



OFFICE OF HOUSING

PO Box 699
SALIDA, CO 81201
PHONE (719) 530-2590
WWW.CHAFFEECOUNTY.ORG

Directors Report to the Board of County Commissioners for activities in January 2021

- Multi-Jurisdictional Housing Authority
 - Board members have been appointed to represent all jurisdictions;
 - The two “At Large” Board members were appointed during January, with the additional recommendation of creating an alternate for the at large positions. This recommendation will go before the inaugural board once they convene.
 - Plans for Board Development are underway, including the following:
 - DOLA, Christy Doon, Board Training
 - Housing Colorado, Elena Wilkins, Legislative Update
 - Gunnison Valley Regional Housing Authority, Jennifer Kermode, Q/A with a rural MJHA Director.
 - Panel discussion from current regional housing partners including UAACOG, Chaffee Housing Trust, and Habitat for Humanity.
 - Strategic Planning is scheduled to begin shortly after Board Development is complete.
 - Planning has begun for an update to the 2016 Housing Needs Assessment, which was based on 2014 data. Ideally, this update would be initiated in January 2021 and be completed by the end of first quarter 2021.
 - EPS, who completed the 2016 HNA, will be submitting a proposal for the update.
 - Using the updated HNA, we plan to engage Williford Consulting to establish a Housing Plan.
- Salida Housing Development Corporation
 - Serving on the Board of Directors for the SHDC, I continue to act as a liaison between Cardinal Capital, the Low-Income Tax Credit developer, DOLA-DOH, and CHFA.
 - An application for Low Income Tax Credits has been submitted to CHFA for the project on February 1, 2021.
 - An application for place-based rental vouchers to subsidize the 13 permanent supportive housing units has been submitted to DOLA-DOH; these vouchers will be administrated by the UAACOG.
 - CHFA will make award announcements mid-May 2021.
 - Should this application not receive the 9% LITC Credits, we could conceivably apply for the 4% credits; should this come to fruition, the BOCC may want to consider allocating their 2021 Private Activity Bond issuing authority to this particular project.
 - Appreciation and Gratitude to our service providers committed to make this project work, by providing their supportive services onsite, including the Department of Human Services, Department of Public Health, and Solvista Health.

- Health Disparities Grant Program
 - First Quarter 2021: We will host a discussion on Special Districts, Subject Matter Expert: TBD, but currently engaging representatives from DOLA as well as the Special District Association of Colorado.
 - Second Quarter 2021: GIS training for Planning, Evaluation, and Forecasting, Subject Matter Expert: Colorado Mountain College.
 - A GIS Evaluation scope of work has been submitted for quotes to the following:
 - Tetra Tech
 - Innovate Team
 - Ascent Geomatics Solutions
 - Sanborn
 - Frontier Geo Tek
 - Quantum Spatial
 - Wolpert
 - Pointer Consulting
 - North Line GIS

A consultant should be selected by February 20, 2021. A copy of the request for quotes is included as Attachment A to this report.
 - “We Are Chaffee” Storytelling Initiative:
 - Dinner and A Movie!
 - This online event is set for February 25, 2021 6:00pm
 - Pre-registration provides participants with a \$50 gift certificate for dinner, or registrants can donate their dinner funds to the Chaffee County Community Foundation.
 - Please register here: www.housinghealthchaffee.org
 - All grantees receiving CDPHE’s HDGP funds are planning a grant-end event to showcase the work completed under the grant. This event will occur in second quarter 2021, and will be recorded and distributed post event.
- Salida Planned Housing Development: “Jane’s Place”
 - The Director of Chaffee County Community Foundation is taking the lead on the Capital Campaign for this project, now being referred to as “Jane’s Place” in honor of Jane Whitmer.
 - Early philanthropic financial commitments are beginning to be made, including \$50,000 from the Central Peaks Regional Council of the El Pomar Foundation, \$100,000 from the Molly Grether Foundation, and more.
 - After obtaining approval from the inaugural Chaffee Housing Authority Board of Directors, I will continue working to get this project through the entitlement process.

- Rental Deposit Guarantee Program
 - Our Housing Support Specialist (Ryan Sailors) has completed a records management audit of the program, and is working to ensure consistent processes are in place.
 - A press release was sent out through the County's Public Affairs Officer, announcing remaining funds in the Rental Deposit Guarantee Program, as well as a new contact phone number and email address. A copy is included as attachment B to this report.
 - New contact information for the program are:
 - (719) 626-1451
 - RDGP@chaffeecounty.org.
- Oxford House: Sober living and re-entry housing
 - Working with Public Health Special Projects Manager Mike Orrill, Department of Corrections Take TWO program manager Melinda Nedd, Oxford House employee Mattaeo Littlebird, and two Buena Vista employers to explore the Oxford House model and determine if it may meet our community's need for sober living environments, peer support, and ex-offender housing.
 - The purpose of the Oxford House is "a concept in recovery from drug and alcohol addiction. In its simplest form, an Oxford House describes a democratically run, self-supporting and drug free home." More information can be found here: <https://www.oxfordhouse.org/userfiles/file/index.php>

Community Partnerships

- Homeless Services: The 2021 Point in Time County was conducted primarily by the Chaffee Hospitality Inc. Data has been submitted to the Regional Continuum of Care, then it will be rolled up into statewide data, and then up into Federal data. Point in Time census results will be shared as soon as it becomes available.
- Colorado Housing Finance Authority: I served on a CHFA focus group to offer input/feedback on their upcoming rural communities development guide, as part of their Small Housing Innovative Program, soon to roll out.
- Colorado Mountain Housing Coalition: As President of the Colorado Mountain Housing Coalition, I am working with the executive board to establish a series of Zoom workshops during 2021, in lieu of the CMHC Annual Meeting. The Board members hosted listening sessions throughout January to solicit input on workshop session topics.
 - Topics include the following:
 - Mountain Migration, CAST & NWCCOG Study
 - CHFA's CHIP Program
 - Inclusionary Housing Panel Discussion
 - Homeless Services in Rural Colorado

- El Pomar Foundation's Central Peaks Regional Council: The El Pomar Foundation Fellows who convene the Central Peaks Regional Council asked me to weigh in on our community's needs for post-pandemic recovery. I have convened them with Commissioner Felt, DHS Director Henson, Public Health Director Carlstrom, Buena Vista School District Superintendent Yates, and Salida School District Superintendent Blackburn.
- KHEN Podcast: On January 12, 2021, KHEN hosted me in a podcast regarding the Chaffee Housing Authority. The podcast can be found here: <https://www.khen.org/affordable-housing-report>
- Double Wide Dudes Podcast: On January 27th, I was interviewed on Double Wide Dudes Podcast, hosted by a manufactured home company based in Texas, regarding our Housing+Health initiative. The podcast can be found here: https://www.youtube.com/watch?fbclid=IwAR2IxUHyR0CfaKAvD7afePuxhowYynyFiYqX5V_10FdzQFQiP0wmLdJg8_Y&v=DUqQHAbseqI&feature=youtu.be
- League of Women Voters: I presented an update on housing activities in Chaffee County to the League of Women Voters on January 11, 2021.

Professional Development

- On January 14, 2021, Marcella Post, of the County Legal Department, trained myself and Ryan Sailors, our Housing Support Specialist, on how to submit a contract to the legal team for review and approval. Many thanks to Marcie!
- January 15th: Rocky Mountain Public Health Training Institute: How to design effective virtual meetings.
 - This was a very helpful free training for Health Disparities Grant Program participants which highlighted some of the tools available on Zoom as well as pre-meeting planning.
- January 22, 2021: STRUM College of Law and Rocky Mountain Land Use Institute: Zoning reform and Affordable Housing
 - Many of the zoning reform concepts presented during this session are already in practice, or being considered, in Chaffee County.
 - Post event, I hosted a debrief Zoom meeting for others who attended to discuss what we had heard and learned.

Attachment A:



**Request for Quote:
Statement of Work for
Geographic Information System Needs Assessment,
Recommendation, and Implementation Plan**

Table of Contents

Introduction:	6
Existing Systems:	7
Expected Activities:	7
Expected Deliverables:	8
Expected Results:	9
Qualifications Expected:	9
Submittal Requirements	10
Proposed Project Schedule:	10
Contact	10
Appendix A:	11
Appendix B:	14

Introduction:

Chaffee County, Colorado is seeking a Consultant to conduct a GIS Needs Assessment and Implementation Plan.

Chaffee County, Colorado is located in the central Rocky mountains and includes the Town of Buena Vista, the Town of Poncha Springs, and the City of Salida. The population is roughly 20,000 and growing quickly. Each of the four jurisdictions operates their own Geographic Information System (GIS) in a limited fashion, independent from one another, and are working together to attract a qualified consultant to evaluate the existing structures and make recommendation on how we might combine and leverage GIS resources county-wide.

A Planning Collaborative is guiding this process. The Collaborative consists of paid professional planners and GIS staff from each of the four jurisdictions within Chaffee County, along with the Director of Public Health, Director of Housing, Director of Envision Chaffee County, and Director of the Chaffee County Economic Development Corporation.

Our goal is to increase and diversify the use of GIS for planning and evaluation purposes, infrastructure maintenance and management, emergency management, and natural resource management as well as reduce redundancies in our current operating structures. This initiative is inclusive of the following jurisdictions: Town of Buena Vista, Town of Poncha Springs, City of Salida, and Chaffee County plus currently compiled and salient data relative to public and state lands, for a full county-wide cross jurisdictional approach.

All jurisdictions participating in this initiative have interest in a coordinated approach to GIS management and implementation, including the following:

- A central repository for GIS data layers;
- Public access to certain GIS data layers;
- Use of GIS for long-range planning (housing analysis, land use change, growth scenarios, etc.);
- Cost-benefit analysis for potential developments;
- Land use and infrastructure mapping and analysis;
- Emergency Management planning and execution;
- Natural resource management, including county wide forest health and wildfire mitigation planning and community wildfire protection plan implementation, wildlife habitat assessment, all-lands planning, cross jurisdictional recreation planning, and hazard identification, including flash flooding, rockfall, avalanche, debris flows, fluvial hazards, and earth slumping and movement (these may be available from other sources or Chaffee County may need to hire this out);
- Transportation planning;
- Field access to GIS data for review and input;
- Ability to use GIS Systems to support data collection.

Existing Systems:

Each jurisdiction within Chaffee County has their own GIS system; the needs assessment and implementation plan we are seeking will assist leaders in each jurisdiction make an educated decision on how these disparate systems might merge in the future. Appendix A illustrates each jurisdictions scope and goals.

A partial list of existing layers can be found in Appendix B.

Expected Activities:

The successful consultant is expected to conduct a GIS Needs Assessment, Recommendation, and Implementation Plan.

This review should answer some the following types of questions:

- Is there a need for a centralized repository for enterprise data?
- Is there a central point available to the enterprise for serving data and data storage?
- Is the system, both network and hardware, adequate to support enterprise GIS data traffic?
- Is the current software sufficiently robust for the enterprise?
- What other opportunities are available to leverage current data, geospatial models and technology to increase efficiencies, decrease costs and/or better use data?

Evaluate GIS Infrastructure:

Examine and catalogue existing GIS infrastructure across jurisdictions, including the existing network(s), servers, tabular and relational databases, asset inventories, non-GIS information, and GIS-related software technologies.

Evaluate GIS Datasets:

Examine and catalogue all existing GIS layers, GIS-enabled spatial databases, associated location-based databases, and other enterprise databases.

The same criteria for evaluating the GIS data—foundational, intra-departmental/jurisdictional, and departmental/jurisdictional — should be applied to existing tabular and non-GIS databases. External traditional tabular and non-GIS databases should also be included in the evaluation for potential enterprise applications for interdepartmental data sharing through the GIS. The evaluation should also include a review of hard-copy, static, historical, and CAD atlases and maps to ensure that all data is reviewed for potential application to the enterprise GIS.

Evaluate GIS Resources:

Identify and catalogue all potential GIS resources, including all other nontypical GIS-related resources such as (but not limited to) the following:

- Inter-governmental Personnel, Governance, and Administration**;

- Existing tabular and non-GIS databases;
- Hard-copy maps or atlases;
- Existing geospatial models and opportunities to leverage this data for partner benefit;
- City, County, and Community personnel capacity and training needs;

(**Evaluation of personnel should include skills, abilities, educational attainment, and experience using GIS, databases, and information systems. This evaluation should then be analyzed to determine how these resources and their capacity align with the needed skill sets to operate an enterprise GIS. A review of existing and potential job descriptions, and the training requirements for the potential implementation should also be included.)

Evaluate Redundancies:

Identify redundancies in data storage, data maintenance, and other areas that exist in the current environment, then graded as data that is necessary and required, data that is not necessary, and data that can potentially be eliminated.

Evaluate Public Health Outcome Integration:

Work with CDPHE to determine the most efficient way to import Public Health Outcome data from CDPHE's data sets into Chaffee County's Data sets and establish a method to ensure this occurs yearly.

Expected Deliverables:

Conceptual System Design with an Implementation Plan

After evaluating the existing GIS infrastructure, the consultant will outline prepare the following:

Deliverable 1: Provide a written and oral presentation, documenting the entire evaluation, including the catalogue of assets, and recommended implementation plan and associate costs.

Deliverable 2: Provide a recommended plan for implementing a collaborative GIS system within Chaffee County. The plan should detail the required resources for achieving the county's GIS goals, which may include any or all of the following:

- A central repository for GIS data, sharing of data between departments and jurisdictions;
- Public access to certain geospatial data layers;
- Use of GIS for long-range planning;
- Tracking of ongoing projects;
- Housing and land use modeling and analysis;
- Use/update/leverage existing community wildfire protection and recreation planning models for broader benefit, ability to efficiently update layer, use of geospatial data to increase county/city staff efficiency and accelerate planning.

Deliverable 3: The consultant will assess and include cost estimates for any upgrades to the enterprise GIS system at Chaffee County including hardware, software, staff, and training.

Deliverable 4: An established process for importing Public Health Outcome Data Layer(s) directly from CDPHE, annually, as well as the most current layer.

Expected Results:

A successful consultant will provide the Planning Collaborative with a report and presentation documenting the GIS assets we currently have, offering an evaluation of, and offer recommendations on, the appropriateness of an enterprise GIS system. Specific recommendations should also include the following:

- Information technology infrastructure needed;
- Additional staffing needed;
- Cost Sharing options for integrated use throughout the jurisdictions;
- Draft Memorandums of Understanding for integrated use throughout the jurisdictions;
- Appropriate Public facing access;
- Professional Development recommendations;
- Data Standards;
- Software recommendations;
- Training Recommendations;
- Prioritized list of opportunities relative to cross jurisdictional use of geospatial technology;
- Prioritized list of early wins to immediately capture value from geospatial collaboration / tool use;
- Phase II implementation to capture the top 1 to 3 early win opportunities as agreed by the team;
- Five-year plan of action.

Qualifications Expected:

The successful consultant will demonstrated prior experience in conducting GIS user needs analysis and guiding the development, goals, and objectives to improve efficiency and effectiveness of GIS systems and infrastructure.

The selected consultant will be experienced with the entire ArcGIS platform, including ArcGIS Enterprise, ArcGIS Server, ArcGIS Online, Portal for ArcGIS, ArcGIS Desktop, and ArcGIS Pro. The consultant should have a thorough understanding of GIS data formats, including, but not limited to, the following: shapefiles, personal and enterprise geodatabases, GRID, GeoTIFF, GeoJSON, KML/KMZ, CAD, CSV, and GPX.

The consultant should also have a thorough understanding of web mapping, the publishing of map services, and the establishment of GIS data portals. Additional expectations include:

- Regular, standing communications with all participants and the Planning Collaborative;
- Keeping the project on an agreed upon timeline.

Submittal Requirements

Interested consultants should respond to this Statement of Work with the following:

1. Cover Page: A cover page identifying the Consultant by company name and address; a signature, printed name and title of the authorized representative; and a contact person, with title, phone number, email, and website addresses.
2. Project Understanding/Approach: Briefly describe your understanding of the project objectives and address your approach to the major elements outlined in the statement of work. You may include any additional tasks you believe may add value to the project.
3. Experience: Please identify recent projects that you have completed which are most similar to this plan. Please include project dates, completion times, key staff who worked on the projects, a list of deliverables, and final costs. Also include references for the projects, including a client contact person with an email address and a telephone number.
4. Team Qualifications: Identify your proposed team, including key staff members who will be assigned to this project. Provide brief resumes (less than one page) for each as well as the tasks they will perform on this project.
5. Schedule: Provide a project schedule with work tasks and key milestones for accomplishing the scope of work. Identify and describe these work tasks with an estimated percentage of overall effort that each task will require. Work May 30, 2021.
6. Cost Proposal: Provide a cost proposal based upon your understanding of the statement of work, tasks and schedule.

Proposed Project Schedule:

February 1, 2021	Request for Quote and SOW Distributed
February 12, 2020	Proposals due to bgray@chaffeecounty.com
February 19, 2020	Consultant will be selected
April 19, 2021	Needs Assessment and Implementation Plan completed.
April 20 – 30, 2021	Presentation to Planning Collaborative
May 1-15, 2021	Presentation to each jurisdictions' governing bodies.
May 30, 2021	All activities under this statement of work must be complete.

Contact

Interested parties should direct questions to, and submit their responses to:

Becky Gray
Director of Housing
bgray@chaffeecounty.org
719-239-1398

Appendix A:

	Departments currently using GIS	Field-based implementation (current or future)	Number of staff currently use GIS. Number of potential users in the future.	Does the City/Town have an implementation of ArcGIS Server?	Does the City/Town have a subscription to ArcGIS Online?	Which Esri license level does the City/Town use?	Does the City/Town intend to allow public access to any GIS data layers in a public data portal?
Chaffee County	Assessor Development Services Weed Control	Weed Control (future)Community Wildfire Protection Plan (current, with Envision Chaffee County) Recreation Plan implementation. (current, with Envision Chaffee County) Campsite Collector (current, with Envision Chaffee County) Expanded Campsite Collector, to include city rec assets and actions. (future, with Envision Chaffee County)	Current: 4 editing licenses (3 with Assessor and 1 with Development Services) Future: To Be Determined	No	Yes, included with ArcGIS.	1 Advanced 3 Basic	There is no public access bulk download available at this time. KML files can be selected and downloaded from the public facing Assessor Database.
Buena Vista	Planning Public Works (minor) Fire department (minor)	Infrastructure locates (future)	Current: 1 in Planning Future: 4 or 5.	Yes	Yes	2 Basic Desktop	Primary goal is internal use. Secondary goal is public use of appropriate layers.

Poncha Springs	Public Works Administrative Planning	Review during locates (future) Locating curb stops, meters, etc. (future) Identifying valves to isolate a water main (future)break Exact locations of valves and meters (future)	Current: 4 Future: To Be Determined	Yes	Yes	ArcGIS Online Creator (Formerly Level 2 Named User) Term License	Primary goal is internal use. Secondary goal is public use of appropriate layers.
Salida	Public Works Parks and Recreation Administrative Planning	Locates for Water, sewer, storm Asset Management and condition assessment Prelim design for improvements and coordination with surveyors and engineers Land use planning/mapping infrastructure cost-recovery areas Floodplain management City tree management Parks irrigation systems	Current: 5 Future: To Be Determined	Yes	Yes	(2) ArcGIS Desktop, (8) Online Level 1	Primary goal is internal use. Secondary goal is public use of appropriate layers.

Chaffee County Office of Emergency Management	Planning Situational Awareness	<ul style="list-style-type: none">• Damage assessments• Critical needs assessment• Inventorying wildfire mitigation.	Current: 1 Future: To Be Determined				
---	--	--	--	--	--	--	--

Appendix B:

Chaffee County uses esri, containing the following layers:

- CHAFFEE_PARCELS
- Sub_Lots_Chaffee
- Subdivisions
- Townsite_Lots
- Townsite Blocks
- Street_Segments
- City_Limits
- Townsite_Limits
- SectionsChaffee
- Twنشp_rngChaffee
- Tax_Districts_Chaffee
- Railroads_Chaffee
- Summits_Chaffee
- Tax_Districts_Chaffee
- Lakes_Chaffee
- Hydro_Chaffee
- Ditches_Chaffee
- S_Flood_Haz_ar
- Chaffee_Zones
- Chaffee_mining_claims

Envision Chaffee County has recently collated over 100 geospatial layers covering all lands in Chaffee County and used them to develop geospatial models related to wildfire risk mitigation and recreation management. Layers include spatial data for: wildfire probability and severity models, wildfire treatment prioritization, all planned and recent wildfire treatment projects,, community values at risk relative to wildfire (homes, one way in/out access, critical infrastructure (power, water, gas), spatial data on the 44 most important wildlife habitats in Chaffee County, complete data on recreation assets and recreate use), models on recreation impact to wildlife, models on recreation impacts to watershed health. Some of the available layers are listed below. A full list is available from Envision Chaffee County. Scope includes recommendations on how this extensive data and geospatial modelling can best be integrated and fully leveraged for the benefit of county-wide programs and partner goals.

Chaffee Wildfire Prevention Plan:

- Treatment Priority Areas
- Complete Feasibility
- Mastication Feasibility

Mechanical Feasibility

RX Fire Feasibility

Complete Risk Reduction

ARWC Monarch Pass

USFS:

Grazing Allotments

Cleveland Mtn Project

Trout Creek Project

Poncha Loop Project

Railroad Bridge

Shavano Unit P1

Shavano Unit P2

Shavano Unit P3

Shavano Unit P4

Three Mile Prescribed Fire

Twin Lakes

BLM:

Grazing Allotments

Poncha Pass

Twin Lakes

CSFS:

Mesa Antero

Mount Princeton

Chaffee Chips:

Mt. Princeton Base

Coyote Valley

Chalk Creek

Mesa Antero

Methodist Front

Decker Fire Final Perimeter

DPW:

Bighorn Sheep Winter Range

Black Bear Fall Concentration

Elk Migration Corridors

Elk Winter Range

Lynx Potential Habitat

Mule Deer Migration Corridors

Mule Deer Winter Range

Golden Eagle nests

Northern Goshawk nests

Peregrine Nests
Prairie Falcon Nests
Dispersed Campsites

Chaffee Rec Plan

The in progress Envision Chaffee Recreation Plan has collated over 100 geospatial layers, including recreation assets (trails, roads, campgrounds, dispersed campsites), wildlife habitats (including the most important 44 habitat areas for the top 33 species of animals/insects/plants in the county), current recreation use (based on STRAVA data, trail counters and agency data) and other layers. The work also includes geospatial models of recreation impacts to wildlife habitat, recreation impacts to sediment entering waterways and recommended areas for/not for recreation development. Layers and models are available from Envision Chaffee County and are housed with the Chaffee County Assessor.

Attachment B:



RENTAL DEPOSIT GUARANTEE PROGRAM
Chaffee County Office of Housing
PO Box 699, Salida, CO 81201
<http://chaffeecounty.org/housing>

Contact the Rental Deposit Guarantee Program
by telephone: (719) 626-1451
by email: RDGP@chaffeecounty.org

FOR IMMEDIATE RELEASE

Rental Deposit Guarantee Program Continues

Salida, Colorado; February 1st, 2021: Launched by the Chaffee County Office of Housing on July 1st, 2019, with \$40,000 in startup funding from the Central Peaks region of the El Pomar Foundation, the Rental Deposit Guarantee Program continues to offer security deposit assistance to residents of Chaffee County. The program helps reduce the upfront costs associated with a new rental housing lease agreement by offering an interest-free Loan to the tenant and a Promissory Note to landlord, in an amount equal to the security deposit (not to exceed \$1,500). The tenant pays their security deposit in monthly installments over the initial term of their lease; once the tenant has repaid the RDGP loan in full, the funds are transferred to the Landlord.

Chaffee County Director of Housing, Becky Gray, said the program is a small step towards assisting Chaffee County residents with housing costs. “This program is designed to ease the financial burden of moving into a rental home,” said Gray. The initial costs of entering a lease can be over \$4,000 in many instances, including the first and last month’s rent in addition to a security deposit. This can deplete many households savings accounts, leaving them with scant resources to address other household needs.

Chaffee County residents who earn 100% of the Area Median Income or less, have good rental history, and can demonstrate the ability to pay the security deposit amount over the term of the lease (or twelve months, whichever is less) are eligible for the program. Presently, a single person household earning up to \$50,000 per year would be eligible.

Landlords would receive a Promissory Note from the Office Housing for the amount of the security deposit, and once the tenant has paid the security deposit in full, the Office of Housing will issue to check for the full deposit amount directly to the landlord.

“I appreciate the El Pomar Foundation’s commitment to addressing the housing affordability crisis. This program will leverage their funding nearly 100% while helping up to twenty-six households per year,” said Gray.

More information about the program can be found on the Office of Housing webpage, by calling (719) 626-1451, or by emailing the program at RDGP@chaffeeccounty.org.

###