused efforts, the Housing Coordinator will substantially increase our jurisdiction's ability to efficiently develop and manage affordable housing projects, directly supporting the objectives of Proposition 123 and improving our community's housing infrastructure.

C6. Key Partners & Local Support *

Describe the level of support from local elected/appointed officials, and the level of commitment to adopting proposed policy, process, or regulation. If applicable, mention support from other local leaders such as nonprofit or housing advocacy groups, especially if they are project partners or impacted by the project. Regional projects: If multiple jurisdictions are active participants in this project, each named jurisdiction must provide a brief statement of support, which can be uploaded with the application. (This is only required if a partner jurisdiction is named in the grant agreement and is not necessary if collaboration is occasional or incidental.)

Our project enjoys robust support from local elected and appointed officials in both the Town of Nederland and the Town of Lyons. These officials have demonstrated their commitment to the success of the project not only through vocal support and are keen on adopting any necessary policies, processes, or regulations that will facilitate the achievement of our objectives under Proposition 123.

In addition to local government backing, we have garnered support from several key partners in the region. Notably, Gilpin and Boulder County, who have both secured LPC grants that Nederland and Lyons are named partners in. In addition, nonprofit organizations and housing advocacy groups such as those belonging to the Peak-to-Peak Housing and Human Services have been integral to the project's design and implementation. These groups include local affordable housing developers and community housing trusts, which have a direct stake in the project's success and have committed to providing support throughout its duration.

Nederland and Lyons have both provided statements of support. These statements highlight the shared commitment to addressing affordable housing needs through collaborative efforts. The regional partnership we have established ensures a comprehensive approach to tackling housing issues, with each jurisdiction bringing unique resources and perspectives to the table.

This broad base of support and commitment from both governmental and non-governmental stakeholders not only strengthens our project's foundation but also enhances our capacity to deliver meaningful outcomes in the development and management of affordable housing.

C7. Timeline and Phases *

Briefly describe the project timeline, including whether there are multiple phases for the project.

The project timeline spans three years, focusing on the comprehensive involvement of a Housing Coordinator shared between the Town of Nederland and the Town of Lyons. The timeline is segmented into distinct phases to ensure effective management and evaluation of affordable housing initiatives:

Phase 1: Setup and Integration (0-6 months)

- Hiring the Housing Coordinator: Complete the recruitment and onboarding process for the Housing Coordinator.

- **Initial Assessments:** Conduct a detailed assessment of the current housing situation and regulatory environment in both towns.
- **Stakeholder Engagement:** Establish strong communication channels with local officials, developers, and community groups in Nederland and Lyons.

Phase 2: Active Project Management (6 months to 2 years)

- **Project Oversight:** Manage ongoing affordable housing projects, ensuring they adhere to timelines, budgets, and compliance requirements.
- **Coordination and Facilitation:** Act as the central liaison among various stakeholders, including developers, housing authorities, and local government bodies, to streamline processes and resolve issues swiftly.
- **Community Involvement:** Engage local communities in both towns through regular updates and feedback sessions to ensure transparency and community support for housing projects.

Phase 3: Evaluation and Long-Term Planning (2 years to 3 years)

- **Performance Evaluation:** Regularly assess the impact of the Housing Coordinator's efforts on reducing housing project review times and increasing the number of affordable housing units.
- **Sustainability Planning:** Develop strategies for sustaining the Housing Coordinator role and affordable housing initiatives after the grant period.
- **Final Reporting:** Compile and present a comprehensive report detailing achievements, challenges, and actionable insights for future housing policy and projects in Nederland and Lyons.

This structured approach ensures that the Housing Coordinator can effectively manage and enhance affordable housing efforts, with specific goals and checkpoints at each phase to measure progress and make necessary adjustments.

C8. Plans for Community/Stakeholder Engagement

Describe plans for stakeholder and/or community engagement. A project focused on process improvements for expedited review might plan some targeted stakeholder engagement with the development community, whereas a project that involves broader policy changes should probably have a robust community engagement process. Where applicable, be sure to describe strategies to seek input from residents or workers who are considered "housing cost-burdened" or community members from historically disadvantaged populations.

The Housing Coordinator will play a central role in implementing a strategic approach to community and stakeholder engagement, focusing on inclusivity and responsiveness to ensure that all segments of the population in Nederland and Lyons are represented and heard. Here's how the Housing Coordinator will manage these engagements:

Developer and Industry Consultation:

- **Facilitated Workshops:** The Housing Coordinator will organize and facilitate workshops specifically with the development community, housing authorities, and relevant industry

stakeholders to discuss process improvements and identify challenges in affordable housing development.

- **Regular Roundtable Discussions:** Establish regular roundtable discussions to maintain open lines of communication with developers and industry experts, gathering insights and feedback on how the review process can be optimized.

Community Engagement Initiatives:

- **Public Forums and Town Halls:** The Housing Coordinator will conduct public forums and town hall meetings in both towns to engage residents, present updates, and solicit feedback on the project's progress and its impact on the community.
- **Survey Distribution and Analysis:** Design, distribute, and analyze surveys focused on gathering feedback from residents, especially those who are housing cost-burdened or from historically disadvantaged populations. The Coordinator will use these insights to adjust project strategies and priorities.

Inclusion of Historically Disadvantaged and Cost-Burdened Populations:

- **Targeted Outreach:** Implement targeted outreach initiatives to engage historically disadvantaged and cost-burdened residents. This includes collaborating with local non-profits, community centers, and advocacy groups to reach these populations effectively.
- **Accessibility and Language Services:** Ensure that all engagement activities are accessible to everyone, providing translation services and materials in appropriate formats and languages as needed.

Feedback Integration and Continuous Improvement:

- **Ongoing Feedback Collection:** Set up and manage ongoing feedback mechanisms such as online forums, feedback boxes at public buildings, and dedicated email addresses to collect community input continuously.
- **Adjustments Based on Community Input:** Actively incorporate community feedback into project planning and execution, ensuring that the community's needs and concerns guide the project's development.

Reporting and Transparency:

- **Regular Updates:** Provide regular updates to the community through various channels, including social media, newsletters, and local media outlets, to keep the public informed and engaged.
- **Annual Community Engagement Reports:** Produce and share annual reports detailing engagement activities, feedback received, and actions taken in response to community inputs.

Through these focused efforts, the Housing Coordinator will ensure that community and stakeholder engagement is effective, inclusive, and directly influences the project's outcomes, maintaining a transparent and participative approach to managing affordable housing initiatives in Nederland and Lyons.

D2. Local Match & Budget Narrative

Referencing your project budget worksheet, provide brief explanations of how funds will be spent, clarifying whether your proposal has multiple budget line items. Provide any clarification about the amount request, local match and total project cost.

For this project, the total budget is strategically structured to align exclusively with the funding of the Housing Coordinator position over a three-year period, ensuring effective management and oversight of our affordable housing initiatives.

Total Project Cost:

- The total projected cost for the Housing Coordinator position over three years is \$200,000.

Grant Request:

- We are requesting \$180,000 in grant funding, which will be dedicated entirely to covering the salary and employment-related expenses of the Housing Coordinator.

Local Match:

- The local match amounts to \$20,000, which will be provided by the Town of Nederland and the Town of Lyons. This match will support the remaining costs associated with the Housing Coordinator, including benefits and indirect administrative costs.

Budget Allocation:

- **Personnel Costs:** The entire budget, both grant funds and local match, is allocated to the personnel costs of hiring and sustaining the Housing Coordinator. This includes salary, benefits, and any additional employment-related expenses necessary to support this pivotal role.

This focused budget allocation underlines the critical role of the Housing Coordinator in driving the project towards achieving its goals under Proposition 123. The dedicated funding ensures that the position is fully supported, allowing for focused and sustained efforts to manage and enhance affordable housing projects effectively in both jurisdictions.

D4. Plan for Ongoing Costs

Describe your plan to sustain any ongoing costs such as staffing or software licensing fees beyond the terms of the grant. (If all expenses are short-term, mark "N/A".)

Given the essential role of the Housing Coordinator in managing and developing affordable housing in Nederland and Lyons, a strategic plan is necessary to sustain this position beyond the initial three-year grant-funded term.

Sustainability Strategy:

1. **Local Government Funding:** Towards the end of the grant period, the effectiveness and impact of the Housing Coordinator will be evaluated by the towns of Nederland and Lyons. If the position is deemed critical for ongoing housing goals, both towns will consider integrating the Housing Coordinator into their permanent staff, adjusting local government budgets accordingly to ensure funding.
2. **Additional Grant Applications:** We will continue to seek other grant opportunities to secure additional funding for maintaining the Housing Coordinator position. This includes applications to housing and urban development agencies, as well as private foundations that support community development and affordable housing.
3. **Partnerships and Collaborations:** Strong relationships with regional housing authorities, nonprofit organizations, and private sector partners will be leveraged to explore shared funding opportunities or cost-sharing arrangements to support the ongoing costs of the Housing Coordinator.

This multi-faceted approach ensures that we have a robust plan for sustaining the Housing Coordinator's role, thereby maintaining momentum in our efforts to enhance affordable housing availability in our communities.