



November 13, 2018

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

Re: Grant Award for the Colorado Park Enhancement Project project

Dear Gary:

This letter is to inform you that the grant application you submitted on July 25, 2018 for the Colorado Park Enhancement Project project has been approved for funding by the Board of County Commissioners. The grant award for this project is equal to 55% of the total project funding, up to \$420,425.00.

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

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

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

For additional information about this process, please contact me at 303-637-8072 or email rpetersen@adcogov.org.

Sincerely,

Renee Petersen
Open Space Grant Coordinator

Enclosure

cc: File

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry
DISTRICT 1

Charles "Chaz" Tedesco
DISTRICT 2

Erik Hansen
DISTRICT 3

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DISTRICT 4

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ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2018-00036

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

RECITALS

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

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

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

WHEREAS, on July 25, 2018, Applicant applied for an Adams County Open Space Grant to complete the Colorado Park Enhancement Project project (the "Project"); and

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

WHEREAS, Adams County awarded the Project 55% of the total Project costs, not to exceed \$420,425.00.

AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 55% of the total Project costs, not to exceed \$420,425.00 (the "Grant"), subject to terms and conditions set forth in this Agreement.
2. Project Scope. Applicant shall complete the Project as described in the grant application, attached as Exhibit 1 ("Project Scope") and incorporated herein by this reference. Exhibit 1 attachments include the grant application and all application attachments. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy in the Open Space Policies and Procedures, attached as Exhibit 2 and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.

3. Completion Date. Applicant shall complete the Project no later than November 13, 2020, which is two years after the date of Adams County's approval of the Project ("Completion Date"). Project completion requires all necessary documentation be submitted to Open Space staff on or before the Completion Date. Applicant may request an extension of the Completion Date in compliance with the Extension Policy in the Open Space Policies and Procedures, Exhibit 2, as may be amended from time to time by the Board of County Commissioners in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.
4. Open Space Sales Tax. Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto in the Open Space Policies and Procedures, Exhibit 2.
5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit 2 and incorporated herein by this reference.
6. Audits and Accounting Records. Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the "Staff") prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Resolution 99-1 attached hereto in the Open Space Policies and Procedures, Exhibit 2.
7. Payment of Grant. Adams County agrees to make payments to the Applicant in the following manner:
 - a. Payments. Adams County agrees to disburse grant funds to Applicant to provide reimbursement for the payment of project costs upon successful completion of the Project, or on a quarterly basis. Itemized Reimbursement Requests, as set forth below, are required for reimbursements. Should the Project take two full years to complete, the Reimbursement Request for the final period of the project must be received by November 13, 2020 to remain compliant with the Project Completion Date, as set forth above. Reimbursements disbursed from Adams County shall not exceed 55% of project costs incurred during the previous period with cumulative reimbursements totaling no more than \$420,425.00.
 - b. Acceptable Expenditures. Applicant can request payment for 55% of all project costs incurred within the previous period with cumulative reimbursements totaling no more than \$420,425.00 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:
STAN MARTIN, CLERK

Deputy Clerk

APPROVED AS TO FORM:

County Attorney's Office

CITY OF BRIGHTON, APPLICANT

By (signature)

Printed name

Title



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Active Use
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Applicant Organization Name:

Name of Project:

Budget Summary

Grant Request (this cycle only):	\$420,425.00	(this grant cycle only)
Previous ADCO Grants (this project only):	\$0.00	(combined total - for this project only)
Matching Funds (cash + in-kind):	\$344,000.00	
Total Project Costs:	\$764,425.00	
Grant Request: 55 % 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? ☐ Yes ☒ No

If yes, attach one set of copies of the easements and label as **Attachment N**.

30% Distribution

Will the applicant be using any of its 30% distribution as part of the cash match for this project?

☐ Yes ☒ No ☐ Not Applicable

If yes, please list the amount being used:



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PART I: ELIGIBILITY CRITERIA

Project Information

Applicant Organization Name: City of Brighton
Sponsoring Jurisdiction: City of Brighton
Name of Project: Colorado Park Enhancement Project

Contact Information

Primary Contact Name: Gary Wardle Title:
Phone: (303) 655-2135 Email:
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		(303) 655-2170	

Project Summary

Briefly describe your project (<100 words).

This Adams County Open Space grant request is for the "Colorado Park Enhancement Project". The community-loved park in west Brighton will become better used with amenities being updated and upgraded. The highly visible 7.4-acre Colorado Park project includes: new playground (equipment, poured-in-place surfacing, concrete curbing and ADA entrance), basketball court, lighting for tennis and basketball courts, 1,425-LF trail with 30-LF bridge, new off-street parking lot with entry driveway, bench, bike rack, park identification sign, irrigation repairs with sodding/seeding due to construction, landscaping of entry and construction drawings. This project will revitalize Colorado Park through construction of enhancements that are needed.

Grant Request : 55 % 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:
2/1/18	\$0.00	☐ Received partial award ☒ Expanding request
		☐ Received partial award ☐ Expanding request

Property Location Information

Project Site Address:	265 Miller Avenue; Brighton, CO 80601
Nearest cross streets:	Miller Avenue & Birch Avenue
Parcel ID# (REQUIRED):	0157112103001

Is this project located within Adams County? ☒ Yes ☐ No

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

PART II: SELECTION CRITERIA

Grant Fund Use Category

1. Project Description

a. Please describe each component of the project and scope of work in detail. (<6,000 characters)

Attach a Project Timeline and label as **Attachment C**.

This Adams County Open Space grant request is for the "Colorado Park Enhancement Project". This project is to revitalize the park through the construction and enhancement of needed amenities. Presently, the 7.4-acre, highly visible park located along Miller Avenue near Colorado State Highway 7 contains the following. A basketball court that is falling apart due to age, and the lighting on the tennis court is 35+ years old with poles that are deteriorating due to age and weather. Additionally, the playground has equipment that has reached its life expectancy and needs to be replaced and upgraded with a rubberized surface and better entry. And there needs to be a bench near the playground so that parents can sit and watch their children play. Also, there is no off-street parking and no trail connection to the Colorado Front Range Trail (CFRT) directly west of the park. There is no bike rack at the park. The park



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does not have a park identification sign to let people know the name or site address. There are two shelters, a restroom, two tennis courts, a large multi-purpose open field for sports and play, trees and shrubs within the park, and an open space between the developed park and the CFRT and South Platte River on the west side.

There are five major concerns that the residents of Brighton and users of Colorado Park have expressed, via the phone or e-mails or at meetings, to the City's Parks and Recreation Department over the past 4 years. They are: 1.) The playground needs to be updated due to age of equipment and the high maintenance costs for out of date equipment, and the playground does not meet current ADA guidelines, 2.) The park does not have off-street parking and when the park is full of users or youth sports teams are practicing at the park then all of the neighboring streets have cars parked on them and sometimes in neighbors' driveways, 3.) The basketball court needs replacement - it is so old that companies do not make the same backboards and goals and the surfacing needs to be replaced, 4.) There is no park identification sign to say that you are in Colorado Park or to tell you an address of the park, 5.) The tennis court lighting is so old that it does not light the courts properly and there is no lighting for the basketball court, and 6.) There is no connectivity by way of trail from Miller Avenue and the adjacent neighborhood to the CFRT and the South Platte River. Because of these six major residential and park user concerns and other minor concerns (more seating areas to watch your kids play and a bike rack), the City has budgeted some funds in 2019 to make improvements, but does not have enough monies to complete this project. For this reason, Brighton is applying for matching funding through this Adams County Open Space Active Grant Application.

This Enhancement Project within Colorado Park will include: design and construction drawings for the project, playground with new equipment and poured-in-place surfacing and concrete curbing and an ADA entrance, a approximate 1,425 lineal foot trail to connect the CFRT to the off-street parking and the restroom and shelter area (trail will be 8-feet wide, 6-inch depth, and include a 30 lineal feet long bridge to cross the McCann Ditch), a new basketball court with new goals and painted lines, new lighting for the tennis courts and basketball court, a new off-street parking lot with entry driveway (the parking lot to be located where the present old basketball court is located and will include curb and gutter/parking blocks and the driveway will include curb and gutter), new site amenities of a bench and bike rack, a new park identification sign along Miller Avenue, irrigation system repairs with sodding in the park due to the construction, seeding in the open space due to construction, and landscaping of the entry near the new sign and the driveway.

This highly visible and community loved park on the west edge of Brighton needs to be revitalized and refurbished with these new enhancements. With the improvements of this project, the park will become more usable and user friendly and the amenities will be upgrades from what is at the site today. Refer to Attachment F for the locations within the park of these enhancements.

The total estimated cost to make these enhanced improvements is high enough that the City needs a funding match to what Brighton can put toward this project. This project should take approximately 4-1/2 months to design and bid and 7-1/2 months to completely construct and refurbish the park once it is started. Refer to Attachment A for the Budget, and Attachment C for the Timeline.

- b. Attach a Project Site Plan that identifies all project components and label as **Attachment F**.
- c. Does this project attempt to avoid conflicts between surrounding uses and park uses? Are there attempts to separate high use areas within the park to avoid user conflicts? If yes, clearly identify these areas on the Project Site Plan. (<2,000 characters)

Colorado Park is a high-use park. Adding an off-street parking lot and a connector trail will help separate park users from parking in front of the surrounding neighborhood driveways, and will allow for a new way to get to the park via trail instead of along streets for the neighborhood children. Also, the new off-street parking lot on the north side of the park allows for safer "drop-off" of youth for sports team practices at the park or individuals that drive to the site. There have been many reports of children



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running from cars across Miller Avenue to the park and not looking to see if a car was coming. Lastly, the connector trail through the park will allow for a safe route for local neighbors to access the Colorado Front Range Trail. Yes, this enhancement project does also address safety and conflicts associated with the adjacent neighborhood. Refer to Project Site Map in Attachment F.

2. Community Need/Urgency

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

The City has included Letters of Support, in Attachment L, showing the urgency and community need for this enhancement project at Colorado Park. To quote Bob Eckelman, "This Park is one of the three oldest parks within the city of Brighton and it receives extensive use throughout the summer on a daily basis." Or as Shirley Phelps states, "I have four grandchildren who play at the park and the playground equipment is very old and it concerns me..." Also, "The basketball court is in sad shape and also needs to be replaced. Vehicles have no choice except to park along Miller Avenue or other streets in the neighborhood and they block residents' driveways because there is no off-street parking." Finally she states, "Brighton has wonderful trails but users and residents have requested a trail connection to the Colorado Park and also access to a restroom on the west side of the park." These are comments from just two community residents expressing why this project is vitally important.

Many residents have commented, over the past four years, that this site needs to be upgraded to meet today's needs and to have a safer way to drop-off children at the park. Three examples of areas within the park that need upgrading are the basketball court, better tennis court lighting, and the playground. Accessibility to the Regional Trail on the west and off-street parking on the east are also complaints that the City has received. The Park has never had a park identification sign and this needs to occur. Residents want to see this park changed and enhanced. This park lies in an underserved section of the City, and there is no opposition from neighbors and the community to making the improvements.

Over the years the City of Brighton has determined that there is a need and urgency to enhance this park, but has not had the money to fund the improvements. This is why Brighton is applying through this grant for a funding partner in Adams County.

- 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)

Due to higher service priorities and a greater quantity of needs versus available monies within the City - Brighton needs help in funding this project. If Adams County Open Space funds are not available, then the City would have one option. That option is that the improvements in this enhancement project will be delayed until full funding is received and the site remains as it presently is. The City struggles with a playground, tennis court lighting, and a basketball court that have lived beyond their lifespans. It is also important to understand that doing the construction improvements in the future will cost more. It is important to note that Brighton has seen the cost of trail installations go up in cost due to the housing growth within the State and the floods of 5 years ago - concrete is a needed commodity. Unfortunately, time is an issue when it comes to this project. The neighbors need a park near their homes that is accessible and that they can use and play in safely. With respect to Colorado Park the urgency also relates to what neighbors and users expect.

3. Uses/Users

- a. Describe all current and anticipated future uses of the project, including all programmed and non-programmed activities. (<2,000 characters)



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The current uses at Colorado Park are the standard uses in an older park that includes a large bluegrass turf area, two tennis courts, basketball court, restroom, playground, drinking fountain, and shelters. In addition to the neighborhood residents using the park, many youth sports teams use the park for soccer, football, and baseball/softball practices.

Colorado Park in the future will attract the young toddlers, school age kids, parents, neighbors, older adults, youth sports teams for practice in soccer and football, City of Brighton youth recreational events, and people of all ages. Colorado Front Range Trail (CFRT) users will use the comforts of the park due to the connector trail, and neighbors will be able to cut through the park to reach the CFRT. In the future, the park users will walk, play, exercise, skate, and socialize while enjoying the park. Colorado Park will be connected by the trail to the community through walking, running, bicycling, and skating. It is assumed that in the future kids will continue to enjoy playing on the new playground, playing basketball on the new court, walking or biking within the park, skateboarding, dog walking, gathering to talk under a shelter or under a tree, playing tennis after dark, playing pickle ball, games of tag, throwing a Frisbee or ball, kite flying, and more. The site could be used for small outdoor exercise classes, neighborhood events, shelter rentals for families or businesses, neighborhood gatherings, kids "pick-up" games of soccer or basketball, Pokémon Go, geocaching, parkour, picnicking, and a place for relaxing. Additionally, the parents will have full view of the playground and basketball court with the placement of a bench between the two. The park access for practices, and for play before/after school or in the summer will be better in the future with the addition of a new off-street paved parking lot. Please refer to the photos of the present condition of this location.

- b. 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)

This project appeals to all residents of Brighton, which is a broad diversity of users. Youth that come to the park to play on the playground or shoot baskets. Youth sports teams using the park open fields will also have parents using the off-street parking lot. Teens and adults playing tennis and basketball will enjoy the courts being lit by the new LED lighting system. Trail users will enjoy being able to get off of the Colorado Front Range Trail (CFRT) and walking or biking into the park to use the restroom, shelter, or other amenities. Likewise, neighbors of the park, elderly, disabled, and dog walkers will enjoy the use of the concrete trail. People looking for the park will note the new park identification sign. Parents will enjoy sitting on the bench while watching their children play. Bicyclists will have a bike rack to lock their bike to. These are just a few of the users of the park that will enjoy and use the enhancements to Colorado Park. In other words, this project will serve a combination of many groups.

4. Connectivity

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

This "Colorado Park Enhancement Project" is uniquely positioned in one of the oldest parks within Brighton on the west side of the City. The site is located between Miller Avenue on the east and the Colorado Front Range Trail and the South Platte River on the west. This location is in the western section of Brighton surrounded by a neighborhood with ethnic diversity. The February 2008 Brighton Master Plan Update states that parks like Colorado Park need to be destinations of fun for the users and that upgrades need to occur - specifically off-street parking and enhanced landscaping. The 2004 Brighton Greenways and Trails Master Plan states that the City must find ways to connect parks to the trails, especially the Regional Trails like the Colorado Front Range Trail.

Recently, the Brighton City Council created a 2018-2019 Business Plan with 8 strategic plan areas to be addressed. This project in Colorado Park is a part of two of the strategic plan areas: "Facilities, Amenities,



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and Open Space" for the park amenities and "Safe, Active and Engaged Community" for the trail.

This "Colorado Park Enhancement Project" does address the Adams County Open Space Program Policies and Procedures (see answer to question 5 below), two City municipal plans (listed above), and the goals of the Brighton City Council to have enjoyable, safe, and destination parks for the City's residents.

- 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)

The significance of the park location is that the park originally was developed as a subdivision's neighborhood park in the 1960's. Colorado Park is totally accessible by walking, riding a bike, by skateboarding, by bus, and by car. The Colorado Park is surrounded by homes. The neighborhood is connected by street, future bike lanes, and sidewalks to this park. The planned connector trail within the park will connect the neighborhood and this park's users to the Colorado Front Range Trail (CFRT) along the South Platte River. The CFRT, in the near future will connect from downtown Denver to downtown Brighton. All trails in Brighton are accessible and meet the ADA guidelines, including the trail within the park. Sidewalks from the neighborhood streets are connected on the east side of Colorado Park. All access sidewalks to the site meet ADA guidelines, thus making the site accessible. The next closest parks that are one-half mile to the south or to the north will be connected to Colorado Park through its new connector trail and the CFRT.

5. 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 "Colorado Park Enhancement Project" is an approved active use of the Open Space Sales Tax dollars. Refer to Resolution 99-1, 8, c, (i)(F)(G): (i) Revenues collected from the Open Space Sales Tax may be used in the following manner: (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. The design and enhancement construction of the Colorado Park meets parks equipment construction and operational maintenance portions of the Resolution. Also, refer to Resolution 99-1, 8, c, (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. The Colorado Park Enhancement Project will add to and improve Colorado Park, add amenities such as a park identification sign and bike rack and bench within the park, create a new trail to connect the Colorado Front Range Trail to the park, allows for better management of the park by adding parking and fixing the irrigation system so that it works properly after the construction, and addressing safety and life expectancy issues with the playground, basketball court, and lighting of the tennis court and basketball court. This is a project that benefits the public in many ways and is an appropriate use of the Open Space Sales Tax grant monies.

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)



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The City of Brighton require that all capital projects, such as this one, must go out for competitive bid with qualified contractors. The City Council will not allow for projects to go out for bid until grant fund monies are approved by the granting agency (Adams County). The Brighton Procurement process is detailed and specific as it relates to bidding capital projects; and the bidding of the project will be through the City of Brighton.

Additionally, Gary Wardle (Brighton Parks and Recreation Director) and Mark Heidt (Brighton Assistant Director of Parks and Recreation Development) have been part of cost estimating within the Parks and Recreation field. Gary has over 49 years of experience in park design, administration, construction and maintenance; and Mark has over 40 years of experience. See 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 Adams County Open Space grant funding for this project the has United Power as a funding partner that will pay a cash match to help install new lighting at the tennis court and the basketball court. There is no in-kind sources or partners for this grant application project.

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**.

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)

Colorado Park, as one of the oldest parks in Brighton, needs many upgrades, and the residents have stated this fact to the City of Brighton Parks and Recreation Department. Neighbors complain that there should be off-street parking at the park since park users are parking everywhere, including in driveways. Colorado Front Range Trail users see the restroom and shelters in the park, but cannot get to them due to no trail to the park and the McCann Ditch separates them from the park. The Department has received many comments and concerns from local residents and neighbors concerning how old the playground equipment is, the basketball court is falling apart, and the lighting for the tennis courts is insufficient. The Department has and still does listen to these needs that must to be upgraded. This grant application is to make the improvements to Colorado Park that many residents, users of the park, and the trail users support. See attached Letters of Support. These improvements will enhance the park experience.

Also, the 2008 Brighton Parks and Recreation Master Plan Update provides information for a "Prototypical Neighborhood Park". The Master Plan Update was developed through many public meetings with Brighton residents. The Update also states that each park should be unique and not a "cookie-cutter" style park. Due to how old Colorado Park is, it does not meet many of the requirements set forth in the document - and the neighbors of the park have commented on this fact.

A Landscape Architectural Firm will be hired to design and produce the construction plans and documents. The public will be keep informed with this process. The Parks and Recreation Advisory Board has been involved in the process of adding the enhancements to the park and supports this project. See their letter of support. The



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Parks and Recreation Department is ready to move forward and construct the enhancements at Colorado Park.

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.

Project Management and Applicant's Past Performance of Awarded Projects

1. Long-term Management

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

The annual cost to maintain this "Colorado Park Enhancement Project" is estimated to be \$28,567.50 annually in labor costs plus the cost of any materials that need to be replaced. This number was derived from two sources: The City of Brighton Level of Service for Park Maintenance (updated and adopted in May 2017), and budgetary knowledge for similar services in the City's Parks Division. The Parks Division is responsible for all of the maintenance at the park which includes: maintenance of playground and shelters, trash pickup around the Park, and more. The maintenance is scheduled to be done on a daily, weekly and monthly basis depending upon the type of maintenance. The City of Brighton Parks and Open Space Division has Certified Playground Safety Inspectors on staff. This long-term management by the Parks Division ensures the safety of the residents using the park. The City's Parks and Open Space Maintenance budget is available upon request.

- 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**.



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

Case No. _____

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:
Northgate Park (now named Footprint Park)	Gary Wardle, Mark Heidt, & Tra	1/8/15	1/15/17
North Elementary/Malcom Park Play Yard	Mark Heidt	12/2/13	9/1/15
Campbell Park (now named Carmichael Park)	Gary Wardle	11/30/10	12/11/12

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

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

3.) Pending Projects:

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



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

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 Open Space Sales Tax may be sold, leased, traded or otherwise conveyed, nor may an exclusive license or permit on such land or interest be given, without the approval of such action by the BoCC. See resolution 99-1, Section 8(C)(iv).

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

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

Applicant's Signature: _____

Date: July 19, 2018 _____

Print Name: Philip Rodriguez _____

Print Title: City Manager _____

**ATTACHMENT A
PROJECT BUDGET**

Attachment A - Project Budget

Date: June 28, 2018

Project Name: Colorado Park Enhancement Project

Amount Requested: \$420,425.00

% Total Project Costs: 55

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
Playground (with Poured-in-Place Surfacing, Concrete Curbing, and ADA Entrance)	\$240,400.00					\$240,400.00
Trail (8-foot wide, 6-inch depth @ 1,425 LF)	\$59,745.00					\$59,745.00
Pedestrian Bridge for Trail (8-foot wide @ 30 LF)	\$81,120.00					\$81,120.00
Parking Lot with Driveway (Asphalt, Curb & Gutter, and Parking Blocks)			\$116,480.00			\$116,480.00
Lighting for Tennis Courts, Parking Lot, Basketball Court, and Playground			\$135,500.00	\$9,500.00		\$145,000.00
Basketball Court	\$31,200.00					\$31,200.00
Site Amenities (Park Identification Sign, Bench, and Bike Rack)			\$15,130.00			\$15,130.00
Irrigation Repairs (due to construction)			\$33,280.00			\$33,280.00
Sod, Seed, and Landscaping of Entry	\$7,960.00		\$2,910.00			\$10,870.00
Design/Construction Drawings			\$31,200.00			\$31,200.00
Budget Total	\$420,425.00		\$334,500.00	\$9,500.00		\$764,425.00

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO ADAMS COUNTY OPEN SPACE IN THE AMOUNT OF FOUR HUNDRED TWENTY THOUSAND FOUR HUNDRED TWENTY FIVE DOLLARS (\$420,425.00), FOR THE "COLORADO PARK ENHANCEMENT PROJECT"; AND AUTHORIZING THE CITY MANAGER TO SIGN AND EXECUTE THE GRANT APPLICATION.

RESOLUTION NO. 2018-78

WHEREAS, the City Council of the City of Brighton determines that it is appropriate for the City to apply for an Adams County Open Space Grant, for a park enhancement construction project entitled, "Colorado Park Enhancement Project" (the "Project"); and

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

WHEREAS, the City Council finds that the existing site does not presently meet the needs of the Brighton citizens; and

WHEREAS, the citizens of Brighton have expressed support for the Enhancement Project within the Colorado Park that is located within Brighton; and

WHEREAS, the City of Brighton owns the Colorado Park land that is this Project site; and the City has a proven record of successfully completing grant-funded public projects and properly maintaining such projects after they are constructed; and

WHEREAS, toward that end, the City of Brighton City Council finds and determines that it is proper to apply for a \$420,425.00 Grant from Adams County Open Space, to partially fund the Enhancement Project for the public benefit; and

WHEREAS, the City of Brighton estimates that the total cost of the Project, as set forth in the Adams County Open Space – Active Grant Application, will be \$764,425.00, of which City is presently applying through an Adams County Open Space Grant for funding the Project in the amount of \$420,425.00, United Power is funding \$9,500.00, and the City is proposing to fund the remaining \$334,500.00 through the City's 2019 Recreation Capital Budget; and

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

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

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

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

1. The City Staff is hereby authorized to submit to Adams County Open Space the Application for an Adams County Open Space – Active Grant, for the “Colorado Park Enhancement Project”, and the City Manager is authorized to sign the Grant Application on behalf of the City.
2. Upon the City’s receipt of a written acknowledgement from Adams County, that Adams County Open Space will fund the Application in the amount of \$420,425.00, the City Manager or his designee is directed to commence good faith negotiations for a reasonable “*Grant Agreement*” between the City and Adams County Open Space, for consideration by the City Council.

RESOLVED, this 17th day of July 2018.

CITY OF BRIGHTON, COLORADO

By: _____

Kenneth J. Kreutzer, Mayor

ATTEST:

Natalie Hoel, City Clerk

APPROVED AS TO FORM:

City Attorney

ATTACHMENT B
PROJECT BUDGET CATEGORIES

Attachment B - Project Budget Categories

Date:

June 28, 2018

Project Name:

Colorado Park Enhancement Project

% Total Project Costs: 55

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
Playground (with Poured-in-Place Surfacing, Concrete Curbing, and ADA Entrance)	✓					
Trail (8-foot wide, 6-inch depth @ 1,425 LF)	✓					
Pedestrian Bridge for Trail (8-foot wide @ 30 LF)	✓					
Parking Lot with Driveway (Asphalt, Curb & Gutter, and Parking Blocks)			✓			
Lighting for Tennis Courts, Parking Lot, Basketball Court, and Playground			✓	✓		
Basketball Court	✓					
Site Amenities (Park Identification Sign, Bench, and Bike Rack)			✓			
Irrigation Repairs (due to construction)			✓			
Sod, Seed, and Landscaping of Entry	✓		✓			
Design/Construction Drawings			✓			
Budget Total						

**ATTACHMENT C
PROJECT TIMELINE**

Attachment C - Estimated Project Timeline

Project Name:

Date:

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

Description of Task	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019
Grant Notification & City Council Approval	X	X										
Bid Design, Construction Documents Completed, & Bid Enhancement Project Construction and Landscaping		X	X	X	X	X						
Enhancement Project Construction & Landscaping						X	X	X	X	X	X	X
Dedication & Ribbon Cutting												
Final Grant Report												

Description of Task	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020
Grant Notification & City Council Approval												
Bid Design, Construction Documents Completed, & Bid Enhancement Project Construction and Landscaping												
Enhancement Project Construction & Landscaping	X											
Dedication & Ribbon Cutting	X											
Final Grant Report		X	X	X								

ATTACHMENT D
SOURCE OF FUNDS

Attachment D - Source of Funds

Project Name: Colorado Park Enhancement Project

Amount Requested: \$420,425.00

% Total Project Costs: 55

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.

Add Source of Funds Remove Source of Funds

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
Adams County O.S. Grant	11/27/2018	\$420,425.00	\$0.00	\$0.00	\$0.00	\$420,425.00	This Grant Application funding.
United Power	1/1/2019	\$0.00	\$0.00	\$9,500.00	\$0.00	\$9,500.00	Match for lighting of tennis & basketball courts.
City of Brighton	1/1/2019	\$0.00	\$0.00	\$334,500.00	\$0.00	\$334,500.00	Match in 2019 Budget for design & construction.
Total		\$420,425.00	\$0.00	\$344,000.00	\$0.00	\$764,425.00	

ATTACHMENT E
SOURCE OF FUNDS CATEGORIES

Attachment E - Source of Funds Categories

Project Name:

% Total Project Costs:

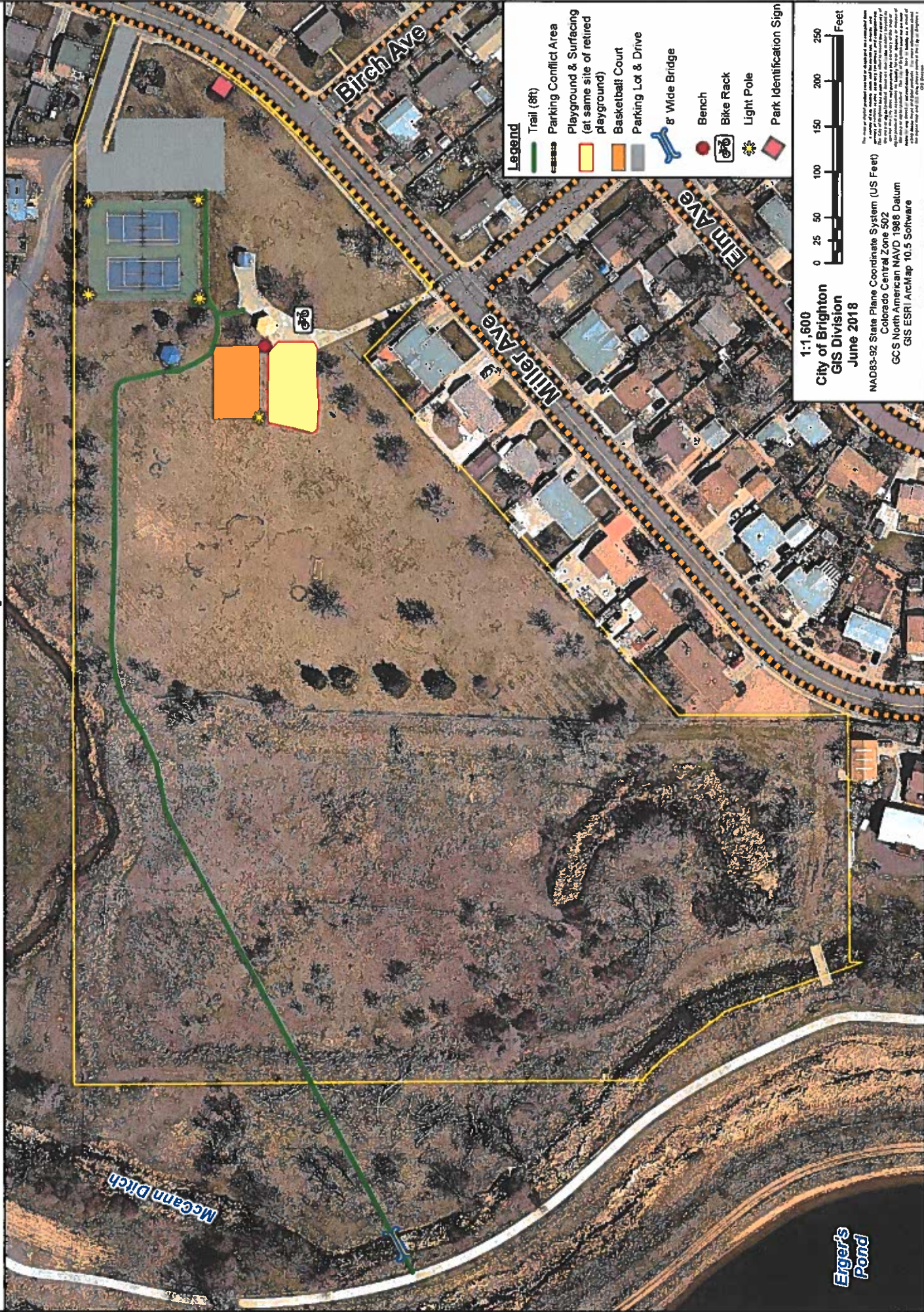
In the chart below, please mark all sources of funds. For partners, please provide a brief description of the contribution. Please mark each corresponding cell. With regard to the Applicant's contribution, only fill out the "Brief Description of Contribution" if the Applicant is making an in-kind contribution. 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 O.S. Grant	11/27/2018	✓					This Grant Application funding.
United Power	1/1/2019			✓			Match for lighting of tennis & basketball courts.
City of Brighton	1/1/2019			✓			Match in 2019 Budget for design & construction.
<i>Total</i>							

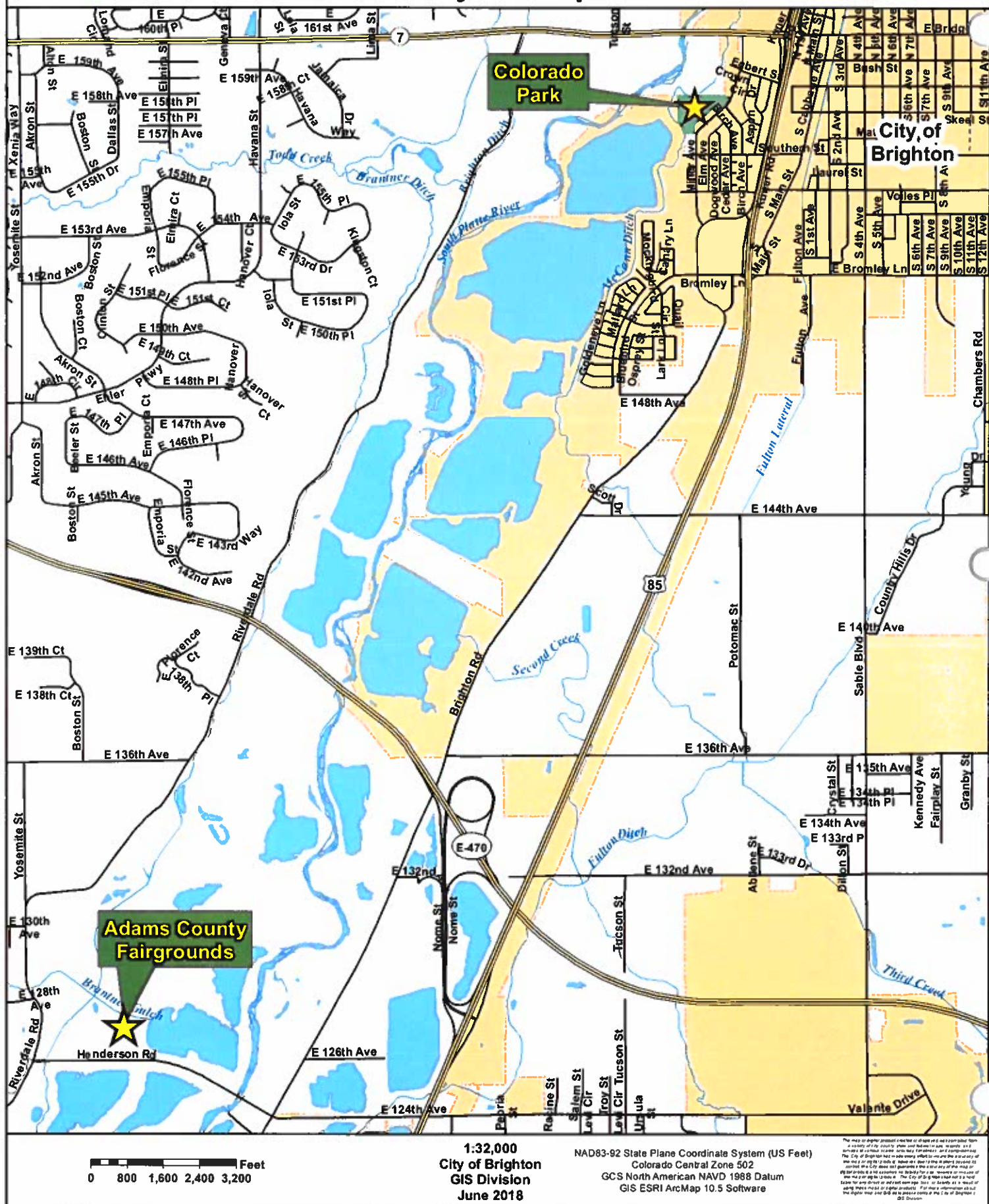
**ATTACHEMENT F
PROJECT SITE PLAN**



Colorado Park Enhancement Project Site Map



Eger's
Pond



Colorado Park Enhancement Project



Front of Colorado Park along Miller Avenue without a park identification sign.



Park lot location

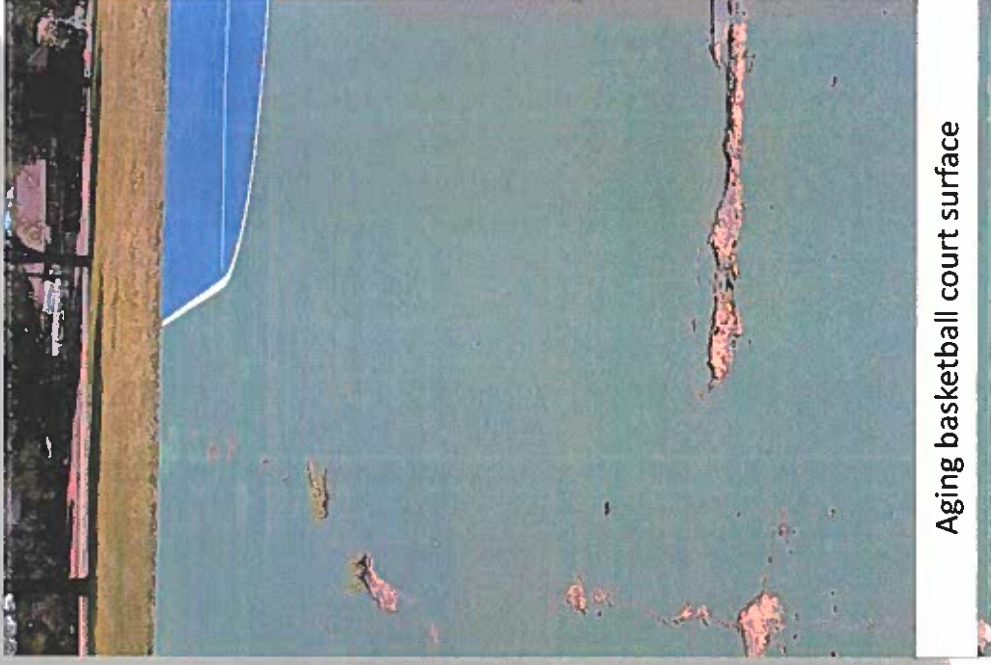


Future entry to new parking lot

Colorado Park Enhancement Project



Aging, Non ADA Accessible court with rusting & missing goals



Aging basketball court surface



Tennis court pole and lighting that is out of date and it's life expectancy.

Colorado Park Enhancement Project



Playground steps cracking due to age and use.



Playground equipment that has reached its life expectancy.



Aging playground border curb.

Colorado Park Enhancement Project



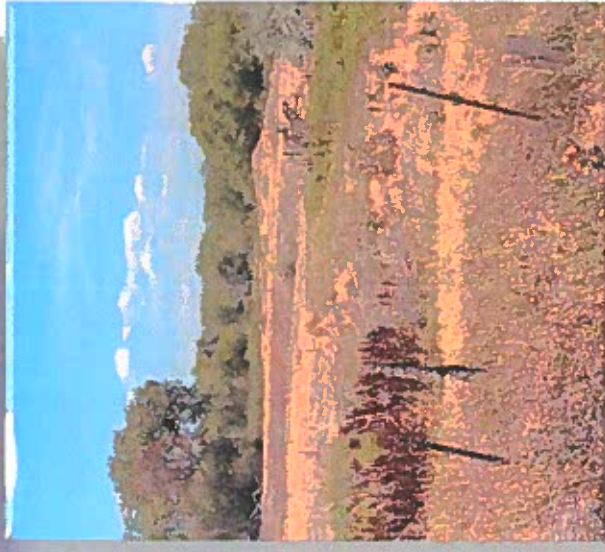
Trail will travel left of tennis court fence moving west.
The trail will also connect to the restroom and shelter
by the drinking fountain.



Non ADA accessible tennis courts.



Location for basketball court and park section of trail
will be right of soccer goal.

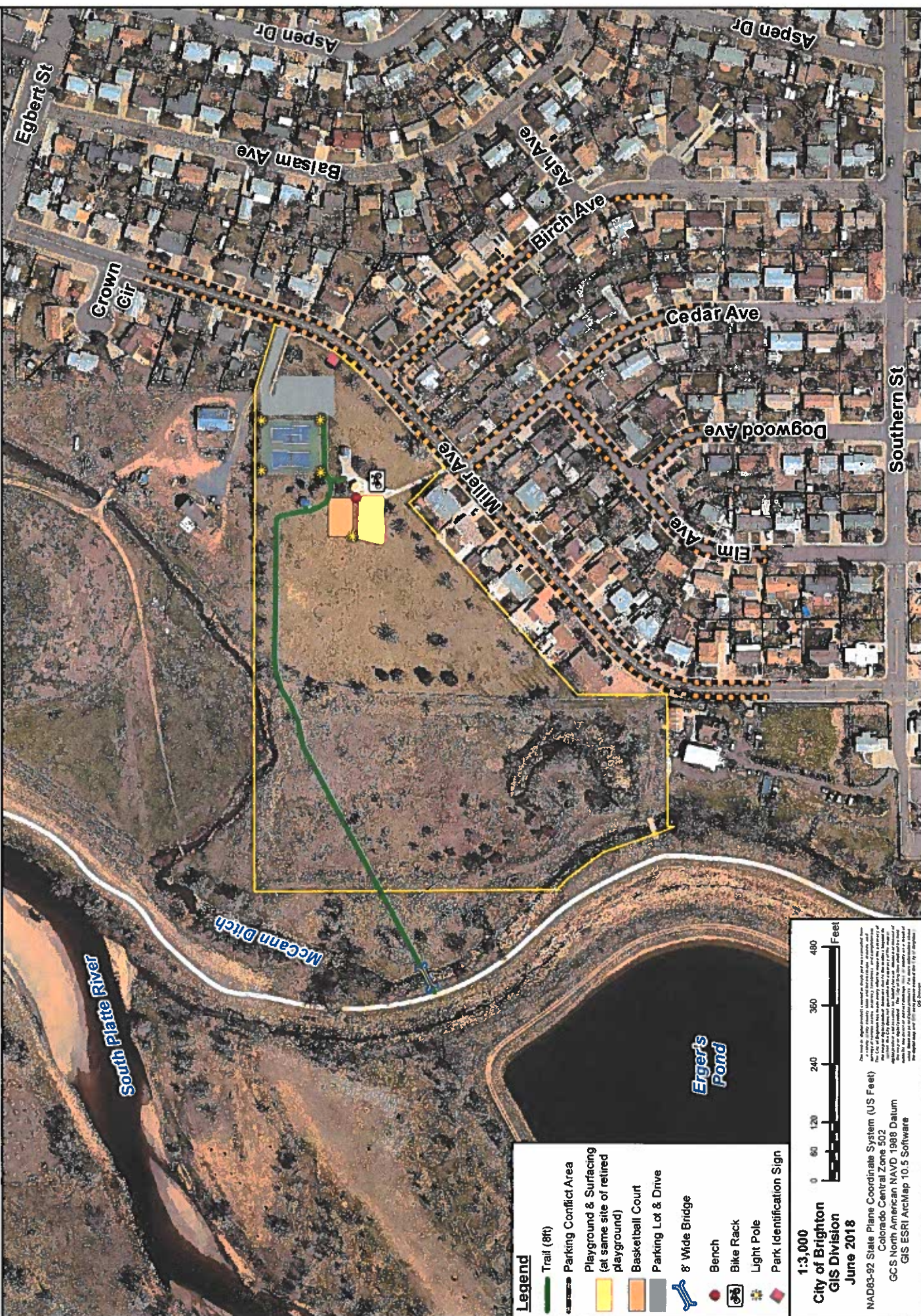


Trail location looking toward South
Platte river and west of park
bluegrass.

ATTACHMENT G
LOCATION MAP



Colorado Park Enhancement Project Location Map



- Legend**
- Trail (8ft)
 - Parking Conflict Area
 - Playground & Surfacing (at same site of retired playground)
 - Basketball Court
 - Parking Lot & Drive
 - 8' Wide Bridge
 - Bench
 - Bike Rack
 - Light Pole
 - Park Identification Sign

1:3,000
City of Brighton
GIS Division
June 2018

Feet
0 60 120 240 360 480

This map is a digital product created as a map and is not a physical map. It is not intended to be used as a legal document. The map is a digital product created as a map and is not a physical map. It is not intended to be used as a legal document. The map is a digital product created as a map and is not a physical map. It is not intended to be used as a legal document.

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



Colorado Park Enhancement Project Directions



**Colorado
Park**

**City of
Brighton**

From Adams County Open Space Dept. to
Colorado Park 254 Miller Ave.

Turn left onto Henderson Blvd. / E. 124th Ave to
US-85 N. Turn left onto US-85 and continue 3.8
miles to Bromley Lane. Turn left on Bromley
then turn right onto Platte River Blvd, continue
.2 miles then turn left onto Miller Avenue,
continue .6 miles and your destination is on the left.

**Adams County
Fairgrounds**

Henderson Rd

0 800 1,600 2,400 3,200 Feet

1:32,000
City of Brighton
GIS Division
January 2018

NAD83-92 State Plane Coordinate System (US Feet)
Colorado Central Zone 502
GCS North American NAD83 1983 Datum
GIS ESRI ArcMap 10.5 Software

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ATTACHMENT H
ACCESS OR MAINTENANCE AGREEMENTS
N/A

ATTACHMENT I
MASTER OR REGIONAL PLAN

- Add off-street parking to Colorado Park and enhance landscaping.
- Construct observation blinds along the river, upgrade signage for self-guided tours, and add a canoe launch on the river at Morgan Smith Nature Area.
- Pave the Veterans Park parking lot and add lighting.
- Enhance and upgrade park landscaping.
- Identify funding for the phased implementation of the Adult Recreation Center.
- Identify funding to add water spray features and a potential Aquatic Center.

7.1.2. Identify funding sources for each project.

Funding may come from a variety of sources, including General Fund, impact fees, grants, potential partnerships. A General Obligation Bond could be considered to fund larger high priority projects. Other special use taxes could also be considered.

GOAL 7.2. Pursue an Aggressive Grants Program.

Strategies:

7.2.1. Continue to solicit grants from current sources.

Brighton should continue to pursue grants from sources such as Great Outdoors Colorado (GOCO), Adams County Open Space and State Trails.

7.2.2. Identify and apply for new grant sources.

As the Department expands into new services, that may include heritage (in light of the City's acquisition of the Emmet Bromley historic homestead), new grant sources should be identified, such as the Colorado Historical Fund.

GOAL 7.3. Continue to Develop and Refine Life Cycle Costing Assessments and Schedules for Facilities and Equipment.

Further development and refinement of existing life-cycle costing assessments would provide the Department with a better understanding of deferred maintenance needs in order to plan for the renovation or replacement of facilities and equipment.

Strategy:

7.3.1. Develop replacement schedules and supporting budgets for identified facilities and equipment.

Actions:

- Develop replacement schedules to include:
 - Playground equipment
 - Tennis and basketball courts
 - Building systems
 - Maintenance equipment

- Lack of staff to maintain open space
- Water management - City has goal to effectively use water
- Hard to get coaches
- Hard to get parents involved where they are needed (scouting, etc.)

Opportunities

- Trails
 - Priority to expand trail system, priority in capital improvements, people like to know distance
 - Make more bike friendly with on and off road trails
 - Need to be connected to the Platte River Trail
- Create community identity through programs and unique park design
 - Park themes – history of Brighton, etc.
 - Music festival, farmers market, outdoor public art, performing art
- New opportunities as community grows
- Recycling program and yard waste facility
- Better facilities for classes, spinning
- Add more recreation facilities/programs
 - Adult Center
 - Skate Park
 - Historic Bromley Farm
 - Frisbee golf course
 - Outdoor mountain bike park
 - Climbing walls
 - Fishing opportunities
 - More water activities/ facilities - swim areas, competitive swimming pool, spray grounds
 - Sport fields (soccer, etc.)
- Work with Boys and Girls Club
- Missing youth programs 12-18, expand programs to fill gaps
- Independent baseball league



Threats/Barriers

- Vandalism in the parks
- Legalities, risk management
- Scarce resources/funding
- Railroad tracks and lack of connection to Barr Lake
- Water restrictions

ATTACHMENT J
LETTER OF SPONSORSHIP FROM QUALIFIED
JURISDICTION
N/A

ATTACHMENT K
LETTERS OF COMMITMENT FROM PROJECT
PARTNERS



July 18, 2018
Adams County Open Space Active Grant
Adams County Open Space Department
9755 Henderson Road
Brighton, Colorado 80601

Dear Adams County Open Space Commission & Department Staff,

As the local electricity provider for the City of Brighton, United Power is writing to again voice our support for the Colorado Park Enhancement Project located at 265 Miller Avenue in Brighton, one of the three oldest parks within the City of Brighton.

Community playgrounds are the lifeblood of a neighborhood. They add value to area homes and provide a safe place for children in the community to recreate and improve their development. Parks promote healthy lifestyles, encourage exercise, expose residents to nature, provide a place for relaxation, bolster psychological/social health, offer a space for community gatherings and build stable communities. However, Colorado Park has seen better days and is greatly in need of an update.

The aged playground equipment has reached its life expectancy, it does not meeting accessibility requirements of the ADA, and safety issues are a concern. The playground needs to be replaced. A new playground would include new equipment, new LED energy efficient lights, poured-in-place surfacing, an ADA entrance and a concrete border. The new playground would be placed in the same location as the old playground. The present and aging basketball court also needs to be replaced, so a new court will be constructed near the new playground. Colorado Park is heavily used by neighbors, community residents, and youth and adult sports teams. There is no off-street parking for this park. When the park is busy, users' vehicles are lined up along Miller Avenue and other area streets sometimes blocking residents' driveways. A new off-street parking lot will be located where the basketball court is now. The application also includes a driveway to the parking lot, a park bench and a bike rack. Additionally, many Colorado Front Range Trail (CFRT) users and residents have requested a trail connection from Colorado Park, where there is a restroom, to the CFRT trail. This connector trail will be 1,425 lineal feet and includes a 30 feet long pedestrian bridge over the McCann Ditch. The trail will also connect the tennis courts to the restroom, playground and parking lot. Additionally, once the new LED lights are installed, United Power will partner with the City to provide \$9,500 in energy efficiency rebates in a show of our support for the effort.

In closing, United Power supports the City of Brighton's Adams County Open Space grant application request to update Colorado Park and we feel it would be a wise use of the County's available funds. We would be excited to see the Colorado Park Enhancement Project in Brighton become a reality.

Sincerely,

Laurie Rydwell

United Power Chief Financial Officer

ATTACHMENT L
LETTERS OF SUPPORT



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

July 19, 2018

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

Adams County Open Space Committee and Department Staff,

As the Brighton Mayor, I appreciate the opportunity, on behalf of the Brighton City Council, to support the City's Adams County Open Space - Active Grant Application for the project entitled "Colorado Park Enhancement Project". Please refer to the City Council Resolution in this application.

This Grant Application is requesting partial funding to help with the enhancements construction at Colorado Park. The Park is located at 265 Miller Avenue and is surrounded by houses in an older subdivision. The park site is on the west side of the City of Brighton adjacent to the South Platte River and the Colorado Front Range Trail.

Colorado Park is in need of revitalization. The playground and tennis court lighting have reached their life expectancy, the basketball court has safety issues, and there is no connection by trail to the Colorado Front Range Trail on the west side of the park. Many residents and trail users want the trail connection to the park facilities. The park needs a bench near the playground and a bike rack. Colorado Park does not have a park identification sign. Additionally, there is no off-street parking for this park, and this creates problems within the neighborhood when youth sports team parents and park users park their vehicles down the side streets (sometimes in front of the driveways). I also personally understand why these items are an issue, since I am a neighbor to the park, and the residents in this City Ward converse with me about the park.

For the above stated reasons, Colorado Park needs to have these items enhanced and added to the park. The funding from this grant will allow for the Parks and Recreation Department to bid out and develop construction drawings. And then bid out and add the connector trail, an off-street parking lot with driveway to it, a park identification sign, a new playground with poured in place surfacing and accessible ramp, a bench for parents to sit on while watching their kids play, a bike rack, a new basketball court, and new and up-to-date lighting for the tennis courts. These enhancements are desperately needed at this park.

The City will provide a 43.76% cash match toward this project. In order to have the Colorado Park Enhancement Project become a reality, additional funding partners are needed. United Power, through its rebate system will be donating 1.24% of the project cost. The City is requesting the remaining 55.00% of the funding from Adams County, through the attached Open Space Active Grant Application in order to complete this project.

Thank you for the opportunity to express City Council's support of the City's Adams County Open Space grant application entitled "Colorado Park Enhancement Project". And thank you for considering this project for funding.

Sincerely,



Kenneth J. Kreutzer, Mayor

Kevin Priola
STATE SENATOR

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

kpriola@gmail.com



COMMITTEES

VICE CHAIR OF:
EDUCATION

MEMBER OF:
BUSINESS, LABOR AND TECHNOLOGY

MEMBER OF:
SELECT ENERGY AND ENVIRONMENT

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

July 18, 2018

To Adams County Open Space Committee and Department Staff,

I highly recommend your approval of the grant application submitted by the City of Brighton Parks and Recreation Department for the "Colorado Park Enhancement Project" in the western section of Brighton.

Colorado Park is located at 265 Miller Avenue and has become a destination in Brighton for youth sports teams practices, neighborhood youth play and neighborhood gatherings. The park is surrounded by homes on three sides with open space, the Colorado Front Range Trail (a regional trail), and the South Platte River on the west side of the park. The park is one of the three oldest parks within Brighton.

The park's playground equipment needs to meet safety standards and the playground is beyond its life expectancy. The tennis courts lighting is "ancient" and not working properly. Another issue that I hear about is that there is no access to the regional trail to the west of the park. The City's grant application addresses the following items. Replacement of an old playground with new playground equipment, concrete border surrounding the playground, ADA accessible entry, and rubberized poured-in-place safety surface underneath the playground equipment. The present basketball court needs to be replaced and the new asphalt court will be located between the park shelter and the new playground. A bench and bike rack will be added to the park in the playground area, too. New lighting and light poles will be installed at the tennis courts and near the new basketball court. Where the old basketball court is located, there will be a new off-street asphalt parking lot with driveway entrance on the north side of the park. The park has no off-street parking and this has created issues within the neighborhood when youth practices occur at the park. Also, the park needs an identification sign located along Miller Avenue, and this is included in the grant application. Finally, there has never been a connection from the Colorado Front Range Trail to this park. Many residents and users of the trail want access to the restroom and shelters in the park and access to the trail from the park. The grant funding from this application will address this issue with an 8 foot wide concrete trail that is approximately a quarter mile in length and has a pedestrian bridge over the McCann Ditch near the Colorado Front Range Trail. Additional irrigation and sod placement will be needed where the trail is cut through the park.

The Colorado Park needs to have many improvements completed at the site! In my opinion, the use of Adams County Open Space funding to complete the Colorado Park Enhancement Project is an excellent use of the grant monies that are being requested. It is my understanding that the City of Brighton along with its funding partner United Power's electric rebate (as a cash match) will be the cash match for this grant. I support the City's efforts in obtaining grant funding for this highly used park. Thank you for this opportunity to support the City's "Colorado Park Enhancement Project" request for funding through this Adams County Open Space grant application.

Sincerely,

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

Senator Kevin Priola

Representative Philip Covarrubias

5027 Sparrow Way, Brighton, CO 80601

720-891-3794 PhilCforHD56@gmail.com



July 22, 2018

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

To the Adams County Open Space Commission and Department Staff,

I am writing in support of the City of Brighton's request to make enhancements at Colorado Park, located at 265 Miller Avenue. The playground equipment, basketball court, parking lot, trail connections and ADA accessibility upgrades are all important to ensuring this community has safe recreation opportunities for all community members.

The City's annual budget will match this Grant funding with its own funding as it needs a funding partner for this request. I believe the Adams County Open Space Active Grant funding is an ideal partner for this request. This grant will give this community access to active recreational opportunities and will extend the Colorado Front Range Trail, giving users and residents access to a restroom and the Colorado Front Range Trail on the west side of the park.

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

Sincerely,

A handwritten signature in black ink, reading "Philip Covarrubias".

Representative Phil Covarrubias

House District 56



Brighton Parks & Recreation Advisory Board

**500 South 4th Avenue
Brighton, Colorado 80601**

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

July 15, 2018

To the Adams County Open Space Commission and Department Staff:

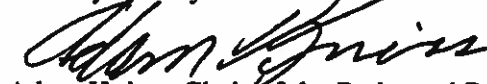
This letter is in support of the City of Brighton's Open Space Active Grant application for the Colorado Park Enhancement Project

Colorado Park located at 265 Miller Avenue is one of the three oldest parks within the City of Brighton. This park has a lot of residential useage because of its location and the convenience to the neighbors of the area. Because of the age of the park, the playground equipment has reached its life expectancy. It does not meet accessibility requirements of the ADA and safety issues have arisen. Funding from this grant will allow for the following: design and construction drawings, new play equipment with poured-in-place surfacing, an ADA entrance, a concrete border around the playground, a new basketball court, a park bench, bike rack, and park signage. The lighting on the tennis courts is past its life expectancy, and the poles are beginning to rust. The funds will allow the lighting to be replaced with new court lights, and a new pole will be added at the basketball court. Currently, there is no off-street parking for this area thus visitors park on the neighboring streets often blocking driveways. This grant funding will allow for an asphalt off-street parking lot and driveway on the south side of the park and a new asphalt driveway to the parking lot on the north side of the park. Another important aspect of this project is a 1,425 lineal feet of connector trail which will join this park to the Colorado Front Range Trail (CFRT) which is on the west side of the park. A pedestrian bridge over the McCann Ditch will also be included which will complete the connection to the CFRT. All of these proposed changes will necessitate irrigation repairs and sod and seeding will need to occur.

Because of the safety issues with the current playground equipment, the absence of a parking lot, and the desire to connect to the Colorado Front Range Trail, funding for this grant is necessary.

Monies in the City of Brighton's Annual Budget will match this Adams County Open Space Active Grant funding.

Thank you for your consideration.



Adam Kniss, Chair of the Parks and Recreation Advisory Board

July 21, 2018

521 S. 16th Avenue
Brighton, Colorado 80601

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

To the Open Space Commission and Department Staff:

Please consider favorably the City of Brighton's application for a grant to construct improvements to the Brighton's Colorado Park off Miller Avenue in western Brighton. This park has been a fixture in Brighton for decades, but now is serving a growing part of the city with playground facilities that are aging, out-dated and not accessible for all of our citizens.

The requested grant money, together with matching funds from the City of Brighton, will be used to replace and improve the existing playground equipment, provide ADA accessibility for the park, replace the basketball court, construct additional parking and connect to the Colorado Front Range Trail with more than 1,400 feet of concrete trail and a pedestrian bridge over the McCann Ditch.

This park is used extensively both by nearby residents and by organized, recreational sports teams. The proposed upgrades are long overdue and will be very well received by the public. Please support these renovations of a well-loved park by providing the requested grant to the City of Brighton. Thank you.

Sincerely,



Brian Reck

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

RE: Colorado Park Enhancement Project

To: Adams County Open Space Commission and Department Staff

I'm writing to express my support for the improvements the City of Brighton is working to achieve through the Colorado Park Enhancement Project at 265 Miller Avenue. Providing the planned upgrades will make this location more usable, accessible, and safer for the residents.

Respectfully,



Brian Blehm
683 Poppy Dr
Brighton, CO



Brighton Fire Rescue District

500 S. 4th Avenue, 3rd Floor • Brighton, Colorado 80601

Telephone: (303) 659-4101 • Fax: (303) 659-4103 • Website: www.brightonfire.org

July 16, 2018

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

RE: Colorado Park Enhancement Project

Adams County Open Space Commission and Department Staff,

I am writing this letter in support of the City of Brighton's grant application for the above referenced project. The Brighton Fire Rescue District is a separate unit of local government that works very closely with the City of Brighton.

The Fire District is very supportive of the City and their efforts to improve this community park. We are especially excited to have the plan include off-street parking, which will enhance the safety of those visiting the park and improve emergency response in the area.

Please accept this letter in support of the project in our hope that you will approve this grant request.

Sincerely,

A handwritten signature in blue ink that reads "Mark A. Bodane".

Mark A. Bodane
Fire Chief

July 23, 2018

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

To Whom It May Concern,

I am writing this letter to support The Colorado Park Enhancement Project to improve the park site located at 265 Miller Avenue in Brighton. The Colorado Park is one of the oldest parks in Brighton and it needs to be updated and improved. I have four grandchildren who play at the park and the playground equipment is very old and it concerns me that there are safety issues with the equipment and that my grandchildren are not safe using the playground.

New playground equipment would be placed in the same location so it is not necessary to obtain additional land to accommodate new equipment. The basketball court is in sad shape and also needs to be replaced. Vehicles have no choice except to park along Miller Avenue or other streets in the neighborhood and they block residents' driveways because there is no off-street parking. So, it is necessary to have an asphalt driveway and to include a curb and gutter with a park bench and bike rack.

Brighton has wonderful trails but users and residents have requested a trail connection to the Colorado Park and also access to a restroom on the west side of the park.

I totally support the enhancements to The Colorado Park because it is very old, unsafe for our children, and making these changes would definitely increase the number of people who would use the park. I personally feel that the west side of Brighton is lacking in improvements being made and this would be such a positive impact on the City's residents, neighborhood, and persons who use the park.

Brighton is an upcoming City and improving the Colorado Park would be a good faith effort by the City to let the neighborhood and residents know they are worthwhile and important to Brighton.

Thank you so much,



Shirley Phelps
801 Dove Avenue
Brighton, Colorado 80601

Adams County Open Space Commission and Department Staff

Re: Adams County Open Space Active Grant for funding the

"Colorado Park Enhancement Project".

7/23/18

Dear Members of the Adams County Open Space Commission and Dept. Staff:

This request for your consideration is addressing the need for this Colorado Park site located at 265 Miller Ave. here in Brighton, Co.. This Park is one of the three oldest parks within the city of Brighton and it receives extensive use throughout the summer on a daily basis. The area provides space for soccer games, playground equipment and a tennis court and basket ball court along with picnic sites and restrooms.

It is in need of repair and replacement to provide for the increasing usage of this park and the facilities along with some additional parking space beyond that which is provided for the parking in the street and is inadequate for the number of vehicles arriving.

With the growing population in our city and the parks that will provide space for gatherings and adult/youth activities this site provides an excellent area not only because of its size but also because of its location near the Colorado Front Range Trail located just west of this park. This grant would also provide for a connector trail to attach this park to that Trail which is scheduled to be finishing another link in that trail this summer, bringing it to Brighton from the south.

Hopefully this provides you with enough information to give this request strong consideration for its need and value. Thank you for your consideration of this proposal. As an Interested member of the Brighton Community.

Cordially yours,

Bob Eckelman

To Whom It May Concern:

It is my pleasure to write this letter of support regarding the Colorado Park enhancements that are stated in this grant proposal. It is my understanding the grant funding will help pay for the following enhancements:

Colorado Park is one of the three oldest parks within the City of Brighton. Due to residents' comments, the Parks and Recreation Department is applying for grant funding to address the following. The playground equipment has reached its life expectancy due to age, it does not meeting accessibility requirements of the ADA, and safety issues are a concern so the playground needs to be replaced. The new playground will include new play equipment with poured-in-place surfacing, an ADA entrance and a concrete border around the playground. The new playground will be placed in the same location as the aging playground. The present and aging basketball court needs to be replaced, so a new court will be constructed near the new playground. Colorado Park is heavily used by neighbors, residents of the community, and youth and adult sports teams that use the park for practice. When the park is busy, users' vehicles are lined up along Miller Avenue and other neighborhood streets and sometimes block residents' home driveways. There is no off-street parking in this park. A new asphalt off-street parking lot will be located where the present and aging basketball court is located. This grant application request will also include an asphalt driveway to the parking lot on the north side of the park. The parking lot and driveway will include curb and gutter. A park bench and a bike rack are added to the park with this grant funding. A park identification sign is needed at this park and so it is also included in the grant application. Additionally, many Colorado Front Range Trail (CFRT) users and residents have requested a trail connection from Colorado Park, where there is a restroom, to the CFRT trail on the west side of the park. This connector trail will be 1,425 lineal feet and includes a 30 feet long pedestrian bridge over the McCann Ditch on the west end of the connector trail. The connector trail will also connect the tennis courts to the restroom and playground and to the parking lot.

I have worked for the City for 10 years now and can honestly say this project will greatly improve the quality of life for the residents surrounding park and will be enormously appreciated by all users. Colorado Park is one of our oldest parks and is in need of a decent upgrade. It is also in close proximity to the future Colorado Front Range Trail which will be heavily used by a multitude of users in the near future.

I hope you strongly consider this proposal as it will greatly enhance the west side of Brighton which quite frankly doesn't get a lot of attention these days.

Thank you for your time.

Sincerely,



Kyle Sylvester
Open Space Manager
City of Brighton
ksylvester@brightonco.gov

Jacquelyn E. Kerr

403 Cedar Avenue
Brighton, Colorado 80601
303-659-9578
jacquekerr12@gmail.com

July 23, 2018

To the Adams County Open Space Commission and Department Staff:

I am pleased to have the opportunity to write in support of the Colorado Park Enhancement Project. I live three blocks from the park, and my family and I have enjoyed using it for the past 30 years. I am truly excited about the prospect of having some much needed improvements and upgrades to such an important community property.

As I was contemplating writing this letter, there were three thoughts that continued to return to me. The first is the fact that the park is getting old and in much need of repair. The second thought revolves around some safety issues that exist because of the high usage of the park, and the third thought is the importance of the park to the neighborhood and the community.

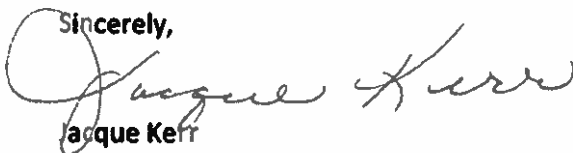
As one of the oldest parks in Brighton, Colorado Park has been well maintained over the course of the years, but the equipment is at the end of its life expectancy. It is no longer cost effective to maintain it. The equipment is in need of replacement.

Colorado Park is used extensively throughout the year. Families use it to play, walk their pets, celebrate events using the covered shelters, etc. It is also used for school and community sports programs. There is frequently some kind of athletic event happening at the park, and the lack of parking creates an extreme safety issue. Not only do people park all along the street, sometimes even blocking driveways, it is not uncommon for a child to dart out between two parked vehicles into the street. I'm sure everyone in the neighborhood would welcome a better parking situation.

Brighton is a very health conscious community. The people who live here enjoy physical activity and they enjoy the outdoors. One of the proposals in this grant is an upgrade to the trail system at the park, including a connection to the Colorado Front Range Trail. Not only does this expand the trail system a great deal, it provides restroom access to people on the CFRT as well as other parts of the park. These upgrades will increase the enjoyment of those who use it, as well as increase accessibility for those who would like to use it.

For all of the above reasons, I highly encourage all on the committee to consider funding this grant proposal. It would be money well spent on a greatly appreciated project.

Sincerely,



Jacquelyn E. Kerr

TO: Adams County Open Space Commission and Department

Adams County Open Space Active Grant

Adams County Open Space Department

9755 Henderson Road, Brighton, CO 80601

Please accept this letter of support for the Colorado Park Enhancement Project.

The stated goals to bring the playground up-to-date, ADA compliant, build a new Basket Ball Court, adding off-street parking, and a direct connection from the Park to the Bike Trail over McCann Ditch will substantially improve the Park's value, safety, and use for our Community.

Colorado Park is just a few houses north of my home. I use the park regularly to exercise my pet dog, Ginger, and frequently to enjoy the outdoors and picnic in the sunshine. I will become a regular user of the new bike trail when we go Veterans Park or for a short bike ride. We take longer rides to Ken Mitchell Park and will thoroughly enjoy the addition of the new trail from the Southern Street Trail Head as huge improvement from the existing asphalt trail and need to go on Bromley Lane.

When I moved from Denver in 2009 to retire, Brighton was my first choice and Colorado Park along with the South Platte River Bike trail with access to both Veterans and Ken Mitchell Parks were main reasons for my choice.

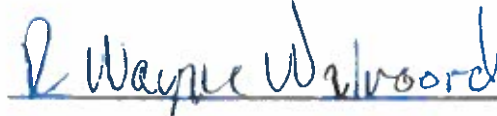
Particularly of value for the Park is the proposed off-street parking, new driveway, with a park bench and bike rack. These added improvements will greatly enhance the Park's safety when there are large parties at the pavilions and sporting events. Too many times, I have seen kids coming into the street between parked cars and open car doors on the street side which is dangerous to the children and to drivers; I always go slow with an eye out for children and street side passengers opening doors to exit onto the street.

As a volunteer on the Citizens Task Force during the recent 2015/16 updating of Brighton's Long-Range Plan and today, as a member of the District Plan Commission, preservation of Brighton's History, agriculture, access to Colorado's native beauty and open spaces is something I am committed to participating in as an active member of our Community. Cooperation between Brighton and Adams County is a truly unique and valuable contribution for our entire Community and Colorado as a whole.

Those of us who have known Colorado since the 1940's remember the Eskimo Ski Train to Winter Park, driving over Loveland Pass to ski Arapahoe Basin. Some of us can even remember Independence Pass into Aspen on to McClure pass and Marble Colorado as the long road to visit Mesa Verde. Each of us need to do our best at blending economic development with . . .

keeping COLORADO - COLORFUL !

The "Colorado Park Enhancement Project" is a beneficial step for Brighton and Adams County.



DATE: July 23, 2018

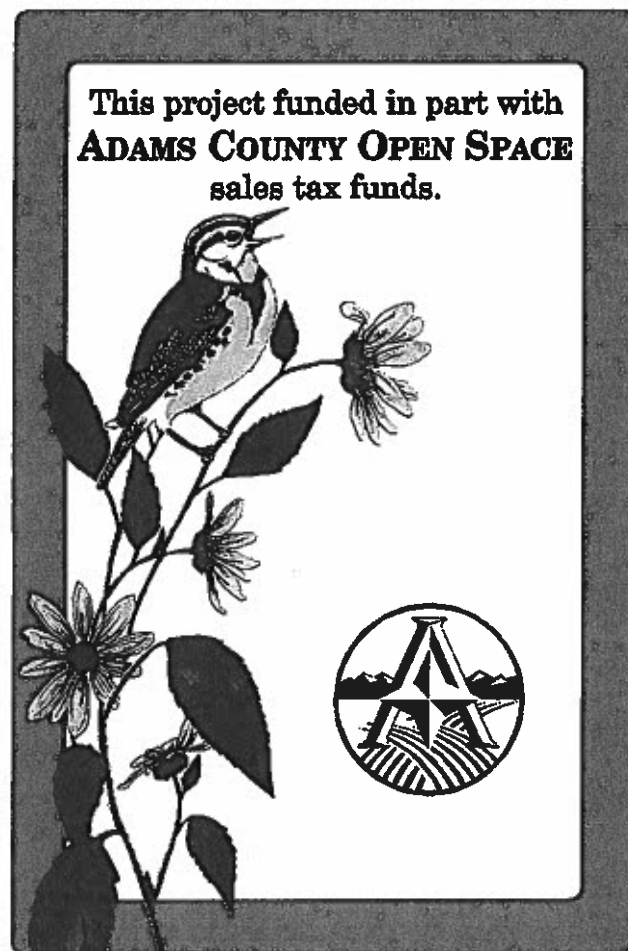
R. Wayne Walvoord, CMC* Emeritus

346 Miller Ave, Brighton CO 80601

*CMC, Certified Management Consultant. See: <http://www.lmcusa.org/?page=WHYHIREACMC2>

Adams County Open Space Program

Policies and Procedures



Newly Revised and Adopted

June 24, 2013

As Amended January 6, 2014 and November 14, 2017

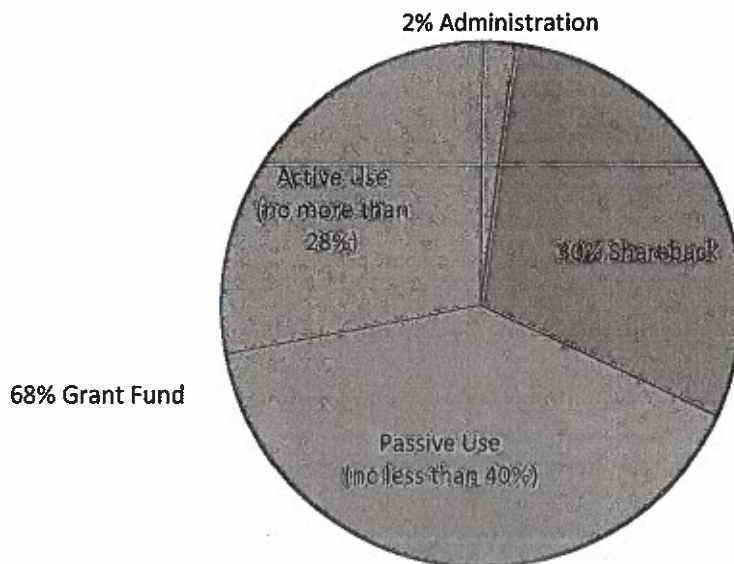
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Introduction

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: 0766-0769
Rita Connerly	County Attorney	CAROL SNYDER
Lucy Trujillo, Deputy	Clerk of the Board	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 _____

J. W. Stuebel
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? ☐ Yes ☐ No Are additional funds being requested to closeout the project? ☐ Yes ☐ No

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

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

If you have questions or need assistance please contact Renee Petersen at 303.637.8072 or rpetersen@adcogov.org 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)

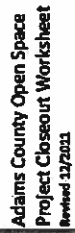
Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

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)



Revised 12/2021

(I certify the items listed below are expenditures incurred as a result of this project and all listed expenditures have been paid by my organization.

Vendor	Invoice #	Invoice's History/Comments	Invoice's Total Amt	Check # (if any)	Check Amt
Please enter each invoice only once. List an invoice only if included in the purchase contract. Please enter in comments if the check was not included in invoice total.					

Reimbursement Summary	% of Actual Project Costs	Maximum Award	Actual Award
	5	15	5

