

Local Planning Capacity Grant Program
Template of Application Questions
Due: Thursday, February 15, 2024 by 11:59 pm



COLORADO
Department of Local Affairs
Division of Local Government

Instructions:

- This template document is provided to applicants to help prepare draft content for the Full Application.
- Applications must be submitted through the [DLG Grants Portal](#) in order to be accepted.
- The formal application opens on Wednesday, January 3, 2024 and will be open from January 3, 2024 – Thursday, February 15th at 11:59 PM.
- On January 3 there will be a link to "[APPLY AND MANAGE GRANT]" which you can select to begin your LPC grant application.
- If you do not have an account, you will need to create one by clicking "Don't have an account?". If you have lost your user ID, please use the "Forgot your user ID?" link to have an email sent to you with your user ID.
- **Internet Browser:** The online application form works best when using a Mozilla Firefox. It may also work with Internet Explorer 9+ and Google Chrome. This application does not work with Internet Explorer 8 and earlier.
- When using this application, several screens may have a "Previous Screen" link. This link should be used rather than using the back button on your internet browser. Using the back button on the internet browser may result in unexpected problems with the application on these screens.
- Uploads:
 - The project budget must be uploaded as a xls file. (The [LPC Budget Worksheet](#) will be provided via email)
 - Documentation of Official Action and Letters of Support must be uploaded as a PDF.
- You will receive an automated receipt by email showing that your application and/or reports were received. If you do not receive this automated receipt, please call our office to ensure we received your application and reports.

Video tutorials are available online:

- [Application How To](#) (8:46 mins)
- [How to Create an Account](#) (start at 2:22 for creating a new account)

If you need assistance with the DLG Grants Portal or if you have any questions about submitting an application, please **contact Robyn DiFalco, Program Manager** 720-682-5202
robyn.difalco@state.co.us

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Application Overview

The Local Planning Capacity (LPC) Grant Program provides grants to eligible local governments (municipalities, counties, tribal governments, and multijurisdictional projects). This grant program was made possible by Proposition 123 with funding from the Statewide Affordable Housing Support Fund and is managed by the Community Development Office (CDO) within DOLA's Division of Local Government (DLG).

- **The program supports** local governments' planning capacity to fast track or expedite development review, permitting, or zoning of affordable housing.
- **Expedited review of affordable housing is the top priority** but grant funds can also support increasing local government planning department capacity, especially to impact the number of units built (and thus, maintain eligibility for Prop 123 funding opportunities).
- **Grant funds could support:** hiring consultants, new staff wages, revising land use development codes, implementing process improvements, new systems or technologies, regional collaborations, tracking or documentation, and other efforts that achieve a jurisdiction's Proposition 123 goals.
- **A local match of 20%** is required, similar to other DLG grant programs.

Eligibility: Only those jurisdictions that submitted a Prop 123 commitment by November 1, 2023; a letter of intent (LOI) by December 4, 2023; and that have been invited to apply may submit an application for this first round of funding. For more information on the program or to review the program guidelines, visit the program webpage: <https://dlg.colorado.gov/local-planning-capacity-grant-program>

For questions or assistance with this grant application, contact Robyn DiFalco, Program Manager 720-682-5202 robyn.difalco@state.co.us

A. APPLICANT CONTACT INFORMATION

1. Select Your Organization: *

The list is filtered to eligible organizations. If you do not see your organization listed, please contact DLG for further assistance. In the case of a multi-jurisdictional application, please select the lead organization.

Primary Organization: Boulder County

In the case of a multijurisdictional application, select the other participating eligible organizations:

Select Other Eligible Organizations: Boulder County Regional Partnership. The Cities of Boulder, Longmont, Louisville, and Lafayette. The Towns of Erie, Superior, Lyons, and Nederland.

2. Principal Representative:

(In the case of a multi-jurisdictional application, principal representative of the lead organization.)

Honorific: Mr.

First Name: Bill

Last Name: Cole

Suffix:

Role: [select a role from dropdown list]

Mailing Address: PO Box 471

Address 2:

City: Boulder

State: CO

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Zip Code: 80306
Phone # : 720.786.5723
Email Address # : fcole@bouldercounty.gov

3. Responsible Administrator:

Honorific: Ms.
First Name: MJ
(optional)
Last: Adams
Suffix:
Role:
Mailing Address: PO Box 750
Address 2:
City: Erie
State: CO
Zip Code: 80516
Phone # : 303.746.1979
Email Address # : mjadams@erieco.gov

Note: It is required that the Principal Representative and Responsible Administrator are two different individuals. Additional contacts can be added after grant awards but a minimum of two contacts is required at this time.

B. CHIEF ELECTED OFFICIAL INFORMATION

Please provide contact information for the chief elected official.

Full Name* Ashley Stolzmann
Title* Chair, Board of County Commissioners of Boulder County
Full Mailing Address* P.O. Box 471, Boulder, Colorado 80306
Email Address* astolzmann@bouldercounty.gov

[Save](#)

C. PROJECT INFORMATION

C1. Project Title*

Please use the following naming convention: "Community Name - Project Name" (e.g., Town of Anywhere — Fast Track Strategies Project).

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Boulder County – Cultivating Growth: Advancing Affordable Housing Development Regionally by Streamlining Land Use Codes through Local Capacity Funds

C2. Brief Project Summary* (700 characters max)

Provide a concise statement summarizing the project, in approximately 100 words (500-700 characters). Example: "The city will hire planning staff to increase capacity and implement expedited review of affordable housing by upgrading permitting software and by implementing land use code changes."

Boulder County will hire a consultant to perform a review of county, municipal, and town land use development codes, permitting, and zoning and research innovative or best practices for fast tracking of approval of affordable housing projects. This role will also create a database and dashboard for collecting, compiling, and sharing affordable housing data to track existing and new affordable housing for all jurisdictions within the county, including those that have an approved Prop 123 commitment letter.

C3. Scope of Work (checkboxes)*

Check all that apply and provide a written explanation in the text box below.

This project includes the following activities/outcomes:

- 1) Exploring (and/or implementing) land use development code amendments that seek to expedite review of affordable housing projects
- 2) Exploring and implementing lean process improvements that will streamline review of affordable housing (such as improved inter-agency collaboration)
- 3) Purchasing, implementing or upgrading software or IT solutions that will expedite review and permitting of affordable housing projects
- 4) Planning efforts to inventory properties for potential development of future affordable housing projects
- 5) Pursuing funding for development of future affordable housing projects (grant writing, grant management)
- 6) Designating an affordable housing liaison to advance affordable housing projects (drafting development agreements, project management, exploring strategies to incentivize affordable housing projects, ensuring expedited review of applications/permits)
- 7) Tracking/documentation of Prop 123-related efforts (such as local government commitments or fast track compliance)
- 8) Regional collaboration: describe which jurisdictions are involved and what the collaboration entails
- 9) Other: clearly state how the proposed scope of work is directly related to your jurisdiction's affordable housing or Prop-123 goals.

C3. Scope of Work (narrative) * (2,000 characters max)

Describe the scope of the project. Clearly state whether the project includes multiple components or phases. Clearly state how the grant funds will be spent.

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Under the RHP the consultant will coordinate with planning departments across the county to review their land use development codes, permitting and zoning and work towards standardizing codes, processes, and fast track approval of affordable housing projects to fulfill the fast-track process under Prop 123. The jurisdictions have been coordinating on affordable housing across the county since 2016 and specifically on Prop 123 requirements and funding opportunities. The consultant will create a database to track existing and new affordable housing in the county. Jurisdictions within Boulder County that have approved Prop 123 Commitment Letters include Boulder County, Boulder, Erie, Lafayette, Longmont, Louisville, Lyons, Nederland, and Superior. Review and amendment of land use codes/processes takes a significant amount of time and effort by staff; this role will collaborate with each jurisdiction to reduce the administrative and cost burden of application reviews. This will also reduce duplicate funding requests to the state. Recognizing that each jurisdiction's land use code and processes are unique, the goal is a uniform process across jurisdictions for affordable housing development applications. If a singular regional process isn't possible, the secondary goal is identifying codes/processes that work to expedite applications and can be applied regionally. The result will be an entitlement process that's easily understand, with the process, documentation required, and appeals process clearly defined. This improved process will reduce the administrative, logistical, and time burdens on developers; savings that can be used to increase the number of units, affordability, or reduce operational costs. The dashboard would be public and provide an annual update on progress towards the County's 12% goal. This dashboard will enhance the tracking under Prop 123.

C4. Who will complete this work?* (1,000 characters max)

Clearly explain who will be paid with grant funds to execute the project activities described in your scope of work. For example, if both A and C are applicable to your project, state this and answer the corresponding questions. (These details should be reflected in the project budget spreadsheet and will inform the grant agreement.)

Grant funds will be used to:

- a) Hire a planning **consultant** to complete the activities described in the section above.
 - Will you issue an RFP/RFQ to select a new consulting firm? (or)
 - Utilize an existing consultant that was selected through a prior procurement process?
- b) Hire a **new employee** in the Planning department to complete the work described.
 - What percentage of their time will be grant-related?
 - Will this position be term-limited or continued after the life of the grant?
- c) Utilize an **existing employee** (with new job duties) to complete this work
 - Will this person's job description change, with some previous duties reassigned?
 - What percentage of this person's time will be grant-related?
- d) Hire an **independent contractor** with planning/housing experience to complete this work
 - Is this a new or existing contractor? Were they selected competitively?
- e) Utilize **legal counsel** to support a component of this project

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- Is your legal counsel an employee of the jurisdiction or contract staff?)

Boulder County will hire a consultant to facilitate the process for the participating jurisdictions to come together, map out each local permitting process, compare and identify where processes align, and where they are out of sync to craft a regional fast track regional process that will meet the requirements of Prop 123. Boulder County will issue an RFP/RFQ to select a consultant with both planning and affordable housing experience. Funds will also be allocated to engage legal counsel to assist in identifying legal/contractual issues to be addressed as we develop this process. The length of the grant would be for two years and cover the salary, benefits, travel, equipment, and indirect costs of the consultant. The total budget would be \$268,711.80 with a local match of \$53,742.36 and a grant request of \$214,969.44.

C5. Project Impact & Intended Outcome* (2,000 characters max)

Describe measurable impacts or outcomes that this grant funding will make possible. The following question prompts are suggestions for how to convey the measurable impacts of your project. (It is not necessary to answer all questions. These are simply prompts to help guide your response.)

- How will this grant impact your jurisdiction's capacity to achieve the goals of Proposition 123?
- How many affordable housing projects or units per year would these grant funds help your jurisdiction achieve?
- How many more units per year do you expect would be fast tracked as a result of grant-related efforts?
- What is the expected impact on reducing the review time process? (Estimated number of days or weeks that the timeline could potentially be reduced?)
- To what extent does this project address the systemic or root causes that delay review of housing projects?
- In what ways will this grant transform your jurisdiction's current process?
- Will your elected officials commit to adopting new policies or codes in order to achieve the grant objectives (or at least make a good-faith effort)?

The goal is to create a regional fast-track process for jurisdictions of RHP to provide guidance to all developers to reduce risk & engage in a regional approach. This regional framework will show that jurisdictions are committed to achieving the 12% goal. Under Prop 123, 9 members of RHP committed to create 445 units/year by 2026. Longmont & Boulder have been tracking affordable units since 2017 & now other communities are tracking affordable units under Prop 123 & all are engaged in the conversations about tracking units & fast-tracking processes. RHP will develop a public-facing database to track the regional pipeline of affordable units. The consultant will: work with communities to map the development review process for each community & compare to ID where processes are similar & where they differ; analyze each communities' process & ID pain points where the development review

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stalls & the causes; & examine the external review process & if the external review is a source of stall work to identify the cause. If multiple jurisdictions are experiencing similar issues with the same external agency, the consultant will facilitate a conversation to explore a MOU/IGA to develop a process to resolve delays. Once the process is mapped & compared, the consultant will map/create a common process for the fast-track development review in each jurisdiction. This common process implemented in each jurisdiction will facilitate the “fast tracking” for affordable housing & reduce the risk for developers. With a common process, RHP will be the focal point for training, technical assistance, & perhaps even the provision of a “fast track process navigator” for developers. The creation of a regional framework will strengthen the network of municipal & county staff who are familiar with the process, hold & share institutional history on the development & implementation of the fast-track process, & can assist in ensuring as smooth a path as possible for developing affordable housing.

C6. Key Partners & Local Support* (1,000 characters max)

- Describe the level of support from local elected/appointed officials, and the level of commitment to adopting proposed policy, process, or regulation.
- If applicable, mention support from other local leaders such as nonprofit or housing advocacy groups, especially if they are project partners or impacted by the project.
- **Regional projects:** If multiple jurisdictions are active participants in this project, each named jurisdiction should provide a brief statement of support, which can be uploaded with the application. (This is only required if a partner jurisdiction is named in the grant agreement and is not necessary if collaboration is occasional or incidental.)
- **Optional: Additional Project Information** – *upload additional documentation as a PDF.*

[Upload](#)

In 2016, the Boulder County Regional Housing Partnership (RHP) was created to provide a framework for regional collaboration on affordable housing. The RHP engaged the 10 municipalities in Boulder County who have committed to the goal of 12% of housing to be affordable by 2035. Most of the jurisdictions have also committed to Proposition 123. The RHP enjoys a high level of support from local elected officials as evidenced by the actions most participating jurisdictions took in committing to Prop 123. Each participating jurisdiction is also working on specific initiatives in their own communities including inclusionary housing ordinances, affordable housing funds, increasing staff capacity, economic development and housing studies, incentive programs for affordable and attainable housing, funding the purchase of mobile home parks, land banking, and support for affordable housing developments.

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C7. Timeline and Phases* (1,000 characters)

Briefly describe the project timeline, including whether there are multiple phases for the project.

Phase 1: Assuming an award and contracting processes completed in May 2024, an RFP would be released as soon as the award is announced. In June 2024, the Consultant is selected and would start in June/July. From July-August consultant will work with local communities to map local development review process (DRT). From Sept-November the consultant will analyze and compare local DRTs for alignment, differences, and issues. In December, Consultant will draft conceptual DRT for fast-track process recommendations. In January 2025, Consultant and RHP will review recommendations with jurisdictions for comment and discuss implementation/adoption.

Phase 2: January 2025-March 2025 Creation of database of affordable housing metrics within Boulder County using data compiled in 2024.

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D. PROJECT BUDGET

D1. Amount of Grant Funds Requested* \$214,969.44

D2. Local Match & Budget Narrative* (1,000 characters)

Referencing your project budget worksheet, provide brief explanations of how funds will be spent, clarifying whether your proposal has multiple budget line items. Provide any clarification about the request, match and project total.

The table below shows two different example scenarios where the grant request reflects 80% of the total project cost while the local match represents 20% of the total project cost. (Note: The 20% match is based on 20% of the total project cost, not 20% of the grant request amount.)

	Grant Request		Match		Total project cost
Example A	\$80,000	80%	\$20,000	20%	\$100,000
Example B	\$100,000	80%	\$25,000	20%	\$125,000

The total budget would be \$268,711.80 with a local match of \$53,742.36 and a grant request of \$214,969.44. Consultant services will be \$200,000.00; legal services will be \$30,000.00; and software and technical assistance will be \$38,711.80.

D3. Upload Project Budget Worksheet

If you have any issues uploading this budget, you can send your budget via email to robby.difalco@state.co.us.

[Upload](#)



D4. Plan for Ongoing Costs * (1,000 characters)

Describe your plan to sustain any ongoing costs such as staffing or software licensing fees beyond the terms of the grant. (If all expenses are short-term, mark "N/A".)

In November 2023, Boulder County residents passed a ballot initiative to create a tax to support affordable housing. The work under this grant would qualify for support under this new tax. Boulder County projects approximately \$18 million to be available its first year of collection (CY2025). Attach the full document as an attachment.

RESOLUTION NO.2023-071

A Resolution of the Board of County Commissioners of Boulder County approving a ballot title for the November 7, 2023 general election to extend the existing 0.185% countywide sales and use tax for fifteen (15) years for the purposes of funding affordable and attainable housing and related support services within Boulder County

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E. OFFICIAL ACTION & TABOR COMPLIANCE

E1. Voter Authorization

Does the applicant jurisdiction have voter authorization to receive and expend state grants without spending limitations? If yes, please explain. If no, would receipt of these grant funds result in the local government exceeding revenue limitations, prompting a refund?

Draft your answer here

E2. Date of Official Action: [enter date]

E3. Upload documentation of official action as a PDF.

[Upload](#)

E4. Optional: Additional Documentation

Upload additional documentation if necessary. Examples include letters of support, MOUs, IGAs, etc. Combine multiple files into one PDF to upload.

Note: Regional projects should include a brief letter of support from each jurisdiction named as an active partner on this proposal.

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