Parks & Open Space Department
Adams County Regional Park
www.adcogov.org

ADAMS COUNTY
COLORADO

9755 Henderson Road
Brighton, CO 80601
PHONE 303.637.8000
FAX 303.637.8015

November 13, 2018

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

Re: Grant Award for the High School Seniors Beautification Project at Brighton Sports Complex project

Dear Gary:

This letter is to inform you that the grant application you submitted on July 25, 2018 for the High School Seniors Beautification Project at Brighton Sports Complex project has been approved for funding by the Board of County Commissioners. The grant award for this project is equal to 41.4% 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 December 28, 2018, which is 45 days from the date of award.

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

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

Sincerely,

Renee Petersen

Renee Petersen
Open Space Grant Coordinator

Enclosure

cc: File

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry
DISTRICT 1

Charles "Chaz" Tedesco
DISTRICT 2

Erik Hansen
DISTRICT 3

Steve O'Dorisio
DISTRICT 4

Mary Hodge
DISTRICT 5

ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2018-00034

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

RECITALS

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

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

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

WHEREAS, on July 25, 2018, Applicant applied for an Adams County Open Space Grant to complete the High School Seniors Beautification Project at Brighton Sports Complex project (the "Project"); and

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

WHEREAS, Adams County awarded the Project 41.4% 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 41.4% 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 13, 2020, which is two years after the date of Adams County's approval of the Project ("Completion Date").

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

4. Open Space Sales Tax. Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto in the Open Space Policies and Procedures, Exhibit 2.

5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit 2 and incorporated herein by this reference.

6. Audits and Accounting Records. Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the "Staff") prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Resolution 99-1 attached hereto in the Open Space Policies and Procedures, Exhibit 2.

7. Payment of Grant. Adams County agrees to make payments to the Applicant in the following manner:

    a. Payments. Adams County agrees to disburse grant funds to Applicant to provide reimbursement for the payment of project costs upon successful completion of the Project, or on a quarterly basis. Itemized Reimbursement Requests, as set forth below, are required for reimbursements. Should the Project take two full years to complete, the Reimbursement Request for the final period of the project must be received by November 13, 2020 to remain compliant with the Project Completion Date, as set forth above. Reimbursements disbursed from Adams County shall not exceed 41.4% 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 41.4% 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:
STAN MARTIN, CLERK

_____
Deputy Clerk

APPROVED AS TO FORM:

_____
County Attorney's Office

CITY OF BRIGHTON, APPLICANT

_____
By (signature)

_____
Printed name

_____
Title

EXHIBIT 1

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

Case No. _____

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

Project Information

Applicant Organization Name:	City of Brighton
Sponsoring Jurisdiction:	City of Brighton
Name of Project:	High School Seniors Beautification Project at Brighton Sports Complex

Contact Information

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

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

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

Budget Summary

Grant Request:	**$5,000.00**
Matching Funds (cash + in-kind):	$7,070.00
Total Project Costs:	*$12,070.00*

Grant Request: 41.4 **% of Total Project Costs**

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

Property Location Information

Project Site Address:	1111 Judicial Center Drive
Parcel ID# (REQUIRED):	0156900000290

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 25, 2018

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 the Sports Complex" addresses several needs with one overall purpose. The purpose of the project is to enhance the beauty while providing shade within the Brighton Sports Complex through the use of volunteer labor from High School Seniors. The Seniors will be planting 42 trees within the area surrounding the four-plex of softball/baseball fields. The planting of the trees will create spaces of shade for visitors to the field area of the park. Sports Complexes are parks that have active uses - they have trees, sod, and other amenities where individuals can sit and relax or enjoy others participating in their sports dreams. The Brighton Sports Complex is 20 years old this past Memorial Day weekend.

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 2018 wanted to continue the "new" 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, and Fairview Cemetery in the center of the City. Each year more students participated in the project. The Seniors from the class of 2019 have already been working with the City for their beautification project. They have begun with the planting project location being determined, a planting map being developed, and letters from the Senior class.

After seven 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, and planting supplies. These trees and supplies will be for the Senior volunteers to plant and use. The planted areas within the Brighton Sports Complex will enhance four-plex field site forever. Brighton is requesting through this Mini-Grant application 41.4% of the project total in grant funding toward the 2019 Beautification Project. The City has budgeted a cash match in 2019 Budget for the remaining 58.6% for this project.

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 the Complex 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 individuals while watching others play or warm-up for games of softball/baseball. 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 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 the Sports Complex" enhances (improves) the visual and shade aspects of the four-plex ball field park. The Sports Complex is located at 1111 Judicial Center Drive in east Brighton. The Sports Complex consists of: four softball/baseball field, playground, concession stand, restrooms, shelters, cross country running course, open space, and a parking lot. The oldest section of the Brighton Sports Complex is the four-plex of ball fields, which is 20-years old. When it was built, due to construction costs, the number of trees at the site was cut in half. Since that time many of the trees that were planted 20 years ago have died and need to be replaced. Sports Complexes are

active parks with trees and sod and other amenities where many families and players visit the site for youth and adult tournaments and leagues. The City, since the Complex was built, has received many complaints that there is "not enough shade at 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 42 new trees that will provide shade.

2.) This project purchases the 42 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 2019 - 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 seven 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 2019 Senior Class representatives, Senator Kevin Priola, and others.

4.) This Beautification Project in the Sports Complex 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 the Brighton Sports Complex, and this enhances the site for Brighton residents, users of the park, sports teams, adult and youth softball/baseball players, high school cross country racers, and families.

6.) The trees that will be planted will need less water because of where they will be planted.

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 four-plex of ball fields will provide beauty and places of shade within the Brighton Sports Complex where those visiting the Sports Complex can enjoy the trees.

The project located within the Brighton Sports Complex 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. The Brighton Sports Complex 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 three (3) 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.**

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

Case No. _____

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 25, 2018**. Please bind all 10 copies with either binder clips or rubber bands (no staples or permanent bindings please).

Please include the following attachments at the end of the application - not to exceed 11" x 17":
Attachment A - Project Budget
Attachment B - Project 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 19, 2018

Print Name: Philip Rodriguez

Print Title: City Manager

ATTACHMENT A
PROJECT BUDGET

Attachment A - Project Budget

Date: June 29, 2018

Project Name: High School Seniors Beautification Project at Brighton Sports

Amount Requested: $5,000.00

% Total Project Costs: 41.4

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 Trees (42 trees @ $285 each)	$5,000.00	$0.00	$6,970.00			$11,970.00
Supplies (T-posts, ties, cord, wheel barrow, etc.)			$100.00			$100.00
Budget Total	*$5,000.00*	*$0.00*	*$7,070.00*			***$12,070.00***

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO ADAMS COUNTY OPEN SPACE IN THE AMOUNT NOT TO EXCEED FIVE THOUSAND DOLLARS ($5,000.00), FOR THE HIGH SCHOOL SENIORS BEAUTIFICATION PROJECT AT BRIGHTON SPORTS COMPLEX; AND AUTHORIZING THE CITY MANAGER TO SIGN THE GRANT APPLICATION.

RESOLUTION NO. 2018-79

WHEREAS, the City Council of the City of Brighton determines that it is appropriate for the City to apply for an Adams County Open Space Mini-Grant, for the planting project entitled, "High School Seniors Beautification Project at Brighton Sports Complex" (the "Project"); and

WHEREAS, the City Council believes that the development of the Project and the inclusion of High School Seniors within this Project is essential 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 citizens of Brighton have expressed support for the Project that will be completed within the Brighton Sports Complex; and

WHEREAS, the City of Brighton owns the Brighton Sports Complex land that is being considered for the location of the Project; and the City has a proven record of successfully completing grant-funded public projects and properly maintaining such projects after they are constructed; and

WHEREAS, toward that end, the City of Brighton City Council finds and determines that it is proper to apply for a $5,000.00 Mini-Grant from Adams County Open Space, to partially fund the Project for the public benefit; and

WHEREAS, the City of Brighton estimates that the total cost of the Project, as set forth in the Adams County Open Space – Mini-Grant Application, will be $12,070.00, of which City is presently applying through an Adams County Open Space Mini-Grant for funding of the Project in an amount not to exceed $5,000.00, and the City is funding the remaining amount of $7,070.00 through the 2019 budget; and

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

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

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

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

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

2. Upon the City's receipt of a written acknowledgement from Adams County, that Adams County Open Space will fund the Mini-Grant Application in the amount not to exceed $5,000.00, the City Manager or his designee is directed to commence good faith negotiations for a reasonable "*Grant Agreement*" between the City and Adams County Open Space, for consideration by the City Council.

RESOLVED, this 17th day of July 2018.

CITY OF BRIGHTON, COLORADO

By: _____
Kenneth J. Kreutzer, Mayor

ATTEST:

_____
Natalie Hoel, City Clerk

APPROVED AS TO FORM:

_____
City Attorney

ATTACHMENT B
PROJECT TIMELINE

Attachment B - Estimated Project Timeline

Project Name: High School Seniors Beautification Project at Brighton Sports

Date: July 20, 2018

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

Description of Task	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019
Grant Notification & City 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

Brighton

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

July 19, 2018

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

Adams County Open Space Committee and Department Staff,

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 the Sports Complex". The Brighton City Council passed a Resolution to apply for the Mini-Grant funding and supports the High School Seniors tree planting project.

In past, Senior "Ditch Day" at Brighton High School was when many students ditched school and it became a safety problem – including some injuries, graffiti issue within the City, and many park problems occurred on that day. When I was a teacher at the High School I was glad to see a Senior Class address the issue in 2012. The Senior Class approached the Brighton Parks and Recreation Department and stated that they, as 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 planting project was so successful that it has continued with Senior Classes through 2018 as they have accomplished their own Beautification Projects throughout the City. All of the Brighton High School Senior Classes from 2012 – 2018 have 400+ students. The 2019 Brighton High School Senior Class has already approached the Parks and Recreation Department concerning doing their Beautification Project in the early May 2019 (prior to Graduation) and have written letters of support for the project. The project will be completed within the City's Sports Complex.

This will be the eighth year that the Senior students want to volunteer in the City of Brighton. The Brighton's Parks and Recreation Department realizes after seven years of success, that the Senior students want to take ownership in planting trees. In 2019, the High School Seniors will be planting 42 deciduous trees (examples: Hot Wings Maple, Discovery Elms, Hackberries, and Lindens). The grant application also includes the purchase of tree planting supplies. The 2019 Senior planting project will enhance the Brighton Sports Complex with needed visual interest, color, beauty, and shade plus involve student volunteers in a community planting project they can feel proud that they accomplished.

The City has designated 58.57% of this project as a cash match. In order to have this Beautification Project become a reality, an additional funding partner is needed. The City is requesting funding from Adams County, through the attached Open Space Mini-Grant Application, of 41.43% of the Park Beautification Project so that this community oriented project may become a reality.

As Mayor, I want to say 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 the Sports Complex". Thank you, also, for considering this project for funding.

Sincerely,

Kenneth J. Kreutzer, Mayor

Kevin Priola
STATE SENATOR

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

kpriola@gmail.com

COMMITTEES

VICE CHAIR OF:
EDUCATION

MEMBER OF:
BUSINESS, LABOR AND TECHNOLOGY

MEMBER OF:
SELECT ENERGY AND ENVIRONMENT

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

July 18, 2018

To 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 the Brighton Sports Complex. 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 eighth 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 a Brighton park. The 2012 Carmichael Park tree planting project was so successful that each of the Senior Class since then have continued the tradition. In each year the students have taken "ownership" of their project in the park. (Thanks to the previous Adams County Open Space "Ditch Day" grant funding, tools were purchased for the project and shrubs and trees were planted. The request is to continue this annual project in 2019.)

The BHS 2019 Senior Class is already working with the Parks and Recreation Department to have their Beautification Project within the City's Sports Complex. During the past seven years the City has learned that there is a need for the High School Seniors to do tree planting within one day. Each year's class has been over 400 students, including this coming 2019 Senior Class. In 2019, in the Brighton Sports Complex, the Brighton High School Seniors will be planting 42 deciduous trees of various varieties. The irrigation for these plantings is already at the Complex.

It is my understanding that the City of Brighton will provide all of the trees for the High School Seniors to do the plantings, with your grant funding help. I also understand that the cost for this open space project is more than what the City has monies to budget toward this project. This project is a bargain considering that the High School Seniors will be providing all the labor for the project. The issue now is that the City needs to obtain a partner in sharing the burden of the "tree" cost for this project. The City is asking for 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 the Brighton Sports Complex 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 the Brighton Sports Complex" for grant funding through Adams County Open Space monies.

Sincerely,

Kevin Priola

Senator Kevin Priola

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

July 22, 2018

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

To the Adams County Open Space Commission and Department Staff,

I am writing in support of the City of Brighton's request for funding for the High School Seniors Beautification Project at the Brighton Sports Complex. The High School Seniors Beautification Project began in 2012 and has continued every year through 2018 with Brighton High School Seniors. Each Senior class has had 400+ students in them. The City will provide tools to plant the trees. The tools were purchased through a previous grant and are reused each year. The Seniors do the Beautification Project instead of having a Senior "Ditch Day", which in past created safety and health issues. Due to the Brighton High School Seniors, this project has been an annual success, and the City wants to keep the interest of the students that volunteer. For these reasons, the City needs Adams County support through a Mini-Grant funding to keep the planting project and forestry education going in 2019.

As a parent of two teenagers, I understand the importance of getting our young people involved in the community and volunteer work at a young age, as well as the health and safety issues that are avoided through an alternative to Senior "Ditch Day". The Brighton Sport Complex is in need of additional trees, which makes this a great project to enhance the City's parks while also building on the community's unity and desire to make Brighton a great place to live.

I highly support this request because I believe the City has found a great way to keep students engaged instead of putting themselves at risk, while also building community and beautifying our city. Please consider this request as a continuation of a great City program that engages our youth and provides alternatives to risky behaviors for our teenagers.

Sincerely,

Representative Phil Covarrubias
House District 56

Brighton Parks & Recreation Advisory Board

22 South 4th Avenue
Brighton, Colorado 80601

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

July 15, 2018

To the Adams County Open Space Commission and Department Staff:

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 at the Brighton Sports Complex. This letter of support is for Brighton's grant application, which if approved, will provide funding to plant 42 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.

In the past we have received funding to plant in several of our public parks. The Sport Complex is used not only by residents of Brighton, but it is also the location of many games/tournaments that bring people from around the metro area to Brighton. There is a need for trees to be planted in sections of this facility.

I heartily support this grant application. Not only will it enhance the appearance of one of our sports complexes, but it will also involve youth in a worthwhile community service project that they can be proud of. This is a unique 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 Parks and Recreation Advisory Board

Brighton High School

270 South 8th Avenue, Brighton, CO 80601 (303) 655-4200

July 19, 2018

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

RE: Letter of Support for the High School Seniors Beautificaion Project in Brighton Sports Complex

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 at the Brighton Sports Complex. This grant in combination with the matching funds from the City of Brighton would provide the necessary funds to plant 42 deciduous trees (Ornamental Pears and Hot Wings Maple) and planting supplies (fertilizer, stakes, ties, and cord 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 occuring 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 priviledge 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 amazing activity.

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.

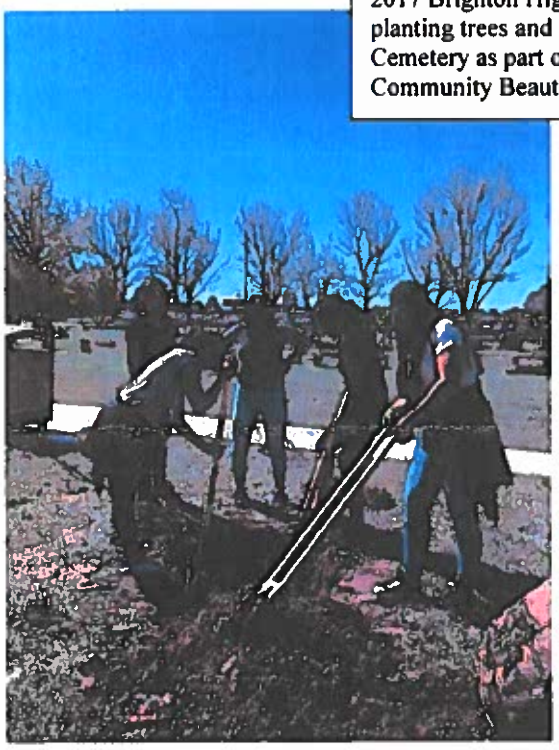
Sincerely,

Shelly Genereux
Brighton High School
Principal
(303)655-4151

Brighton High School

270 South 8th Avenue, Brighton, CO 80601 (303) 655-4200

2017 Brighton High School Seniors planting trees and shrubs in Fairview Cemetery as part of the Senior Class Community Beautification Project.



July 17, 2018

To the Adams County Open Space Commission and Department Staff,

My name is Chemaine Huss and I am the new Student Government Sponsor at Brighton High School and I am writing this letter to support the grant project, "High School Seniors' Beautification Project at the Brighton Sports Complex." This Project began in 2012 and has continued every year through this last school year and has become part of the tradition for the seniors' to bid farewell to their school and for many, a farewell to their hometown. As the new sponsor, I would like to continue with this tradition.

Being a Brighton native and BHS graduate, I know the importance of giving the graduating seniors an opportunity to give back to the community. When I was a senior, we had a senior ditch day, just a day to avoid class attendance. Though it was enjoyable, it did not add any value to our community. It has been a wonderful bonding experience for the seniors and helps to create a positive relationship between the school and the city. It is far more important for our students to have the chance to give service to the community than to merely have a day off of school.

The project is to be completed in late April or early May 2019 by the Brighton High School Seniors, with guidance from City Parks Division staff. The project, when completed, will be for enjoyment by residents and will enhance the Sports Complex.

Not only does this project provide a service for our seniors, it also helps to beautify the community. The current plan is to specifically enhance the beauty of the Brighton Sports Complex by planting 42 trees. I continue to live in the community and recognize that there are parts of the complex that will greatly benefit from this project.

We would appreciate your support of this grant.

Thank you for your support,

Chemaine Huss
Student Government Sponsor
Brighton High School

9755 Henderson Road
Brighton, Colorado 80601

July 14, 2018

To the Adams County Open Space Commission and Department Staff:

My name is Garrett Brent McGannon and I am going to be a senior next year at Brighton High School. I am writing you to express my support of Brighton High School's grant application request for our Senior Beautification Project (Senior Community Service Day) at the Brighton Sports Complex. This will help to make the city more aesthetically pleasing to citizens and visitors along with a positive impact on the environment. I do not only support this grant due to the tremendous positive environmental impacts but also for the welfare of Seniors at BHS. The seniors love this project and love giving back to the community. Brighton's love of giving back to the community is unrivaled and is one of my favorite parts about my high school and this city.

As Student Body President, I would like to voice that this is the common attitude among all seniors at Brighton High School. We love our school and this City; thus this grant is the perfect way for us to give back.

Thank you for your time and consideration.

Garrett B. McGannon
Garrett B. McGannon
Student Body President
Brighton High School Senior

9755 Henderson Road
Brighton, Colorado 80601

July 20, 2018

To the Adams County Open Space Commission and department Staff:

I am Daniela Castro, an upcoming senior at Brighton High School. I am writing to you in order to convey my full support of Brighton High School's grant application request for our Senior Beautification Project (Senior Community Service Day) at the Brighton Sports Complex. Not only will it increase the beauty of Brighton,but also allow the seniors an opportunity to come together and support our home and environment.

The positive impact that this project has is undeniable that will leave a mark in my class's high school career. As an avid student I can guarantee that we all want to make a causatum wherever we go, and we know we must start at home.Therefore, this grant is the ideal way for us to better our home.

Thank you for your time and attention to this matter.

Daniela R. Castro

Avid Student
Brighton High School Senior

13 July 2018

Adams County Open Space Commission and Department Staff
9755 Henderson Road
Brighton, CO 80601

Dear Adams County Open Space Commission and Department Staff:

Hello! Thank you for continuing the High School Seniors Beautification project since 2012. You have provided the seniors with tools and trees for them to plant for their Senior "Ditch Day." In order for you do that for the seniors, you get support through a mini-grant to fund the project.

I appreciate all you do for our Seniors' "Ditch Day," with that the High School SEniors Beautification Project at the Brighton Sports Complex has been a hit the past few years and I would like to continue that. I believe that planting trees is a great way to help the community out and beautify it. Seniors get to contribute to the community and the community gets to enjoy what the seniors have done. It gives the seniors abilities that they can take with them from the rest of their lives, it's a great way to give back and ot say thank you for this amazing community that they have become a part of. This is also a positive effect on our parks and gathering places, trees "dress up" our community.

Thank you for all you have done, I hope we can continue this beautification of our community for many years. This grant is a lot to seniors and the rest of the community.

Sincerely,

Nicole Svanda

Nicole Svanda

To the Adams County Open Space Commission and Department Staff,

My name is Brennyn Lewis, the student body treasurer of Brighton High School, and I am entering my Junior year of highschool. As a member of student government, I am very aware of the importance of the High School Seniors Beautification Project at the Brighton Sports Complex and the grant the City of Brighton. The project has a positive impact on Brighton's environment and our school's senior class. Our school has a "Senior Ditch Day" which allows all of our seniors to have the opportunity to have a day off from school and plant trees in the community. In the past, this program has been very successful within our school and we are grateful of the generosity the grants gives. This year, we believe that the city needs Adams County's support with Mini-Grant funding to keep the program of planting the trees through 2019. Personally, I support this project because it is important to educate about the benefits planting trees can bring to our community. Also, the planting has a positive impact on the seniors because they get the opportunity to give back to their community hands on, and have fun while doing it. Thank you for your support and consideration.

Sincerely,

Brennyn Lewis

9755 Henderson Road
Brighton, Colorado 80601

July 18, 2018

To the Adams County Open Space Commission and Department Staff,

My name is Liliana Roman and I am the secretary for Brighton High School's Student Government. I support the City of Brightons grant application request for the High School Seniors Beatification Project at the Brighton Sports Complex. This project will be for residents to enjoy and will beautify the Sports Complex. This will positively affect the Sports Complex because there is a need for trees to be planted there. I support this planting project because there's only positive outcomes from it such as, beautifying the Sports complex that is in need of trees and teaching seniors the importance of community service and its impact on the community. This also allows seniors to have a break from school but use that day to do something great for the community.

Sincerely,

Liliana Roman

ATTACMENT E
LETTERS OF COMMITMENT
N/A

ATTACHEMENT F
LOCATON MAP

High School Seniors Beautification Project at Brighton Sports Complex Location Map

Legend

- Tree Planting Location

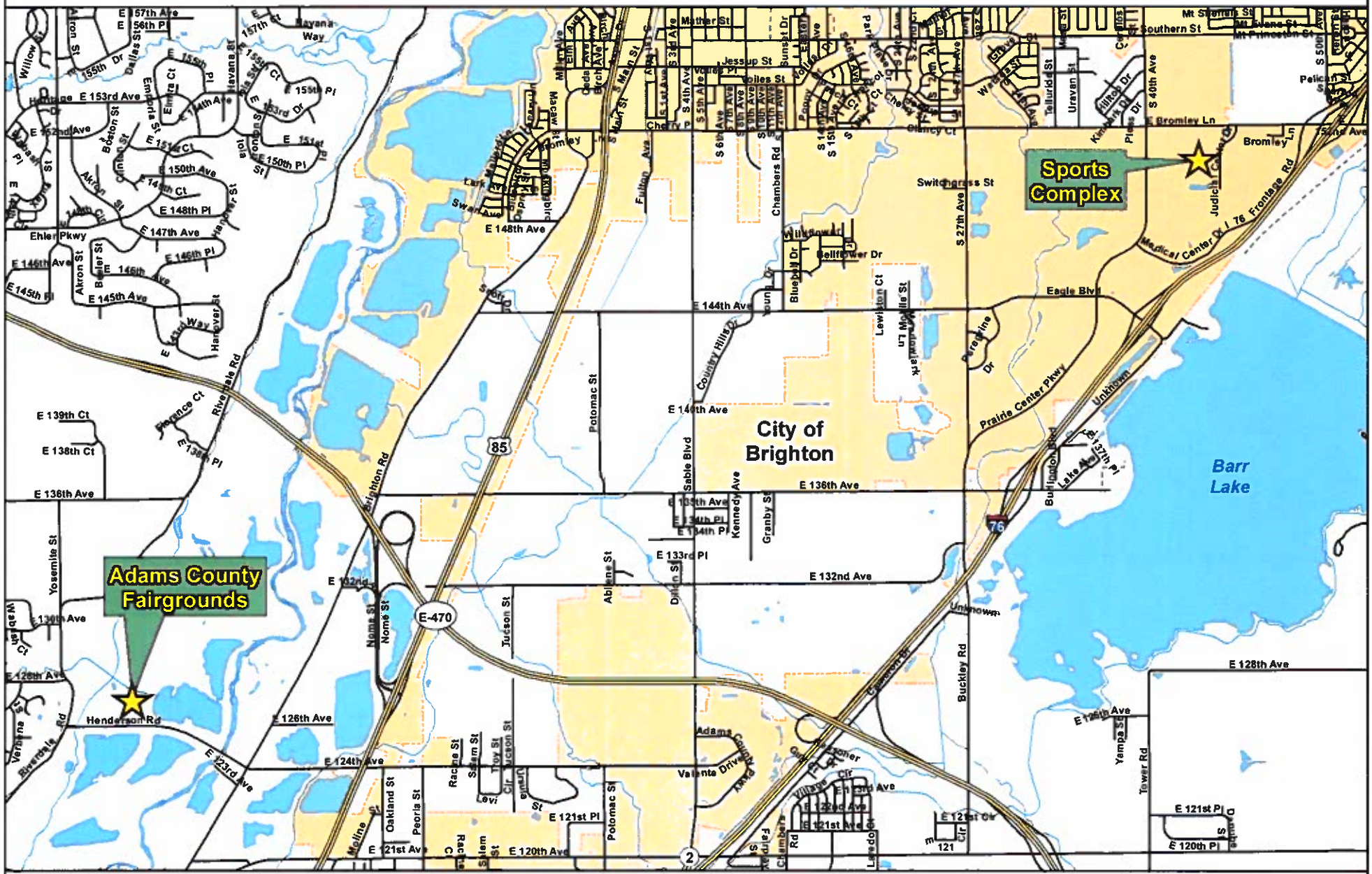
0 80 160 240 320 400 Feet

1:4,000
City of Brighton
GIS Division
June 2018

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

This map or digital product created or distributed on a computer from a variety of city, county, state and federal agency, commercial and personal sources of varying scales, accuracy, timeliness, and completeness. The City of Brighton does not warrant, nor does it assume the accuracy of the map or digital product, nor does it assume the reliability beyond its control. The City does not guarantee the accuracy of the map or digital product and assumes no liability for any errors, omissions or illusions of the map or digital product. The City of Brighton shall not be held liable for any direct or indirect damages, loss or liability as a result of using these maps or digital products. For more information about the digital map and GIS data please contact the City of Brighton's GIS Division.

High School Seniors Beautification Project at Brighton Sports Complex Project Map



Feet
0 990 1,980 2,970 3,960 4,950

1:45,000
City of Brighton
GIS Division
June

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

High School Seniors Beautification Project at Brighton Sports Complex Site Map

Legend

- Tree Planting Location

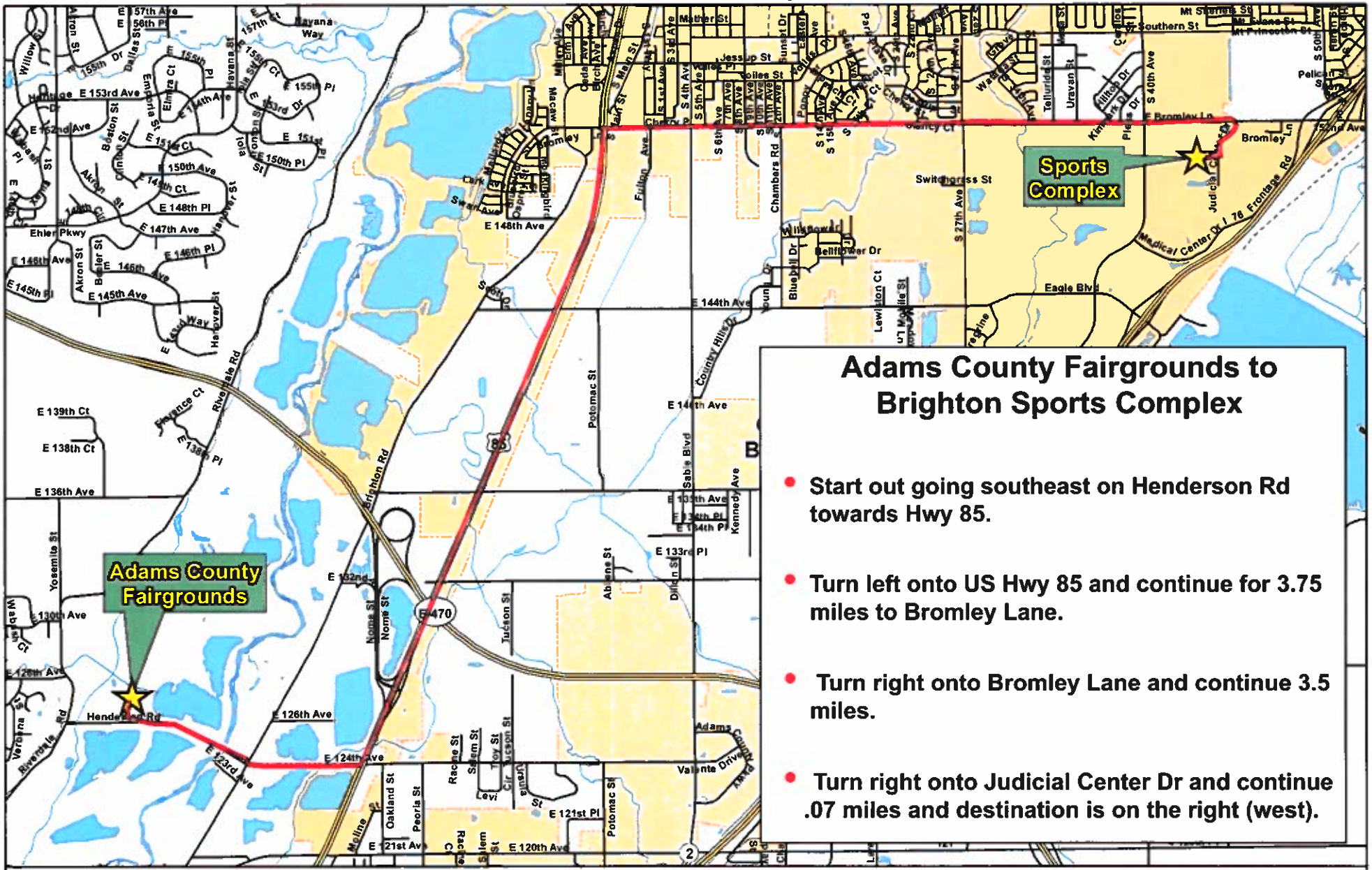
0 30 60 90 120 150 Feet

1:1,800
City of Brighton
GIS Division
June 2018

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

The map or digital product created or image put on a computer from a variety of city, county, state and federal sources, reports, and surveys is written to aid in identifying locations and configurations. The City of Brighton has made every effort to ensure the accuracy of the map or digital product; however, due to the many factors beyond the control the City does not guarantee the accuracy of the map or digital product and assumes no liability for any inaccuracy or misuse of the map or digital product. The City of Brighton shall not be held liable for any direct or indirect damage, loss, or liability as a result of using these maps or digital products. For more information about the digital map and GIS data please contact the City of Brighton's GIS Division.

High School Beautification Project at Brighton Sports Complex Directions Map



Adams County Fairgrounds to Brighton Sports Complex

- Start out going southeast on Henderson Rd towards Hwy 85.
- Turn left onto US Hwy 85 and continue for 3.75 miles to Bromley Lane.
- Turn right onto Bromley Lane and continue 3.5 miles.
- Turn right onto Judicial Center Dr and continue .07 miles and destination is on the right (west).

Feet
0 990 1,980 2,970 3,960 4,950

1:45,000
City of Brighton
GIS Division
June

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

High School Beautification Project at Brighton Sports Complex

Sports Complex - Front South planting area

Sports Complex - South planting area

High School Beautification Project
at Brighton Sports Complex

Sports Complex - West side planting area

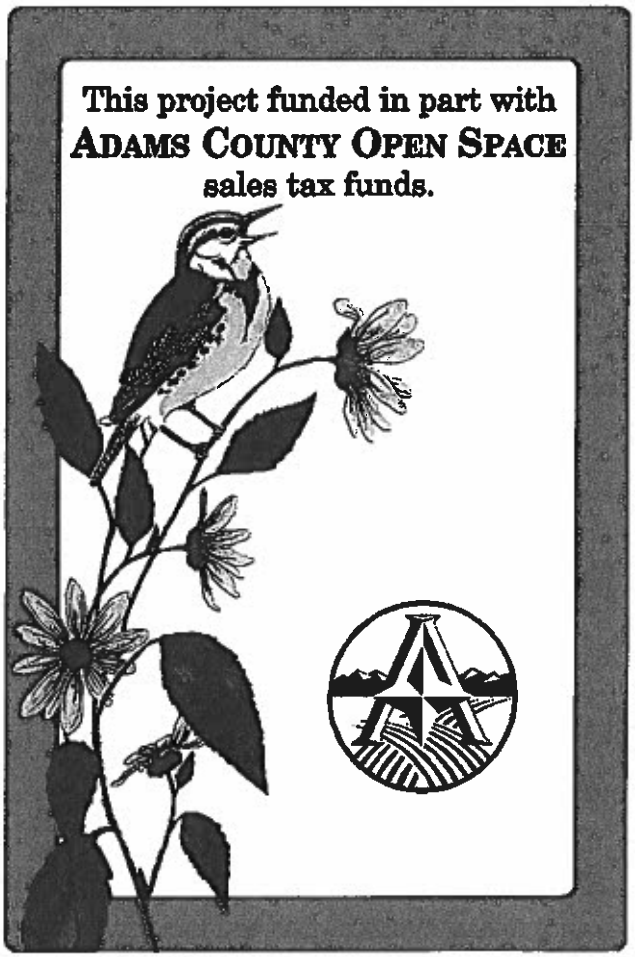
Sports Complex - North planting area

Sports Complex - Front North planting area

EXHIBIT 2

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

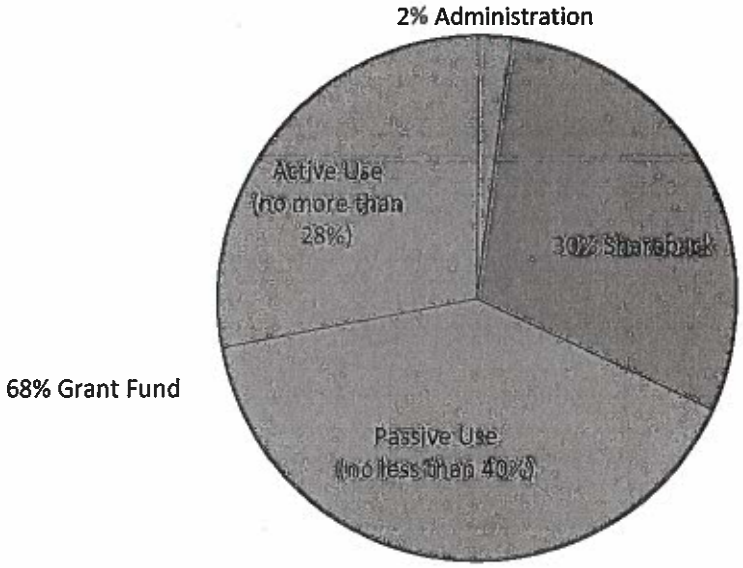
68% Grant Fund....3

- 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 though 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
Elaine T. Valente _____ Commissioner
Martin J. Flaum _____ Commissioner
Rita Connerly _____ County Attorney
Lucy Trujillo, Deputy _____ Clerk of the Board

C0600923
10/08/99 14:32:16
BK: 5917 PG: 0756-0769
0.00 DOC FEE: ADAMS CO
CAROL SNYDER

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 _____
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 so 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:

1

Appendix C

Adams County Open Space Modification Request Form

Revised 9/2017

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

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

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

Attach the following:

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

Prepared by: _____ Date:

Print name: Title:

Appendix D

Adams County Open Space
Grant Closeout Request Form
Revised 9/2017

Project Name:	
Contact Person:	
Phone Number:	
Email:	
Reimbursement Request:	
For land acquisitions only: Has money already been wired to closing? ○Yes ○No Are additional funds being requested to closeout the project? ○Yes ○No	

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

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

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

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

Prepared by: _____ Date:

Print name: Title:

Adams County Open Space
Grant Closeout Checklist

Revised 9/2017

Project Name:

Contact Person:

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

Please submit the following:

- **Grant Closeout Request Form**
- **Completed Grant Closeout Worksheet**
- **Copies of ALL invoices listed on Grant Closeout Worksheet**
- **Copies of cancelled checks for all costs indicated on Grant Closeout Worksheet**

  OR

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

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

Adams County Open Space
Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name:

Contact Person:

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

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

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

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

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

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

- Completed Grant Closeout Worksheet
- Copies of all invoices for additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
- Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

  OR

  Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made
- Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)

Adams County Open Space
Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name:

Contact Person:

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

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- All Easements/Encumbrances
- Final Title Policy
- ☐ Qualified Appraisal
- Final Contract
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)
- Copies of all invoices for any additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
- Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

  OR

  Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made
- Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)

Adams County Open Space
Project Closeout Worksheet
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.

Vendor	Invoice #	Budget Category/Categories	Invoice Total	Check #	Comment
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
Total Project Costs			$ -		

Reimbursement Summary	% of Actual Project Costs	Maximum Award	Actual Award
	$ -	$ -	$ -