

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



9755 Henderson Road
Brighton, CO 80601
PHONE 303.637.8000
FAX 303.637.8015

November 15, 2016

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

Re: Grant Award for the High School Seniors Beautification Project at Colorado Park project

Dear Gary:

This letter is to inform you that the grant application you submitted on July 24, 2019 for the High School Seniors Beautification Project at Colorado Park project has been approved for funding by the Board of County Commissioners. The grant award for this project is equal to 52.6% of the total project funding, up to \$5,000.00.

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

The Agreement must be signed by an authorized official as designated by your agency. **Please return the original signed copy of the Agreement with all exhibits** to the Adams County Open Space office located at 9755 Henderson Road, Brighton, CO 80601. The signed Agreement must be returned to our office no later than January 6, 2020, which is 45 days from the date of award.

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

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

Sincerely,

Renee Petersen
Open Space Grant Coordinator

Enclosure

cc: File

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry
DISTRICT 1

Charles "Chaz" Tedesco
DISTRICT 2

Emma Pinter
DISTRICT 3

Steve O'Dorisio
DISTRICT 4

Mary Hodge
DISTRICT 5

ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2019-00025

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

RECITALS

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

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

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

WHEREAS, on July 24, 2019, Applicant applied for an Adams County Open Space Grant to complete the High School Seniors Beautification Project at Colorado Park project (the "Project"); and

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

WHEREAS, Adams County awarded the Project 52.6% of the total Project costs, not to exceed \$5,000.00.

AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 52.6% of the total Project costs, not to exceed \$5,000.00 (the "Grant"), subject to terms and conditions set forth in this Agreement.
2. Project Scope. Applicant shall complete the Project as described in the grant application, attached as Exhibit 1 ("Project Scope") and incorporated herein by this reference. Exhibit 1 attachments include the grant application and all application attachments. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy in the Open Space Policies and Procedures, attached as Exhibit 2 and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.
3. Completion Date. Applicant shall complete the Project no later than November 19, 2021, which is two years after the date of Adams County's approval of the Project ("Completion Date").

Project completion requires all necessary documentation be submitted to Open Space staff on or before the Completion Date. Applicant may request an extension of the Completion Date in compliance with the Extension Policy in the Open Space Policies and Procedures, Exhibit 2, as may be amended from time to time by the Board of County Commissioners in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.

4. Open Space Sales Tax. Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto in the Open Space Policies and Procedures, Exhibit 2.
5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit 2 and incorporated herein by this reference.
6. Audits and Accounting Records. Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the "Staff") prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Resolution 99-1 attached hereto in the Open Space Policies and Procedures, Exhibit 2.
7. Payment of Grant. Adams County agrees to make payments to the Applicant in the following manner:
 - a. Payments. Adams County agrees to disburse grant funds to Applicant to provide reimbursement for the payment of project costs upon successful completion of the Project, or on a quarterly basis. Itemized Reimbursement Requests, as set forth below, are required for reimbursements. Should the Project take two full years to complete, the Reimbursement Request for the final period of the project must be received by November 19, 2021 to remain compliant with the Project Completion Date, as set forth above. Reimbursements disbursed from Adams County shall not exceed 52.6% of project costs incurred during the previous period with cumulative reimbursements totaling no more than \$5,000.00.
 - b. Acceptable Expenditures. Applicant can request payment for 52.6% of all project costs incurred within the previous period with cumulative reimbursements totaling no more than \$5,000.00 that: (1) have already been paid by the Applicant, and (2) are listed in the approved budget attached as Exhibit 1, under Application Attachment A – Project Budget. Applicant may request disbursement of grant funds for costs that have been incurred, but not paid by Applicant. However, Adams County will consider such requests on a case-by-case basis and distribution of grant funds for these purposes is not guaranteed.

- c. Reimbursement Request. Applicant shall submit via hand delivery, facsimile, or regular mail, to Adams County an itemized Reimbursement Request for project costs that have been incurred as of the date of the request. Each Reimbursement Request shall contain the following: (1) copies of invoices and/or employee time sheets complete with a spreadsheet indicating hours worked, wages earned, and taxes and benefits paid for work related specifically to the Project; (2) documentation substantiating that the Applicant has paid for the costs for which it is requesting reimbursement, including but not limited to cancelled checks or proof of a wire transfer; and (3) a brief summary of the work completed to date.
 - d. Approval of Payment of Reimbursement Requests. The Adams County Open Space Program Manager shall approve or disapprove the amount of each Reimbursement Request within fifteen (15) days of receipt of a legible Reimbursement Request. Payment shall be made to Applicant by check or electronic fund transfer.
 - e. Disapproval of Reimbursement Request. If Adams County disapproves any amount or amounts in a Reimbursement Request, Adams County shall promptly notify Applicant of the reason therefore. Upon receipt of disapproval, Applicant and Adams County shall meet within one week to discuss what, if anything, the Applicant can do to obtain payment of the requested amount that was denied.
8. Signage. Applicant shall erect and maintain an Adams County Open Space Sign, which shall be provided by Adams County, in a prominent place on the Project site, unless the Project will not be open to the public.
9. Publicity. In all press releases regarding this Project, Applicant shall include the following statement: "This Project was funded in part with proceeds from the Adams County Open Space Sales Tax. The Adams County Open Space Sales Tax was passed by the Adams County voters in 1999, and reauthorized in November 2004, to be extended until December 31, 2026."
10. Miscellaneous Provisions.
- A. Good Faith. Both Parties have an obligation to act in good faith, including the obligation to make timely communication of information that may reasonably be believed to be of interest to the other party.
 - B. Applicable Law. Colorado law applies to the interpretation and enforcement of this Agreement. Venue for any dispute shall be in Adams County, Colorado.
 - C. Time is of the essence. Time is of the essence in this Agreement.
 - D. Authority. The undersigned represents and warrants that he or she is duly authorized and has legal capacity to execute this agreement on behalf of the Applicant, that the Applicant's

obligations in this Grant Agreement have been authorized, and that the Grant Agreement is a valid and legal agreement binding on the Applicant in accordance with its terms.

- E. Survival. The terms and provisions of this Agreement and Applicant's obligations hereunder shall survive the funding of the Grant.
- F. Entire Agreement. Except as expressly provided herein, this Agreement constitutes the entire agreement of the parties. No changes to this Agreement shall be valid unless made in writing and signed by the parties to this Agreement.

The remainder of this page is left blank intentionally.

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

BOARD OF COUNTY COMMISSIONERS
COUNTY OF ADAMS, STATE OF COLORADO

Chair

ATTEST:
CLERK AND RECORDER'S OFFICE

Deputy Clerk

APPROVED AS TO FORM:

County Attorney's Office

CITY OF BRIGHTON, APPLICANT

By (signature)

Printed name

Title



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

Case No. _____

The Mini Grant Application should be used for projects requesting \$5,000 or less.

Project Information

Applicant Organization Name:

Sponsoring Jurisdiction:

Name of Project:

Contact Information

Primary Contact Name: Title:

Phone: Email:

Address:

City: State: Zip:

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

Name:	Title:	Phone:	Email:
Mark Heidt	Assistant Director of Parks and Recreation Development	(303) 655-2170	mheidt@brightonco.gov

Budget Summary

Grant Request:	<input type="text" value="\$5,000.00"/>
Matching Funds (cash + in-kind):	<input type="text" value="\$4,500.00"/>
Total Project Costs:	<input type="text" value="\$9,500.00"/>

Grant Request: % of Total Project Costs

Complete the Project Budget labeled Attachment A at the end of this application.

Property Location Information

Project Site Address:

Parcel ID# (REQUIRED):

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

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



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

Case No. _____

Scope of Project

1. Briefly describe this project (include explanation of purpose, need, and project components).

The "High School Seniors Beautification Project at Colorado Park" addresses several needs with one overall purpose. The purpose of the project is to enhance the beauty while providing shade within Colorado Park through the use of volunteer labor from High School Seniors. The Seniors will be planting 30 trees along the new park connector trail to the Colorado Front Range Trail and in various strategically placed locations within the park. The coniferous trees (evergreens) will be 5 - 6 feet tall and the deciduous trees will be 2-inch caliper in size. The planting of the trees will create spaces of shade for the park. Colorado Park is a very active park with neighborhood resident use, youth sports team practices, children playing on the playground, and walkers within the park and soon trail walkers. Colorado is one of the three oldest parks within Brighton.

In 2012 the Brighton High School Senior Class approached the City's Parks and Recreation Department (P&R Department) and wanted to do a Park Beautification Project instead of entering into unsafe and unhealthy behavior of the traditional "Ditch Day". In 2012, the project was planting trees in Carmichael Park east of and adjacent to the Brighton City Hall. The project was so successful that the Senior Classes of 2013 through 2019 (eight years) wanted to continue the "new" and annual tradition and they accomplished planting projects on the north side of the City in an open space, in the Memorial Parkway on the south side of the City, Pheasant Ridge Park on the east side of the City, Brighton Park on the north side of the City, in Elmwood Cemetery on the west side of the City, Fairview Cemetery in the center of the City, and at the City's Sports Complex. Each year more students participated in the project. The Seniors from the class of 2020 have already been working with the City on their beautification project. They have begun with the planting project location being determined (Colorado Park), a planting map being developed, and letters from the Senior class.

After eight years of experience, the P&R Department realizes what it takes to involve the large number of student volunteers in a large tree planting project that occurs in less than half a day. For this reason the City is submitting this grant application for deciduous shade trees, evergreen trees, and planting supplies. These trees and supplies will be for the Senior volunteers to plant and use. The planted areas within Colorado Park will enhance the park site forever. Brighton is requesting through this Mini-Grant application 52.6% of the project total in grant funding toward the 2020 Beautification Project. The City will budgeted a cash match in 2020 Budget for the remaining 47.4% for this project. All of the grant funds will go to purchase trees.

The City's P&R Department - Parks Division staff will be present with the High School Seniors to provide training and help with the project, and this cost is not included within the grant request. Additionally, City staff has and will install the appropriate irrigation to the areas where the plantings will occur - and this is not part of the grant application. The volunteer labor by the High School Seniors is also not included as part of a match for this grant application. The need for trees at Colorado Park is what is being addressed in this grant application.

Please refer to the attached Site Map for the locations of the trees that will be planted by the High School Seniors.

The plantings will bring color and variety to the park in addition to attracting birds, bees, and butterflies. It will also provide shaded areas to watch a sunset or visit while watching others play on the multi-use fields, playground, tennis court, or basketball court. Additionally, trail users will enjoy areas of shade. The High School Seniors each year have taken "ownership" in their open space/park/cemetery/sports complex planting projects; and the community residents are reaping the benefits from their annual labor. This truly addresses educating youth about tree planting and parks and open space plus building young people's dedication toward open space now and in their future.

2. Describe the goals and objectives of this project.

This project addresses several goals and objectives.

1.) The "High School Seniors Beautification Project at Colorado Park" enhances (improves) the visual and shade aspects of the park. Colorado Park, 265 Miller Avenue, is in western Brighton adjacent to the Colorado Front Range Trail (CFRT) and the South Platte River. The park presently consists of tennis court, basketball court, playground, shelters, and restroom. Due to a previously awarded grant the older structures in the park will be replaced or enhanced. This mini-grant project will plant additional trees along the new trail connection to the CFRT and throughout the park. This grant application funding with the help of the High School Seniors planting trees will visually and beautifully improve the park site with 30 new trees that will provide shade.



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

Case No. _____

2.) This project purchases the 30 trees and needed planting supplies; and teaches the students about tree varieties and how to properly plant them. The planting project will occur in May 2020 - prior to the High School Seniors Graduation.

3.) This project creates a "sense of ownership" with the areas that the Seniors (volunteers) will have planted. There have been many times, over the past eight years, that City Parks Staff have noticed individuals in the parks showing others the trees that they planted. See the attached letters of support from the 2020 Senior Class representatives, Senator Kevin Priola, and others.

4.) This Beautification Project at Colorado Park provides students with a positive alternative to unsafe and unhealthy behavior on a day when troubles had occurred - previously when High School Seniors had "skipped" school (Ditch Day).

5.) The City receives volunteer labor to help plant the trees at Colorado Park, and this enhances the site for Brighton residents, users of the park, youth sports teams that use the park, and families.

6.) The trees that will be planted will need less water because of where they will be planted, and there is an irrigation system within the park.

7.) The City is able to explain to the student volunteers what the Adams County Open Space tax accomplishes and how their work within this park will provide beauty and places of shade within Colorado Park where those visiting can enjoy the trees.

The project located within Colorado Park addresses the Open Space Sales Tax Goals: Section 8, c., A(i), (F): To improve and protect open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails; Section 8, c., (ii), (B): (ii) Passive open space lands may be acquired and maintained and include (B) Lands that are buffers maintaining community identity; and Section 8, c., (iii): Active open space lands may include land 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. Colorado Park is truly an active park setting that addresses these goals.

3. Please list partners and describe how each partner is contributing to the project. Please DO NOT write any dollar amounts below.

The High School Seniors, from Brighton High School, are partnering with the Parks and Recreation Department - Parks Division and providing volunteer labor for one day to plant trees. (This in-kind labor was not included within the budget for this project.)

4. Project Budget. Please complete **Attachment A - Project Budget**.

5. Project Timeline. Please complete **Attachment B - Estimated Project Timeline**.

6. 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 C**.

7. Letters of Support. Please attach at least two (2) letters demonstrating support from the community and label as **Attachment D**. Showing support from a variety of sources is encouraged. Please DO NOT include any dollar amounts in the letters.

8. Letters of Commitment. 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. Label Letters of Commitment as **Attachment E**.

Please copy the application one-sided (Attachments B-F can be two-sided) and deliver **10 sets** of the application and one complete PDF file (either through email to rpetersen@adcogov.org or on a flash drive) to the Adams County Open Space Staff at 9755 Henderson Road, Brighton, CO 80601 no later than **4:30 P.M. on July 24, 2019**. Please bind all 10 copies with either binder clips or rubber bands (no staples or permanent bindings please).



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

Case No. _____

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

Attachment A - Project Budget

Attachment B - Project Timeline

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

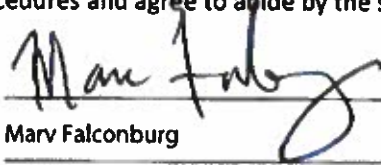
Attachment D - Letters of Support

Attachment E - Letters of Commitment

Attachment F - Location Map

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.

Applicant's Signature:



Date: Jul 23, 2019

Print Name:

Marv Falconburg

Print Title:

Acting City Manager

**ATTACHMENT A
PROJECT BUDGET**

Attachment A - Project Budget

Date:

Project Name:

Amount Requested:

% Total Project Costs:

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

Attachment A should include dollar amounts.

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Deciduous and Coniferous Trees (30 trees @ \$300 each)	\$5,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$9,000.00
Supplies and Materials (T-posts, ties, cord, etc.)			\$500.00			\$500.00
Budget Total	\$5,000.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$9,500.00

**ATTACHMENT B
PROJECT TIMELINE**

Attachment B - Estimated Project Timeline

Project Name: High School Seniors Beautification Project at Colorado Park

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 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 Approval	X	X	X									
Purchase Trees & Planting Supplies					X	X						
Plant Trees (High School Seniors to do planting.)							X					
Final Report								X	X	X		

Description of Task												

ATTACHMENT C
LETTER OF SPONSORSHIP FROM QUALIFIED
JURISDICTION
N/A

ATTACHMENT D
LETTERS OF SUPPORT



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

July 22, 2019

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

Adams County Open Space Committee and Department Staff,

On behalf of the Brighton City Council, I want to express our support of the City's Adams County Open Space – Mini-Grant Application for the project entitled "High School Seniors Beautification Project at Colorado Park". Please refer to the attached Brighton City Council Resolution.

In past, Senior "Ditch Day" at the High Schools within Brighton became for many students a safety problem – including some injuries, graffiti issue for the City, and many park problems occurred on that day. In 2012 the Brighton High School Senior Class approached the Brighton Parks and Recreation Department and stated that they, as High School Seniors, wanted to do a Park Beautification Project instead of the "Ditch Day". In 2012, the project was planting trees in Carmichael Park just east of City Hall. The project was so successful that for eight years (2012-2019) Brighton High School Senior Classes having 400+ students per class have been planting trees in May. The 2020 Brighton High School Senior Class has already approached the Parks and Recreation Department concerning doing their Beautification Project in the spring of 2020 and have written letters of support for the project. The project will be completed within the Colorado Park on the western side of Brighton.

The City's Parks and Recreation Department, realizes after having eight years of experience with this project, that the senior students want to take ownership in planting trees. In 2020, the High School Seniors will be planting nearly 30 deciduous and evergreen trees. (Examples: Ornamental Pears, Hot Wings Maple, Discovery Elms, Oak Species, Kentucky Coffee Trees, Hackberries, Catalpa, Lindens, various pines, and Colorado Blue Spruces). The grant application also includes the purchase of tree planting supplies. The 2020 senior planting project will enhance the park with needed visual interest, color, beauty, and shade plus involve student volunteers in a community planting project that they can feel proud that they accomplished.

The City has designated a cash match toward this project which amounts to 47% of the funding for this annual project. In order to have this Beautification Project become a reality, an additional funding partner is needed, and each year Adams County has been that partner. The City is requesting funding from Adams County, through the attached Open Space Mini-Grant Application, for 53% of the project.

Thank you for the opportunity to express City Council's support of the City's Adams County Open Space grant application entitled "High School Seniors Beautification Project at Colorado Park". Thank you for considering this project for funding.

Sincerely,



Kenneth J. Kreutzer, Mayor

RESOLUTION NO. 2019-76

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, AUTHORIZING THE SUBMITTAL OF A MINI-GRANT APPLICATION TO ADAMS COUNTY FOR THE HIGH SCHOOL SENIORS BEAUTIFICATION PROJECT AT COLORADO PARK; AND AUTHORIZING THE CITY MANAGER TO SIGN AND EXECUTE THE GRANT APPLICATION

WHEREAS, the City Council of the City of Brighton, Colorado ("City Council"), determined that it is appropriate for the City to apply for funding through the Adams County Open Space Mini-Grant for the High School Seniors Beautification Project at Colorado Park (the "Project"); and

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

WHEREAS, the Project has an estimated total cost of \$9,500.00; and

WHEREAS, the City will allocate \$4,500.00 in a cash match in the 2020 Recreation Capital Budget toward the Project; and

WHEREAS, the City finds and determines that it is proper to apply for a \$5,000.00 Mini-Grant from Adams County Open Space to partially fund the Project; and


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

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

The City Staff is hereby authorized to submit to Adams County the Application for an Adams County Open Space Mini-Grant for the High School Seniors Beautification Project at Colorado Park, and the City Manager is authorized to sign and execute the Application on behalf of the City.

RESOLVED, this 16th day of July 2019.

CITY OF BRIGHTON, COLORADO


KENNETH J. KREUTZER, Mayor

Brighton Parks & Recreation Advisory Board

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

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

Re: High School Seniors Beautification Project at Colorado Park.

To the Adams County Open Space Commission and Department Staff:

Since 2012 the Parks Department for the City of Brighton and seniors from Brighton High School have collaborated on a parks beautification project. This year the chosen site will be Colorado Park which is between Miller Street and the South Platte River on the west side of Brighton. This letter of support is for Brighton's grant application, which if approved, will provide funding to plant 30 deciduous trees and to purchase supplies. Examples of the trees are ornamental pears and Hot Wings Maples; the supplies will include fertilizer, mulch, stakes, ties, and cords.

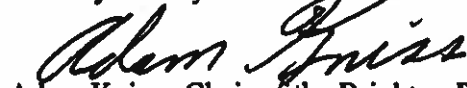
This joint project between the City and Brighton High School came about as an alternative for Senior "Ditch Day" which in the past caused safety and health concerns. Seniors come together for a morning to complete a beautification project which not only benefits the City's parks but also peaks an interest in the students to continue volunteering for the City. Yes, it is a lot of work for the students, but they also enjoy spending the time together working on a project that they can be proud of and learning a bit about how to correctly plant a tree/shrub and about the particular species.

Colorado Park is a unique location for our project because it is in one of the older areas of town and close to the river. In the past we have received funding to plant in several of our public parks with which most of the students are familiar. Colorado Park is a location that will probably be new to most of the students thus this project will give the students the opportunity to visit one of larger parks.

There is an urgency for this grant because we want the project to be completed in the spring of 2020 before the seniors graduate, and the City of Brighton needs funding partners to accomplish this special partnership between students and the City.

I heartily support this grant application. Not only will it enhance the appearance of one of our parks, but it will also involve youth in a worthwhile community service project of which they can be proud. This is a joint effort between the City and Brighton High School, and I think it is important that it be continued. Funding from Adams County Open Space will make this project happen.

Thank you for your consideration.



Adam Kniss, Chair of the Brighton Parks and Recreation Advisory Board



Brighton High School

270 S. 8th Ave. Brighton, CO 80601

303-655-4200

June 19, 2019

Adams County Open Space Mini-Grant
Adams County Open Space Commission & Department Staff
9755 Henderson Road
Brighton, CO 80601

To: The Adams County Open Space Commission and Department Staff

RE: Letter of Support for the High School Seniors Beautification Project at Colorado Park

I am writing this letter in support of the City of Brighton's High School Seniors Beautification Project in a Brighton Park. This grant would help provide funding to plant evergreen trees and shrubs in the park located between Miller Street and the South Platte River, just south of Highway 7. This grant in combination with the matching funds from the City of Brighton would provide the necessary funds to plant 30 deciduous trees, evergreen trees (6-8 feet tall), and planting supplies (T-posts, fertilizer, cord, stakes, mulch, etc.).

In 2012 the Brighton High School Student Government and 2012 Senior Class began a new twist to the old "Senior Ditch Day". The Senior leaders were concerned about the safety and health issues that were occurring amongst their peers with the traditional "Senior Ditch Day". They had a desire to provide a safe alternative and at the same time give back to the community in which they live. The result was a new event called the BHS Senior Community Service Day. The Seniors reached out to the City of Brighton offering to provide student labor in order to assist the City of Brighton in planting trees and shrubs in their parks. The Seniors spend the morning at a park designated by the City of Brighton, planting trees, shrubs, cleaning up weeds & picking up trash. It is then followed by a BBQ and games for all of the participating Seniors. The event has been a huge success, with over 300 Seniors participating in this event in each of the last 6 years. Once again, the Senior class would like to continue their efforts and continue giving back to the City of Brighton.

This project has become an important part of the Brighton High School Senior Class tradition. It provides a way for students to have a safe alternative to a traditional "ditch day" and allows students to give back to their community. It also provides an opportunity for the students to work together as a team and learn about the shrubs and trees they are planting. As the Senior Class Administrator, I have had the privilege to attend each of these events and it never ceases to amaze me at how much pride the students take in their work. I have found students taking ownership of the trees and shrubs they planted, referring to them as "my tree" or "my shrub". For some of our students, it was the first time they had ever planted anything. I have attached some photographs of the students participating in this year's amazing activity.



Brighton High School

270 S. 8th Ave. Brighton, CO 80601

303-655-4200

It is my sincere hope that you will continue to help support this important program by awarding the City of Brighton a Mini-grant. Thank you for your time.

Sincerely,

Shelly Genereux

Shelly Genereux
Brighton High School
Principal
(303)655-4201



Kevin Priola
STATE SENATOR

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



COMMITTEES

MEMBER OF:
BUSINESS, LABOR AND TECHNOLOGY

MEMBER OF:
TRANSPORTATION AND ENERGY

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

July 23, 2019

To the 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 High School Seniors Beautification Project at Colorado Park. I feel that it is important for the community, especially for the young people that will be involved with this project, to learn about City forestry with this tree planting project. Also, the students will be taking ownership of a community project that will touch so many lives.

This will be the ninth year that the City of Brighton's Parks and Recreation Department has worked with Brighton High School (BHS) Seniors to provide a positive alternative to "Senior Ditch Day" – this day in past was a day that student safety and health was a concern. In 2011 the BHS Senior Class of 2012 decided to address the problems of the day and created with the help of the City, a day to do a Beautification Project within Carmichael Park in Brighton. Each senior class, since that initial year, has continued the tradition of planting trees within Brighton parks, cemeteries, or open space. In each year the students have taken "ownership" of their project in the park, and this is due in part to the previous Adams County Open Space grant funding that helps purchase the trees that are planted. The request is to continue this annual tree planting project in 2020.

The BHS 2020 Senior Class is already working with the Parks and Recreation Department to have their Beautification Project within Colorado Park. Colorado Park is located on the western edge of the City. Over the past eight years each year's class has been over 400 students, and the 2020 class is even larger. In 2020, in Colorado Park, the Brighton High School Seniors will be planting 20 deciduous trees and 10 evergreen tree. Colorado Park already has an irrigation system to water the trees once they are planted.

It is my understanding that this grant is for the 30 trees and supplemental tools and materials for the tree planting project. I also understand that the City of Brighton will provide all of the trees, through this grant funding, for the High School Seniors to do the plantings. I consider this project a "bargain" considering that the High School Seniors will be providing all of the labor for the project. The City is asking the County to become a funding partner through this Adams County Open Space grant application.

In my opinion, the use of Adams County Open Space tax funding to help the City work with the High School Seniors as they take ownership of a planting project that will improve Colorado Park is important. It is also needed and is a judicious use of the Open Space tax monies. I thank you for this opportunity to support the City of Brighton's Mini-Grant Application for the "High School Seniors Beautification Project at Colorado Park" for grant funding through Adams County Open Space monies.

Sincerely,

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

Senator Kevin Priola



27J Schools

18551 E. 160th Avenue, Brighton, CO 80601

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

July 22, 2019

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

Dear Adams County Open Space Commission and Department Staff:

I am writing to let you know that I am in full support of funding for the mini grant for the High Schools Seniors Beautification Project at Colorado Park. As the Student Health and Wellness Coordinator, I fully support any project that will have a positive affect on our parks but this project also affords a safe, healthy and fun project for our high school seniors on "ditch day". Along with supporting healthy activities for our students, my family has visited Colorado Park and the addition of trees would be a huge asset to this location.

To conclude, I fully support the High Schools Seniors Beatification project and believe it adds value to our community and gives a great sense of accomplishment for our seniors as the venture out into the world. Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Rhonda Plambeck'.

Rhonda Plambeck
Student Health and Wellness Coordinator, 27J Schools

May 23, 2018

To the Adams County Open Space Commission and Department Staff,

Hello, my name is Chemaine Huss and I am the Student Government Sponsor at Brighton High School. I am writing this letter in support of the High School Seniors' Beautification Project at Colorado Park in the spring of 2020.

We are so grateful for the City of Brighton for providing our seniors with the opportunity to give back to the community. It is a day that our students look forward to. This has been a successful activity since its inception in 2012 and with the help of grants, we can continue to do it year after year.

This project has a positive impact on our seniors. It is true, that they can earn some of the 20 hours of community service needed for graduation by participating, but that is not the driving force for the majority of a students. Many are happy to lend their "elbow grease" to improve their surroundings. They have grown up in a wonderful place and they are demonstrating their desire to keep it that way.

Being a Brighton Native, I cannot express how thankful I am that the city is striving to keep Brighton a beautiful place to live by improving on its current park's system. We are excited about the new venue for next year. Colorado Park is a large park and I do not think it has been ungraded in a very long time. We are happy to help in its rebeautification by planting 30 trees. The project, when completed, will increase the enjoyment of the city's residents and will enhance Colorado Park tremendously.

Without this grant, we would be unable to continue with this project. Please consider continuing your support.

Thank you,

A handwritten signature in cursive script, appearing to read "Chemaine Huss".

Chemaine Huss
Brighton High School
Student Government Sponsor

Dear Adams County Open Space Commission and Department Staff, my name is Davi L Kaplan-Gomez and I am a senior at Brighton High School. I am currently serving as Student Body President for the 2019-2020 school year. I have always been actively involved in the community and Brighton High School's Student Government. 2012 marked the start of the wildly successful, beneficial and overall amazing, High School Seniors Beautification Project at Colorado Park. I've been planning, participating and enjoying this planting project since my freshman year and every time I love to see all of the smiling faces, beautiful trees and the unity of our community coming together to leave something that will continue to give back for years and years to come. In support of Brighton's grant application request for planting trees at Colorado Park, I want to share with you a few great take aways I've observed from students, teachers and residents over the past three years.

High school is a huge chapter of one's life and when May rolls around many students find themselves striving to make lasting memories. As we all know "Senior Ditch Day" has a negative connotation to it so when seniors have the option to instead build a lasting impact on the town their from and make memories with their peers it shines a brighter light around the idea of having a ditch day. As for the teachers they can experience first hand their students leaving their first of many marks on the world. The teachers also can make lasting connections and cherish one of their last days with the seniors. Lastly the beautiful addition of trees adds to the overall beauty of Brighton Colorado.

Thank you for your consideration and all of your past contributions, we really appreciate all you and we're looking forward to continue working with you in the future.

Respectfully,

Davi Kaplan-Gomez

A handwritten signature in black ink that reads "Davi Kaplan-Gomez". The signature is written in a cursive, flowing style with a large, stylized 'D' and 'G'.

Dear Adams County Open Space Commission and Department Staff, my name is Lili Roman and I am a senior at Brighton High School. I've been planning, participating and enjoying this planting project since my freshman year and every time I really enjoy to see all of the happy faces, trees and our community just coming together beautifully. For those reasons I am In full support of Brighton's grant application request for planting trees at Colorado Park. We are always here to support you and help with anything you need to keep making senior ditch day possible!

Thank you for your consideration and all of your past contributions! We really are grateful for all you do and we're looking forward to working with you again.

Respectfully,

Lili Roman

A handwritten signature in black ink that reads "Lili Roman". The script is cursive and fluid, with the first name "Lili" and last name "Roman" clearly distinguishable.

Claire Segura
290 South 22nd Avenue
Brighton, CO 80601

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 this letter in support of the City of Brighton's request for the mini-grant regarding the High School Seniors Beautification Project at Colorado Park and its goal of planting trees in Colorado Park. The City of Brighton is hoping that with the help of this mini-grant, which will match the city's funding for the project, will help them to provide thirty trees and the supplies needed to plant said trees.

I think that the annual success of the High School Seniors Beautification Project at Colorado Park is something to take into account when considering this request. This project has been a success for many senior classes, and as an incoming senior attending Eagle Ridge Academy, I enjoy and appreciate any opportunity to help others within my community.

As a student that will be participating in the program, I give it my full support. Many groups of people will benefit from this project, I know of many high school seniors who are always looking for volunteer work as the year is coming to an end. I also know that new items in a park will bring enjoyment and value to the community that utilizes Colorado Park.

I fully support the planting project proposed, and encourage the Adams County Open Space Department Staff to support the High School Seniors Beautification Project at Colorado Park and the city's project that the grant would support.

Thank you,

A handwritten signature in blue ink that reads "Claire".

Dear Adams County Open Space Commission and Department Staff,

My name is Brennyn Lewis and I am co-student body president at Brighton High School. I am writing to you in regards of the High School Seniors Beautification at Colorado Park. The grant to plant trees at Colorado Park is a great way to not only grow our community, but also the environment of the area. Personally, I drive by the park everyday on my way to school, and I believe that the location picked for the planting is the perfect spot and will help the life of the park thrive even more. When Brighton High School started the beautification project in 2012, it was a beginning to a new tradition that our school will carry on for many years to come. It helps the environment stay healthy and gives a way for students and staff to give back to their community in a unique way. This project shows the senior class how their contribution to the community can go a long way in Brighton and their future lives. Planting trees on "Senior Ditch Day" allows for the seniors to gather as a class for one of the last times, give them a glimpse into their future, and make the city better all at the same time. The project is becoming more successful every year and if we keep it going, it will be yet another amazing thing that Brighton High School is known for. I am a strong advocate for giving back to the community that raised me, and I want to make that a passion for every senior class in the future. Thank you for your consideration in funding the High School Seniors Beautification at Colorado Park for this upcoming school year. I am eager to be apart of a project that is a tradition in the making!

Sincerely,

Brennyn Lewis

A handwritten signature in black ink, appearing to read 'Brennyn Lewis', with a large, stylized loop at the beginning.

14 July 2019

Adams County Open Space Commission and Department Staff,

My name is Andrea Donlucas and I will be a sophomore at Brighton High School for the 2019-2020 school year. I have been elected to serve as the Secretary for the student body.

I am writing this in regards of the High School Senior s Beautification Project that began in 2012. Not only did this project begin in 2012, but so did a healthier, flourishing community. Although I have only participated in this project at the end of my freshman year in high school, I have come to understand that this project is beneficial to the unity of our community, the joy of the people, the health of the environment, and the collaboration of Brighton High School's Student Government.

Many will agree with me that this project is nothing but positive, including high school seniors. As every student's high school career comes to an end, they aim to live in unforgettable moments. With this grant and project, students can miss a day of school but still participate in a beneficial activity. This grant allows senior high schoolers to make an effective and productive impact in their city rather than actually ditching school to participate in inappropriate pastimes. If Senior Ditch Day really were to be a "Don't show up to school and do nothing" day, there would be a good chance of ill-advised behavior coming from students. In conclusion, the grant for this project is a crucial

part of every high school students' last memories, as well
as the community's growth in unity and in beauty.

Thank you for your consideration and past contributions.
we look forward to working with you in the future.

Sincerely,

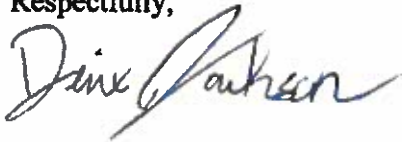
Alea Gonzalez

Dear Adams County Open Space Commission and Department Staff,

My name is Deni Jackson and I am a junior at Brighton High School. I am proudly serving as the Student Body Treasurer for the 2019-2020 school year. I was integrated in Brighton High School's Student Government for only 1 year prior to becoming treasurer but quickly learned that I absolutely love it and everything it brings to the community. My love for student government and the positive impact it has on the BHS student body and Brighton community is why I chose to run for Student Body Treasurer. I wanted to be even more invested in activities associated with positive outcomes such as Senior Ditch Day. Senior Ditch Day is a perfect way to assist seniors in wrapping up an early milestone in their lives. Senior Ditch Day means student government officers join them in giving back to our community through volunteer hours. Senior Ditch Day brings all graduating seniors together for one of a few final memories. The volunteer experience brightens everyone's face when we get to see seniors "ditching" aka giving back to the community and truly ending on a positive and lasting note. The project this year was High School Seniors Beautification Project at Colorado Park that started back in 2012. The project consists of beautification byway of trash pick up and the planting of new trees! Every year that Senior Ditch Day takes place, Colorado Park is always left more beautiful than before. Countless graduates have contributed to the cause, it has been instrumental in keeping the park a beautiful place that everyone can enjoy year after year.

Thank you for all the attention you've given towards Brighton's grant application request for planting trees at Colorado Park. We deeply appreciate it and are excited to work with you to, most literally, help Brighton grow.

Respectfully,

A handwritten signature in blue ink that reads "Deni Jackson". The signature is written in a cursive, flowing style.

Dear Adams County Open Space Commission and Department Staff, my name is Giana Rocha and I am a sophomore at Brighton High School. I am currently serving as Historian for the 2019-2020 school year. I have been in Brighton High Schools Student Government since last year and I am in various leadership roles within our community. Since 2012 Brighton High School has been participating in The High School Seniors Beautification Project bring more positivity to the community, further learning opportunities, and an all around beautiful experience for the participants. Last year I got the pleasure of helping at the event, and as a Freshmen experiencing this kind of positivity and teamwork really encouraged me in my high school career. I personally loved the opportunity to engage with other students and loved seeing all of the smiling faces proud to be supporting their community. In support of Brighton's grant application request for planting trees at Colorado Park, I would like to bring your attention to how beneficial this event really is.

The city of Brighton has always been identified for its beautiful parks and green spaces. Throughout the course of this event high school seniors plant 30 trees of different species that ultimately add to the beauty of Brighton. Not only does this support the community but it also gives the students an opportunity to make lasting memories from their high school career, leaving them with a positive memory of our city. Notably, "Senior Ditch Day" can come with a negative connotation but when these young people are given the opportunity to be apart of something bigger than themselves it re-defines the meaning of Senior Ditch Day. Also providing a last chance for teachers and admin to build memories with our departing seniors, or even build new relationships for years to come. All in all, this is more than just "Senior Ditch Day" this is

an event that not only brings our community together but and event that will leave a long lasting positive memories of the City of Brighton.

Thank you for your consideration and all of your past contributions, we are very appreciative of you and all you do for us! We are looking forward to continue working with you in the future!

Respectfully,

Giana Rocha

A handwritten signature in black ink that reads "Giana Rocha". The signature is written in a cursive, flowing style with a horizontal line extending from the end of the name.

ATTACHMENT E
LETTERS OF COMMITMENT
N/A

**ATTACHEMENT F
LOCATON MAP**



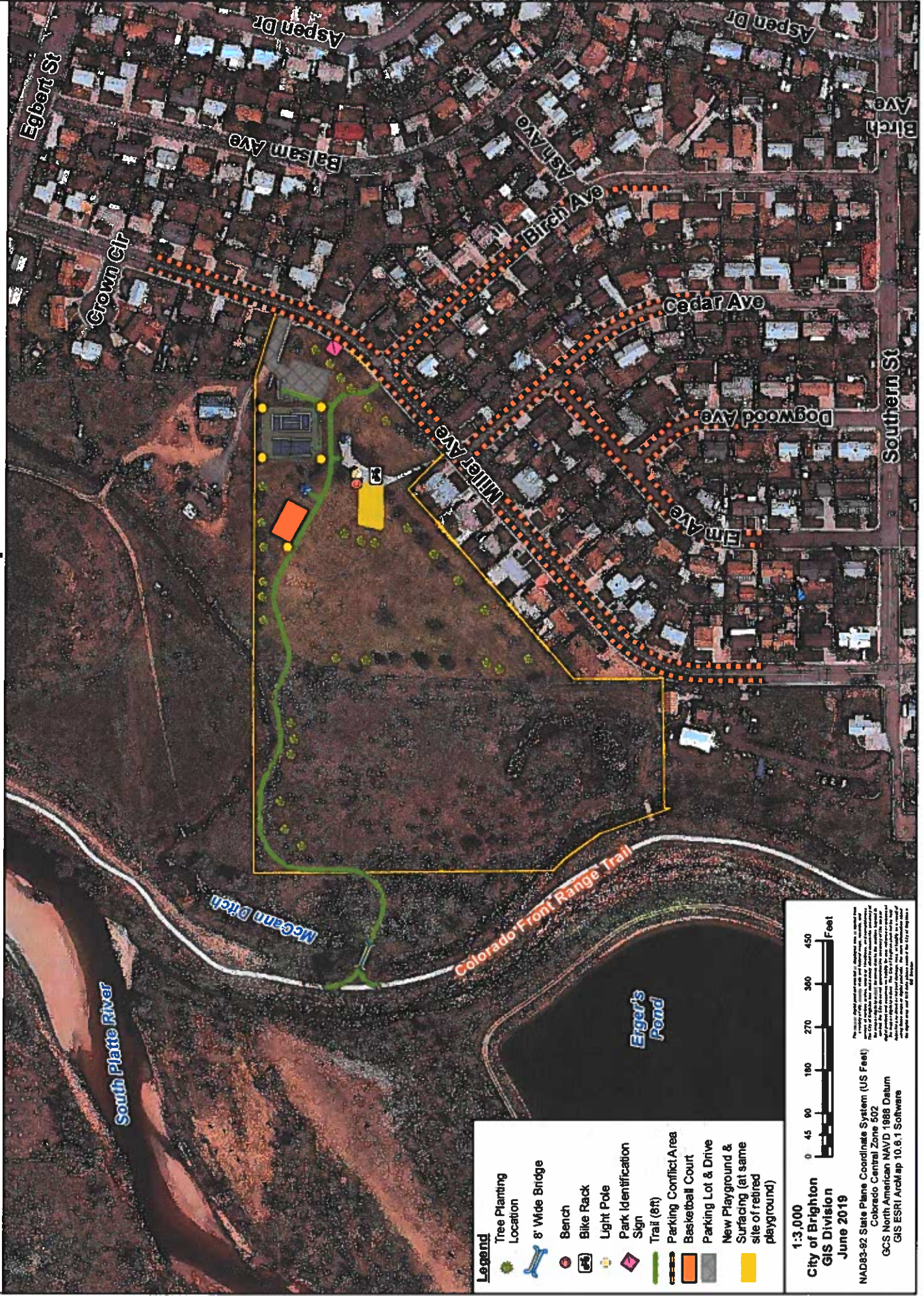
Colorado Park Enhancement Project Site Map

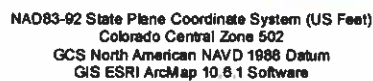


Erger's Pond



Colorado Park Enhancement Project Location Map



[illegible]



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

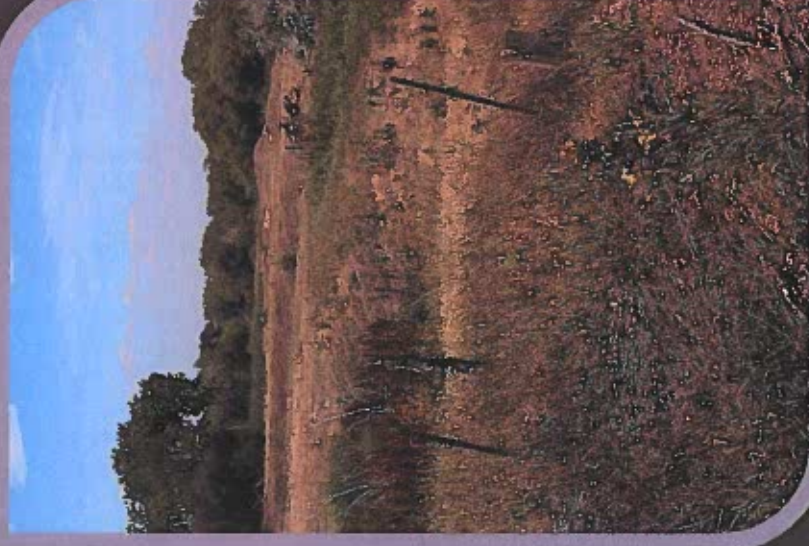


1:32,000
City of Brighton
GIS Division
January 2018

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

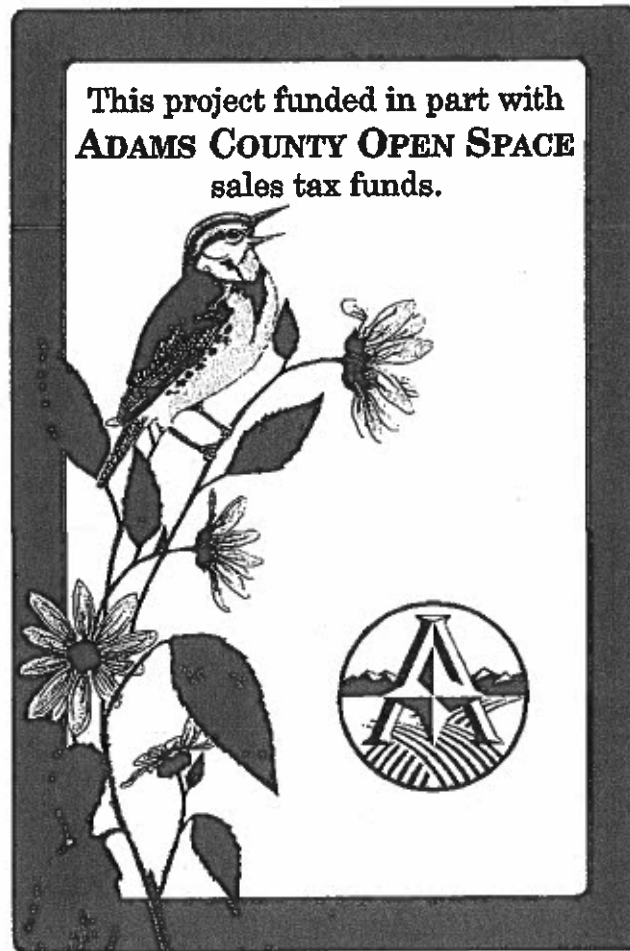
This map is a digital product created or derived from a copyrighted map. It is not a substitute for a printed map. The City of Brighton shall not be held liable for any errors or omissions in this map or any derivative thereof. The City of Brighton shall not be held liable for any errors or omissions in this map or any derivative thereof. The City of Brighton shall not be held liable for any errors or omissions in this map or any derivative thereof.

Location of tree plantings



Adams County Open Space Program

Policies and Procedures



Newly Revised and Adopted

June 24, 2013

As Amended January 6, 2014 and November 14, 2017

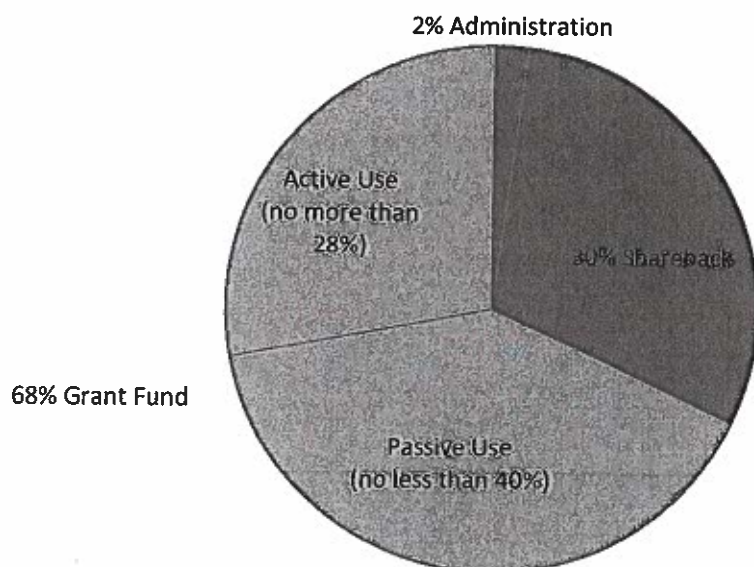
Table of Contents

Introduction.....	1
2% Administration Fund	1
Annual Report.....	2
Annual Audits.....	2
30% Shareback Program	2
Purpose	2
Eligible Expenses.....	2
Annual Reporting.....	3
68% Grant Fund.....	3
Purpose	3
Available Funding.....	3
Grant Cycle Timeline.....	3
Applicant Eligibility	4
Qualified Jurisdictions	4
Sponsored Organizations	4
Eligible Projects.....	4
Eligible Project Types	5
Specific Requirements of Land Acquisitions	9
Applying to the Program.....	10
Application Types	10
Submission Requirements.....	10
Matching Funds.....	10

Application Components Specific to Real Estate Transactions	11
Application Criteria and Scoring	11
After Grant Award	12
Grant Agreement	12
Project Due Date	12
Project Extension Policy	12
Project Modification Policy	13
Grant Non-compliance	13
Open Space Signage and Logo Use	13
Reimbursement and Closeout Process	14
Reporting Following Closeout	16
Code of Ethics.....	16
Glossary of Terms.....	17
Appendix A	18
Appendix B	26
Appendix C	27
Appendix D	28

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(11), C.R.S., for purchases of machinery or machine tools; the exemption provided by Section 39-26-114(1)(a)(XXI), C.R.S., for the sales and purchases of electricity, coal, wood, gas (including natural, manufactured and liquefied petroleum gas), fuel oil or coke sold, but not for resale, to occupants of residences, whether owned, leased or rented by said occupants, for the purpose of operating residential fixtures and appliances which provide light, heat and power for such residences; the exemption provided by Section 39-26-114(1)(a)(XX), C.R.S.,

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

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

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

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

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

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

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

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

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

(b) *Deposit and Expenditure of Revenue.*

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

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

C. *Authorized Projects and Uses of Funds.*

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

- (H) To pay for related acquisition, construction, equipment, operation and maintenance costs;
 - (I) To implement and effectuate the purposes of the Open Space Program.
 - (ii) Passive open space lands may be acquired and maintained and may include:
 - (A) Lands with significant natural resource, scenic and wildlife habitat values;
 - (B) Lands that are buffers maintaining community identity;
 - (C) Lands that are to be used for trails and/or wildlife migration routes;
 - (D) Lands that will be preserved for agricultural or ranch purposes;
 - (E) Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding;
 - (F) Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage.
 - (iii) Active open space lands may include lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public.
 - (iv) No land or interests acquired with the revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board.
9. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the County Clerk and Recorder is hereby directed to provide a notice of adoption of this Resolution, together with a certified copy of this Resolution, to the Executive Director of the Colorado Department of Revenue at least forty-five (45) days prior to January 1, 2000.
 10. This Resolution shall serve to set the ballot title and the ballot question for the question set forth herein and the ballot title for such question shall be the text of the question itself.
 11. The officers and employees of the County are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.
 12. The rate of the Open Space Sales Tax and the deposit of revenues collected for the Open Space Sales Tax as set forth in this Resolution shall not be amended, altered or otherwise changed unless first submitted to a vote of the registered electors of the County for their approval or rejection. Other provisions of this Resolution may be amended as necessary to effectuate the purposes of this Resolution by resolution adopted by the Board of County Commissioners in accordance with law.
 13. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board and the officers and employees of the County and directed toward holding the election for the purposes stated herein are hereby ratified, approved and confirmed.
 14. All prior acts, orders or resolutions, or parts thereof, by the County in conflict with this resolution are hereby repealed, except that this repealer shall not be

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

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

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

Strickland	_____	Aye
Valente	_____	Aye
Flaum	_____	Aye
Commissioners		

STATE OF COLORADO)
County of Adams)

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

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

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

By 
Deputy



Appendix B



Adams County Open Space Extension Request Form Revised 9/2017

Date of Request:	
Grantee Name:	
Project Name:	
Contact Person:	
Phone Number:	
Email:	

Original Project Due Date:	Requested Due Date: (No longer than 6 months)
Please explain in detail the reason(s) for extending this project. Include information regarding progress made to date, items remaining to be completed and estimated timeline for completing all work.	

Attach the following:

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

Prepared by: _____ Date: _____
Print name: _____ Title: _____

Appendix C



Adams County Open Space Modification Request Form Revised 9/2017

Date of Request:	
Grantee Name:	
Project Name:	
Contact Person:	
Phone Number:	
Email:	
Project Due Date:	
Previously Submitted Leverage Summary:	Proposed Revision to Leverage Summary:
Grant Total:	Grant Total:
Total Project Costs:	Total Project Costs:
% of Funding Requested:	% of Funding Requested:
Please provide a description of the changes to the project as well as an explanation for the changes. Please provide specific details.	

Attach the following:

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

Prepared by: _____ Date: _____
Print name: _____ Title: _____

Appendix D



Adams County Open Space Grant Closeout Request Form

Revised 9/2017

Project Name:	
Contact Person:	
Phone Number:	
Email:	
Reimbursement Request:	
For land acquisitions only:	
Has money already been wired to closing? <input type="radio"/> Yes <input type="radio"/> No	
Are additional funds being requested to closeout the project? <input type="radio"/> Yes <input type="radio"/> No	

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

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

If you have questions or need assistance please contact Renee Petersen at 303.637.8072 or rpetersen@adcogov.org or Shannon McDowell at 303.637.8039 or smcdowell@adcogov.org.

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

Prepared by: _____ Date: _____

Print name: _____ Title: _____



Adams County Open Space Grant Closeout Checklist - 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)

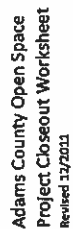
Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

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)



Adams County Open Space
Project Closeout Worksheet
Revised 12/2011

Revised 12/2011

Applicant:	
Project Name:	
Awarded Amount:	\$0.00
Awarded Percentage:	0.00%
Date Awarded:	

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.

(signature of Controller or authorized financial officer)

PLEASE ENTER EACH INVOICE ONLY ONCE. LIST ALL BUDGET CATEGORIES INCLUDED IN THAT INVOICE IN THE APPROPRIATE COLUMN. PLEASE EXPLAIN IN COMMENTS IF THE CHECK TOTAL DOES NOT MATCH THE INVOICE TOTAL.

[illegible]

Reimbursement Summary	% of Actual Project Costs	Maximum Award	Actual Award
	c.	c.	c.

