



November 13, 2018

Gary Wardle  
500 S. 4th Ave.  
Brighton, CO 80601

**Re: Grant Award for the Brighton Parks, Recreation, Trails, and Open Space Master Plan Update project**

Dear Gary:

This letter is to inform you that the grant application you submitted on July 25, 2018 for the Brighton Parks, Recreation, Trails, and Open Space Master Plan Update project has been approved for funding by the Board of County Commissioners. The grant award for this project is equal to 41.2% of the total project funding, up to \$70,000.00.

One full Grant Agreement is enclosed. Please read this Agreement carefully as it sets forth the binding conditions of this award between Adams County and the City of Brighton.

The Agreement must be signed by an authorized official as designated by your agency. **Please return the original signed copy of the Agreement with all exhibits to the Adams County Open Space office located at 9755 Henderson Road, Brighton, CO 80601.** The signed Agreement must be returned to our office no later than December 28, 2018, which is 45 days from the date of award.

Once your signed agreement is received, it will be finalized by the Board of County Commissioners and a fully executed agreement will be scanned and emailed back to your agency.

For additional information about this process, please contact me at 303-637-8072 or email [rpetersen@adcogov.org](mailto:rpetersen@adcogov.org).

Sincerely,

Renee Petersen  
Open Space Grant Coordinator

Enclosure

cc: File

## ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2018-00035

The Grant Agreement ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, between the City of Brighton ("Applicant") and the County of Adams, acting through the Board of County Commissioners ("Adams County").

### RECITALS

WHEREAS, in November 1999, the citizens of Adams County passed a county-wide one-fifth of one percent Open Space Sales Tax (the "Tax"); and

WHEREAS, in November 2004, the citizens of Adams County reauthorized the Tax and increased it to one-fourth of one percent; and

WHEREAS, the majority of the revenues collected are distributed to qualifying jurisdictions through a competitive grant process; and

WHEREAS, on July 25, 2018, Applicant applied for an Adams County Open Space Grant to complete the Brighton Parks, Recreation, Trails, and Open Space Master Plan Update project (the "Project"); and

WHEREAS, on November 13, 2018, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, Adams County awarded the Project 41.2% of the total Project costs, not to exceed \$70,000.00.

### AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 41.2% of the total Project costs, not to exceed \$70,000.00 (the "Grant"), subject to terms and conditions set forth in this Agreement.
2. Project Scope. Applicant shall complete the Project as described in the grant application, attached as Exhibit 1 ("Project Scope") and incorporated herein by this reference. Exhibit 1 attachments include the grant application and all application attachments. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy in the Open Space Policies and Procedures, attached as Exhibit 2 and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.

3. Completion Date. Applicant shall complete the Project no later than November 13, 2020, which is two years after the date of Adams County's approval of the Project ("Completion Date"). Project completion requires all necessary documentation be submitted to Open Space staff on or before the Completion Date. Applicant may request an extension of the Completion Date in compliance with the Extension Policy in the Open Space Policies and Procedures, Exhibit 2, as may be amended from time to time by the Board of County Commissioners in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.
4. Open Space Sales Tax. Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto in the Open Space Policies and Procedures, Exhibit 2.
5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit 2 and incorporated herein by this reference.
6. Audits and Accounting Records. Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the "Staff") prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Resolution 99-1 attached hereto in the Open Space Policies and Procedures, Exhibit 2.
7. Payment of Grant. Adams County agrees to make payments to the Applicant in the following manner:
  - a. Payments. Adams County agrees to disburse grant funds to Applicant to provide reimbursement for the payment of project costs upon successful completion of the Project, or on a quarterly basis. Itemized Reimbursement Requests, as set forth below, are required for reimbursements. Should the Project take two full years to complete, the Reimbursement Request for the final period of the project must be received by November 13, 2020 to remain compliant with the Project Completion Date, as set forth above. Reimbursements disbursed from Adams County shall not exceed 41.2% of project costs incurred during the previous period with cumulative reimbursements totaling no more than \$70,000.00.
  - b. Acceptable Expenditures. Applicant can request payment for 41.2% of all project costs incurred within the previous period with cumulative reimbursements totaling no more than \$70,000.00 that: (1) have already been paid by the Applicant, and (2) are listed in the approved budget attached as Exhibit 1, under Application Attachment A – Project Budget. Applicant may request disbursement of grant funds for costs that have been incurred, but not paid by Applicant. However, Adams County will consider such

requests on a case-by-case basis and distribution of grant funds for these purposes is not guaranteed.

- c. **Reimbursement Request.** Applicant shall submit via hand delivery, facsimile, or regular mail, to Adams County an itemized Reimbursement Request for project costs that have been incurred as of the date of the request. Each Reimbursement Request shall contain the following: (1) copies of invoices and/or employee time sheets complete with a spreadsheet indicating hours worked, wages earned, and taxes and benefits paid for work related specifically to the Project; (2) documentation substantiating that the Applicant has paid for the costs for which it is requesting reimbursement, including but not limited to cancelled checks or proof of a wire transfer; and (3) a brief summary of the work completed to date.
- d. **Approval of Payment of Reimbursement Requests.** The Adams County Open Space Program Manager shall approve or disapprove the amount of each Reimbursement Request within fifteen (15) days of receipt of a legible Reimbursement Request. Payment shall be made to Applicant by check or electronic fund transfer.
- e. **Disapproval of Reimbursement Request.** If Adams County disapproves any amount or amounts in a Reimbursement Request, Adams County shall promptly notify Applicant of the reason therefore. Upon receipt of disapproval, Applicant and Adams County shall meet within one week to discuss what, if anything, the Applicant can do to obtain payment of the requested amount that was denied.

8. **Signage.** Applicant shall erect and maintain an Adams County Open Space Sign, which shall be provided by Adams County, in a prominent place on the Project site, unless the Project will not be open to the public.
9. **Publicity.** In all press releases regarding this Project, Applicant shall include the following statement: "This Project was funded in part with proceeds from the Adams County Open Space Sales Tax. The Adams County Open Space Sales Tax was passed by the Adams County voters in 1999, and reauthorized in November 2004, to be extended until December 31, 2026."
10. **Miscellaneous Provisions.**

- A. **Good Faith.** Both Parties have an obligation to act in good faith, including the obligation to make timely communication of information that may reasonably be believed to be of interest to the other party.
- B. **Applicable Law.** Colorado law applies to the interpretation and enforcement of this Agreement. Venue for any dispute shall be in Adams County, Colorado.
- C. **Time is of the essence.** Time is of the essence in this Agreement.

- D. Authority. The undersigned represents and warrants that he or she is duly authorized and has legal capacity to execute this agreement on behalf of the Applicant, that the Applicant's obligations in this Grant Agreement have been authorized, and that the Grant Agreement is a valid and legal agreement binding on the Applicant in accordance with its terms.
- E. Survival. The terms and provisions of this Agreement and Applicant's obligations hereunder shall survive the funding of the Grant.
- F. Entire Agreement. Except as expressly provided herein, this Agreement constitutes the entire agreement of the parties. No changes to this Agreement shall be valid unless made in writing and signed by the parties to this Agreement.

The remainder of this page is left blank intentionally.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ADAMS, STATE OF COLORADO

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Chair

ATTEST:  
STAN MARTIN, CLERK

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Deputy Clerk

APPROVED AS TO FORM:

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County Attorney's Office

CITY OF BRIGHTON, APPLICANT

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By (signature)

---

Printed name

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Title



Adams County Open Space Grant Application  
Passive Use  
Due Date: July 25, 2018

Case No. \_\_\_\_\_

Applicant Organization Name:	City of Brighton	
Name of Project:	Brighton Parks, Recreation, Trails, and Open Space Master Plan	
<b>Budget Summary</b>		
Grant Request (this cycle only):	\$70,000.00	(this grant cycle only)
Previous ADCO Grants (this project only):	\$0.00	(combined total - for this project only)
Matching Funds (cash + in-kind):	\$100,000.00	
Total Project Costs:	\$170,000.00	
Grant Request:	41.2	% of the Total Project Costs
<b>Land Acquisition Summary (if applicable)</b>		
Number of acres:		Cost per acre:
Appraised price per acre:		
If the owner is donating a portion of the value or the purchase price is more than the appraisal price, please explain: N/A		
Attach a copy of the appraisal summary page and label as Attachment M.		
Are there any known existing easements on the project site? <input type="radio"/> Yes <input checked="" type="radio"/> No		
If yes, attach one set of copies of the easements and label as Attachment N.		
<input type="checkbox"/> I understand that a conservation easement is required for all passive open space acquisitions.		
<b>30% Distribution</b>		
Will the applicant be using any of its 30% distribution as part of the cash match for this project?		
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable		
If yes, please list the amount being used: _____		



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### PART I: ELIGIBILITY CRITERIA

#### Project Information

Applicant Organization Name:	City of Brighton
Sponsoring Jurisdiction:	City of Brighton
Name of Project:	Brighton Parks, Recreation, Trails, and Open Space Master Plan

#### Contact Information

Primary Contact Name:	Gary Wardle	Title:	Director of Parks and Recreation
Phone:	(303) 655-2135	Email:	<a href="mailto:gwardle@brightonco.gov">gwardle@brightonco.gov</a>
Address:	500 South 4th Avenue		
City:	Brighton	State:	CO
		Zip:	80601

The contact name provided above will be used for all official correspondence. In the event that the primary contact is not available, please list any additional contacts for this project.

Name:	Title:	Phone:	Email:
Mark Heidt	Assistant Director of Parks & Recreation Development	(303) 655-2170	<a href="mailto:mheidt@brightonco.gov">mheidt@brightonco.gov</a>

#### Project Summary

Briefly describe your project (<100 words).

This grant request is for a "Brighton Parks, Recreation, Trails, and Open Space Master Plan". Presently, Brighton has four out-of-date Master Plans that are used to guide the City. Brighton has doubled in population and size. Due to 20 years of community growth, the present Master Plans need updating and combined into one document to be more effective and for an easier read. Brighton residents will be involved in Master Planning process. This grant-funded Master Plan gives Brighton direction on how Parks, Recreation, Trails and Open Space will develop in the future.

Grant Request : **41.2 % of Total Project Costs**



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#### Summary of Funding

##### 1. Previous Funding

a. Pursuant to the Open Space Policies and Procedures, a project can be submitted for funding consideration up to three (3) times.

i. Has this grant been submitted for funding consideration in a previous grant cycle?

Yes  No

ii. If yes, please list the grant cycle(s) and the amount of the award(s), if any:

Grant Cycle:	Award Amount:	Reason for current request:
		<input type="radio"/> Received partial award <input type="radio"/> Expanding request
		<input type="radio"/> Received partial award <input type="radio"/> Expanding request

#### Property Location Information

Project Site Address: This is a Master Plan so City Hall is the address @ 500 South 4th Avenue, Brighton, CO 80601.

Nearest cross streets: South 4th Avenue and Southern Street (or Laurel Street or Jessup Street)

Parcel ID# (REQUIRED): 0156907401003

Is this project located within Adams County?  Yes  No

Include a Location Map and label as Attachment G. Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.

#### PART II: SELECTION CRITERIA

#### Grant Fund Use Category

##### 1. Project Description

a. Please describe each component of the project and scope of work in detail. (<6,000 characters)  
Attach a Project Timeline and label as Attachment C.

This grant application is for funding of the "Brighton Parks, Recreation, Trails, and Open Space Master Plan".

Presently, the City of Brighton Parks and Recreation Department has four documents that make up the Master Plans for the Department. The Brighton Parks and Recreation Master Plan (October 1999), Brighton Parks and Recreation Master Plan Update (February 2008), Brighton Greenways and Trails Master Plan (July 2004), and the Brighton Open Space Plan (August 2001) were all approved by City Council. All existing plans are out-of-date.

Since 1999 when the population was approximately 17,500 individuals, Brighton has more than



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doubled in population and square miles in size. Presently, the City's population is over 40,000 residents, and the size of Brighton is 21.35 square miles. Much of the content in each of the above listed Master Plans has already been accomplished, or needs to be updated due to the community's growth. Brighton is at a point of needing a new Master Plan that will be easier to read.

The City desires to proactively manage community needs and to develop Brighton as a first class and premier city that provides optimum levels of service for its residents and visitors. Within the last 2 years Brighton has updated its Comprehensive Plan (Be Brighton Comprehensive Plan), and along with Adams County has created the District Plan for preservation of farm and open lands. Staff and residents realized that a new Master Plan needed to be developed to enhance the quality of life in Brighton. City Council in early 2018 created 8 Strategic Focus Areas that are part of the new City Business Plan. The 8 Areas address what will make the City vibrant in the future. (See Attachment I.) One of the Strategic Focus Areas is entitled "Innovative, Data-Driven, Results-Focused City Government". Up-to-date Master Plans along with engagement of the residents in the planning process are called out.

The development of the Brighton Parks, Recreation, Trails, and Open Space Master Plan will be phased with each phase having its own tasks.

**Phase 1: Securing Funding:** The City researched how expensive it would be to produce a large document like this new Master Plan. Brighton has set aside, in the 2019 City Budget, enough funding to cover 58.8% of the project, but still needs a funding partner to accomplish this project. This is why the City is applying for funding through this Passive Open Space Grant application for the remaining 41.2% of the project.

**Phase 2: Request for Proposal (RFP):** The next step after funding approval is to issue an RFP to qualified Planning/Landscape Architectural Firms. Once a firm is selected the City will partner with this consultant to execute the project work plan and create a final Master Plan. The City's Parks and Recreation Department staff will be the contact for this project.

The following phases deal with the project component details.

**Phase 3: Background Documents, Existing Conditions, and Mapping:** The consultant will compile applicable information from the existing plans, City's Comprehensive Plan, City's Transportation Plan, wildlife resource assessments, and other documents. This information coupled with other existing studies, GIS data, current land uses, inventories, level of services, and recreational services assessments will be incorporated into the Plan as is deemed necessary. The City will examine long-term management costs and integrate them into the Plan. Maps will then be generated that show and enhance various points and goals within the Master Plan.

**Phase 4: Public Participation Process:** This phase occurs throughout the Master Planning process. Brighton residents, community members, and visitors will have their input into the Plan. A specific public involvement program will be developed with the City staff and consultant which will emphasize outreach. This will occur through a series of public meetings, interviews, computer generated surveys, social media, and other forms of outreach communication. The consultant will also present to community organizations, City Council, and the Parks and Recreation Advisory Board.

**Phase 5: Draft Plan Creation, Elements, and Review:** After going through the above phases a draft Master Plan will be created. The following are some of the elements of the Plan: project organization, vision, goals, measureable objectives, how this plan fits with other City and County and regional plans, existing conditions and evaluation of them, analysis of needs and preferences, developer requirements, levels of service, sustainability, innovative ideas, safety and community engagement, recommendations, financial strategies, maps and relevant tables, and references. The City staff will review the draft and revisions will be made if necessary before the Final Plan and presentations.

**Phase 6: Final Plan:** The final Brighton Parks, Recreation, Trails, and Open Space Master Plan will be



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produced in paper, web, and digital forms. All of the above phases have been shown together as "Master Plan Work" in the Timeline. (Refer to Timeline in Attachment C.)

Without additional Adams County grant funding and public participation meetings, this grant funded Master Plan will not occur or will drastically be pared down.

**b. Attach a Project Site Plan that identifies all project components and label as Attachment F.**

**2. Community Need/Urgency**

**a. Clearly describe how this project will fulfill needs of the community (i.e. the project provides passive recreation opportunities for underserved areas, addresses health and safety issues, protects wildlife habitat and natural resources, etc.). (<2,000 characters)**

The City has included Letters of Support for this citywide Master Plan. Refer to Attachment J. Many more can be obtained, due to the community's interest in their quality of life and leisure opportunities. A recurring theme in most of the Letters of Support is best stated by quoting Adam Kniss, Chair of the Brighton Parks and Recreation Advisory Board: "As one can see the 'newest' plan is 10 years old, and the needs of Brighton have changed since the population has doubled since 1999 to over 40,000. With one master plan the document will be much more 'user friendly,' and the details of the plan will be aligned with the residents' needs today and into the future. These details will be developed through a series of public involvement activities."

The City has long recognized the importance of proper planning and has adopted appropriate levels of service, but with growth those plans and levels of service are out-of-date. John Strider gives the following example: "Spanning almost twenty years, several planning blueprints have been approved and acted upon. As the community has grown the need for a trails plan and then an open space plan were recognized. Today, many of the original objectives have been met and new needs identified. To meet future community goals a combined comprehensive document will allow more effective implementation of strategies."

As a whole, the community wants the City to address: passive and active recreational opportunities for the under-served areas within the City, trail connectivity within the community and to other municipalities, addition of more open space and farmland buffering the City, more recreational opportunities locally, sustainability of facilities, safety and maintenance levels of service for parks, developers guidelines for connective trails and parks, and additional parks throughout Brighton. These are the needs that Brighton community sees as needing to be addressed through a new Master Plan.

**b. Explain the urgency to complete this project, including how the scope of the project will be affected if Adams County Open Space Grant funds go unsecured and what, if any, opportunities will be lost if the project does not receive grant funding this cycle. (<2,000 characters)**

This project is urgently needed in many ways.

First, the present 4 plans are out-of-date and difficult for a person to piece together as one body of thought. As the City has grown in population and size, staff has realized that these documents need to be combined into one new Master Plan. So it is urgently needed for better readability. Plus, it is urgently needed because the past plans are no longer relevant to the City's current needs. An updated Master Plan will incorporate the needs of our current community members and plan for the needs of future residents.

Secondly, the City has partial funding in 2019 for this project, but needs Adams County as a funding partner to accomplish the full development of the Master Plan. If Brighton does not move forward in 2019 with this planning project, then the City will have a smaller and incomplete plan or will need to use the



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funds for other City projects that can be accomplished in 2019. Brighton realizes that our funding alone for this large of a master planning project would be insufficient and cuts would be made in the planning process: fewer meetings, less detailed inventory information, less detail in sections of the plan or total sections (Example: Open Space section) would be removed and completed at a later date. By doing so, the Plan would not provide the proper framework or guidance for the City's anticipated population and size growth.

Lastly, due to higher service priorities and a greater quantity of needs versus available monies within the City - Brighton needs help in funding this project. Brighton has to meet the service priorities and citizen needs even if Adams County Open Space funds are not available. This means that this project would be effected or would not be done.

### 3. Uses/Users

a. Describe all current and anticipated future uses of the project.

This project is comprehensive planning for what the future will "look like" in Brighton as it relates to the City's present and future open space, trails, parks, and recreation. In a way, the new Master Plan becomes the "Park, Recreation, Trail, and Open Space Guide Book" for Brighton. The Master Plan will lead staff in the direction of a recognizable and well-planned community with respect to leisure pursuits and the facilities and places where these opportunities occur. The ultimate users of the guidelines set forth within the Master Plan will be the Brighton residents and the individuals and families that use the City's parks, trails, open space, and recreational facilities. The initial planning users of the Plan will be the City employees, developers of subdivisions researching the City's requirements, and landscape architects/designers/planners developing City parks, recreation amenities, trails and open space. The daily users of the document will be the Parks and Recreation Department staff, since this is their guide to what needs to occur within the City.

b. Will the project be open to the public?  Yes  No

c. If yes, explain how this project will appeal to a broad diversity of users or address the needs of specific groups (i.e. the project will provide facilities specifically for youth, the elderly, those with a disability, or will serve a combination of many groups). (<2,000 characters)

The Brighton Parks, Recreation, Trails, and Open Space Master Plan, as mentioned in 3.a. above, has many users and will be available to all residents of the City and County and any user of computers. The City of Brighton plans to link this document to the City of Brighton website for ease of access. Additionally, the City will have book copies at City Hall if residents (youth, adults, elderly, those with disabilities, or any other resident) whom want to read the Plan. Since this document will be accessible 24-hours a day on the computer, then it will appeal to a broad diversity of users. Also, the City, with its hired consultant for this project, will have addressed the needs of the community and visitors to Brighton. This Master Plan will be accessible in many ways.

### 4. Connectivity

a. Explain how this project fits into a regional or master plan. Attach relevant portions of the plan(s) and label as **Attachment I** (limit 3 pages). (<2,000 characters)

This project connects perfectly into a master plan since it is the development of a new Master Plan for parks, recreation, trails, and open space for the City of Brighton. As previously mentioned the City has presently 4 out-of-date Master Plans. It is essential that Brighton update and create a new Plan to be able



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to respond to changing conditions and additional development within the Brighton area. The new Plan will mesh with the Brighton City Council's Strategic Focus Areas and new City Business Plan. It will also mesh with the City's Comprehensive Plan, Transportation Plan, and other City documents. Information from the previous Parks and Recreation, Update, Trails and Greenways and Open Space Plans that still remain valid will be discussed and if appropriate added to the new Master Plan. Since the City works closely with Adams County on various projects, including the District Plan, there will be overlap and connectivity to many of the goals and objectives of the County. By doing an in-depth analysis of what is available within Brighton now and comparing it to what needs to occur within the City in the future, then a stronger connectivity of the new Parks, Recreation, Trails, and Open Space Master Plan will occur with the other plans within the City, County, and State of Colorado.

b. Will this project link to other trails, parks, or open space properties in the applicant's jurisdiction or in another jurisdiction, now or in the future? If not, explain the significance of the project location. (<2,000 characters)

This project is a Master Plan. Yes, one of the goals of this planning project is to link trails, parks, recreational amenities, and open space properties in Brighton and to link Brighton leisure locations and opportunities to County, State Park, and other municipal jurisdictions once the document is approved. This Master Plan document will address this linkage now and in the future, what is present in Brighton and what is needed in the future, and how the City relates to the region as a whole. This planning document will be able to address health and wellness, sustainability, accessibility, and strategic planning for the City's future in parks, recreation, trails, and open space. The Master Plan will be an innovative, data driven, results-focused City Government document that will address facilities, amenities, trails, parks, and open space.

### 5. Wildlife/Natural Resources

a. Describe the natural resources and/or wildlife habitat that exists on this property and explain how the project will protect or enhance the existing conditions. (<2,000 characters)

The City of Brighton and surrounding area has been blessed with many natural resources and wildlife habitat. The natural resources include, but is not limited to: farmland, rivers, irrigation ditches, water wells, trees, and fertile soil. The wildlife habitat includes, but is not limited to, areas for the following animals and birds: deer, raccoon, rabbits, fox, coyote, wild turkey, bald eagles, golden eagles, many varieties of hawks, owls, egrets, heron, several varieties of ducks including mallards, Canadian geese, swans, pelicans, finch, sparrows, robins, and many varieties of song birds. The City also has scenic and beautiful mountain and plain vistas.

Since this is a comprehensive planning project, the planning process will review current inventories with respect to wildlife, scenic, open space, trails, parks, and recreational opportunities. These wildlife resource assessments and inventories, coupled with the existing master plans, GIS data, current land uses, and the City's Comprehensive Plan will be reviewed to determine the significance of natural resources in various locations throughout Brighton and will be incorporated into the Plan. By doing so, the new Master Plan will provide a broad and vivid snapshot of what is present and what is to be expected in the future. As a result, attainable goals and objectives will be noted for future conditions and accomplishments with respect to wildlife and natural resources.

### 6. Open Space Sales Tax Goals

a. Open Space Sales Tax dollars are to be used in accordance with Resolution 99-1, Section 8 (C). Please describe how the project complies with the Tax. (<2,000 characters)



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This grant funded Master Plan will improve the quality of life within Brighton in accordance with Resolution 99-1, Section 8 (C) in the following ways. Section 8 (C) i A-I: Revenues collected from the Open Space Sales Tax may be used to acquire land, water rights, right-of-way and easements for trails and public lands, improve and protect open space and natural areas and wildlife habitats and agricultural and ranch lands, and historical amenities, and parks and trails, to manage and patrol and maintain such areas, to pay for related acquisitions and construction and equipment and operation and maintenance costs, and to implement and effectuate the purposes of the Open Space Program. Section 8 (C) ii A-F addresses passive open space lands may be acquired and maintained and may include land that is significant, that is a buffer, used for trails and wildlife, to preserve farming or ranch purposes, lands for outdoor recreation, and lands with other important values such as scenic and historic sites. Section 8 (C) iii states that active open space lands may include lands for park purposes and other recreational uses. By combining the 4 previous master plans and updating the plans into one new all-inclusive Master Plan the City will be addressing all of the above through a planning document that is usable and easy to read. In other words, all of Resolution 99-1, Section 8 (C) will be addressed through this new Brighton Parks, Recreation, Trails, and Open Space Master Plan.

### Project Detail

#### 1. Budget Narrative

Provide any additional information needed to understand the project budget - **Attachment A** (i.e., how land value was estimated without an appraisal, how costs were estimated on equipment or staff time, etc.). Please DO NOT write any dollar amounts below. (<2,000 characters)

The City of Brighton requires that all capital projects, such as this one, must go out for competitive bid with qualified contractors. The City Council will not allow for projects to go out for bid until grant fund monies are approved by the granting agency (Adams County). The Brighton Procurement process is detailed and specific as it relates to bidding capital projects. The budget for this project is a concise line-item budget - Brighton Parks, Recreation, Trails, and Open Space Master Plan. The Master Plan will be put out for bid/RFP after award of grant funding. For purposes of this grant application submittal, the Parks and Recreation Department compared the cost and actual work to be performed with this grant funded Master Plan to 20 years of Master Plans that the City of Brighton Parks and Recreation Department has produced for various projects. Refer to the Budget in Attachment A. The funding from this grant will be paid to consultants who have the technical skills and abilities to create an appropriate Parks, Recreation, Trails, and Open Space Master Plan for the City of Brighton.

#### 2. Partnerships

Please list partners and describe how each partner is contributing to the project. Please DO NOT write any dollar amounts below. (<2,000 characters)

The grant funding of 41.2% of the project from this Open Space Passive Grant through Adams County is the only partnership with the City of Brighton.

#### 3. Qualified Jurisdiction Sponsorship

If applying as an organization other than a qualified jurisdiction, please attach a letter of sponsorship from a qualified jurisdiction and label as **Attachment J**.



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### 4. Partnerships and Sources of Funds

Please complete Attachment D - Source of Funds.

### 5. Letters of Commitment

Please provide a letter of commitment from each partner that is providing cash or in-kind contributions for this project and label as Attachment K. Letters of commitment should include dollar amounts.

## Project Support

### 1. Community Outreach

Briefly describe any effort made on the part of the applicant to gain support for this project (i.e., community surveys completed, neighborhood meetings, solicited comments, etc.). (<2,000 characters)

City of Brighton Parks and Recreation Department has received comments the past 2 years from residents, staff, developers, and community organizations stating that the present 4 Master Plans are hard to read and compare. This grant application is for the production of one all-inclusive Parks, Recreation, Trails, and Open Space Master Plan. The attached Letters of Support show that many residents support a new Master Plan for the City.

This new Master Plan will be fully vetted through the public process. Part of the responsibility of the Planning/Landscape Architectural Firm that will be hired to develop the Plan will be to hold meetings with the users of the parks and trails and recreational amenities and Brighton residents to determine what will be the future of the quality of life within Brighton.

Throughout the planning process the Brighton community will be invited to attend meetings to develop the Plan. Invitations will be through handouts, poster board invitation, Channel 8 television (City station), weekly E-mails to the community from the City, and information placed in local newspapers. Additionally, computer generated surveys will allow for any community member to voice their opinion with respect to the plan. The Parks and Recreation Department staff with other City staff will meet with consultant to discuss, prioritize, and develop the plan document. Then the Brighton Parks and Recreation Advisory Board will host a public meeting for the consultant to present and discuss the Plan. The consultant will also present and discuss the plan at a Study Session before the Brighton City Council. From these public community meetings, computer generated surveys, Advisory Board meeting, and City Council Study Session, all of the related feedback will be compiled by the consultant, and the Master Plan will be produced. Then the new Master Plan will go before City Council for public hearing and approval of the document.

### 2. Letters of Support

Provide letters of support from at least two of the categories listed below and label as Attachment L:

- Nearby landowners
- Nearby cities or counties
- Federal or state agencies
- School districts or special districts
- Individual users or user groups
- Citizen Boards
- Local Businesses or Non-Profit Agencies

\* Please DO NOT include any dollar amounts in the letters.

\*\* Letters must have been written within the past 12 months. Showing support in a variety of categories is encouraged.



Adams County Open Space Grant Application  
Passive Use  
Due Date: July 25, 2018

Case No. \_\_\_\_\_

**Project Management and Applicant's Past Performance of Awarded Projects**

**1. Long-term Management**

a. Describe how this project will be managed for long-term sustainability. Include in your answer the entity responsible for maintenance, the available resources, and the typical maintenance schedule. (<2,000 characters)

This project is producing a Master Plan for parks, recreation, trails, and open space. This Master Plan is needed to effectively revise, change, and up-date the present 4 plans. Management for long-term sustainability is always a key component of a great Master Plan. The information from this Master Plan will then be used to develop appropriate and sustainable acquisitions of land, preservation of appropriate lands - farmlands and open space and historic sites, development of new recreational opportunities, provide information for bids/RFPs and construction plans and specifications, inventory of the present Brighton amenities and habitats, and document ways that the City can improve the quality of life in the future. The City is committed to a City-wide maintenance program for all parks located within Brighton and this plan will give a way to determine the current and future levels of service. Also, as development occurs within the City, dedication of land for open space, parks, recreational amenities, and trails will need to meet the community's requirements and this plan will address this subject. The City Council and City staff only makes the commitment to create Master Plans, purchase land or construct parks on City land once they know that they have enough future funding to support on-going maintenance at the property. The Parks and Open Space Division is responsible for daily, weekly, monthly, and annual maintenance and safety inspections at parks, trails, recreational amenities, and open space.

b. Is there a written agreement or Intergovernmental Agreement for things such as access or maintenance?

Yes  No

If yes, please provide a copy of this agreement and label as Attachment H.

**2. Past Performance**

In the space provided below, list similar projects that have received ADCO grant funds and have been successfully completed by the applicant (limit 3 projects). For example, if this is a trail project, list completed trail projects.

Project Name:	Project Manager:	Award Date:	Completion Date:
BJAA Park Master Plan	Gary Wardle, Travis Haines, M	11/15/16	2/13/18

**3. Pending Projects**

Please list ALL projects that have been awarded ADCO grant funds but have not yet been completed.

-- If a project is past its original due date, explain the current status of the project.  
-- Please attach a separate list if the space below is not sufficient.

Project Name:	Award Amount:	Original Due Date:	Status:



Adams County Open Space Grant Application  
Passive Use  
Due Date: July 25, 2018

Case No. \_\_\_\_\_

Project Name:	Award Amount:	Original Due Date:	Status:
High School Seniors Beautification Project in Elmwood Cemetery	\$4,800.00	5/22/20	Completed.
Downtown Plaza Park - Ph. 1	\$550,000.00	5/22/20	In process.
BJAA Park Improvements Project	\$660,000.00	12/5/19	In construction process.
Parks, Open Space and Trails Map	\$3,270.00	12/5/19	Maps being printed for distribution at Citywide BBQ on 7/26/18.
Brighton Park 2 Destination Playgrounds	\$363,000.00	5/2/19	One playground completed and the other is presently in construction and installation.
BJAA Park Master Plan	\$16,000.00	11/15/18	Completed on 2/13/18.
CFRT - Veterans Park Missing Trail Link	\$226,115.00	5/31/18	Mostly constructed - delayed due to CDOT and Utilities Department pond project - due date extended to 11/30/18 by Adams County Open Space.
Sable Farmland Acquisition	\$1,674,750.00	11/15/18	Purchase completed & storytelling video in process.
CFRT Along the South Platte River	\$938,650.00	5/12/17	In process - due date extended to 11/12/18 by Adams County Open Space.
(See next page for additional projects.)			

Please copy the application one-sided (Attachments F-N can be two-sided) and deliver **10 sets** of the application and one complete PDF file (either through email to [rpetersen@adcogov.org](mailto:rpetersen@adcogov.org) or on a flash drive) to the Adams County Open Space Staff at 9755 Henderson Road, Brighton, CO 80601 no later than **4:30 P.M. on July 25, 2018**. Please bind all 10 copies with either binder clips or rubber bands (no staples or permanent bindings, please).

**Please include the following attachments at the end of the application - not to exceed 11" x 17":**

**Attachment A - Project Budget**

**Attachment B - Project Budget Categories**

**Attachment C - Project Timeline**

**Attachment D - Source of Funds**

**Attachment E - Source of Funds Categories**

**Attachment F - Project Site Plan**

**Attachment G - Location Map**

**Attachment H - Access or Maintenance Agreements (if applicable)**

**Attachment I - Master or Regional Plan (limit 3 pages)**

**Attachment J - Letter of Sponsorship from Qualified Jurisdiction (if applicable)**

**Attachment K - Letters of Commitment from Project Partners**

**Attachment L - Letters of Support**

### 3.) Pending Projects:

Project Name	Award Amount	Original Due Date	Explain
Ken Mitchell Open Space Entrance Property Acquisition	\$246,250.00	11/9/17	In process – due date extended to 11/9/18 by Adams County Open Space.
Pleasant Plains Schoolhouse Property Acquisition	\$204,000.00	5/19/16	In process – due date extended to 11/19/18 by Adams County Open Space.
Magers Reservoir Acquisition Project	\$203,000.00	12/2/15	In process – due date extended to 11/2/18 by Adams County Open Space.



Adams County Open Space Grant Application  
Passive Use  
Due Date: July 25, 2018

Case No. \_\_\_\_\_

**If this request is to acquire land, please include the following attachments - not to exceed 11" x 17":**

**Attachment M - Buyer's Appraisal.** Provide one complete copy of the appraisal. Attach a copy of the appraisal summary to each of the 10 copies of the application.

**Attachment N - Easement(s) (if applicable)**

All facilities or land must be accessible to the public, except for conservation easements for agricultural and/or wildlife habitat preservation. All accessible facilities and land must comply with the Americans with Disabilities Act (ADA) and any applicable state or local regulations.

The Applicant understands that no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded or otherwise conveyed, nor may an exclusive license or permit on such land or interest be given, without the approval of such action by the BoCC. See resolution 99-1, Section 8(C)(iv).

I, the undersigned, having the authority to act on behalf of, acknowledge the receipt of the Adams County Open Space Policies and Procedures and agree to abide by the same.

Upon award of the Open Space Sales Tax funds, all participants are required to enter into a Grant Agreement with Adams County. In the case of land acquisitions, a conservation easement or Declaration of Covenants, Conditions and Restrictions will be required.

Applicant's Signature:

Date: July 19, 2018

Print Name:

Philip Rodriguez

Print Title:

City Manager

## **ATTACHMENT A**

## **PROJECT BUDGET**

**Attachment A - Project Budget**

Date: June 28, 2018

Project Name: Brighton Parks, Recreation, Trails, and Open Space Master Plan

Amount Requested: \$70,000.00

% Total Project Costs: 41.2

*All organizations or individuals providing in-kind contributions are required to provide a letter of commitment outlining their contribution(s) as stated in the Project Budget.*

*Attachment A should include dollar amounts.*

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Master Plan for Parks, Recreation, Trails, Farmland, and Open Space	\$70,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$170,000.00
<i>Budget Total</i>	<i>\$70,000.00</i>	<i>\$0.00</i>	<i>\$100,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$170,000.00</i>

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRIGHTON,  
COLORADO, AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION  
TO ADAMS COUNTY OPEN SPACE IN THE AMOUNT OF SEVENTY  
THOUSAND DOLLARS (\$70,000.00), FOR THE "BRIGHTON PARKS,  
RECREATION, TRAILS AND OPEN SPACE MASTER PLAN" PROJECT; AND  
AUTHORIZING THE CITY MANAGER TO EXECUTE THE GRANT  
APPLICATION.**

**RESOLUTION NO. 2018-80**

**WHEREAS**, the City Council of the City of Brighton determines that it is appropriate for the City to apply for an Adams County Open Space Grant, for a master planning project entitled, "Brighton Parks, Recreation, Trails, and Open Space Master Plan" (the "Project"); and

**WHEREAS**, the City Council believes that the development of the Project is essential to the health, safety and welfare of the citizens of Brighton, and that this type of planning and recreational Project is a needed amenity within Brighton; and

**WHEREAS**, the City Council finds that the existing four master plans do not presently meet the needs of the Brighton citizens; and

**WHEREAS**, the citizens of Brighton have expressed support for the Parks, Recreation, Trails, and Open Space Master Plan of the City of Brighton; and

**WHEREAS**, the City of Brighton has a proven record of successfully completing grant-funded public projects and master plan projects; and

**WHEREAS**, toward that end, the City of Brighton City Council finds and determines that it is proper to apply for a \$70,000.00 Grant from Adams County Open Space, to partially fund the Project's Master Plan for the public benefit; and

**WHEREAS**, the City of Brighton estimates that the total cost of the Project, as set forth in the Adams County Open Space – Passive Grant Application, will be \$170,000.00, of which City is presently applying through an Adams County Open Space Grant for funding the Project in the amount of \$70,000.00, and the City is funding the remaining \$100,000.00 through the City's 2019 budget; and

**WHEREAS**, the City of Brighton City Council believes that it is reasonable and proper for the City to enter into a written agreement with Adams County Open Space, provided that Adams County Open Space issues the Adams County Open Space – Passive Grant, for the budgeting, allocation and contribution of funds to the Project in the amounts contemplated herein; and

**WHEREAS**, the City Council upon receiving a Grant Agreement from Adams County Open Space, will have an opportunity to review the language of the Agreement before authorizing the signing of the Agreement; and

WHEREAS, the City Council finds and determines that said Grant Agreement would be necessary and proper in order to proceed with the Project, and that it is in the best interests of the City to approve entering into such an Agreement should the Adams County Open Space grant be awarded.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRIGHTON, AS FOLLOWS:**

1. The City Staff is hereby authorized to submit to Adams County Open Space the Application for an Adams County Open Space – Passive Grant, for the "Brighton Parks, Recreation, Trails, and Open Space Master Plan", and the City Manager is authorized to sign the Grant Application on behalf of the City.
2. Upon the City's receipt of a written acknowledgement from Adams County, that Adams County Open Space will fund the Application in the amount of \$70,000.00, the City Manager or his designee is directed to commence good faith negotiations for a reasonable "Grant Agreement" between the City and Adams County Open Space, for consideration by the City Council.

RESOLVED, this 17<sup>th</sup> day of July 2018.

CITY OF BRIGHTON, COLORADO

By:



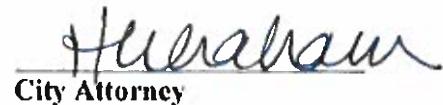
Kenneth J. Kruetzer, Mayor

ATTEST:



Natalie Hoel, City Clerk

APPROVED AS TO FORM:



City Attorney

**ATTACHMENT B**  
**PROJECT BUDGET CATEGORIES**

#### Attachment B - Project Budget Categories

Date:

Project Name:

% Total Project Costs:

*Attachment B should not include dollar amounts. Attachment B will mirror Attachment A, but have corresponding check marks in place of dollar amounts.*

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Master Plan for Parks, Recreation, Trails, Farmland, and Open Space		✓		✓		
<i>Budget Total</i>						

## **ATTACHMENT C**

## **PROJECT TIMELINE**

### Attachment C - Estimated Project Timeline

Project Name: Brighton Parks, Recreation, Trails, and Open Space Master Plan

Date: July 21, 2018

Timeline should reflect scheduling for each task of your project over the next 24 months. Describe each task of your project and put an X in the column to the right for the month that task will occur.

Description of Task	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019
Grant Notification & City Council Approval	X	X	X									
RFP for Master Plan		X	X	X	X	X						
Parks, Recreation, Trails, and Open Space Master Plan - Meetings, Community Involvement, Development & Master Plan Work							X	X	X	X	X	X
City Council Approval												
Final Grant Report												

Description of Task	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020
Grant Notification & City Council Approval												
RFP for Master Plan												
Parks, Recreation, Trails, and Open Space Master Plan - Meetings, Community Involvement, Development & Master Plan Work	X	X	X	X	X	X	X	X				
City Council Approval									X	X		
Final Grant Report										X	X	X

**ATTACHMENT D**  
**SOURCE OF FUNDS**

#### Attachment D - Source of Funds

Project Name: Brighton Parks, Recreation, Trails, and Open Space Master Plan

Amount Requested: \$70,000.00

% Total Project Costs: 41.2

In the chart below, please list all sources of funds. For partners, please provide a brief description of the contribution. With regard to the Applicant's contribution, only fill out the "Brief Description of Contribution" if the Applicant is making an in-kind contribution. Attachment D should include dollar amounts.

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
Adams County O.S. Grant	11/27/2018	\$70,000.00	\$0.00	\$0.00	\$0.00	\$70,000.00	This Grant Application funding.
City of Brighton	1/1/2019	\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	Match in 2019 Budget.
<b>Total</b>		<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$170,000.00</b>	

**ATTACHMENT E**  
**SOURCE OF FUNDS CATEGORIES**

## Attachment E - Source of Funds Categories

Project Name:

Brighton Parks, Recreation, Trails, and Open Space Master Plan

% Total Project Costs:

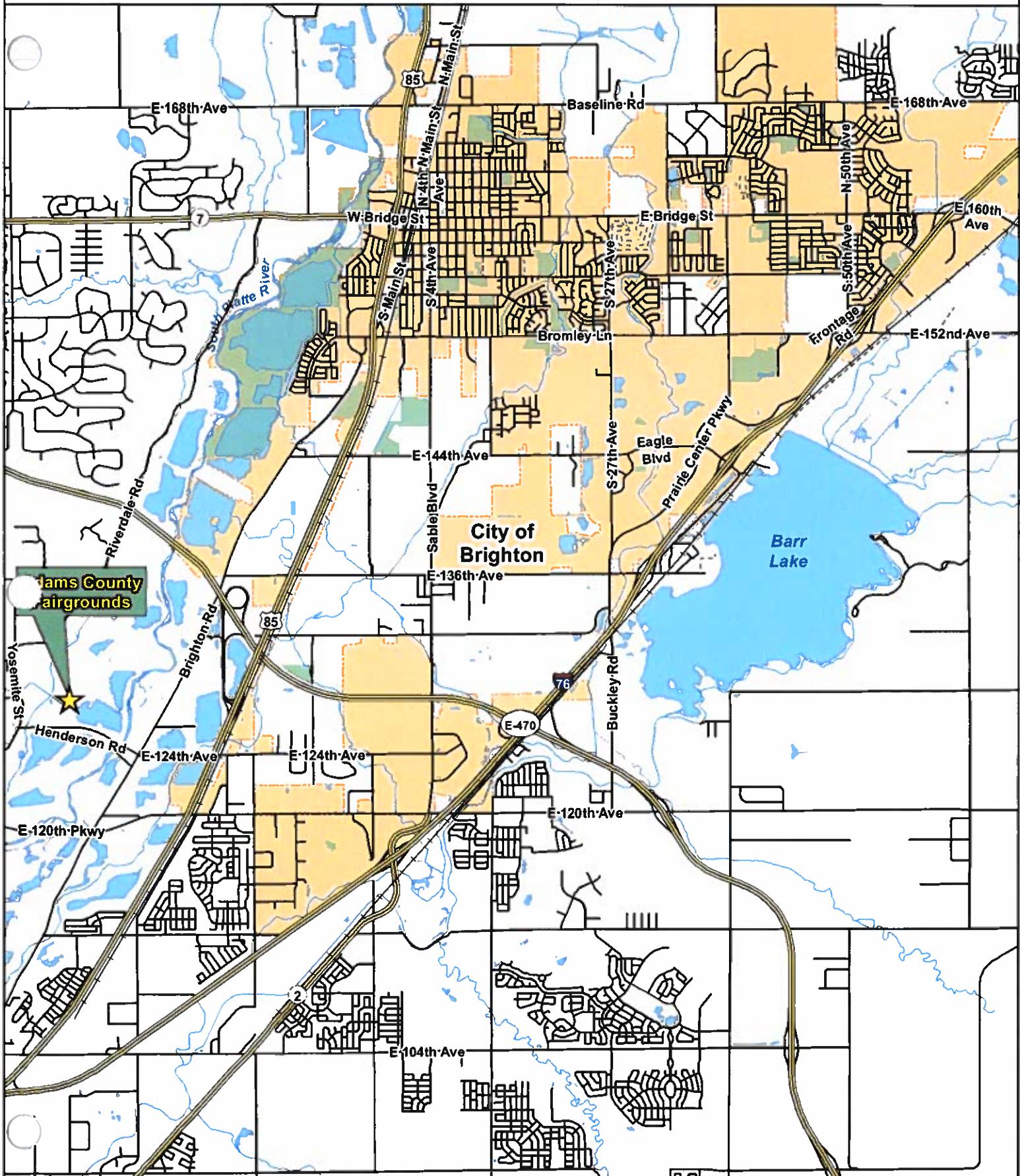
In the chart below, please mark all sources of funds. For partners, please provide a brief description of the contribution. Please mark each corresponding cell. With regard to the Applicant's contribution, only fill out the "Brief Description of Contribution" if the Applicant is making an in-kind contribution. Attachment E should not include dollar amounts. Attachment E will mirror Attachment D, but have corresponding check marks in place of dollar amounts.

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
Adams County O.S. Grant	11/27/2018	✓					This Grant Application funding.
City of Brighton	1/1/2019			✓			Match in 2019 Budget.
<i>Total</i>							

**ATTACHEMENT F**  
**PROJECT SITE PLAN**



# Master Plan Map



0 0.5 1 1.5 2 2.5 Miles

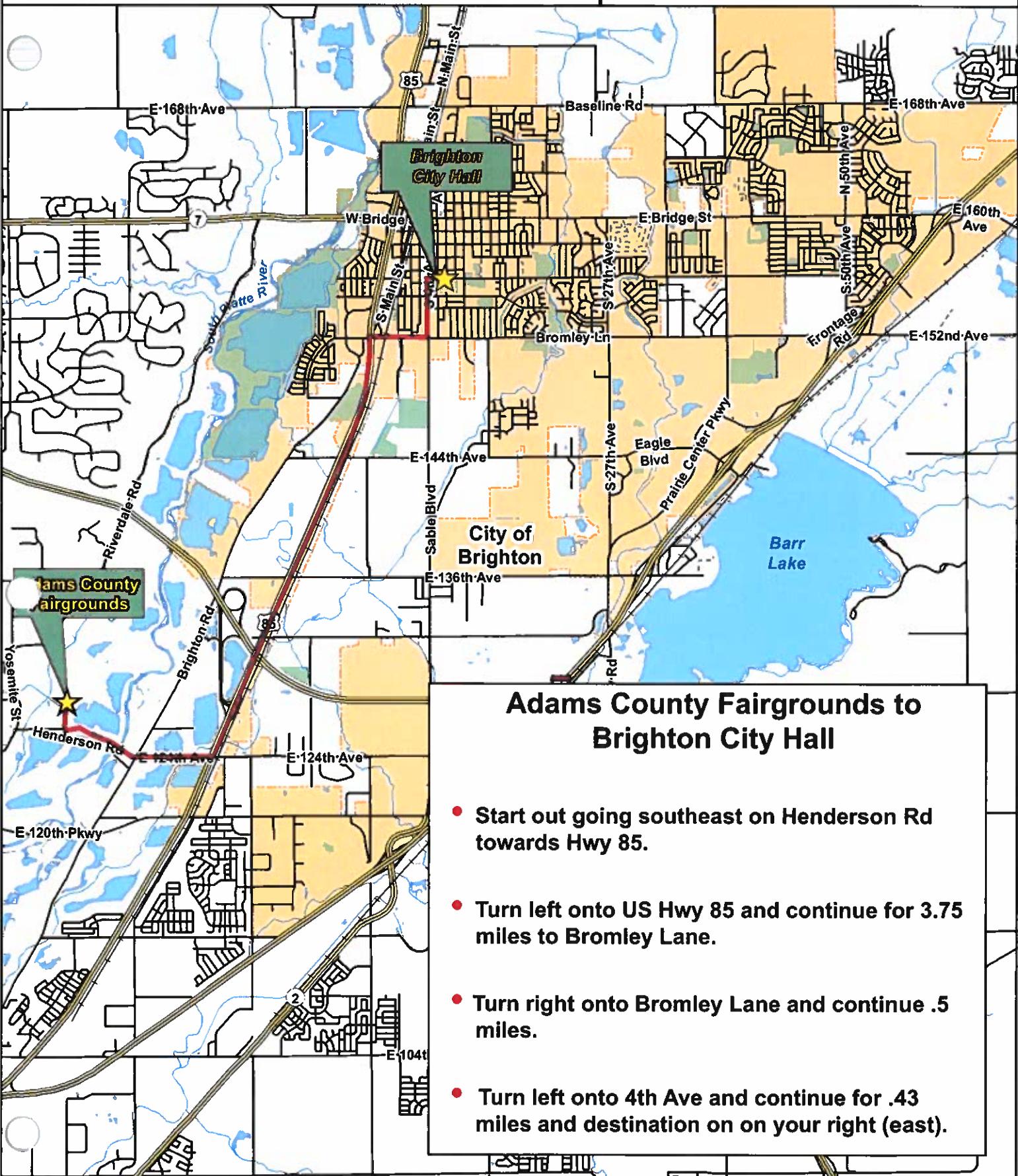
1:65,000  
City of Brighton  
GIS Division  
June 2018

NAD83-92 State Plane Coordinate System (US Feet)  
Colorado Central Zone 502  
GCS North American NAVD 1988 Datum  
GIS ESRI ArcMap 10.5 Software

## **ATTACHMENT G LOCATION MAP**



# Master Plan Directions map



0 0.5 1 1.5 2 2.5 Miles

1:65,000  
City of Brighton  
GIS Division  
June 2018

NAD83-92 State Plane Coordinate System (US Feet)  
Colorado Central Zone 502  
GCS North American NAVD 1988 Datum  
GIS ESRI ArcMap 10.5 Software

The map or digital product created or displayed is a composite representation of only county, state and federal charts, records, and other data sources. The City of Brighton has made every effort to insure the accuracy of the map or digital product; however, that it is a means to insure the composite representation of the data sources and is not a substitute for the original source. The City of Brighton is not responsible for any damage or misuse of the map or digital product. The City of Brighton is not responsible for any damage or misuse of the map or digital product as a result of using these maps or digital products. For more information about the digital map and GIS data contact the City of Brighton GIS Division.

ATTACHMENT H  
ACCESS OR MAINTENANCE AGREEMENTS  
N/A

**ATTACHMENT I**  
**MASTER OR REGIONAL PLAN**

# City of Brighton, Colorado Strategic Plan



## Facilities, Amenities, and Open Space

*The City of Brighton prioritizes and balances the capital needs and wants of the City, secures and protects open space ensuring it will remain for future generations, and provides desirable amenities that reflect a diverse community.*



## Strong Local Employment Opportunities

*Brighton is a prosperous community that attracts innovative business and industries that offer economic security to their employees. The community supports educational opportunities that ensure a qualified workforce for local industries.*



## Recognizable and Well-Planned Community

*Brighton's unique history and culture provides the foundation for a well-planned and authentic community identity. We add economic value by incorporating our distinct identity into our plans for the future.*



## Innovative, Data-Driven, Results-Focused City Government

*Brighton is a nationally recognized smart City that combines resident engagement with data-driven inquiry and problem solving. Brighton efficiently executes adopted plans and integrates best practices from wherever they may originate in the world.*



## Safe, Active, and Engaged Community

*Residents of Brighton enjoy peace of mind knowing they live in safe, secure, and inclusive neighborhoods and take advantage of the many active recreational opportunities available to them. We value our neighbors and work together for success.*



## Financially Responsible

*The City of Brighton identifies, plans, and utilizes resources in a way that positively impacts the lives of those who call Brighton home today and those who will call Brighton home tomorrow.*



## Supportive, Sustainable Infrastructure

*Brighton, Colorado is committed to investing in existing and future transportation, water, wastewater, storm water, and technology networks while planning for sustainable growth.*



## Strong Regional Relationships and Partnerships

*Brighton strives to develop strong relationships with our public and private partners.*

## 2. Past, Present and Future – The Planning Context

### A. Vision and Mission

#### **Goals of the City of Brighton:**

Brighton has adopted goals for a city "with a balance of homes, work places and natural environments so that residents can find most of their needs within the City."

#### **Mission of Parks and Recreation Department**

"To improve the quality of life for residents of all ages by developing and maintaining parks, open space and trails, and public facilities and providing quality recreation and senior citizen programs that maintain a balanced sense of community."

### B. Purpose of this Plan

The purpose of this Master Plan is to assist the City of Brighton in planning for and providing parks and recreation services and facilities to meet the growing needs of the community. The Plan will provide direction to the City and the Department of Parks and Recreation and a realistic implementation plan for the next five to ten years. The Plan addresses the management, operations, and physical development of the City's current and future parks and recreation system, and builds upon the existing *Brighton Greenways and Trails Master Plan* and the *Brighton Open Space Plan*.

### C. Background and History

Brighton is located just 20 miles northeast of downtown Denver on the edge of the eastern Colorado plains. Incorporated on July 26, 1887, the City was later named the permanent county seat of Adams County in 1904. By the 2000 census, Brighton had grown to more than 20,000 people. The 2007 population estimate for Brighton is 32,556. While Brighton is rapidly growing, it still maintains a small town atmosphere with rich cultural and historic roots.

### D. Related Planning Efforts and Integration

This Parks and Recreation Master Plan is an update to the previous Master Plan completed in 1999. This Plan builds on and complements the existing Brighton Greenways and Trails Master Plan as well as the Open Space Plan. The following Brighton Plans were reviewed and integrated when applicable to this Master Plan Update.

- *Brighton's Children, Youth and Family Master Plan (2007)*
- *Brighton Greenways and Trails Master Plan (July 2004)*
- *Brighton Comprehensive Plan (July 2003)*
- *Brighton Open Space Plan (August 2001)*
- *Brighton Parks, Recreation, Open Space and Trails Master Plan (October 1999)*

**GOAL 7.8. Ensure Adequate Staff Offices and Support Spaces as Staff Numbers and Needs Increase.**

*Strategy:*

7.8.1 **Identify additional office spaces for Brighton Recreation Center staff.**  
As the Recreation Center programs have increased, so has the staff numbers. Currently there is not adequate staff office space at the center. If future additions are considered, staff offices should be incorporated in the plans.

**GOAL 7.9. Update the Parks, Open Space, Trails and Recreation Facility System Database Annually.**

It is important for the Parks and Recreation Department to keep an accurate inventory of parks, open space, trails and facilities. Due to the fast growth, it is common for new parks, trails, and open space to be added to (or in some cases removed from) the inventory. An updated inventory and database of the park system will aid the Department in land management and planning. In addition to updating the City-owned facilities, the Department should update the inventories of key alternative providers (metro districts, HOA's and schools).

**GOAL 7.10. Implement a 5 Year Master Planning Schedule as Well as Bi-annual Updates to the Parks and Recreation Master Plan.**

This Plan identifies strategic areas of focus for program and facility planning and implementation and supplements existing plans (trails and open space). It is recommended that the Department institute a 5-year planning cycle to update this Parks and Recreation Master Plan. The Department should consider integrating and updating the *Greenways and Trails Master Plan* (2004) and the *Open Space Plan* (2001) into one Master Plan document.

Since this Master Plan has been created using dynamic land management tools (including GRASP® and GIS), the next updates (both bi-annual and five year) should be easier and less time-consuming, but will still require stakeholder involvement (which should include a statistically valid survey) and a needs assessment, along with reexamination of management practices and the future cost recovery and budget realities.

**ATTACHMENT J**

**LETTER OF SPONSORSHIP FROM QUALIFIED  
JURISDICTION**

**N/A**

# ATTACHMENT K

## LETTERS OF COMMITMENT FROM PROJECT PARTNERS

N/A

ATTACHMENT L  
LETTERS OF SUPPORT



**City of Brighton**  
500 South 4<sup>th</sup> Avenue  
Brighton, CO 80601  
303-655-2000 Office  
[www.brightonco.gov](http://www.brightonco.gov)

July 19, 2018

Adams County Open Space Department  
9755 Henderson Road  
Brighton, Colorado 80601

Adams County Open Space Committee and Department Staff,

I appreciate the opportunity, on behalf of the Brighton City Council, to support the City's Adams County Open Space - Passive Grant Application for the project entitled "Brighton Parks, Recreation, Trails, and Open Space Master Plan". Please refer to the Resolution in the application. This Grant Application is requesting partial funding to help with the development of the Master Plan.

Brighton is in need of a new Master Plan that will address future health and leisure within the City. The Brighton Parks and Recreation Department has four documents that make up the Master Plans that the Department uses as a guide at this time. The Brighton Parks and Recreation Master Plan was completed and approved by City Council in October 1999. The Brighton Parks and Recreation Master Plan Update was completed and approved by City Council in February 2008. The Brighton Greenways and Trails Master Plan was completed and approved by City Council in July 2004. The Brighton Open Space Plan was completed and approved by City Council in August 2001. The documents are 10 to 19 years in age.

Several issues have become evident over the past few years. Since, 1999 Brighton has more than doubled in population to over 40,000 residents, and land size of the City has more than doubled in square miles. Much of the content in each of the present Master Plans has already been accomplished, or needs to be updated due to the community's growth. Also, one document with all four areas (parks, recreation, trails, and open space) needs to be produced for ease of referencing of material. This will make the grant funded Master Plan easier to read.

Through the master planning process the residents will be involved in determining what will occur and develop in the future within Brighton's parks, recreation programming and facilities, trails and greenways, farmland and open space. The Master Plan will include drawings and a written plan. The Master Plan will lead the City in a strategic way with goals for the City's future.

The City will provide funding of 58.82% of the project as a cash match toward producing the Master Plan. In order to have the Brighton Parks, Recreation, Trails, and Open Space Master Plan become a reality, an additional funding partner is needed. The City is requesting 41.18% of the project's funding from Adams County, through the attached Open Space Passive Grant Application, to complete the Master Plan.

Thank you for the opportunity to express City Council's support of the City's Adams County Open Space grant application entitled "Brighton Parks, Recreation, Trails, and Open Space Master Plan". And thank you for considering this project for funding.

Sincerely,

Kenneth J. Kreutzer, Mayor

**Kevin Priola**  
**STATE SENATOR**

**STATE CAPITOL**  
**200 E. COLFAX AVENUE**  
**DENVER, COLORADO 80203**  
**CAPITOL: (303) 866-4855**

**kpriola@gmail.com**



**COMMITTEES**

**VICE CHAIR OF:**  
**EDUCATION**

**MEMBER OF:**  
**BUSINESS, LABOR AND TECHNOLOGY**

**MEMBER OF:**  
**SELECT ENERGY AND ENVIRONMENT**

Adams County Open Space Department  
9755 Henderson Road  
Brighton, Colorado 80601

July 18, 2018

To Adams County Open Space Committee and Department Staff,

It is with great interest that I recommend your approval of the City of Brighton Parks and Recreation Department's grant application for the "Brighton Parks, Recreation, Trails, and Open Space Master Plan" project. This project will take four present and out of date Master Plans and will create one new document that will address the City's parks, recreation, trails, and open space.

The City of Brighton's Parks and Recreation Master Plan (1999), Plan Update (2008), Trails Master Plan (2004), and Open Space Master Plan (2001) are out of date and needing to be updated. By the time, after grant funding is awarded, that is project will begin then the four plans will be 11-20 years old. Also, Brighton will have grown from the low 17,000 to over 40,000 residents during that time. Additionally, the Parks and Recreation Department has completed many of the Master Plan projects that are within the old plans or the projects are not feasible or need to be expanded in the future.

It is my understanding that the City of Brighton wants to combine all of the previous Master Plans into one document when they update the plans. By doing so, the City will have one document that is more concise, up to date, and easier to read. This document will become a source of information for residents, developers, and others wanting to know what is required in Brighton with respect to parks, recreation, trails, and open space. The City has stated that they will include the residents in the master planning process through public meetings. These meetings will also point to the leisure needs that the current residents see within the community, and what projects should be given priority and funding priority in the future.

In my opinion, the use of Adams County Open Space funding to create a citywide Master Plan is an excellent use of the grant monies that are being requested. I support the City's efforts in obtaining funding for this urgently needed Plan. Thank you for this opportunity to support the "Brighton Parks, Recreation, Trails, and Open Space Master Plan" project request for funding through this Adams County Open Space grant application.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Priola".

Senator Kevin Priola

Representative Philip Covarrubias  
5027 Sparrow Way, Brighton, CO 80601  
720-891-3794 PhilCforHD56@gmail.com



July 22, 2018

Adams County Open Space Mini-Grant  
Adams County Open Space Department  
9755 Henderson Road  
Brighton, Colorado 80601

To the Adams County Open Space Commission and Department Staff,

I am writing in support of the City of Brighton's request to update its Parks, Recreation, Trails and Open Space Master Plan. The current plans are eleven to twenty years old and since many of them have been created, the city's population has doubled both in population and square miles. The request will also combine the previous plans into one document for easier reference and communication of the plan.

The City's annual budget will match this Grant funding with its own funding as it needs a funding partner for this request. I believe the Adams County Open Space Active Grant funding is an ideal partner for this request. The City has grown from 17,250 residents to over 40,000 residents over a twenty year period. Since the City's footprint has changed so dramatically since the last Master Plans were written, this document will help ensure the city has the tools it needs to help its citizens stay active and have the opportunities they need and want for recreation.

I highly support this request because I believe all of the residents in my district deserve quality recreational opportunities that are safe and accessible for all. Please consider this request as an important enhancement to the City of Brighton's recreational opportunities.

Sincerely,

Representative Phil Covarrubias  
House District 56



# Brighton Parks & Recreation Advisory Board

500 South 4<sup>th</sup> Avenue  
Brighton, Colorado 80601

Adams County Open Space Active Grant  
Adams County Open Space Department  
9755 Henderson Road  
Brighton, CO 80601

July 15, 2018

Re: Brighton Parks, Recreation, Trails, and Open Space Master Plan

To the Adams County Open Space Commission and Department Staff:

In order for projects to be completed in a timely, efficient, and cost effective manner, a master plan is imperative. A comprehensive master plan is the “blue print” for future projects and helps to guide planning and budget decisions. The City of Brighton is requesting funding to update several previously completed master plans and consolidate these plans into one all-encompassing document.

The current plans include the following:

The Brighton Parks and Recreation Master Plan- approved by City Council in 1999  
The Brighton Open Space Master Plan- approved by City Council in 2001  
The Brighton Greenways and Trails Master Plan- approved by City Council in 2004  
The Brighton Parks and Recreation Updated Master Plan- approved by City Council in 2008

As one can see the “newest” plan is 10 years old, and the needs of Brighton have changed since the population has doubled since 1999 to over 40,000. With one master plan the document will be much more “user friendly,” and the details of the plan will be aligned with the residents’ needs today and into the future. These details will be developed through a series of public involvement activities.

This grant is requested because funding from Adams County is essential in order to accomplish this massive project. Monies in the City of Brighton’s Annual Budget will match the Passive Grant funds.

Thank you for your serious consideration of this grant application.

  
Sincerely,

Adam Kniss, Chair of the Parks and Recreation Advisory Board



## Community Development

500 South 4<sup>th</sup> Avenue  
Brighton, Colorado 80601  
303-655-2059 (Phone and Facsimile)  
[www.brightonco.gov](http://www.brightonco.gov)

Adams County Open Space Active Grant  
Adams County Open Space Department  
9755 Henderson Road  
Brighton, CO 80601

### **RE: Letter of Support for the Brighton Parks, Recreation, Trails, and Open Space Master Plan**

To the Adams County Open Space Commission and Department Staff,

I am writing this letter in order to express my support for the grant request to develop a Brighton Parks, Recreation, Trails, and Open Space Master Plan. As Planning Manager for the City of Brighton, I and my staff constantly meet with those looking to develop new communities and business. At this time we have to look through four separate documents, some relatively outdated, in order to outline the City's vision and plan for where new parks, recreational facilities, trails, and open space will be located. If all these items were in a consolidated up to date plan, we would be able to present a unified, consistent vision to those looking to develop in Brighton. Constantly the development community questions what plan they should be adhering to for these items as there are four separate documents that are all approaching eleven to twenty years since their initial approval by our City Council. One master plan addressing all these items will present a clear vision to the development community that we value parks, recreation, trails, and open space, and most importantly, that the City is up to date with our plans.

I, and my staff, view this as an urgent need. Brighton is nearing 40,000 in population, which is approximately ten thousand less when the existing four plans were conceived. The City of Brighton is making a commitment to a consolidated master plan as the City is pledging funds from the annual budget to match any grant funding for the project.

Current and future residents of Brighton deserve to have the best amenities that the City can offer. A master plan is the best way to plan for future needs. Many of the items in the four existing plans have been accomplished. As community is quickly changing through growth, a new consolidated master plan in the next year is vital. It is important to have an up to date long-range plan when working with new developers to request parks, recreation facilities, trails, and open space.

Again, please accept this letter as my wholehearted support and expressed need for the grant request for a Brighton Parks, Recreation, Trails, and Open Space Master Plan.

Best regards,

Jason Bradford, AICP  
Planning Manager

*John Strider  
4952 Mt Shavano St.  
Brighton, CO 80601  
(303) 659-9398*

*July 16, 2018*

*Adams County Passive Grant*

*Adams County Open Space Department*

*9755 Henderson Road*

*Brighton, CO 80601*

*To: Adams County Open Space Commission and Department Staff*

*RE: Letter of Support: Brighton Parks, Recreation, Trails & Open Space Master Plan*

*Dear Commission Members:*

*I am writing to express my strong support for the grant request submitted by the City of Brighton to update and combine several planning documents into one current and combined master plan.*

*Spanning almost twenty years, several planning blueprints have been approved and acted upon. As the community has grown, the need for a trails plan and then an open space plan were recognized. Today, many of the original objectives have been met and new needs identified. To meet future community goals, a combined comprehensive document will allow more effective implementation of strategies.*

*Planning documents are transitory by nature. When I moved to Brighton in the early 1980's, the population was under 10,000. In 1998 it had grown to 17,250 & currently is estimated to be over 40,000. I had the unique perspective of watching this growth while on the Brighton Parks & Recreation Advisory Board for 16 years (1994-2010). The city has long recognized the importance of proper planning and adopting applicable levels of service for recreational*

*amenities and community programs. The great increase in population was foreseen and prepared for through realistic planning and implementation policies. There has been a valuable partnership between the city, developers, commercial interests and citizens. By virtue of being the county seat, there have been and will continue to be many important opportunities for cooperation between the city and county.*

*Looking forward, the city is asking the county to assist them in offsetting some costs of consolidating and updating all the various plans into one comprehensive master document. The city will be sharing in the cost out of current funds. This effort will provide a single coherent source for information and guidance.*

*For these reasons, I respectfully ask the Commission to favorably consider the City of Brighton request. If I can offer any further opinions, please contact me. Thank you.*

*Sincerely,*



*John Strider*

[jstrider81@q.com](mailto:jstrider81@q.com)

July 21, 2018

521 S. 16<sup>th</sup> Avenue  
Brighton, Colorado 80601

Adams County Open Space Active Grant  
**Adams County Open Space Department**  
9755 Henderson Road  
Brighton, Colorado 80601

To the Open Space Commission and Department Staff:

Please consider favorably the City of Brighton's application for a passive grant to update and combine the City's Greenways and Trails Master Plan. The existing plan comprises several documents and is now quite dated. Much of what was planned previously has been accomplished. The Plan also would benefit from modification to reflect the considerable growth in the city since the existing documents were prepared.

I encourage you to support the City's grant request. I understand that the City plans to match the grant funding that it receives with municipal funds. As a resident of Brighton who makes regular use of our parks and trails, I can see that the City has implemented the previous plans very effectively to the benefit of our residents. I am confident that a new Master Plan will facilitate continued effective establishment and maintenance of our park system. Thank you.

Sincerely,



Brian Reck

7/18/2018

• • •  
**Hugh Frazier**  
City of Brighton Resident  
1193 Eagle Drive  
Brighton, CO 80601

Adams County Open Space Grant  
Adams Count Open Space Department  
9755 Henderson Road  
Brighton, CO 80601

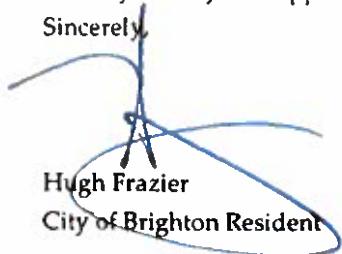
**Greetings Adams County Open Space Commissioners and Staff,**

My name is Hugh Frazier and I have been a long time resident of Brighton, nearly 20 years and a 30 year plus resident of Adams County. I am writing you today to show my support for and request your support of the City of Brighton grant application to combine our current four (4) Master Plan's into one current, more effective Master Plan. I am sure you are aware the City of Brighton has grown significantly from mere 17,000 or so residents in 1998 to well over 40,000 residents today. This increase represents nearly a 113% growth in population over a very short 20 years! In order for Brighton to meet the needs of our increasing population and provide quality recreation resources to our citizens and a singular direction for future parks and open space development, Brighton must take immediate action and combine the four (4) mater plans into a single document. With the support and approval of the Adams County Open Space Commissioners, and monies from the Adams County Open Space Passive Grant, the City of Brighton will be able to accomplish our single Master Plan Goal.

Brighton has a long history of effect and efficient use of matching grant money by completing projects as presented. Some of the projects completed were: Brighton Greenways and Trails Master Plan, the Open Space Plan, and a Parks and Recreation Master Plan. This Grant will also be put to good use. Additionally, it is my understanding the City of Brighton will have matching funds available to support monies received from the Adams County Open Space Passive Grand Funding Projects, and it is my belief this partnership will have a positive, long lasting impact, not only for the citizens of Brighton but for Adams County as well. This project will give clear direction to our Parks Department on how Parks and Recreation will develop and maintain trails and open space for Brighton and Adams County residents.

Thank you for your support!

Sincerely,



Hugh Frazier  
City of Brighton Resident



July 18, 2018

Adams County Open Space Active Grant  
Adams County Open Space Department  
9755 Henderson Road  
Brighton, Colorado 80601

Dear Adams County Open Space Commission & Department Staff,

As the local electricity provider for the City of Brighton, United Power is writing to voice our support for the City of Brighton's Parks, Recreation, Trails and Open Space Master Plan.

Presently, the City of Brighton Parks and Recreation Department has four documents that make up the Master Plans that the Department follows: The Brighton Parks and Recreation Master Plan approved by City Council in October 1999. The Brighton Parks and Recreation Master Plan Update approved by City Council in February 2008. The Brighton Greenways and Trails Master Plan approved by City Council in July 2004. The Brighton Open Space Plan approved by City Council in August 2001. These documents are now outdated, and the oldest Master Plan will be over 20 years old once the proposed new Master Plan is completed.

Since, 1999 Brighton has more than doubled in population and square miles in size. Much of the content in each of the Master Plans has already been accomplished, or needs to be updated due to this tremendous growth. In short, Brighton needs a new Master Plan. The Parks and Recreation Department believes that all of the previous Master Plans can be combined into one document for better ease of reading and referencing to material within the plans. The City will involve the Brighton residents in this process. The Master Plan for Brighton will give the City direction on how the Parks, Recreation, Trails and Open Space will develop in the future. The City would complete the Master Plan in late 2019.

United Power unequivocally supports this effort to combine the Master Plans into one clear and concise document. It will have a positive effect upon the City's residents and lead to further improvements in the quality of life in the area. However, The City needs additional funding help to accomplish this project and the Adams County Open Space Passive Grant program would be a fitting partner. Monies earmarked in the City's Annual Budget will match Adams County's funding for this project.

In closing, United Power supports the City of Brighton's Adams County Open Space grant application request and we feel it would be a worthy effort for the community and a wise use of the County's available funds. We would be excited to see how this new Master Plan can move the City's recreation efforts forward.

Sincerely,



Laurie Rydwell

United Power Chief Financial Officer

2717 Signal Creek Pl

Thornton, CO 80241

July 20<sup>th</sup>, 2018

**Adams County Open Space Active Grant**

**Adams County Open Space Department**

**To the Adams County Open Space Commission and Department Staff:**

I am writing this letter to you in support of the Brighton Parks, Recreation, Trails, and Open Space Master Plan. I both work and spend a good deal of my leisure time in Brighton, CO. I chose Brighton to establish my business because of the growth it has undergone and the opportunity this growing community presents. I've seen this since 2015, when I began to work in Brighton, and I feel the need to support this growth from a community member standpoint.

I would like to see the City of Brighton improve its ability to provide services and amenities for its residents. The Brighton Parks, Recreation, Trails, and Open Space Master Plan - partnering with the Adams County Open Space Passive Grant - will give a much needed update for the City of Brighton, as a new master plan will involve the residents in the Master Planning process and give clarity to those involved in the Master Planning process.

Since 1998, Brighton has grown from 17,250 residents to over 40,000. Previously, four separate documents - amended and now outdated because of this growth, are the frame work for guidance which is now between 11 - 20 years old. I support the City of Brighton's Grant Application request to combine the four present master plans into one updated Master Plan that will more accurately reflect the current needs of the community.

Adams County Open Space grant funding would be a great partner for the City of Brighton, and it is my understanding that matching monies will be received from the City of Brighton's Annual Budget for this project. I'd like to see a new and more updated direction for how the Parks, Recreation, Trails and Open Spaces will developed in the future. This will more accurately reflect the needs of the residents, and this would be a great opportunity to do so.

Sincerely,



Phil Doerner

Adams County Open Space Active Grant  
Adams County Open Space Department  
9755 Henderson Road  
Brighton, Colorado 80601

To: Adams County Open Space Commission and Department Staff,

I'm writing this letter to support the proposal for one Brighton Parks, Recreation, Trails, and Open Space Master Plan. Combining the four existing plans into one should make managing the areas that fall within the existing plans more efficient and work together. In addition, updating the new plan to accommodate for the increase in population that has occurred over the years should also make these areas more useable for the residents.

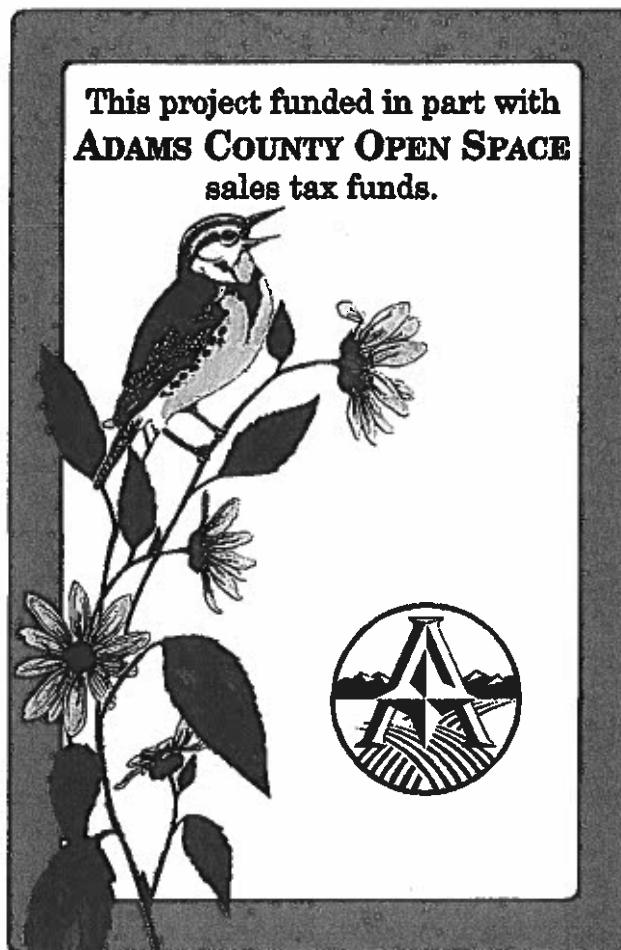
Respectfully,



Brian Blehm  
683 Poppy Drive  
Brighton, CO

# *Adams County Open Space Program*

## *Policies and Procedures*



Newly Revised and Adopted

June 24, 2013

As Amended January 6, 2014 and November 14, 2017

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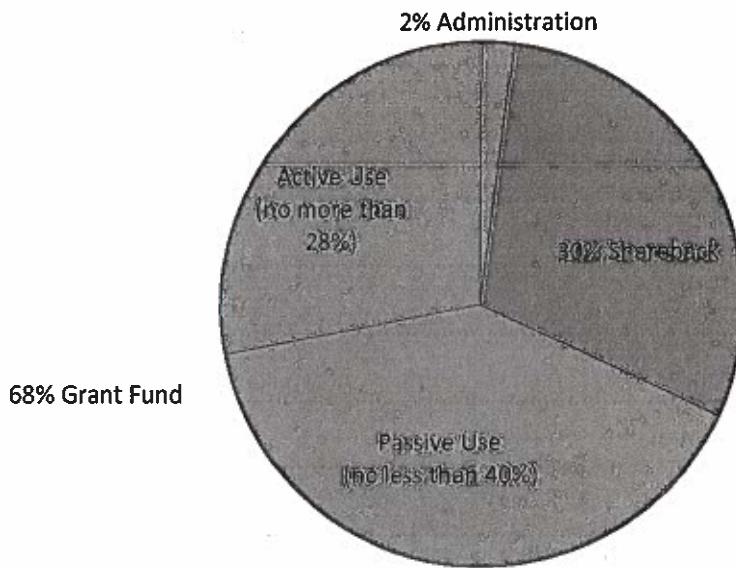
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## **Introduction**

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Adams County citizens passed an Open Space Tax on November 2, 1999, and reauthorized it on November 2, 2004, to be extended until December 31, 2026. The voter approved issue called for 68% of the proceeds from the tax to be distributed to eligible jurisdictions by a grant process. The Open Space "Tax Issue" also provides for 30% of the funds to be returned to the Cities and County based on a formula of where the tax is collected. Two percent may be used for administrative purposes. Adams County Open Space Sales Tax funds are subject to an annual independent audit.



This document is meant to provide a brief overview of each component of the Sales Tax program and provide specific guidance for use of 30% Shareback funds and the administration of the 68% Grant Fund.

## **2% Administration Fund**

---

The 2% Administration Fund is the first set of funds removed from the Sales Tax revenues. These monies are used annually to fund the salaries and benefits of Open Space staff who administer the program. In addition, these funds are used for the day-to-day administration of the entire Sales Tax revenue. Major costs from this fund include public relations costs (such as promotional materials, attending local community days, and publishing an annual report), and all costs associated with coordinating two grant cycles per year. The budget for these funds is developed annually by Open Space staff and is approved by the Adams County Parks and Open Space Director, the Adams County Finance Department staff, and ultimately the Adams County Board of County Commissioners as part of the overall County budget.

## **Annual Report**

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An annual report describing projects funded with the open space funds will be made available to the residents of Adams County annually. The County will compile information based upon reporting they receive from each jurisdiction describing how 30% Shareback funds were used. The County will also compile a list of projects funded in the past year, including a brief description of each project and the amount of funding awarded.

## **Annual Audits**

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All expenditures of Open Space Sales Tax funds are subject to an annual audit. This includes projects awarded grant funds as well as funds disbursed from the 30% portion of the Sales Tax Fund.

## **30% Shareback Program**

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### **Purpose**

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The Shareback Program distributes a portion of Open Space Sales Tax revenues directly back to the taxing jurisdiction for use on either passive or active projects. The shareback is distributed as described in Section 8, b (iii) of Resolution 99-1 (Appendix A): "After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets".

Distributions of these funds are made twice yearly to all qualified jurisdictions. Payments are distributed as checks to the qualified jurisdiction, or in the case of Adams County, as an internal transfer of funds.

### **Eligible Expenses**

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Shareback funds received by the qualified jurisdiction may be used for passive or active uses. However, there are some limitations to use of the shareback funds:

- As stated in Resolution 99-1 (Appendix A), "no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]".
- Funds from the 30% distribution can be used to maintain active and passive projects previously funded through the Open Space Sales Tax, but may not otherwise augment existing budgets.

## **Annual Reporting**

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In approximately January of each year, Open Space staff will distribute an annual reporting form to qualified jurisdictions. The purpose of this form is to detail how each qualified jurisdiction allocated the previous year's 30% distribution. Forms from all qualified jurisdictions must be returned to Adams County Open Space staff prior to any spring distributions being processed. The information acquired through this process will be included in the annual report.

## **68% Grant Fund**

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### **Purpose**

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The 68% Grant Fund is a competitive grant process where parks and open space projects compete for limited funds available through the Sales Tax program. Applications are reviewed by the Open Space Advisory Board (OSAB), comprised of 7 volunteer members appointed by the BoCC. The OSAB makes funding recommendations to the BoCC based on funds available and project merits. All final funding decisions are made by the BoCC.

### **Available Funding**

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The funding available in each grant cycle is comprised of the grant fund share of Open Space Sales Tax revenues for the last six months of the previous year (Spring grant cycle) or the first six months of the year (Fall grant cycle), all interest earnings on Open Space Sales Tax revenues, any unallocated monies remaining from previous revenues, and monies returned to the fund due to projects coming in under budget or projects that were unable to be completed.

Funding is limited for each grant cycle. The OSAB can elect to recommend a project be funded in full, part, or may choose not to recommend funding for the project. The BoCC will review the recommendations of the OSAB and award in full, modify the amount, or deny grant funds to specific projects.

Applicants for projects or phases of projects that were not awarded Open Space Sales Tax funds in the full amount requested in the initial grant proposal are encouraged to reapply for up to two additional grant cycles following the initial submittal, in the event the applicant deems the project worthwhile of additional funding.

### **Grant Cycle Timeline**

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Grant cycles occur twice each year in February and July. Grant applications are generally due on the First of February, unless it falls on a weekend in which case applications are due the following Monday, and the fourth Wednesday in July. For a more detailed grant cycle schedule, visit [www.adcogov.org/openspace](http://www.adcogov.org/openspace) or contact Open Space staff.

## **Applicant Eligibility**

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Applicants must not have any unresolved compliance issues. The applicant must be in compliance on projects previously funded with Adams County Open Space Sales Tax Funds, including funds received from the 30% Open Space Sales Tax distributions. Compliance includes but is not limited to completion of projects as funded and provision of information when requested or due.

## **Qualified Jurisdictions**

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The Qualified Jurisdictions are defined as the sales tax collecting entities in the County and special districts that solely provide parks or recreational facilities or programs currently include: City of Arvada, City of Aurora, Town of Bennett, Bennett Park and Recreation District, City of Brighton, City of Commerce City, City of Federal Heights, Hyland Hills Park and Recreation District, City of Northglenn, Strasburg Parks and Recreation District, City of Thornton, City of Westminster, and Adams County. Qualified jurisdictions must have an adopted Parks and/or Open Space Plan. Metropolitan Districts that provide park and recreation services among other services shall not be considered park and recreation districts for the purposes of these policies and procedures.

## **Sponsored Organizations**

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Any organization, including, but not limited to Metropolitan Districts providing services in addition to parks and recreation, other governmental entities and non-profit organizations are eligible to apply, provided they are sponsored by a qualified jurisdiction. These organizations must receive sponsorship from one of the qualified jurisdictions, as evidenced by documentation from the sponsoring qualified jurisdiction indicating their sponsorship of and support for the project. These organizations should contact the most appropriate qualified jurisdiction well ahead of the grant application due date to allow for enough time to navigate that jurisdiction's process. If seeking sponsorship from Adams County, please contact Open Space staff at least 6 weeks ahead of the grant application due date for additional information. If a qualified jurisdiction agrees to sponsor an application, the sponsored application does not count against the qualified jurisdiction's allowed number of applications per grant cycle.

The role of the sponsoring qualified jurisdiction is flexible, but at minimum consists of providing approval for the requesting organization to apply for the program. A more significant relationship between sponsoring qualified jurisdiction and sponsored organization is encouraged, especially for organizations new to the Open Space program, but is not required. Any additional contact between the sponsoring qualified jurisdiction and sponsored organization is optional at the will of either party.

## **Eligible Projects**

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Staff will review the application and project for conformance with the voter-approved "Tax" and the Open Space Policy and Procedures.

Facilities, including but not limited to parks, sports fields, golf courses, and recreation centers, or land must be accessible to the public, inclusive of those with disabilities, except for land acquisitions and conservation easements for agricultural preservation and habitat preservation.

## Eligible Project Types

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The following is a list of eligible projects for the Adams County Open Space Sales Tax Grant Program. This list comes from Resolution 99-1 (Appendix A). If a prospective project is not directly related to one of these items, please contact Open Space staff for further discussion. Adams County Open Space Sales Tax funds in the grant program can be used for:

- Purchase, construction, maintenance of:
  - Horse, bike, running trails
  - Natural areas with limited development for fishing, hiking, walking, or biking
  - Wildlife preserves
  - Lakes for fishing with accessible walks, docks, picnic areas, and restrooms
  - Conservation easements on agricultural land
  - Environmental education programs
  - Lands and waterways as community buffers
  - River and stream corridor land
  - Unimproved flood plains
  - Wetlands
  - Preservation of cemeteries
  - Picnic facilities
- Acquisition of:
  - Fee title interest and less than fee title interest(s) in real property for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks, and trails. Less than fee title interests include: easements (including conservation and agricultural), leases, options, future interests, covenants, development rights, subsurface rights and contractual rights, either on an exclusive or nonexclusive basis.
  - Water rights and water storage rights for use in connection with aforementioned purposes
  - Rights-of-way and easements for trails and access to public lands and to build and improve such trails and accessways
- Joint projects between counties and municipalities, recreation districts, or other governmental entities in the County
- To improve, protect, manage, patrol, and maintain:
  - Open space
  - Natural areas
  - Wildlife habitats
  - Agricultural and ranch lands
  - Historical amenities
  - Parks
  - Trails
- To pay for related acquisition, construction, equipment, operation, and maintenance costs
- To implement and effectuate the purposes of the Open Space Program
- Acquisition and maintenance of:
  - Lands with significant natural resource, scenic, and wildlife habitat values
  - Lands that are buffers maintaining community identity
  - Lands that are to be used for trails and/or wildlife migration routes

- Lands that will be preserved for agricultural or ranch purposes
- Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding
- Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage
- Purchase, construction, equipping, and maintenance of:
  - Sports fields
  - Golf courses
  - Recreation centers
  - Lands for park purposes
  - Park and recreational improvements and facilities

In addition to eligible project types, the following list indicates Eligible Project Expenses. This list is meant to clarify eligible expenses, but is not a comprehensive list of eligible expenses. Please contact Open Space staff regarding expenses not otherwise included on this list. These items can appear in the project budget and be reimbursed for as a part of the project. They can be grant request, applicant/partner match, or in-kind contribution or any combination thereof. The following items are Eligible Project Expenses:

- Consultant costs for acquisition, planning, design, and/or construction of parks, trails, or open space (including natural areas, wildlife habitats, agricultural lands, ranch lands, and historical amenities)
- General volunteer time or Board member time (see Salary below)
- Organization fees including certification and accreditation fees (directly relating to project or program, or a requirement thereof)
- Training tuition for programs/certifications directly related to the project
- Staff time and expenses that are related to a specific project (see Salary below)
- Costs that directly relate to the planning activities (inventories, design, GIS/mapping, printing, etc)
- Existing operations and maintenance
- Public input costs (meeting rooms, mailings or other advertising, facilitation, surveys and web-based outreach)
- Acquisition of conservation easement or land for open space, park, or trail purposes:
  - Purchase price
  - Water rights
  - Mineral rights
  - Associated closing costs
  - Appraisal
  - Survey
  - Environmental assessment and cleanup
  - Baseline report
  - Mineral remoteness report, etc.
- Conservation easement stewardship endowments for passive use land acquisitions (see Conservation easement stewardship endowment below)
- Park amenities, including but not limited to:

- Athletic fields/courts
  - Track and field facilities (including projects involving artificial turf)
  - Playgrounds
  - Swings
  - Climbing structures
  - Skateparks/rinks
  - Swimming pools (indoor or outdoor)
  - Splashpads
  - Water slides
- Trails, including:
  - Bridges
  - Underpasses
  - Overpasses
- Construction and/or redevelopment of golf courses
- Development and/or redevelopment of environmental education facilities, outdoor classrooms, and natural areas intended for environmental education purposes
- Programmatic funding for environmental education
- Disc golf courses
- Whitewater parks
- Fishing piers and boat docks
- Sculptures and artwork in a park or open space, including memorials
- Outdoor amenities located at fairgrounds
- Concession stands and storage buildings located in a park or open space and used in association with activities conducted at the park or open space
- Indoor facilities, including:
  - Recreation centers
  - Buildings at fairgrounds
  - Nature Centers
- Infrastructure, including:
  - Irrigation
  - Drainage
  - Parking lot
  - Lighting
  - Utilities, etc.
- Amenities, including:
  - Restrooms
  - Drinking fountains
  - Benches
  - Landscaping
  - Picnic tables
  - Grills
  - Pavilions
  - Amphitheaters or outdoor performing arts centers when located in a park or open space
  - Signage
  - Fencing
  - Lighting

- Historical facilities when located in a park or open space, etc.
- Eligible work completed prior to application (see Prior Completed Work below)
  - Land acquisition and design work within three (3) years of application
  - All other eligible work within one (1) year of application
- Expenses associated with on-the-ground project management
- Printing and development of parks, trails and open space related publications
- Promotional items (all to include Open Space logo, see Open Space Signage and Logo Use policy)
- Indirect costs (see Indirect Costs below)
- Non-fixed assets, including:
  - Lawnmowers
  - Snow blowers
  - Gloves
  - Shovels
  - Rakes
  - Weed eaters
  - Staff uniforms
  - Wildlife cameras, etc.
- Costs associated with volunteer programs, including:
  - Food and drink
  - Training
  - Clothing
  - Appreciation items
- Donations of the items above can be counted as in-kind match

The following are ineligible project expenses and may not appear in any form on the project budget:

- Fundraising costs
- Any meeting costs not associated with the project
- Grant writing
- Events, publications, advertising, and/or similar event items for fundraising
- Amusement parks
- Recreational program costs, including:
  - Staffing
  - T-shirts or uniforms
  - Trophies
  - Medals, etc.

### *Salary*

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Salary is an eligible project expense if it is project and/or program specific. The salary being funded must be time-limited and for specific project-related job duties, not general job duties of the position. At the time of project completion, documentation of hours spent working on the project must be provided either through timesheets or other tracking mechanism. Please speak with Open Space staff for specific questions related to salary and the documentation required.

### *Conservation easement stewardship endowment*

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A conservation easement stewardship endowment is meant to be the principle investment into a dedicated fund for use by the easement Grantee for annual stewardship and monitoring costs. The amount of the endowment allowance is determined by multiple factors that have been agreed upon by the qualifying jurisdictions. To reflect the perpetual nature of these obligations, the amount allowed as part of a grant request may fluctuate over time to reflect current costs in staffing, etc. and current interest rates. Please contact Open Space staff regarding current conservation easement stewardship endowment practices and allowance.

### *Indirect Costs*

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Up to 10% of a project's direct costs may be requested as part of the grant request. Additional indirect costs can be included as part of the applicant match. The Open Space program strongly encourages applicants to request reasonable amounts of funding for indirect costs to ensure that the application is competitive.

Indirect costs include costs which are frequently referred to as overhead expenses (e.g., rent and utilities) and general and administrative expenses (e.g., officers' salaries, accounting department costs and personnel department costs).

### *Prior Completed Work*

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Acquisition of property and design work previously completed and related to a specific project are eligible expenses, as long as the work is completed within three years of the application date. All other expenses, as listed in the Eligible Project Expenses section, are eligible as long as the work is completed within one year of the application date. Individual expenses may be older than the deadline only if the final work is completed within the deadline timeframe. All previously incurred expenses will be expected to submit the same documentation at project closeout as work completed directly as a part of the grant project (including invoices and proof of payment).

### Specific Requirements of Land Acquisitions

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To meet the intent of Resolution 99-1 (Appendix A), land purchased with Open Space sales tax dollars with passive funds will be encumbered to perpetually protect the passive uses of the property. Primarily, this encumbrance will take the form of a conservation easement. In some instances, a conservation easement may not be the best tool for land preservation and a declaration of covenants, conditions and restrictions may be placed on the land in lieu of the conservation easement. These situations may include, but are not limited to: property where there is less than five acres of habitat or preservable land, sites where there are no easily identified conservation values, a redevelopment site or site where significant changes to the property are anticipated, or land purchased solely for use as a trail corridor. In all situations, it is at Open Space staff's sole discretion whether a conservation easement or declaration of covenants, conditions and restrictions will be used to protect the land's passive uses.

The negotiation, approval, and full execution of a conservation easement or a declaration of covenants, conditions and restrictions are required before such a project will be closed out. Additional information on project closeout can be found in subsequent sections. Land purchased using active funds will not be

required to have an encumbrance on the property. If the acquiring organization desires to place a conservation easement on a portion of a property purchased with active funds, please contact Open Space staff for additional information.

## **Applying to the Program**

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### **Application Types**

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- Passive Project applications are for uses defined in Resolution 99-1, Section C, (ii), see Glossary of Terms, page 17.
- Active Project applications are for uses defined in Resolution 99-1, Section C, (iii), see Glossary of Terms, page 17.
- Mini Grant applications are for uses defined in either of the above sections but are geared towards smaller scale projects. A project is determined to be a Mini-Grant if the total amount of the grant request does not exceed \$5,000. Funding for mini-grants is limited to \$50,000 per year. The Mini Grant is also limited to one application per applicant, per grant cycle. Mini Grants are subject to the same requirements as both the Active and Passive Grants.

### **Submission Requirements**

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Each qualified jurisdiction or sponsored organization applying to the Open Space Program may only submit up to three (3) grants per grant cycle, up to two (2) of which may be full project applications (i.e., not mini-grants). For sponsored organizations, each project in a single grant cycle must be sponsored by a different qualified jurisdiction. Each qualified jurisdiction may only sponsor one project per grant cycle from any given sponsored organization, but there is no limit on the total number of applications a qualified jurisdiction may sponsor in any grant cycle. Sponsored applications do not count against a qualified jurisdiction's allowed number of applications per grant cycle.

Applications must be made on the pertinent Application Form. See the current Application Form for the number of completed application and all attachments that are required for submittal. Mail or deliver application to: Adams County Parks & Open Space, 9755 Henderson Road, Brighton, Colorado 80601. Applications must arrive no later than 4:30 p.m. of the specified grant application deadline date. No material will be accepted after the deadline date with the exception of additional materials or documentation requested by the Open Space staff, the OSAB or the BoCC.

The primary contact person(s) identified in the Open Space Application will be used for all official correspondence for each submitted project, including all correspondence regarding project status reports and closeout information. Please contact Open Space staff as soon as it becomes necessary to change the primary contact person.

### **Matching Funds**

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All projects must leverage the funds being requested of the Open Space Grant Program. For passive applications, applicants must provide a minimum of 30% of the total project costs toward the project. For active applications, a minimum of 40% must be provided. Any additional funds brought toward the project will be considered favorably by the OSAB during their evaluation.

In-kind sources of funds, such as donations of goods or services or volunteer hours are acceptable forms of match. All donations of goods or services must be documented in the application with a letter from the donor describing the donation and its estimated value. The use of volunteer hours is acceptable. Applicants must estimate the number of volunteer hours anticipated for completion of the project and include in the project narrative a description of the work to be completed by those volunteers. Volunteer time should be valued at the standard rate for the state of Colorado as found at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time). Please see the Glossary of Terms for additional information about what constitutes in-kind contributions.

### **Application Components Specific to Real Estate Transactions**

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For real estate transactions, applicants should obtain a qualified buyer's appraisal, see Glossary of Terms, page 17. When a qualified appraisal is not available at the time of application, applicants should provide additional information with their application verifying the purchase price they are estimating. Additional information can include, but is not limited to, recent purchases by the organization of similar land, comparable listings or sales in the area, and other information used by the applicant to determine the cost included in the application. A qualified appraisal will be required prior to project closeout, or prior to closing if funds are to be wired at the time of closing. When the applicant is seeking to buy property for a price that exceeds the qualified appraisal value, the OSAB will make recommendations on a case by case basis to the BoCC for final approval. If no appraisal was available to the OSAB and more is paid for the property than the appraised value, unless specifically requested by the grantee from the BoCC, no reimbursement will be made for a purchase price exceeding the appraised value. If the grantee wishes to be reimbursed for that additional amount, a request will be sent to the BoCC for approval prior to reimbursement.

### **Application Criteria and Scoring**

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OSAB will request presentations by applicants for all active and passive applications. Presentations for mini-grant applications are welcomed but not required. Presentations will not be scored and are for informational purposes only.

The OSAB will review projects and make funding recommendations to the BoCC based on criteria and information provided by the applicant in the Passive or Active Applications in the following categories:

- Grant Fund Use
- Project Funding
- Project Support
- Project Management and Applicant's Past Performance of Awarded Projects
- Project Location within Adams County

The OSAB utilizes standard score sheets while reviewing projects. Examples of the most recent score sheets can be requested from Open Space staff at any time. Each OSAB member ranks the projects based on their impressions of the project. Each project receives a unique ranking from each OSAB member. For example, if there are ten projects in a particular cycle, the OSAB members assign a one (1) to their highest priority project and a ten (10) to their least priority project. The rankings for each project are then totaled and projects are organized from highest ranking (lowest number of points) to lowest

ranking (highest number of points). The projects are then discussed by the OSAB in rank order and funding recommendations are made.

Note: Current scoring practice is described. This process may be changed as the OSAB changes and as projects change. Any changes to OSAB scoring of projects will be shared with applicants prior to the grant cycle in which the changes will be instituted.

## **After Grant Award**

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If a press release is issued, include the following statement:

“Funds were awarded from proceeds of the Adams County Open Space Sales Tax which was passed by Adams County voters in 1999, and reauthorized in November, 2004 to be extended until December 31, 2026.”

## **Grant Agreement**

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The BoCC will publically award the grants at a public hearing. At the public hearing, Open Space staff will distribute copies of the grant agreement to each successful applicant. Signed grant agreements are due back to Open Space staff within 45 days of the public hearing. Once they are received back, Open Space staff will have the agreements signed by the BoCC and will return one fully executed copy to the applicant in either electronic or paper form. The BoCC reserves the right to add specific conditions as part of the Grant Agreement and/or Conservation Easement. A revised budget sheet shall be requested if awarded funds differ from the original grant request.

## **Project Due Date**

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All projects must be completed within two years of the grant award date. All documentation necessary to close out the project must be submitted to Open Space staff or an extension must be requested by this date. If no documentation is received by Open Space staff by the project due date, this may result in non-compliance. Please see the Grant Non-compliance section below.

## **Project Extension Policy**

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Requests for extension must be received prior to the project due date, preferably one month prior to the project due date. A sample Extension Request form is included as Appendix B, but may be updated at any time. As such, Grantee should confirm with Open Space staff the correct form to submit for their request. Project extension requests may be approved for up to 6 months at a time by Open Space staff. Grantee should include in their request progress made to date on the project, barriers to completion of the project and plans to overcome said barriers, and a timeline for project completion. If, at Open Space staff's discretion, no significant progress towards completion has been made, the extension request may be denied.

If a request for an extension is denied, Grantee will be promptly notified by Open Space staff. Upon receiving this notification, the Grantee must notify Adams County Open Space in writing as to whether or not they will complete the project as originally funded. If the Grantee is unable to complete the project as originally funded, a termination of Grant Agreement will be executed by Adams County and

the Grantee will be required to deauthorize awarded funds or return all previously awarded funds for that project along with accrued interest and applicable market value adjustment within 30 days of receiving the Termination of Grant Agreement. Failure to respond to such a notification will result in an automatic de-authorization of the grant and may result in non-compliance. Please see Grant Non-compliance section below.

### **Project Modification Policy**

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If a change to an awarded project is anticipated, Grantee should contact Open Space staff to discuss the proposed change. At that time, Open Space staff will determine whether a formal project modification should be requested. Most change requests will likely fall into one of three categories: 1) minor material change, no request necessary; 2) more significant change to project described in the application, but no change to the budget, staff approval possible, and 3) significant change that impacts the intent of the project and/or the project budget, BoCC approval necessary. If there is any question of which category the request falls into, it will be elevated to the next level for approval.

If it is deemed necessary, the Grantee must submit a Modification Request form to Adams County Open Space staff. A sample Modification Request form is included as Appendix C, but may be updated at any time. As such, Grantee should confirm with Open Space staff the correct form to submit for their request.

If necessary, this information will be forwarded to the BoCC along with a full staff report for the BoCC's consideration. If the modification request is rejected and the project cannot be completed as originally approved, the Grantee may request deauthorization of the grant award and submit a new application for the revised project for consideration in future grant cycles.

Failure to notify Adams County Open Space staff of changes to an awarded project may result in non-compliance. Please see Grant Non-compliance section below.

### **Grant Non-compliance**

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A non-compliance issue may arise due to a failure to adhere to the project due date policy, extension policy, modification policy, or at Open Space staff's discretion. At such time that Open Space staff feels a non-compliance issue has arisen, staff will forward the information and a full staff summary to the BoCC. The BoCC will review the issue and determine what if any remedy will be required. Potential consequences of non-compliance include 1) deauthorization of the current grant award, with a request to repay any funds plus interest already disbursed for the award, 2) suspension of the Grantee from participating in the Open Space Grant program as an applicant, partner, or sponsor, or 3) any other consequence deemed appropriate by the BoCC.

### **Open Space Signage and Logo Use**

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An Adams County Open Space Sign provided or approved by Open Space staff will be posted in a prominent place at the project site once the project is completed. This does not apply to projects that will not have public access (i.e. conservation easement projects or planning projects). Signs provided by the County must remain up at the project site through the reporting period (i.e., 10 years). For acquisitions funded through the Open Space program, signs must remain up on the property through

the life of the sales tax. Open Space staff will periodically do audits of signs at project locations and will offer replacement signs when needed. Grantee may also ask for replacement signs at any time when a sign becomes damaged or otherwise in poor condition. Following the expiration of the Open Space Sales Tax, signs shall remain in place until damaged or otherwise in poor condition at which time the sign may be removed and not replaced.

If the Grantee wishes not to place a separate Adams County Open Space sign, but rather to use the logo as a part of new signage to be produced for the project, a high quality digital design file of the Adams County Open Space logo can be provided by Open Space staff. Use of the Adams County Open Space logo on other permanent signage must be approved by Open Space staff prior to final production of said signage. The program logo can also be provided for other uses via digital image files at the sole discretion of Open Space staff. Any additional usage of the program logo must be approved by Open Space staff.

## Reimbursement and Closeout Process

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Funds will be disbursed:

- Once the project has been both physically and contractually completed as funded, or at a specified periodic reimbursement date as described in the grant agreement (subject to documentation described below).
- The documentation requested in the reimbursement process has been received and verified by staff. Documentation should indicate that all work has been completed, invoiced, and paid on the project contract, including payment of retainage, as necessary.
- If the final product of a project is a document, including but not limited to a plan, design, or construction documents, those documents must be sent to Open Space staff for inclusion in the project file and for project closeout. In addition, if a document is being developed in association with a land purchase including but not limited to surveys, baseline assessments, or environmental analysis, those documents must be forwarded to Open Space staff for project closeout.

The amount of funds disbursed will correspond to the submitted project budget. The amount of disbursement will be adjusted as necessary to maintain the level of funding originally awarded and specified in the Grant Agreement. All reimbursements will be based on the award percentage of the total project costs, up to the full award amount. At no time will the amount of reimbursement, whether periodic or final, exceed the project expenditures when in-kind contributions are used as match.

Unused grant funds will be returned to the grant fund. For example, if a project is under budget the leverage amount will be based on the final cost of the awarded project and the remaining award amount will be returned to the grant fund for future reallocation. Under no circumstances will the amount of funds reimbursed by Adams County Open Space Sales Tax increase over the awarded amount represented in the Grant Agreement. An increased percentage of project costs will only be allowed if approved by the BoCC in a modification requesting such a change (see Project Modification Policy, page 13).

In the case of periodic reimbursements, all procedures for reimbursement remain the same, see All Other Projects Reimbursement Process section below. The reimbursement will be for the awarded percentage for the project for that time period. Open Space staff will keep records of all periodic

reimbursements to ensure that the total never exceeds the maximum award stated in the grant agreement.

Failure to provide requested documents may result in non-compliance. All forms related to the closeout process can be found in Appendix D. Please contact Open Space staff for the most up-to-date files.

### *Land Acquisition/Conservation Easement Reimbursement Process*

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The awarded funds can be disbursed to the Grantee after closing or directly to the title company at the time of closing. The Grantee will need to provide Adams County Open Space with copies of the following documents to receive the grant award:

- Copies of All Easements/Encumbrances
- Final Contract
- Full Qualified Appraisal
- Preliminary Buyers Settlement Agreement
- Title Commitment

It is the applicant's responsibility to ensure that Open Space staff is kept informed of any changes to the date, time or location of the closing. Adams County Open Space must have the wiring instructions at least five (5) business days ahead of the scheduled closing to forward to the Adams County Treasurer's Office to set up the wire transfer. All other documents should be to Open Space staff a minimum of two (2) business days before closing to have funds wired to closing. After closing, copies of the following documents must be forwarded to the Open Space Office prior to the project being closed out:

- Grant Closeout Request Form
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- Title Policy
- Fully executed Conservation Easement must be on file with Open Space staff (for passive acquisitions)
- Associated invoices and checks
- Other applicable items

### *All Other Projects Reimbursement Process*

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For all other projects, to close out a project the applicant must submit to the Open Space Office copies of the following documentation:

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Copies of ALL invoices listed on Grant Closeout Worksheet
- Copies of cancelled checks (front and back) for all costs indicated on Grant Closeout Worksheet  
OR  
Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)

## **Reporting Following Closeout**

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As stated in Resolution 99-1, “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”.

At the 5- and 10-year anniversaries of project closeout, Open Space staff will send Grantee a reporting form for all projects closed out during that timeframe, not including planning projects or environmental education programs. This form will request basic information about all closed out projects specifically what, how and why anything has changed on the project. Grantee will include dated photos of the project for Open Space staff review. If in Open Space staff’s opinion, the intent of the original project has been changed, a full report will be forwarded to the BoCC. At that time, the BoCC will review the information and determine what, if any, action will be taken, including but not limited to the return of all grant funds plus interest.

## **Code of Ethics**

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The Code of Ethics applies to all employees and officials of Adams County, including the Open Space Advisory Board. The Code of Ethics can be found on the Adams County website: [www.adcogov.org](http://www.adcogov.org)

## **Glossary of Terms**

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**ACTIVE USE:** Lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public. (Source: Resolution 99-1, Section C, item iii, Appendix A)

**DEAUTHORIZATION OF FUNDS:** In cases where funds are deauthorized (i.e., non-compliance, project completed under budget) remaining funds are returned to the grant fund for future allocation to projects. When funds have been paid, either for a completed project or for periodic reimbursements, and the BoCC requests those funds be returned to the grant fund, it is at the BoCC's discretion to also request payment of interest on those funds being returned.

**IN-KIND SOURCES OF FUNDS:** In-kind sources of funds are donations of time, services, or goods. At no time is the applicant paying for this contribution to the project, whether directly from the project proceeds or indirectly from other funding. These sources must be documented through timesheets, invoices, or other means for project closeout purposes.

**PASSIVE USE:** Passive uses shall include, but not be limited to the purchase, construction and maintenance of: horse, bike or running trails; natural areas with limited development for fishing, hiking, walking or biking; wildlife preserves; lakes for fishing with accessible walks, docks, picnic areas and restrooms; conservation easements on agricultural land; environmental education programs; lands and waterways as community buffers; river and stream corridor land; unimproved flood plains; wetlands; preservation of cemeteries; and picnic facilities. (Source: Resolution 99-1, Section C, item ii, Appendix A)

### **QUALIFIED APPRAISAL:**

- commissioned by the purchaser, another project partner that does not have an ownership interest in the property being acquired, or jointly by the seller and the purchaser;
- prepared by an experienced independent appraiser and in accordance with the IRS definitions of a qualified appraisal and of highest and best use, as defined in Treas. Reg. 1.170A-13(c)(3); and
- based upon the sales comparison method, which determines the value of the subject property by comparing sale prices of comparative properties. Adjustments are made to the sale price of each comparative property to reflect the differences between the comparison property and the subject property.
- specific about the easement value of the property, and the value of the property before and after an easement is placed on it. Information about these values is necessary to determine ability to fund the project. (If funding is for a fee acquisition, only the full fee fair market value is needed; the before and after easement values are not required.)
- effective within one year prior to closing, the grantee will be required to have an appraiser update the appraisal.

**QUALIFIED JURISDICTIONS:** The qualified jurisdictions are defined as the taxing entities within the county and include, but are not limited to: City of Arvada, City of Aurora, Town of Bennett, City of Brighton, City of Commerce City, City of Federal Heights, City of Northglenn, City of Thornton, City of Westminster, and Adams County.

## Appendix A

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STATE OF COLORADO      )  
COUNTY OF ADAMS      )

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 6TH day of OCTOBER, 1999 there were present:

Ted L. Strickland	Chairman	C0600923
Elaine T. Valente	Commissioner	10/08/99 14:32:16
Martin J. Flbaum	Commissioner	BK: 5917 PG: 0756-0769
Rita Connery	County Attorney	CAROL SNYDER ADAMS CO
Lucy Trujillo, Deputy	Clerk of the Board	

when the following proceedings, among others were held and done, to-wit:

### RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

WHEREAS, the Board of County Commissioners (Board) of Adams County, Colorado (County), adopted Resolution 99-1 on September 1, 1999; and,

WHEREAS, paragraph 7a contains an obvious scrivener or typographical error; and,

WHEREAS, the Board determines that the scrivener or typographical or typographical error, considered in context, is insubstantial; and,

WHEREAS, the Board, nonetheless, desires to correct the scrivener error contained within paragraph 7a of Resolution 99-1.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that Resolution 99-1, paragraph 7a be corrected to read as follows:

(a) *Imposition of Tax.* There is hereby imposed on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended, a tax equal to one-fifth of one percent of the gross receipts (the "Sales Tax").

BE IT FURTHER RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that the Clerk of the Board make the above-referenced correction *nunc pro tunc* to September 1, 1999.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Strickland	Aye
Valente	Aye
Flbaum	Aye
Commissioners	

STATE OF COLORADO      )  
County of Adams      )

I, Carol Snyder, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 6TH day of OCTOBER, A.D. 1999.

County Clerk and ex-officio Clerk of the Board of County Commissioners  
Carol Snyder:

By Lucy Trujillo  
Deputy

STATE OF COLORADO      )  
COUNTY OF ADAMS      )

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 1<sup>ST</sup> day of SEPTEMBER, 1999 there were present:

Ted L. Strickland	Chairman
Elaine T. Valente	Commissioner
Martin J. Flaum	Commissioner
Rita Connerly	County Attorney
Sylvia Puebla, Deputy	Clerk of the Board

when the following proceedings, among others were held and done, to-wit:

RESOLUTION 99-1

A RESOLUTION CALLING AN ELECTION ON NOVEMBER 2, 1999 TO AUTHORIZE THE IMPOSITION OF A ONE-FIFTH OF ONE PERCENT COUNTYWIDE SALES TAX FOR THE PURPOSE OF PRESERVING OPEN SPACE AND CREATING AND MAINTAINING PARKS AND RECREATION FACILITIES; SETTING THE BALLOT TITLE AND BALLOT QUESTION FOR THE ELECTION; AND, PROVIDING THE EFFECTIVE DATE OF SUCH RESOLUTION

WHEREAS, the Board of County Commissioners (the "Board") of Adams County, Colorado (the "County"), has determined that it is in the public interest and desirable to the residents of the County to preserve open space in order to limit sprawl, to preserve farmland, to protect wildlife areas, wetlands, rivers and streams, and for creating, improving and maintaining parks and recreational facilities; and,

WHEREAS, there are not sufficient funds in the treasury of the County and the Board does not anticipate that existing sources of revenue will be sufficient to generate the moneys necessary to preserve open space and create and maintain parks and recreational facilities; and,

WHEREAS, the County is authorized by law to impose a sales tax on the sale of tangible personal property at retail and the furnishing of services, subject to approval of the registered electors of the County; and,

WHEREAS, the Board has determined that it is in the interests of the residents of the County to impose a Countywide sales tax at the rate of one-fifth of one percent for the period beginning January 1, 2000 through December 31, 2006, the receipts from which shall be restricted in application to the Open Space Program; and,

WHEREAS, the Board has determined that a question regarding the imposition of a sales tax for the purposes enunciated herein should be submitted by the Board to the eligible electors of the County; and,

WHEREAS, the Board has determined to set the ballot title and ballot question for the issues to be submitted at the election called by this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF ADAMS, STATE OF COLORADO:

1. An election shall be held on Tuesday, November 2, 1999, at which there shall be submitted to the eligible electors of the County one question authorizing the imposition of an additional one-fifth of one percent sales tax (the "Open Space Sales Tax") on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended ("C.R.S."). The question to be submitted to the registered electors shall be as follows:

ISSUE \_\_\_\_\_

SHALL ADAMS COUNTY TAXES BE INCREASED \$5.5 MILLION, AND WHATEVER AMOUNTS ARE RAISED ANNUALLY THEREAFTER, BY A COUNTYWIDE SALES TAX OF ONE FIFTH OF ONE PERCENT (20 CENTS ON A \$100 PURCHASE), EFFECTIVE JANUARY 1, 2000 AND AUTOMATICALLY EXPIRING AFTER 7 YEARS, WITH THE PROCEEDS TO BE USED SOLELY TO PRESERVE OPEN SPACE IN ORDER TO LIMIT SPRAWL, TO PRESERVE FARMLAND, TO PROTECT WILDLIFE AREAS, WETLANDS, RIVERS AND STREAMS, AND FOR CREATING, IMPROVING AND MAINTAINING PARKS AND RECREATION FACILITIES, IN ACCORDANCE WITH RESOLUTION 99-1, WITH ALL EXPENDITURES BASED ON RECOMMENDATIONS OF A CITIZEN ADVISORY COMMISSION AND SUBJECT TO AN ANNUAL INDEPENDENT AUDIT AND SHALL ALL REVENUES FROM SUCH TAX AND ANY EARNINGS THEREON, CONSTITUTE A VOTER APPROVED REVENUE CHANGE.

YES \_\_\_\_\_

NO \_\_\_\_\_

2. The election shall be conducted by the County Clerk and Recorder in accordance with the Uniform Election Code and other laws of the State of Colorado, including without limitation, the requirements of Article X, Section 20 of the Colorado Constitution (hereinafter "TABOR").
3. All acts required or permitted by the Uniform Election Code relevant to voting by early voters' ballots, absentee ballots and emergency absentee ballots shall be performed by the County Clerk and Recorder.
4. The County Clerk and Recorder shall cause a Notice of Election to be published in accordance with the laws of the State of Colorado, including but not limited to, the Uniform Election Code and TABOR.
5. Pursuant to Section 29-2-104(5), Colorado Revised Statutes, the County Clerk and Recorder is directed to publish the text of this Resolution four separate times, a week apart, in the official newspaper of the county and each city and incorporated town within the County.
6. No later than October 1, 1999, the County Clerk and Recorder shall mail the Notice of Election required by Article X, Section 20(3)(b) of the Colorado Constitution.
7. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the Open Space Sales Tax shall be imposed and shall apply to all taxable transactions, unless exempt, occurring on or after January 1, 2000, and shall be collected and administered in accordance with this Resolution and the schedules set forth in the rules and regulations promulgated by the Colorado Department of Revenue.
  - (a) *Imposition of Tax.* There is hereby imposed on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended, a tax equal to one-half of one percent of the gross receipts (the "Sales Tax").
  - (b) *Transactions Subject to the Sales Tax.*
    - (i) The tangible personal property and services taxable hereunder shall be the same as the tangible personal property and services taxable pursuant to Section 39-26-104, C.R.S., and shall be subject to the same exemptions as those specified in Section 39-26-114, C.R.S., including specifically the exemption provided by Section 39-26-114(11), C.R.S., for purchases of machinery or machine tools; the exemption provided by Section 39-26-114(1)(a)(XXI), C.R.S., for the sales and purchases of electricity, coal, wood, gas (including natural, manufactured and liquefied petroleum gas), fuel oil or coke sold, but not for resale, to occupants of residences, whether owned, leased or rented by said occupants, for the purpose of operating residential fixtures and appliances which provide light, heat and power for such residences; the exemption provided by Section 39-26-114(1)(a)(XX), C.R.S.,

for the sales of food (as defined in Section 39-26-102(4.5), C.R.S.); the exemption for occasional sales by a charitable organization as set forth in Section 39-26-114(18), C.R.S.; and, the exemption for sales and purchases of farm equipment under lease or contract specified in Section 39-26-114(20), C.R.S.

- (ii) The Sales Tax shall not be imposed on the sale of construction and building materials if such materials are picked up by the purchaser and if the purchaser of such materials presents to the retailer a building permit or other acceptable documentation that a local use tax has been paid or is required to be paid on the value thereof.
- (iii) The Sales Tax shall not be imposed on the sale of personal property on which a specific ownership tax has been paid or is payable if: (I) the purchaser is a nonresident of, or has its principal place of business outside the County, and (II) such personal property is registered or required to be registered outside the limits of the County under the laws of the State of Colorado.
- (iv) The Sales Tax shall not be imposed on the sale of tangible personal property at retail or the furnishing of services if the transaction has been previously subjected to a sales or use tax lawfully imposed on the purchaser or user by another statutory or home rule county equal to or in excess of the amount imposed by Section 7(a) hereof. A credit shall be granted against the Sales Tax payable with respect to such transaction equal in amount to the lawfully imposed sales or use tax previously paid by the purchaser or user to such other statutory or home rule county, provided that such credit shall not exceed the amount of the Sales Tax imposed by Section 7(a) hereof.

(c) *Determination of Place at Which Sales are Consummated.* For the purpose of this Resolution, all retail sales shall be considered consummated at the place of business of the retailer, unless the tangible personal property sold is delivered by the retailer or his agent to a destination outside the County or to a common carrier for delivery to a destination outside the limits of the County. The gross taxable sales shall include delivery charges, when such charges are subject to the state sales and use tax imposed by Article 26 of Title 39, C.R.S., regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the County, or has more than one place of business, the place or places at which the retail sales are consummated for the purpose of this Sales Tax shall be determined by the provisions of Article 26 of Title 39, C.R.S., and by the rules and regulations promulgated by the Colorado Department of Revenue. The amount subject to the Sales Tax shall not include the amount of any state sales and use tax imposed by Title 39, Article 26, C.R.S.

(d) *Collection, Administration and Enforcement.* The collection, administration and enforcement of the Sales Tax shall be performed by the Executive Director of the Colorado Department of Revenue (the "Executive Director") in the same manner as the collection, administration and enforcement of the Colorado state sales tax. The provisions of Article 26 of Title 39, C.R.S. and all rules and regulations promulgated thereunder by the Executive Director shall govern the collection, administration and enforcement of the Sales Tax.

(e) *Vendor Fee.* No vendor fee shall be permitted or withheld with respect to the collection and remittance of the Sales Tax.

(f) *Application of Section 29-2-108, C.R.S.* The imposition of the Sales Tax will result in the 7% limitation on the total sales tax imposed by the State of Colorado, any county and city or town in any locality in the State of Colorado as provided in Section 29-2-108, C.R.S. being exceeded. Such notwithstanding, the rate of Sales Tax does not exceed the rate permitted to be imposed by the County pursuant to Section 29-2-108, C.R.S.

8. Distribution of Sales Tax Revenue. The proceeds from the collection of the Open Space Sales Tax shall be administered in the following manner:

(a) *Open Space Advisory Board.* An Open Space Advisory Board shall be appointed by the Board of County Commissioners within ninety (90) days following approval of the election question.

- (i) The Open Space Advisory Board shall consist of seven members, four of whom shall be residents of unincorporated Adams County and three of whom shall be residents of cities or towns located in Adams County.
- (ii) Members shall serve four-year terms of office, except the initial term of two members from the unincorporated area of Adams County and two members from cities and towns shall be six years. Members may be re-appointed to successive terms.
- (iii) Members shall serve at the pleasure of the Board.
- (iv) The Board of County Commissioners shall develop a system to rotate the jurisdictions represented on the Open Space Advisory Board in a systematic fashion.
- (v) Members shall not be compensated for their services, but may be reimbursed for reasonable expenses actually incurred in the performance of their duties in accordance with this Resolution and County policy.
- (vi) Members shall act in accordance with law, including Colorado conflict of interest law applicable to public bodies. No member shall vote or participate in the application process regarding an acquisition or expenditure in which he or she has a financial or ownership interest, or where he or she has an ownership interest in adjacent property.
- (vii) The Open Space Advisory Board will meet quarterly, beginning in the first quarter of 2000, or as necessary to review proposed projects. All meetings shall be held in accordance with the Open Meetings Law.
- (viii) The Open Space Advisory Board will make recommendations to the Board of County Commissioners regarding the distribution of proceeds from the collection of the Open Space Sales Tax, substantially in accordance with the guidelines set forth in this Resolution.

(b) *Deposit and Expenditure of Revenue.*

- (i) The County shall establish an Open Space Fund within which all revenues and expenditures from the Open Space Sales Tax shall be accounted for.
- (ii) Two percent (2%) of the Open Space Sales Tax collected shall be used by the Open Space Advisory Board for administrative purposes, i.e. consultants, studies, site reviews, etc.
- (iii) After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets.
- (iv) After payment of the administrative expenses and distribution of the thirty percent, moneys remaining in the Open Space Fund shall be used as directed by the Board of County Commissioners, substantially in accordance with the following guidelines:

- (1) Grant applications may be submitted to the Open Space Advisory Board by those jurisdictions having an approved open space and/or recreation plan.
- (2) The Open Space Advisory Board shall review the application and make recommendations to the Board of County Commissioners regarding approval or denial of the application. Fund distributions may be attributable to both active and passive open space uses, so long as:
  - (a) no less than forty percent (40%) shall be expended for passive open space uses, to include the purchase, construction and maintenance of: horse, bike or running trails; natural areas with limited development for fishing, hiking, walking or biking; wildlife preserves; lakes for fishing with accessible walks, docks, picnic areas and restrooms; conservation easements on agricultural land; environmental education programs; lands and waterways as community buffers; river and stream corridor land; unimproved flood plains; wetlands; preservation of cemeteries; and picnic facilities.
  - (b) no more than twenty eight percent (28%) shall be expended for active uses, to include the purchase, construction, equipping and maintenance of: sports fields, golf courses, and recreation centers.
- (v) Any funds received from the disposition of assets acquired or constructed with revenues for the Open Space Sales Tax shall be used in accordance with the above guidelines.

C. *Authorized Projects and Uses of Funds.*

- (i) Revenues collected from the Open Space Sales Tax may be used in the following manner:
  - (A) To acquire fee title interest in real property for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks and trails;
  - (B) To acquire less than fee interests in real property such as easements (including conservation and agricultural), leases, options, future interests, covenants, development rights, subsurface rights and contractual rights, either on an exclusive or nonexclusive basis, for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks and trails purposes;
  - (C) To acquire water rights and water storage rights for use in connection with the aforementioned purposes;
  - (D) To acquire rights-of-way and easements for trails and access to public lands, and to build and improve such trails and accessways;
  - (E) To allow expenditure of funds for joint projects between counties and municipalities, recreation districts, or other governmental entities in the County;
  - (F) To improve and protect open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails;
  - (G) To manage, patrol and maintain open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails;

- (H) To pay for related acquisition, construction, equipment, operation and maintenance costs;
- (I) To implement and effectuate the purposes of the Open Space Program.

(ii) Passive open space lands may be acquired and maintained and may include:

- (A) Lands with significant natural resource, scenic and wildlife habitat values;
- (B) Lands that are buffers maintaining community identity;
- (C) Lands that are to be used for trails and/or wildlife migration routes;
- (D) Lands that will be preserved for agricultural or ranch purposes;
- (E) Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding;
- (F) Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage.

(iii) Active open space lands may include lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public.

(iv) No land or interests acquired with the revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board.

9. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the County Clerk and Recorder is hereby directed to provide a notice of adoption of this Resolution, together with a certified copy of this Resolution, to the Executive Director of the Colorado Department of Revenue at least forty-five (45) days prior to January 1, 2000.

10. This Resolution shall serve to set the ballot title and the ballot question for the question set forth herein and the ballot title for such question shall be the text of the question itself.

11. The officers and employees of the County are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.

12. The rate of the Open Space Sales Tax and the deposit of revenues collected for the Open Space Sales Tax as set forth in this Resolution shall not be amended, altered or otherwise changed unless first submitted to a vote of the registered electors of the County for their approval or rejection. Other provisions of this Resolution may be amended as necessary to effectuate the purposes of this Resolution by resolution adopted by the Board of County Commissioners in accordance with law.

13. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board and the officers and employees of the County and directed toward holding the election for the purposes stated herein are hereby ratified, approved and confirmed.

14. All prior acts, orders or resolutions, or parts thereof, by the County in conflict with this resolution are hereby repealed, except that this repealer shall not be

construed to revive any act, order or resolution, or part thereof, heretofore repealed.

15. If any section, paragraph, clause or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.
16. The cost of the election shall be paid from the County's general fund.
17. This Resolution shall take effect immediately upon its passage.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Strickland	_____	Aye
Valente	_____	Aye
Flaum	_____	Aye
Commissioners		

STATE OF COLORADO      )  
County of Adams      )

I, Carol Snyder, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 1<sup>st</sup> day of SEPTEMBER, A.D. 1999.

County Clerk and ex-officio Clerk of the Board of County  
Commissioners  
Carol Snyder:

By *John Shueh*  
Deputy



## Appendix B

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### Adams County Open Space Extension Request Form

Revised 9/2017

**Date of Request:**

**Grantee Name:**

**Project Name:**

**Contact Person:**

**Phone Number:**

**Email:**

**Original Project Due Date:**

**Requested Due Date:**  
(No longer than 6 months)

**Please explain in detail the reason(s) for extending this project. Include information regarding progress made to date, items remaining to be completed and estimated timeline for completing all work.**

**Attach the following:**

**Copy of original timeline submitted with grant application**

**Revised timeline**

**Evidence of progress (Photos of project or in narrative above)**

**Prepared by:** \_\_\_\_\_

**Date:**

**Print name:**

**Title:**

## Appendix C



### Adams County Open Space Modification Request Form

Revised 9/2017

**Date of Request:**

**Grantee Name:**

**Project Name:**

**Contact Person:**

**Phone Number:**

**Email:**

**Project Due Date:**

**Previously Submitted Leverage Summary:**

**Grant Total:**

**Total Project Costs:**

**% of Funding Requested:**

**Proposed Revision to Leverage Summary:**

**Grant Total:**

**Total Project Costs:**

**% of Funding Requested:**

**Please provide a description of the changes to the project as well as an explanation for the changes. Please provide specific details.**

**Attach the following:**

- Copy of original budget submitted with grant application**
- Revised budget**
- Copy of original timeline submitted with grant application**
- Revised timeline**
- Evidence of progress (Photos of project or in narrative above)**

**Prepared by:**

**Date:**

**Print name:**

**Title:**

## Appendix D

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### Adams County Open Space Grant Closeout Request Form

Revised 9/2017

**Project Name:**

**Contact Person:**

**Phone Number:**

**Email:**

**Reimbursement Request:**

**For land acquisitions only:**

Has money already been wired to closing?  Yes  No

Are additional funds being requested to closeout the project?  Yes  No

Please review the appropriate project closeout checklist. Submit all documentation described on the checklist to:

Adams County Parks and Open Space  
Attn: Renee Petersen or Shannon McDowell  
9755 Henderson Rd.  
Brighton, CO 80601

If you have questions or need assistance please contact Renee Petersen at 303.637.8072 or  
[rpetersen@adcogov.org](mailto:rpetersen@adcogov.org) or Shannon McDowell at 303.637.8039 or [smcdowell@adcogov.org](mailto:smcdowell@adcogov.org).

I certify that all required documentation is attached or has been sent to Adams County Open Space to close out this project.

Prepared by: \_\_\_\_\_

Date:

Print name: \_\_\_\_\_

Title:



## Adams County Open Space Grant Closeout Checklist

Revised 9/2017

**Project Name:**

**Contact Person:**

Use this checklist when closing out **ALL** projects, except land acquisitions. Provide copies of all documentation described below and this checklist to Open Space staff to begin the closeout process.

**Please submit the following:**

**Grant Closeout Request Form**

**Completed Grant Closeout Worksheet**

**Copies of ALL invoices listed on Grant Closeout Worksheet**

**Copies of cancelled checks for all costs indicated on Grant Closeout Worksheet**

**OR**

**Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made**

**Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)**



## Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 9/2017

**Project Name:**

**Contact Person:**

Use this checklist when closing out land acquisitions. Use page 1 when funds are to be wired to closing. Use page 2 if being reimbursed after closing. Provide copies of all documentation described below and this checklist to Open Space staff to begin the closeout process.

For money to be wired directly to closing, please submit the following:

- All Easements/Encumbrances**
- Final Contract**
- Preliminary Buyers/Sellers Settlement Statement**
- Title Commitment**
- Qualified Appraisal**

Following closing when money has already been wired, submit the following additional documentation to closeout the project:

- Grant Closeout Request Form**
- Final Title Policy**
- Recorded Deeds specific to this transaction**
- Signed Settlement Statement**
- A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)**

If additional funds are being requested at the time of closeout, submit the following:

- Completed Grant Closeout Worksheet**
- Copies of all invoices for additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)**
- Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet**
- OR**
- Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made**
- Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.**
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)**



## Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name:

Contact Person:

Please submit the following documentation to closeout the project if no funds have previously been received:

**Grant Closeout Request Form**

**Completed Grant Closeout Worksheet**

- All Easements/Encumbrances

Final Title Policy

Qualified Appraisal

Final Contract

Recorded Deeds specific to this transaction

Signed Settlement Statement

A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)

Copies of all invoices for any additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)

Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

OR

Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.

Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)

