



**CITY MANAGER'S OFFICE MEMORANDUM  
#29-2022**

**DATE:** April 25, 2022  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager   
**FROM:** Rupa Venkatesh, Assistant to the City Manager   
**SUBJECT:** CR-82 – Regional MOU Regarding Homelessness Services

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**PURPOSE**

To consider CR-82, a resolution approving a Memorandum of Understanding (MOU) with Adams County for regional collaboration regarding homelessness services.

**BACKGROUND**

In August 2021, leadership and staff from Adams County, its municipalities, and the City and County of Broomfield started meeting monthly to strategize how to address homelessness on a regional level. There is not a regional approach to coordinating homelessness services, data sharing and determining the roles and responsibilities of Adams County and its municipalities. Addressing homelessness impacts and meeting the needs of those experiencing homelessness is a shared responsibility of everyone. It was realized early on that this commitment needed to be formalized in an MOU.

All municipalities have expressed an interest to sign on to the MOU. The goal of the MOU is to align municipal and County efforts and resources toward evidence-based homelessness solutions and housing services and to address the gaps in service provision for people experiencing homelessness.

**Key Components of the MOU**

- It is a three-year term that can renew annually.
- Adams County would take the lead on coordinating efforts, including convening meetings with elected officials and leadership within each municipality.
- A central hub would be created so that data can be shared and the root causes of homelessness can be analyzed.
- The data would be used to identify opportunities and best solutions.
- A Core Team would be established to deliver outputs and outcomes.
- Each municipality would assign a staff member to participate in the Core Team.
- There is no financial commitment.

On April 6, 2022, Paolo Diaz and Lindsey Earl with Adams County Community Safety and Well-Being presented information on this MOU at the Adams County Council of Governments dinner. Their presentation is included in Attachment 1.

During the April 18, 2022, study session, staff presented information on the MOU and Council was in agreement to proceed.

**BUDGET/TIME IMPLICATIONS**

There are no financial impacts to the City.

**STAFF RECOMMENDATIONS**

Staff recommends approval of CR-82, a resolution that, if approved, would authorize the Mayor to execute the MOU on behalf of the City.

**STAFF REFERENCE**

If Council members have any questions, please contact Rupa Venkatesh, Assistant to the City Manager, at [rvenkatesh@northglenn.org](mailto:rvenkatesh@northglenn.org) or 720.376.8069.

**ATTACHMENT**

1. Adams County Council of Governments presentation

CR-82 – Regional MOU Regarding Homelessness Services

# Regional Alignment on Homelessness

Paolo Diaz and Lindsey Earl  
Community Safety & Well-Being  
Adams County



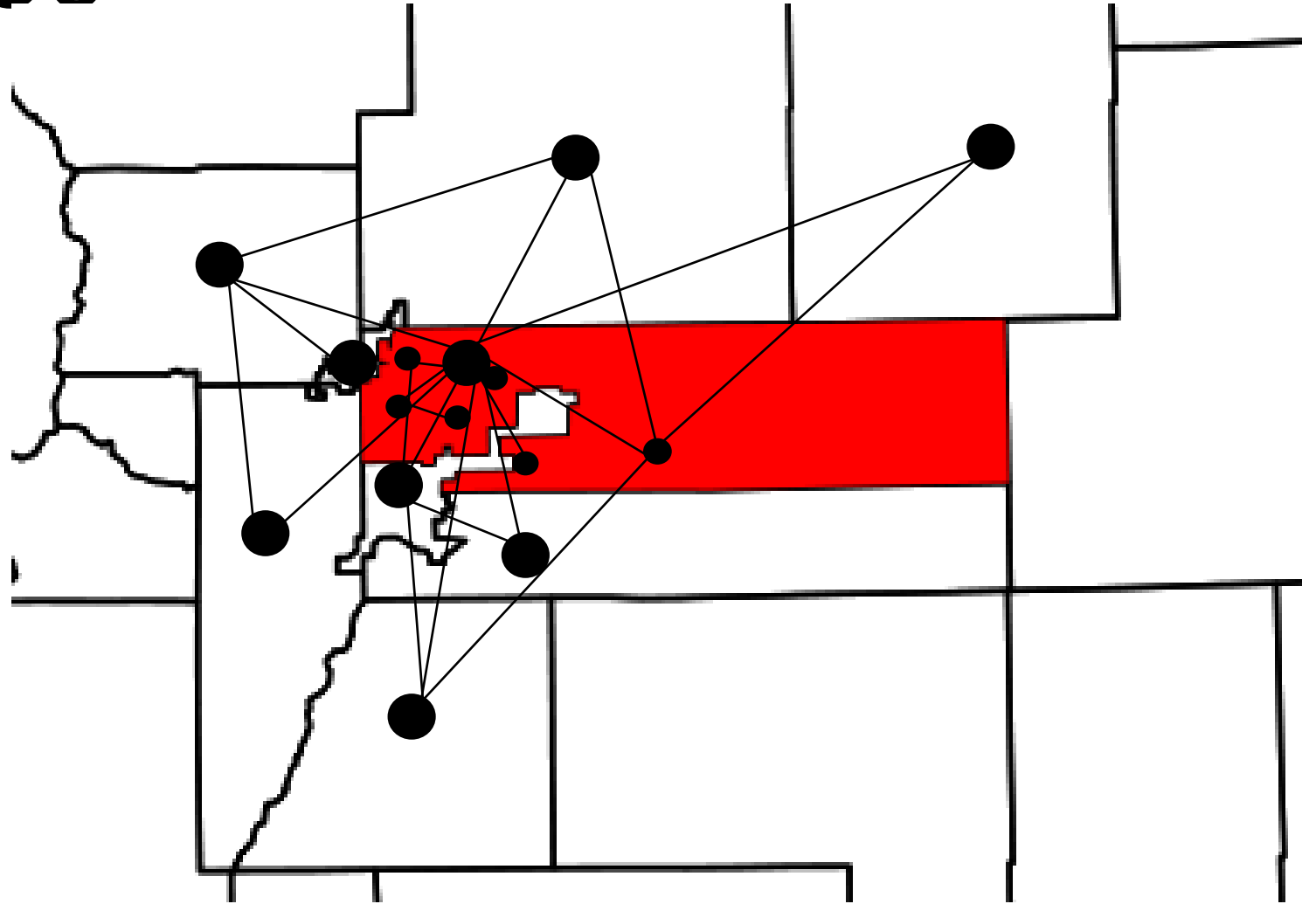
# OVERVIEW

- Began in August to align on homelessness and housing
- Leadership and staff from Adams County, its municipalities, and Broomfield
- Memorandum of Understanding (MOU) on Homelessness



# PURPOSE OF MOU

- Shared vision
- Strengthen regional coordination
- Improve outcomes for people experiencing homelessness
- Evidence-based approach



# KEY COMPONENTS OF MOU

- Three-year term that can renew annually
- Share data and create a central hub to analyze root causes and best solutions to homelessness
- Use data to identify opportunities
- Work with Core Team to deliver outputs and outcomes



# COLLABORATION OUTCOME: TRANSPORTATION ACCESS



## Outputs:

- 911 rides
- 460 unique riders
- 7,974 miles driven
- \$21 per ride
- 151 trained dispatchers

## Eligible Riders:

- People experiencing homelessness
- People facing an eviction
- People fleeing domestic violence

## Ride Purposes:

- Shelter
- Food pantries
- Medical appointments
- Housing appointments
- Communication

# COLLABORATION OUTCOME: EVICTION RESOURCE GUIDE

- SB21-173
- Input from 15 professionals from 10 agencies
- Front page of every eviction packet
- On the state website



**Resource Guide for people Facing an Eviction**

You're probably reading this because you've received an eviction notice. This is a stressful time and this resource guide was designed to guide you through the next steps.

**FOLLOW THESE STEPS:**

- TAKE A DEEP BREATH.
- APPLY FOR RENTAL ASSISTANCE AND TENANT-LANDLORD MEDIATION.
- APPLY FOR LEGAL ASSISTANCE.
- FILE AN ANSWER WITH LEGAL SUPPORT.
- IF NEEDED, PLAN TO ATTEND YOUR COURT DATE WHICH MAY INCLUDE ASKING FOR WORK OFF, PRINTING EVIDENCE/DOCUMENTATION, AND ARRANGING TRANSPORTATION.
- PLAN FOR THE WORST BUT HOPE FOR THE BEST!

**WHAT IS AN EVICTION?**

Forceable Entry and Unlawful Detainer (F.E.D.), commonly known as an eviction, is legally removing someone from a property, such as a house or an apartment.

**WHAT IS AN ANSWER?**

Once you've received an eviction notice, you must file an answer. This is a formal method of admitting, denying, or questioning the eviction. An answer must be filed at the Adams County Justice Center.

Hover over the QR code with your phone camera to file an answer.



**Tip:** You will likely not win a case based on the inability to pay rent. Your landlord must follow certain steps and procedures to legally remove you from a property. Reach out to legal aid organizations for advice on how to file your answer.

Hover over the QR code with your phone camera for a full list of eviction case terms.



**RESOURCES**

- Rental Assistance**  
Emergency Rental Assistance (Funds may run out)
  - portal.neighborlysoftware.com/ERAP-ADAMSCOUNTYCO/ParticipantAlmost Home
  - almosthomeonline.org
  - 303.659.6199; assistance@almosthomeonline.orgACCESS Housing
  - acchouse.org
  - 303.289.7078; info@acchouse.org
- Growing Home**
  - For families only
  - growinghome.org
  - 303.426.0430; assistance@growinghome.org
- Legal Aid**
  - Colorado Legal Services
    - coloradolegalservices.org
    - 303.837.1313
  - Colorado Poverty Law Project
    - copovertylawproject.org
    - contact@copovertylawproject.org
- Tenant-Landlord Mediation & Housing Counseling**
  - Brother's Redevelopment
    - coloradohousingconnects.org
    - 844.926.6632
- Housing Navigation Center**
  - Almost Home
    - almosthomeonline.org
    - Walk-ins welcome, 22 S. 4th Ave., Brighton
    - Monday - Thursday, 9 a.m. - 4 p.m., Friday, 9 a.m. - noon
    - 303.659.6199
- Self-Help Resource Center at Adams County Courthouse**
  - 17shrc@judicial.state.co.us
  - 303.654.3213
- Public Benefit Information**
  - coloradopeak.force.com
  - For help applying for food, medical, or cash assistance.
  - 720.523.2800
- Court Navigator Program**  
For cases where neither the landlord nor the tenant has an attorney.
  - 17navigator@judicial.state.co.us
  - 303.659.1161



Having trouble getting to the courthouse to file an answer? Email LEarl@adccgov.org with your legal full name, cell phone number, and address. The subject line should be "Lyft to Court."

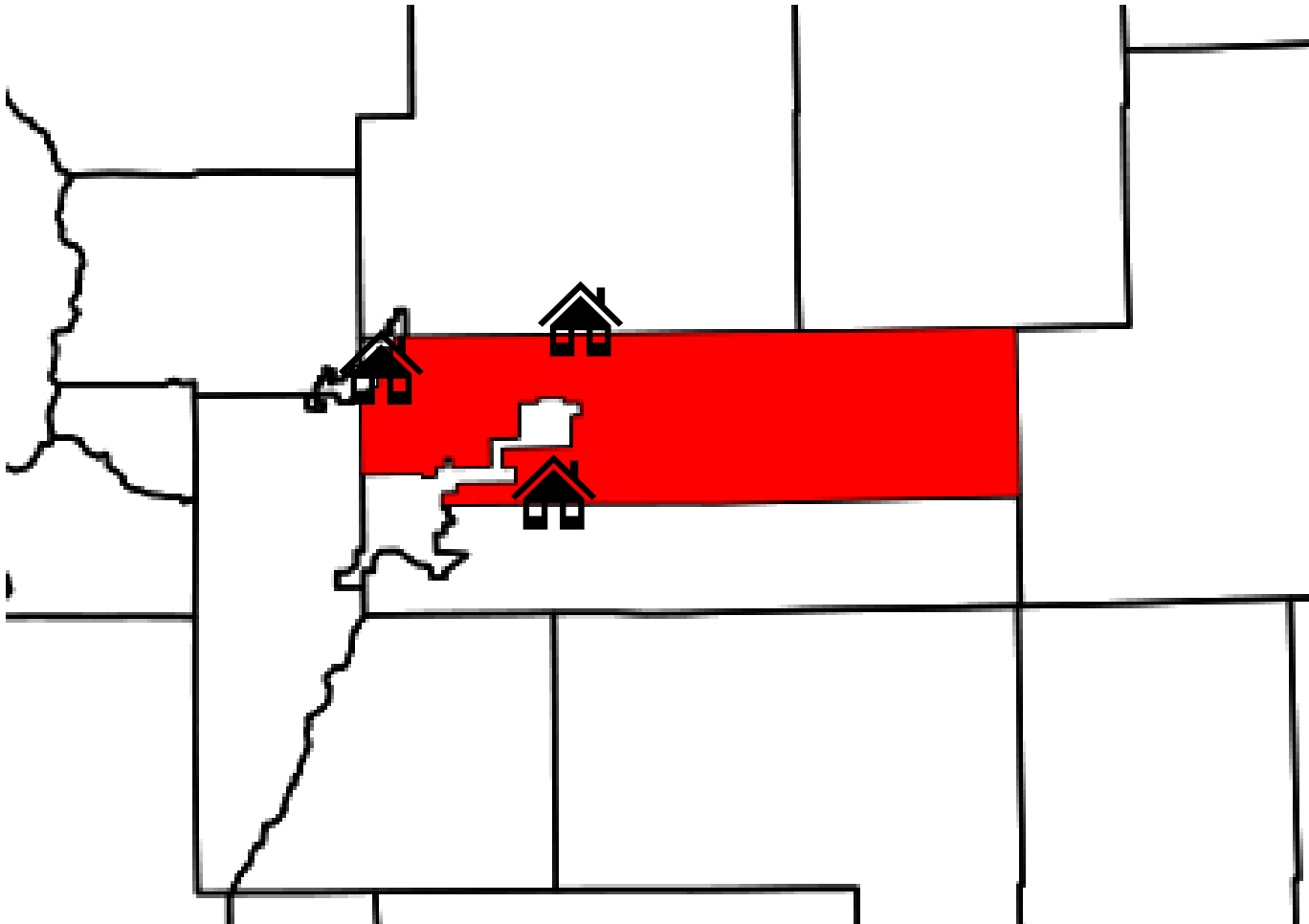


# COLLABORATION OUTCOME: BUILT FOR ZERO

- **Total cases: 83**
- Housed: 27
- Literally homeless: 18
- Could not be contacted for 90+ days: 14
- Moved to list in another community: 9
- Determined not to be a veteran: 8
- Vouchered but not yet leased: 5
- Incarcerated: 1
- Deceased: 1

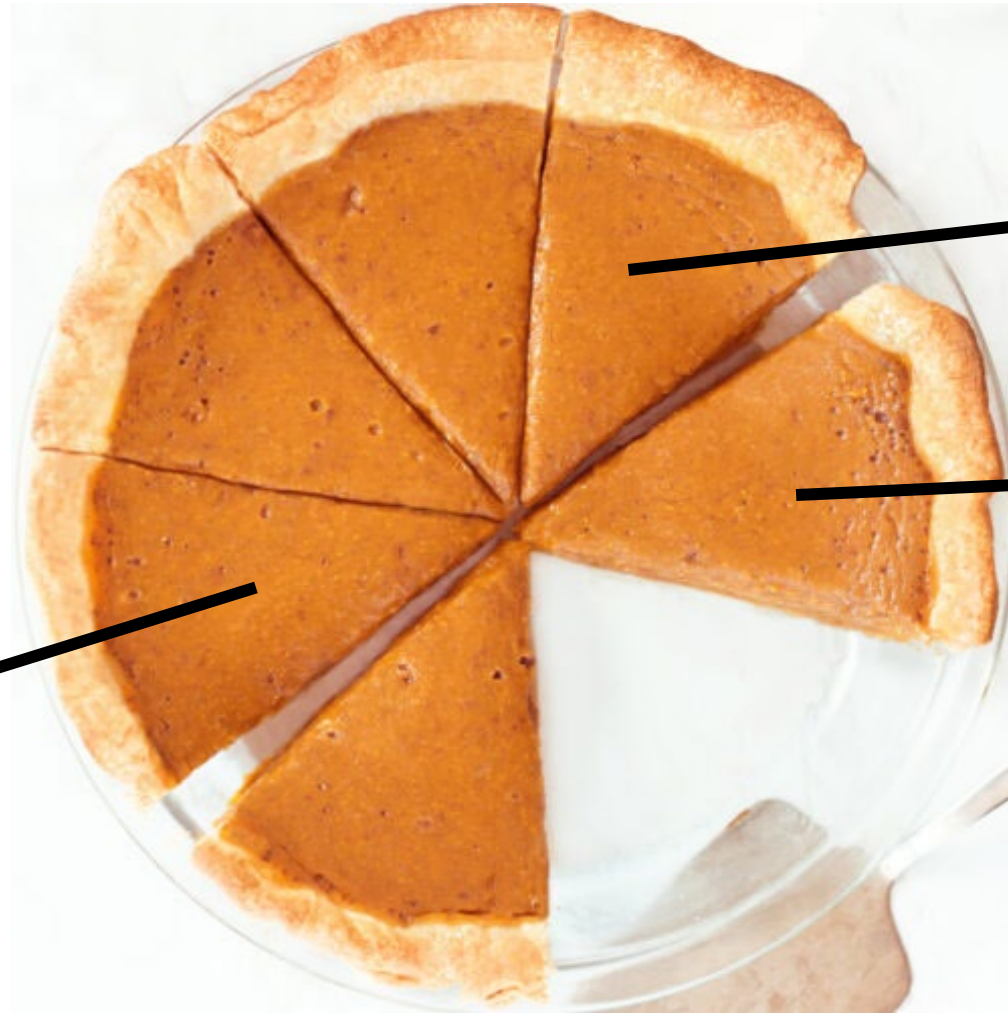


# COLLABORATION INNOVATIONS: THINKING REGIONALLY



Municipality 1: Money  
+  
Municipality 2: Property &  
Political Will  
+  
Municipality 3: Staff Time  
=  
Housing/Shelter  
Intervention

# PIE METAPHOR



**Adams County – Cold  
Weather Hotel Vouchers**

**Aurora – Permanent  
Supportive Housing for  
People in Re-entry**

**Northglenn – Shelter for  
Single Adults**

**What slice of pie can your  
municipality bring  
to the table?**

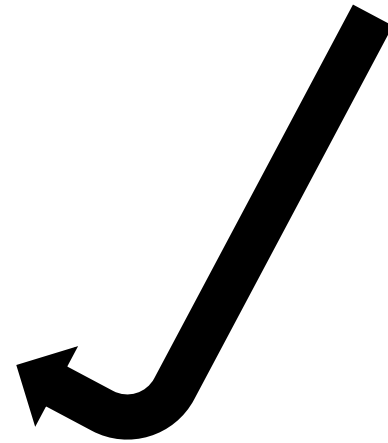
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# NEXT STEPS AND REQUESTS

- Commitment to aligning efforts through the MOU
- Data sharing to help analyze root causes
- Assign team member to Core Team



## What local governments can do to protect affordability in mobile home parks



SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-82  
Series of 2022

\_\_\_\_\_  
Series of 2022

A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN ADAMS COUNTY, THE CITIES OF AURORA, BRIGHTON, COMMERCE CITY, FEDERAL HEIGHTS, NORTHGLENN, THORNTON, WESTMINSTER, THE TOWN OF BENNETT, AND THE CITY AND COUNTY OF BROOMFIELD REGARDING HOMELESSNESS SERVICES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Memorandum of Understanding between Adams County, the cities of Aurora, Brighton, Commerce City, Federal Heights, Northglenn, Thornton, Westminster, the Town of Bennett, and the City and County of Broomfield, attached hereto as **Exhibit 1**, regarding homelessness services is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

**MEMORANDUM OF UNDERSTANDING BETWEEN ADAMS COUNTY, COLORADO AND THE CITIES OF AURORA, BRIGHTON, COMMERCE CITY, FEDERAL HEIGHTS, NORTHGLENN, THORNTON, WESTMINSTER, THE TOWN OF BENNETT, AND THE CITY AND COUNTY OF BROOMFIELD REGARDING HOMELESSNESS SERVICES.**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered this \_\_\_ day of \_\_\_\_\_, 2022, between Adams County, located at 4430 S. Adams County Parkway, Brighton, CO 80601 hereinafter referred to as “County”; the City of Aurora, Colorado located at 15151 East Alameda Parkway, Aurora, Colorado 80012; the City of Brighton, Colorado, located at 500 South 4th Avenue, Brighton, Colorado 80601; the City of Commerce City, Colorado, located at 7887 East 60th Avenue, Commerce City, Colorado 80022; the City of Federal Heights, Colorado, located at 2380 West 90th Avenue, Federal Heights, Colorado, 80260; the City of Northglenn, Colorado, located at 11701 Community Center Drive, Northglenn, Colorado 80233; the City of Thornton, Colorado, located at 9500 Civic Center Drive, Thornton, Colorado 80229; the City of Westminster, Colorado, located at 4800 West 92nd Avenue, Westminster, Colorado 80031; the Town of Bennett, located at 207 Muegge Way, Bennett, Colorado 80102, and the City and County of Broomfield, located at 1 DesCombes Drive, Broomfield, Colorado 80020; collectively referred to herein as “Municipalities”. The County and Municipalities may be collectively referred to herein as the “Parties”.

**Background**

The coordination of homelessness services, data sharing, and determining roles and responsibilities between the County and its Municipalities has been a consistent challenge. As a county, Adams County provides public benefits and other resources; however, policies related to staffing, housing services, and resident responses lie independently within its Municipalities. Our 2020 Point-in-Time (PIT) Count states that there are 483 individuals experiencing unsheltered homelessness in Adams County; however, data from the 2020-21 Severe Weather Activation Plan (SWAP) season shows that we have at least 800 unsheltered individuals experiencing homelessness. The data also shows that homelessness in Adams County is a homegrown issue, as 67% of residents that accessed the hotel/motel vouchers listed Adams County as their last permanent residence. With three of the top four large evicting cities either fully or partially in Adams County, we recognize that homelessness is a shared problem. It is essential for the Parties to coordinate services and investments countywide so we can reach people experiencing homelessness in their community.

We also strive to ensure our investments in homelessness are making the biggest impact for our most vulnerable residents. This ensures that our resources are continuing to improve outcomes for people experiencing or at risk of homelessness. Adams County and its Municipalities have made progress in funding and serving people experiencing homelessness (PEH) through initiatives such as the Severe Weather Action Plan (SWAP), Adams County Day Works, Homelessness Outreach, Mobile Showers and Mobile Laundry Services, Mobile Home Initiative, Housing Navigation and Mediation, Respite Housing, and Next Step. However, there are countywide gaps in services indicating that coordination on shared priorities is needed.



## Purpose

The purpose of this MOU is to further strengthen regional coordination and improve outcomes for people experiencing or at risk of homelessness through a shared vision. Through a commitment to share and utilize available data, the Parties agree to identify resource and service needs for people experiencing or at risk of homelessness and potential locations and properties that can best provide those resources and services. This work is intended to be multi-faceted and a long-term commitment resulting in solutions to addressing current challenges for PEH access to services and housing.

## Project Goals and Outcomes

The Parties support the following goals and outcomes:

**VISION:** To provide a regionally coordinated, aligned, and evidence-based approach to providing services in Adams County and Broomfield County so that homelessness is a rare, brief, and one-time experience for our residents.

**GOAL:** To align municipal and county efforts and resources towards evidence-based homelessness solutions and housing services and to address the gaps in service provision for PEH.

### **ACTIVITIES:**

- Identify what data is readily available and can easily be shared, as well as what limitations exist in the data.
- Share available homelessness-related data with Adams County and with all of the Parties to create a central hub, hosted on Adams County servers, to analyze root causes and best solutions to reduce homelessness. This may include, but is not limited to, Homelessness Management Information Systems (HMIS) data, as well as programmatic, police, health, and citizen complaint data, as available, at the jurisdictional level.
- Utilize data to identify:
  - How to take the work to the next level culminating in an implementation plan for providing facilities for service provision as well as transitional and permanent supportive housing.
  - Areas of opportunity to provide a comprehensive system of services and housing for PEH based on existing mapping of facilities, an inventory of current services being provided, and development of a single navigation and entry system.
  - Objective criteria and ideal locations, available properties, and opportunities to provide the identified resources and services which may include:
    - Day shelter and/or housing navigation services.
    - Filling in gaps in the shelter/housing continuum including, but not limited to:
      - Safe parking

- Tiny home villages
- Pallet shelter communities
- Transitional housing
- Permanent supportive housing
- Identify potential state and federal grant programs, or partnerships with nonprofit organizations to secure endowments and to leverage funding between the Parties and other entities.
- Identify other challenges related to services for PEH and housing continuum such as transportation, mental, behavioral, or other health support, and/or employment.
- Identify needed adjustments to zoning regulations or design standards that might impose impediments to the placement of shelters, transitional and permanent housing, or require additional time to resolve.
- Collaborate on issues pertaining to housing regulations.
- Identify development partners and real estate partnerships/lease opportunities to maximize delivery of housing projects along the continuum of care.

**OUTPUTS:**

- An objective, evidence-based document that outlines the need for day shelter or types of short- and long-term housing/shelter and recommendations on potential locations and properties (Report) that would be most suitable for these efforts.
  - Recommendations could also include measures that address root causes, systems and/or policy changes, and preventative programs, among others.
  - This Report will be used to guide discussion and decisions for the Parties.
- A secure, central, electronic warehouse for homelessness-related data in Adams County so that we can understand the full landscape and life cycle of homelessness, root causes of housing instability, and the best ways to reduce homelessness in Adams and Broomfield Counties.

**OUTCOME:**

- More collaboration between municipalities in making homelessness rare, brief, and one-time.
- Improved service provision and infrastructure so that homelessness is a rare, brief, and one-time experience.

**Commitment**

This MOU does not irrevocably bind or commit any Party to any financial obligation; however, it implies the Parties will strive to perform the Roles and Responsibilities, identified herein to the best of their abilities.

**Effective Date and Term**

This MOU will take effect on January 1, 2022 and remain in effect through December 31, 2024, subject to the Parties' right to terminate under this MOU.

This MOU will automatically renew for up to three consecutive one-year terms, subject to the Parties' right to terminate this MOU.

This MOU, or any Party's participation in this MOU, may be terminated by providing 60 days written notice to all Parties.

Nothing in this MOU shall be construed to create a multiple fiscal-year obligation for any Party.

### **Roles and Responsibilities**

Adams County is responsible for the following:

- Driving the work prescribed in the MOU that shows commitment in aligning efforts including coordinating the development of the Report with input from the Parties.
- Coordinate with the Municipalities on the signing and execution of the MOU and any other Intergovernmental Agreements required to develop the Outputs.
- Convene meetings with Municipalities, Elected Officials, and Core Team that move the work ahead.
- Share data with the rest of the Parties for efficient, effective, and consistent use to help facilitate program planning, policymaking, and project delivery.
- Provide updates on the progress in partnership with Municipalities.
- Facilitate conversations on data sharing with Core Team and municipal departments.
- Assign a member from Adams County to the Core Team who can speak on behalf of the county subject to approval by the elected officials or executive management with respect to Activities identified in this MOU.

Municipalities are responsible for the following:

- Commitment in aligning efforts.
- Participate in meetings with the Parties that drive the work forward.
- Actively share data with Adams County for efficient, effective, and consistent use to help facilitate program planning, policymaking, and project delivery.
- Assign a member from the participating entity to the Core Team who can speak on behalf of the municipalities subject to approval by the elected officials or executive management with respect to Activities identified in this MOU.

Core Team

- Commit to working with Adams County staff delivering the scope of work, data needs, data evaluation, service gaps, and individual municipal interests, among others.

- Work with the Parties to help identify policy changes within Municipalities and the Counties to meet homelessness services needs.
- Report out to the Parties on the progress of the work.
- Make informed, regionally oriented decisions based on available data to reduce homelessness.

**SIGNATURE PAGES**

**ADAMS COUNTY**

\_\_\_\_\_  
Chair

Approved to Form:

\_\_\_\_\_  
Adams County Attorney's Office

**CITY OF AURORA**

\_\_\_\_\_  
Mayor

Approved to Form:

\_\_\_\_\_  
City Attorney's Office

**CITY OF BRIGHTON**

\_\_\_\_\_  
Mayor

Approved to Form:

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City Attorney's Office

**CITY OF COMMERCE CITY**

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Mayor

Approved to Form:

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City Attorney's Office

**CITY OF FEDERAL HEIGHTS**

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Mayor

Approved to Form:

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City Attorney's Office

**CITY OF NORTHGLENN**

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Mayor

Approved to Form:

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City Attorney's Office

**CITY OF THORNTON**

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Mayor

Approved to Form:

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City Attorney's Office

**CITY OF WESTMINSTER**

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Mayor

Approved to Form:

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City Attorney's Office

**TOWN OF BENNETT**

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Mayor

Approved to Form:

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Town Attorney's Office

**CITY AND COUNTY OF BROOMFIELD**

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Mayor

Approved to Form:

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County Attorney's Office