

Parks, Open Space, & Cultural Arts
Department
Riverdale Regional Park
www.adcogov.org



9755 Henderson Road
Brighton, CO 80601
PHONE 303.637.8000
FAX 303.637.8015

November 15, 2016

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

Re: Grant Award for the Speer Canal Trail project

Dear Gary:

This letter is to inform you that the grant application you submitted on July 24, 2019 for the Speer Canal Trail project has been approved for funding by the Board of County Commissioners. The grant award for this project is equal to 50% of the total project funding, up to \$322,358.00.

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 January 6, 2020, 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.

Sincerely,

Renee Petersen
Open Space Grant Coordinator

Enclosure

cc: File

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry
DISTRICT 1

Charles "Chaz" Tedesco
DISTRICT 2

Emma Pinter
DISTRICT 3

Steve O'Dorisio
DISTRICT 4

Mary Hodge
DISTRICT 5

ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2019-00024

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 24, 2019, Applicant applied for an Adams County Open Space Grant to complete the Speer Canal Trail project (the “Project”); and

WHEREAS, on November 19, 2019, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, Adams County awarded the Project 50% of the total Project costs, not to exceed \$322,358.00.

AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 50% of the total Project costs, not to exceed \$322,358.00 (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 19, 2021, 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 19, 2021 to remain compliant with the Project Completion Date, as set forth above. Reimbursements disbursed from Adams County shall not exceed 50% of project costs incurred during the previous period with cumulative reimbursements totaling no more than \$322,358.00.
 - b. Acceptable Expenditures. Applicant can request payment for 50% of all project costs incurred within the previous period with cumulative reimbursements totaling no more than \$322,358.00 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**

Chair

**ATTEST:
CLERK AND RECORDER'S OFFICE**

Deputy Clerk

APPROVED AS TO FORM:

County Attorney's Office

CITY OF BRIGHTON, APPLICANT

By (signature)

Printed name

Title



**Adams County Open Space Grant Application
Passive Use
Due Date: July 24, 2019**

Case No. _____

Applicant Organization Name: City of Brighton	
Name of Project: Speer Canal Trail	
Budget Summary	
Grant Request (this cycle only):	\$322,358.00 (this grant cycle only)
Previous ADCO Grants (this project only):	\$0.00 (combined total - for this project only)
Matching Funds (cash + in-kind):	\$322,357.00
Total Project Costs:	\$644,715.00
Grant Request:	50 % of the Total Project Costs
Land Acquisition Summary (If applicable)	
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.	
30% Distribution	
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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Case No. _____

PART I: ELIGIBILITY CRITERIA

Project Information	
Applicant Organization Name:	City of Brighton
Sponsoring Jurisdiction:	City of Brighton
Name of Project:	Speer Canal Trail

Contact Information			
Primary Contact Name:	Gary Wardle	Title:	Director of Parks and Recreation
Phone:	(303) 655-2135	Email:	gwardle@brightonco.gov
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 and Recreation Development	(303) 655-2170	mheidt@brightonco.gov

Project Summary

Briefly describe your project (<100 words).

"Speer Canal Trail" project provides safe new access for trail users adjacent to the canal in northeastern Brighton. Along the way scenic mountain vistas are seen while traveling through new residential development, parks, and a canal open space corridor. The trail is a key section of regional trail that encircles Brighton. This grant funded project is for 1.56-miles of 10-foot wide concrete trail, grading, compaction, concrete testing, seeding trail edges, 6 dog pick-up stations, 4 benches, 8 directional sign, and more. Adams County (through this grant funding), Brookfield Residential (giving cash match), and Brighton will partner in this project.

Grant Request : % 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:

Nearest cross streets:

Parcel ID# (REQUIRED):

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**.

The "Speer Canal Trail" project is the construction of a new trail within the rapidly growing northeast quadrant of the City of Brighton. The City is 40,000+ residents strong, and this quadrant is the fastest growing area within Brighton. This trail will give new trail access to an area, the Speer Canal corridor, in which there has been no access and the land previously was private farming ground. This request for grant funding through this grant application is for a 10-foot wide concrete trail that travels from near Baseline Road to Longspur Drive near Southern Street and adjacent to Dewey Strong Park. The trail will give access to seven present and future parks, two schools, and an open space with a canal located adjacent to the trail. Scenic views will be present along the trail through neighborhoods that are



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presently being built or have been there for less than 20 years.

Refer to the attached Site Map (Attachment F) for the explanation of the trail alignment. This grant application is for two separate trail sections of the Speer Canal Trail, and the City has worked with a developer to construct the middle section of trail while they are building homes in that area near the Speer Canal. This middle section of trail is 0.59 mile (3,091 linear feet) and provides the link between the northern and southern sections of this trail. The middle section of trail is not included as part of the match for this grant. The length of the trail (northern and southern sections) within this grant application is 1.56 miles. When you add the middle section of trail the Speer Canal Trail becomes a length of 2.15 miles. This middle section crosses the Speer Canal via a road bridge and travels west on Longs Peak Street to Golden Eagle Parkway and turns south and travels to Bridge Street.

The same Developer, Brookfield Residential, who is completing the middle section of trail along streets near the canal; is also providing a cash match for the construction of the northern section of this trail. The northern section of trail stops short of Baseline Road due to no immediate crossing of the road into Lochbuie. The City feels that it is a safer alternative to have the trail end in a neighborhood cal-de-sac than at the edge of a major road. This section of trail follows along the east side of the Speer Canal from this point to Longs Peak Street where the middle section begins. This northern section of trail is 5,225 feet long and will be funded by grant monies from this Adams County Passive Grant, Brookfield Residential cash match, and the City of Brighton's cash match.

The southern section of the Speer Canal Trail through Brighton begins at Bridge Street and travels south on a ditch road and in open space land adjacent to Bromley East Charter School and Dewey Strong Park. The distance of this section in a mature neighborhood is 3,034 linear feet. The southern end of this section will connect to a City trail that travels south to 50th Avenue near Bromley Lane. The funding for this section comes from the cash match of the City's annual budget and grant monies from this Adams County request.

This two section within one trail project along the Speer Canal includes: mobilization and grubbing, grading and compaction, soil stabilization, compaction and concrete testing, the construction of 8,522 linear feet (1.56 miles) of concrete trail, seeding along the edges of the trail, 6 dog pick-up stations, 4 benches, 8 directional signs, and an easement from FRICO (Farmers Reservoir and Irrigation Company). The concrete trail will be 10-foot wide, 6-inch deep, fiber-mesh filled concrete with joints every 10-feet and will meet Brighton's trail specifications. The trail will be placed upon compacted soils that meet the City's specifications. The trail will be accessible and meet ADA guidelines.

Upon approval of grant monies from Adams County being spent on this project, the Adams County Open Space Passive Grant funding will cover 50% of the project. Brookfield Residential will be providing a 16% cash match to the project and the 34% cash match from Brighton will be from our 2020 Parks and Recreation Capital Projects funding. The City will be able to complete the trail within the time frame required by the granter (Adams County). Refer to the attached Timeline.

Brighton is rapidly growing and the northeastern quadrant of the City is seeing the most growth. The Speer Canal Trail is located within the eastern edge of this quickly growing residential area. Walkers, runners, bicyclists, skateboarders, people in wheelchairs, and other trail users along with nature lovers, bird watchers, and photographers will find this north to south trail an enjoyment to travel. Additionally, this Speer Canal Trail is a key section to a planned 22-mile trail that will encircle Brighton, and it will anchor the northeast corner of the circular trail. This circular trail also includes the Colorado Front Range Trail as it passes through Brighton on the western edge of the City. The trail will also link to other adjacent communities and to Barr Lake State Park.

This trail project is an appropriate use of Adams County Open Space tax dollars, and the City needs an additional funding partner to make this trail a reality. Many residents are already requesting Brighton to build the trail. The "Speer Canal Trail" is a trail that needs to be built now.



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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)

Brighton residents enjoy walking, running, or cycling the City's trail system, and the trails are heavily used. This "Speer Canal Trail" project when funded with Adams County Open Space Passive Grant monies will allow for that safe and accessible connection to schools, parks, shopping areas, and other trails. This trail will allow for users to be within a nature setting near their homes. Brighton residents are heavy trail users even though most of the trails do not connect to each other at this time. The Speer Canal Trail will meet a community need on the east side of the City by providing needed connectivity to destinations and other trails.

Another reason why this connection of trail is needed in Brighton is that trail users in this community come in many forms: runners, walkers, skateboarders, wheelchair users, bird watchers, and bicyclists. Six years ago, the City of Brighton, through the Bike Brighton Sub-Committee, had applied to become a nationally recognized "Bicycle Friendly Community". Unfortunately, the city was not accepted and one of the big reasons for the rejection was that the City did not address the eastern section of Brighton and adjacent communities with trails or bike lanes. The Speer Canal Trail will address that issue. Connectivity of trails in the newer eastern edge of town is needed and requested by the residents. This grant funded trail project will provide a new venue for trail users and residents wanting to travel safely.

Residents use trail walking as a social opportunity to meet their neighbors and other trail users. Additionally, obesity is the number one health issue in the United States. Even though Colorado rates low, the State has increased in obesity from five years ago. Walking, running, biking, skating, and other forms of trail exercise strengthen the heart and slim the weight.

This 1.56 mile trail project will have a positive impact on the community of Brighton.

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)

Someone once said that it is easier to build a trail through an area before the houses are completely built. This is true for the Speer Canal Trail. Timing is the key issue with respect to urgency. The project's "urgency" each year becomes more critical with the doubling in size of the Brighton community during the past 20 years. Residents are demanding that trail sections be built in their neighborhoods. This is the rare opportunity to build the trail before most of the area is developed into residential. Since 2008 the cost to develop trail corridors, like this one, has nearly doubled in expenses and costs continue to rise. Since the Adams County Open Space grant funding is for a two year period, the timing of the City's "Speer Canal Trail" regional trail construction project request fits perfectly within the Timeline for the grant. See attached Timeline in Attachment B. By the end of 2021, a location that does not have a trail will have one and where walking access was challenging the trail will be completed and enjoyed by users.

Additionally, if this project is not funded, then there is a good chance that this trail will not occur for many years, or only small pieces of the trail will be constructed due to the cost of building the trail. Brighton has many trail needs within the City and this is one that has risen to the top of the list. Unfortunately, during budget time not all projects can be funded. The good thing is that presently the



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City Council supports the building of this trail, but the City needs another partner to help fund the construction of the Speer Canal Trail. If you build the trail then users will come, but residents are requesting this trail now. This is the urgency.

3. Uses/Users

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

There are no current users of the trail since this will be a new trail in the Brighton trail system. The southern section of this trail, to be funded by the City and this grant monies, is in a neighborhood that is at least 15 years old and never had a trail. The northern section of this trail, funded by grant monies and Brighton and a Developer, is in an area where houses are being built for the first time. In both cases the ditch road along the Speer Canal has been the only place to walk and sometimes it has not been available to the residents for their use. This trail will make the walk, or bicycling, safer due to the surface of the trail and will open up new areas to explore and travel through. These two sections of trail (grant funded) equals 1.56 miles of new trail for users. The center section of the Speer Canal Trail is not part of this grant application and is being built by the Developer. The central trail section will connect to the southern and northern sections that will be funded by this grant application and is 0.59 mile long. The total new trail experience, once funded and built, will be 2.15 miles long - long enough for a good walk or bike ride. Once completed this project will be open to the public.

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 "Speer Canal Trail" will allow for trail users to have safe passage from schools, parks, and shopping centers, plus it will connect to other trails that have begun to transverse the City. The trail user will experience being next to water, seeing beautiful vistas and open space corridors between homes, and the health benefits that walking or cycling along a trail provide. Birds and other wildlife may also be present while traveling the trail. In the future, this trail will connect to trails that will connect to the Colorado Front Range Trail and a trail user could commute to Denver - this trail link will provide a safe connection. All residents fro Brighton and adjacent communities near the trail will be able to walk, run, bike, skateboard, skate, hike, or backpack this trail section. Additionally park users and tourists will be able to use it. Since the trail is 10-feet wide and constructed of concrete it will be a safe surface for the elderly and disabled to manage. The primary use will be for recreational users. Brighton is now over 40,000 residents in size and most are avid trail users.

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)

The City's 2004 Greenways and Trails Master Plan shows the Speer Canal Trail on maps and discusses canal trails within the Plan. Refer to Attachment I for relevant portions of the plan. Additionally, with the guidance of the Plan, the Parks and Recreation Department staff have been designing and with each new



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housing development creating a 22-mile trail that encircles the City of Brighton. The Speer Canal Trail will anchor the northeast section of Brighton as part of this circular trail.

This canal trail, in the future, will connect adjacent communities including Lochbuie, Barr Lake State Park connecting trails and trails that will travel to Downtown Brighton. With the "booming" growth of homes in the area surrounding the Speer Canal it is important to now build the trail instead of later.

- 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)**

As previously mentioned in 4.a. above, the Speer Canal Trail will link to other jurisdictions in the future. The trail, once built, will also link to present and planned parks and open space as it travels from Baseline Road on the north to Bridge Street and then south to a present trail located on the south side of Longspur Drive adjacent to Dewey Strong Park and the Bromley East Charter School. The trail will also link to a new park (Venture Park) in the Brighton Crossing area and to 27J School District's new school (being constructed now) adjacent to the park near the Longs Peak Street and Golden Eagle Parkway corner. Yes, the trail does leave the canal corridor and travel through a new neighborhood before returning to the canal corridor. This neighborhood section is being built by a Developer outside of this grant application's funding. Four other parks, two older parks and two soon to be built parks are also within two blocks of the Speer Canal Trail. The importance of this trail is that it will provide a safe route to schools and parks while enjoying the beauty of an open space corridor.

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)**

Even though farm fields are being transplanted with houses near the Speer Canal and fields are being bulldozed for those homes, wildlife has remained near the canal. Birds of all sorts, ducks, eagles, rabbits, coyote, and other wildlife are seen by residents along the canal even with the large scale building of homes. This Canal Trail project is planned to have a positive impact on wildlife, natural, and environmental resources in this open space corridor by keeping users on the designated trail. This type of "ditch trail" has worked in several places within Brighton. An example: in Benedict Park (center of City) the trail travels through open spaces, behind homes, and through parks and bird and wildlife is still seen in this trail corridor that began in 1998. Another resource that will be saved is the scenic vistas of the western mountains and travel along a water ditch while walking the Speer Canal Trail. Instead of the canal being fenced off or encroached by houses, the area will be enhanced with this trail, and residents will use the trail. A greenway will be preserved with the addition of the trail.

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)**

The "Speer Canal Trail" project is an approved use of the Open Space Sales Tax dollars. Refer to Resolution 99-1, 8.,c(i)(D)(F)&(G) and (ii)(B)(C)(E)&(F): (i) Revenues collected from the Open Space Sales Tax may be used in the following manner: (D) To acquire rights-of-way and easements for trails and access to public lands, and to build and improve such trails and accessways; (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,



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historical amenities, parks and trails; and (ii) Passive open space lands may be acquired and maintained and may include: (B) Lands that are buffers maintaining community identity; (C) Lands that are to be used for trails and/or wildlife migration routes; (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. The construction of the "Speer Canal Trail" benefits the public in many ways, including a safe trail linkage, and it is an appropriate use of the Open Space Sales Tax grant monies in a soon-to-be highly visible location.

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) and an Agreement/Contract is signed. 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. The words following the title of each line item in the budget show the line item's details. Some line items do not have details since they are self explanatory. The design/engineering work for the trail has been included in each line item and is the responsibility of the winning bid contractor, but the contractor must meet the City's design and construction specifications. All of the budget line items are from the 2019 City of Brighton Public Works - Streets Construction Division estimates of costs for concrete, concrete trail installation, curb and gutter as needed, soil samples, concrete and compaction testing, safety fencing, grading, soil stabilization, soil preparation, and revegetation. Additionally, the Parks and Recreation Director and Assistant Director have a great deal of experience in trail, park, and open space construction projects. Refer to the Budget in Attachment A.

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)

Besides the funding from this Adams County Open Space Passive Grant application, the City has one other funding partner - Brookfield Residential. Brookfield is a Developer and is building a subdivision in the northeastern section of the City where this trail will lie. Due to the Development Agreement, Brookfield is presently building 0.59 mile of the Speer Canal Trail - this section of constructed trail is not included in this grant's Budget but is considered an outside of the grant match. Brookfield Residential is providing a cash match (16% of the project) toward this Speer Canal Trail construction project, and this cash match is included within this grant application Budget.

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)

The City of Brighton, in 2004, created the Brighton Greenways and Trails Master Plan. This Plan involved public meetings, and the residents of Brighton expressed the need for trails throughout the City, surrounding the City, and attaching Brighton to neighboring communities. Because of this Master Plan, Brighton has a very good "Selection Criteria" for trails. Fifteen years later, and the City's population has doubled, the Master Plan is still prophetic and actively directing staff in where to place trails. The northeast section of the present City boundary was farming in 2004, but one of the Plan's criteria states on page 3-2 trails need to be placed in "available rights-of-way such as the Platte River, canal and creek corridors, major road corridors and open spaces or parks." Moving forward to today, the residents in the northeastern part of Brighton are mainly newer residents to Brighton who want and expect trails in their neighborhood. These residents have expressed that trails along the canals and electric line easements are what they want to see. Over past 10 years they have sent emails, called, or expressed their "trail views" at community gatherings. A goal of Brighton is to have a trail circle the entire City, and connect to adjacent communities - the Speer Canal Trail will be a key link. The farm land is quickly disappearing and homes are being raised, yet the Speer Canal remains active through this area. As more and more homes are built in this area, the City Planners, with comments from residents, and the Parks and Recreation Department have joined together with the Developers building homes and talked about building a trail along the Speer Canal for their residents to use. One of the Developers, Brookfield Residential, has agreed to give a cash match to this grant application in order to build the Speer Canal Trail - and the residents have expressed appreciation for the Developer and City planning the trail alignment now.

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 24, 2019

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)

Brighton's Parks and Recreation Department - Parks and Open Space Division will be responsible for the management and maintenance of Speer Canal Trail once construction is completed. The City is committed to a City-wide maintenance program for all parks, open space, and trails. City Council and City staff only make the commitment to purchase land or construct parks or trails 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 along this trail. The maintenance associated with this trail includes sweeping trail, snow plowing, mowing, trimming, pruning, picking up trash and dog mess, and other site specific trail maintenance. The Department has calculated the annual cost to maintain the Speer Canal Trail - this number includes labor costs and replacement or repair materials. The cost number was derived from two sources: The City of Brighton Level of Service for Park Maintenance (updated and adopted in 2011) and budgetary knowledge for similar services in the Parks and Open Space Division. The City ensures trail longevity through proper trail specifications, proper trail construction, and good routine maintenance practices. On-going maintenance on the 10-foot wide, fiber-mesh filled, 6-inch deep City trails that are placed on compacted ground will last 20+ years. The installation of proper drainage and grades allow the trails to not deteriorate, and all trails are ADA accessible. The Brighton Greenways and Trails Master Plan lists these specifications and having used the specifications for 21-years of trail construction has ensured that this trail construction project will be a success. The City annually budgets for trails/open space/parks maintenance. Also, trail wayfinding signs have helped educate and inform the public as they use the Brighton trails.

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:
No trail projects completed at this time.	N/A		



**Adams County Open Space Grant Application
Passive Use
Due Date: July 24, 2019**

Case No. _____

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:
Pleasant Plains Schoolhouse Property Acquisition	\$204,000.00	5/19/15	In process - negotiations continue off and on with landowner.
CFRT - Along the South Platte River	\$983,650.00	5/12/17	In process (trail construction occurring).
Ken Mitchell Open Space Entrance Property Acquisition	\$246,250.00	11/9/17	In process.
CFRT - Veterans Park Missing Trail Link	\$226,115.00	5-31-18	In process - Utility and CDOT issue slowing final 450-feet of trail construction completion.
Sable Farmland Acquisition	\$1,674,750.00	11/15/18	All has been completed except the "storytelling" brochure that is presently in process.
Downtown Plaza Park	\$550,000.00	5-22-20	In process - construction begins in August 2019.
Brighton Parks, Recreation, Trails, and Open Space Master Plan Update	\$70,000.00	11/13/20	In process - City cash match will be budgeted in the 2020 Parks & Recreation Capital Project Budget, and project will be bid in late 2019.
Colorado Park Enhancement Project	\$420,425.00	11/13/20	In process.
Mattive Open Space Pollinator Garden	\$5,000.00	5/14/21	In process - City working with Butterfly Pavilion.
Veterans Park Playground	\$101,835.00	5/14/21	In process.
Ken Mitchell Park Basketball Court = \$74,037.00		5/14/21	In process.

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 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 24, 2019**. Please bind all 10 copies with either binder clips or rubber bands (no staples or permanent bindings, please).



Adams County Open Space Grant Application
Passive Use
Due Date: July 24, 2019

Case No. _____

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**

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 Opens 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: Marv Falconburg

Date: July 23, 2019

Print Name: Marv Falconburg

Print Title: Acting City Manager

**ATTACHMENT A
PROJECT BUDGET**

Attachment A - Project Budget

Date:

Project Name:

Amount Requested:

% Total Project Costs:

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
Grading & Compaction	\$21,234.00	\$0.00	\$11,366.00	\$7,694.00	\$0.00	\$40,294.00
Soil Stabilization	\$9,005.00	\$0.00	\$5,037.00	\$3,817.00	\$0.00	\$17,859.00
Concrete Trail (8,522 LF (1.56-miles)) Construction	\$242,133.00	\$0.00	\$176,604.00	\$75,894.00	\$0.00	\$494,631.00
Testing (Compaction & Concrete)	\$6,206.00	\$0.00	\$3,103.00	\$1,691.00	\$0.00	\$11,000.00
Seeding (Disk, Seed, & Hydromulch) Along Trail Edges	\$3,979.00	\$0.00	\$1,989.00	\$1,084.00	\$0.00	\$7,052.00
Dog Pick-up Stations (6)	\$750.00	\$0.00	\$375.00	\$225.00	\$0.00	\$1,350.00
Benches - 6 Feet Long (4)	\$3,404.00	\$0.00	\$1,702.00	\$1,702.00	\$0.00	\$6,808.00
Directional Signage (8)	\$747.00	\$0.00	\$373.00	\$160.00	\$0.00	\$1,280.00
Mobilization (7%)	\$23,768.00	\$0.00	\$11,882.00	\$6,528.00	\$0.00	\$42,178.00
Trail Easement from FRICO	\$11,132.00	\$0.00	\$7,569.00	\$3,562.00	\$0.00	\$22,263.00
Budget Total	\$322,358.00	\$0.00	\$220,000.00	\$102,357.00	\$0.00	\$644,715.00

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
Grading & Compaction	✓		✓		✓	
Soil Stabilization	✓		✓		✓	
Concrete Trail (8,522 LF (1.56-miles)) Construction	✓		✓	✓		
Testing (Compaction & Concrete)	✓		✓	✓		
Seeding (Disk, Seed, & Hydromulch) Along Trail Edges	✓		✓	✓		
Dog Pick-up Stations (6)	✓		✓	✓		
Benches - 6 Feet Long (4)	✓		✓	✓		
Directional Signage (8)	✓		✓	✓		
Mobilization (7%)	✓		✓	✓		
Trail Easement from FRICO	✓		✓	✓		
Budget Total						

**ATTACHMENT C
PROJECT TIMELINE**

Attachment C - Estimated Project Timeline

Project Name: Speer Canal Trail

Date: July 23, 2019

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 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	X											
City Council Approval and Contract Signed		X	X									
Construction Bid and Contract Awarded			X	X	X	X						
Mobilization and Grubbing						X						
Grading and Compaction							X	X				
Soil Stabilization								X	X			
Concrete Trail (8,522 LF (1.56-miles)) Construction									X	X	X	X
Testing (Compaction and Concrete)							X	X	X	X	X	X
Benches - 6 Feet Long (4) Purchased and Installed							X	X				X
Dog Pick-up Stations (6) Purchased and Installed							X	X				X
Directional Signage (8) Purchased and Installed and Placement of Adams County Open Space Signage							X	X	X			X
Trail Easement from FRICO				X	X							
Revegetation - Seeding (Disk, Seed, & Hydromulch) Along Trail Edges												X
City's Final Inspection/ Field Audit												
Project Completion and Trail Opening												
Final Report												

**ATTACHMENT D
SOURCE OF FUNDS**

Attachment D - Source of Funds

Project Name:

Amount Requested:

% Total Project Costs:

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 Open Space Passive Grant	11/19/2019	\$322,358.00	\$0.00	\$0.00	\$0.00	\$322,358.00	Pays for portion (50%) of trail construction and associated amenities.
Brookfield Residential	7/24/2019	\$0.00	\$0.00	\$102,357.00	\$0.00	\$102,357.00	Pays for portion (16%) of trail construction and associated amenities.
City of Brighton	1/1/2020	\$0.00	\$0.00	\$220,000.00	\$0.00	\$220,000.00	Pays for portion (34%) of trail construction and associated amenities.
Total		\$322,358.00	\$0.00	\$322,357.00	\$0.00	\$644,715.00	

ATTACHMENT E
SOURCE OF FUNDS CATEGORIES

Attachment E - Source of Funds Categories

Project Name:

% 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.

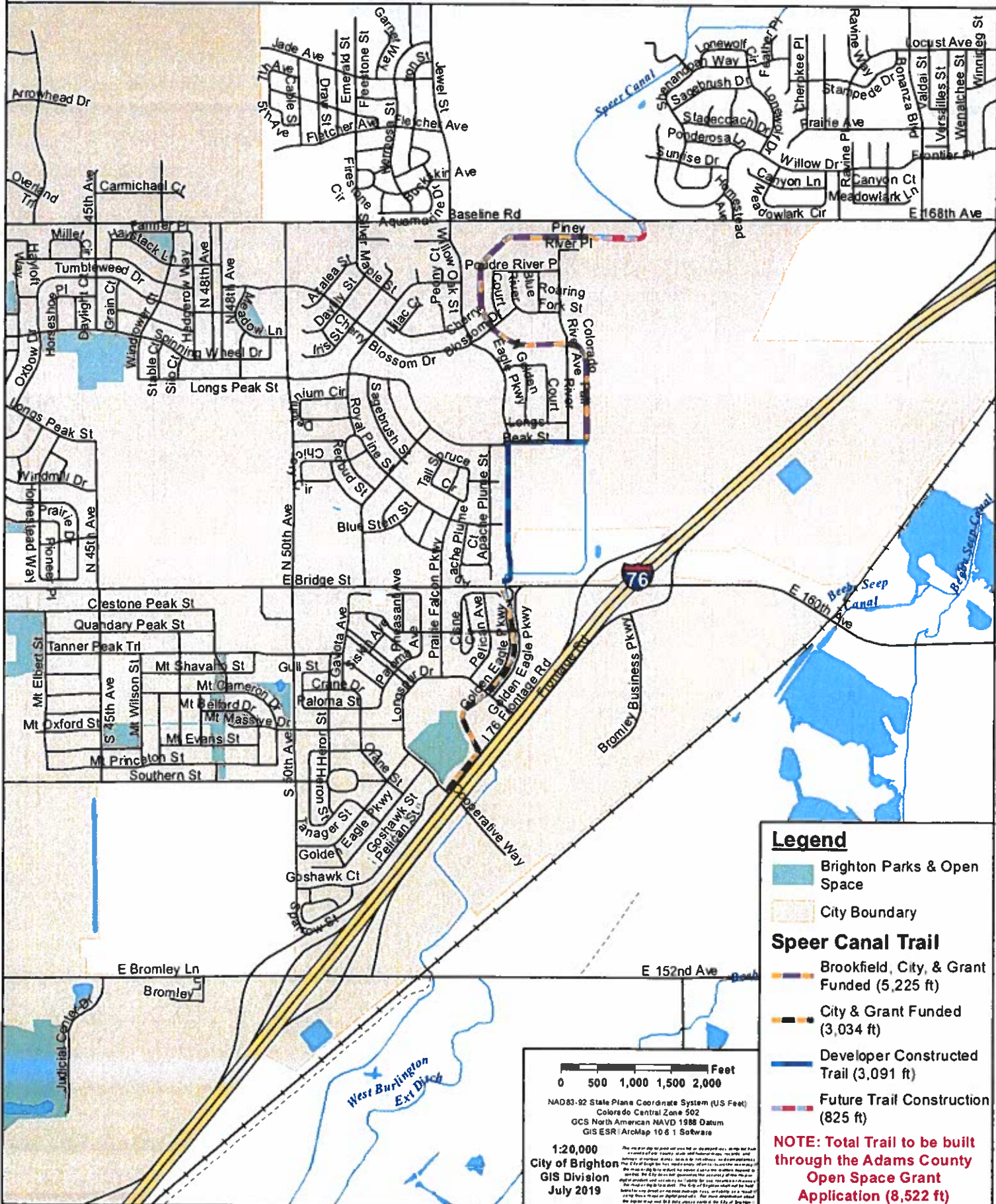
Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
Adams County Open Space Passive Grant	11/19/2019	✓					Pays for portion (50%) of trail construction and associated amenities.
Brookfield Residential	7/24/2019			✓			Pays for portion (16%) of trail construction and associated amenities.
City of Brighton	1/1/2020			✓			Pays for portion (34%) of trail construction and associated amenities.
Total							

**ATTACHMENT F
PROJECT SITE PLAN**

**ATTACHMENT G
LOCATION MAP**



Speer Canal Trail Location Map



Legend

- Brighton Parks & Open Space
- City Boundary

Speer Canal Trail

- Brookfield, City, & Grant Funded (5,225 ft)
- City & Grant Funded (3,034 ft)
- Developer Constructed Trail (3,091 ft)
- Future Trail Construction (825 ft)

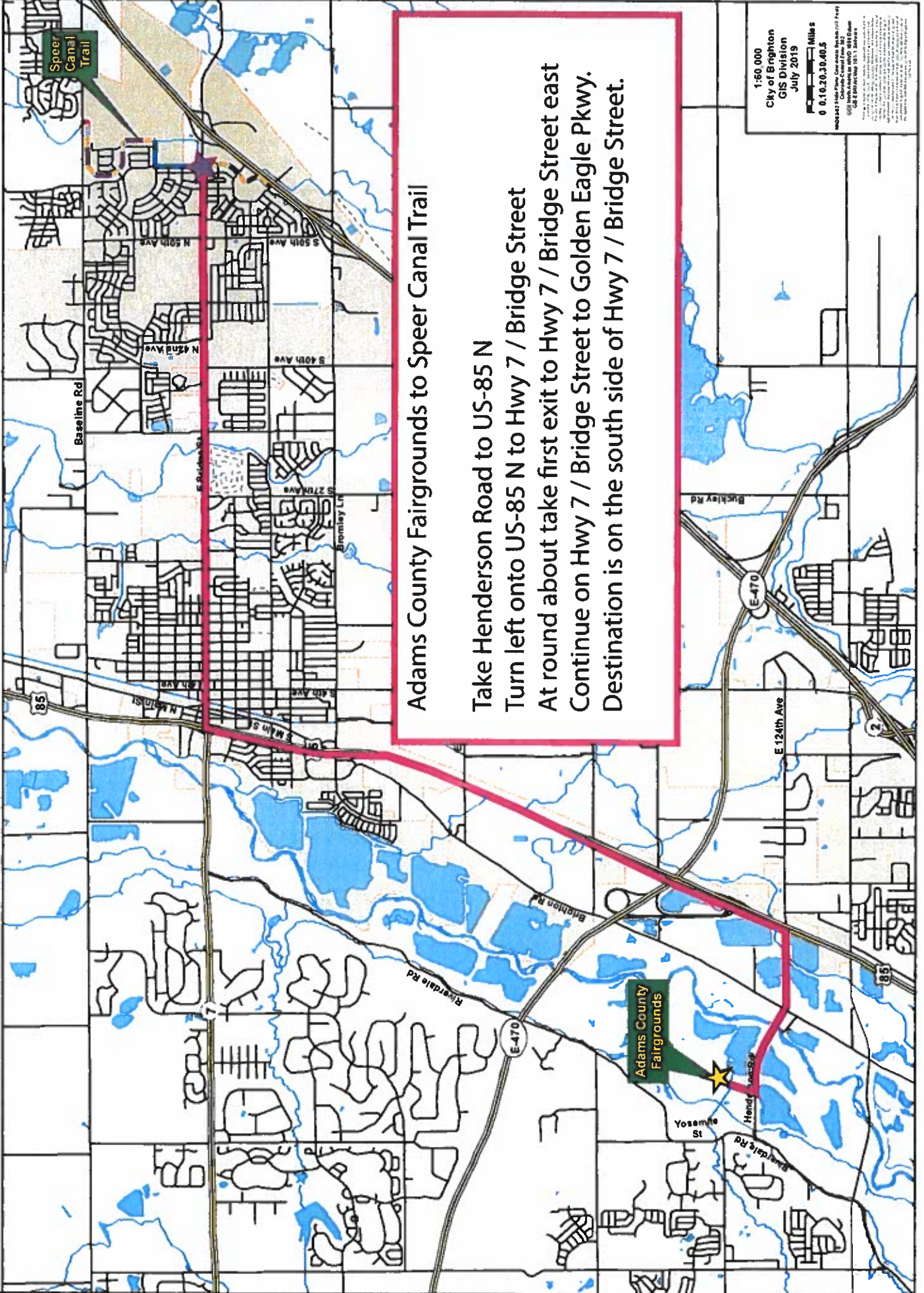
NOTE: Total Trail to be built through the Adams County Open Space Grant Application (8,522 ft)

0 500 1,000 1,500 2,000 Feet

NAD83-92 State Plane Coordinate System (US Feet)
 Colorado Central Zone 502
 GCS North American NAVD 1988 Datum
 GIS ESR ArcMap 10.6.1 Software

1:20,000
 City of Brighton
 GIS Division
 July 2019

Speer Canal Trail Directions Map



Adams County Fairgrounds to Speer Canal Trail

Take Henderson Road to US-85 N
Turn left onto US-85 N to Hwy 7 / Bridge Street
At round about take first exit to Hwy 7 / Bridge Street east
Continue on Hwy 7 / Bridge Street to Golden Eagle Pkwy.
Destination is on the south side of Hwy 7 / Bridge Street.

1:60,000
City of Brighton
GIS Division
July 2015

Miles
0 0.10 0.20 0.40 0.6

Adams County Fairgrounds to Speer Canal Trail
© 2015 City of Brighton
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**ATTACHMENT H
ACCESS OR MAINTENANCE
AGREEMENTS
N/A**

**ATTACHMENT I
MASTER OR REGIONAL PLAN**

- The median age for Brighton is 32.1, which is younger than Colorado (35.8) and the United States (36.7).
- The median household income is \$58,932.
- The majority of residents are white (74.7%). 41.4% of Brighton residents identify themselves as being of Hispanic Origin of any race.
- 69.4% of housing units are owner occupied - a higher percentage than both Colorado (62.5%) and the United States (61.3%).

Statistically Valid Survey Results

The City of Brighton conducted a Community Attitude and Interest Survey during June and July of 2007 to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Brighton. The survey was administered by a combination of mail and phone.

In June of 2007, surveys were mailed to a random sample of 1,500 households in the City of Brighton. A total of 366 surveys were completed (a response rate of 24.4%).

The following **program priorities** (rated high in importance and high in unmet need) were identified based on survey responses:

- Adult fitness and wellness
- Senior adult programs
- Nature programs
- City special events
- Family programs
- Water fitness programs
- Adult sports programs

The following **facility priorities** (rated high in importance and high in unmet need) were identified based on survey responses:

- Walking and biking trails
- Natural areas/wildlife habitats
- Nature center and trails
- Outdoor swimming/aquatic center
- Indoor fitness and exercise facilities
- Performing/cultural arts facilities
- Small neighborhood parks
- Large community parks
- Shelter houses/picnic areas
- Miniature golf

Trends

Walking and biking trails rated the highest in importance and unmet need by the community according to the survey results. Trends indicate that exercise walking ranks the highest in participation at the national level. For age levels 55 and older, exercise walking is the top recreational activity in frequency of participation.



survey results, including all charts, tables and cross tabulations is included in the Appendix.

4.2 Focus Groups

Focus groups were used to help identify the residents' needs and concerns through organized discussions with randomly selected citizens as well as with representatives from key user groups. Understandably, opinions and issues raised during the focus group meetings represent only a small slice of public opinion. However, the scripted nature of these sessions can identify attitudes and values regarding parks and recreation in a way an opinion survey will not allow. Two focus groups were held during the master plan process using many of the same questions found in the opinion survey as a basis for discussion.

A major concern for many who participated was to maintain the affordability of parks and recreation. It was felt that excessive costs would prevent or limit participation for large or underprivileged families. Most felt programs like the existing program or voucher systems could be expanded or implemented. The group preferred to see higher levels of participation than recovering all associated costs. There was general agreement that recovering a portion of the cost (close to the current 50% level), especially from adults was appropriate. There were suggestions to identify outside funding sources where possible to help offset costs.

Among a myriad of community desires, the groups felt trail connections and a new swimming pool were clear favorites. Participants seemed happy with the way parks and recreation facilities were placed throughout the city. Biking/walking trails, (the single most requested amenity), could be used to connect the neighborhood and community parks with one another. With an off-street trail system, residents would no longer be forced to walk or bike on streets, improving community safety. Many felt Brighton should consider constructing a large park, such as Washington Park in Denver or Civic Center Park in Broomfield. Some noted that such a park may not be needed if a trail system was implemented to tie all the parks together.

GOAL 2.4. Improve Access to the South Platte River as a Recreational Opportunity.

Strategies:

- 2.4.1. Improve access to the river via canoe launches at Morgan Smith Nature Area, Ken Mitchell and other Open Spaces.
- 2.4.2. Continue to implement the Ken Mitchell Lakes Open Space and Park Master Plan.

ACTION THEME # 3: IMPROVE TRAIL CONNECTIVITY & WALKABILITY

GOAL 3.1. Continue to Implement Brighton Greenways and Trails Master Plan (2004).

Strategies

- 3.1.1. Prioritize trails that provide recreational and transportation linkages to destinations and regional trails.
- 3.1.2. Continue to work with developers to build trails identified in the *Trails Master Plan*.

GOAL 3.2. Improve Walkable Access to Parks and Recreation Facilities.

Strategies:

- 3.2.1. Remove barriers to walkability.
- 3.2.2. Look for land acquisition opportunities for parks and trails in areas that have little or no service at a walkable level.
- 3.2.3. Partner with community groups to conduct walkability workshops.
- 3.2.4. Address walkability issues as identified in the community walkability analysis.
- 3.2.5. Ensure safe pedestrian access across physical barriers to parks and recreation facilities.

GOAL 3.3. Improve Trail Connectivity.

Strategies:

- 3.3.1. Improve connectivity between the Front Range Trail and NE Greenway Corridor.
- 3.3.2. Look for opportunities to provide trail links to specific destinations like schools, parks, indoor recreational facilities and downtown Brighton.
- 3.3.3. Connect existing trail network to Barr Lake State Park via Brighton Lateral Ditch.
- 3.3.4. Develop more on-street bike lanes per Trails Master Plan.
- 3.3.5. Develop off-street trail connections from the Fulton Ditch Trail to the South Platte River (CFR) Trail.

GOAL 3.4. Increase Recreational and Fitness Walking Opportunities for Residents.

Strategies:

- 3.4.1. Add loop walks to existing parks, when appropriate.

**ATTACHMENT J
LETTER OF SPONSORSHIP FROM
QUALIFIED JURISDICTION
N/A**

**ATTACHMENT K
LETTERS OF COMMITMENT FROM
PROJECT PARTNERS**

July 22, 2019

Adams County Open Space Active Grant
Adams County Open Space Department
9755 Henderson Road
Brighton, Colorado 80601
RE: Speer Canal Trail

To whom it may concern,

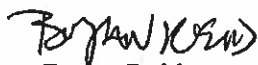
Brookfield Residential is pleased to write this letter of support in favor of the City of Brighton's grant application to construct approximately 2 miles of the Speer Canal Trail between Longspur Dr. and Baseline Road. It is Brookfield Residential's understanding is that the City of Brighton will design and manage construction of this project with funds being provided by the City, Adams County, as well as, Brookfield Residential. Based on this understanding, Brookfield Residential supports this project for a number of reasons including the following:

- 1) This project will have a positive impact on the City's residents by providing an active space to walk, run, or bike.
- 2) It will help the City of Brighton get one step closer to completing the tail loop around the city.
- 3) It will help residents in the area stay fit and healthy.
- 4) It's a project that demonstrates what can be accomplished by cooperative public/private relationships.

To further demonstrate Brookfield Residential's support for this project, Brookfield is pledging an amount of \$102,357 (or approximately 16% of the project) in addition to constructing a connecting piece through the Brighton Crossings community per the attached responsibility map. We believe completion of this project will provide the residents of Brighton Crossings with another iconic amenity that will be utilized by residents of all ages. With the help of the Adams County Open Space Grant, we look forward to seeing the City of Brighton complete this project.

Please do not hesitate to reach out if there are any additional follow up questions or comments, 303-790-6321.

Sincerely,



Bryan Reid
Senior Project Manager
Brookfield Residential

CC: Shannon Robbins, Gary Wardle, Mark Heidt

ATTACHMENT L
LETTERS OF SUPPORT



City of Brighton
500 South 4th Avenue
Brighton, CO 80601
303-655-2000 Office
www.brightonco.gov

July 22, 2019

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

To the Adams County Open Space Commission and Department Staff,

As Mayor, and on behalf of the City of Brighton City Council, I want to express the Council's complete support for the Parks and Recreation Department's grant application for the project entitled "Speer Canal Trail". The construction of this 1.56-mile trail section through the new residential area on the northeast side of the City will be a key segment of trail within the Brighton trail system.

To show our support for this project, the City Council on July 16th passed a Resolution that states the City is interested in applying for funding through the Adams County Passive Grant opportunity and entering into an Agreement upon receipt of funding from Adams County. The City needs an additional funding partner for this trail project and is requesting through this grant application grant monies in the amount of 50% of the project. The City has already partnered with Brookfield Residential (a Developer), and they will be providing a 16% cash match to the project and has already constructed some of the Speer Canal Trail that is not part of this grant request. Brighton, in the 2020 annual budget, will provide 34% cash match toward this project.

The Speer Canal Trail is a key portion of the planned 22-mile trail that will circle the City. This trail project is for the construction of an accessible (ADA accessible) 10-foot wide concrete trail, compaction and concrete testing, seeding along the edges of the completed trail, dog pick-up stations, benches, directional signage, and more. Funding from Adams County of this project, during this grant funding cycle, is vitally important to allow the City to totally complete the construction of the trail.

Brighton is a rapidly expanding community that has more than doubled in size to 40,000+ people over the past twenty years. Many City-wide needs have arisen due to the growth, and at times trail construction projects have been cut from the annual budget. The residents have continually expressed their concern that the City trail system needs to connect adjacent communities to Brighton. The eastern section of Brighton is in need of the completion of this trail to help accomplish that point. The people in this community, as a whole, are very active users of trails. There is an urgent need, within the minds of the public, to construct this presently inaccessible trail section. The City, with the passing of the above-mentioned Resolution, commits to maintain the trail upon funding obtained and trail being built.

Adams County Open Space Passive Grant funding of the City of Brighton's request through this grant application entitled "Speer Canal Trail". The grant funding of this trail is vitally important in allowing for this trail segment to be built and become accessible for Brighton, Adams County, and Regional residents. Thank you for your consideration of funding this needed trail construction project.

Sincerely,



Kenneth J. Kreutzer, Mayor

RESOLUTION NO. 2019-78

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, AUTHORIZING THE SUBMITTAL OF A PASSIVE GRANT APPLICATION TO ADAMS COUNTY FOR THE SPEER CANAL TRAIL PROJECT; AND AUTHORIZING THE CITY MANAGER TO SIGN AND EXECUTE THE APPLICATION

WHEREAS, the City Council of the City of Brighton, Colorado ("City Council"), determined that it is appropriate for the City to apply for funding through the Adams County Open Space Grant for the "Speer Canal Trail" project (the "Project"); and

WHEREAS, the City Council believes that the Project contributes to the health, safety, and welfare of the citizens of Brighton, and that this type of recreational construction project is a needed amenity within Brighton; and

WHEREAS, the Project has an estimated total cost of \$644,715.00; and

WHEREAS, the City will allocate \$220,000.00 in a cash match toward the Project in the 2020 Recreation Capital Budget; and

WHEREAS, the City grant funding partner, Brookfield Residential, will allocate \$102,357.00 in a cash match toward the Project; and

WHEREAS, the City finds and determines that it is proper to apply for a \$322,358.00 Grant from Adams County Open Space to partially fund the Project; and

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

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

City Staff is hereby authorized to submit to Adams County the Application for an Adams County Open Space Passive Grant for the "Speer Canal Trail" project, and the City Manager is authorized to sign and execute the Application on behalf of the City.

RESOLVED, this 16th day of July 2019.

CITY OF BRIGHTON, COLORADO


KENNETH J. KREUTZER, Mayor

Kevin Priola
STATE SENATOR

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kpriola@gmail.com



COMMITTEES

MEMBER OF:
BUSINESS, LABOR AND TECHNOLOGY

MEMBER OF:
TRANSPORTATION AND ENERGY

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

July 23, 2019

Adams County Open Space Committee and Department,

I highly recommend your approval of the grant application submitted by the City of Brighton Parks and Recreation Department, for the construction of the Speer Canal Trail in the northeastern section of Brighton. It is my opinion that open space corridors and trails located within a community constitute important community amenities and that trails link the community together.

The "Speer Canal Trail" project is exactly that type of amenity. The trail will travel through open space and parks that are adjacent to the Speer Canal. The Speer Canal corridor in the past has not been open for Brighton residents to walk. Brighton, estimated population of 40,000+ residents, needs more trails and this section of trail is part of a regional circular trail that will travel around the City of Brighton. It will also be a trail link to other communities within Adams County and Weld County and link the northeastern section of Brighton with the future trail to Barr Lake State Park. The Brighton residents are avid trail users. This trail construction of 1.56-miles of trail in a new housing development adjacent to a canal makes an un-accessible area accessible to Brighton, County and Statewide residents through the northeastern portion of Brighton.

It is my understanding that the City is applying for an Adams County Open Space Passive Grant to construct this trail. I also understand that the City of Brighton has a commitment from the Developer of the new residential area, Brookfield Residential, to provide a cash match of 16% of the trail project. The City cash match, 34% of the project, will be included in their 2020 Parks and Recreation Fund annual budget. This still leaves 50% of the project to be funded, and for this reason the City is applying for grant monies through the Adams County Open Space tax funding. Trails are a wonderful use of this County funding source.

This trail project is a wise use of the Adams County Open Space grant funds and highly appropriate for the community. I support the City's efforts in obtaining funding for this needed trail. Thank you for this opportunity to express my support for Brighton's grant application entitled "Speer Canal Trail".

Sincerely,

Senator Kevin Priola



THE FARMERS RESERVOIR AND IRRIGATION COMPANY

80 South 27th Avenue • Brighton, Colorado 80601
Telephone: 303-659-7373 • FAX: 303-659-6077

July 24, 2019

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

**RE: Letter of Support - Speer Canal Trail
City of Brighton Park and Recreation Department's Application
Adams County Open Space Passive Grant**

To the Adams County Open Space Commission and Department Staff:

On behalf of the City of Brighton Park and Recreation Department (Brighton), The Farmers Reservoir and Irrigation Company (FRICO) would like to express our support of Brighton's application for funding through the Adams County Open Space Passive Grant for the Speer Canal Trail.

FRICO recognizes the importance and benefits to the community of having good trails for the residents to walk or ride their bikes. The proposed grant being requested by Brighton would provide the necessary funding for an existing void in the community of longer trails. The proposed Speer Canal Trail would be a welcomed addition to community at 2.15 miles long.

FRICO has certain design criteria that must be met, or alternative methods approved, for constructing trails within our right-of-way and FRICO is confident that Brighton will be agreeable to meeting our design criteria if/when they receive the necessary funding for the trail.

On behalf of Brighton, I would like to thank the Adams County Open Space Commission and Department Staff in considering the Speer Canal Trail as a priority project for funding through the Adams County Open Space Passive Grant.

Sincerely,
THE FARMERS RESERVOIR AND IRRIGATION COMPANY


Scott Edgar
General Manager

361 Terra Vista St
Brighton, CO 80601

July 21, 2019

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

Re: Speer Canal Trail

Dear Adams County Open Space Commission and Department Staff:

Thank you for your consideration of Brighton's grant application requesting funding for the Speer Canal Trail which be located along the Speer Canal from Baseline Road on the north to Longspur Drive on the south near Dewey Strong Park and the Bromley East Charter School. This area is in the northeast section of Brighton. What is important about this trail is that it will lie in one of the newest portions of Brighton which does not have access to many recreational trails.

The Speer Canal Trail will add 2.15 miles to our trail system, be ten feet wide, concrete and six inches deep. Other trails in Brighton receive a lot of use from walkers and bike riders. This trail will allow residents to get to a nearby park and students to school, and give them a new trail so that they can be outdoors and maintain fitness and improved health.

This trail is a funding partnership with the developer Brookfield Residential providing cash, hopefully Adams County Open Space, and monies in the City of Brighton's Annual Budget. The Speer Canal Trail will improve the City's recreational opportunities for anyone who enjoys walking, running, and bike riding.

I strongly support this grant application and hope that the Open Space Commission sees the importance of this project.

Sincerely,


Adam Kniss

Chairperson of the Brighton Parks and Recreation Board

July 19, 2019

Grant Review Committee
Adams County Open Space Active Grant/Adams County Open Space Department
9755 Henderson Road
Brighton CO 80601

RE: Speer Canal Trail

Dear Review Committee Members:

It is with pleasure that I offer this letter to you in full support of the City of Brighton's Parks and Recreation Department as they apply for funds to develop the Speer Canal Trail.

As I understand, the Trail will be located along the Speer Canal from Baseline Road on the north and along the south near Dewey Strong Park and Bromley East Charter School. I support the City's grant application request as they hope to develop this new 2.15-mile long rail for the residents of Brighton. Both of my children were recently students at Bromley East Charter School. Most days after school, we would take a walk through the neighborhood to get a little exercise before going home to do homework and start our evening activities. It was usually a challenge to find a safe walkway due to the surge in traffic right after school. It would have been wonderful to have had a nice trail such as the proposed Speer Canal Trail – to take a safe stroll with my children. Although they are no longer at Bromley East Charter, I would be happy if funding from you were approved so that all families could enjoy a safe well-engineered trail.

Our City's population is nearing 40,000 residents. We need trails such as the proposed Speer Canal Trail to accommodate the growth in population, most of which is young families with active lifestyles. This Trail would be a place families and individuals could enjoy – whether for a walk, run, bike ride, etc. We do have a few trails in town that are well used by our residents, but to my knowledge the Speer Canal Trail would be one of the longest. It may even be the longest in town if it is developed. I would anticipate the Trail would be a welcome addition by our residents, of all ages. A safe, well-thought out Trail our residents could be proud of.

I applaud City of Brighton's Parks and Recreation Department for continually seeking funding and means by which to improve the quality of life for the residents of our great City. I was raised in Brighton, and it gives me joy to see the growth and the many improvements that lie ahead, thanks to programs such as those you offer.

Please consider approving the City's Parks and Recreation grant request for the development of the Speer Canal Trail. I have utmost confidence they would use such funds diligently. I trust they would adhere to all grant requirements with great care. Thank you, Adams County Open Space for providing this grant opportunity as a means for entities like the City of Brighton to improve its amenities.

Sincerely



Yvette Martinez,
ymartinez@gmail.com

720-226-2358

Chelsea Birdsall
597 South 24th Avenue
Brighton, Colorado 80601
(720) 453-4916
chelseajbirdsall@gmail.com

July 16, 2019

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

Dear Adams County Open Space Commission and Department Staff,

I have been a resident of Brighton for nearly two years and I am currently an active member of the Parks and Recreation Advisory Board as well as its Bike Brighton Sub-Committee. My position on those boards paired with my deep-rooted passion for hiking, biking and being outdoors has made me acutely aware of the need for more trails in the City of Brighton.

I support the City of Brighton's grant application request for the new 2.15-mile long trail located in the northeastern section of Brighton. I believe the Speer Canal Trail will help direct pedestrian traffic from the already over-crowded paths within the city and will positively benefit residents of Brighton as well as tourists and our neighbors from nearby communities.

As an avid bike-rider and owner of two dogs who love going on walks, the Speer Canal Trail would be an ideal path for me to take for either activity. I believe a lot of my neighbors, who partake in similar activities, would agree that this trail is a phenomenal idea for the City of Brighton and would be a step in the right direction for promoting the health and well-being of all users.

Please give this proposal your full consideration. If you have any questions I can answer, feel free to contact me at (720) 453-4916.

Thank you,



Chelsea Birdsall

7/19/19

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

RE: Speer Canal Trail

To the Adams County Open Space Commission and Department Staff,

I'm writing this letter in support of the Speer Canal Trail that is in the works. I believe this trail will receive a long awaited welcome from the community once it's complete. This trail will not only provide health benefits to those that use it, it will also provide a north-south route through this area for pedestrians and cyclists, and ultimately be one more puzzle piece put in place in Brighton's trail system. As the community and area continues to grow, both the city and county need to be more proactive in these endeavors that will provide the citizens a healthy alternative for getting around vs basing all transportation efforts towards motor vehicles. I believe citizens and even businesses look for these aspects when they are making decisions on where to relocate. Therefore, economically, adding this trail and additional trails/bike lanes will also add a financial benefit to the area as well.

As a resident of Brighton, I appreciate your efforts in these areas and believe the community does as well.

Sincerely,



Brian Blehm
683 Poppy Drive
Brighton, CO 80601

22 July 2019

Brian Poteet
526 Tanager Street
Brighton, CO 80601

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

To the Adams County Open Space Commission and Department Staff:

As a Brighton resident I am writing in support of the proposed grant request for the **Speer Canal Trail** project. Being an avid cyclist and trail user, I believe this project is a vital piece to Brighton's trail system. This project will give residents of eastern Brighton more access to parks, open space, schools, and businesses by creating a corridor from the Bromley Park Neighborhood to the Brighton Crossings neighborhood. This project will also increase attention to the need for safer street crossings and also the potential for below grade or, above grade crossings for our trail systems.

As a cyclist, I am very excited this trail is planned as a concrete trail, not only from a maintenance perspective, but also this will encourage people of all ages to use this trail for commuting, whether by walking or cycling. Crusher fines trails are great for some applications but, usually discourage commuters. When complete, this trail will provide access to schools and several businesses in this part of Brighton. The **Speer Canal Trail** project will create a much safer route for school children as children will be attending schools from both neighborhoods in the near future.

I also believe this project will help generate more creative thinking about safety and the need for better street crossings for our trail systems. This trail will cross East Bridge Street, which is a very busy arterial, and difficult to cross currently. I am a big believer in "necessity breeds invention."

The City of Brighton's willingness to match the grant funds for this project represents the tremendous importance of this project to the city and also, the sincere commitment to serving the residents or our community.

Please accept this letter of support in regards to the City of Brighton's grant request for the **Speer Canal Trail** project.

Thank you,


Brian Poteet

Adams County Open Space Commission

And Department Staff

July 23, 2019

Re: Speer Canal Trail

This is a request that you give consideration to this grant request for the Speer Canal Trail located along the Speer Canal from Baseline Road on the north to Longspur Drive on the south near Dewey Strong Park and the Bromley East Charter School.

There are other such Canal Trails already in existence here in Brighton and this would be a great addition, adding another trail for people in the area for walking and biking. This new 2.15 mile long trail will be a new addition to the east side of Brighton which is experiencing significant resident growth and will add to the appeal of the people residing in that area.

This project needs a funding partner to accomplish this venture and we would appreciate your consideration for supporting this effort which fits in with making Brighton a future Bike Friendly City for this area.

We hope you can join with the Developer funding and the City of Brighton funding to make this a possibility.

Cordially yours, as a person already making use of the existing trails in our city

Robert Eckelman

Robert Eckelman

2717 Signal Creek Pl

Thornton, CO 80241

July 22nd, 2019

Adams County Open Space Active Grant

Adams County Open Space Department

9755 Henderson Road

Brighton, CO 80601

To the Adams County Open Space Commission and Department Staff:

I am writing this letter to you in support of the Speer Canal Trail in the Northeastern Section of Brighton. This Northeastern Section of Brighton is undergoing much development, and a trail for recreational use will be a much needed opportunity for the residents to utilize and enjoy the outdoors.

Since 1998, Brighton has grown from 17,250 residents to over 40,000. It's residents need recreational use pathways that offer safe travel by foot and bike, and the Speer Canal Trail is a great opportunity for the City of Brighton to continue to implement a network of connected pathways to serve this purpose.

The Adams County Open Space Active Grant 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 and Brookfield Residential for construction. I'd like to see continued partnership from future developers to promote pedestrian and bicycle commuter infrastructure improvements for recreational in the City of Brighton, and this opportunity will be a great improvement to the Northeast Area of Brighton.

Thank you in advance for your help.

Sincerely,



Phil Doerner

July 22, 2019

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

Dear Adams County Open Space Commission and Department Staff,

I am writing to support the Brighton Parks and Recreation Department's "Speer Canal Trail" passive grant application request. This 2.15-mile trail will be located in the northeastern section of Brighton. It will be 10-feet wide and constructed of concrete. The funding for this project will come from the City of Brighton's annual budget as well as a cash match from a Developer (Brookfield Residential) - and from the Adams County Open Space Passive Grant funding. (The City needs a funding partner to accomplish this project and the Adams County Open Space grant funding would be a great partner!)

The City of Brighton has a number of trails throughout the city that provide residents an opportunity to take advantage of the great climate and get outdoors for walking, jogging or biking. This helps promote fitness and a healthy lifestyle for people of all ages. As the northeastern section of Brighton grows, more trails will be needed to accommodate the lifestyles of these new residents. Trails, parks and open spaces are often strong factors in determining housing location choices. Providing this new trail will certainly have a positive impact on Brighton's future!

Sincerely,



Kathleen McFall
2419 Cherry Circle
Brighton, CO 80601

July 23, 2019

David McWilliams
1543 Cherry Street
Brighton, Colorado 80601

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

Dear Adams County Open Space Commission and Department Staff,

I am writing this letter to express my support for the expansion of the bike trail system around the city of Brighton Colorado. I am specifically writing about the proposed Speer Canal Trail.

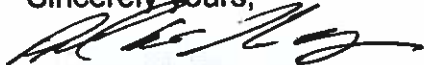
The improvement of the Brighton trail system has been a benefit to the community of Brighton and the families that live here. I have seen an increase in the use of the bike trails near where I live. Families are out biking together and enjoying the outdoors. Children are using the trails to get to school. Families are using the trails to get to the recreation center and to the Oasis Waterpark.

As I use the trails more and more, I am seeing more older adults using the bike trails. As one myself, I appreciate the safe wide trails that are being built. I use the trails more often because they offer me the chance to exercise. I also enjoy the scenery of many of the trails.

The City of Brighton and their employees help support the biking community. My wife and I have enjoyed riding in the Full Moon bike rides the city offers. It seems each time we go, the more people are there. I have definitely seen an increase in families with young children participating.

I hope you will consider the expansion of the trails near the city of Brighton. The Speer Canal would be an asset for the city and Adams County. The trails are definitely one of the best things about living here.

Sincerely yours,



David McWilliams



27J Schools

18551 E. 160th Avenue, Brighton, CO 80601

27J Schools Board of Education
Roberta Thimmig, President
Greg Piotraschke, Vice President
Kevin Kerber, Director
Lloyd Worth, Director
Blaine Nickeson, Director
Mandy Thomas, Director
Jenn Venerable, Director

July 22, 2019

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

Dear Adams County Open Space Commission and Department Staff:

I am writing to let you know that I am in full support of funding for the completion of the Speer Canal Tail, which will lie within Adams County and the City of Brighton, both of which I work and live. As the Student Health and Wellness Coordinator for 27J Schools, I strongly support this application to provide a safe place for our students and families to play and use as a way to stay fit and healthy. We know that active kids are better learners and providing opportunities for them to be active before, during, and after school supports our mission that all students have the knowledge, skills and attitudes needed for success. I am champion for health in 27J and promote safe routes for our children to use to get to and from school and the timing of this funding is very urgent as we open a new elementary school in the northeast corner of Brighton.

I work hard to promote and support a culture of health and wellness within 27J Schools and fully support the City of Brighton's efforts to create fun, safe, and healthy spaces for our residents. I look forward to the opportunity of having a new trail for walking and biking in the City of Brighton.

To conclude, I fully support this project and sincerely appreciate the funding provided from Adams County Open Spaces Department to ensure our students, staff, and 27J families are healthy and successful.

Sincerely,

A handwritten signature in black ink that reads 'Rhonda Plambeck'. The signature is written in a cursive style with a large, flowing 'R'.

Rhonda Plambeck
Student Health and Wellness Coordinator, 27J Schools

Speer Canal Trail



Future Speer Canal Trail - Bridge Street
Trail will be placed on ditch gravel road



North end of Speer Canal Trail - Location of future residential and
trail at Longspeak Street.



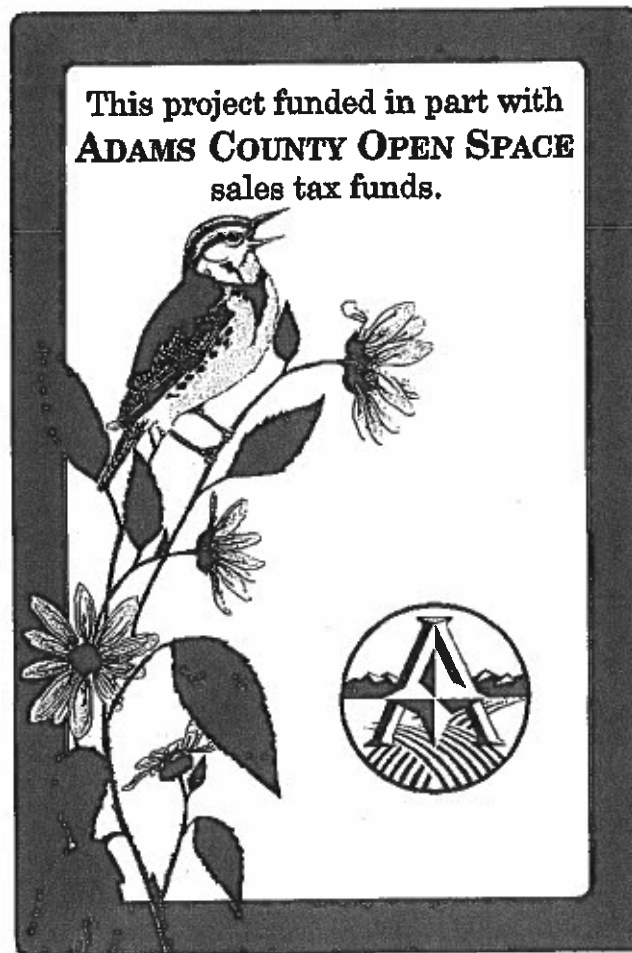
South end of trail adjacent to Dewey Strong Park at Longspur Drive
- Trail will be on right side of photo by trees.

**ATTACHMENT M
BUYER'S APPRAISAL
N/A**

ATTACHMENT N
EASEMENT
N/A

Adams County Open Space Program

Policies and Procedures



Newly Revised and Adopted

June 24, 2013

As Amended January 6, 2014 and November 14, 2017

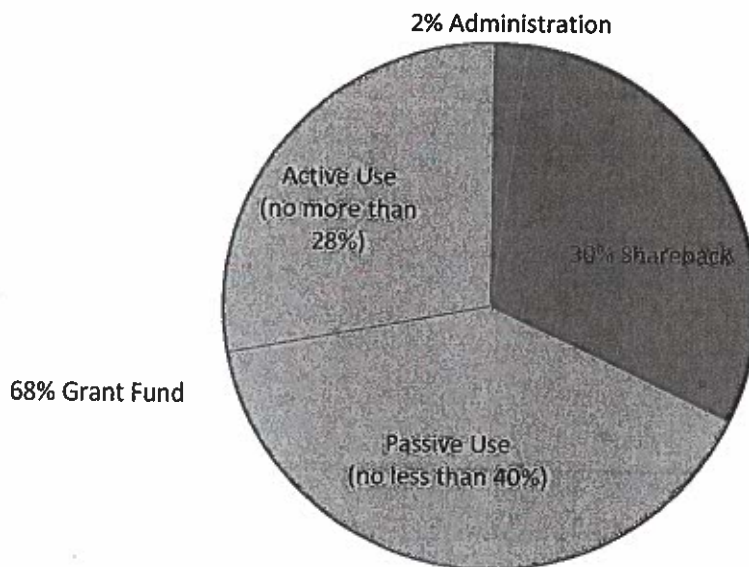
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Introduction

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

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

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

Purpose

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

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

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

Purpose

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

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

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 or contact Open Space staff.

Applicant Eligibility

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

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

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

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

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

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

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

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

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

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

Application Types

- 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

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

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. Please see the Glossary of Terms for additional information about what constitutes in-kind contributions.

Application Components Specific to Real Estate Transactions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of Terms

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

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. Flaum _____	Commissioner	BK: 5917 PG: 0756-0769
Rita Connerly _____	County Attorney	CAROL SNYDER
Lucy Trujillo, Deputy _____	Clerk of the Board	0.00 DOC FEE ADAMS CO

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
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 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 1ST 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 THERAFTER, 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(1), 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 1st day of SEPTEMBER, A.D. 1999.

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

By *John Stuebe*
 Deputy



Appendix B



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:	Proposed Revision to Leverage Summary:
Grant Total:	Grant Total:
Total Project Costs:	Total Project Costs:
% of Funding Requested:	% 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



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? <input type="radio"/> Yes <input type="radio"/> No	
Are additional funds being requested to closeout the project? <input type="radio"/> Yes <input type="radio"/> 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 or Shannon McDowell at 303.637.8039 or 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)

