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**CITY COUNCIL AGENDA
WEDNESDAY, JANUARY 7, 2026
250 NORTH 5TH STREET - AUDITORIUM
5:30 PM – REGULAR MEETING**

Call to Order, Pledge of Allegiance, Moment of Silence

Proclamations

Proclaiming the City of Grand Junction as an Inclusive City

Proclaiming January 19, 2026, as Martin Luther King Jr. Day in the City of Grand Junction

Public Comments

Individuals may comment during this time on any item except those listed under Public Hearings on this agenda.

The public has four options to provide Public Comments: 1) in person during the meeting, 2) virtually during the meeting (registration required), 3) via phone by leaving a message at 970-244-1504 until noon on Wednesday, January 7, 2026 or 4) submitting comments [online](#) until noon on Wednesday, January 7, 2026 by completing this form. Please reference the agenda item and all comments will be forwarded to City Council.

City Manager Report

Boards and Commission Liaison Reports

CONSENT AGENDA

The Consent Agenda includes items that are considered routine and will be approved by a single motion. Items on the Consent Agenda will not be discussed by City Council, unless an item is removed for individual consideration.

1. Approval of Minutes

- a. Summary of the December 15, 2025 Workshop

- b. Minutes of the December 17, 2025 Regular Meeting

2. Set Public Hearings

- a. Legislative
 - i. Introduction of an Ordinance Authorizing the Scheduled Increase in Employer Contributions to Police & Fire 401(a) Plans and Setting a Public Hearing for January 21, 2026
 - ii. Introduction of an Ordinance Amending Sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) Regarding Application Outreach Meetings and Accessible Parking and Setting a Public Hearing for January 21, 2026
 - iii. Introduction of an Ordinance Amending Sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) Regarding Pre-Application Meetings and General Meetings and Setting a Public Hearing for January 21, 2026
 - iv. Introduction of an Ordinance Setting the Interim City Attorney Salary and Setting a Public Hearing for January 21, 2026
- b. Quasi-judicial
 - i. Introduction of an Ordinance Zoning the Fox Grove Annexation to Residential Medium 8 (RM-8), 4.88 acres located at 3071 E ½ Road, and Setting a Public Hearing for January 21, 2026

3. Agreements

- a. 2025 CDBG Subrecipient Agreement between the Grand Valley Catholic Outreach and the City of Grand Junction

4. Procurements

- a. Authorize Contract Amendment with FCI Constructors on the Community Recreation Center for Patterson Road Intersection Improvements at Matchett Parkway
- b. Authorize Construction Contract for D 1/2 Road Improvements

5. Resolutions

- a. A Resolution Finding the 2020 One Grand Junction Comprehensive Plan, Together with the 2026 Grand Junction Municipal 3 Mile Plan Map, Serves as the City's Three-Mile Plan and its Annual Update
- b. A Resolution Authorizing the City Manager to Make Grant Awards and Execute Funding Agreements with Grand Valley Catholic Outreach, the Joseph Center, and Hilltop Health Services Corporation for Providing Comprehensive Solutions for Individuals Experiencing Homelessness
- c. A Resolution Appointing Jeremiah Boies as Interim City Attorney for the City of Grand Junction, Colorado
- d. A Resolution Acknowledging the Defense of Officers Tafoya, Dressel, and Moesser in Civil Action No. 1:25-cv-02779-STV

REGULAR AGENDA

If any item is removed from the Consent Agenda by City Council, it will be considered here.

6. Public Hearings

- a. Legislative
 - i. An Ordinance to Amend the Grand Junction Municipal Code Regarding Term Limits of Members of the Grand Junction Planning Commission and to Ratify the Appointment of Keith Ehlers to the Planning Commission **(Continued from December 3, 2025)**
- b. Quasi-judicial
 - i. An Ordinance to Vacate 0.89 Acres of Public Right-of-way Located Northeast of 30 Road and E Road and South of the Denver and Rio Grande Railroad

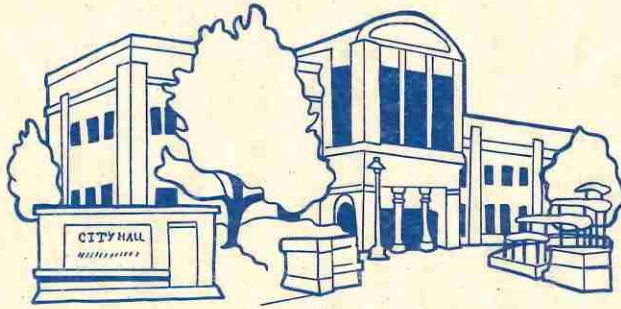
7. Non-Scheduled Comments

This is the opportunity for individuals to speak to City Council about items on tonight's agenda and time may be used to address City Council about items that were discussed at a previous City Council Workshop.

8. Other Business

- a. Interview Teams for Horizon Drive Business Improvement District and Urban Trails Committee

9. Adjournment



City of Grand Junction, State of Colorado

Proclamation

Whereas, Grand Junction, CO is a city that welcomes and celebrates people of all races, ethnicities, religions, sexual orientations, genders, economic status and physical and mental circumstances. The City of Grand Junction cherishes our diversity and believes it enhances the quality of life in our community; and

Whereas, Grand Junction respects diversity and desires to ensure that the human rights of all people are protected and to that end the City implores all citizens to make known that we do not tolerate discrimination in any form and recognize that marginalized individuals experience increased instances of bias, hate speech, bigotry and violence through no fault of their own; and

Whereas, the residents of Grand Junction are urged to work together to engage in dialogue and move forward to ensure all Grand Junction residents feel their voices are heard, and to ensure that our community will foster equality, social justice and freedom from fear of persecution based on race, religious belief, country of origin, sexual orientation, gender, income, disability, age or family status; and

Whereas, the residents of Grand Junction are urged to expand community outreach, engagement and authentic collaboration that will empower each Grand Junction resident with the ability and desire to help create a society that condemns racism, misogyny, intolerance, discrimination or oppression toward any person.

NOW, THEREFORE, the Grand Junction City Council commits to support, participate in and help expand inclusivity conversations in support of a community that is free of oppression, persecution and hate. **FURTHERMORE,** the City of Grand Junction hereby intends to annually recognize the importance of inclusion of all residents of all beliefs and to consider, respect and value the uniqueness and importance of diversity in our community and proclaims

“The City of Grand Junction an Inclusive City”



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official Seal of the City of Grand Junction this 7th day of January 2026.

A handwritten signature in black ink that reads 'Cody Kennedy'.

Mayor



City of Grand Junction, State of Colorado

Proclamation

Whereas, that all people, regardless of the color of their skin, the persuasion of their theology, or the level of their intelligence, were built by one Creator with one blood, designed and fashioned to live on one earth with one another; and

Whereas, Martin Luther King, Jr. was a minister who dedicated his life for this purpose so we may, as Americans, truly live out the Declaration of Independence as we hold these truths to be self-evident, that all people are created equal, that they are endowed by their creator with certain inalienable rights, that among these are life, liberty, and the pursuit of happiness; and

Whereas, the third Monday of each January is acknowledged as Martin Luther King, Jr. Day in Grand Junction to honor a great American who awakened a nation's conscience to not judge a person by the color of their skin but by the content of their character.

NOW, THEREFORE, I, Cody Kennedy, by the power vested in me as Mayor of the City of Grand Junction, do hereby proclaim January 19, 2026, as

"Martin Luther King, Jr. Day"

in the City of Grand Junction and encourage all citizens of Grand Junction to observe this day with appropriate activities and programs that honor the memory and legacy of Dr. King.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official Seal of the City of Grand Junction this 7th day of January 2026.

Mayor



GRAND JUNCTION CITY COUNCIL WORKSHOP SUMMARY

December 15, 2025

Meeting Convened: 5:30 p.m. The meeting was in-person at the Fire Department Training Room, 625 Ute Avenue, and live-streamed via GoTo Webinar.

City Councilmembers Present: Councilmembers Robert Ballard, Scott Beilfuss, Laurel Lutz, Jason Nguyen, Anna Stout, Ben Van Dyke, and Mayor Cody Kennedy.

Staff present: City Manager Mike Bennett, Interim City Attorney Jeremiah Boies, Deputy City Manager Kimberly Bullen, Chief Financial Officer Jay Valentine, Community Development Director Tamra Allen, Parks and Recreation Director Ken Sherbenou, Deputy City Clerk Misty Williams, and City Clerk Selestina Sandoval.

1. Discussion Topics

a. Colorado Mesa University Football Stadium Update

Since the last update to City Council, city staff and Colorado Mesa University (CMU) representatives have continued with discussions regarding potential enhancements to amenities at the Lincoln Park Sports Complex to support collegiate football. Based on feedback from the City, CMU is exploring a new concept that does not require the demolition of the Lincoln Park Barn, and provided an update to the Council on this new concept.

CMU President John Marshall presented this item and was available for questions.

- **Key Points:**

- The revised concept preserves the historic barn and integrates it into a football facility expansion rather than demolishing it.
- The university seeks a long-term lease from the City for both the barn and the footprint of the new facility.
- CMU is proposing to make millions of dollars in capital improvements to the city-owned stadium complex at their own expense, including potential renovations of the west grandstands, tower upgrades, and branding.

- **Council Feedback:**

- Council support was generally strong, especially for the responsiveness shown by CMU in preserving the barn.
- Questions were raised about the value of the barn to the City, its current community uses, and whether there will be public access under CMU's lease.
- CMU indicated they need exclusive use of the barn for football-related purposes, though they expressed willingness to collaborate for occasional special events.
- Council requested a list of rental spaces available for the public, as well as historical uses, to gauge potential impacts of the barn not being available to the public.

OpenAI. (2025). *ChatGPT* [Large language model]. <https://chatgpt.com>

b. Museums of Western Colorado

The Museum of Western Colorado (MWC) operates three primary facilities: Dinosaur Journey, the Museum of the West, and Cross Orchards Historic Site. Museum leadership has been working to identify long-term strategies to stabilize operations and strengthen its role as a regional cultural asset. They presented an update to City Council on their ongoing sustainability planning and potential implications for the Museum's future.

Executive Director Sheena Hayden presented this item and was available for questions.

- **Key points included:**
 - The MWC operates three facilities: Cross Orchards, Dinosaur Journey, and Museum of the West.
 - MWC is exploring the creation of a unified museum campus to consolidate operations, increase efficiency, improve visitor experience, and strengthen financial sustainability.
 - A feasibility study funded by the DDA is underway to assess building conditions and long-term viability of a downtown campus.
 - MWC is pursuing community engagement through a State of the Museum event (Jan 13, 2026) and roundtable discussions.

- **Council Feedback:**
 - Council expressed strong support and praised recent progress and leadership.
 - Interest in keeping the museum in Grand Junction was high, especially given the economic and cultural benefits.

c. Parks Impact Fee Discussion

The Grand Junction Municipal Code ("Code" or "GJMC") required the City to update its impact fee study once every five years. The City's last fee study for transportation, police, fire, parks, and municipal facilities was completed in 2019, which necessitated the need for the city to update its fee study in 2024/2025. The city contracted with TischlerBise to update its fee study, for which a new fee schedule and changes to the GJMC were adopted on April 2, 2025. The process for updating included a city-appointed stakeholder group, numerous workshops with the City Council and Planning Commission, community meetings, as well as a joint workshop between the City Council and the appointed stakeholder group. Information about the fee study, including all fees, was made available throughout the process on <https://engagegj.org/impact-fees-study>.

Staff received from the Housing and Building Association of Western Colorado a request that the City reconsider the adopted parks fee, including the calculation, collection, and tracking. The city has subsequently received a request from the HBA not to collect the increase to the adopted parks fees that are scheduled to become effective on January 1, 2025, until a thorough review has been completed and Council has made a decision on whether the fees should be adjusted.

Community Development Director Tamra Allen introduced this item and TischlerBise consultants Jule Herlands and Carson Bise presented the details.

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- **Key Points Included:**
 - Key components of the fee (parkland acquisition, improvements, and open space).
 - Three new options were presented with adjusted assumptions:
 - Option 1: Remove downtown parcels → \$116K/acre
 - Option 2: Remove central city parcels → \$114K/acre
 - Option 3: Remove outliers (3 highest and 3 lowest sales) → \$108K/acre
- **Council Feedback:**
 - General consensus formed around Option 3 as the most defensible and balanced approach.
 - Several members emphasized the importance of impact fees in maintaining the current level of service for parks and shifting growth costs off the general fund.
 - Interim City Attorney clarified that Council could adopt less than 100% of the maximum defensible fee if it makes a clear, policy-based decision and documents its rationale after the question was asked if the City could adopt a percentage of the recommended fees.
 - Council directed staff to prepare an ordinance adopting Option 3 for first reading at the January 7, 2026, regular meeting for consideration.

2. Council Communication

Open discussion by councilmembers included:

- McDonald's letter of support.
- Colorado Municipal League Executive Board updates.
- Grand Junction Housing Authority reinterviews – direction to schedule interviews with Councilmembers Lutz and Van Dyke, volunteering for them.

3. Next Workshop Topics

City Manager Bennett will email the list to Councilmembers. Councilmember Stout requested that the boards and commissions' interview process be scheduled for a workshop. Councilmember Beilfuss requested that a workshop be held for the Mesa County Collaboration for the Unhoused to present.

4. Other Business

There was none.

5. Adjournment

There being no further business, the workshop was adjourned at 8:40 p.m.

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Grand Junction City Council
Minutes of the Regular Meeting
December 17, 2025

Call to Order, Pledge of Allegiance, Moment of Silence

The City Council of the City of Grand Junction convened into regular session on the 17th day of December, at 5:30 p.m. Those present were Councilmembers Robert Ballard, Scott Beilfuss, Laurel Lutz, Jason Nguyen, Anna Stout, Ben Van Dyke, and Council President Cody Kennedy.

Also present were City Manager Mike Bennett, Assistant City Attorney Jeremiah Boies, Chief Financial Officer Jay Valentine, Deputy City Manager Kimberly Bullen, Community Development Zoning Supervisor Jessica Johnsen, Utilities Director Randi Kim, City Clerk Selestina Sandoval, and Deputy City Clerk Misty Williams.

Council President Kennedy called the meeting to order and led the audience in the Pledge of Allegiance, followed by a moment of silence.

Proclamations

Proclaiming December 17, 2025, as a Day of Recognition for the Persigo Environmental Laboratory Staff

Council President Kennedy read the proclamation. Utilities Director Randi Kim and the Persigo Environmental Lab team were in attendance to accept it.

Public Comments

Public comments were heard from Theresa Cambron and Henry Brown.

City Manager Report

City Manager Mike Bennett did not have a report.

Boards and Commission Liaison Reports

Councilmember Beilfuss reported on the One Riverfront Committee, the Grand Valley Transit meeting, a police ride-along to homeless encampments, the ribbon cutting for Hilltop's new location and Natural Grocers, visited the Food Bank of the Rockies,

participated in the Meals on Wheels ride-along, and attended the Hilltop meeting and Christmas party.

Councilmember Ballard reported on the Forestry Board meeting.

Councilmember Van Dyke reported on the Parade of Lights, and gave updates regarding the Union Depot grant.

Councilmember Lutz reported on Visit Grand Junction and the Grand Junction Housing Authority.

Councilmember Stout reported on upcoming legislation from the Colorado Municipal League.

Council President Kennedy reported on Grand Junction Regional Airport Authority meeting, Grand Junction Economic Partnership and Museums of the West.

CONSENT AGENDA

1. Approval of Minutes

- a. Summary of December 1, 2025, Workshop
- b. Minutes of December 3, 2025, Regular Meeting

2. Set Public Hearings

- a. Quasi-judicial
 - i. Introduction of an Ordinance to Vacate 0.89 Acres of Public Right-of-way Located Northeast of 30 Road and E Road and South of the Denver and Rio Grande Railroad, and Set a Public Hearing for January 7, 2026
 - ii. A Resolution Referring a Petition to the City Council for the Annexation of Lands to the City of Grand Junction, Colorado, Setting a Hearing on Such Annexation, Exercising Land Use Control, and Introducing Proposed Annexation Ordinance for the Fox Grove Annexation of 4.88 acres, Located at 3071 E 1/2 Road and Setting a Hearing for January 21, 2026
 - iii. A Resolution Referring a Petition to the City Council for the Annexation of Lands to the City of Grand Junction, Colorado, Setting a Hearing on Such Annexation, Exercising Land Use

Control, and Introducing Proposed Annexation Ordinance for the Morelli Annexation of 2.56 acres, Located on Unaddressed Property Between 3105 E 1/2 Road and 3112 I-70B, and Setting a Hearing for January 21, 2026

- iv. Introduction of an Ordinance Zoning the Ricciardella Annexation to RM-8 (Residential Medium 8), Located at 2716 B 1/4 Road, and Setting a Hearing for January 7, 2026

3. Continue Public Hearings

- a. Legislative
 - i. An Ordinance to Amend the Grand Junction Municipal Code Regarding Term Limits of Members of the Grand Junction Planning Commission and to Ratify the Appointment of Keith Ehlers to the Planning Commission - ***Continued to January 7, 2026***

4. Agreements

- a. An Intergovernmental Agreement (IGA) Concerning the Adoption of the Local Match Funding for Grand Valley Metropolitan Planning Organization (GVMPO) for FY 2026
- b. An Intergovernmental Agreement (IGA) Concerning the Adoption of the Local Match Funding for Grand Valley Transit (GVT) Public Transit Services for FY 2026

5. Resolutions

- a. A Resolution Designating the Location for the Posting of the Notice of Meetings, Establishing the 2026 City Council Meeting Schedule, and Establishing the Procedure for Calling of Special Meetings for the City Council
- b. A Resolution Adopting the City of Grand Junction Legislative Policy

Councilmember Van Dyke moved, and Councilmember Ballard seconded to adopt Consent Agenda Item #1-5. Motion carried by a unanimous voice vote.

REGULAR AGENDA

6.a.i. An Ordinance Authorizing, Approving and Confirming an Agreement Between the United States of America, the Grand Valley Water Users Association, and the City of Grand Junction Concerning Transferring the Open Ditch and Piped Drain Known and Referred to as the Triangle Drain a Part of the Grand Valley Project to the City and Ratifying All Actions Heretofore Taken and in Connection Therewith

The Triangle Drain is a Bureau of Reclamation (BOR) drainage facility located along the south side of I-70 and serves portions of the Partee Heights, Vista Del Norte, and Applecrest subdivisions east of 27 1/2 Road and north of Cortland Ave. The drain was originally constructed to convey agricultural irrigation return and seep water to downstream drainage facilities. With urban residential development, the drain was relied on to carry urban stormwater. The BOR has concluded that the drain currently carries a majority of its volume as unauthorized stormwater discharges from the adjacent urban development and therefore requires the transfer of the facility to the City.

Engineering and Transportation Director Trent Prall gave a presentation on the agreement for the Triangle Drain and was available to answer questions from Council.

The public hearing opened at 6:02 p.m.

No comments were heard.

The public hearing closed at 6:02 p.m.

Comment was heard from Councilmember Nguyen.

Councilmember Stout moved, and Councilmember Nguyen seconded to adopt Ordinance No. 5289, an ordinance authorizing, approving and confirming an agreement between the United States of America, the Grand Valley Water Users Association, and the City of Grand Junction concerning transferring the open ditch and piped drain known and referred to as the Triangle Drain as part of the Grand Valley Project to the City and ratifying all actions heretofore taken and in connection therewith on final passage and ordered final publication in pamphlet form. The motion carried 7-0 by a unanimous roll call vote.

6.a.ii. An Ordinance Eliminating the Vendor's Fee Reduction

As discussed and approved by City Council and incorporated into the Adopted 2026 Budget, this ordinance authorizes the amendment to the City Code eliminating the vendor's fee that retailers are allowed to retain for collecting, reporting, and remitting sales tax. This aligns the City's tax policy with the State of Colorado as well as surrounding municipalities. This action requires an ordinance amending Chapter 3,

Section 3.12.100 and Section 3.08.050 of the Grand Junction Municipal Code concerning the Sales Tax Vendor's Fee and Lodging Vendor's Tax Fee, respectively. This will be effective for returns filed on or after January 1, 2026.

Chief Financial Officer Jay Valentine provided a presentation of the ordinance eliminating the vendor's fee reduction and was available to answer questions.

There were no comments heard from Council.

The public hearing opened at 6:10 p.m.

Comment was heard from Candace Carnahan.

The public hearing closed at 6:13 p.m.

Comments heard from Councilmembers Ballard, Beilfuss, Nguyen, Stout, and Van Dyke.

Councilmember Stout moved, and Councilmember Nguyen seconded to adopt Ordinance No. 5290, an ordinance amending Chapter 3, Section 3.12.100 and Section 3.08.050 of the Grand Junction Municipal Code concerning the Sales Tax Vendor's Fee and Lodging Tax Vendor's Fee, on final passage and ordered final publication in pamphlet form. The motion carried 7-0 by a unanimous roll call vote.

6.b.i. A Resolution Accepting the Petition for the Annexation of 27.20 Acres of Land and Ordinances Annexing and Zoning the Messick-Dangler Annexation to Public, Civic, and Institutional Campus (P-2), Located at 378 30 Road

The applicants, Carrie Messick, Cory Messick, and Sharon Valarie Dangler, requested annexation of approximately 27.2 acres at 378 30 Road and a zone of annexation to Public, Civic, and Institutional Campus (P-2). The property is Annexable Development per the Persigo Agreement and is eligible for annexation per state statutes. The request for annexation was considered concurrently by the City Council with the zone of annexation request.

Community Development Zoning Supervisor Jessica Johnsen presented information on the Messick-Dangler Annexation and was available to answer questions from Council.

There were no comments heard from Council.

The public hearing opened at 6:31 p.m.

Comment was heard from William Winger.

The public hearing closed at 6:34 p.m.

Comment was heard from a representative of the applicant, Kim Kirk, from Kim Kirk Land Development and Consulting. She offered a rebuttal to Mr. Winger's comments.

Comments were heard from Councilmembers Stout and Ballard.

Councilmember Stout moved, and Councilmember Nguyen seconded, to adopt Resolution No. 85-25, a resolution accepting a petition to the City Council for the annexation of lands to the City of Grand Junction, Colorado, the Messick-Dangler Annexation, approximately 27.20 acres, located at 378 30 Road. The motion carried 7-0 by a unanimous voice vote.

Councilmember Stout moved, and Councilmember Nguyen seconded to adopt Ordinance No. 5291, an ordinance annexing territory to the City of Grand Junction, Colorado, the Messick-Dangler Annexation, approximately 27.20 acres, located at 378 30 Road, on final passage and ordered final publication in pamphlet form. The motion carried 7-0 by a unanimous roll call vote.

Councilmember Nguyen moved, and Councilmember Stout seconded to adopt Ordinance No. 5292, an ordinance zoning the Messick-Dangler Annexation to Public, Civic, and Institutional Campus (P-2) zone district, on final passage and ordered final publication in pamphlet form. The motion carried 6-1 by a roll call vote, with Councilmember Ballard voting no.

7. Non-Scheduled Comments

There were none.

8. Other Business

Council President Kennedy spoke about a memorial that is taking place for homeless individuals who passed away in 2025, and an upcoming Menorah Lighting.

9. Adjournment

The meeting adjourned at 6:52 p.m.

Selestina Sandoval, MMC

City Clerk





Grand Junction City Council

Regular Session

Item #2.a.i.

Meeting Date: January 7, 2026
Presented By: Shelley Caskey, Human Resources Director
Department: Human Resources
Submitted By: Shelley Caskey, Human Resources Director

Information

SUBJECT:

Introduction of an Ordinance Authorizing the Scheduled Increase in Employer Contributions to Police & Fire 401(a) Plans and Setting a Public Hearing for January 21, 2026

RECOMMENDATION:

To maintain alignment across public safety retirement plans, it is recommended that the City Council introduce an ordinance authorizing a scheduled increase to the City's employer contribution to the Police and Fire 401(a) plans, aligning the employer contribution schedule with the required employer contribution schedule for the FPPA Defined Benefit Plan.

**Recommended Employer Contribution Schedule for Fire & Police 401(a) Plans
 Police Plan #582902-03 | Fire Plan #582902-04**

Effective January 1 of the Year	401(a) Employer Contribution Rate CURRENT	401(a) Employer Contribution Rate PROPOSED	FPPA Required Employer Contribution Rate*
2025	10.65%	10.65%	10.5%
2026	10.65%	11.0%	11.0%
2027	10.65%	11.5%	11.5%
2028	10.65%	12.0%	12.0%
2029	10.65%	12.5%	12.5%
2030 + beyond	10.65%	13.0%	13.0%

* Legislation effective January 1, 2021, mandates a 5.0% employer contribution increase to the FPPA Defined Benefit Plan, phased in over 10 years at 0.5% annually. Source:

www.fppaco.org/files/00529d4e4/FPPA-Annual-Rates.pdf

EXECUTIVE SUMMARY:

Colorado HB20-1044 requires employer pension contributions to increase by 0.5% annually from 2021 through 2030. This phased approach increases the FPPA employer contribution rate to 13% by 2030, supporting the long-term financial stability of Fire and Police Pension Association plans.

This staff report applies only to sworn Police and Fire employees who participate in the City's 401(a) retirement plans in lieu of Social Security. The City's General Employee and Executive retirement plans, which include Social Security participation and different employer contribution structures, are not impacted by this ordinance.

Historically, the City's 10.65% employer contribution to the Police and Fire 401(a) plans has exceeded the FPPA-required rate. Beginning in 2026, however, the FPPA employer contribution rate will surpass the City's 401(a) contribution, resulting in misalignment between public safety retirement plans. To maintain alignment across public safety groups, it is recommended that the City's Police and Fire 401(a) employer contribution schedule be aligned with the FPPA employer contribution schedule.

The proposed schedule increases the City's Police and Fire 401(a) employer contribution annually through 2030 to mirror the FPPA requirements.

BACKGROUND OR DETAILED INFORMATION:

On April 1, 2020, the Governor signed HB20-1044 into law to strengthen retirement security for members of the Fire and Police Pension Association (FPPA). The legislation established a phased increase to employer contribution rates, expanded the FPPA Board's authority to adjust rates for the Statewide Death and Disability Plan, and implemented measures intended to support long-term plan sustainability.

An FPPA experience study determined that members are living longer in retirement and that projected investment returns are lower than previously assumed. These factors reduced the funded status of the Statewide Defined Benefit Plan to below 100 percent. To address this shortfall, HB20-1044 requires employer contributions to increase by a total of 5.0 percent over ten years, with the increase phased in at 0.5 percent annually. By 2030, the mandatory FPPA employer contribution rate will reach 13 percent, paired with a 12 percent employee contribution rate.

The City's sworn Police employees and eleven sworn Fire employees who elected to opt out of FPPA participation in 2018 currently participate in the City's 401(a) defined contribution retirement plans. For these employees, both the City and the employee currently contribute 10.65 percent of their base wage. All other sworn Fire employees are enrolled in the FPPA Defined Benefit Plan, and all future sworn Fire hires are required to participate in FPPA.

Under HB20-1044, employer retirement contributions for FPPA participants will continue to increase through 2030. Without action by the City, the employer

contribution rate for sworn Police employees and the limited group of sworn Fire employees participating in the 401(a) plans would remain unchanged, resulting in misalignment between public safety retirement benefit structures.

To maintain alignment across public safety retirement plans, the City proposes aligning the Police and Fire 401(a) employer contribution schedule with the FPPA-mandated employer contribution schedule. Under this proposal, the City's employer contribution to the Police and Fire 401(a) plans would increase by 0.35 percent in 2026, followed by annual increases of 0.5 percent through 2030.

This ordinance also authorizes a supplemental employer retirement contribution for the Fire Chief and Police Chief, if needed, to maintain alignment with executive-level retirement contribution structures when the Chiefs participate in the Police or Fire 401(a) plans.

FISCAL IMPACT:

The estimated fiscal impact of the proposed employer contribution increase is approximately \$50,000 in 2026 and is included in the adopted 2026 budget. Future scheduled increases will be addressed through the City's annual budget process.

SUGGESTED MOTION:

I move to introduce an ordinance authorizing a scheduled increase to the City's Police and Fire 401(a) employer contribution, aligning the contribution schedule with the FPPA employer contribution schedule, and setting a public hearing for January 21, 2026.

Attachments

1. Fire_Police 401a Contribution Increase Ordinance

ORDINANCE NO. XXXX

AN ORDINANCE ADOPTING AMENDMENTS TO THE CITY OF GRAND JUNCTION POLICE AND FIRE 401(A) RETIREMENT PLANS

Recitals:

Article XI, Section 88, of the City Charter requires that the City Council act by ordinance to continue, alter, establish, provide for, and amend pension plans. While the City does not provide pensions to most retired employees, it does provide certain retirement plans, one of which is a defined contribution retirement plan in accordance with Section 401(a) of the Internal Revenue Code (“401(a) Plan”). Consistent with past City practice, the City Council considers and approves in accordance with the Charter changes to retirement plans. This is such an ordinance.

On November 19, 2025, the City Council adopted Ordinance 5286, which established the City’s 2026 budget and made appropriations to support planned expenditures. That ordinance included funding for a scheduled increase to the City’s employer contribution for the Fire and Police 401(a) Plans. This schedule provides for a 0.35% increase in 2026, followed by annual increases of 0.5 percent through 2030, at which time the employer contribution rate will reach 13 percent.

Colorado House Bill 20-1044 established a phased increase in employer contribution rates for the Fire and Police Pension Association (“FPPA”) Defined Benefit Plan through 2030. Aligning the Police and Fire 401(a) employer contribution schedule with the FPPA employer contribution schedule maintains alignment across public safety retirement plans.

Currently, all sworn Police employees and a limited group of sworn Fire employees who elected to opt out of FPPA participation in 2018 participate in the City’s Police and Fire 401(a) retirement plans. All other sworn Fire employees, and all future sworn Fire hires, are required to participate in the FPPA Defined Benefit Plan. Under House Bill 20-1044, employer contributions for FPPA participants will continue to increase through 2030. Without action by the City, the employer contribution rate for sworn Police employees and the limited group of sworn Fire employees participating in the 401(a) plans would remain unchanged, resulting in misalignment between public safety retirement benefit structures.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION THAT:

1. The foregoing Recitals are incorporated by reference.
2. The City Council does continue, alter, and amend as generally set forth below, and as specifically provided in the plan documents for the City of Grand Junction

Fire and Police 401(a) Defined Contribution Plans, adopted and amended in accordance with Article XI, Section 88 of the Charter of the City of Grand Junction, the City's employer contribution for participating employees. The employer contribution shall be increased to 11% in 2026 and shall increase by 0.5 percent annually through 2030, at which time the employer contribution shall reach 13 percent.

3. In addition to the employer contribution schedule authorized herein, the City Manager is authorized to establish and administer a supplemental employer retirement contribution for the Fire Chief and Police Chief, if needed, to support alignment with executive-level retirement contribution structures, subject to annual budget appropriation and consistent with applicable federal law and plan documents.
4. All lawful acts heretofore and hereafter taken by the City and its officers, agents, and employees in funding, managing, and administering the 401(a) retirement plans as adopted and amended are hereby ratified.
5. Any ordinance(s) or part thereof and/of any plan document inconsistent with the provisions of this Ordinance are hereby repealed.

INTRODUCED ON FIRST READING this 7th day of January 2026 and authorize to be published in pamphlet form.

PASSED, ADOPTED AND APPROVED this 21st day of January 2026 and authorized to be published in pamphlet form.

Cody Kennedy
President of the City Council

ATTEST:

Selestina Sandoval
City Clerk



Grand Junction City Council

Regular Session

Item #2.a.ii.

Meeting Date: January 7, 2026
Presented By: Daniella Acosta, Principal Planner
Department: Community Development
Submitted By: Daniella Acosta Stine, Principal Planner

Information

SUBJECT:

Introduction of an Ordinance Amending Sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) Regarding Application Outreach Meetings and Accessible Parking and Setting a Public Hearing for January 21, 2026

RECOMMENDATION:

The Planning Commission heard this item at the December 23, 2025 regular hearing and voted (6-0) to recommend approval of this request.

EXECUTIVE SUMMARY:

Staff has identified two application types which presently require an application outreach meeting, whereas in one case the requirement is impractical to implement and inconsistent with standard practice, and in the other case the requirement is disproportionate to the impact of the application type.

Staff has identified an issue pertaining to the impacts of development on existing irrigation easements and infrastructure, which necessitates the introduction of an appropriate standard for establishing the permissibility of such impacts. Finally, Colorado House Bill 24-1173, signed into law in 2024, requires that local governments adopt the Colorado Electric Vehicle Charging Model Land Use Code, to adopt and/or maintain compliant definitions and standards for electric vehicle charging equipment, or to adopt a resolution or ordinance opting out of the requirements. Staff proposes a text amendment to the Zoning and Development Code to address the issues and to comply with HB 24-1173.

At the Planning Commission hearing, staff requested the Planning Commission not consider the issue pertaining to state law and irrigation easements and infrastructure, as staff was currently working on additional recommended revisions to this code text amendment.

BACKGROUND OR DETAILED INFORMATION:

Staff has identified two application types which presently require an application outreach meeting. In one case, an application for a Code Text Amendment, the requirement is impractical to implement and inconsistent with standard practice. In the other case, an application for Vacation of Easement, the requirement is disproportionate to the impact of the application type.

Staff has identified an issue pertaining to the impacts of development on existing irrigation easements and infrastructure, which necessitates the introduction of an appropriate standard for establishing the permissibility of such impacts. Specifically, the City reviews and approves developments which propose the relocation or modification of irrigation easements and the ditches or other facilities thereupon, or may require an applicant to so relocate or modify. At issue is the requirement established by Colorado courts that a property owner burdened by an easement, over which irrigation water is conveyed to a benefitted party, obtain permission from the benefitted party or the court before altering the easement or the irrigation infrastructure (ditch, pipe, etc.) within it.

Finally, Colorado House Bill 24-1173, signed into law in 2024, requires that local governments adopt the Colorado Electric Vehicle Charging Model Land Use Code, to adopt and/or maintain compliant definitions and standards for electric vehicle charging equipment, or to adopt a resolution or ordinance opting out of the requirements. The proposed amendment addresses requirements pertaining to accessible parking.

PROPOSED AMENDMENT

GJMC 21.02.030(a) Summary Table of Commonly Applicable Procedures.

The amendment removes the requirement for an Application Outreach Meeting (Neighborhood Comment Meeting) prior to submitting an application for a Code Text Amendment or Vacation of Easement. Conducting a Neighborhood Comment Meeting is impractical for a Code Text Amendment, which affects the entire city. Conduction one for a Vacation of Easement is disproportionate to the impact of the proposed action.

GJMC 21.05.020 Required Improvements

The amendment introduces a requirement to demonstrate that an applicant has permission to alter an irrigation easement or the infrastructure within it. Permission shall take the form of providing written consent that the benefitted property owners have agreed to give their consent to the alteration or of a declaratory judgment from the court finding that the alteration is permissible.

GJMC 21.08.020(b)(4) Accessible Parking

The amendment provides that any van-accessible parking space designed to accommodate a person in a wheelchair, is served by an EV Charging Port, and is not designated as parking reserved for a person with a disability shall be counted as two spaces towards applicable parking minimums.

Additionally, the amendment adopts references to national standards and state statute

pertaining to EV Charging Project parking space and access design.

NOTIFICATION REQUIREMENTS

Notice was completed as required by Section 21.02.030(g). Notice of the public hearing was published on December 13, 2025, in the Grand Junction Daily Sentinel.

ANALYSIS

The criteria for review are set forth in Section 21.02.050(d) of the Zoning and Development Code, which provides that the City may approve an amendment to the text of the Code if the applicant can demonstrate evidence proving each of the following criteria:

(A) Consistency with Comprehensive Plan

The proposed Code Text Amendment is generally consistent with applicable provisions of the Comprehensive Plan.

Plan Principal 2, Goal 3, Strategy f, relating to reduction of barriers to entry for new business, is supported by eliminating a requirement for Application Outreach Meetings for Vacation of Easement, which represents a time cost to applicants when a Vacation of Easement may be both necessary and uncontroversial.

Finally, the amendment advances Plan Principle 6, Goal 5, Strategy b to “explore opportunities to implement best practices in parking and infrastructure regulation and design that consider physical impacts and transportation network impacts of connected vehicles, AVs, EVs, and transportation network companies (TNCs).” Compliance with the electric vehicle parking legislation is achieved by adopting portions of the Colorado Electric Vehicle Charging Model Land Use Code, which collects best practices for regulating electric vehicle charging infrastructure.

Staff finds this criterion has been met.

(B) Consistency with Zoning and Development Code Standards

The proposed Code Text Amendment is consistent with and does not conflict with or contradict other provisions of this Code.

The amendment removes Application Outreach Meeting requirements for two application types, introduces new requirements pertaining to irrigation easements and infrastructure, and implements elements of the Colorado Electric Vehicle Charging Model Land Use Code. None of these creates a conflict or inconsistency with other provisions of the Code.

Staff finds this criterion has been met.

(C) Specific Reasons

The proposed Code Text Amendment shall meet at least one of the following specific reasons:

The proposed revisions to the Zoning and Development Code all meet specific reasons identified in this criterion for review. Each amendment is identified with its appropriate reason below.

a. To address trends in development or regulatory practices;

The amendment directly addresses recent legislation concerning electric vehicle charging that requires compliance. In order to achieve compliance, it is necessary for the City to implement its terms pertaining to minimum parking requirements.

b. To expand, modify, or add requirements for development in general or to address specific development issues;

The amendment addresses the specific development issue arising from required or otherwise proposed improvements altering existing irrigation easements and the irrigation infrastructure upon them.

c. To add, modify or expand zone districts; or

Not Applicable

d. To clarify or modify procedures for processing development applications.

The amendment modifies procedures for processing two development application types, Code Text Amendment and Vacation of Easement. For each, the requirement to conduct an Application Outreach Meeting prior to application submittal is removed.

Reasons (a), (b), and (d) are satisfied. Staff finds this criterion has been met.

FINDING OF FACT AND RECOMMENDATION

After reviewing the proposed amendments, the following finding of fact has been made:

In accordance with Section 21.02.050(d) of the Grand Junction Zoning and Development Code, the proposed text amendment to Title 21 is consistent with the Comprehensive Plan and the Zoning & Development Code and meets at least one of the specific reasons outlined.

Therefore, the Planning Commission recommends approval, excluding GJMC 21.05.020 Required Improvements, as this topic was not discussed. The attached ordinance reflects the Planning Commission's recommendation.

FISCAL IMPACT:

There is no fiscal impact associated with this request.

SUGGESTED MOTION:

I move to introduce an ordinance amending Title 21 Zoning and Development Code, regarding Application Outreach Meetings and Accessible Parking, and set a public hearing for January 21, 2026.

Attachments

1. Planning Commission Minutes - 2025 - Dec 23 - DRAFT
2. HACTF Objection Letter.
3. ORD-Application Outreach and Accessible Parking 12.29.2025

GRAND JUNCTION PLANNING COMMISSION
December 23, 2025, 5:30 PM
MINUTES

The meeting of the Planning Commission was called to order at 5:34 p.m. by Chair Sandra Weckerly.

Those present were Planning Commissioners; Orin Zyvan, Robert Quintero, Ian Thomas (virtually), Gregg Palmer, and Keith Ehlers.

Also present were Jamie Beard (Assistant City Attorney), Tamra Allen (Community Development Director) Thomas Lloyd (Planning Manager), Daniella Acosta Stine (Principal Planner), and Madeline Robinson (Planning Technician).

There were 8 members of the public in attendance, and 0 virtually.

CONSENT AGENDA

1. Approval of Minutes

Minutes of Previous Meeting(s) from December 9, 2025.

Commissioner Palmer moved to approve the Consent Agenda.

Commissioner Quintero seconded; motion passed 6-0.

REGULAR AGENDA

2. Lucky Me Center - 29 Rd & Patterson Rd **RZN-2025-293**

Consider a request by Lucky Me Premises LLC, Property Owner, to rezone a total of 3.60 acres from MU-1 (Mixed-Use Neighborhood) and RM-12 (Residential Medium 12) to MU-2 (Mixed - Use Light Commercial), located at the northeast corner of the intersection of Patterson Road and 29 Road. - **This item to be moved to the January 13th, 2026 Planning Commission Hearing**

3. 377 & 379 29 Road Comprehensive Plan Amendment **CPA-2025-502**

Consider a request by Sunshine of Delta, Inc. for a Comprehensive Plan Amendment for approximately 3.72 acres from Residential High to Mixed Use located at 377 29 Road and 379 29 Road

Staff Presentation

Thomas Lloyd, Planning Manager, introduced exhibits on behalf of Senior Planner, Jenna Gorney, into the record and provided a presentation regarding the request.

Questions for Staff

No questions for staff from the commissioners.

Applicant John Moir, owner of Sunshine of Delta, made comment that staff did an excellent job and had nothing further to add. He was present to answer any questions.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

The public comment period was closed at 5:51 p.m. on December 23, 2025.

There were no additional questions or comments for Staff or the Applicant.

Discussion

Commissioner Ehlers had a question for the applicant as to why the MU-1 zoning had not been looked at for the CPA. Planning Manager Lloyd made comment that MU-2 does allow for higher density and more flexibility with the commercial and retail uses.

Motion and Vote

Commissioner Quintero made the following motion "Madam Chair, on the Comprehensive Plan Amendment request for the property located at 377 and 379 29 Road, City file number CPA-2025-502, I move that the Planning Commission forward a recommendation of approval to City Council with the findings of fact as listed in the staff report."

Commissioner Palmer seconded; motion passed 6-0.

4. 377 & 379 29 Road Rezone RZN-2025-503

Consider a request by Sunshine of Delta, Inc., for a Rezone of approximately 3.72 acres from Residential Medium 12 (RM-12) to Mixed-Use Light Commercial (MU-2) located at 377 and 379 29 Road

Staff Presentation

Thomas Lloyd, Planning Manager, introduced exhibits on behalf of Senior Planner, Jenna Gorney, into the record and provided a presentation regarding the request.

Questions for Staff

No questions for staff from the commissioners. No presentations or comment from the applicant either.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:09 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

No discussion occurred.

Motion and Vote

Commissioner Quintero made the following motion “Madam Chair, on the Rezone request for the property located at 377 and 379 29 Road, City File Number RZN-2025-503, I move that the Planning Commission forward a recommendation of conditional approval to City Council with the finding of fact as listed in the staff report.”

Commissioner Palmer seconded; motion passed 6-0.

5. Zoning Code Amendments

ZCA-2025-698

Consider a request to Amend Section 21.02.010(b)(3) pertaining to Planning Commissioner Terms

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

No questions from Commissioners for staff

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:15 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Palmer made comment that he believes in term limits, but commissioners are appointed by City Council where Council members are elected. Palmer supports this item.

Commissioner Thomas also made comments that he supports the item as well, and there are times when the commission struggles to find qualified individuals.

Commissioner Zyvan made comment that he approves of the gap between terms.

Motion and Vote

Commissioner Palmer made the following motion “Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-698, I move that the Packet Page 98 Planning Commission forward a recommendation of approval to City Council with the finding of fact listed in the staff report.”

Commissioner Quintero seconded; motion passed 6-0.

6. Zoning Code Amendments ZCA-2025-697

Consider an Ordinance Amending Sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) Regarding Application Outreach Meetings, Required Improvements, and Accessible Parking

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

Commissioner Zyvan had clarifying questions about how the city is complying with the State’s accessibility with EV charging.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:29 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Palmer wanted further clarification as to why staff wanted to make the changes brought forth with this item.

Motion and Vote

Commissioner Zyvan made the following motion “Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-697, excluding 21.05.020(q), I move that the Planning Commission forward a recommendation of approval to City Council with the finding of fact listed in the staff report.”

Commissioner Quintero seconded; motion passed 6-0.

7. Zoning Code Amendments ZCA-2025-699

Consider a request to amend sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) concerning Pre-Application Meetings

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

Commissioner Ehlers questioned the absolute striking of the criteria from the code, and what other services may still be available for applicants.

Commissioner Zyvan questioned the barriers applicants may endure with this elimination from code.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

Co-applicant Kevin Bray, had a presentation for the Commissioners.

Housing Task Force Member Mark Austin made comment to the commissioners of his support of removing Pre-Application meetings.

Commissioner Ehlers had questions about the checklist and its revisions. Community Development Director Tamra Allen made comment that the Pre-Application process would be voluntary now.

*The public comment period was closed at 7:05 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Zyvan approves of the variability for submittals.

Motion and Vote

Commissioner Quintero made the following motion "Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-699, I move that the Planning Commission forward a recommendation of approval to City Council with the findings of fact listed in the staff report."

Commissioner Palmer seconded; motion passed 6-0.

OTHER BUSINESS

Workshop will be occurring on January 8th

ADJOURNMENT

Commissioner Quintero made a motion to adjourn the meeting. Palmer seconded

The vote to adjourn was 6-0.

The meeting adjourned at 7:08 p.m.

To: City Council Members, City Manager, and Planning Commission

City of Grand Junction

From: Housing Affordability Code Task Force

Re: Objection to Proposed Ordinance Language – GJMC 21.05.020 (Required Improvements)

Dear Planning Commissioners, Mayor, City Council Members, and Staff,

On behalf of the Housing Affordability Code Task Force, we respectfully submit this letter to formally object to the proposed amendment to **GJMC 21.05.020 – Required Improvements**, specifically the provision requiring applicants to demonstrate permission to alter an irrigation easement or the infrastructure within it through either (1) written consent from all benefitted property owners or (2) a declaratory judgment from a court.

While the Task Force supports reasonable coordination with irrigation entities and the protection of water infrastructure, we believe the proposed language places an **unreasonable, inequitable, and impractical burden on development applicants**, with direct and negative consequences for housing affordability in Grand Junction.

Key Concerns

1. Disproportionate Burden on Applicants

The proposed requirement shifts the responsibility for resolving complex private property and legal disputes entirely onto individual applicants, regardless of project size or impact. Requiring unanimous written consent from benefitted property owners—or alternatively, a court judgment—extends far beyond a reasonable land-use review standard and introduces requirements that are largely outside the applicant’s control.

2. Significant Delays and Increased Costs

Obtaining consent from multiple third-party property owners or pursuing declaratory relief through the court system is time-consuming, costly, and unpredictable. These delays increase carrying costs, professional fees, and legal expenses, all of which are ultimately passed on to homebuyers and renters, directly undermining housing affordability.

3. Discouragement of Infill and Housing Production

The amendment disproportionately affects infill development and redevelopment projects—precisely the types of projects most critical to increasing housing supply within existing urban areas. By introducing uncertainty and legal risk at the entitlement stage, the proposed language discourages investment and slows housing delivery.

4. Conflict with Housing Affordability Goals

The City has consistently identified housing affordability as a priority. This proposed amendment directly conflicts with that objective by adding procedural hurdles that do not materially improve infrastructure outcomes but do materially increase project cost, risk, and timeline.

5. Improper Conditioning of Land-Use Approval on Private Legal Resolution

Requiring a declaratory judgment as a condition of land-use approval effectively forces applicants into litigation as part of the development process—even in the absence of an actual dispute. This is an extraordinary requirement that is inconsistent with standard land-use practice and places the City in the position of conditioning approvals on the resolution of private civil disputes.

Conflict with HB 17-1190 and State Land-Use Policy

The Task Force is particularly concerned that the proposed amendment is inconsistent with the intent and policy framework of **House Bill 17-1190**, which was **drafted in direct response to the Colorado Supreme Court's decision in *St. Jude's Company v. Roaring Fork Club*** and the land-use uncertainty that followed.

That decision clarified that easement disputes— including the relocation or modification of easements— are **private property matters** governed by a standard of reasonableness and non-impairment, not by advance consent. In response, HB 17-1190 was enacted to prevent local governments from reacting to that decision by imposing **new procedural barriers, third-party consent requirements, or litigation prerequisites** within the land-use approval process.

HB 17-1190 reflects a clear legislative direction that local land-use regulations should be **reasonable, proportional, and directly related to the actual impacts of development**, and should avoid imposing requirements that shift private civil disputes into public entitlement processes. The proposed amendment conflicts with this framework in several critical ways.

First, the amendment conditions land-use approval on **third-party consent or judicial action**, neither of which is within the applicant's control nor required under the legal standard articulated in *St. Jude's*. This creates open-ended delay and uncertainty and allows private parties to effectively stall or veto development regardless of whether an easement would be materially impaired.

Second, the amendment replaces **impact-based review** with **permission-based gating**. Rather than evaluating whether a proposed alteration would materially impair the function of an irrigation easement—or whether impacts could be mitigated through engineering or administrative conditions—the amendment requires proof of consent or a court ruling as a threshold requirement. This approach directly contradicts the legislative purpose of HB 17-1190, which was to prevent exactly this type of regulatory overcorrection following *St. Jude's*.

Third, requiring a declaratory judgment as a prerequisite to approval compels applicants into litigation even where no dispute exists, creating structural delay, cost, and risk without advancing public health, safety, or welfare—outcomes HB 17-1190 was expressly intended to avoid.

Finally, the cumulative effect of these requirements disproportionately impacts housing projects— particularly infill, redevelopment, and attainable housing—where feasibility is most sensitive to delay and uncertainty. HB 17-1190 recognizes that such delays directly translate into higher housing costs and reduced housing supply.

Notice vs. Permission – A More Legally and Policy-Aligned Approach

Consistent with *St. Jude's* and the legislative intent of HB 17-1190, a **notice-based standard**, rather than a permission-based requirement, provides a more appropriate and legally defensible framework.

A notice-based approach would:

- Preserve due process by ensuring affected easement holders are informed;
- Allow private parties to assert their rights through appropriate civil remedies if impairment occurs;
- Keep land-use approvals within the City's administrative authority;
- Avoid forcing applicants into private negotiations or litigation as a condition of approval; and
- Focus review on actual infrastructure impacts rather than private consent.

By contrast, the proposed language transfers unresolved private legal issues into the public entitlement process, creating delay, risk, and cost that undermine housing affordability without delivering commensurate public benefit.

Task Force Recommendation

For these reasons, the Housing Affordability Code Task Force respectfully recommends that the City **remove** the proposed amendment language. Any requirement related to irrigation easements should be:

- Clearly defined,
- Proportional to project impact,
- Administratively feasible, and
- Based on notice and non-impairment standards rather than permission or judicial determination.

Thank you for your consideration and for your continued efforts to address housing affordability in Grand Junction. The Task Force remains available to assist in refining ordinance language that aligns infrastructure protection with the City's housing and economic goals.

Respectfully submitted,



Kelly Maves
Committee Chair
Housing Affordability Code Task Force

CITY OF GRAND JUNCTION, COLORADO

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS OF THE ZONING AND DEVELOPMENT CODE (TITLE 21 OF THE GRAND JUNCTION MUNICIPAL CODE) REGARDING APPLICATION OUTREACH MEETINGS AND ACCESSIBLE PARKING

Recitals

The City Council desires to maintain effective zoning and development regulations that implement the vision and goals of the Comprehensive Plan while being flexible and responsive to the community's desires and market conditions and has directed that the Code be reviewed and amended as necessary. The City Council also recognizes the importance of remaining compliant with applicable laws of the State of Colorado.

Staff has identified two application types which presently require an application outreach meeting, whereas in one case the requirement is impractical to implement and inconsistent with standard practice, and in the other case the requirement is disproportionate to the impact of the application type.

Staff has also identified two provisions concerning the provision of accessible parking spaces and electric vehicle charging stations that are required to be adopted from the Colorado Electric Vehicle Charging Model Land Use Code.

After public notice and public hearing as required by the Grand Junction Zoning and Development Code, the Grand Junction Planning Commission recommended approval of the proposed amendments.

After public notice and public hearing, the Grand Junction City Council finds that the amendments to the Zoning & Development Code implement the vision and goals of the Comprehensive Plan and that the amendments provided in this Ordinance are responsive to the community's desires, encourage orderly development of real property in the City, and otherwise advance and protect the public health, safety, and welfare of the City and its residents.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION THAT:

The following sections of the zoning and development code (Title 21 of the Grand Junction Municipal Code) are amended as follows (deletions struck through, added language underlined):

21.02.030 COMMONLY APPLICABLE PROCEDURES

The requirements described in this section are common to many of the procedures contained in this Code. Table 21.02-3 summarizes the common application procedures in this Code and identifies

whether they are required for the specific procedures defined in GJMC 21.02.050. Exceptions to these general rules apply and may be identified in the regulations for the specific procedures.

(a) Summary Table of Commonly Applicable Procedures

Table 21.02-3: Summary Table of Commonly Applicable Procedures						
* = Optional ✓ = Required Gray Box = Not Applicable						
PDIM = Proposed Development Information Meeting						
NCM = Neighborhood Comment Meeting						
Section	Procedure	General Mtg	Pre-App Mtg	Applic. Outreach Mtg	Public Notice	Public Hearing
	Detailed requirements in GJMC:	Error! Reference source not found.	Error! Reference source not found.	Error! Reference source not found.	Error! Reference source not found.	Error! Reference source not found.

...

Applications Requiring a Public Hearing						
21.02.050(d)	Code Text Amendment	*	*	NCM	✓	✓
21.02.050(p)	Vacation of Public Right-of-Way or Easement	*	*	NCM [5]	✓	✓

...

Notes:

[5] NCM, Vacation of Public Right-of-Way only.

21.08.020 OFF-STREET PARKING AND LOADING

...

(b) General Parking Standards.

...

(4) Accessible Parking.

...

(v) Any van-accessible parking space that is designated to accommodate a person in a wheelchair, is served by an EV Charging Port, and is not designated as parking reserved for a person with a disability under C.R.S. 42-4-1208 shall be counted as two standard automobile parking spaces towards applicable parking minimums.

(vi) The design of parking spaces and parking access for all EV Charging Projects shall comply with the US Access Board Design Recommendations for Accessible Electric

Vehicle Charging Stations or any applicable accessibility regulations issued by the federal Department of Justice or Department of Transportation, or in state statute.

INTRODUCED on first reading this ____ day of January 2026 and ordered published in pamphlet form.

ADOPTED on second reading this ____ day of February 2026 and ordered published in pamphlet form.

ATTEST:

Cody Kennedy
President of the City Council

Selestina Sandoval
City Clerk

DRAFT



Grand Junction Planning Commission

Regular Session

Item #2.a.iii.

Meeting Date: January 7, 2026
Presented By: Daniella Acosta, Principal Planner
Department: Community Development
Submitted By: Daniella Acosta Stine, Principal Planner

Information

SUBJECT:

Introduction of an Ordinance Amending Sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) Regarding Pre-Application Meetings and General Meetings and Setting a Public Hearing for January 21, 2026

RECOMMENDATION:

The Planning Commission heard this item at their December 23, 2025 meeting and voted (6-0) to recommend approval.

EXECUTIVE SUMMARY:

The Housing Affordability Code Task Force is requesting to amend the Zoning and Development Code (ZDC) to eliminate the mandatory pre-application meeting requirement. Pre-application meetings were introduced with the 2023 ZDC and are currently required for major site plans, major subdivisions, and planned developments. While the requirement was intended to improve clarity, consistency, and the completeness of development applications early in the process, staff experience and applicant feedback indicate that the benefits of mandatory meetings have been inconsistent as there are variations in the submittal readiness and outcomes.

Staff supports this amendment and has recommended removing the mandatory requirement for pre-applications as well as removing all references to the optional general meeting that will allow staff to continue offering pre-application and general meetings as optional services tailored to project complexity and applicant needs, rather than as a procedural prerequisite embedded in the code.

BACKGROUND OR DETAILED INFORMATION:

The 2023 Zoning and Development Code introduced a mandatory pre-application meeting requirement for certain development application types, specifically major site

plans, preliminary subdivision plans, and planned developments. The requirement was added in response to applicant requests for earlier coordination with staff, greater clarity on applicable standards, and more complete submittals with fewer rounds of review.

The ZDC currently distinguishes between two types of meetings:

- General meetings, which are always optional, and
- Pre-application meetings, which are mandatory for specified application types and described in Section 21.02.030(b).

Since implementation, staff and applicants have observed that required pre-application meetings do not consistently produce the intended outcomes. In particular, the effectiveness of the meetings varies based on the level of preparedness and information provided by the applicant, resulting in uneven benefits across projects. At the same time, staff continue to provide significant customer service through meetings, phone calls, emails, and written guidance outside of codified requirements, as well as the recently implemented Planner of the Day hotline. The proposed amendment removes the mandatory nature of pre-application meetings and eliminates references to general meetings in the ZDC, recognizing both as customer service tools that do not need to be codified to be effective or accessible.

NOTIFICATION REQUIREMENTS

Notice was completed as required by Section 21.02.030(g). Notice of the public hearing was published on December 13, 2025, in the Grand Junction Daily Sentinel.

ANALYSIS

The criteria for review are set forth in Section 21.02.050(d) of the Zoning and Development Code, which provides that the City may approve an amendment to the text of the Code if the applicant can demonstrate evidence proving each of the following criteria:

(A) Consistency with Comprehensive Plan

The proposed amendment is consistent with the Comprehensive Plan's goals related to efficient development review, customer service, and predictable regulatory processes. The amendment supports flexibility in how early coordination is provided, while maintaining clear development standards and review requirements.

The Comprehensive Plan also emphasizes continuous improvement in service, including Plan Principle 11.1.c, which directs the City to continually evaluate existing practices and systems to improve outcomes and provide excellent, equitable service to the public. The mandatory pre-application meeting requirement was adopted to respond to applicant requests for earlier coordination and improved submittal quality; however, staff experience since implementation indicates that the benefits of mandatory meetings have been uneven due to differences in project readiness and submittal consistency.

Removing the mandatory requirement reflects an evaluation of current practices and allows the Community Development Department to adapt its procedures based on real-world outcomes. The amendment enables staff to continue offering pre-application coordination as a customer service tool where it adds value, while avoiding unnecessary procedural steps for straightforward projects. This approach aligns with the Comprehensive Plan's emphasis on responsive, efficient, and equitable service delivery.

The proposed amendment does not alter land use designations, development intensity, or policy direction. Instead, it refines internal procedures to better align with Comprehensive Plan policies related to effective government operations and continuous improvement, while continuing to support informed decision-making and quality development outcomes..

Staff finds this criterion has been met.

(B) Consistency with Zoning and Development Code Standards

The amendment is procedural in nature and does not modify any substantive zoning, development, or design standards. All application requirements, review criteria, and approval processes for major site plans, subdivisions, and planned developments remain unchanged.

Removing references to mandatory pre-application and optional general meetings improves internal consistency within the ZDC by eliminating provisions that regulate customer service practices rather than enforceable development standards. This clarification reduces confusion about what is required for a complete application and ensures that codified procedures align with how development review is administered in practice.

Staff finds this criterion has been met.

(C) Specific Reasons

The proposed Code Text Amendment shall meet at least one of the following specific reasons:

- a. To address trends in development or regulatory practices;
Not applicable.
- b. To expand, modify, or add requirements for development in general or to address specific development issues;
Not applicable.
- c. To add, modify or expand zone districts; or
Not applicable.

d. To clarify or modify procedures for processing development applications. The primary purpose of the proposed amendment is to clarify and modify procedural requirements related to development application processing. Making pre-application meetings optional allows staff to:

- Encourage early coordination where it provides clear value,
- Avoid unnecessary meetings for straightforward projects, and
- Focus staff resources on projects that would most benefit from early technical review.

Eliminating references to both pre-application and general meetings from the ZDC recognizes that these services are part of ongoing customer service efforts rather than regulatory checkpoints. This approach provides flexibility, improves efficiency, and maintains the Department's ability to offer guidance and coordination without embedding discretionary services in the code.

Staff finds this criterion has been met.

FINDING OF FACT AND RECOMMENDATION

After reviewing the proposed amendments, the following finding of fact has been made:

In accordance with Section 21.02.050(d) of the Grand Junction Zoning and Development Code, the proposed text amendments to Title 21 are consistent with the Comprehensive Plan and the Zoning & Development Code Standards and meet at least one of the specific reasons outlined.

The Planning Commission recommended approval of the request.

SUGGESTED MOTION:

I move to introduce and pass for publication in pamphlet form an ordinance amending Title 21 Zoning and Development Code of the Grand Junction Municipal Code, regarding pre-applications and general meetings, and set a public hearing for January 21, 2026.

Attachments

1. Exhibit 1. HACTF Recommendation No. 1a Pre-applications
2. Planning Commission Minutes - 2025 - Dec 23 - DRAFT
3. Exhibit 2. ORD-ZDC Amendment Preapps

HATF

Pre-Application Code Change Proposal

Pre-Application submittals are required in many instances where they are not needed or desired by the applicant and or the applicant's representative. Often time they offer little or no benefit to the applicant, but the submittals can be very expensive and time consuming if a significant benefit is not going to be achieved.

The desired outcome is for these submittals to be optional and when they are desired to have a minimal information check list with the opportunity for the applicant and the city to collaborate on any additional information to be submitted based on the individual project and applicant's specific needs.

Attached is a revised Preapplication form and check list that would take the place of the current form and check list. Suggested changes to the language in the code are shown below.

The option to not submit a Preapplication when it is not desired or beneficial will save between \$9,000.00 and \$15,000.00 on those projects. It will often also save 3 or more weeks of preparation and process time.

The next step would be for Staff to prepare a text amendment for review by Mark and I and then once it is approved by HATF to instruct Staff to proceed with the amendment process ASAP.

Pre-Application Meeting

Code section 21.02.030 (b) (2) (ii) Applicability; the text in this section should be amended to read "A Pre-Application Meeting is optional for all development applications"

Under this (ii) section, A, B and C should be deleted.

Under the (iii) section, (A) should be revised to read, "The applicant will provide the required items on the provided check list, additional information may be provided by the applicant if the applicant desires City review and comment on specific project proposals beyond the required items on the check list"

Under the (iii) section, (D) the word required should be changed to "submitted". The word "shall" appears twice in (D) and needs to be changed to "should".

Under the (iii) section, (D) the word required needs to change to "scheduled for current and updated review and comment"

GRAND JUNCTION PLANNING COMMISSION
December 23, 2025, 5:30 PM
MINUTES

The meeting of the Planning Commission was called to order at 5:34 p.m. by Chair Sandra Weckerly.

Those present were Planning Commissioners; Orin Zyvan, Robert Quintero, Ian Thomas (virtually), Gregg Palmer, and Keith Ehlers.

Also present were Jamie Beard (Assistant City Attorney), Tamra Allen (Community Development Director) Thomas Lloyd (Planning Manager), Daniella Acosta Stine (Principal Planner), and Madeline Robinson (Planning Technician).

There were 8 members of the public in attendance, and 0 virtually.

CONSENT AGENDA

1. Approval of Minutes

Minutes of Previous Meeting(s) from December 9, 2025.

Commissioner Palmer moved to approve the Consent Agenda.

Commissioner Quintero seconded; motion passed 6-0.

REGULAR AGENDA

2. Lucky Me Center - 29 Rd & Patterson Rd **RZN-2025-293**

Consider a request by Lucky Me Premises LLC, Property Owner, to rezone a total of 3.60 acres from MU-1 (Mixed-Use Neighborhood) and RM-12 (Residential Medium 12) to MU-2 (Mixed - Use Light Commercial), located at the northeast corner of the intersection of Patterson Road and 29 Road. - **This item to be moved to the January 13th, 2026 Planning Commission Hearing**

3. 377 & 379 29 Road Comprehensive Plan Amendment **CPA-2025-502**

Consider a request by Sunshine of Delta, Inc. for a Comprehensive Plan Amendment for approximately 3.72 acres from Residential High to Mixed Use located at 377 29 Road and 379 29 Road

Staff Presentation

Thomas Lloyd, Planning Manager, introduced exhibits on behalf of Senior Planner, Jenna Gorney, into the record and provided a presentation regarding the request.

Questions for Staff

No questions for staff from the commissioners.

Applicant John Moir, owner of Sunshine of Delta, made comment that staff did an excellent job and had nothing further to add. He was present to answer any questions.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 5:51 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Ehlers had a question for the applicant as to why the MU-1 zoning had not been looked at for the CPA. Planning Manager Lloyd made comment that MU-2 does allow for higher density and more flexibility with the commercial and retail uses.

Motion and Vote

Commissioner Quintero made the following motion “Madam Chair, on the Comprehensive Plan Amendment request for the property located at 377 and 379 29 Road, City file number CPA-2025-502, I move that the Planning Commission forward a recommendation of approval to City Council with the findings of fact as listed in the staff report.”

Commissioner Palmer seconded; motion passed 6-0.

4. 377 & 379 29 Road Rezone RZN-2025-503

Consider a request by Sunshine of Delta, Inc., for a Rezone of approximately 3.72 acres from Residential Medium 12 (RM-12) to Mixed-Use Light Commercial (MU-2) located at 377 and 379 29 Road

Staff Presentation

Thomas Lloyd, Planning Manager, introduced exhibits on behalf of Senior Planner, Jenna Gorney, into the record and provided a presentation regarding the request.

Questions for Staff

No questions for staff from the commissioners. No presentations or comment from the applicant either.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:09 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

No discussion occurred.

Motion and Vote

Commissioner Quintero made the following motion “Madam Chair, on the Rezone request for the property located at 377 and 379 29 Road, City File Number RZN-2025-503, I move that the Planning Commission forward a recommendation of conditional approval to City Council with the finding of fact as listed in the staff report.”

Commissioner Palmer seconded; motion passed 6-0.

5. Zoning Code Amendments

ZCA-2025-698

Consider a request to Amend Section 21.02.010(b)(3) pertaining to Planning Commissioner Terms

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

No questions from Commissioners for staff

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:15 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Palmer made comment that he believes in term limits, but commissioners are appointed by City Council where Council members are elected. Palmer supports this item.

Commissioner Thomas also made comments that he supports the item as well, and there are times when the commission struggles to find qualified individuals.

Commissioner Zyvan made comment that he approves of the gap between terms.

Motion and Vote

Commissioner Palmer made the following motion “Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-698, I move that the Packet Page 98 Planning Commission forward a recommendation of approval to City Council with the finding of fact listed in the staff report.”

Commissioner Quintero seconded; motion passed 6-0.

6. Zoning Code Amendments ZCA-2025-697

Consider an Ordinance Amending Sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) Regarding Application Outreach Meetings, Required Improvements, and Accessible Parking

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

Commissioner Zyvan had clarifying questions about how the city is complying with the State’s accessibility with EV charging.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:29 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Palmer wanted further clarification as to why staff wanted to make the changes brought forth with this item.

Motion and Vote

Commissioner Zyvan made the following motion “Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-697, excluding 21.05.020(q), I move that the Planning Commission forward a recommendation of approval to City Council with the finding of fact listed in the staff report.”

Commissioner Quintero seconded; motion passed 6-0.

7. Zoning Code Amendments ZCA-2025-699

Consider a request to amend sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) concerning Pre-Application Meetings

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

Commissioner Ehlers questioned the absolute striking of the criteria from the code, and what other services may still be available for applicants.

Commissioner Zyvan questioned the barriers applicants may endure with this elimination from code.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

Co-applicant Kevin Bray, had a presentation for the Commissioners.

Housing Task Force Member Mark Austin made comment to the commissioners of his support of removing Pre-Application meetings.

Commissioner Ehlers had questions about the checklist and its revisions. Community Development Director Tamra Allen made comment that the Pre-Application process would be voluntary now.

*The public comment period was closed at 7:05 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Zyvan approves of the variability for submittals.

Motion and Vote

Commissioner Quintero made the following motion "Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-699, I move that the Planning Commission forward a recommendation of approval to City Council with the findings of fact listed in the staff report."

Commissioner Palmer seconded; motion passed 6-0.

OTHER BUSINESS

Workshop will be occurring on January 8th

ADJOURNMENT

Commissioner Quintero made a motion to adjourn the meeting. Palmer seconded

The vote to adjourn was 6-0.

The meeting adjourned at 7:08 p.m.

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE GRAND JUNCTION MUNICIPAL CODE REGARDING
PRE-APPLICATIONS**

RECITALS:

By and with this Ordinance the City Council amends the Grand Junction Municipal Code (GJMC or Code) concerning terms limits of planning commissioners.

Title 21 of the GJMC provides that pre-applications are required as a prerequisite to application submittal for various application types. The city’s Housing Affordability Code Task Force has provided a recommendation that pre-applications should be voluntary and, when required, add additional costs to housing.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION, COLORADO:

The foregoing Recitals are incorporated and adopted, and in accordance with and pursuant to this Ordinance the Grand Junction City Council amends Title 21.02.010(b)(3) of the Grand Junction Municipal Code as follows (deletions ~~struck through~~; additions underlined):

§ 21.02.030(a) Summary Table of Commonly Applicable Procedures. (Delete Columns for General Meetings and Pre-Apps in Table 21.02-3, below)

Table 21.02-3: Summary Table of Commonly Applicable Procedures * = Optional check mark ✓ = Required Gray Box = Not Applicable PDIM = Proposed Development Information Meeting NCM = Neighborhood Comment Meeting						
Section	Procedure	General-Mtg	Pre-App-Mtg	Applic. Outreach Mtg	Public Notice	Public Hearing
	Detailed requirements in GJMC:	§ 21.02.030 (b)(1)	§ 21.02.030 (b)(2)	§ 21.02.030(c)	§ 21.02.030(g)	
Administrative Permits						
§ 21.02.040 (c)(2)(i)	Change of Use Permit					
§ 21.02.040(b)	Fence Permit					
§ 21.02.040 (c)(2)(ii)	Floodplain Development Permit					
§ 21.02.040(b)	Home Occupation Permit					

Table 21.02-3: Summary Table of Commonly Applicable Procedures * = Optional check mark ✓ = Required Gray Box = Not Applicable PDIM = Proposed Development Information Meeting NCM = Neighborhood Comment Meeting						
Section	Procedure	General Mtg	Pre-App Mtg	Applic. Outreach Mtg	Public Notice	Public Hearing
	Detailed requirements in GJMC:	§ 21.02.030 (b)(1)	§ 21.02.030 (b)(2)	§ 21.02.030(c)	§ 21.02.030(g)	
§ 21.02.040(b)	Planning Clearance and Building Permit					
§ 21.02.040 (c)(2)(iii)	Sign Permit					
§ 21.02.040(b)	Temporary Use Permit					
Administrative Approvals						
§ 21.02.040(d)	Administrative Adjustment	*	*			
§ 21.02.040(e)	Code Interpretation					
§ 21.02.040(f)	Comprehensive Plan Amendment, Administrative Changes	*	*			
§ 21.02.040(k)(5)	Final Plat	*	*		✓	
§ 21.02.040(g)	Group Living Processes	*	*	PDIM [3]		
§ 21.02.040(l)	Minor Subdivision	*	*		✓	
§ 21.02.040(k)(4)	Preliminary Subdivision Plan	*	✓	PDIM [2]	✓	
§ 21.02.040(b)	Revocable Permit, Director approval	*	*			
§ 21.02.040(i)	Sign Package	*	*			
§ 21.02.040(j)	Site Plan (Major)	*	✓ [1]		✓	
Applications Requiring a Public Hearing						
§ 21.02.050(e)	Annexation	*	*	NCM	✓	✓
§ 21.02.050(d)	Code Text Amendment	*	*	NCM	✓	✓
§ 21.02.050(e)	Comprehensive Plan Amendment (CPA), Non-Administrative	*	*	NCM	✓	✓
§ 21.02.050(f)	Conditional Use Permit (CUP)	*	*	NCM	✓	✓

Table 21.02-3: Summary Table of Commonly Applicable Procedures * = Optional check mark ✓ = Required Gray Box = Not Applicable PDIM = Proposed Development Information Meeting NCM = Neighborhood Comment Meeting						
Section	Procedure	General-Mtg	Pre-App-Mtg	Applic. Outreach Mtg	Public Notice	Public Hearing
	Detailed requirements in GJMC:	§ 21.02.030 (b)(1)	§ 21.02.030 (b)(2)	§ 21.02.030(c)	§ 21.02.030(g)	
§ 21.02.050(g)	Conditional Use and Special Dimensional Permit Amendment, Termination, or Revocation	*	*	NCM	✓	✓
§ 21.02.050(h)	Extended Temporary Use	*	*	NCM	✓	✓
§ 21.02.050(i)	Institutional and Civic Facility Master Plans	*	*	NCM	✓	✓
§ 21.02.050(j)	Planned Development	*	✓	NCM [4]	✓	✓
§ 21.02.050(k)	Rehearing and Appeal	*	*		✓	✓
§ 21.02.050(l)	Revocable Permit, City Council Approval	*	*		✓	✓
§ 21.02.050(m)	Rezoning	*	*	NCM	✓	✓
§ 21.02.050(n)	Special Dimensional Permit	*	*	NCM	✓	✓
§ 21.02.050(o)	Vacation of Plat	*	*	NCM	✓	✓
§ 21.02.050(p)	Vacation of Public Right-of-Way or Easement	*	*	NCM	✓	✓
§ 21.02.050(q)	Variance	*	*	NCM	✓	✓
§ 21.02.050(r)	Vested Property Rights	*	*		✓	✓
Historic Preservation						
§ 21.02.060	Historic Preservation Procedures	*	*		✓	✓

(a) ~~General and Pre-Application Meetings.~~

~~The purpose of General and Pre-Application Meetings is to provide an opportunity for the applicant and the City to discuss the development concept prior to the application submission for a project or permit.~~

(1) ~~General Meeting.~~

(i) ~~Purpose.~~

~~The purpose of a General Meeting is to allow an applicant to discuss a project concept with City staff to obtain general feedback and ideas.~~

~~(ii) — **Applicability.**~~

~~A General Meeting is optional for all development applications.~~

~~(iii) — **Procedure.**~~

~~(A) Based on the level of detail and information provided, the staff will give direction on the merits, procedures, and issues on a proposed project.~~

~~(B) A General Meeting is advisory only and does not constitute or effect approval of any aspect or item of an application.~~

~~(C) Applicants that participate in a General Meeting may still participate in a Pre-Application Meeting.~~

~~(2) — **Pre-Application Meeting.**~~

~~(i) — **Purpose.**~~

~~The purpose of a Pre-Application Meeting is to:~~

~~(A) Understand the proposed project and the applicant's specific objectives;~~

~~(B) Identify applicant time goals such as property closing dates, construction starts, and operation dates;~~

~~(C) Identify City approvals needed before any development starts;~~

~~(D) Identify documents, plans, drawings, fees, and process other materials necessary for a complete application;~~

~~(E) Identify significant issues; and~~

~~(F) Begin to familiarize the applicant with City requirements and this Code.~~

~~(ii) — **Applicability.**~~

~~A Pre-Application Meeting is required for the following application types and optional for all other development applications:~~

~~(A) Preliminary Subdivision Plan;~~

- ~~(B) Major Site Plan; and~~
- ~~(C) Planned Development.~~

~~(iii) _____ Procedure.~~

- ~~(A) The Director shall inform the applicant what information the applicant must supply at the time of application submittal to begin the assessment of the project. The Director shall list the requirements and all relevant information in the applicant's project file.~~
- ~~(B) Any information or discussions held at the Pre-Application Meeting shall not be binding on the City or the applicant. Discussions of potential conditions or commitments to mitigate impacts do not reflect actions by the decision-making body until and unless a decision-making body takes formal action to attach that condition or commitment to an approval.~~
- ~~(C) The City is not responsible for making or keeping a summary of the general topics discussed at the Pre-Application Meeting.~~
- ~~(D) Where a Pre-Application Meeting is required for a specific application type, the application shall be filed within one year of the meeting or a new meeting shall be required.~~

21.02.040(b)(1) Review Procedures for Administrative Applications.

Procedures for review and decision of administrative applications are established in GJMC § 21.02.030. They are summarized here for applicant convenience.

Administrative Applications			
Action		When Applicable	Described in Section
1	General Meeting or Pre-Application Meeting	Per Table 21.02-3	§ 21.02.030(b)
2	Application Submittal & Review	All Applications	§ 21.02.030(d) § 21.02.030(e)

3	Making changes to complete applications: Complete Applications with Changed Status	Individually, As Needed	§ 21.02.030(f)
4	Director Decision	All Applications	§ 21.02.030(h)
5	Post-Decision Actions	Individually, As Needed	§ 21.02.030(i)

21.02.040(c)(2)(i) Change of Use Permit.

Common Procedures for Administrative Permits	
1	General Meeting or Pre-Application Meeting Per Table 21.02-3
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

21.02.040(d)

Administrative Adjustment.

Common Procedures for Administrative Applications	
1	General Meeting or Pre-Application Meeting Per Table 21.02-3

§ 21.02.040

2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

21.02.040(e) Code Interpretation.

Common Procedures for Administrative Applications	
1	General Meeting or Pre-Application Meeting Per Table 21.02-3
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

21.02.040(f) Comprehensive Plan, Administrative Changes.

Common Procedures for Administrative Applications	
1	General Meeting or Pre-Application Meeting Per Table 21.02-3
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

21.02.040(i)

Sign Package.

Common Procedures for Administrative Applications	
1	General Meeting or Pre-Application Meeting Per Table 21.02-3
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

21.02.040(j)

Site Plan, Major and Minor.

Common Procedures for Administrative Applications	
1	General Meeting or Pre-Application Meeting Per Table 21.02-3
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

21.02.040(k)(4)

Preliminary Subdivision Plan.

Common Procedures for Administrative Applications	
1	General Meeting or Pre-Application Meeting Per Table 21.02-3
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

21.02.040(l)

Subdivision, Minor.

Common Procedures for Administrative Applications	
1	General Meeting or Pre-Application Meeting Per Table 21.02-3
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)

Common Procedures for Administrative Applications	
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

21.02.050(b)(1) Review Procedures for Major Development Applications.

Procedures for review and decision of major development applications are established in GJMC § 21.02.030. They are summarized here for applicant convenience.

Major Development Applications			
Action		When Applicable	Described in Section
1	General Meeting or Pre-Application Meeting	Per Table 21.02-3	§ 21.02.030(b)
2	Application Submittal & Review	All Applications	§ 21.02.030(d) § 21.02.030(e)
3	Complete Applications with Changed Status	Individually, As Needed	§ 21.02.030(f)
4	Public Notice	Determined by Specific Application Type	§ 21.02.030(g)
5	Planning Commission Recommendation or Decision	Determined by Specific Application Type	§ 21.02.030(h)

§ 21.02.050

Major Development Applications			
Action	When Applicable		Described in Section
6	City Council Decision	Determined by Specific Application Type	§ 21.02.030(h)
7	Post-Decision Actions	Individually, As Needed	§ 21.02.030(i)

21.02.050(d) Code Text Amendment.

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

21.02.050(e) Comprehensive Plan Amendment, Non-Administrative.

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)

1

Common Procedures for Major Development Applications	
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

2

21.02.050(f) Conditional Use Permit (CUP).

3

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

4

21.02.050(g) Conditional Use, Extended Temporary Use, and Special Dimensional Permit Amendment, Termination, or Revocation.

5

6

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

7

21.02.050(h) Extended Temporary Use Review.

8

Common Procedures for Major Development Applications	
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1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

9

10

11

21.02.050(i) Institutional and Civic Facility Master Plans.

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

12

13

14 § 21.02.050(j)(5)(ii)(C) Outline Development Plan (OSP). Purpose and Content. An applicant may
 15 file an ODP with a Final Development Plan (FDP) for all or a portion of the property, as
 16 determined by the Director at the Pre-Application Meeting.

17

18 § 21.02.050(j)(5)(iii)(C) Outline Development Plan (ODP). Review Procedures. An applicant may file an
 19 ODP with a final development plan for all or a portion of the property, as determined by the
 20 Director at the Pre-Application Meeting.

21

22

21.02.050(l) Revocable Permit.

23

Common Procedures for Administrative Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal and Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Director Decision § 21.02.030(h)
5	Post-Decision Actions § 21.02.030(i)

24 21.02.050(m)

Rezoning.

25

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

26 21.02.050(n)

Special Dimensional Permit.

27

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)

7	Post-Decision Actions § 21.02.030(i)
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28

21.02.050(o) Vacation of Plat.

29

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

30

21.02.050(p) Vacation of Public Right-of-Way or Easement.

31

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

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21.02.050(q) Variance.

33

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)

3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

34 21.02.050(r)

Vested Property Rights.

35

Common Procedures for Major Development Applications	
1	General Meeting or Pre-Application Meeting § 21.02.030(b)
2	Application Submittal & Review §§ 21.02.030(d) and 21.02.030(e)
3	Complete Applications with Changed Status § 21.02.030(f)
4	Public Notice § 21.02.030(g)
5	Planning Commission Recommendation or Decision § 21.02.030(h)
6	City Council Decision § 21.02.030(h)
7	Post-Decision Actions § 21.02.030(i)

36

37 § 21.04.030(e)(5)(xvii)(A)(a) Concealed and Nonconcealed Telecommunications Towers (Not
38 Including DAS or Broadcast Tower). **Procedure.**

39

40 A Pre-Application Meeting is required for a new telecommunications tower. A permit and a
41 Major Site Plan review shall be required for a new telecommunications tower. The permit
42 required may be an administrative permit or a Conditional Use Permit, depending upon the
43 zone district and/ or whether or not the site is a priority site on the Wireless Master Plan.

44

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46 The City Council hereby finds that this amendment of the Code are necessary and
47 further the interests of public health, safety and welfare.

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49 INTRODUCED on first reading on the 23rd day of December 2025 and ordered
50 published in pamphlet form.

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52 ADOPTED on second reading this ____ day of December 2025.

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Cody Kennedy
President of the City Council

ATTEST:

Selestina Sandoval
City Clerk

DRAFT



Grand Junction City Council

Regular Session

Item #2.a.iv.

Meeting Date: January 7, 2026
Presented By: City Council
Department: City Council
Submitted By: Selestina Sandoval

Information

SUBJECT:

Introduction of an Ordinance Setting the Interim City Attorney Salary and Setting a Public Hearing for January 21, 2026

RECOMMENDATION:

Approval of the ordinance on first reading and setting of the public hearing is recommended.

EXECUTIVE SUMMARY:

On January 7, 2026, by and with Resolution ___-26 the City Council appointed Jeremiah Boies as Interim City Attorney. Pursuant to GJMC the salary of the City Attorney is to be set by ordinance.

BACKGROUND OR DETAILED INFORMATION:

City Attorney John Shaver has retired after serving the City for 35 years. The City Council has appointed Jeremiah Boies as the Interim City Attorney. With this Ordinance, the salary of Interim City Attorney Jeremiah Boies shall be set at \$115.38 per hour (for an assumed 2080 hours for an annual amount of \$240,000) to compensate him for his service to the City of Grand Junction in accordance with the Charter and Ordinances of the City of Grand Junction, Colorado.

FISCAL IMPACT:

This expenditure is included in the adopted 2026 budget.

SUGGESTED MOTION:

I move to introduce an ordinance setting the Interim City Attorney's Salary and set the public hearing for January 21, 2026.

Attachments

1. AGR-Interim City Attorney 20251121
2. ORD-2026 Salary 20251107

INTERIM CITY ATTORNEY EMPLOYMENT AGREEMENT

CITY OF GRAND JUNCTION, COLORADO

Recitals

This Agreement ("Agreement") is made and entered into as of [Effective Date], by and between the City of Grand Junction, Colorado ("Employer" or "City") and Jeremiah J. Boies ("Employee" or "City Attorney").

Pursuant to the Grand Junction Charter, the City Council appoints the City Attorney. Such appointment may be on a permanent or temporary basis subject to satisfaction of the Charter prescribed qualifications and duties of the office. Employee represents, and the City Council finds, that, as of the Effective Date, Employee has the necessary qualifications and in accordance with the Agreement will perform the duties of the office.

Section 1: Term

This Agreement shall remain in full force and effect, with the Employee serving at the pleasure of the City Council, from the January 5, 2026 [Effective Date] until ended by the Employer or Employee as provided herein.

Section 2: Duties and Authority

Employer agrees to employ Employee as Interim City Attorney to perform the functions and duties specified in the U.S. and Colorado Constitutions, the City Charter and Ordinances of the City of Grand Junction, and to perform other legally permissible and proper duties and functions on the City's behalf.

Professional independence; client. The client is the City as an entity acting through authorized officials and bodies. Employee shall exercise independent professional judgment consistent with the Colorado Rules of Professional Conduct.

Full-time service; outside work. Employee shall devote full working time to City business and shall not engage in outside employment or private practice without prior written consent of the City Council.

Official records. All books, records, and papers of the office are City property and must be kept and delivered to a successor consistent with law.

Bond. No fidelity or other bond shall be required unless later required by ordinance or Council.

Section 3: Compensation

Employer agrees to pay Employee an annual Base Salary of \$240,000 ("Base Salary"). The City may increase Employee's salary at any time without an amendment or change to this Agreement.

The Employer agrees to pay to the Interim, during the term of this Agreement and in addition to the Compensation and benefits herein provided, the sum of \$100.00 per month for use of a personal vehicle for City business purposes. The auto allowance shall be in lieu of payment for mileage. The Employee shall be responsible for paying for liability, property damage and comprehensive insurance coverage and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, and repair of Employee's vehicle as the same may be applicable to usage for City business purposes.

Section 4: Health, Disability and Life Insurance Benefits

The Employer agrees to provide, and to pay the Employer's portion of the premiums for, health, dental, and vision insurance for the Employee and eligible dependents in a type and quality that is available to all other City employees.

The Employer agrees to provide, and to pay the Employer's portion of the premiums for, short-term and long-term disability coverage for the Employee in a type and quality that is available to all other City employees.

The Employer shall pay the premium for term life insurance with a death benefit of \$150,000.00 where the beneficiary shall be chosen by Employee.

Section 5: Leave

Employee shall retain all PTO accrued through his employment with the City. Employee shall accrue PTO at a bi-weekly rate of 10.769 hours with maximum accrual set by the Personnel Policy Manual. Employee may accrue unused PTO; upon any separation of employment (voluntary or involuntary), Employee shall be compensated for any unused PTO consistent with the Personnel Policy Manual.

Section 6: Retirement

401(a). The Employer shall enroll Employee in the City's 401(a) Executive Retirement Plan and contribute 9% of Employee's Base Salary, contingent upon an equal match by Employee.

457. In addition, the Employer shall enroll Employee in the City's 457 Plan and contribute 1% of Employee's Base Salary so long as Employee contributes 2%.

These contributions are in addition to the Employer's portion of Social Security/FICA, if applicable.

Section 7: Other Financial Consideration

Professional dues & memberships; Continuing Legal Education (CLE) and Colorado and Federal Bar admission. Employer shall consider, annually, budget for and pay (i) Colorado bar dues and mandatory CLE, and (ii) reasonable professional memberships and participation (*e.g.*, IMLA, Colorado Municipal League, and other relevant bodies) necessary for Employee's continued professional development and for the good of the Employer.

Training and travel. Employer shall consider and, as approved by Council, budget for and pay reasonable travel and subsistence for professional/official meetings and training.

Section 8: Termination

Employee works at the will of the Council and may be terminated from employment for any reason consistent with the Charter and law. If Employee is terminated for any reason other than for cause, Employee is entitled to return to his employment as an Assistant Attorney Position consistent with Section 8A. Employee is not entitled to return to Assistant Attorney if terminated for cause. For the purposes of this section, "for cause" means a violation of a provision within the Personnel Policy Manual.

Licensure. In addition to the foregoing, if Employee loses Colorado licensure or is suspended from the practice of law for a period that prevents lawful performance of the City Attorney's duties, the City may terminate for cause.

Section 8A: Interim Status and Re-appointment to Assistant City Attorney Upon Non-Appointment

Triggering events. If (i) the Council appoints another person as Interim City Attorney; or (ii) the Council elects not to appoint Employee as permanent City Attorney; then:

1. Employee shall return to the position of Assistant City Attorney for the City.
2. Placement terms. Upon appointment: (i) Classification—Assistant/Deputy City Attorney (or substantially equivalent) then in effect; (ii) Compensation—within the then-current pay range for the classification, Employee, at a minimum, shall return to the pay plan step Employee held prior to this Agreement plus one step addition for any year of service as Interim City Attorney; (iii) Benefits and service credit—those applicable to the classification, with continuous service credit back to the Effective Date of this Agreement; (iv) Employee's PTO accrual shall transfer with Employee.

Section 9: Hours of Work

Employee must devote substantial time outside normal office hours to City business and may establish an appropriate work schedule; however, attendance at meetings and accessibility to Council, the City Manager, and staff are required unless excused or in exigent circumstances. In all instances where Employee cannot attend meetings of the Council, Employee will arrange for another member of the City Attorney's Office to attend.

Section 10: Indemnification

The Employer shall defend, hold harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duties as City Attorney or resulting from the exercise of judgment or discretion in connection with the position, unless the act or omission involved willful or wanton conduct, to the extent allowed by law.

Legal representation provided by the Employer shall extend until a final determination of the legal action, including any appeals. The Employer shall indemnify Employee against all losses, damages, judgments, interest, settlements, fines, court costs, reasonable litigation expenses (including reasonable attorney's fees) and other liabilities incurred in connection with or resulting from any claim, action, suit, or proceeding arising out of or in connection with performance of duties, unless the act or omission involved willful or wanton conduct, to the extent allowed by law.

Section 15: Notices

Employer: Human Resources Director, with a copy to the City Attorney's Office, 250 N. 5th Street, Grand Junction, CO 81501.

Employee: Jeremiah J. Boies, 688 Poplar Ct., Grand Junction, CO 81507.

Notice shall be deemed given by personal service or deposit in the U.S. Mail, postage prepaid, addressed as above. Notice is effective on the date of personal service or the date of deposit with the Postal Service.

Section 16: General Provisions

Integration. This Agreement sets forth the entire understanding between Employer and Employee regarding employment as Interim City Attorney. Any prior discussions, representations, or agreements, whether oral or written, are merged into this Agreement. The Parties may amend any provision only by a writing signed by both Parties.

Binding effect. This Agreement shall be binding upon and inure to the benefit of Employer and Employee and their respective heirs, executors, administrators, successors, and permitted assigns.

Effective Date. The Effective Date of this Agreement is set forth in Section 1.

Severability. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect, and the invalid provision shall be reformed to the extent permitted by law to effectuate the Parties' intent.

Waiver. No waiver by either Party of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default.

Governing law. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado with venue in Mesa County.

Counterparts; electronic signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile or electronic signatures shall be deemed original signatures for all purposes.

Signatures

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

EMPLOYEE:

Jeremiah J. Boies

Signature: _____

Date: _____

EMPLOYER:

CITY OF GRAND JUNCTION, COLORADO

By: _____

Name: _____

Title: President of the City Council

Date: _____

Attest:

City Clerk

Date: _____

CITY OF GRAND JUNCTION

ORDINANCE NO.

AN ORDINANCE SETTING THE INTERIM CITY ATTORNEY SALARY

RECITALS.

On January 7, 2026, by and with Resolution __-26 the City Council appointed Jeremiah Boies as Interim City Attorney. Pursuant to GJMC the salary of the City Attorney is to be set by ordinance.

By and with this Ordinance the salary of Interim City Attorney Jeremiah Boies is and shall be set at \$115.38 per hour (for an assumed 2080 hours for an annual amount of \$240,000) to compensate him for his service to the City of Grand Junction in accordance with the Charter and Ordinances of the City of Grand Junction, Colorado.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION THAT:

- 1) The foregoing Recitals are incorporated by reference; and,
- 2) Pursuant to GJMC 2.08.015(b) the City Council does authorize the President of the City Council to take such action as is necessary or required, consistent with this Ordinance, to affect the same upon second reading and final passage by action of the City Council on the date appointed therefor, and further that the adoption hereof shall serve to amend as necessary or required Ordinance __ appropriating money to defray the expenses of and setting the 2026 budget for the City all as described and provided herein.

INTRODUCED AND ORDERED PUBLISHED IN PAMPHLET FORM this 7th day of January 2026.

PASSED AND ADOPTED AND ORDERED PUBLISHED IN PAMPHLET FORM this ____th day of January 2026.

Cody Kennedy
President of the City Council

Attest:

Selestina Sandoval
City Clerk



Grand Junction City Council

Regular Session

Item #2.b.i.

Meeting Date: January 7, 2026
Presented By: Daniella Acosta, Principal Planner
Department: Community Development
Submitted By: Daniella Acosta Stine, Principal Planner

Information

SUBJECT:

Introduction of an Ordinance Zoning the Fox Grove Annexation to Residential Medium 8 (RM-8), 4.88 acres located at 3071 E ½ Road, and Setting a Public Hearing for January 21, 2026

RECOMMENDATION:

The Planning Commission will hear this item at its January 13, 2026 meeting and will provide a recommendation in advance of City Council's public hearing on this request.

EXECUTIVE SUMMARY:

The applicant, Grand Junction Real Estate Investments, LLC, is requesting a zone of annexation to Residential Medium 8 (RM-8) zoned district for the Fox Grove Annexation. The 4.88 acres consists of one parcel of land located at 3071 E ½ Road. The subject property is occupied by a single-unit residence and several outbuildings.

The property is Annexable Development per the Persigo Agreement. Annexation is requested to allow for future development of a residential subdivision. The zone district of RM-8 is consistent with the Residential Medium land use category of the Comprehensive Plan. The request for annexation will be considered separately by City Council, but concurrently with the zoning request.

BACKGROUND OR DETAILED INFORMATION:

The applicant, Grand Junction Real Estate Investments, LLC, is requesting annexation of approximately 4.88 acres and establishment of a Zone of Annexation to Residential Medium 8 (RM-8) for the Fox Grove Subdivision. The subject property is located at 3071 E ½ Road in the Fruitvale area of Mesa County and consists of a single parcel of land currently developed with a single-unit residence and accessory structures. The property is presently zoned Residential Single Family – 4 (RSF-4) by Mesa County.

The subject property is eligible for annexation and is located within the City's designated growth area. Annexation is requested to allow for future residential development consistent with the Residential Medium land use designation in the One Grand Junction Comprehensive Plan. The request for annexation will be considered separately by City Council, but concurrently with the zone of annexation request.

The surrounding area is characterized primarily by established single-family residential development, with a mix of City and Mesa County zoning. Residential zoning is present to the north, east, and south, while commercial and mixed-use development occurs to the south along the Interstate 70 Business Loop. Public and institutional uses, including nearby parks and schools, are also located in the broader vicinity. The surrounding land use pattern reflects a transitioning area where residential infill is occurring adjacent to existing neighborhoods and services.

The property is served by Persigo sanitary sewer and Clifton Water District, and urban services are available or can be extended to the site. Access is provided from E ½ Road, which is classified as a Major Collector roadway and provides connectivity to the surrounding street network and nearby arterial routes. Transit service, emergency services, and public schools are available to the area, supporting annexation and future residential use.

Under the One Grand Junction Comprehensive Plan, the property is designated Residential Medium, which supports a range of housing types at moderate densities in areas with access to infrastructure, services, and transportation options. The site is located within Tier 2 (Suburban Infill) on the Growth and Intensification Tiers Map. Tier 2 areas are identified as appropriate for annexation and reinvestment where development can occur efficiently and compatibility with surrounding neighborhoods. Annexation of the subject property is not anticipated to result in immediate infrastructure impacts, and future development would represent infill consistent with the existing development pattern.

The Residential Medium 8 (RM-8) zone district is intended to accommodate a mix of attached and detached residential development at moderate density and is consistent with both the Comprehensive Plan designation and surrounding zoning. The site's location, availability of services, and proximity to established residential neighborhoods make it suitable for development under the RM-8 zone district.

In addition to the RM-8 zone district requested by the petitioner, Residential Medium 12 (RM-12), Public, Parks and Open Space (P-1), and Public, Civic, and Institutional Campus (P-2) would also implement the Comprehensive Plan land use designation of Residential Medium. While staff finds the requested RM-8 zone district appropriate, these alternative zones could likewise be considered for the property, depending on the desired development form and mix of uses.

NOTIFICATION REQUIREMENTS

In accordance with 21.02.030(c) of the Grand Junction Municipal Code (GJMC), a Neighborhood Comment Meeting regarding the proposed Annexation and Zoning was held at GJ Builders, located at 510 28 ¾ Road, Suite 200, on April 2, 2025. The applicants and their representative, City staff, and ten members of the public attended.

Notice was completed consistent with the provisions at GJMC 21.02.030(g). The subject properties were posted with an application sign on September 5, 2025. Mailed notice of the public hearings before Planning Commission and City Council in the form of notification cards was sent to surrounding property owners within 500 feet of the subject properties on January 2, 2026. The notice of the Planning Commission public hearing was published on January 3, 2026, in the Grand Junction Daily Sentinel

ANALYSIS

The criteria for review are set forth Section 21.02.050(m)(3)(ii) of the Zoning and Development Code, which provides that an applicant for rezoning has the burden of producing evidence that proves each of the following criteria:

(A) Consistency. The proposed zoning is generally consistent with applicable provisions of the Comprehensive Plan.

The proposed zone of annexation to Residential Medium 8 (RM-8) implements the following Plan principles, goals, and policies of the One Grand Junction Comprehensive Plan:

Plan Principle 3: Responsible and Managed Growth

- Goal 1: Support fiscally responsible growth and annexation policies that promote a compact pattern of growth and encourage the efficient use of land.
- Goal 2: Encourage infill and redevelopment to leverage existing infrastructure and public investment.

The Comprehensive Plan places a priority on directing growth to areas identified for infill and reinvestment to manage growth efficiently and reduce the need for expansion of public infrastructure. This principle supports annexation and development in locations where urban services are already available or can be provided in a cost-effective manner. The subject property is contiguous to the City limits, located within the City's designated growth area, and is served by existing water, sewer, transportation, emergency services, and transit infrastructure. Annexation and rezoning of the property allow for residential development consistent with the Plan's emphasis on compact growth patterns and efficient land use, while minimizing impacts to existing City services.

Intensification and Tiered Growth Plan

The subject property is located within Tier 2 (Suburban Infill) on the Comprehensive Plan's Intensification and Growth Tiers Map. Tier 2 areas are identified as appropriate

locations for annexation, new development, and redevelopment where properties are adjacent to the City limits and urban services are available. Development in Tier 2 is intended to occur in a manner that is compatible with existing neighborhoods while making efficient use of infrastructure investments. Annexation of the subject property supports these objectives by facilitating infill residential development within an established area, rather than extending development into outlying locations.

Future Land Use Consistency

The Comprehensive Plan designates the subject property as Residential Medium, which supports a mix of residential housing types at moderate densities, generally ranging from 5.5 to 12 dwelling units per acre. The RM-8 zone district is consistent with this designation and provides a regulatory framework that allows for a variety of housing types compatible with the surrounding residential context. The requested zone of annexation implements the Comprehensive Plan's land use designation and supports orderly residential development consistent with the surrounding neighborhood and long-term planning objectives.

Therefore, staff finds this criterion to be met.

(B) Development Patterns. The proposed zoning will result in logical and orderly development pattern(s).

The proposed zone of annexation to Residential Medium 8 (RM-8) will result in a logical and orderly development pattern by placing a medium-density residential zone in a location planned and functioning for residential use, supported by appropriate infrastructure and access.

The Comprehensive Plan identifies the subject property and surrounding area as Residential Medium, with higher-intensity commercial and mixed-use zoning concentrated south of E ¼ Road and along the Interstate 70 Business Loop. Rezoning the property to RM-8 reinforces this planned land use pattern by completing the Residential Medium area north of the commercial corridor, rather than extending non-residential or higher-intensity zoning into an established residential neighborhood.

The vicinity zoning map shows RM-8 zoning already established to the south and southwest, with lower-density residential zoning to the north and east. Applying RM-8 to the subject property creates continuity with existing City zoning, avoids isolated or inconsistent zoning districts, and allows future development to integrate logically with surrounding residential neighborhoods.

The site is accessed from E ½ Road, a designated Major Collector, and is served by existing transit routes. This transportation context supports moderate-density residential development and allows growth to occur within the existing street and transit network, rather than requiring new infrastructure extensions.

Based on the alignment of zoning, land use, and transportation patterns, staff finds that

the proposed RM-8 zone of annexation results in a logical, orderly, and planned development pattern consistent with the Comprehensive Plan

Therefore, staff finds that this criterion has been met.

(C) Benefits. The community or area, as decided by the reviewing body, derives an overall benefit(s) from the proposed zoning.

The proposed zone of annexation to Residential Medium 8 (RM-8) provides an overall benefit to the community by advancing the City’s Tiered Growth strategy under Plan Principle 3: Responsible and Managed Growth. The subject property is located within Tier 2 (Suburban Infill), where the Comprehensive Plan prioritizes development in locations that can efficiently utilize existing public facilities and services while maintaining adopted level of service targets.

Annexation and rezoning of the property allow future residential development to occur in an area already served by water, sewer, transportation, transit, and emergency services, thereby maximizing the use of existing infrastructure and minimizing the need for service expansion into outlying areas. This approach supports fiscally responsible growth and reduces long-term public service costs.

The RM-8 zone district implements the Residential Medium land use designation and enables residential infill development compatible with surrounding neighborhoods. Future development of the site will contribute to the City’s housing supply and property tax base while reinforcing orderly growth within the City’s growth boundary. Staff finds that the proposed zoning provides an overall benefit to the community consistent with the Comprehensive Plan’s Tiered Growth and infill development policies.

Therefore, staff finds that this criterion has been met.

FINDING OF FACT AND RECOMMENDATION

After reviewing the Fox Grove Annexation, ANX-2025-421, request for the property located at 3071 E 1/2 Road from Mesa County Residential Single Family - 4 District (RSF-4) to Residential Medium 8 (RM-8), the following finding of fact has been made:

- 1. The request has met the criteria identified in Section 21.02.050(m)(3)(ii) of the Zoning and Development Code.

The Planning Commission will hear this item at its January 13, 2026, regular meeting. The recommendation will be forwarded to the City Council with the second reading of this ordinance.

FISCAL IMPACT:

There is no fiscal impact for this item.

SUGGESTED MOTION:

I move to introduce an ordinance zoning the Fox Grove Annexation, 4.88 acres located at 3071 E 1/2 Road, to Residential Medium 8 (RM-8), and set a public hearing for January 21, 2026.

Attachments

- 1. Development Application
- 2. Schedule and Summary Table
- 3. Plat Map - Fox Grove Annexation No. 1
- 4. Plat Map - Fox Grove Annexation No. 2
- 5. Site Maps
- 6. Zone of Annexation Ordinance

Development Application

We, the undersigned, being the owner's of the property adjacent to or situated in the City of Grand Junction, Mesa County, State of Colorado, as described herein do petition this:

Petition For:

Please fill in blanks below **only** for Zone of Annexation, Rezones, and Comprehensive Plan Amendments:

Existing Land Use Designation <input type="text" value="Residential"/>	Existing Zoning <input type="text" value="County RSF-4"/>
Proposed Land Use Designation <input type="text" value="Residential"/>	Proposed Zoning <input type="text" value="RM-8"/>

Property Information

Site Location: Site Acreage:

Site Tax No(s): Site Zoning:

Project Description:

Property Owner Information

Name:

Street Address:

City/State/Zip:

Business Phone #:

E-Mail:

Fax #:

Contact Person:

Contact Phone #:

Applicant Information

Name:

Street Address:

City/State/Zip:

Business Phone #:

E-Mail:

Fax #:

Contact Person:

Contact Phone #:

Representative Information

Name:

Street Address:

City/State/Zip:

Business Phone #:

E-Mail:

Fax #:

Contact Person:

Contact Phone #:

NOTE: Legal property owner is owner of record on date of submittal.

We hereby acknowledge that we have familiarized ourselves with the rules and regulations with respect to the preparation of this submittal, that the foregoing information is true and complete to the best of our knowledge, and that we assume the responsibility to monitor the status of the application and the review comments. We recognize that we or our representative(s) must be present at all required hearings. In the event that the petitioner is not represented, the item may be dropped from the agenda and an additional fee may be charged to cover rescheduling expenses before it can again be placed on the agenda.

Signature of Person Completing the Application Digitally signed by Tom Logue Date: 2025.09.01 11:16:15 -06'00' Date

Signature of Legal Property Owner Date

**FOX GROVE ANNEXATION
PETITION FOR ANNEXATION**

WE THE UNDERSIGNED do hereby petition the City Council of the City of Grand Junction, State of Colorado, to annex the following described parcels to the said City:

GENERAL LOCATION: 3071 E ½ Road, Mesa County, Colorado
TAX ID: 2943-094-00-186

That part of the Southeast Quarter of Section 9, Township 1 South, Range 1 East of the Ute Meridian, being more particularly described as follows:

Beginning at a point on the North line of said Southeast Quarter, from which the Northwest Corner of said Southeast Quarter bears West 867.00 feet; Thence South 968.97 feet to the Northerly right-of-way line of County Road "E¼"; Thence along said right-of-way line N73°01'09"E, 236.83 feet; Thence North 899.80 feet to the North line of said Southeast Quarter; Thence along said north line West 226.50 feet to the Point of Beginning, County of Mesa, State of Colorado.

This foregoing description describes the parcels; the perimeter boundary description, for purposes of the Annexation Act, is shown on the attached "Perimeter Boundary Legal Description, Fox Grove Annexation."

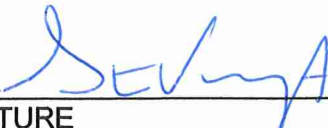
As grounds therefore, the petitioner respectfully state that annexation to the City of Grand Junction, Colorado is both necessary and desirable and that the said territory is eligible for annexation in that the provisions of the Municipal Annexation Act of 1965, Sections 31-12-104 and 31-12-105 CRS 1973 have been met.

This petition is accompanied by four copies of a map or plat of the said territory, showing its boundary and its relation to established city limit lines, and said map is prepared upon a material suitable for filing.

Your petitioners further state that they are the owners of more than fifty percent of the area of such territory to be annexed, exclusive of streets and alleys; that the mailing address of the signer and the date of signature are set forth hereafter opposite the name of the signer, and that the legal description of the property owned by the signer of said petition is attached hereto.

WHEREFORE, these petitioners pray that this petition be accepted and that the said annexation be approved and accepted by ordinance. These petitioners by his/her/their signature(s) acknowledge, understand and agree that if any development application concerning the property which is the subject hereof is denied, discontinued or disapproved, in whole or in part, that the annexation of the property to the City of Grand Junction shall proceed.

Steve Voytilla, Manager
NAME, TITLE


SIGNATURE

PO Box 3467, Grand Junction, CO 81502
ADDRESS

12-9-25
DATE

STATE OF Colorado SS
COUNTY OF Mesa

AFFIDAVIT

Kerry Graves, of lawful age, being first duly sworn, upon oath, deposes and says:

That he is the circulator of the forgoing petition:

That each signature on the said petition is the signature of the person whose name it purports to be.

Kerry Graves

Subscribed and sworn to before me this 9th day of December, 2025.

Witness my hand and official seal.

KERRY GRAVES
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20214013283
MY COMMISSION EXPIRES 04/04/2029

Kerry Graves
Notary Public

250 N 5th St
Address

My commission expires: 4/4/2029

May 23, 2023

To Whom It May Concern, this letter will serve as confirmation that the Statement of Authority for Grand Junction Real Estate Investments, LLC dated May 28, 2020 at Reception No 2925838 is valid and current.



Steve Voytilla, Manager

WHEN RECORDED **STEVE VOYTILLA AND MARNIE VOYTILLA**
RETURN TO: **PO BOX 3467**
GRAND JUNCTION, GRAND JUNCTION, CO 81502



STATEMENT OF AUTHORITY
(§38-30-172, C.R.S.)

1. This Statement of Authority relates to an entity¹ named
GRAND JUNCTION REAL ESTATE INVESTMENTS, LLC, A COLORADO LIMITED LIABILITY COMPANY
2. The type of entity is a:

<input type="checkbox"/> Corporation	<input type="checkbox"/> Registered Limited Liability Partnership
<input type="checkbox"/> Nonprofit Corporation	<input type="checkbox"/> Registered Limited Liability Limited Partnership
<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Partnership Association
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Government or Governmental Subdivision or Agency
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Trust
<input type="checkbox"/>	
3. The entity is formed under the laws of **Colorado**
4. The mailing address for the entity is **PO BOX 2467, GRAND JUNCTION, CO 81502**
5. The name position of each person authorized to execute instruments conveying, encumbering or otherwise affecting title to real property on behalf of the entity is **STEVE VOYTILLA, AS MANAGER**
6. The authority of the foregoing person(s) to bind the entity: is² not limited is limited as follows: None
7. Other matters concerning the manner in which the entity deals with interests in real property: None
8. This Statement of Authority is executed on behalf of the entity pursuant to the provisions of §38-30-172, C.R.S. ³
9. This Statement of Authority amends and supersedes in all respects any and all prior dated Statements of Authority executed on behalf of the entity.

(Signature and Notary Acknowledgement on Second Page)

¹This form should not be used unless the entity is capable of holding title to real property.

²The absence of any limitation shall be prima facie evidence that no such limitation exists.

³The statement of authority must be recorded to obtain the benefits of the statute.



ALTA COMMITMENT
Old Republic National Title Insurance Company
Schedule B, Part I
(Requirements)

Order Number: GJL65053998-3

All of the following Requirements must be met:

This proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.

Pay the agreed amount for the estate or interest to be insured.

Pay the premiums, fees, and charges for the Policy to the Company.

Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.

1. (THIS ITEM WAS INTENTIONALLY DELETED)

2. (THIS ITEM WAS INTENTIONALLY DELETED)

3. (THIS ITEM WAS INTENTIONALLY DELETED)

4. WRITTEN CONFIRMATION THAT THE INFORMATION CONTAINED IN STATEMENT OF AUTHORITY FOR GRAND JUNCTION REAL ESTATE INVESTMENTS, LLC RECORDED MAY 28, 2020 UNDER RECEPTION NO. 2925838 IS CURRENT.

NOTE: SAID INSTRUMENT DISCLOSES STEVE VOYTILLA AS THE MANAGER AUTHORIZED TO EXECUTE INSTRUMENTS CONVEYING, ENCUMBERING OR OTHERWISE AFFECTING TITLE TO REAL PROPERTY ON BEHALF OF SAID ENTITY. IF THIS INFORMATION IS NOT ACCURATE, A CURRENT STATEMENT OF AUTHORITY MUST BE RECORDED.

5. DEED OF TRUST FROM GRAND JUNCTION REAL ESTATE INVESTMENTS, LLC, A COLORADO LIMITED LIABILITY COMPANY, TO THE PUBLIC TRUSTEE OF MESA COUNTY FOR THE USE OF ALPINE BANK TO SECURE THE SUM OF \$2,000,000.00.

OWNERSHIP STATEMENT - CORPORATION OR LIMITED LIABILITY COMPANY

(a) Grand Junction Real Estate Investments, LLQ("Entity") is the owner of the following property:

(b) See Attached

A copy of the deed(s) evidencing the owner's interest in the property is attached. Any documents conveying any interest in the property to someone else by the owner are also attached.

I am the (c) Manager for the Entity. I have the legal authority to bind the Entity regarding obligations and this property. I have attached the most recent recorded Statement of Authority of the Entity.

My legal authority to bind the Entity both financially and concerning this property is unlimited.

My legal authority to bind the Entity financially and/or concerning this property is limited as follows:

[Empty box for limited authority details]

The Entity is the sole owner of the property.

The Entity owns the property with other(s). The other owners of the property are:

[Empty box for other owners]

On behalf of Entity, I have reviewed the application for the (d) Fox Grove Subdivision

I have the following knowledge or evidence of a possible boundary conflict affecting the property:

(e) NONE

I understand the continuing duty of the Entity to inform the City planner of any changes regarding my authority to bind the Entity and/or regarding ownership, easement, right-of-way, encroachment, lienholder and any other interest in the land.

I swear under penalty of perjury that the information in this Ownership Statement is true, complete and correct.

Signature of Entity representative: [Signature]

Printed name of person signing: Steve Voytilla, Manager

State of Colorado)

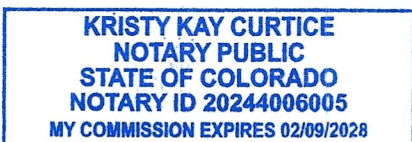
County of Mesa) ss.

Subscribed and sworn to before me on this 2nd day of September, 2025

by Steve Voytilla Manager, Grand Junction Real Estate, LLC.

Witness my hand and seal.

My Notary Commission expires on ~~2/28/28~~ 2/9/28



[Signature]
Notary Public Signature

**PERSONAL REPRESENTATIVE'S DEED
(Sale)**

THIS DEED is dated August 29, 2025, and is made between Diane Kay Dittrick, the "Grantor," as Personal Representative of the Estate of Ralph William Martin a/k/a Ralph W. Martin a/k/a Ralph Martin, deceased, and Grand Junction Real Estate Investments, LLC, a Colorado limited liability company, the "Grantee," whose address is P.O. Box 3467, Grand Junction, CO 81502, of the County of Mesa, State of Colorado. dv

WHEREAS, the decedent died on the date of May 8, 2021, and Grantor was duly appointed Personal Representative of said estate by the District Court in and for the County of Mesa, State of Colorado, Probate No. 2021PR30286, on the date of September 7, 2021, and is now qualified and acting in said capacity;

NOW THEREFORE, pursuant to the powers conferred upon Grantor by the Colorado Probate Code, Grantor does hereby sell and convey unto Grantee, for and in consideration of Four Hundred Thirty Thousand Dollars, (\$430,000.00), the following described real property situate in the County of Mesa, State of Colorado:

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

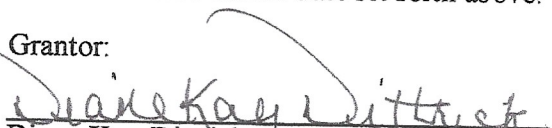
BEGINNING AT A POINT ON THE NORTH LINE OF SAID SOUTHEAST QUARTER, FROM WHICH THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER BEARS WEST 867.00 FEET;
THENCE SOUTH 968.97 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF COUNTY ROAD "E 1/4";
THENCE ALONG SAID RIGHT-OF-WAY LINE N73°01'09"E 236.83 FEET;
THENCE NORTH 899.80 FEET TO THE NORTH LINE OF SAID SOUTHEAST QUARTER;
THENCE ALONG SAID NORTH LINE WEST 226.50 FEET TO THE POINT OF BEGINNING,

COUNTY OF MESA, STATE OF COLORADO.

also known by street and number as: 3071 E 1/2 Road, Grand Junction, CO 81504,
as Mesa County parcel number 2943-094-00-186,
with the hereditaments and appurtenances.

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

Grantor:



Diane Kay Dittrick, Personal Representative
of the Estate of Ralph William Martin a/k/a
Ralph W. Martin a/k/a Ralph Martin,
Deceased

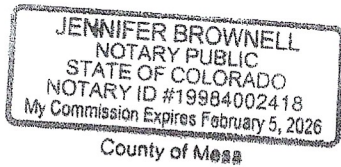


STATE OF COLORADO)
) ss.
County of MESA)

The foregoing instrument was acknowledged before me this 29th day of August, 2025, by Diane Kay Dittrick, as Personal Representative of the Estate of Ralph William Martin a/k/a Ralph W. Martin a/k/a Ralph Martin, Deceased.

Witness my hand and official seal,
My commission expires: 2/5/26


Notary Public



LEGAL DESCRIPTION

That part of the Southeast Quarter of Section 9, Township 1 South, Range 1 East of the Ute Meridian, being more particularly described as follows:

Beginning at a point on the North line of said Southeast Quarter, from which the Northwest Corner of said Southeast Quarter bears West 867.00 feet; Thence South 968.97 feet to the Northerly right-of-way line of County Road "E¼"; Thence along said right-of-way line N73°01'09"E, 236.83 feet; Thence North 899.80 feet to the North line of said Southeast Quarter; Thence along said north line West 226.50 feet to the Point of Beginning,

County of Mesa, State of Colorado

**PERSONAL REPRESENTATIVE'S DEED
(Sale)**

THIS DEED is dated August 29, 2025, and is made between Diane Kay Dittrick, the "Grantor," as Personal Representative of the Estate of Ralph William Martin a/k/a Ralph W. Martin a/k/a Ralph Martin, deceased, and Grand Junction Real Estate Investments, LLC, a Colorado limited liability company, the "Grantee," whose address is P.O. Box 3467, Grand Junction, CO 81502, of the County of Mesa, State of Colorado. dv

WHEREAS, the decedent died on the date of May 8, 2021, and Grantor was duly appointed Personal Representative of said estate by the District Court in and for the County of Mesa, State of Colorado, Probate No. 2021PR30286, on the date of September 7, 2021, and is now qualified and acting in said capacity;

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THAT PART OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

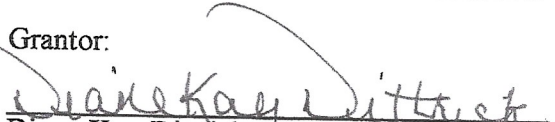
BEGINNING AT A POINT ON THE NORTH LINE OF SAID SOUTHEAST QUARTER, FROM WHICH THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER BEARS WEST 867.00 FEET;
THENCE SOUTH 968.97 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF COUNTY ROAD "E 1/4";
THENCE ALONG SAID RIGHT-OF-WAY LINE N73°01'09"E 236.83 FEET;
THENCE NORTH 899.80 FEET TO THE NORTH LINE OF SAID SOUTHEAST QUARTER;
THENCE ALONG SAID NORTH LINE WEST 226.50 FEET TO THE POINT OF BEGINNING,

COUNTY OF MESA, STATE OF COLORADO.

also known by street and number as: 3071 E 1/2 Road, Grand Junction, CO 81504,
as Mesa County parcel number 2943-094-00-186,
with the hereditaments and appurtenances.

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

Grantor:

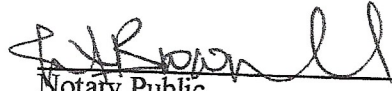

Diane Kay Dittrick, Personal Representative
of the Estate of Ralph William Martin a/k/a
Ralph W. Martin a/k/a Ralph Martin,
Deceased

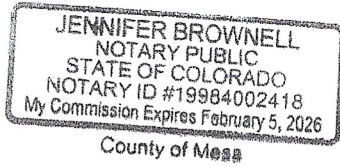


STATE OF COLORADO)
) ss.
County of MESA)

The foregoing instrument was acknowledged before me this 29th day of August, 2025, by Diane Kay Dittrick, as Personal Representative of the Estate of Ralph William Martin a/k/a Ralph W. Martin a/k/a Ralph Martin, Deceased.

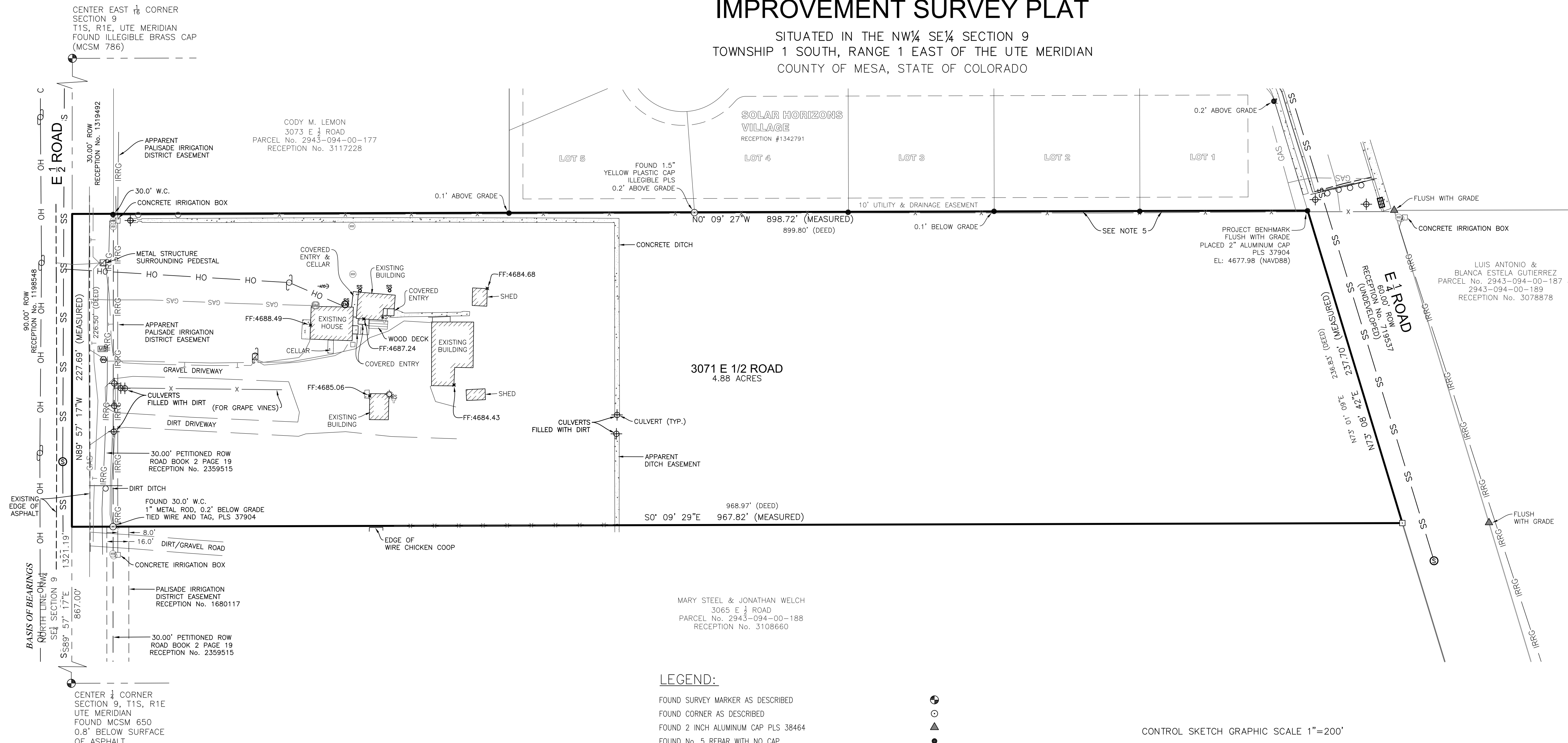
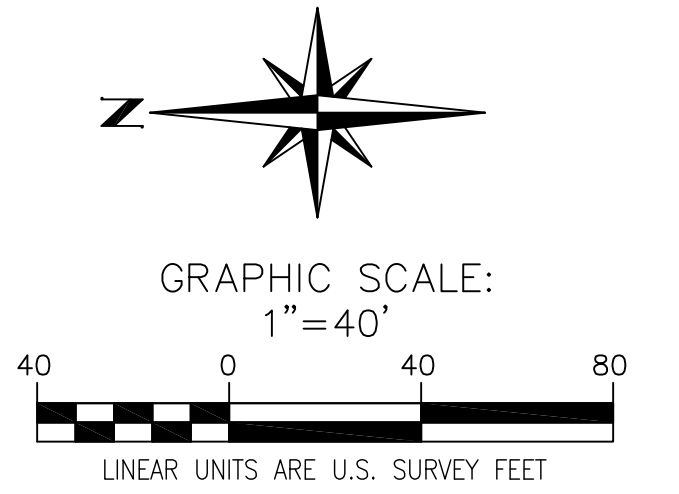
Witness my hand and official seal,
My commission expires: 2/5/26


Notary Public



IMPROVEMENT SURVEY PLAT

SITUATED IN THE NW¼ SE¼ SECTION 9
TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE MERIDIAN
COUNTY OF MESA, STATE OF COLORADO

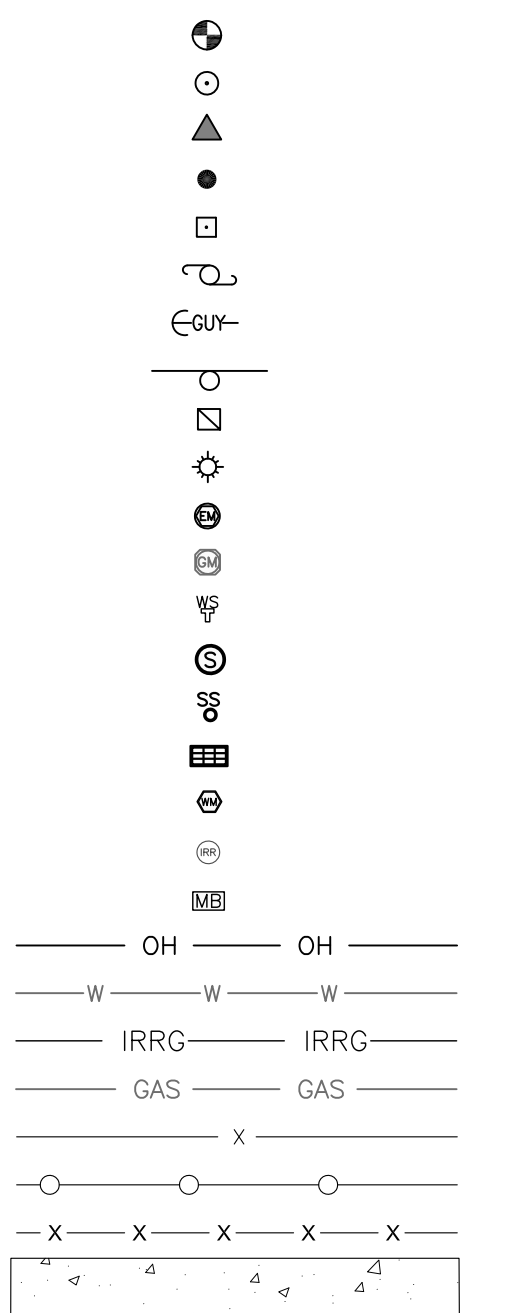


ABBREVIATIONS:

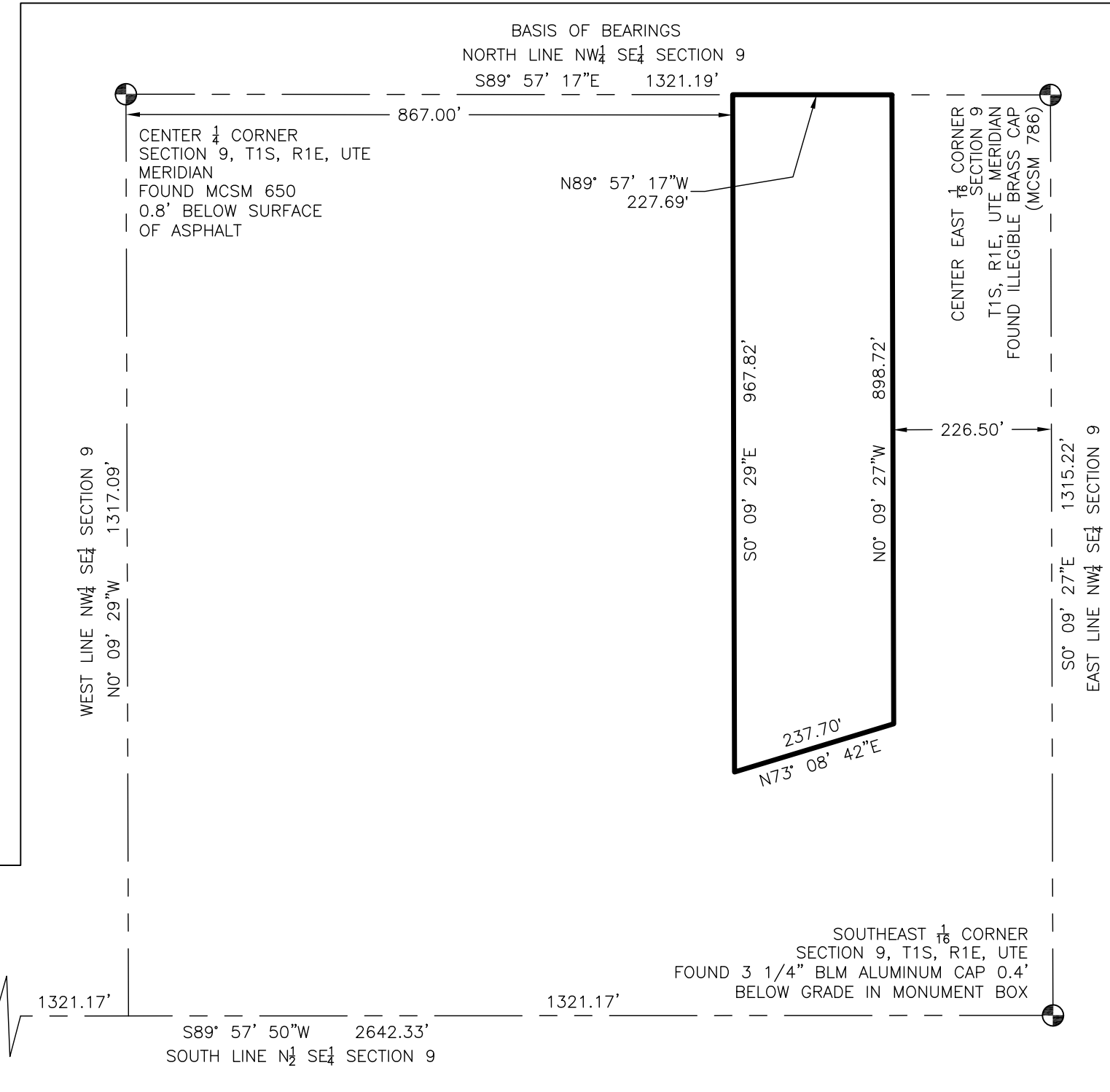
N	NORTH
S	SOUTH
E	EAST
W	WEST
T	TOWNSHIP
R	RANGE
MCSM	MESA COUNTY SURVEY MARKER
ROW	RIGHT OF WAY
SIMS	SURVEY INFORMATION MANAGEMENT SYSTEM
PLS	PROFESSIONAL LAND SURVEYOR
No.	NUMBER
GPS	GLOBAL POSITIONING SYSTEM
ID	IDENTIFICATION
SQ	SQUARE
FT	FEET
AVE.	AVENUE
ST.	STREET
CT.	COURT
LN.	LANE
DR.	DRIVE
U.S.	UNITED STATES
L.C.E.	LIMITED COMMON ELEMENT
P.O.C.	POINT OF COMMENCEMENT
P.O.B.	POINT OF BEGINNING
W.C.	WITNESS CORNER
FF	FINISH FLOOR ELEVATION

LEGEND:

- FOUND SURVEY MARKER AS DESCRIBED
- FOUND CORNER AS DESCRIBED
- FOUND 2 INCH ALUMINUM CAP PLS 38464
- FOUND No. 5 REBAR WITH NO CAP
- SET No. 5 REBAR WITH 2 INCH ALUMINUM CAP PLS 37904
- EXISTING UTILITY POLE
- EXISTING GUY WIRE
- EXISTING SIGN
- EXISTING UTILITY PEDESTAL
- EXISTING LIGHT POLE
- EXISTING ELECTRIC METER
- EXISTING GAS METER
- EXISTING WATER SPIGOT
- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER CLEANOUT
- EXISTING STORM INLET
- EXISTING WATER METER
- EXISTING IRRIGATION FEATURE
- EXISTING MAILBOX
- EXISTING OVERHEAD UTILITY LINE
- EXISTING UNDERGROUND WATER LINE
- EXISTING UNDERGROUND IRRIGATION LINE
- EXISTING UNDERGROUND GAS LINE
- EXISTING BARB WIRE FENCE LINE
- EXISTING WOOD FENCE LINE
- EXISTING T-POST ELECTRIC FENCE
- EXISTING CONCRETE



CONTROL SKETCH GRAPHIC SCALE 1"=200'



NOTES

- OWNERSHIP, RECORDED RIGHTS-OF-WAY, AND EASEMENT INFORMATION WAS DONE USING A CURRENT TITLE POLICY PROVIDED BY LAND TITLE GUARANTEE COMPANY, ORDER NUMBER: GJR65060495.
- BEARINGS ARE BASED ON THE NORTH LINE OF NW¼ SE¼ SECTION 9, TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE MERIDIAN. THE VALUE USED S89°57'17"E, WAS CALCULATED USING THE MESA COUNTY LOCAL COORDINATE SYSTEM. MESA COUNTY SURVEY MARKERS WERE FOUND AT THE EAST AND WEST ENDS OF SAID LINE AS SHOWN HEREON.
- ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVERED SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
- THIS IMPROVEMENT SURVEY IS BASED ON THE DEED AS RECORDED AT RECEPTION NUMBER 2093666, OF THE MESA COUNTY RECORDS.
- THE EAST AND WEST LINES OF THE SUBJECT PROPERTY ARE DESCRIBED BY CARDINAL BEARINGS WITHIN THE DEED CITED IN NOTE 4. AFTER EXAMINING THE SURROUNDING DEEDS, PLATS, NEARBY WORK PERFORMED BY OTHER LAND SURVEYORS, AND FOUND MONUMENTS SHOWN HEREON, IT APPEARS THAT SAID LINES ARE INTENDED TO BE PARALLEL WITH THE EAST AND WEST LINES OF THE NW¼ SE¼ OF SECTION 9, TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE MERIDIAN. IT IS ALSO WORTH NOTING THAT WHEN LAND WITHIN THE NW¼ SE¼ WAS DIVIDED INTO PIECES, IT WAS DONE SO WITH THE WIDTH OF SAID NW¼ SE¼ BEING CONSIDERED 1320 FEET. THIS IS EVIDENT WHEN THE WIDTH OF THE PLAT TO THE EAST (226.50 FEET) IS ADDED TO THE DEED EAST LINE DISTANCE OF THE SUBJECT PROPERTY FROM THE CENTER ¼ CORNER (1093.50 FEET). THIS SUM IS 1320 FEET. THIS SUGGESTS NO DISCREPANCY WAS INTENDED ALONG THE EAST SIDE OF THE SUBJECT PROPERTY. THE DEED RECORDED AT RECEPTION NUMBER 1000017 DESCRIBES THE ADJOINING PROPERTY TO THE EAST WHEN IT WAS PART OF A LARGER PARCEL OF LAND. ITS WEST LINE BEING THE LINE FALLING 226.50 FEET FROM THE EAST LINE OF THE NW¼ SE¼. AS THE WIDTH OF THE NW¼ SE¼ IS JUST OVER 1321 FEET, AND THE LOCATION OF THE EAST ADJOINERS SAID WEST LINE HAS LONG BEEN HELD, SAID WEST LINE IS BEING HELD AS BEING IN COMMON WITH THE SUBJECT PROPERTIES EAST LINE. THIS COUPLED WITH THE MONUMENTED LOCATION OF E ½ ROAD, IS WHY DEED VERSUS MEASURED BEARINGS AND DISTANCES ARE SHOWN HEREON.

LEGAL DESCRIPTION:

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE NORTH LINE OF SAID SOUTHEAST QUARTER, FROM WHICH THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER BEARS WEST 867.00 FEET;
THENCE SOUTH 968.97 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF COUNTY ROAD "E";
THENCE ALONG SAID RIGHT-OF-WAY LINE N73°01'09"E 236.83 FEET;
THENCE NORTH 899.80 FEET TO THE NORTH LINE OF SAID SOUTHEAST QUARTER;
THENCE ALONG SAID NORTH LINE WEST 226.50 FEET TO THE POINT OF BEGINNING,
COUNTY OF MESA, STATE OF COLORADO.
Said parcel contains 4.88 ACRES.

SURVEYOR'S CERTIFICATION:

I, Patrick W. Click, a registered Professional Land Surveyor in the State of Colorado, do hereby certify that this Plat represents a field survey completed by me and / or under my direct supervision and responsible charge. Both conform to the standards of practice, statutes and laws of the State of Colorado to the best of my knowledge and belief. This statement is not a guaranty or warranty, either expressed or implied.



COLORADO REGISTERED LAND SURVEYOR PLS #37904

IMPROVEMENT SURVEY PLAT
GRAND JUNCTION REAL ESTATE INVESTMENTS LLC
SITUATED IN THE NW¼ SE¼ SECTION 9
TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE MERIDIAN
COUNTY OF MESA, STATE OF COLORADO

JOB #: 2025-073 FIELD WORK: JM DRAWN BY: PC/JW
DATE: 9/25/25 DRAWING NAME: 3071 E 1/2 ROAD CHECKED BY: PC

POLARIS SURVEYING
PATRICK W. CLICK P.L.S. 3194 MESA AVE. #B
GRAND JUNCTION, CO 81504
PHONE (970)434-7038

FOX GROVE SUBDIVISION
Annexation and Development Application Requests
**NEIGHBORHOOD COMMENT and
DEVELOPMENT INFORMATION MEETING**
April 3, 2025

A neighborhood meeting to discuss the pending Annexation and Development Application request was held at 5:30 p.m. on April 2, 2025 at the office of GJ Builders at 510 28 ¾ Road, Suite 200.

In addition to the applicant their representative and a planning department staff member, ten neighbors out of the approximately 70 that were notified of the meeting attended. An attendance roster of those who signed in is attached.

An overview of the proposed development and the City's approval process was presented by the owner's representative and the staff planner. The meeting lasted about 45 minutes.

Topics specific to development proposal discussed mainly included:

- The architectural style and character of the proposed dwellings.
- Maximum building heights.
- Price point of the proposed dwellings.
- Perimeter boundary fencing.
- Future road extensions into existing nearby subdivisions.
- Development schedule and City approval processing.
- Proposed future E ½ Road and E ¼ Road improvements.

One neighbor submitted written comments that are also attached.

Respectfully submitted,

Steve Voytilla, Manager
Grand Junction Real Estate Investments, LLC.
PO Box 3467, Grand Junction, CO 81502

Attachments: Attendance Roster
Brinkmann and Apple Correspondence

Mr. Charles Erik Brinkmann
Ms Joni Brinkmann
3060 E ½ Road
Fruitvale, Colorado 81504
Ms. Dorothy Apple
3066 E ½ Road
Fruitvale, Colorado 81504
info@cblle.org
970-903-9131

Wednesday, 4/2/2025

Mr. Timothy Lehrbach
Senior Planner
City of Grand Junction
250 N. 5th Street
Grand Junction, CO 81501

Mr. Steve Voytilla
Owner/Applicant of Fox Grove Subdivision
P.O. Box 3467
Grand Junction, CO 81502

Mr. Tom Logue
Project Manager, Land Development Consultant
537 Fruitwood Drive
Grand Junction, CO 81504

Dear Mr. Timothy Lehrbach, Mr. Steve Voytilla, Mr. Tom Logue,

We hope this letter finds you well. We are writing in consideration of the proposed Fox Grove Subdivision development and the plans for single-family homes within the area. We find your proposal to be interesting, and we are pleased to see that single-family homes are being prioritized for the neighborhood. However, we would like to raise some concerns and suggest modifications to the current conceptualization to better suit the neighborhood's existing character and the challenges posed by traffic in the area.

Regarding the conceptualized home land density of 4,150+ square footage as proposed for lots 15-26, we are concerned that this density could result in a neighborhood feel similar to that found on 32 1/8 Road, Clifton Village South (e.g., 532 32 1/8 Road). Navigating this area is challenging, e.g. especially with my subcompact car, and it can be daunting for larger vehicles; such as commonly owned full-size pickup trucks. The street-side parking along this area further exacerbates this challenge, making it difficult for vehicles to pass through.

On the other hand, the proposed home land density of 6,480 and less square footage for lots 1-11 seems more in line with the character of neighborhoods like Purple Ash Circle, Autumn Breeze Subdivision, where navigating the streets is much less constrained.

Fruitvale, which historically served as a fruit-growing area outside of Grand Junction, has gradually evolved into a primarily family-oriented residential neighborhood. Most of Fruitvale has been zoned for 4 to 5 residential units per acre, which allows homeowners sufficient space for children to play and to park their vehicles on their properties. While there are some street-side parked vehicles, they represent a relatively small percentage of the total.

In 2020, the City of Grand Junction and Mesa County implemented a new Grand Junction Comprehensive Plan that designated new developed land for either 8 or 12 residential units per acre. Fox Grove Subdivision currently proposes a maximum of 8 units per acre. However, this proposed density is inconsistent with the historical density of 4 to 5 residential units per acre in the area, particularly in this portion of Fruitvale between 30 Road and 31 Road, Patterson and I70 Bypass. As homeowners residing just feet away from the proposed development, including my wife, my daughter, mother-in-law, and myself, we find the current density proposal to be unacceptable for this part of Fruitvale.

We request that an amendment be made to the current plan, specifically changing the zoning for 3071 E 1/2 Road, Fruitvale, Colorado to 4 or 5 residential units per acre. This would better align the density of the proposed development with the surrounding neighborhood.

In addition, we would prefer that access to E 1/2 Road not be constructed as currently planned. Instead, we request that a cul-de-sac be incorporated into the design. A traffic circle is planned for construction this year at 31 Road and E 1/2 Road to alleviate traffic congestion due to the increased traffic

volume, especially with the recent opening of the Ascent Classical Academy of Grand Junction, 545 31 Road located alongside of E ¼ Road. The potential of additional traffic up to 52 vehicles entering E ½ Road, as currently proposed, would create significant congestion, particularly during peak hours (07:21 to 08:17 in the morning and 15:01 to 15:59 in the afternoon). These times present a challenge for drivers attempting to turn west on E ½ Road. Personally, e.g. I have to leave for work before 07:21 to avoid traffic. The traffic circle will greatly enhance safety for the new residents accessing E ½ Road. Additionally, without the cul-de-sac, the Fox Grove Subdivision would absorb a large portion of school traffic, further exacerbating congestion and safety concerns.

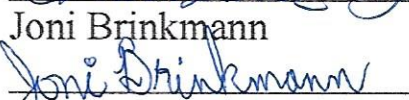
Though no specific design proposals have been provided, we suggest considering an increase in garage door height from the standard 8 feet to a minimum of 9 feet. Many residents in Mesa County own large pickup trucks and SUVs, and this adjustment would allow most vehicles to be stored in garages, rather than on the street. This would promote a cleaner, more organized residential area, in keeping with the existing character of Fruitvale.

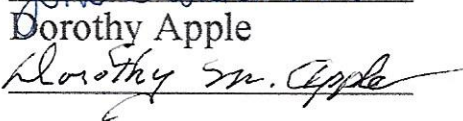
We appreciate your attention to these concerns and hope that you will consider these suggestions as you finalize the plans for Fox Grove Subdivision. Our goal is to maintain the integrity of the neighborhood while also accommodating necessary development in a way that ensures the safety and comfort of all residents.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Charles Erik Brinkmann

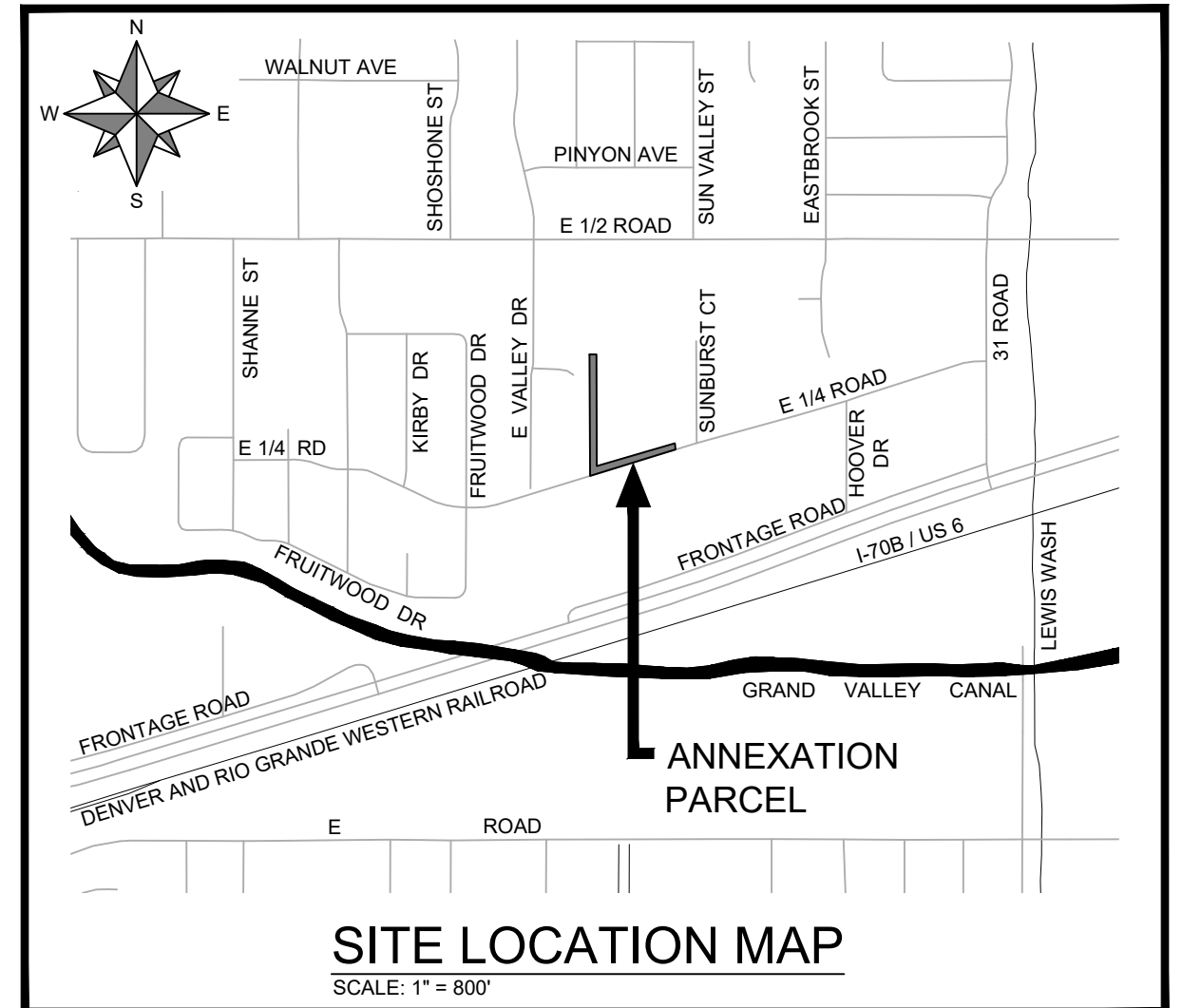
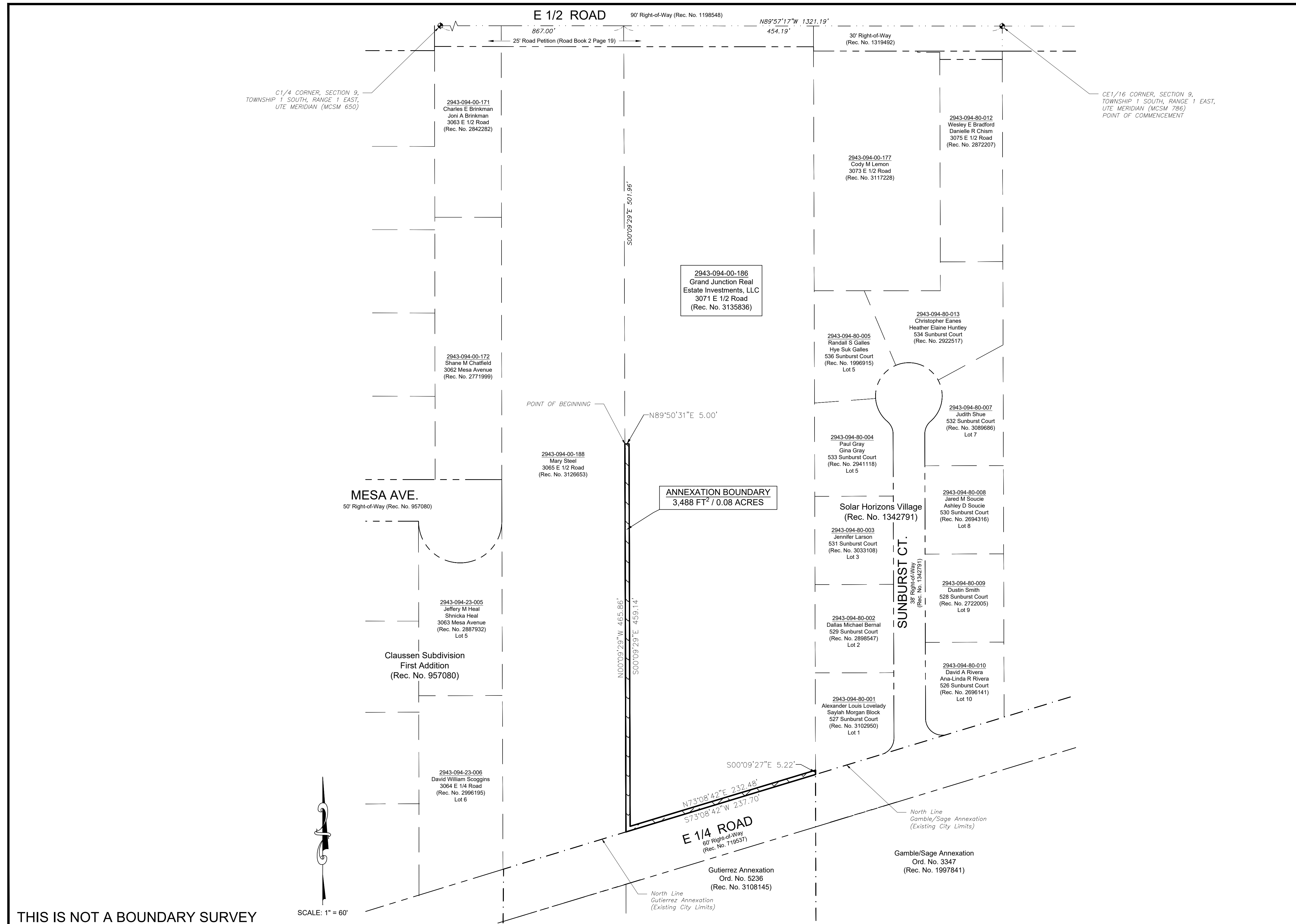

Joni Brinkmann


Dorothy Apple


FOX GROVE ANNEXATION SCHEDULE			
December 17, 2025	Referral of Petition, Intro Proposed Ordinance, Exercise Land Use		
January 13, 2026	Planning Commission Considers Zone of Annexation		
January 7, 2026	City Council Intro Proposed Zoning Ordinance		
January 21, 2026	City Council Accept Petition/Annex and Zoning Public Hearing		
February 22, 2026	Effective date of Annexation and Zoning		
ANNEXATION SUMMARY			
File Number	ANX-2025-421		
Location(s)	3071 E ½ Road		
Tax ID Number(s)	2943-094-00-186		
Number of Parcel(s)	1		
Existing Population	0		
Number of existing Dwelling Units	1		
Acres Land Annexed	4.88		
Developable Acres Remaining	4.88		
Right-of-way in Annexation	0.13		
Previous County Zoning	RSF-4		
Proposed City Zoning	RM-8		
Surrounding Zoning:	North:	RSF-4 (County)	
	South:	RM-8 (City)	
	East:	RSF-4 / PUD (County)	
	West:	RSF-4 (County)	
Current Land Use	Single-unit residential		
Proposed Land Use	Single-unit residential		
Surrounding Land Use:	North:	Single-unit residential	
	South:	Vacant	
	East:	Single-unit residential	
	West:	Single-unit residential	
Comprehensive Plan Designation:	Commercial		
Retailers within Annexation boundary	Yes:		No: X
If yes, provide Name/Address/Phone Number			
Values:	Assessed	\$22,720.00	
	Actual	\$337,530.00	
Address Ranges	3071 E ½ Road		
Special Districts:	Water	Clifton	
	Sewer	Persigo	
	Fire	Clifton	
	Irrigation/Drainage	Grand Valley Drainage District	
	School	School District 51	
	Pest	Grand River Mosquito Control District	

FOX GROVE ANNEXATION NO. 1

Located in the Northwest Quarter of the Southeast Quarter (NW1/4SE1/4) Section 9,
Township 1 South, Range 1 East, Ute Meridian, County of Mesa, State of Colorado



LEGAL DESCRIPTION

A parcel of land being a part of the NW1/4SE1/4 of Section 9, Township 1 South, Range 1 East, Ute Meridian, Mesa County, State of Colorado, more particularly described as follows:

Commencing at the CE116 corner of said Section 9, whence the C114 corner of said Section 9 bears N89°57'17"W 1321.19 feet, said line being the basis of bearings in the Mesa County Local Coordinate System for the Grand Valley Area. Running thence along said line N89°57'17"W 454.19 feet to the NW corner of the parcel described in Reception No. 3135836, thence along the west line of said parcel S00°09'29"E 501.96 feet to the Point of Beginning.

Running thence N89°50'31"E 5.00 feet, thence S00°09'29"E 459.14 feet, thence N73°08'42"E 232.48 feet to the east line of said parcel, thence along said east line S00°09'27"E 5.22 feet to the SE corner of said parcel and the NE corner of the Gutierrez Annexation, thence along the south line of said parcel and the north line of the Gutierrez Annexation S73°08'42"W 237.70 feet to the SW corner of said parcel, thence along the west line of said parcel N00°09'29"W 465.86 feet to the Point of Beginning.

Said parcel of land containing **3,488** square feet or **0.08** acres, more or less.

AREAS OF ANNEXATION		LEGEND	
ANNEXATION PERIMETER	1,405.41 FT.	ANNEXATION BOUNDARY	
CONTIGUOUS PERIMETER	237.70 FT.	ANNEXATION AREA	
AREA IN SQUARE FEET	3,488 FT ²	EXISTING ANNEXATION LIMITS	
AREA IN ACRES	0.08 AC.	SECTION LINE	
AREA WITHIN R.O.W.	0 FT ²	RIGHT-OF-WAY	
	0 AC.	ADJOINER	
AREA WITHIN DEEDED R.O.W.	0 FT ²		
	0 AC.		

SURVEY ABBREVIATIONS		SQ. FT.	SQUARE FEET
POC	POINT OF COMMENCEMENT	Δ=	CENTRAL ANGLE
POB	POINT OF BEGINNING	RAD.	RADIUS
R.O.W.	RIGHT OF WAY	ARC	ARC LENGTH
SEC.	SECTION	CHD.	CHORD LENGTH
T	TOWNSHIP	CHB.	CHORD BEARING
R	RANGE	BLK.	BLOCK
U.M.	UTE MERIDIAN	P.B.	PLAT BOOK
NO.	NUMBER	BK.	BOOK
REC.	RECEPTION	PG.	PAGE
		MCSM	MESA CO. SURVEY MONUMENT

ORDINANCE NO. _____

EFFECTIVE DATE _____

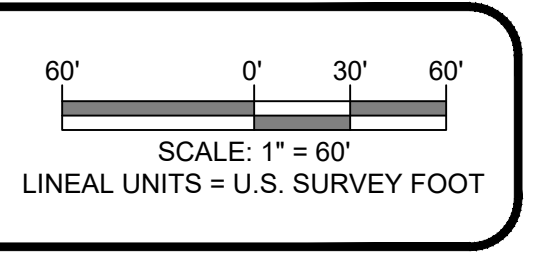
NOTE:
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ALEXANDRE B. LHERITIER
STATE OF COLORADO - P.L.S. NO. 38464
FOR THE CITY OF GRAND JUNCTION
244 NORTH 7TH STREET
GRAND JUNCTION, CO 81501

NOTICE:
ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

DRAWN BY: ABL DATE: 11/24/25
REVIEWED BY: ABL DATE: 12/2/25
CHECKED BY: RBP DATE: 12/3/25
APPROVED BY: ABL DATE: 12/3/25

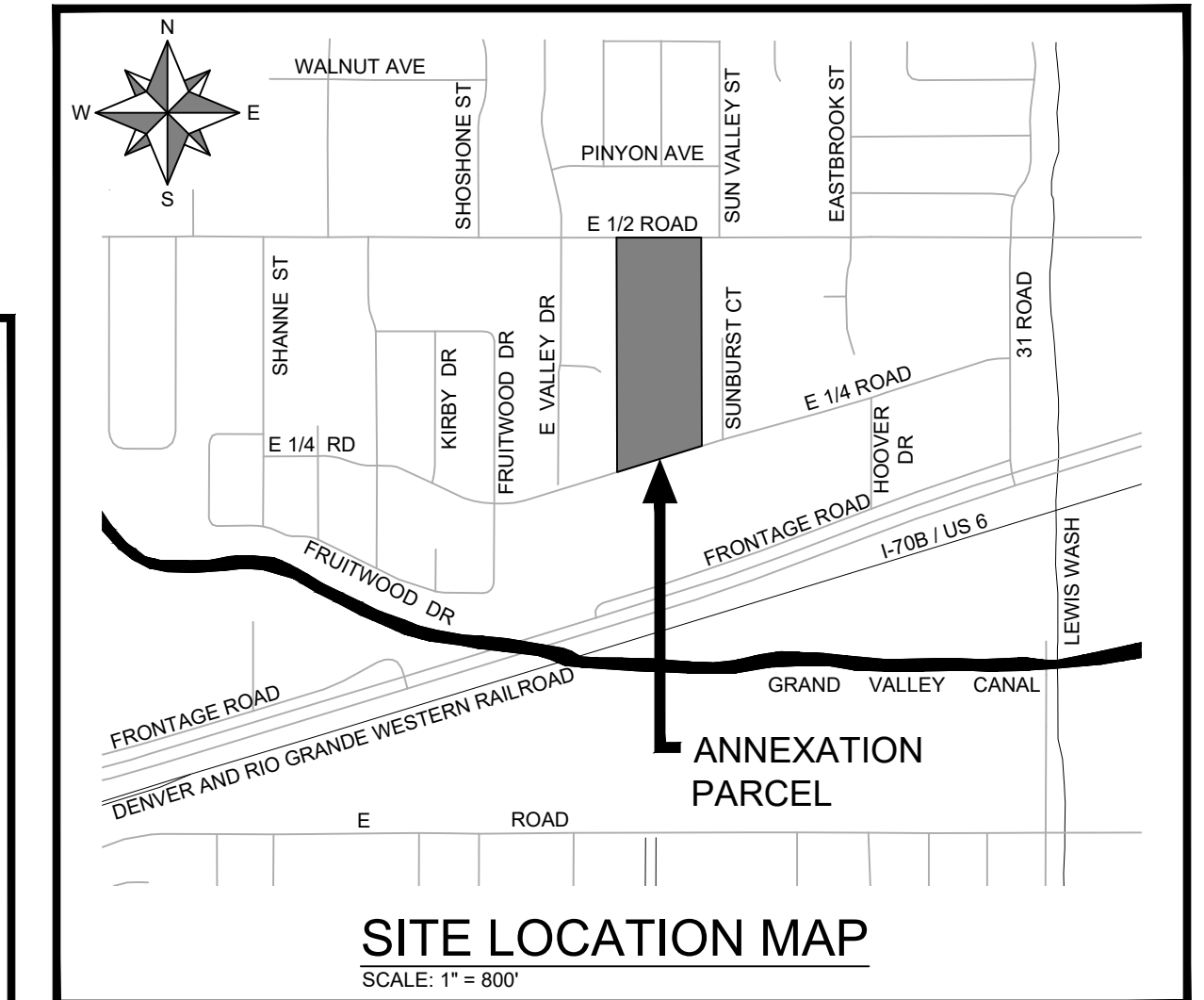
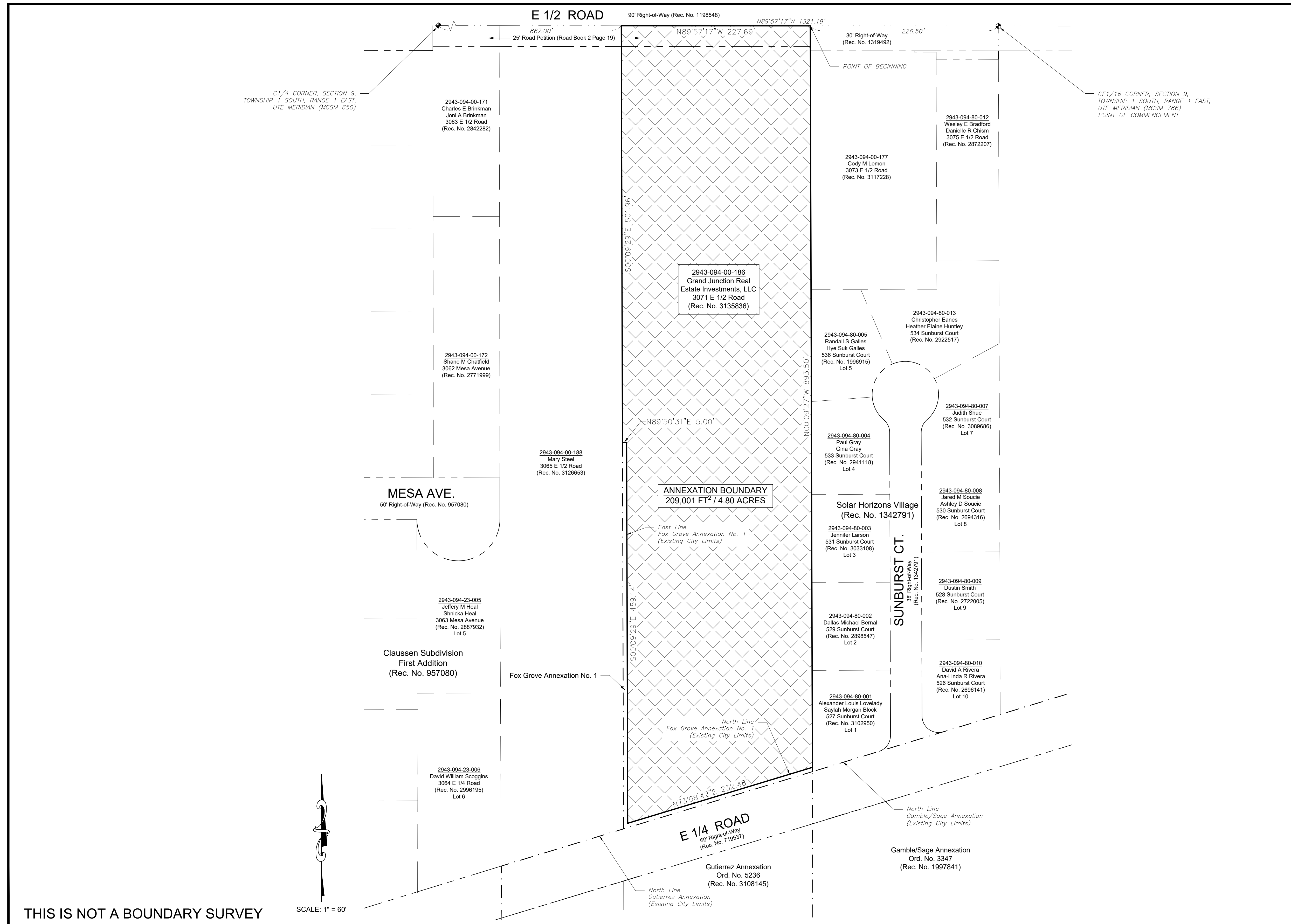


Engineering & Transportation Department
244 North 7th Street - Grand Junction, CO. 81501
(970) 256-4082

FOX GROVE ANNEXATION NO. 1
Located in the NW1/4SE1/4 of Section 9, Township 1 South, Range 1 East,
Ute Meridian, County of Mesa, State of Colorado

FOX GROVE ANNEXATION NO. 2

Located in the Northwest Quarter of the Southeast Quarter (NW1/4SE1/4) Section 9,
Township 1 South, Range 1 East, Ute Meridian, County of Mesa, State of Colorado



LEGAL DESCRIPTION

A parcel of land being a part of the NW1/4SE1/4 of Section 9, Township 1 South, Range 1 East, Ute Meridian, Mesa County, State of Colorado, more particularly described as follows:

Commencing at the CE1/16 corner of said Section 9, whence the C1/4 corner of said Section 9 bears N89°57'17"W 1321.19 feet, said line being the basis of bearings in the Mesa County Local Coordinate System for the Grand Valley Area. Running thence along said line N89°57'17"W 226.50 feet to the NE corner of the parcel described in Reception No. 3135836 and the Point of Beginning.

Running thence along the north line of said parcel N89°57'17"W 227.69 feet to the NW corner of said parcel, thence along the west line of said parcel S00°09'29"E 501.96 feet to the NW corner of the Fox Grove Annexation No. 1, thence along said annexation the following three (3) courses: (1) N89°50'31"E 5.00 feet, (2) thence S00°09'29"E 459.14 feet, (3) thence N73°08'42"E 232.48 feet to the east line of said parcel, thence along said east line N00°09'27"W 893.50 feet to the NE corner of said parcel and the Point of Beginning.

Said parcel of land containing **209,001** square feet or **4.80** acres, more or less.

AREAS OF ANNEXATION		LEGEND	
ANNEXATION PERIMETER	2,319.77 FT.	ANNEXATION BOUNDARY	
CONTIGUOUS PERIMETER	696.62 FT.	ANNEXATION AREA	
AREA IN SQUARE FEET	209,001 FT ²	EXISTING ANNEXATION LIMITS	
AREA IN ACRES	4.80 AC.	SECTION LINE	
AREA WITHIN R.O.W.	5,693 FT ²	RIGHT-OF-WAY	
AREA WITHIN DEEDED R.O.W.	0 FT ² / 0 AC.	ADJOINER	

SURVEY ABBREVIATIONS

POC	POINT OF COMMENCEMENT	FT ²	SQUARE FEET
POB	POINT OF BEGINNING	AC.	ACRES
R.O.W.	RIGHT OF WAY	Δ=	CENTRAL ANGLE
SEC.	SECTION	RAD.	RADIUS
T	TOWNSHIP	ARC	ARC LENGTH
R	RANGE	CHD.	CHORD LENGTH
U.M.	UTE MERIDIAN	CHB.	CHORD BEARING
NO.	NUMBER	MCSM	MESA COUNTY, SURVEY MONUMENT
REC.	RECEPTION		

ORDINANCE NO. _____ **EFFECTIVE DATE** _____

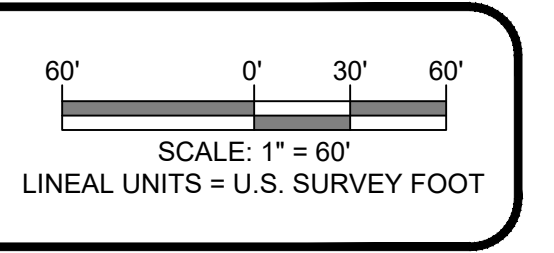
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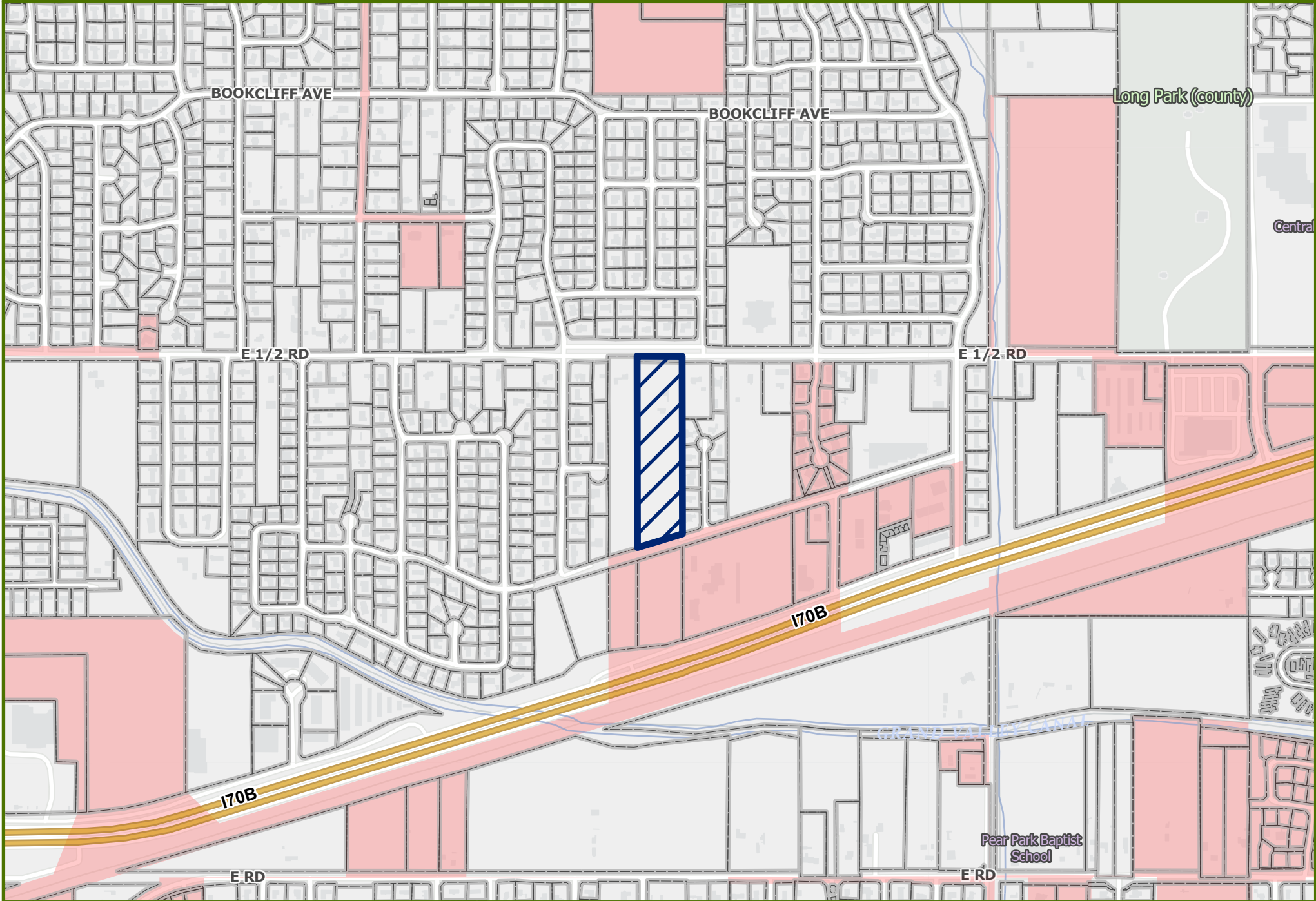
DRAWN BY: ABL DATE: 11/24/25
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CHECKED BY: RBP DATE: 12/3/25
APPROVED BY: ABL DATE: 12/3/25



Engineering & Transportation Department
244 North 7th Street - Grand Junction, CO. 81501
(970) 256-4082

FOX GROVE ANNEXATION NO. 2
Located in the NW1/4SE1/4 of Section 9, Township 1 South, Range 1 East,
Ute Meridian, County of Mesa, State of Colorado

Fox Grove Annexation

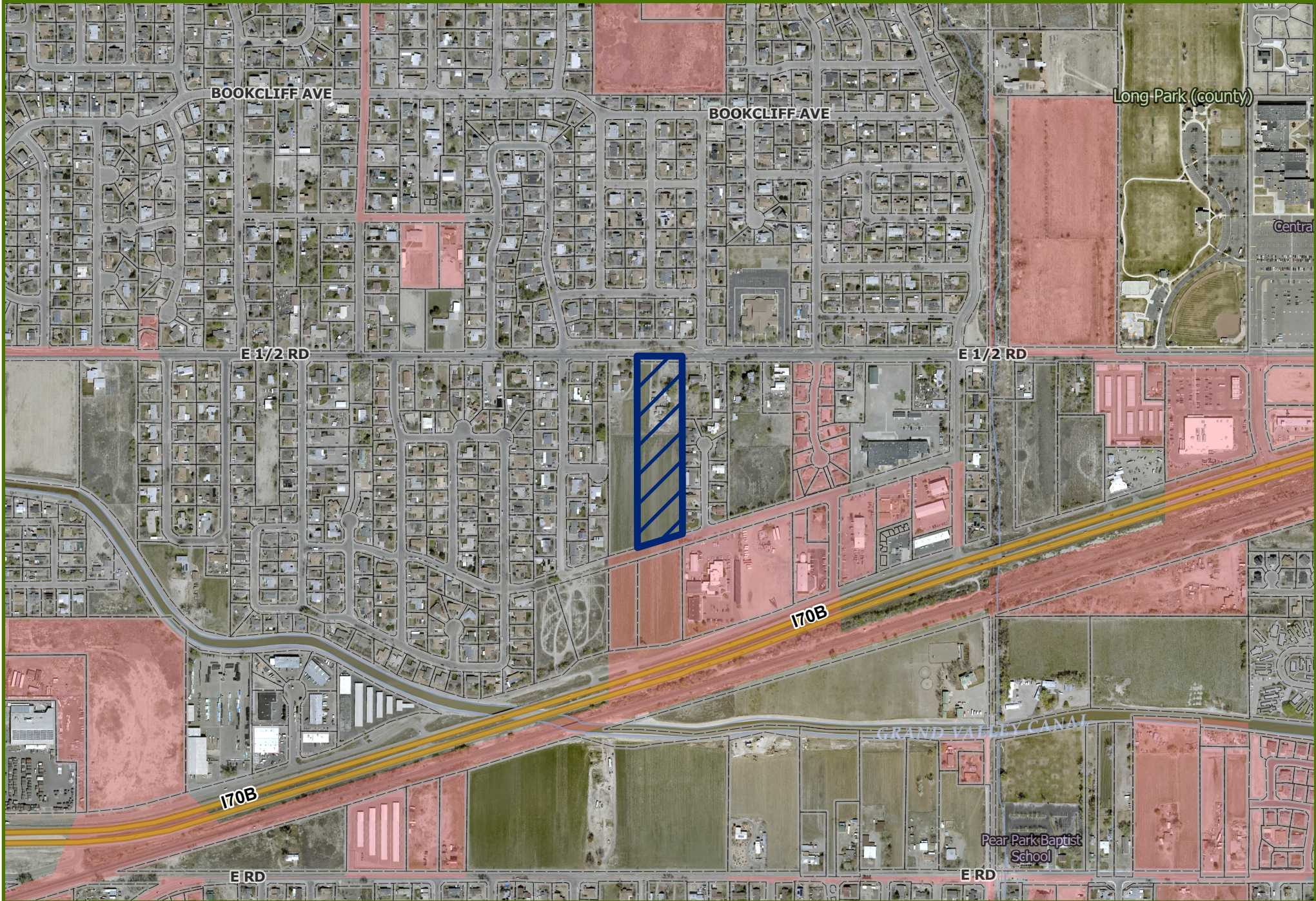


0 250 500 1,000 Feet

 Annexation Site

 City Limits

Fox Grove Annexation



0 250 500 1,000 Feet

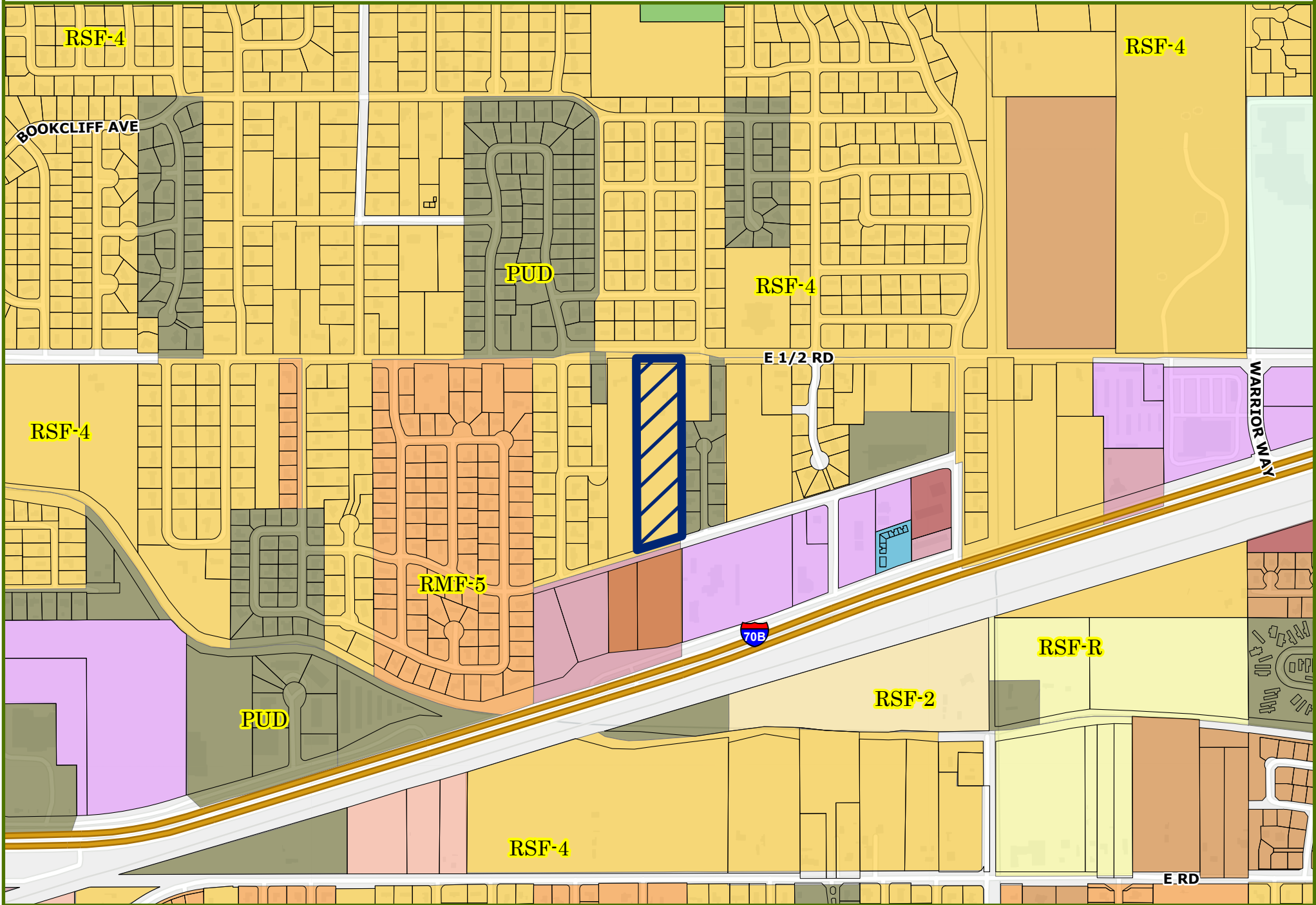


Annexation Site



City Limits

Fox Grove Annexation - Zoning



Annexation

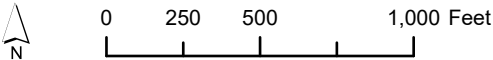
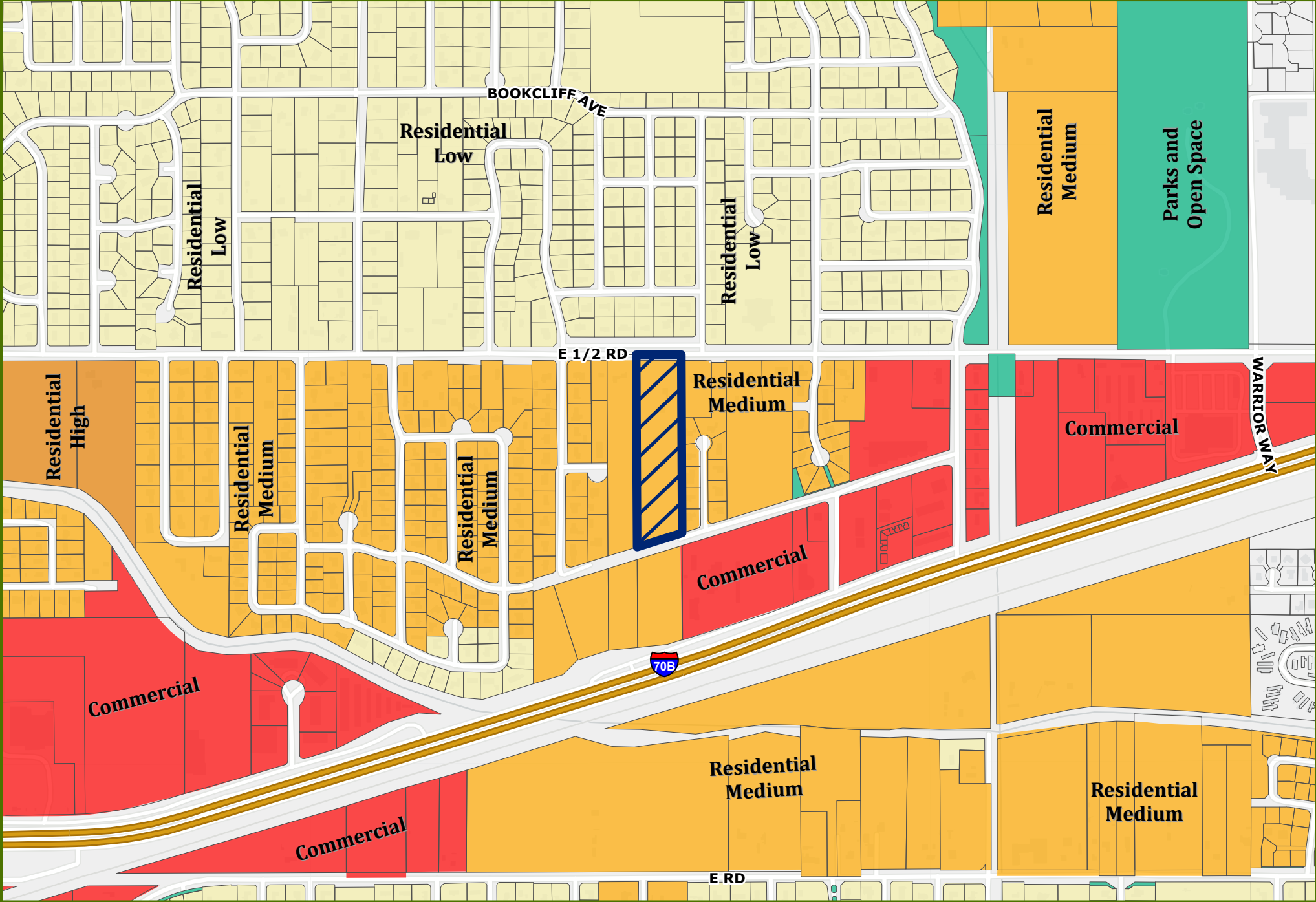
City Zoning

County Zoning

Date Created: 12/9/2025



Fox Grove Annexation - Land Use



 Annexation Site
Packet Page 102

Date Created: 12/9/2025



CITY OF GRAND JUNCTION, COLORADO

ORDINANCE NO. _____

**AN ORDINANCE ZONING FOX GROVE ANNEXATION
TO RESIDENTIAL MEDIUM 8 (RM-8) ZONE DISTRICT**

LOCATED AT 3071 E 1/2 Road

Recitals:

The property owner has petitioned to annex their 4.88 acres into the City limits. The annexation is referred to as the "Fox Grove Annexation."

After public notice and public hearing as required by the Grand Junction Zoning & Development Code, the Grand Junction Planning Commission recommended zoning the Fox Grove Annexation consisting of 4.88 acres from County RSF-4 (Residential Single Family – 4 District) to RM-8 (Residential Medium 8) finding that the RM-8 zone district conforms with the designation of Residential Medium as shown on the Land Use Map of the Comprehensive Plan and conforms with its designated zone with the Comprehensive Plan's goals and policies and is generally compatible with land uses located in the surrounding area.

After public notice and public hearing, the Grand Junction City Council finds that request for the RM-8 (Residential Medium 8) zone district is in conformance the stated criteria of Section 21.02.050(m)(3)(ii) of the Grand Junction Zoning & Development Code.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION THAT:

ZONING FOR THE FOX GROVE ANNEXATION

**Perimeter Boundary Legal Description
A Serial Annexation Comprising of Fox Grove Annexation No. 1 and Fox Grove
Annexation No. 2
EXHIBITS A & B**

Fox Grove Annexation No. 1

A parcel of land being a part of the NW1/4SE1/4 of Section 9, Township 1 South, Range 1 East, Ute Meridian, Mesa County, State of Colorado, more particularly described as follows:

Commencing at the CE1/16 corner of said Section 9, whence the C1/4 corner of said Section 9 bears N89°57'17"W 1321.19 feet, said line being the basis of bearings in the Mesa County Local Coordinate System for the Grand Valley Area. Running thence along said line N89°57'17"W 454.19 feet to the NW corner of the parcel described in Reception No. 3135836,

thence along the west line of said parcel S00°09'29"E 501.96 feet to the Point of Beginning.

Running thence N89°50'31"E 5.00 feet, thence S00°09'29"E 459.14 feet, thence N73°08'42"E 232.48 feet to the east line of said parcel, thence along said east line S00°09'27"E 5.22 feet to the SE corner of said parcel and the NE corner of the Gutierrez Annexation, thence along the south line of said parcel and the north line of the Gutierrez Annexation S73°08'42"W 237.70 feet to the SW corner of said parcel, thence along the west line of said parcel N00°09'29"W 465.86 feet to the Point of Beginning.

Said parcel of land containing 3,488 square feet or 0.08 acres, more or less.

Fox Grove Annexation No. 2

A parcel of land being a part of the NW1/4SE1/4 of Section 9, Township 1 South, Range 1 East, Ute Meridian, Mesa County, State of Colorado, more particularly described as follows:

Commencing at the CE1/16 corner of said Section 9, whence the C1/4 corner of said Section 9 bears N89°57'17"W 1321.19 feet, said line being the basis of bearings in the Mesa County Local Coordinate System for the Grand Valley Area. Running thence along said line N89°57'17"W 226.50 feet to the NE corner of the parcel described in Reception No. 3135836 and the Point of Beginning.

Running thence along the north line of said parcel N89°57'17"W 227.69 feet to the NW corner of said parcel, thence along the west line of said parcel S00°09'29"E 501.96 feet to the NW corner of the Fox Grove Annexation No. 1, thence along said annexation the following three (3) courses: (1) N89°50'31"E 5.00 feet, (2) thence S00°09'29"E 459.14 feet, (3) thence N73°08'42"E 232.48 feet to the east line of said parcel, thence along said east line N00°09'27"W 893.50 feet to the NE corner of said parcel and the Point of Beginning.

Said parcel of land containing 209,001 square feet or 4.80 acres, more or less.

Said parcels shall hereby be zoned Residential Medium 8 (RM-8) and depicted in Exhibits A and B.

INTRODUCED on first reading this 7th day of January 2026 and ordered published in pamphlet form.

ADOPTED on second reading this 21st day of January 2026 and ordered published in pamphlet form.

Cody Kennedy
President of the Council

ATTEST:

Selestina Sandoval
City Clerk



Grand Junction City Council

Regular Session

Item #3.a.

Meeting Date: January 7, 2026
Presented By: Ashley Chambers, Housing Manager
Department: Community Development
Submitted By: Ashley Chambers, Housing Manager

Information

SUBJECT:

2025 CDBG Subrecipient Agreement between the Grand Valley Catholic Outreach and the City of Grand Junction

RECOMMENDATION:

Staff recommends approval of this agreement.

EXECUTIVE SUMMARY:

The Subrecipient Contract with Grand Valley Catholic Outreach formalizes the City's award of CDBG funds to various projects allocated from the City's 2025 CDBG Program Year as approved by City Council at its July 16, 2025, meeting. The allocation included a grant in the amount of \$61,152.60 for Homeless Services & Capital (Max Allowable - 15%). Through the City's Request for Proposal Process for the Comprehensive Community Solutions for Unhoused Services and Housing, the City selected Grand Valley Catholic Outreach for its proposed rental assistance and eviction prevention program, which helps households at imminent risk of eviction or homelessness, as well as survivors of domestic violence needing first month's rent to secure new housing. The Subrecipient Agreement outlines the duties and responsibilities of the agency and ensures compliance with all Federal rules and regulations governing the use of the funds.

BACKGROUND OR DETAILED INFORMATION:

The Subrecipient Agreement with Grand Valley Catholic Outreach (GVCO) formalizes the City of Grand Junction's allocation of Community Development Block Grant (CDBG) funds from the City's 2025 CDBG Program Year, as approved by City Council on July 16, 2025. CDBG is a U.S. Department of Housing and Urban Development (HUD) entitlement program for which the City has been eligible since 1996.

The City's 2025 Program Year began in August 2025, with funds recently released by HUD. As required, the 2025 Annual Action Plan, adopted as part of the City's Five-Year Consolidated Plan, outlines the proposed use of federal funds. For the 2025 Program Year, City Council approved total CDBG allocations of \$411,100.22, distributed as follows:

- CDBG Administration (maximum allowable 20%) – \$81,536.80
- Parks & Recreation – Parks Equipment and Improvements – \$50,000.00
- Community Development (Housing) – Affordable Housing Incentive (Water & Sewer Tap Fees) – \$218,410.82
- Community Development (Housing) – Homeless Services & Capital (maximum allowable 15%) – \$61,152.60

Through the City's Request for Proposals (RFP) for Comprehensive Community Solutions for Unhoused Services and Housing, the City evaluated proposals from qualified service providers focused on homelessness prevention and housing stability. Following review and consideration, GVCO was selected for funding under the Homeless Services & Capital category based on program capacity, demonstrated outcomes, and alignment with City housing priorities.

Through the RFP process, GVCO requested \$225,000 over three years (\$75,000 annually) to support its rental assistance and eviction prevention program. For the 2025 Program Year, City Council approved \$61,152.60 in CDBG funds for Homeless Services & Capital, which will be awarded to GVCO through this Subrecipient Agreement. An additional \$13,847 was approved through the City's General Fund and will be administered under a separate funding agreement.

GVCO operates multiple core programs addressing housing instability, food insecurity, and basic needs. The CDBG-funded portion of this award will support GVCO's rental assistance and eviction prevention program, serving households at imminent risk of eviction or homelessness, including survivors of domestic violence requiring first month's rent to secure new housing. Eligible households must be at or below 185% of the Federal Poverty Guidelines, with income verification required. Funds are used exclusively for direct rental payments to landlords under binding agreements that prevent eviction filings, helping households remain stably housed while they regain financial stability.

As a CDBG subrecipient, GVCO will receive pass-through federal funds, while the City remains responsible for ensuring compliance with all HUD requirements. The Subrecipient Agreement defines the terms, conditions, and responsibilities of GVCO and must be fully executed prior to obligating or expending any funds.

GVCO has demonstrated strong performance outcomes, assisting nearly 2,000 households between 2022 and mid-2025, with an 88% housing retention rate after six

months. The organization also has a proven record of CDBG compliance and effective program delivery. Leveraging CDBG funds for this award ensures continuity of a proven, cost-effective eviction prevention model, preserves General Fund capacity in future years, and advances the City's homelessness prevention and housing stability goals.

FISCAL IMPACT:

The City's previously approved 2025 CDBG Program Year allocation totals \$411,100.22. Of this amount, \$61,152.60 will be passed through to Grand Valley Catholic Outreach from the 2025 CDBG Program Year funds. An additional \$13,847 was approved through the City's General Fund and will be administered under a separate funding agreement.

SUGGESTED MOTION:

I move to authorize the City Manager to sign the Subrecipient Contract between City of Grand Junction and Grand Valley Catholic Outreach for funding through the City's 2025 Community Development Block Grant Program Year.

Attachments

1. AGR 2025 Subrecipient Agreement GVCO

**2025 SUBRECIPIENT CONTRACT
CITY OF GRAND JUNCTION, COLORADO AS GRANTEE
UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Date Approved: January ____, 2026
Amount of Grant: \$61,152
Subrecipient: Grand Valley Catholic Outreach

I. AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of January, 2026 by and between the CITY OF GRAND JUNCTION, COLORADO (hereinafter referred to as "City"), and Grand Valley Catholic Outreach (GVCO) a not-for-profit agency (hereinafter referred to as "Subrecipient").

Recitals:

The *City* as an entitlement recipient and grantee of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program does hereby enter this Agreement with the *Subrecipient* for the expenditure of CDBG funds in accordance with Title 24, Part 570 of the Code of Federal Regulations (24 CFR 570.000 *et. seq.* hereinafter referred to as *CDBG Regs* and the *Uniform Requirements* in accordance with Title 2 Part 200 of the Code of Federal Regulations (2 CFR 200 *et. seq.*)

Pursuant to such Agreement the City has awarded the Subrecipient CDBG funds to undertake certain activities necessary for the execution of certain projects the City deems necessary, desirable and in furtherance of the purposes of the program. To accomplish those goals the City does agree to disburse funds to the Subrecipient to execute its project in accordance with the CDBG Regs and this Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals which are a substantive part of this Agreement and the following provisions which are approved by the City and the Subrecipient, they mutually agree as follows:

II. SUBRECIPIENT OBLIGATIONS AND SCOPE OF SERVICES

A. Activities

The sub-granting of CDBG funds to and the scope of services to be rendered by the Subrecipient shall be for the provision of the services described in Exhibit A attached hereto and made a part of this Agreement. Subrecipient agrees to perform the work described in Exhibit A in compliance with all provisions of this Agreement and it agrees to conduct all activities of the Subrecipient, whether funded in whole or in part by CDBG funds from the City in accordance with the provisions contained in 24 CFR 570 *et. seq.* and 2 CFR 200 *et. seq.* and

inter alia. Subrecipient warrants and represents that it has the requisite authority and capacity to perform all terms and conditions to be performed hereunder as required by this Agreement or by law and that there is adequate consideration to support the making and enforcement of this Agreement.

B. National Objectives

Subrecipient certifies that the activities carried out with funds provided under this Agreement meet one or more of the CDBG program's National Objectives. The specific National Objective to be met and how it will be met by the Subrecipient is described in Exhibit A attached to and incorporated by reference into this Agreement.

C. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility and description of service provided. Such information shall be made available to the City or its designees for review upon request.

III. RESPONSIBILITY OF THE CITY

The City shall designate representative(s) of the City who will be authorized to make all necessary decisions required of the City on behalf of the City in connection with the execution of this Agreement and disbursing funds in connection with the program in accordance with the Agreement.

IV. PAYMENT

If Subrecipient is not in default hereunder, and subject to City's receipt of the Department of Housing and Urban Development Community Development Block Grant funds and provided that the Agreement and Scope of Services are eligible expenditures of Community Development Block Grant funds, the City agrees to pay the Subrecipient a total dollar amount that is described on Exhibit A of this Agreement. Payment shall be made upon presentation of invoices which Subrecipient certifies are true and correct copies of payments due on behalf of the Subrecipient, for an activity covered by this Agreement and made in accordance and compliance with the Scope of Services. Payment may be withheld by the City in the event of non-performance by Subrecipient. The City may, at its sole discretion, retain 10% of each disbursement with final payment made upon successful completion of the project including satisfactory compliance with all City, state, and federal requirements.

V. GENERAL CONDITIONS

A. General Compliance

The Subrecipient also agrees to comply with all other applicable federal, state, and local laws, regulations and policies governing the funds provided under and the obligations imposed by this Agreement. The Subrecipient further agrees to utilize funds available under this

Agreement to supplement rather than supplant funds otherwise available.

B. Independent Contractor

Nothing contained in this Agreement is intended to or shall be construed in any manner as creating or establishing the relationship of employer/employee or a partnership or joint venture between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Subrecipient is an independent Subrecipient.

C. Hold Harmless

The Subrecipient shall hold harmless, defend, and indemnify the City from any and all claims, suits, charges, damages, costs, fees, expenses and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or other subject matter called for or otherwise provided in this Agreement.

D. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance and Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to the total cash advances from the City.

F. Amendments

The City or Subrecipient may amend this Agreement at any time provided that such amendment(s) make specific reference to this Agreement and are executed in writing, signed by a duly authorized representative of both organizations, and approved by the City Council. Such amendment(s) shall not invalidate this Agreement nor relieve or release the City or Subrecipient from its obligations under this Agreement.

The City may, in its discretion, amend this Agreement to conform with federal, state, or local governmental law, rules, guidelines, regulations, policies and/or available funding amounts or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the City and Subrecipient.

G. Suspension or Termination

Either party may terminate this Agreement at any time by giving written notice to the other

party of termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. Partial terminations of the Scope of Service may only be undertaken with the prior written approval of the City. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Subrecipient under this Agreement shall, at the option of the City, become the property of the City and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination.

In accordance with 2 CFR 200.338–200.342 the City may suspend or terminate this Agreement, in whole or in part, if the Subrecipient materially fails to comply with any term of this Agreement, or with any of the law, rules, regulations or provisions referred to herein and the City may declare the Subrecipient ineligible for any further participation in the City's contracts, in addition to other remedies as provided by law. In the event there is reason to believe the Subrecipient is in noncompliance with any applicable law, rules or regulations, the City may withhold up to fifteen (15) percent of said contract funds until such time as the Subrecipient is found to be in compliance by the City or is otherwise found by the City to be in compliance.

VI. ADMINISTRATIVE REQUIREMENTS

A. Uniform Administrative Requirements

1. Accounting Standards

The Subrecipient agrees to comply with the *Uniform Requirements* for accounting principles and procedures required therein, to utilize adequate internal controls and maintain necessary source documentation for all costs incurred. Subrecipient shall comply and/or cause compliance with all audit reports required by the City and in conformity with 2 CFR 200.501 *et seq.* as applicable. (See also B. 7 below)

2. Cost Principles

The Subrecipient shall administer its program in conformance with the *Uniform Requirements* pertaining to cost as applicable. These principles shall be applied for all costs incurred.

B. Documentation and Record-Keeping

1. Records to be Maintained

The Subrecipient shall maintain all required records required specified in 24 CFR Part 570.506. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG Program;

- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG Program;
- f. Financial records as required by 24 CFR Part 570.502, and 2 CFR Part 200 *et.seq.* and
- g. Other records necessary to document compliance with Subpart K of 24 CFR 570.

2. Retention

The Subrecipient shall retain all required records incurred under this Agreement for a period of three (3) years after the termination of all activities funded under this Agreement. Records for non-expendable property acquired with funds under this Agreement shall be retained for four (4) years after final disposition of such property. Records for any displaced person must be kept for four (4) years after he/she has received final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and the same has started before the expiration of the three-year period, then such records must be retained until completion of the action(s) and resolution of all issues or the expiration of the three-year period, whichever occurs later.

3. Disclosure

The Subrecipient understands that client information collected under this Agreement is private and the unauthorized use or disclosure of such information, when not directly connected with the administration of the City's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited except as allowed or provided by law.

4. Access to Records

The Subrecipient shall furnish and cause each of its own subrecipients and/or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the City, HUD or its agent or other authorized officials for purposes of investigation to ascertain compliance with the law, rule, regulations and provisions stated herein. The Subrecipient understands that the City, the Comptroller General and the Secretary of HUD shall have access to all records related to this project.

5. Reversion of Assets

The Subrecipient shall describe in writing in a form established by the City, all CDBG Assets to be obtained as a result of the funded activity. CDBG Asset shall mean an asset(s) purchased in whole or in part with CDBG funds or improved in whole or in part with CDBG funds and having a fair market value of \$NA or greater.

The City shall have a security interest in any and all CDBG Assets and after being obtained by the Subrecipient the City's security interest shall be perfected by means of: a) a deed of trust

for real estate, encumbering the Subrecipient's equity in the real estate; or b) a lien notation on the certificate of title for a motor vehicle(s); or c) a security agreement and financing statement for personal property; or d) an assignment of accounts receivable for accounts receivable. The deed of trust shall be recorded with the Mesa County Clerk, the lien with the Colorado Department of Revenue and the financing statement and assignment of accounts recorded with the Colorado Secretary of State. The account debtors will be notified in writing of the assignment of accounts receivable. The Subrecipient shall transfer to the City any Community Development Block Grant funds related to this project on hand at the time of expiration of this Agreement and/or any accounts receivable of Community Development Block Grant funds related to this project. The instruments necessary to perfect the security interest will be prepared by the City Attorney. The Subrecipient shall pay all recording fees and mailing costs with other than CDBG funds.

If the Subrecipient ceases to use a CDBG Asset for CDBG purposes, the City may, in its discretion, direct the Subrecipient to convey the CDBG Asset to the City or require the Subrecipient to repay the CDBG funds that were used in whole or in part to acquire the CDBG Asset. The instruments necessary to convey the CDBG Asset will be prepared by the City Attorney.

In accordance with 24 CFR 570.503(b)(7) any real property under the Subrecipient's control that was acquired or improved, in whole or in part, with CDBG Funds (including CDBG funds provided to the Subrecipient in the form of a loan) shall, at the option of the City either a) be used for an eligible CDBG activity, as determined by the City and as provide for in a legal instrument(s) creating the interest, for a period of at least 5 years after the expiration of this Agreement or such longer period as the City may require; or b) be disposed of in a manner that results in the City's being reimbursed in the lesser amount of the CDBG funds that were expended on the real property or the current fair market value of the property, less any portion of the value attributable to the expenditure of non-CDBG funds for acquisition or improvement(s) to the property.

The Subrecipient agrees to use all improvements made to the real property, with CDBG funds, as set forth in Exhibit "A."

6. Program Income

The Subrecipient agrees that it shall not use CDBG funds in any manner which shall provide income to the Subrecipient. Any interest income earned on funds generated through the use of investment of funds received from CDBG shall be cause, in the sole discretion of the City, for recapture of such income and/or the full amount of funds granted to the Subrecipient.

The Subrecipient shall report quarterly all program income (as defined by 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this Agreement. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitation, the Subrecipient may use such income during

the contract period for activities permitted under this Agreement and shall reduce requests for additional funds by the amount of any such program balance(s) on hand. All unexpended program income shall be returned to the City at the end of the contract period as required by 24 CFR 570.503(b)(7). Any interest earned on cash advances from the US Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the City.

7. Audits and Inspections

All Subrecipient records with respect to any matters covered by the Agreement shall be made available to the City, their designees and/or the federal government, at any time during normal business hours, as often as the City deems necessary, to audit, examine and make excerpts or transcripts of all data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt of notice of deficiency. Failure of the Subrecipient to comply with the above audit requirements constitutes a violation of this Agreement and may result in the withholding of payment(s). The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with City policy and, as applicable, the *Uniform Requirements*.

C. Reporting, Payment and Procurement Procedures

1. Indirect Costs

Indirect costs are not allowed and shall not be charged. The Subrecipient shall not develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall not submit such plan to the City for approval, in a form specified by the City.

2. Payment Procedures

The City will pay to the Subrecipient funds available under this agreement based upon information submitted by the Subrecipient and consistent with the approved budget and any City policies concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed the actual grant award. In addition, the City reserves the right to liquidate funds available under this agreement for costs incurred by the City on behalf of the Subrecipient.

3. Progress Reports

The Subrecipient shall submit Progress Reports to the City in the time and manner specified in Exhibit A of this Agreement.

D. Procurement – *Uniform Requirements*

The Subrecipient shall procure all materials, property or services in accordance with the *Uniform Requirements* of 2 CFR Part 200 *et. seq.*

VII. RELOCATION, REAL PROPERTY ACQUISITION, AND ONE-FOR-ONE HOUSING REPLACEMENT

The Subrecipient and the City agree that no persons are being displaced. But if they were Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations of 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Antidisplacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in §570.606(d) governing optional relocation policies. The Subrecipient shall provide relocation assistance to persons who are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project.

VIII. PERSONNEL AND PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

The Subrecipient agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375 and 12086.

2. Nondiscrimination

The Subrecipient shall not discriminate against any person, employee, or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Subrecipient will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

3. Land Covenants

This Agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570.601 and 602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon,

providing that the City and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant and will not itself discriminate.

4. Section 504

The Subrecipient agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) which prohibits discrimination against the handicapped in any federally assisted program.

B. Affirmative Action

1. Approved Plan

The Subrecipient agrees that it shall be committed to carry out pursuant to the City's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1965. The Subrecipient shall submit a plan for an Affirmative Action Program for approval by the City.

2. W/MBE

The Subrecipient will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this Agreement, the term "minority and women-owned business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. EEO/AA Statement

The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

4. Subcontractor Provisions

The Subrecipient shall include the provisions of Paragraphs VIII A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

C. Employment Restrictions-Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; sectarian or religious activities; lobbying, political patronage and nepotism activities.

D. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the City; provided, however, that claims for money due to the Subrecipient from the City under this Agreement may be assigned to a bank, trust company or other financial institution without such approval. Notice of assignment or transfer to a bank or other financial institution shall be furnished promptly to the City.

2. Subcontracts

a. The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of the City. b. The Subrecipient understands that the City and/or HUD will monitor the Subrecipient for compliance with this Agreement. c. The Subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement. d. The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to the City along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The Subrecipient further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by the Subrecipient hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the City, or of any designated public agencies or subrecipients which are receiving funds under the CDBG Entitlement program.

5. Lobbying

The Subrecipient certifies that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the

making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement;

b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "*Disclosure Form to Report Lobbying*," in accordance with instructions;

c. It will require that the language of paragraph (d) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly; and

d. Lobbying Certification - Paragraph d - This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each failure.

6. Copyright

If this Agreement results in any copyrightable material or inventions, the City and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for government purposes.

7. Religious Organization

The Subrecipient agrees that funds provided under this Agreement will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization in accordance with the federal regulations specified in 24 CFR 570.200(j).

E. "Section 3" Clause

1. Compliance

Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the federal financial assistance provided under this agreement and binding upon the City, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the City, the Subrecipient and any of the

Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists which would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 as amended, 12 U.S.C. 1701. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area and contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for the low- and very low-income persons residing in the metropolitan area in which the project is located."

The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation, housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation, housing construction, or other public construction project are given to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns which provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs. The Subrecipient certifies and agrees that no contractual or other legal incapacity exists which would prevent compliance with these requirements.

2. Subcontracts

The Subrecipient shall include the foregoing Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

IX. ENVIRONMENTAL CONDITIONS

A. Air and Water

The Subrecipient agrees to comply with the following insofar as they apply to the performance of this Agreement: (The Subrecipient does not assume the City's environmental responsibilities described in §570.604 nor does it assume the responsibility for initiating the review process under 24 CFR Part 52.) The *Clean Air Act*, 42 U.S.C., 7401, *et seq.*; the *Federal Water Pollution Control Act*, as amended and later enactments 33 U.S.C. 1251, *et seq.*, particularly Section 308 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308; and all regulations and guidelines issued thereunder and Environmental Protection Agency (EPA) regulations pursuant to 40 C.F.R., Part 50, as amended.

B. Flood Disaster Protection

In accordance with the requirements of the *Flood Disaster Protection Act* of 1973 (42 USC 4001), the Subrecipient shall assure that for activities located in an area identified by FEMA as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. Lead-Based Paint

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35. Such regulations pertain to all HUD-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken.

D. Historic Preservation

The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the *National Historic Preservation Act* of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR, Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a federal, state, or local historic property list.

X. CONSTRUCTION CONDITIONS

A. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the *Davis-Bacon Act*, 40 U.S.C. § 3141 *et. seq.*, as amended; the provisions of *Contract Work Hours and Safety Standards Act*, 40 U.S.C § 3701 *et. seq.*; the *Copeland Anti-Kickback Act*, 18 U.S.C. §874 and 40 U.S.C. Chapter 3, Section 276c; and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient shall maintain documentation which demonstrates compliance with hour and wage requirements. Such documentation shall be made available to the City for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000 for construction, renovation or repair work financed in whole or in part with assistance provided under this agreement, shall comply with federal requirements adopted by the City pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5, 6 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided, that if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

B. Asbestos

The Contractor/Subrecipient where undertaking renovation, rehabilitation, or demolition actions shall follow the notification and strict work practices for asbestos handling, removal, storage and transport as required under 40 CFR Part 61, Subpart M and 40 CFR Part 763 as well as for worker protection standards and exposures as required under 29 CFR 1910.1001 (non-construction), 1926.58 (construction), 40 CFR Part 763, Subpart G, and any applicable local regulations.

C. Energy Efficiency

The Contractor/Subrecipient shall comply with the *1989 Model Energy Code*, incorporated herein by this reference, for all new buildings constructed under this Agreement to address federal energy efficiency requirements found at 2 CFR §200.322 incorporated herein by this reference.

XI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

XII. ENTIRE AGREEMENT

The provisions set forth in items I-XI, and all attachments to this Agreement which includes the Subrecipient's lease with the City, constitute the entire Agreement between the parties hereto and no statement, promise, conditions, understanding, inducement, or representation, oral or written, express or implied, which is not contained herein shall be binding or valid.

IN WITNESS WHEREOF, the Subrecipient and the City have executed this Agreement as of the date first above written and under the laws of the State of Colorado.

CITY OF GRAND JUNCTION, COLORADO

BY: _____
City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

SUBRECIPIENT:

BY: _____
Signature Title

ATTEST: _____

**2025 SUBRECIPIENT CONTRACT FOR
CITY OF GRAND JUNCTION
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
EXHIBIT A
SCOPE OF SERVICES**

Date Approved: January ____, 2026

Amount of Grant: \$61,152

Subrecipient: Grand Valley Catholic Outreach

Completion Date: August 31, 2026

1. The City agrees to pay the Subrecipient, subject to the subrecipient agreement, this Exhibit and attachment to it, \$61,152 from its 2025 Program Year CDBG Entitlement Funds to help low and moderate income households at imminent risk of eviction or homelessness, to provide rental assistance and eviction prevention, as well as survivors of domestic violence needing first month's rent to secure new housing. Funds would be used exclusively for direct rental payments to landlords under binding agreements that prevent eviction filings, ensuring tenants remain housed while stabilizing their finances. Subrecipient provides housing and programs to support the needs of individuals and families in distress or homeless.
2. The Subrecipient certifies that it will meet the CDBG National Objective of low/moderate income benefit (570.201(c)). It shall meet this objective by completing the above-referenced financial aid for low/moderate income and homeless persons in Grand Junction, Colorado.
3. The project consists of rental assistance and/or first months rent for the community's most vulnerable populations to help avoid potential homelessness by keeping rent current. . CDBG funds will be used to provide payments for approximately 75 households. It is understood that the Amount of the Grant of City CDBG funds shall be used only for the services described in this agreement. Costs associated with any other elements of the project shall be paid for by other funding sources obtained by the Subrecipient.

____ Subrecipient

____ City of Grand Junction

4. This project shall commence upon the full and proper execution of the 2025 Subrecipient Agreement and the completion of all necessary and appropriate state and local licensing, environmental permit review, approval and compliance. The project shall be completed on or

before the Completion Date.

5. The total budget for the project is estimated to be \$61,152.
6. This project will provide support services for 8.2% of the Subrecipient's clients
7. This project will provide support services for 8.2% of the Subrecipient's clients.
8. The City shall monitor and evaluate the progress and performance of the Subrecipient to assure that the terms of this agreement are met in accordance with City and other applicable monitoring and evaluating criteria and standards. The Subrecipient shall cooperate with the City relating to monitoring, evaluation and inspection and compliance.
8. The Subrecipient shall provide quarterly financial and performance reports to the City. Reports shall describe the progress of the project, what activities have occurred, what activities are still planned, financial status, compliance with National Objectives and other information as may be required by the City. A final report shall also be submitted when the project is completed.
9. During a period of five (5) years following the Completion Date the use of the Properties improved may not change unless: A) the City determines the new use meets one of the National Objectives of the CDBG Program, and B) the Subrecipient provides affected citizens with reasonable notice and an opportunity to comment on any proposed changes. If the Subrecipient decides, after consultation with affected citizens that it is appropriate to change the use of the Properties to a use which the City determines does not qualify in meeting a CDBG National Objective, the Subrecipient must reimburse the City a prorated share of the Amount of the Grant the City makes to the project. At the end of the five-year period following the project closeout date and thereafter, no City restrictions under this agreement on use of the Properties shall be in effect.

_____ Subrecipient

_____ City of Grand Junction

10. The Subrecipient understands that the funds described in the Agreement are received by the City from the U.S. Department of Housing and Urban Development under the Community Development Block Grant Program. The Subrecipient shall meet all City and federal requirements for receiving Community Development Block Grant funds, whether or not such requirements are specifically listed in this Agreement. The Subrecipient shall provide the City with documentation establishing that all local and federal CDBG requirements have been met.
11. A blanket fidelity bond equal to cash advances as referenced in Paragraph V. (E) will not be

required as long as no cash advances are made, and payment is on a reimbursement basis.

12. A formal project notice will be sent to the Subrecipient once all funds are expended, and a final report is received.

_____ Subrecipient

_____ City of Grand Junction

Attachment 1 – Performance Measures

1. Output Measures

A. Total Number of unduplicated clients anticipated to be served by the project during the 12 mo. FY contract: 187

B. Number of unduplicated LMI City residents to be served with grant funds during the 12 mo. FY contract: 187

C. Of the City residents to be served: i) how many will have new or continued access to the service/benefit¹⁸⁷; ii) how many will have improved access to the service or benefit¹⁸⁷? And iii) how many will receive the service or benefit that is improved/no longer substandard¹⁸⁷?

2.) Schedule of Performance

Estimate the number of unduplicated City resident to be served per calendar quarter of the 12 mo. FY contract Q1: 47 Q2: 46 Q3: 47 Q4:47

3) Payment Schedule

During the 12 mo. FY contract funds will be drawn Q1: 25% Q2: 25% Q3: 25% Q4 25%

4) Outcome Measures

Activity (select one) __ Senior Service __ Youth Service X Homeless Service
__ Disabled Service X LMI Service __ Fair Housing Service

Primary Objective (select one) __ Create a suitable living environment X Provide decent, affordable housing __ Create economic opportunity (ies)

Primary Outcome Measurement (select one) __ Availability/Accessibility __ Affordability
X Sustainability

Summarize the means by which outcomes will be tracked, measured and reported

Income of beneficiaries is verified at intake and updated at each request for assistance by a review of pay stubs, assistance letters, unemployment notices, or other evidence of need. 100% of persons served by GVCO are low income.

____ Subrecipient

____ City of Grand Junction

DRAFT



Grand Junction City Council

Regular Session

Item #4.a.

Meeting Date: January 7, 2026
Presented By: Trenton Prall, Engineering & Transportation Director
Department: Engineering & Transportation
Submitted By: Kirsten Armbruster, Project Engineer

Information

SUBJECT:

Authorize Contract Amendment with FCI Constructors on the Community Recreation Center for Patterson Road Intersection Improvements at Matchett Parkway

RECOMMENDATION:

Authorize the City Purchasing Division to execute a change order amending the contract with FCI Constructors for Patterson Road Improvements at Matchett Park as part of the Community Recreation Center Project in the amount of \$1,596,771.00.

EXECUTIVE SUMMARY:

This item is to consider amending the existing \$75,987,451 contract with FCI Constructors for the construction of the Community Recreation Center (CRC) by \$1,596,771.00 to include additional improvements on Patterson Road at the new Matchett Parkway intersection. The road and intersection improvements along Patterson Road were budgeted separately from the Community Recreation Center, but it is staff's recommendation that all work be completed under one contract to maximize efficiency and reduce overall project costs. If amended, the work could be constructed simultaneously with the existing CRC construction and be completed before the opening of the new facility.

BACKGROUND OR DETAILED INFORMATION:

The City of Grand Junction is currently under contract with FCI Constructors for the construction of the Community Recreation Center (CRC) Project in the amount of \$75,987,451. The Community Recreation Center (CRC) Project is the first phase of development for the approximately 205-acre Matchett Park site located on the north side of Patterson Road. At full build-out, the regional park is planned to include up to six access points connecting to the City's street network. Access from 28 ¼ Road, Hawthorne Avenue, and Patterson Road will be available prior to the planned opening

of the CRC in 2026. The Patterson Road access will be aligned with 28 ½ Road and will be named Matchett Parkway north of Patterson Road.

A Traffic Impact Study (TIS) was completed for the CRC Project to evaluate anticipated traffic impacts to the adjacent roadway system and to identify required transportation improvements. The TIS determined that the CRC Project would trigger the need for a westbound right-turn lane on Patterson Road at Matchett Parkway in order to meet operational capacity and safety standards. The existing CRC construction contract includes construction of a 20-foot-wide roadway with a detached sidewalk on the east side of Matchett Parkway between the CRC and Patterson Road.

Matchett Parkway is planned for future expansion and the TIS determined additional intersection improvements would be needed in the future to accommodate the full build-out of Matchett Park. City master planning efforts further identified the need for pedestrian enhancements and access management improvements in this area. Consistent with these findings, the 2026 Adopted Budget includes funding to construct the ultimate intersection improvements at Patterson Road and Matchett Parkway rather than defer these to after the CRC is operational. The proposed intersection improvements include a raised median, turn lanes, a signalized pedestrian crossing, bus pull-out, and sidewalk enhancements.

The proposed median improvements will implement access restrictions at Matchett Parkway (north side of Patterson Road) and at Grand Cascade Way (south side of Patterson Road) consistent with the recommendations of the Patterson Road Access Management Plan adopted by Resolution No. 55-21 on July 21, 2021. Access restrictions at Grand Cascade Way will restrict left turns directly on/off of Patterson Road with left turns instead being directed to 28 1/4 Road or Legends Way to improve safety. Public notification of the access changes will be sent to the adjacent neighborhood prior to the start of construction. No additional public notice is planned for the new access at Matchett Parkway.

Staff recommends amending the existing CM/GC construction contract with FCI Constructors to include these expanded intersection improvements. Due to the significant overlap with work already included in the contract, amending the existing contract is anticipated to be the most efficient delivery method since the contractor is already mobilized on-site and economies of scale are expected to reduce overall project costs and schedule impacts. FCI Constructors has obtained subcontractor bids for the additional work and provided a Guaranteed Maximum Price (GMP) of \$1,596,771 for the intersection improvements. Under the CM/GC delivery method, the City would be billed for actual costs plus already established fees. This approach will allow the contractor to maintain the project schedule, reduce administrative burden for the City associated with managing a separate contract, and provide opportunities for improved coordination between the City and the contractor. This coordination may include things like having the City provide materials and/or labor for traffic signal components and signage, which could reduce costs.

FISCAL IMPACT:

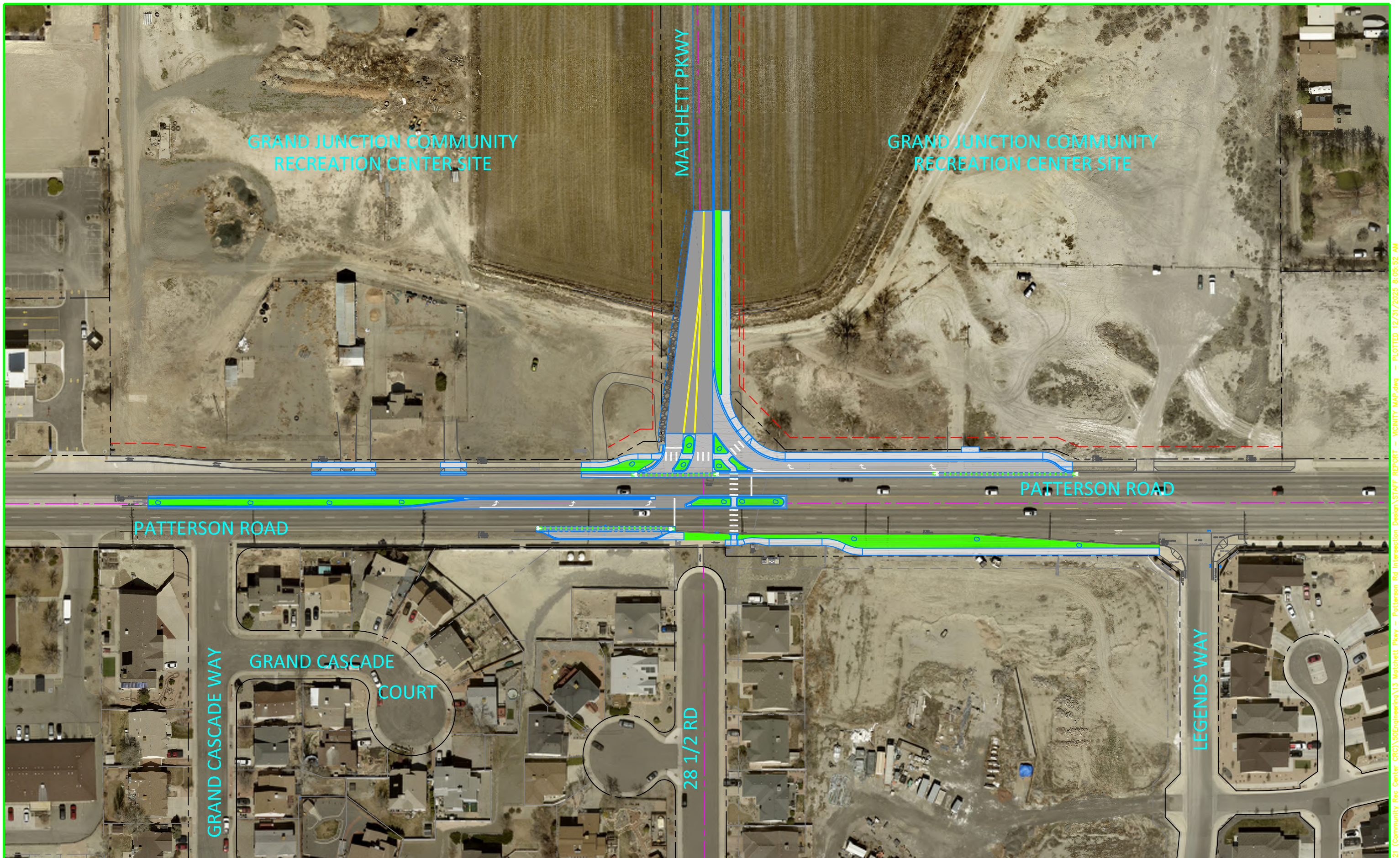
The 2026 Adopted Budget includes appropriations for this project from multiple funding sources. The Sales Tax Capital Improvements Fund appropriates \$1,000,000 for the Patterson Improvements at Matchett Parkway, the Major Capital Projects Fund includes \$150,000 for related transportation improvements, and the Transportation Capacity Fund provides \$450,000 for Patterson Capacity Improvements.

SUGGESTED MOTION:

I move to (authorize/not authorize) the City Purchasing Division to execute a change order amending the contract with FCI Constructors for Patterson Road Improvements at Matchett Park as part of the Community Recreation Center Project in the amount of \$1,596,771.00.

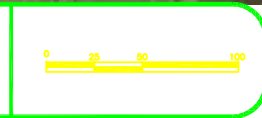
Attachments

1. STAFF REPORT - VICINITY MAP 20251231



REVISION	DESCRIPTION	DATE
REVISION		
REVISION		
REVISION		

DRAWN BY	JCS	DATE	2025
DESIGNED BY	JCS	DATE	2025
CHECKED BY	KA	DATE	2025
APPROVED BY	KH	DATE	2025



ENGINEERING AND
TRANSPORTATION DEPARTMENT
PROJECT NO. G2321

PATTERSON AND MATCHETT PKWY INTERSECTION
VICINITY MAP
December 31, 2025

N:\EnpProj\G2321 (Community Rec Center CRO)\50Engineering\13 Matchett Pkwy - Patterson Rd Intersection Design\STAFF REPORT - VICINITY MAP.dwg - PLOTTED 12/31/2025 8:05:52 AM



Grand Junction City Council

Regular Session

Item #4.b.

Meeting Date: January 7, 2026
Presented By: Trenton Prall, Engineering & Transportation Director
Department: Engineering & Transportation
Submitted By: Eric Rink, Project Engineer

Information

SUBJECT:

Authorize Construction Contract for D 1/2 Road Improvements

RECOMMENDATION:

Authorize the City Purchasing Division to Execute a Construction Contract with Dirtworks Construction, LLC for the D 1/2 Road Improvements Project in the amount of \$3,999,401.98.

EXECUTIVE SUMMARY:

This item is to consider authorization of a construction contract for the D 1/2 Road Improvements project, which will include a full road reconstruction of D 1/2 Road from 29 1/4 Road to 30 Road. The proposed improvements will include widening the road to a 3-lane collector section with bike lanes and sidewalks.

BACKGROUND OR DETAILED INFORMATION:

The D 1/2 Road corridor, located east of 29 Road, serves as a major east-west collector roadway for the Pear Park area. This is also a critical corridor for access to Pear Park Elementary and Fire Station #8. The majority of the D 1/2 Road corridor from 29 Road to 32 Road consists of a 3-lane corridor with pedestrian facilities. However, the section of D 1/2 Road from 29 1/4 Road to 30 Road is still a 2-lane road without pedestrian facilities and acts as a bottleneck in the transportation system.

In 2019, City voters approved Ballot Measure 2A, which allocated dedicated funding to the D 1/2 Road Capacity Improvement project along with several other citywide transportation capacity improvements. This project will widen D 1/2 Road from 29 1/4 Road to 30 Road to a 3-lane collector road section to match the road section on either end, which will include construction of curb, gutter, sidewalk, bike lanes, and streetlights. The project improvements are proposed to increase safety and

accommodate the projected traffic volumes for the area.

A formal Invitation For Bids was issued via BidNet (an online site for government agencies to post solicitations) posted on the City's Purchasing website, sent to the Grand Junction Chamber of Commerce and the Western Colorado Contractor's Associated, and advertised in the Daily Sentinel. There were five (5) companies that submitted formal bids, all of which were found responsive and responsible:

Contractor	Location	Amount
Dirtworks Construction LLC	Grand Junction, CO	\$3,999,401.98
K & D Construction, Inc.	Grand Junction, CO	\$4,456,154.46
Mountain Valley Contracting, Inc.	Grand Junction, CO	\$4,950,150.90
Oldcastle SW Group dba United Companies	Grand Junction, CO	\$5,340,850.65
Suncore Construction	Grand Junction, CO	\$5,306,613.90

Per Section 1.1.3 of the Purchasing Manual, confidential information obtained during procurement activities will be respected and protected as provided by law.

The contract amount includes \$150,000 (approximately 3.9%) for minor contract revisions as contingency for unforeseen conditions, which staff believes to be an appropriate amount based on the potential risks associated with underground utility construction and variability in subgrade conditions.

FISCAL IMPACT:

This project fits within the prioritized list of Transportation Capacity Expansion projects and is funded in the 2026 budget.

SUGGESTED MOTION:

I move to (authorize/not authorize) the City Purchasing Division to enter into a contract with Dirtworks Construction, LLC for the construction of the D 1/2 Road Improvements Project in the amount of \$3,999,401.98.

Attachments

None



Grand Junction City Council

Regular Session

Item #5.a.

Meeting Date: January 7, 2026
Presented By: Tim Lehrbach, Principal Planner
Department: Community Development
Submitted By: Tim Lehrbach, Principal Planner

Information

SUBJECT:

A Resolution Finding the 2020 One Grand Junction Comprehensive Plan, Together with the 2026 Grand Junction Municipal 3 Mile Plan Map, Serves as the City's Three-Mile Plan and its Annual Update

RECOMMENDATION:

Staff recommends approval of the resolution.

EXECUTIVE SUMMARY:

Colorado law (C.R.S. §31-12-101, *et. seq.*) provides that no municipal annexation may occur that would have the effect of extending a municipal boundary more than three miles in any direction from any point of such municipal boundary in any one year. The law also requires that, before the completion of any annexation within the three-mile area, the annexing municipality must have a plan that generally describes the proposed location, character, and extent of public infrastructure and proposed land uses, all as more particularly described in the statute. The plan shall be updated at least once annually.

The proposed resolution reaffirms that the One Grand Junction Comprehensive Plan, together with the adoption of the 2026 Grand Junction Municipal 3 Mile Plan Map, constitutes the City's Municipal three-mile plan and satisfies the statutory requirement for the annual update.

BACKGROUND OR DETAILED INFORMATION:

Background

Colorado law (C.R.S. §31-12-101, *et. seq.*) provides that no municipal annexation may occur that would have the effect of extending a municipal boundary more than three miles in any direction from any point of such municipal boundary in any one year. The

law also requires that, before the completion of any annexation within the three-mile area, the annexing municipality must have a plan that generally describes the proposed location, character, and extent of public infrastructure and proposed land uses, all as more particularly described in the statute. The plan shall be updated at least once annually.

The law does not expressly establish whether the entire three-mile boundary area or just the area of the annexation is to be planned by the three-mile plan; however, the City's master planning includes consideration of annexation policies, such that the elements of a three-mile plan are incorporated in the City's Comprehensive Plan. As such, pursuant to C.R.S. §31.12.101, *et seq.*, the City recognizes the 2020 One Grand Junction Comprehensive Plan and its Urban Development Boundary (UDB) as the City's three-mile plan.

The City's master planning began with the 1996 Growth Plan, prior to which the City adopted an annual Municipal Annexation Plan that served as the City's three-mile plan. Subsequently, the City and Mesa County executed the 1998 Intergovernmental Agreement Between the City of Grand Junction and Mesa County Related to City Growth and Joint Policy Making for the Persigo Sewer System (Persigo Agreement) that established, among other policies, when and where the City would annex and where the Persigo Sewer System would extend (the "201 Boundary"). The Persigo Agreement contemplates that these areas should be coterminous, providing that "the parties agree to, in good faith, amend the Urban Growth Boundary, or the 201 [Boundary], or both, so that such boundaries and areas are identical."

On February 7, 2010, a 30-month planning effort culminated with the adoption of the Grand Junction Comprehensive Plan, replacing the 1996 Growth Plan. The 2010 Comprehensive Plan was jointly adopted by the City of Grand Junction and Mesa County, providing for intergovernmental collaboration, a wide breadth of stakeholders, and a unified vision between the City and County for growth in the Grand Junction area. This Comprehensive Plan established the UDB, which sets the eventual boundary of the City.

The intergovernmental collaboration continued with the 2020 One Grand Junction Comprehensive Plan, which was adopted by the City of Grand Junction on December 16, 2020, and the Land Use Map and Plan of which were adopted by Mesa County on February 17, 2021. The One Grand Junction Comprehensive Plan provides the framework for annexation and development, including defining and describing growth and development goals and policies. The goals and policies include but are not limited to, the boundary of the City and how and where urban utilities, infrastructure, and facilities will extend that boundary.

The Comprehensive Plan promotes the community's vision, goals, objectives, and policies, establishes a process for orderly growth and development, addresses both current and long-term needs, and provides for a balance between the natural and built environment. These are elements acknowledged by Colorado law and good public

policy. The Comprehensive Plan was developed with an understanding of the need to maximize the efficiency and effectiveness of development, to preserve agricultural lands outside the UDB, and to increase densities and development intensity within the UDB. To that end, the Comprehensive Plan includes a Land Use Map that designates the future land uses within the UDB.

The UDB established in the 2010 Comprehensive Plan saw only minor changes in the 2020 Comprehensive Plan, mostly reducing the size of the boundary. By design, the UDB does not extend beyond three miles from any existing boundary of the City. However, neither the 2010 establishment nor the 2020 update of the UDB aligned it with the 201 Boundary. The 2020 Comprehensive Plan reinforced the need for such alignment (Plan Principle 3, Goal 1, Strategy c).

On April 17, 2024, the City of Grand Junction approved the Second Amendment to the Persigo Agreement, which, among other changes, adjusted the 201 Boundary. Mesa County approved the Second Amendment on July 9, 2024. Following this, on December 18, 2024, the City Council adopted Ordinance No. 5243, approving an amendment to the Urban Development Boundary (UDB) within the Comprehensive Plan. By this action, the City aligned its UDB with the revised 201 Boundary (with the few exceptions as described and depicted in the adopted UDB update ordinance), meeting the intent of the Persigo Agreement and 2020 Comprehensive Plan.

The proposed 2026 Annual Grand Junction Municipal 3 Mile Plan Map reflects the updated UDB and 201 Boundary and establishes the limits of annexation and the City's planning area. Each boundary is less than three miles from the existing boundaries of the City, complying with the requirements for a three-mile plan.

The Comprehensive Plan, through the application of its principles, goals, and strategies, its land use plan, its appendices, and its supporting documentation, describes the City's intent regarding the provision of infrastructure, transportation, utilities, and other services to and within any annexed property within the UDB. The Comprehensive Plan describes the proposed character, extent, and location of land uses and infrastructure preparation. It therefore remains compliant with the requirements for a three-mile plan.

The proposed resolution therefore reaffirms the Comprehensive Plan as the City's Municipal three-mile plan and adopts the 2026 Grand Junction Municipal 3 Mile Plan Map, thereby satisfying the annual update requirements of C.R.S. §31-12-101, *et. seq.* and all applicable law.

FISCAL IMPACT:

There is no direct fiscal impact related to this request.

SUGGESTED MOTION:

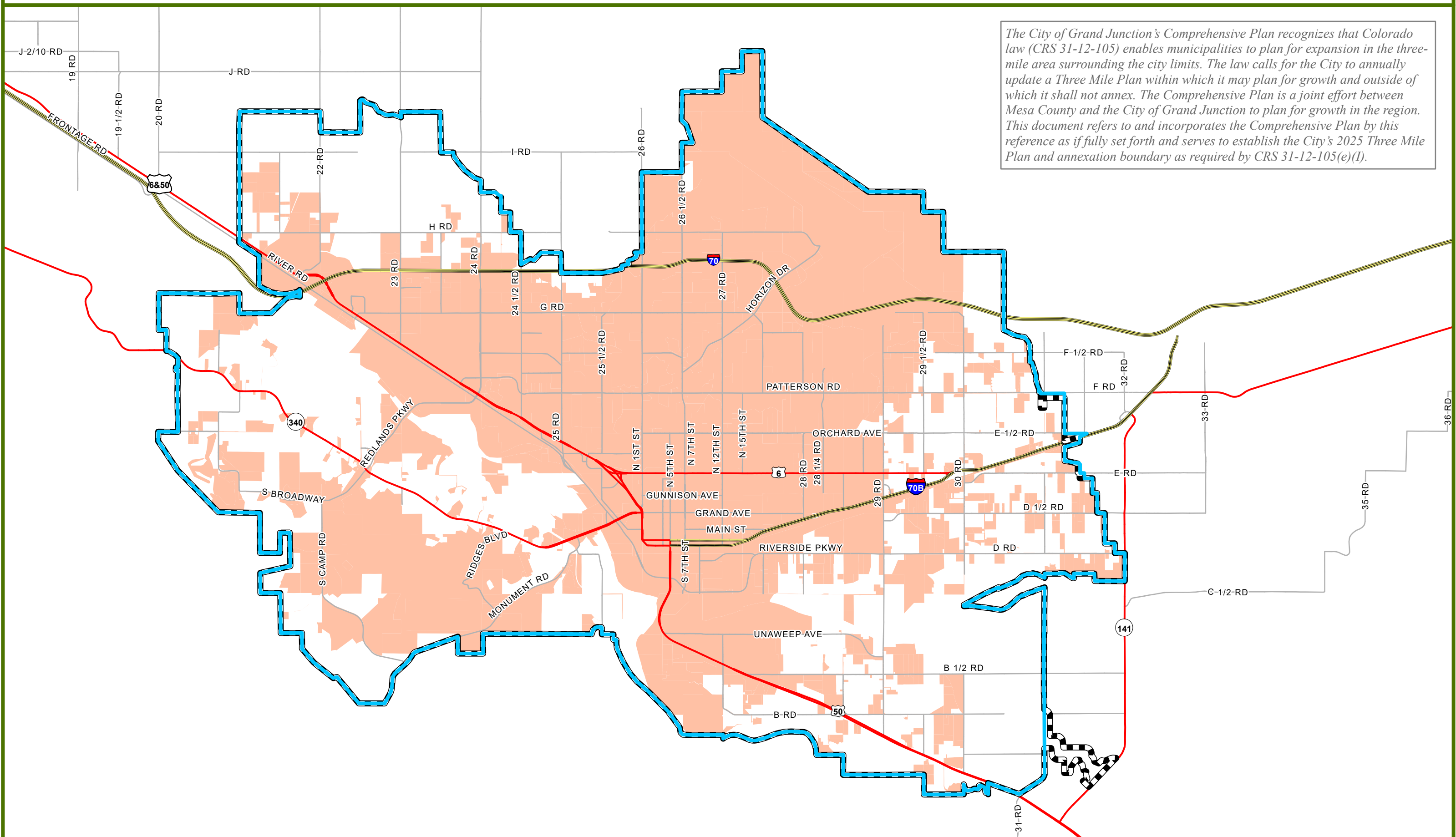
I move to (adopt/deny) Resolution No. 01-26, a Resolution reaffirming the City's Comprehensive Plan as the Grand Junction Municipal three-mile plan and adopting the 2025 Grand Junction Municipal 3 Mile Plan Map as the 2026 annual update of the three-mile plan, satisfying the requirements of C.R.S. §31-12-101, *et. seq.* and all applicable law.

Attachments

- 1. 3-Mile Plan (2026)
- 2. Resolution - 2026 Three Mile Plan

2026 ANNUAL GRAND JUNCTION MUNICIPAL 3 MILE PLAN

The City of Grand Junction's Comprehensive Plan recognizes that Colorado law (CRS 31-12-105) enables municipalities to plan for expansion in the three-mile area surrounding the city limits. The law calls for the City to annually update a Three Mile Plan within which it may plan for growth and outside of which it shall not annex. The Comprehensive Plan is a joint effort between Mesa County and the City of Grand Junction to plan for growth in the region. This document refers to and incorporates the Comprehensive Plan by this reference as if fully set forth and serves to establish the City's 2025 Three Mile Plan and annexation boundary as required by CRS 31-12-105(e)(1).



 Urban Development Boundary
 201 Boundary
 City Limits December 2025

Date Created: 12/8/2025



CITY OF GRAND JUNCTION, COLORADO

RESOLUTION NO. __-26

A Resolution Finding that the 2020 One Grand Junction Comprehensive Plan Together with the 2025 Annual Grand Junction 3 Mile Plan Map Serves as the Annual Three-Mile Plan for the City of Grand Junction

WHEREAS, Colorado law (C.R.S. §31-12-101, *et. seq.*) provides that no municipal annexation may occur that would have the effect of extending a municipal boundary more than three miles in any direction from the limits of the current municipal boundary in any one year. The law also requires that, before completion of any annexation within the three-mile area, the annexing municipality must have a plan that generally describes the proposed location, character, and extent of public infrastructure and proposed land uses, all as more particularly described in the statute. The plan shall be updated at least once annually.

WHEREAS, the City's master planning includes consideration of annexation policies, such that the elements of a three-mile plan are incorporated in the City's Comprehensive Plan. As such, pursuant to C.R.S. §31.12.101, *et seq.*, the City annually affirms by resolution its extant Comprehensive Plan and Urban Development Boundary (UDB) as the City's three-mile plan.

WHEREAS, on December 16, 2020, City Council adopted by Ordinance No. 4971 the 2020 *One Grand Junction Comprehensive Plan (Comprehensive Plan)*. The *Comprehensive Plan* establishes the Urban Development Boundary (UDB), which sets the planning area and eventual boundary of the City.

WHEREAS, the *Comprehensive Plan* provides the framework for annexation and development, including defining and describing growth and development goals and policies. The goals and policies include, but are not limited to, the boundary of the City and how and where urban utilities, infrastructure, and facilities will extend that boundary. The *Comprehensive Plan* promotes the community's vision, goals, objectives, and policies, establishes a process for orderly growth and development, addresses both current and long term needs, and provides for a balance between the natural and built environment, all as presumed by the law and good public policy. The *Comprehensive Plan* was developed with an understanding of the need to maximize the efficiency and effectiveness of development, to preserve agricultural lands outside the UDB and to increase densities and development intensity within. To that end, the *Comprehensive Plan* includes a Land Use Map that designates the future land uses within the UDB.

WHEREAS, the *Comprehensive Plan*, through the application of its principles, goals, and strategies, its land use plan, its appendices, and its supporting documentation, describes the City's intent regarding the provision of infrastructure, transportation, utilities, and other services to and within any annexed property within the

UDB. The *Comprehensive Plan* describes the proposed character, extent, and location of land uses and infrastructure preparation, which have been consistent since its adoption, and accordingly the three-mile plan is considered and found, as allowed by law, to be a part of the *Comprehensive Plan*.

WHEREAS, the 2026 Annual Grand Junction Municipal 3 Mile Plan Map (Exhibit A) reflects the UDB as most recently amended and adopted by the City Council by Ordinance No. 5243 on December 18, 2024.

AND WHEREAS, the City Council finds the *Comprehensive Plan*, together with and as amended by the attached annual update, 2026 Annual Grand Junction Municipal 3 Mile Plan Map (Exhibit A), constitutes the City's three-mile plan and satisfies the requirements of C.R.S. §31-12-101 *et. seq.* and all applicable law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION, COLORADO:

That the *Comprehensive Plan* as adopted and amended by and with Exhibit A, is the three-mile plan for the City of Grand Junction and that Exhibit A is and serves as the annual update as required by law.

PASSED AND ADOPTED this ____ day of January 2026.

Cody Kennedy
President of the Council

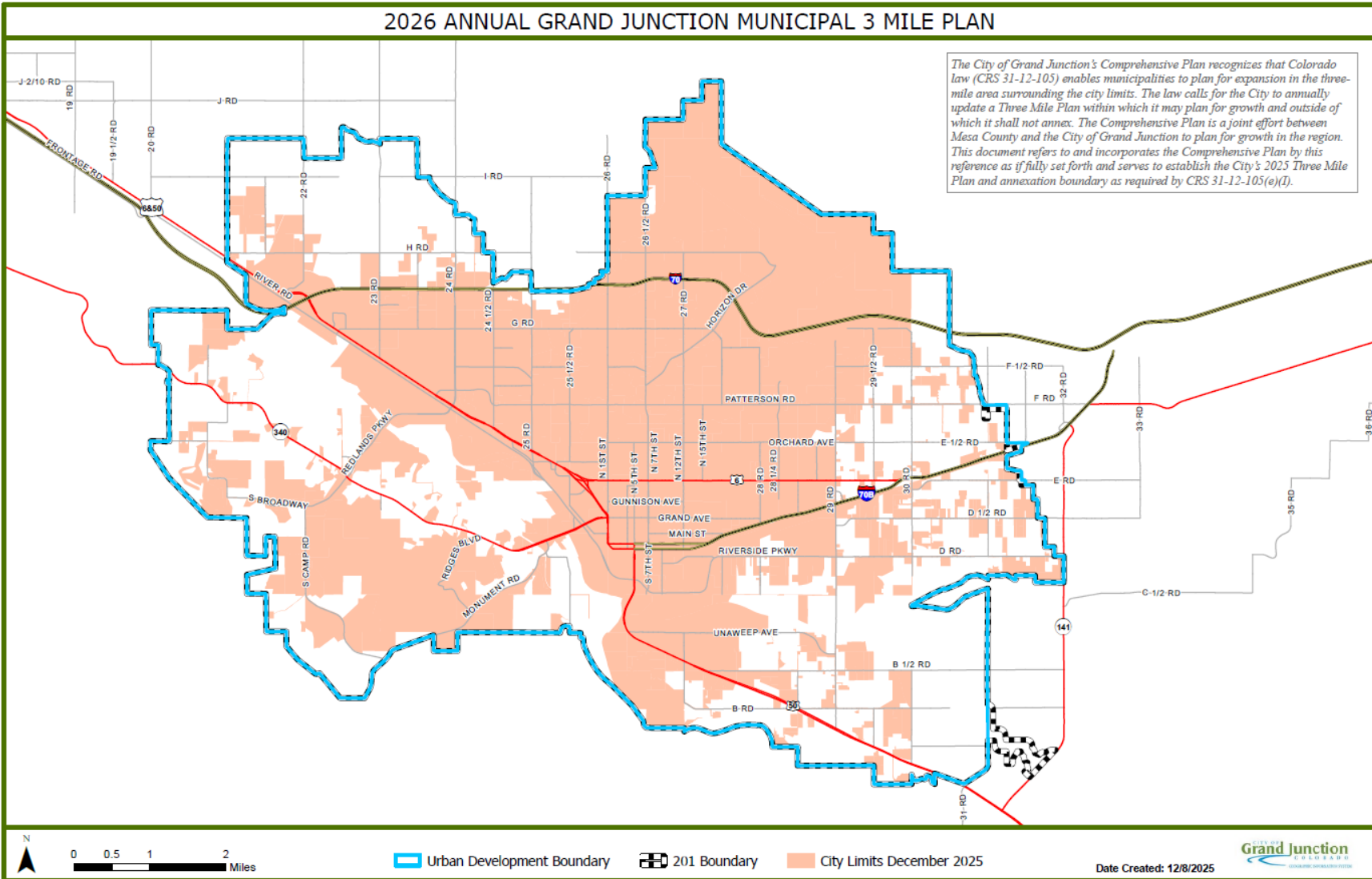
Attest:

Selestina Sandoval
City Clerk

Exhibit A

2026 ANNUAL GRAND JUNCTION MUNICIPAL 3 MILE PLAN

The City of Grand Junction's Comprehensive Plan recognizes that Colorado law (CRS 31-12-105) enables municipalities to plan for expansion in the three-mile area surrounding the city limits. The law calls for the City to annually update a Three Mile Plan within which it may plan for growth and outside of which it shall not annex. The Comprehensive Plan is a joint effort between Mesa County and the City of Grand Junction to plan for growth in the region. This document refers to and incorporates the Comprehensive Plan by this reference as if fully set forth and serves to establish the City's 2025 Three Mile Plan and annexation boundary as required by CRS 31-12-105(e)(1).





Grand Junction City Council

Regular Session

Item #5.b.

Meeting Date: January 7, 2026
Presented By: Ashley Chambers, Housing Manager
Department: Community Development
Submitted By: Ashley Chambers, Housing Manager

Information

SUBJECT:

A Resolution Authorizing the City Manager to Make Grant Awards and Execute Funding Agreements with Grand Valley Catholic Outreach, the Joseph Center, and Hilltop Health Services Corporation for Providing Comprehensive Solutions for Individuals Experiencing Homelessness

RECOMMENDATION:

Staff recommend approval of this item.

EXECUTIVE SUMMARY:

This item authorizes the City Manager to execute funding agreements for three projects selected through the City's May 2025 RFP for Comprehensive Community Solutions for Individuals Experiencing Homelessness. Based on alignment with City priorities, demonstrated outcomes, and organizational capacity, staff recommended and council approved funding in the 2025 budget process for three projects for Grand Valley Catholic Outreach, (\$13,847) for rental support and eviction prevention, Hilltop Family Resource Center (\$250,000) for transitional and emergency shelter services, and The Joseph Center (\$100,000) for family shelter and supportive services. The agreements establish program requirements, reporting expectations, and compliance with all applicable funding regulations.

BACKGROUND OR DETAILED INFORMATION:

The City of Grand Junction issued a Request for Proposals (RFP) for long-term services to individuals experiencing homelessness following the planned closure of the temporary Resource Center operated by Homeward Bound of the Grand Valley (HBGV).

Consistent with the **2023 Unhoused Needs Assessment** and the **2024 Unhoused Strategy**, the City released an RFP in mid-May 2025 seeking proposals that would establish a durable framework for homelessness prevention, stabilization, and pathways to housing. The RFP emphasized operational readiness, financial stability, collaboration, and alignment with City goals.

A total of **nine proposals**, requesting approximately **\$3.6 million**, were submitted. Proposals were reviewed by a seven-member Evaluation Committee comprised of City staff and subject-matter experts from Housing and Community Development, the City Manager's Office, Grand Junction Police and Fire Departments, and Intermountain Health. The evaluation process included written proposal review, requests for supplemental information, formal presentations, in-person interviews, and budget scenario revisions. Proposals were scored across five criteria: responsiveness, understanding of services, organizational capacity, implementation strategy, and budget efficiency.

Following this process, three organizations were selected as finalists: **Grand Valley Catholic Outreach**, **Hilltop Family Resource Center**, and **The Joseph Center**. These projects were identified as best aligned with City priorities, capable of delivering measurable outcomes, and positioned to provide critical services to the unhoused.

Approved through Ordinance 5286 on November 19, 2025, City Council approved one-year funding allocations in the 2026 annual budget, with future funding subject to annual budget review and demonstrated performance in the following amounts:

- **Grand Valley Catholic Outreach (GVCO) – \$13,847 (General Fund);** (\$61,152 through the 2025 CDBG allocation process)
To support GVCO's rental assistance and eviction prevention program for households at imminent risk of eviction or homelessness, including survivors of domestic violence. Funds are used exclusively for direct rental payments to landlords under binding agreements that prevent eviction filings. GVCO has demonstrated strong outcomes, assisting nearly 2,000 households between 2022 and mid-2025 with an 88% housing retention rate after six months. CDBG funds will be administered under a separate HUD-compliant agreement.
- **Hilltop Family Resource Center – \$250,000 (General Fund)**
Funding supports emergency and transitional shelter services, including stabilization of recently expanded capacity and continued partnership with United Way of Mesa County. Partial funding was approved due to anticipated budget constraints beginning in 2026, while preserving near-term service continuity and flexibility for future budget considerations.
- **The Joseph Center – \$100,000 (General Fund)**
Funding supports family shelter and supportive services, including case management and stabilization supports. Partial funding was approved due to

projected budget limitations, allowing the City to sustain critical services while reassessing future commitments during the annual budget process.

These investments prioritize immediate impact, system continuity, and alignment with the City’s long-term homelessness reduction strategy while maintaining fiscal flexibility amid anticipated funding constraints.

Summary of Funding

Organization	Funding Requested	Council Approved Funding in the 2025 Budget Process	Source(s)	Summary of Funding/Project
Grand Valley Catholic Outreach	\$75,000	\$75,000	\$61,152 2025-2026 CDBG \$13,847 -General Fund Reserves	Rental Support and Eviction/Homeless Prevention
Hilltop Family Resource Center	\$500,000	\$250,000	General Fund Reserves	Transitional & Emergency Shelter
The Joseph Center	\$200,000	\$100,000	General Fund Reserves	Family Shelter & Supports
Total	\$775,000	\$425,000		

FISCAL IMPACT:

As part of the 2026 budget adoption, City Council approved \$363,847 in one-time expenditures for Comprehensive Solutions for Individuals Experiencing Homelessness, allocated as follows: \$13,847 to Grand Valley Catholic Outreach, \$250,000 to Hilltop Family Resource Center, and \$100,000 to The Joseph Center.

SUGGESTED MOTION:

I move to adopt and approve Resolution 02-26, a resolution authorizing the City Manager to make grant awards and execute funding agreements with Grand Valley Catholic Outreach, the Joseph Center, and Hilltop Health Services Corporation for Providing Comprehensive Solutions for Individuals Experiencing Homelessness

Attachments

1. AGR-GVCO with Appendix A DRAFT
2. AGR - Joseph Center & Appendix A DRAFT

3. AGR - Hilltop Health Services Corp with Appendix DRAFT
4. Final Solicitation RFP-5684-25-KF with Addendums
5. RES-RFP GVCO, Hilltop, Joseph Center

1 BENEFICIARY AGREEMENT BY AND BETWEEN CITY OF GRAND JUNCTION, COLORADO,
2 AND GRAND VALLEY CATHOLIC OUTREACH, FOR A \$13,847 AWARD (AWARD) FOR
3 RENTAL SUPPORT AND EVICTION/HOMELESS PREVENTION FOR THE COMPREHENSIVE
4 SOLUTIONS FOR INDIVIDUALS EXPERIENCING HOMELESSNESS

5 THIS AGREEMENT (AGREEMENT) is made between the City of Grand Junction, a
6 Colorado Home Rule Municipality (CITY), and GRAND VALLEY CATHOLIC OUTREACH
7 (GVCO or BENEFICIARY).

8 Collectively the CITY and the BENEFICIARY may be referred to as the PARTIES.

9 RECITALS:

10 In alignment with the City's 2023 Unhoused Needs Assessment and the 2024 Unhoused
11 Strategy and Implementation Plan, the City released RFP-5684-25-KF, titled
12 Comprehensive Community Solutions for Individuals Experiencing Homelessness, during
13 the week of May 12, 2025. The RFP sought PROPOSALS that would advance long-term
14 solutions focused on homelessness prevention, stabilization, and pathways into
15 permanent housing, with an emphasis on collaboration, demonstrated capacity, and
16 alignment with City housing and homelessness reduction goals.

17 The solicitation remained open through July 1, 2025, and indicated that up to \$500,000
18 per year could be awarded, subject to budget availability and City Council approval,
19 for a potential three-year funding period. PROPOSALS were invited that addressed
20 emergency sheltering, housing stabilization, homelessness prevention, and critical
21 public health, mobility, and basic needs, with encouragement to leverage multiple
22 funding sources, including Community Development Block Grant (CDBG) funds where
23 applicable.

24 The RFP Review Committee reviewed PROPOSALS based on responsiveness to the
25 solicitation, understanding of community needs and City goals, organizational capacity
26 and experience, implementation strategy, and budget efficiency.

27 The BENEFICIARY was selected for funding based on its demonstrated capacity, strong
28 performance history, and direct alignment to the use of funds to support rental
29 assistance and eviction prevention activities for households at imminent risk of housing
30 loss, including individuals and families experiencing financial crisis and survivors of
31 domestic violence seeking to secure or retain stable housing.

32 Consistent with the City's annual budget process, and approved through Ordinance
33 5235, and the use of one-time funding, the recommended award to BENEFICIARY to
34 support direct rental assistance and eviction/homelessness prevention activities under
35 the Comprehensive Solutions for Individuals Experiencing Homelessness initiative. Future
36 funding consideration, if any, will be subject to City Council approval, budget
37 availability, and demonstrated program performance.

38 The BENEFICIARY has committed to use the AWARD for the purposes stated in its
39 PROPOSAL and in this AGREEMENT to directly address affordable housing.

40 On January 7, 2026, the City Council of the CITY approved this AGREEMENT by and with
41 the adoption of Resolution __-26 (RESOLUTION).

42 In consideration of the foregoing RECITALS and other good and valuable consideration
43 the sufficiency of which is acknowledged, both for the making and enforcement of this
44 AGREEMENT, the BENEFICIARY and the CITY do agree to the terms of this AGREEMENT
45 for the use of the AWARD for the purposes of the PROPOSAL and as otherwise required
46 and provided in this AGREEMENT.

47 1. EFFECTIVE DATE AND TERM

48 This AGREEMENT shall commence when executed by all PARTIES and remain in effect
49 until December 31, 2025, unless sooner terminated by the CITY in writing as contained
50 herein.

51 2. AWARD TO BE PAID TO BENEFICIARY

52 The CITY will pay the BENEFICIARY in accordance with this AGREEMENT the sum of
53 thirteen thousand eight hundred and forty-seven dollars (\$13,847) upon receipt of
54 invoice.

55 3. LIMITATIONS REGARDING THE USE OF THE AWARD

56 The BENEFICIARY shall ensure that the AWARD is expended in accordance with this
57 AGREEMENT and shall be only for the purposes described in the PROPOSAL and in this
58 AGREEMENT. The PROPOSAL is incorporated into this agreement and attached as
59 Appendix A.

60 4. REPORTING REQUIREMENTS

61 To ensure compliance with this AGREEMENT/the purposes of the PROPOSAL the
62 BENEFICIARY shall provide to the CITY an annual report on the utilization of the AWARD
63 for and in support of the PROPOSAL and this AGREEMENT. The BENEFICIARY shall also
64 provide, if requested, any backup documentation as may reasonably be required by
65 the CITY. The REPORT must include a written statement, signed by the BENEFICIARY,
66 indicating that the use of the AWARD comports with the PROPOSAL and this
67 AGREEMENT.

68 5. TERMINATION

69 This AGREEMENT will terminate after the BENEFICIARY's full and complete performance
70 of the provision of housing/housing services contemplated by the PROPOSAL and this
71 AGREEMENT.

72 Either party may terminate this agreement in writing to the other party. In the event of
73 termination prior to expenditure of the entire amount of AWARD by BENEFICIARY, any
74 unused funds shall be returned to the CITY.

75 If BENEFICIARY is in breach of this AGREEMENT or any provisions with the APPLICATION,
76 the CITY shall notify BENEFICIARY in writing within 30 days of discovery of the breach.

77 BENEFICIARY shall have 14 days to cure the breach. If BENEFICIARY does not cure the
78 breach, this AGREEMENT shall be terminated, and remaining funds shall be returned to
79 the CITY.

80 6. INDEPENDENT CONTRACTOR

81 Neither the CITY nor the BENEFICIARY shall be deemed by virtue of this AGREEMENT to
82 be engaged in an association, partnership, joint venture, or a relationship of principal
83 and agent, or employer and employee. The BENEFICIARY shall not be, or be deemed to
84 be, or act or purport to act, as a partner, employee, agent, or representative of the
85 CITY for any purpose.

86 7. HOLD HARMLESS AND INDEMNIFICATION

87 The BENEFICIARY agrees to defend, indemnify, and hold the CITY, its officers, officials,
88 employees, and agents harmless from and against any and all claims, injuries,
89 damages, losses or expenses, whether in contract or tort, including without limitation
90 personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of
91 property, which are alleged or proven to be caused in whole or in part by an act or
92 omission of the BENEFICIARY, its officers, directors, employees, and/or agents relating to
93 the BENEFICIARY's performance, or failure to perform, under this AGREEMENT. The
94 BENEFICIARY's obligation to indemnify and hold the CITY its officers, officials, employees,
95 and agents harmless shall survive the expiration or termination of this AGREEMENT.
96 Nothing in this AGREEMENT shall serve as a waiver of the CITY's governmental immunity
97 under C.R.S. § 24-10-101, *et seq.*

98 8. COMPLIANCE WITH LAWS

99 The BENEFICIARY shall comply with all applicable federal, state, and local laws and all
100 requirements regarding the receipt and expenditure of the AWARD.

101 9. MAINTENANCE AND AUDIT OF RECORDS

102 The BENEFICIARY shall maintain records, books, documents, and other materials
103 relevant to its performance, or non-performance, under this AGREEMENT. Records,
104 including but not limited to those informing the REPORT, shall be subject to inspection,
105 review, and audit by the CITY or its designee(s) for three (3) years following termination
106 of this AGREEMENT. If it is determined during the course of the audit that the
107 BENEFICIARY failed to expend any or all of the AWARD for any purpose other than
108 performing the work/services as provided in the PROPOSAL and this AGREEMENT, or if
109 the BENEFICIARY fails to substantially perform as provided in the PROPOSAL and this
110 AGREEMENT, the BENEFICIARY shall reimburse the CITY for each, every, and all improper
111 and/or unmade expenditure(s). The BENEFICIARY agrees to make such
112 reimbursement(s) to the CITY within 30 days of a written request(s) made to the
113 BENEFICIARY.

114 10. NOTICES

115 Any notices desired or required to be given hereunder shall be in writing, and shall be
116 deemed received three (3) days after deposit with the United States Postal Service
117 postage fully prepaid, return receipt requested, and addressed to the party to which it
118 is intended at its last known address, or to such person or address as either party shall
119 designate to the other from time to time in writing forwarded in like manner:

120 BENEFICIARY

121 GRAND VALLEY CATHOLIC OUTREACH

122 Attn: Jane Schissel

123 245 S. 1st ST

124 Grand Junction, CO 81501

125

126 CITY

127 Attn: Mike Bennett

128 250 N. 5th Street

129 Grand Junction, CO 81501

130 11. IMPROPER INFLUENCE

131 The BENEFICIARY warrants that it did not employ, retain, or contract with any person or
132 entity on a contingent compensation basis for the purpose of seeking or obtaining this
133 AGREEMENT.

134 12. CONFLICT OF INTEREST

135 The elected and appointed officials and employees of the CITY warrant that they
136 individually and collectively have no, and shall not have, any personal interest, direct or
137 indirect, which gives rise to a conflict of interest.

138 13. SURVIVAL

139 The provisions of this AGREEMENT that by their purpose should survive expiration or
140 termination of the AGREEMENT shall so survive. Those provisions include without
141 limitation Hold Harmless and Indemnification and Maintenance and Audit of Records.

142 Nothing in this agreement shall prevent the CITY from any relief or causes of action in
143 law or equity related to a breach of this agreement.

144 14. AMENDMENT

145 No amendment or modification to the AGREEMENT shall be effective without prior
146 written consent of the authorized representatives of the Parties.

147 15. GOVERNING LAW; VENUE

148 This AGREEMENT shall be governed in all respects by the laws of the State of Colorado,
149 both as to interpretation and performance, without regard to conflicts of law or choice
150 of law provisions. Any action arising out of or in conjunction with the AGREEMENT may

151 be instituted and maintained only in a court of competent jurisdiction in Mesa County,
152 Colorado.

153 16. NON-WAIVER

154 No failure on the part of the CITY to exercise, and no delay in exercising, any right
155 hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by
156 the CITY of any right hereunder preclude any other or further exercise thereof or the
157 exercise of any other right. The remedies provided herein and at law or in equity are
158 cumulative and not exclusive.

159 17. BINDING EFFECT

160 This AGREEMENT shall be binding upon and inure to the benefit of the Parties.

161 18. ASSIGNMENT

162 The BENEFICIARY shall not assign or transfer any of its interests in or obligations under this
163 AGREEMENT without the prior written consent of the CITY.

164 19. ENTIRE AGREEMENT

165 This AGREEMENT together with the attachments constitutes the entire agreement
166 between the CITY and the BENEFICIARY for the use of the AWARD paid/received under
167 this AGREEMENT.

168 20. NO THIRD-PARTY BENEFICIARIES

169 Nothing herein shall or be deemed to create or confer any right, action, or benefit in,
170 to, or on the part of any person or entity that is not a party to this AGREEMENT. Any
171 benefit to any person(s) is incidental to the AGREEMENT and/or the BENEFICIARY's
172 fulfillment of the AGREEMENT.

173 21. CIVIL RIGHTS COMPLIANCE

174 The BENEFICIARY shall meet legal requirements relating to nondiscrimination. Those
175 requirements include ensuring that the BENEFICIARY does not deny benefits or services,
176 or otherwise discriminate on the basis of race, color, national origin (including limited
177 English proficiency), disability, age, or sex (including sexual orientation and gender
178 identity), in accordance with the following authorities: Title VI of the Civil Rights Act of
179 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's
180 implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973
181 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title
182 IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the
183 Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975,
184 Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations
185 at 31 CFR part 23, or the Colorado Anti-Discrimination Act, C.R.S. § 24-34-300.5 et seq..

186 22. SEVERABILITY

187 If one or more provisions of this AGREEMENT shall be determined to be invalid by any
188 court of competent jurisdiction or agency having jurisdiction thereof, the remainder of
189 the AGREEMENT shall remain in full force and effect and the invalid provisions shall be
190 deemed severed.

191 23. AUTHORIZATION

192 By signing the BENEFICIARY and the CITY represent and warrant to the other that the
193 signer has the full power and authority to execute this AGREEMENT on behalf of the
194 entity for whom he/she signs and to bind that entity to the terms hereof.

195 BENEFICIARY:

196 GRAND VALLEY CATHOLIC OUTREACH

197 By: _____ Date: _____

198 Jane Schissel, Executive Director

199

200 City of Grand Junction Colorado

201 By: _____ Date: _____

202 Mike Bennett, City Manager

203

DRAFT

Appendix A: GVCO Proposal and Presentation

DRAFT



Grand Valley Catholic Outreach

245 S. First Street
Grand Junction, Colorado 81501
970-241-3658

June 24, 2025

Grand Valley Catholic Outreach appreciates the opportunity to apply for funding through the Comprehensive Community Solutions for Individuals Experiencing Homelessness (RFP-5684-25-KF).

The organization is applying for \$75,000 for each of the anticipated three years of funding, a total of \$225,000. GVCO provides a variety of homeless and homeless prevention services. These funds will be dedicated to the rental assistance program, which focuses primarily on keeping people housed by preventing evictions. The program can also assist those who are currently homeless or who are fleeing domestic violence to pay their first month's rent to secure a new rental.

Consistent with City Goals

The proposal to fund rental assistance for eviction prevention directly addresses housing instability, a community identified need listed in the City's NOFO. Difficulty in paying rent is a key factor in housing instability. Rental assistance promotes housing stability.

The proposal also targets a goal listed in the NOFO to reduce homelessness through early intervention. The housing retention rate associated with this program is discussed below.

Catholic Outreach has been successfully providing housing and rental assistance programs since 1988. GVCO has consistently delivered effective, compliant, and community-responsive services that support housing stability for vulnerable populations with a proven track record of programmatic and fiscal accountability. These funds will extend an existing program, which is ready to use them to provide services as soon as they are made available.

Program Summary

Households receiving rental assistance for eviction prevention from GVCO must be at imminent risk of homelessness – meaning they have received a Notice to Quit or a Demand for Compliance or Possession because of unpaid rent.

Households that qualify financially are at or below 185% of the Federal Poverty Guidelines. Incomes are verified. If appropriate, an in-house "Financial Literacy" packet that covers basic budgeting skills is used.

To deliver the rental assistance, GVCO draws up contracts between GVCO, the tenants, and the landlords. If an applicant's landlord accepts, the landlord agrees to accept a lump sum payment

from GVCO in exchange for not proceeding with any eviction action, based upon non-payment of rent, until 30 days from the day the contract is written - giving the tenant a month to prepare for the following month's rent.

Once a contract is returned to GVCO, the agency mails a check to the landlord. GVCO does not pay applicants directly.

Measurable Outcomes

Effects of the program can be monitored by the number of households served and the rate of housing retention. From January 1, 2022 – May 31, 2025, GVCO offered rental assistance to 1,948 households – an average of 47 per month. Six months after receiving rental assistance roughly 88% remained housed.

Overview of Grand Valley Catholic Outreach

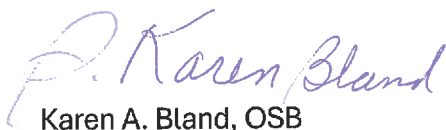
Grand Valley Catholic Outreach is a 501(c)(3) nonprofit organization incorporated in 1988. The groundwork was laid well before then, when Franciscan nuns began handing out sandwiches to - hungry people. Since that time GVCO has grown to provide a variety of services for homeless and otherwise vulnerable people in Mesa County.

In addition to the rental assistance program, which is the subject this funding application, Catholic Outreach services include the following:

- Utility assistance - last year, we prevented 1034 households (2303 individuals) from losing utilities. Maintaining utilities is key to maintaining housing.
- Supportive Housing - having just opened Mother Teresa Place, GVCO now provides 103 apartment units for homeless individuals. Rent is 30% of residents' income.
- Day Center - provides laundry, shower, and mail service as well as on-site appointments with physical, mental, and behavioral health providers. The Day Center helps stabilize lives so that people can pursue and retain housing and employment.
- Soup Kitchen, Clothing Bank, Emergency Food Pantry

Catholic Outreach will continue to work with numerous funding sources to ensure the long-term sustainability of the Rental Assistance Program. In this time of funding uncertainty, GVCO is grateful for the opportunity to apply for funding for this successful program.

Submitted on behalf of Grand Valley Catholic Outreach. It is understood that this is a binding offer. The signatory below is legally authorized by the Board of Directors of Grand Valley Catholic Outreach, Inc. to bind the organization to agreements.


Karen A. Bland, OSB

Executive Director

kabland@catholicoutreach.org



Section 7.0. Solicitation Response Form

RFP-5684-25-KF “Comprehensive Community Solutions for Individuals Experiencing Homelessness”

The proposer must submit the completed, dated, and signed form.

The City reserves the right to accept any portion of the services to be performed at its discretion.

The undersigned has thoroughly examined the entire Solicitation and submitted the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for ninety (90) days after the time and date set for receipt of proposals.

The undersigned Proposer hereby acknowledges and agrees to the terms and conditions outlined in this solicitation. By submitting this Proposal, the Proposer certifies that it is fully prepared, willing, and able to perform and provide the services/work described herein, should the City accept and award the Contract.

The undersigned Proposer acknowledges the City's sole discretion to reject any Proposal, waive informalities or irregularities, and take any action deemed in the City's best interest.

By submitting this Proposal, the Proposer certifies— and, in the case of a joint Proposal, each participating party certifies independently— that the Proposal has been developed and submitted without collusion, consultation, communication, or agreement with any other Proposer or competitor regarding any aspect of the Proposal, including pricing, terms, or strategy.

By submitting this Proposal, the **Proposer** certifies that:

- The prices contained in the Proposal have not been knowingly disclosed to any other Proposer and will not be disclosed before the award.
- No attempt has been made, nor will be made, to induce any other person or entity to submit or refrain from submitting a Proposal in a manner that restricts competition.
- The individual signing the Proposal is a duly authorized agent of the Proposer and has the legal authority to bind the Proposer to all representations, supporting documentation, and fees/prices provided in the Proposal.

RECEIPT OF ADDENDA

The undersigned Proposer acknowledges receipt of all Addenda issued for this Solicitation, including modifications to the Specifications and Contract Documents.

- **Total number of Addenda received:** 4

The Proposer is solely responsible for ensuring that all Addenda have been received, reviewed, and acknowledged as part of the Proposal submission.

Additionally, the Proposer must submit:

- A letter signed by the entity's Owner or a Statement of Authority delegating authorization to act on behalf of the Proposer.
- A completed and current IRS Form W-9 before contract execution.

Proposer Information and Authorization

Entity Name: Grand Valley Catholic Outreach

Authorized Agent Name & Title: Sister Karen Bland, Executive Director

Authorized Agent Signature: 

Telephone Number: 970-241-3658

Email Address of Agent: kabland@catholicoutreach.org

Business Address: 245 S 1st Street

City, State, ZIP Code: Grand Junction, CO 81501

Date: June 24, 2025

Submission Requirement 5.5 Cost Proposal

As noted, Catholic Outreach is requesting \$75,000 for each of the three funding periods identified in this RFA. This would total \$225,000 if fully funded. GVCO understands that funding for the last two years is tentative and dependent upon the City’s budget situation. The budget table below is accurate for each of those three years. The funds requested will be used **only** for rental assistance payments. The funding is for maintaining an existing program

Budget Category	Amount
Salary	\$0.00
Benefits	\$0.00
Supplies & Operating Costs	\$0.00
Travel & Training Expenses	\$0.00
Equipment	\$0.00
Direct Services	\$75,000.00
Total =	\$75,000.00

Table 1

Source: GVCO

GVCO incurs no capital costs for these projects, only operational costs covered by other funding sources.

As of July 1, 2025, GVCO’s only other rental assistance program will be a CoC - HUD Rapid Re-Housing grant with a fiscal year end date of August 31, 2025. Those monies, at the time of this application, are 95% spent. The grant amount is \$113,754.

A new one-year CoC – HUD Rapid Rehousing grant should take effect on September 1, 2025. That grant amount is \$129,287.

GVCO has been awarded an EFSP (FEMA) grant. Release of the funds is not certain. That amount is \$16,435.

Given this funding uncertainty, Catholic Outreach is not fully guaranteed any funding in the immediate future for our regular rental assistance.

Submission Requirement 5.6 Capacity, Credentials, Experience, and Qualifications

Grand Valley Catholic Outreach brings 38 years of experience in successfully administering housing and rental assistance programs. Throughout this time, we have consistently delivered effective, compliant, and community-responsive services that support housing stability for vulnerable populations with a proven track record of programmatic and fiscal accountability.

The Financial Aid Director has 14 years of experience managing housing or rental assistance programs, over 10 of those years for Grand Valley Catholic Outreach. He has managed grants for community-based organizations from federal, state, county, and municipal funding sources as well as private non-profit sources. He oversees a team of ten trained volunteers who assist with the program.

Grand Valley Catholic Outreach provides the most comprehensive program for rental assistance in Mesa County. This table shows outcomes for recent years.

Rental Assistance 2022-2025 Eviction Prevention or Secure New Rental					
Year	Total HH Served (# of rents)	Total Individuals Served	Monthly Average of HH served	Housed after 1 Month	Housed after 6 Months
2025	157 (Through May)	417 (Through May)	31.4	91%	88%
2024	350	911	29.2	88%	86%
2023	723	1821	60.3	93%	89%
2022	718	1831	59.8	93%	90%

Table 2

Source: GVCO Internal Statistics

Note: The drop in number of rents in 2024 compared to 2023 reflects the dwindling of COVID-19 assistance funds. Also note: A HH housed after 6 months is recorded as a statistic in that 6th month. For example, someone who received rental assistance in October 2024 will be recorded in April 2025 as having been housed after 6 months. Thus, people are listed in 2025 as being housed after 6 months while we are not yet 6 full months into the year.

Listed below are representative grants Catholic Outreach has received to provide rental assistance. The list covers the same time frame as the chart. This list is not comprehensive. It demonstrates grants successfully completed, grants nearing completion, and grants newly awarded because of the organization’s history of success.

Project: CDBG COVID-19 Infectious Disease (CDBG-CV) Response Program
Date: February 2021 – August 2023 (Completed)
Source: City of Grand Junction, CO
Amount: Original grant \$142,558 increased to \$323,688 over the life of the grant.
Description: Eviction Prevention - Rental Assistance for Grand Junction residents adversely affected by COVID-19. Funds disbursed to GVCO by monthly drawdown after expenditures were documented.
Contact: Niki Galehouse
City of Grand Junction, Community Development
970-244-1430
comdev@gjcity.org

Project: TANF Rental Assistance
Date: 10/1/2023 – 9/30/24 (Completed)
7/1/24 – 6/30/2025 (Nearing completion)
Source: Mesa County
Amount: \$38,475
\$210,000
Description: Eviction Prevention - Rental assistance for households with children. Funds are disbursed monthly with invoice. Monthly, quarterly, and end of grant reports are required.
Contact: Matt Furphy
Contracts Manager/Support Supervisor
Mesa County Department of Human Services
970-248-2831
matt.furphy@mesacounty.us

Project: Continuum of Care (CoC) Rapid Rehousing (RRH)
Date: 9/1/2023 – 8/31/2024 (Completed)
9/1/2024 – 8/31/2025 (In process)
9/1/2025 – 8/31/2026 (New grant)
Source: CoC – HUD

Amount: \$110,658
\$113,754
\$129,287

Description: RRH provides short-term and medium-term tenant-based rental assistance to households experiencing homelessness. RRH funds can also be used for eviction prevention. Extensive screening, HMIS data entry, and other record keeping are required. Detailed reports are submitted.

Contact: Danilo I. Arthur-Scott
Community Planning/Development Representative
U.S. Department of Housing & Urban Development
303-672-5418
danilo.i.arthurscott@hud.gov

Project: **EFSP (FEMA)**

Date: 1/1/2023 – 10/31/2024 Phase 41 (Completed)
Approved; not released Phase 42 (New grant)

Source: Administered by United Way

Amount: \$17,807
\$16,435

Description: The Emergency Food and Shelter Program (EFSP) provides funds to support local social service organizations dedicated to feeding, sheltering and providing critical resources to people experiencing, or at risk of experiencing, homelessness or hunger. In the case of Catholic Outreach, the funds are used for eviction prevention by way of rental assistance. There is an extensive reporting process to document appropriate use of funds.

Contact: Cassidy Lujan
Donor and Grants Manager
United Way of Mesa County
970-243-5364
info@uwmesacounty.org

The scope of services, strategy, and implementation plan for GVCO's request are found in Section 5.7. To avoid repetitiveness, this section is limited to information confirming that GVCO has a track record of delivering on these services.

Submission Requirement 5.7 Strategy and Implementation Plan

The proposal to fund rental assistance for eviction prevention directly addresses housing instability, a community identified need listed in the City’s NOFO. Difficulty in paying rent is a key factor in housing instability. Rental assistance promotes housing stability.

The proposal also targets the goal to reduce homelessness through early intervention, also listed in the NOFO. The housing retention rate associated with this program is discussed below.

As mandated in the NOFO, the proposal to fund the eviction prevention rental assistance program aligns with City priorities as identified in

- Unhoused Strategy and Implementation Plan
 - Strategy 2 – Action 2.1. *Direct financial resources toward preventing homelessness and encourage efforts among providers*
 - Strategy 3 – Action 3.4 Reduce the number of people who return to homelessness. Action 3.7 Expand outreach through ... other Service Providers to include prevention and diversion services.
- GJ Housing Strategy Update
 - Strategy 5. Continue/Expand Funding for Affordable Housing and Homelessness Services
 - ...identify critical needs that are underfunded and work to fill service gaps.
 - Continue to fund services in support of the Unhoused Strategy recommendations.
- One Grand Junction
 - Plan Principle 5 – Resolving Homelessness

The Strategy and Plan

The rental assistance program is primarily designed to keep households from becoming homeless – eviction prevention. Households receiving rental assistance for eviction prevention from GVCO must be at imminent risk of homelessness – meaning they have received a Notice to Quit or a Demand for Compliance or Possession as a result of unpaid rent. Rental assistance can also help with the first month's rent for households who are homeless but can acquire housing or for those fleeing domestic violence.

Households receiving assistance must provide a valid lease for the rental. Households that qualify financially are at or below 185% of the Federal Poverty Guidelines. Incomes are verified.

When applicants meet with a GVCO interviewer for assistance, their budgets are reviewed – showing them their net incomes with suggestions about cutting expenses or supplementing their incomes if needed. If appropriate, an in-house “Financial Literacy” packet that covers basic budgeting skills is used.

To deliver the rental assistance, GVCO draws up contracts between GVCO, the tenants, and the landlords. If an applicant's landlord accepts, the landlord is agreeing to accept a lump sum payment from GVCO in exchange for not proceeding with any eviction action, based upon non-payment of rent, until 30 days from the day the contract is written - giving the tenant one month during which to prepare for the following month's rent.

Once those contracts are returned to GVCO, the agency mails checks to the landlords. GVCO does not pay applicants directly.

GVCO has a dedicated staff member, the Financial Aid Director, for screening applicants for rental assistance and conducting all administrative duties associated with the program. Additionally, the Financial Aid Director has ten trained volunteers helping screen people for assistance.

GVCO uses the Housing First model for eviction prevention and re-housing programs. It is less of a financial burden on communities to keep people housed than it is to provide services and house people after they become homeless. If people are unhoused, the priority is housing them and then providing supportive services.

Since funds from this RFA will be used to extend an existing program, they can be used for rental assistance immediately upon availability from the City. They would be used until exhausted.

In addition to providing rental assistance for those at imminent risk of homelessness, GVCO can also support applicants through these in-house services: Utility Assistance, Emergency Food Pantry, Clothing Bank, Soup Kitchen, and Day Center.

Catholic Outreach's rental assistance program routinely coordinates with private landlords, property management companies, and Grand Junction Housing Authority's property and case managers, along with local service providers, e.g., Center for Independence, HomewardBound, La Plaza, and Joseph Center. These are all entities that refer tenants to GVCO for rental assistance.

In addition, the service is listed on the GVCO website and in the Grand Valley Resource Guide. Outreach also participates in local resource fairs including those aimed at Spanish speakers.

GVCO not only collaborates in identifying applicants but also refers to agencies that specialize in such areas as Social Security and disability applications, health insurance enrollment, literacy, immigration, and employment.

Catholic Outreach is a founding member of the Grand Valley Coalition for the Homeless (GVCH) and of the Mesa County Collaboration for the Unhoused (MCCUH). GVCO also participates in the Unhoused Strategy and Implementation Plan and other collaborative efforts.

Since Catholic Outreach funding comes from a variety of sources that have various accountability criteria, GVCO is accustomed to monitoring funding compliance and reporting measurable outcomes. The program will be prepared to provide documentation of all rental assistance expenditures.

In terms of measurable outcomes, GVCO routinely reports two. The first is the number of households served through rental assistance. The second is housing retention – the percentage of households served that remain housed after one month and after six months. Table 2 in section 5.6 (repeated in 5.8) reports these results by individual years beginning with 2022.

To quickly summarize that table, from January 1, 2022 – May 31, 2025, GVCO offered rental assistance to 1,948 households – an average of 47 per month. Six months after receiving rental assistance roughly 88% remained housed.

Catholic Outreach has been offering rental assistance since 1988. It is a signature program for the organization. To meet the need, GVCO has always sought funding from a variety of sources. These include CoC-HUD, DOH/DOLA, CHFA, Mesa County Human Services (TANF), United Way, City of Grand Junction/CDBG, Rocky Mountain Health Foundation (RMHF), Western Colorado Community Foundation, and various smaller foundations. Those efforts have been successful, and Catholic Outreach will continue to pursue available funding to maintain this important service.

GVCO is confident of the long-term sustainability of this program but concern about the availability of funds in the near future is real, given the uncertainty around federal programs. The rental Assistance Program could find itself short of funding in the immediate future. Catholic Outreach will continue to pursue funds from a variety of sources and looks forward to support from this RFA. The need for eviction prevention is going to remain during this uncertain time. We need to make certain that the resources are there as well.

Submission Requirement 5.8 Experience and References

Note: Some information in this section was already presented in the sections for Submission Requirements 5.6 and 5.7. It is included again here to eliminate the need to jump back to previous sections.

Grand Valley Catholic Outreach brings 38 years of experience in successfully administering housing and rental assistance programs. Throughout this time, we have consistently delivered effective, compliant, and community-responsive services that support housing stability for vulnerable populations with a proven track record of programmatic and fiscal accountability.

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References

Listed below are representative grants Catholic Outreach has received to provide rental assistance. The list covers the same time frame as the chart. This list is not comprehensive. It demonstrates grants successfully completed, grants nearing completion, and grants newly awarded because of the organization’s history of success.

For each grant the Financial Aid Director is the key staff person. The Financial Aid Director has 14 years of experience managing housing or rental assistance programs, over 10 of those years for Grand Valley Catholic Outreach. He has managed grants for community-based organizations from federal, state, county, and municipal funding sources as well as private non-profit sources. He oversees a team of ten trained volunteers who assist with the program.

The contact person listed for each grant can be contacted as a reference.

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Contracts Manager/Support Supervisor
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9/1/2024 – 8/31/2025 (In process)
9/1/2025 – 8/31/2026 (New grant)

Source: CoC – HUD

Amount: \$110,658
\$113,754
\$129,287

Description: RRH provides short-term and medium-term tenant-based rental assistance to households experiencing homelessness. RRH funds can also be used for eviction prevention. Extensive screening, HMIS data entry, and other record keeping are required. Detailed reports are submitted.

Contact: Danilo I. Arthur-Scott
Community Planning/Development Representative
U.S. Department of Housing & Urban Development
303-672-5418
danilo.i.arthurscott@hud.gov

Project: EFSP (FEMA)

Date: 1/1/2023 – 10/31/2024 Phase 41 (Completed)
Approved; not released Phase 42 (New grant)

Source: Administered by United Way

Amount: \$17,807
\$30,000

Description: The Emergency Food and Shelter Program (EFSP) provides funds to support local social service organizations dedicated to feeding, sheltering and providing critical resources to people experiencing, or at risk of experiencing, homelessness or hunger. In the case of Catholic Outreach, the funds are used for eviction prevention by way of rental assistance. There is an extensive reporting process to document proper use of funds.

Contact: Cassidy Lujan
Donor and Grants Manager
United Way of Mesa County
970-243-5364
info@uwmesacounty.org

Catholic Outreach's rental assistance program routinely coordinates with private landlords, property management companies, Grand Junction Housing Authority property and case managers, along with local service providers, e.g., Center for Independence, HomewardBound, La Plaza, and Joseph Center. These are all entities that refer tenants to GVCO for rental assistance.

In addition, the service is listed on the GVCO website and in the Grand Valley Resource Guide. Outreach also participates in local resource fairs including those aimed at Spanish speakers. GVCO not only collaborates in identifying applicants but also refers to agencies that specialize in such areas as Social Security and disability applications, health insurance enrollment, literacy, immigration, and employment.

Catholic Outreach is a founding member of the Grand Valley Coalition for the Homeless (GVCH) and of the Mesa County Collaboration for the Unhoused (MCCUH). GVCO also participates in the Unhoused Strategy and Implementation Plan and other collaborative efforts.

Since Catholic Outreach funding comes from a variety of sources that have various accountability criteria, GVCO is accustomed to monitoring funding compliance and reporting measurable outcomes. The program will be prepared to provide documentation of all rental assistance expenditures.

Further, GVCO monitors the outcome of rental assistance by contacting recipients at one month and at six months after assistance to determine housing status. Over the last five years, the outcome has been that housing was maintained by 91% of recipients one month after assistance and by 88% of recipients six months after assistance. (Note: Table 2 in Section 5.6 shows recent outcomes for individual years.) A measure of success for this funding request will be to maintain a similarly high outcome.

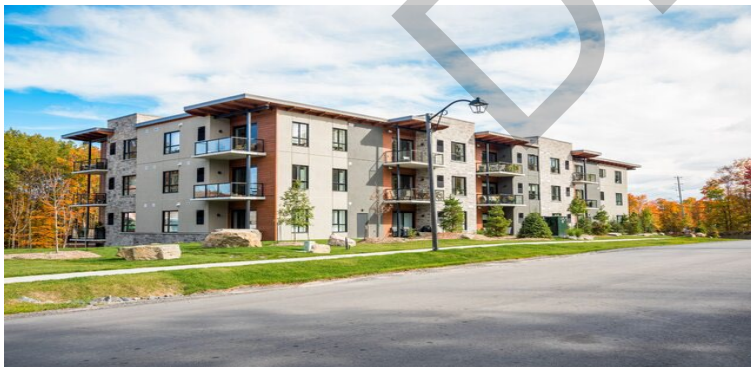
GVCO is hopeful for a positive response to this proposal. Thank you for your consideration.



Comprehensive Community Solutions for Individuals Experiencing Homelessness (2025-2026)

Grand Valley Catholic Outreach

Eviction Prevention, Promoting Housing Stability





Grand Valley Catholic Outreach

open hearts • open hands • open doors

Grand Valley Catholic Outreach is a compassionate center where people in need can access emergency services.

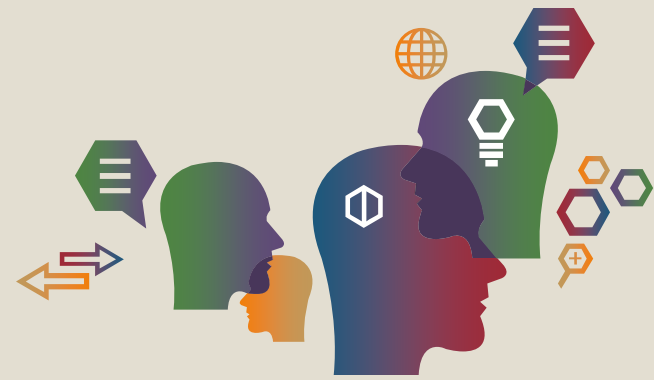
Home	Who We Are	Contact	Events	How You Can Help
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Our mission is to proclaim
the dignity and worth of each person
and respond to human needs
while striving to show the compassion of Christ.

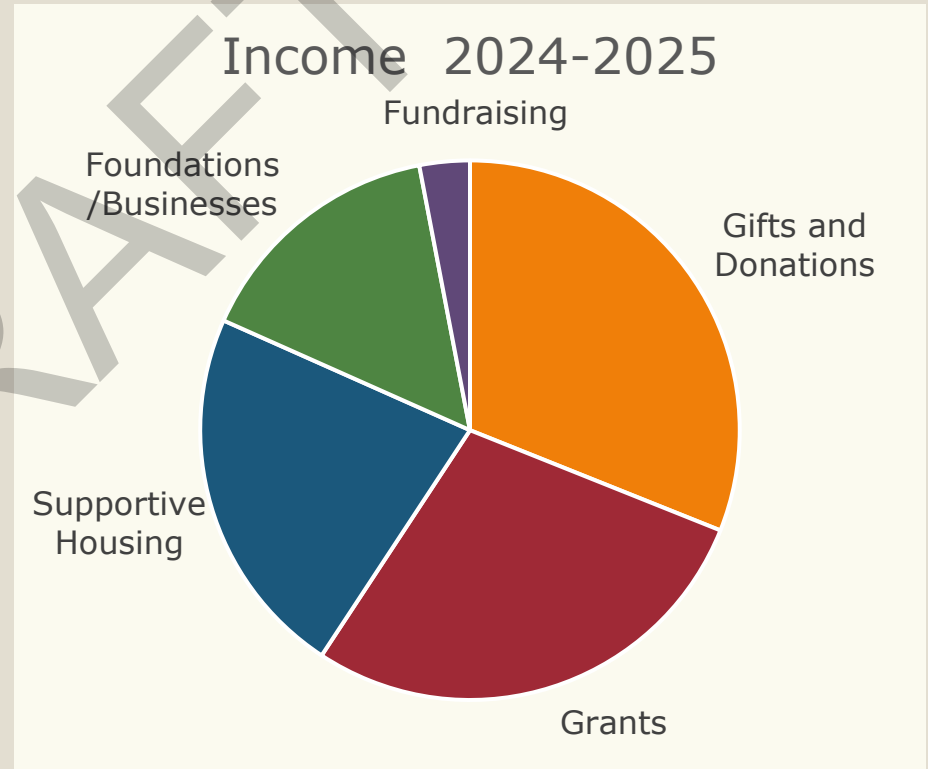
[Learn More](#)



Widespread Support



Phyllis Norris
Vice-President,
Board of Directors
Grand Valley Catholic Outreach
Member, Finance Committee



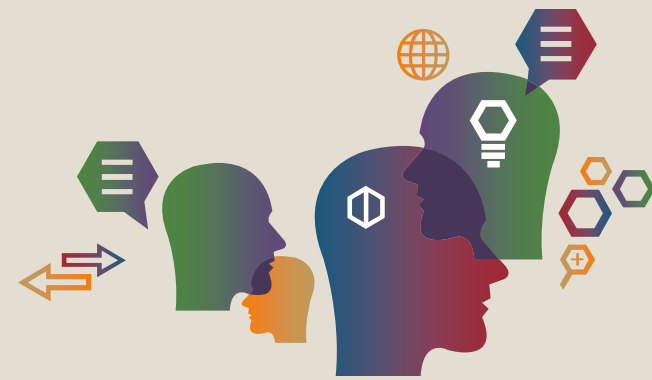
Background Info.

- Rental prices have increased by 68% since 2015†
- Median household income has increased by only 5.1%‡
- Median income = \$1833 (present data)
- Average rent = \$1687*

†*Grand Valley Housing Needs Assessment, 2021*

‡*U.S. Census, Mesa County*

**Zillow.com*



Household Budget

Household Expenses

Monthly Rent	\$650.00	Medical	\$4.00
Mortgage	\$0.00	Personal Care	\$80.00
Electric/Gas	\$110.00	Child Care	\$0.00
Water	\$0.00	Clothing	\$167.00
Telephone	\$90.00	Credit Cards	\$0.00
Food	\$160.00	Pet Care	\$0.00
Car Insurance	\$120.00	Renter's Insur.	\$23.00
Car Payment	\$500.00	Life Insurance	\$0.00
CableTV	\$0.00	Non-Essential	\$0.00
Internet	\$65.00	Entertainment	\$40.00
Loans	\$0.00	Gifts	\$0.00
Gasoline	\$50.00	Other	\$0.00

TOTAL EXPENSES: \$2,059.00

Household Income

Food Stamps	\$160.00	OAP	\$0.00
Job Income 1	\$850.00	Soc. Security	\$0.00
Job Income 2	\$0.00	SSI	\$0.00
AND	\$0.00	SSDI	\$0.00
Pension	\$0.00	Worker's Comp	\$0.00
Veterans'	\$0.00	Child Support	\$0.00
AFDC	\$0.00	Unemployment	\$0.00
TANF	\$0.00	Other	\$0.00

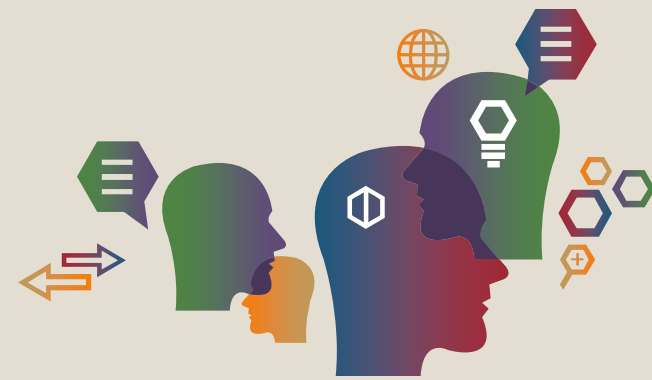


TOTAL INCOME: \$1,010.00

NET INCOME: (\$1,049.00)

Outputs

From July 1, 2024, to
June 30, 2025:



EVICTION PREVENTION

326 households (1050 people) in our community were able to remain stably housed.

NEW RENTALS

67 homeless families (80 people) in our community were able to move into rental units.

BUDGETING

1547 households (3813 people) were able to discuss their monthly budgets with interviewers.

UTILITY ASSISTANCE

1154 households (2683 people) in our community were not evicted because we paid their utility bills, preventing lease violations.



Eligibility Criteria



Guests met these criteria:

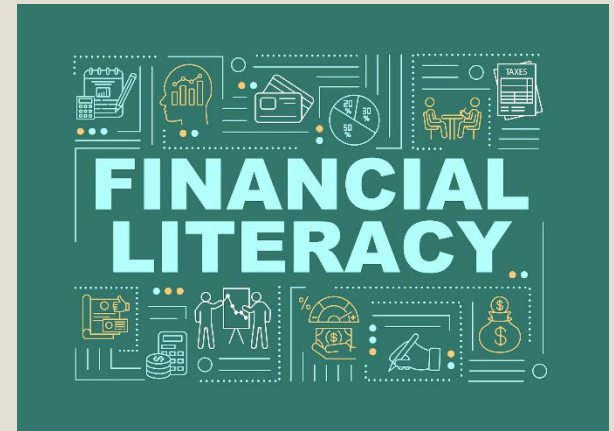
- Being at 185% of Federal Poverty Level (FPL) or below
- Being at imminent risk of homelessness
- Having some source of income



Repeat Assistance and Frequency Limits



- Help up to 3 times
- Not more than once per fiscal year
- Financial Literacy packet
- Quiz at the end
- Help a 4th time



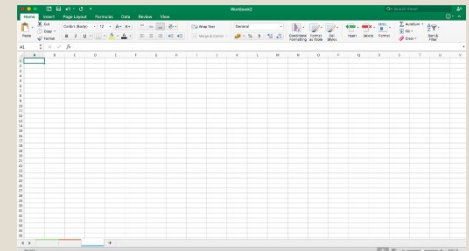
Follow-Up Procedures



- Check in by phone or email
- 91% still housed after one month
- 88% still housed after six months

Systems Used to Track Outcomes

- Internal MS Excel spreadsheet



Success Story № 1



- Mental health professional at West Springs, laid off
- Another 3 to 5 weeks before unemployment
- 11-year-old daughter
- Have since found employment

Eviction prevention is homelessness prevention.



Success Story № 2

- Job at local health facility
- Award of recognition
- \$75 left each month to pay other bills
- Gall bladder surgery
- Have since received a raise at work

Eviction prevention is homelessness prevention.



Success Story № 3



- Owner of a roofing company
- Unable to work for 6 weeks
- Up to 80 days to receive payment
- Clients held payments until completion
- Spouse continued to work
- 6-year-old daughter

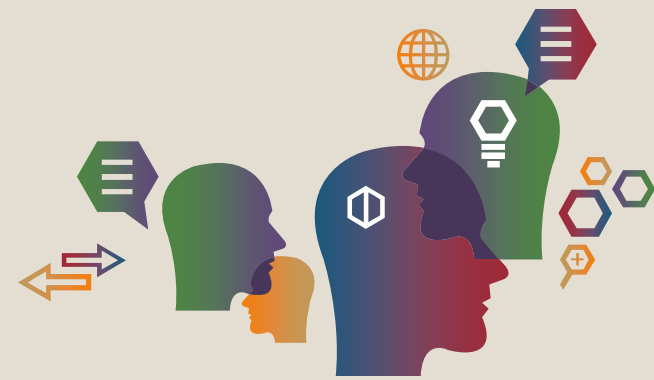
Eviction prevention is homelessness prevention.



Thank you

:For listening to us

:For all you do to serve our community



Feel free to contact us:

Jane Schissel

Executive Director

jane@catholicoutreach.org

Scott Montgomery

Financial Aid Director

scott@catholicoutreach.org

Jim Curtsinger

Interim Director of Development

jimc@catholicoutreach.org



We started here more than 30 years ago.

1 BENEFICIARY AGREEMENT BY AND BETWEEN CITY OF GRAND JUNCTION, COLORADO,
2 AND HILLTOP HEALTH CORPORATION, FOR A \$100,000 AWARD (AWARD) FOR THE
3 SUPPORT OF EMERGENCY AND TRANSITIONAL SHELTER SERVICES, STABILIZATION OF
4 PROGRAMS AND CONTINUED STABILIZATION SERVICES FOR THE COMPREHENSIVE
5 SOLUTIONS FOR INDIVIDUALS EXPERIENCING HOMELESSNESS

6 THIS AGREEMENT (AGREEMENT) is made between the City of Grand Junction, a
7 Colorado Home Rule Municipality (CITY), and THE JOSEPH CENTER (BENEFICIARY).

8 Collectively the CITY and the BENEFICIARY may be referred to as the PARTIES.

9 RECITALS:

10 In alignment with the City's 2023 Unhoused Needs Assessment and the 2024 Unhoused
11 Strategy and Implementation Plan, the City released RFP-5684-25-KF, titled
12 Comprehensive Community Solutions for Individuals Experiencing Homelessness, during
13 the week of May 12, 2025. The RFP sought PROPOSALS that would advance long-term
14 solutions focused on homelessness prevention, stabilization, and pathways into
15 permanent housing, with an emphasis on collaboration, demonstrated capacity, and
16 alignment with City housing and homelessness reduction goals.

17 The solicitation remained open through July 1, 2025, and indicated that up to \$500,000
18 per year could be awarded, subject to budget availability and City Council approval,
19 for a potential three-year funding period. PROPOSALS were invited that addressed
20 emergency sheltering, housing stabilization, homelessness prevention, and critical
21 public health, mobility, and basic needs, with encouragement to leverage multiple
22 funding sources, including Community Development Block Grant (CDBG) funds where
23 applicable.

24 The RFP Review Committee reviewed PROPOSALS based on responsiveness to the
25 solicitation, understanding of community needs and City goals, organizational capacity
26 and experience, implementation strategy, and budget efficiency.

27 The BENEFICIARY was selected for funding based on its demonstrated capacity, strong
28 performance history, and direct alignment to the use of funds to support emergency
29 and transitional housing efforts and services, stabilization of expanded services, and
30 supporting continued partnership with United Way of Mesa County for the most
31 vulnerable in the community including those seeking to secure or retain stable housing.

32 Consistent with the City's annual budget process, and approved through Ordinance
33 5235, and the use of one-time funding, the recommended award to BENEFICIARY to
34 support emergency and transitional housing, and homeless intervention and
35 stabilization activities under the Comprehensive Solutions for Individuals Experiencing
36 Homelessness initiative. Future funding consideration, if any, will be subject to City
37 Council approval, budget availability, and demonstrated program performance.

38 The BENEFICIARY has committed to use the AWARD for the purposes stated in its
39 PROPOSAL and in this AGREEMENT to directly address affordable housing.

40 On January 7, 2026, the City Council of the CITY approved this AGREEMENT by and with
41 the adoption of Resolution __-26 (RESOLUTION).

42 In consideration of the foregoing RECITALS and other good and valuable consideration
43 the sufficiency of which is acknowledged, both for the making and enforcement of this
44 AGREEMENT, the BENEFICIARY and the CITY do agree to the terms of this AGREEMENT
45 for the use of the AWARD for the purposes of the PROPOSAL and as otherwise required
46 and provided in this AGREEMENT.

47 1. EFFECTIVE DATE AND TERM

48 This AGREEMENT shall commence when executed by all PARTIES and remain in effect
49 until December 31, 2025, unless sooner terminated by the CITY in writing as contained
50 herein.

51 2. AWARD TO BE PAID TO BENEFICIARY

52 The CITY will pay the BENEFICIARY in accordance with this AGREEMENT the sum of one
53 hundred thousand (\$100,000), in one lump sum upon receipt of invoice.

54 3. LIMITATIONS REGARDING THE USE OF THE AWARD

55 The BENEFICIARY shall ensure that the AWARD is expended in accordance with this
56 AGREEMENT and shall be only for the purposes described in the PROPOSAL and in this
57 AGREEMENT. The PROPOSAL is incorporated into this agreement and attached as
58 Appendix A.

59 4. REPORTING REQUIREMENTS

60 To ensure compliance with this AGREEMENT/the purposes of the PROPOSAL the
61 BENEFICIARY shall provide to the CITY an annual report on the utilization of the AWARD
62 for and in support of the PROPOSAL and this AGREEMENT. The BENEFICIARY shall also
63 provide, if requested, any backup documentation as may reasonably be required by
64 the CITY. The REPORT must include a written statement, signed by the BENEFICIARY,
65 indicating that the use of the AWARD comports with the PROPOSAL and this
66 AGREEMENT.

67 5. TERMINATION

68 This AGREEMENT will terminate after the BENEFICIARY's full and complete performance
69 of the provision of housing/housing services contemplated by the PROPOSAL and this
70 AGREEMENT.

71 Either party may terminate this agreement in writing to the other party. In the event of
72 termination prior to expenditure of the entire amount of AWARD by BENEFICIARY, any
73 unused funds shall be returned to the CITY.

74 If BENEFICIARY is in breach of this AGREEMENT or any provisions with the APPLICATION,
75 the CITY shall notify BENEFICIARY in writing within 30 days of discovery of the breach.
76 BENEFICIARY shall have 14 days to cure the breach. If BENEFICIARY does not cure the

77 breach, this AGREEMENT shall be terminated, and remaining funds shall be returned to
78 the CITY.

79 6. INDEPENDENT CONTRACTOR

80 Neither the CITY nor the BENEFICIARY shall be deemed by virtue of this AGREEMENT to
81 be engaged in an association, partnership, joint venture, or a relationship of principal
82 and agent, or employer and employee. The BENEFICIARY shall not be, or be deemed to
83 be, or act or purport to act, as a partner, employee, agent, or representative of the
84 CITY for any purpose.

85 7. HOLD HARMLESS AND INDEMNIFICATION

86 The BENEFICIARY agrees to defend, indemnify, and hold the CITY, its officers, officials,
87 employees, and agents harmless from and against any and all claims, injuries,
88 damages, losses or expenses, whether in contract or tort, including without limitation
89 personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of
90 property, which are alleged or proven to be caused in whole or in part by an act or
91 omission of the BENEFICIARY, its officers, directors, employees, and/or agents relating to
92 the BENEFICIARY's performance, or failure to perform, under this AGREEMENT. The
93 BENEFICIARY's obligation to indemnify and hold the CITY its officers, officials, employees,
94 and agents harmless shall survive the expiration or termination of this AGREEMENT.
95 Nothing in this AGREEMENT shall serve as a waiver of the CITY's governmental immunity
96 under C.R.S. § 24-10-101, *et seq.*

97 8. COMPLIANCE WITH LAWS

98 The BENEFICIARY shall comply with all applicable federal, state, and local laws and all
99 requirements regarding the receipt and expenditure of the AWARD.

100 9. MAINTENANCE AND AUDIT OF RECORDS

101 The BENEFICIARY shall maintain records, books, documents, and other materials
102 relevant to its performance, or non-performance, under this AGREEMENT. Records,
103 including but not limited to those informing the REPORT, shall be subject to inspection,
104 review, and audit by the CITY or its designee(s) for three (3) years following termination
105 of this AGREEMENT. If it is determined during the course of the audit that the
106 BENEFICIARY failed to expend any or all of the AWARD for any purpose other than
107 performing the work/services as provided in the PROPOSAL and this AGREEMENT, or if
108 the BENEFICIARY fails to substantially perform as provided in the PROPOSAL and this
109 AGREEMENT, the BENEFICIARY shall reimburse the CITY for each, every, and all improper
110 and/or unmade expenditure(s). The BENEFICIARY agrees to make such
111 reimbursement(s) to the CITY within 30 days of a written request(s) made to the
112 BENEFICIARY.

113 10. NOTICES

114 Any notices desired or required to be given hereunder shall be in writing, and shall be
115 deemed received three (3) days after deposit with the United States Postal Service

116 postage fully prepaid, return receipt requested, and addressed to the party to which it
117 is intended at its last known address, or to such person or address as either party shall
118 designate to the other from time to time in writing forwarded in like manner:

119 BENEFICIARY

120 The Joseph Center
121 Attn: Mona Highline
122 [REDACTED]
123 Grand Junction, CO [REDACTED]

124
125 CITY
126 Attn: Mike Bennett
127 250 N. 5th Street
128 Grand Junction, CO 81501

129
130 11. IMPROPER INFLUENCE

131 The BENEFICIARY warrants that it did not employ, retain, or contract with any person or
132 entity on a contingent compensation basis for the purpose of seeking or obtaining this
133 AGREEMENT.

134 12. CONFLICT OF INTEREST

135 The elected and appointed officials and employees of the CITY warrant that they
136 individually and collectively have no, and shall not have, any personal interest, direct or
137 indirect, which gives rise to a conflict of interest.

138 13. SURVIVAL

139 The provisions of this AGREEMENT that by their purpose should survive expiration or
140 termination of the AGREEMENT shall so survive. Those provisions include without
141 limitation Hold Harmless and Indemnification and Maintenance and Audit of Records.

142 Nothing in this agreement shall prevent the CITY from any relief or causes of action in
143 law or equity related to a breach of this agreement.

144 14. AMENDMENT

145 No amendment or modification to the AGREEMENT shall be effective without prior
146 written consent of the authorized representatives of the Parties.

147 15. GOVERNING LAW; VENUE

148 This AGREEMENT shall be governed in all respects by the laws of the State of Colorado,
149 both as to interpretation and performance, without regard to conflicts of law or choice
150 of law provisions. Any action arising out of or in conjunction with the AGREEMENT may
151 be instituted and maintained only in a court of competent jurisdiction in Mesa County,
152 Colorado.

153 16. NON-WAIVER

154 No failure on the part of the CITY to exercise, and no delay in exercising, any right
155 hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by
156 the CITY of any right hereunder preclude any other or further exercise thereof or the
157 exercise of any other right. The remedies provided herein and at law or in equity are
158 cumulative and not exclusive.

159 17. BINDING EFFECT

160 This AGREEMENT shall be binding upon and inure to the benefit of the Parties.

161 18. ASSIGNMENT

162 The BENEFICIARY shall not assign or transfer any of its interests in or obligations under this
163 AGREEMENT without the prior written consent of the CITY.

164 19. ENTIRE AGREEMENT

165 This AGREEMENT together with the attachments constitutes the entire agreement
166 between the CITY and the BENEFICIARY for the use of the AWARD paid/received under
167 this AGREEMENT.

168 20. NO THIRD-PARTY BENEFICIARIES

169 Nothing herein shall or be deemed to create or confer any right, action, or benefit in,
170 to, or on the part of any person or entity that is not a party to this AGREEMENT. Any
171 benefit to any person(s) is incidental to the AGREEMENT and/or the BENEFICIARY's
172 fulfillment of the AGREEMENT.

173 21. CIVIL RIGHTS COMPLIANCE

174 The BENEFICIARY shall meet legal requirements relating to nondiscrimination. Those
175 requirements include ensuring that the BENEFICIARY does not deny benefits or services,
176 or otherwise discriminate on the basis of race, color, national origin (including limited
177 English proficiency), disability, age, or sex (including sexual orientation and gender
178 identity), in accordance with the following authorities: Title VI of the Civil Rights Act of
179 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's
180 implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973
181 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title
182 IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the
183 Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975,
184 Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations
185 at 31 CFR part 23, or the Colorado Anti-Discrimination Act, C.R.S. § 24-34-300.5 et seq..

186 22. SEVERABILITY

187 If one or more provisions of this AGREEMENT shall be determined to be invalid by any
188 court of competent jurisdiction or agency having jurisdiction thereof, the remainder of

189 the AGREEMENT shall remain in full force and effect and the invalid provisions shall be
190 deemed severed.

191 23. AUTHORIZATION

192 By signing the BENEFICIARY and the CITY represent and warrant to the other that the
193 signer has the full power and authority to execute this AGREEMENT on behalf of the
194 entity for whom he/she signs and to bind that entity to the terms hereof.

195 BENEFICIARY:

196 HILLTOP HEALTH CORPORATION

197 By: _____ Date: _____

198 _____ (name and title)

199

200 City of Grand Junction Colorado

201 By: _____ Date: _____

202 Mike Bennett, City Manager

203

DRAFT

Appendix A: Joseph Center Proposal and Addendums

DRAFT

4.4.1. Cover Letter & Executive Summary

Date: June 21, 2025

To: Kathleen Franklin, Purchasing Agent – City of Grand Junction

Address: 250 N 5th St, Grand Junction, CO 81501

Subject: *RFP-5684-25-KF – Comprehensive Community Solutions for Individuals Experiencing Homelessness*

Dear Ms. Franklin,

On behalf of the Joseph Center, I am pleased to submit this proposal requesting \$200,000 per year (a-three-year total \$600,000) to expand and sustain a continuum of services that address homelessness, housing instability, and behavioral-health recovery in Mesa County.

Operating since 2015, the Joseph Center provides day shelter, family and women’s housing, fiduciary services, peer recovery support, and street outreach, collectively serving more than 1,000 unique individuals annually. City support will allow us to stabilize 200+ families and women each year, deliver 5,670 meals to unsheltered neighbors, and integrate service data across community-wide service providers and the Community Resource Network to drive measurable community impact.

We appreciate the City’s leadership in advancing coordinated solutions for individuals experiencing homelessness. We are confident that this proposal fully aligns with the priorities outlined in the Notice of Funding Opportunity and stands ready for rapid, accountable implementation.

Thank you for your consideration.

Sincerely,
Mona K. Highline
Executive Director, The Joseph Center
(970) -812-1526 mhighline@josephcentergj.com

Executive Summary

I. Executive Summary The Joseph Center, located in Mesa County, Colorado, respectfully submits this proposal to request funding to expand and sustain its comprehensive support services for individuals and families experiencing homelessness or housing insecurity. With a deep commitment to dignity, stability, and community collaboration, the Joseph Center serves over 1,000 people annually through programs that include shelter, transitional housing, case management, fiduciary services, and behavioral health support. Funding will enhance capacity across key service lines, increase access to coordinated care, and support public-private partnerships that directly address root causes of homelessness.

II. Organizational Overview: Founded on the belief that every person deserves access to safety and opportunity, the Joseph Center has become a hub for innovative, person-centered services in Grand Junction. The center provides housing and wraparound support to individuals and families through a trauma-informed lens. Its programs primarily supports Mesa County residents but spans 15 counties in western Colorado, offering a regional safety net that integrates financial management, behavioral health recovery, and peer-led support. The Joseph Center is committed to providing an inclusive and accessible environment for all individuals, in full compliance with the Americans with Disabilities Act (ADA). We ensure that our facilities, programs, and services are accessible to people with disabilities and continuously work to identify and remove barriers to participation.

Reasonable accommodations are available upon request, and our staff is trained to support individuals with varying needs. The Joseph Center complies with all applicable federal and state accessibility standards and actively promotes equal opportunity for all clients, staff, and community members.

The Joseph Center seeks City of Grand Junction funding to strengthen eight inter-locking programs that comprise an evidence-based, trauma-informed response to homelessness:

1. Day Shelter – Safe daytime space (Tues–Fri) offering meals, computers, navigation for support services, access to water, hand washing, toilets and waste disposal 30–40 guests daily.
2. Family Center – 24/7 intermediate shelter and wrap-around services for families escaping homelessness or domestic violence. Amenities include water, hand washing, toilets, waste disposal, laundry, showers and kitchen for food service plans. 10-16 sleeping accommodations. Bus passes available upon request
3. Golden Girls Project – 24/7 women’s transitional housing ages 50 and older serving 10–16 residents. Amenities include water, hand washing facilities, toilets, waste disposal, laundry facilities, showers, and a kitchen for food service plans. Bus passes available upon request
4. Integrated Financial Services (IFS) – Representative Payee, Conservatorship/Guardianship, VA Fiduciary, and budget counseling for 120 clients across 15 counties.

5. Operation Streamline – Partnership with four agencies to coordinate wrap-around care for 50–100 families.
6. Celebrate Recovery – 12-step program engaging 42–60 participants annually.
7. Peer Recovery Support Group – Peer-led groups serving 200–300 individuals annually.
8. Street Outreach & Meals – Mobile outreach distributing 5,670 hot meals per year while linking clients to shelter and health services.

Funding will cover critical personnel, facility operations, program supplies, and transportation. Anticipated annual outcomes include rehousing 100 families/women, maintaining housing stability for $\geq 90\%$ of IFS clients, and documenting all services in HMIS/CRN for transparent reporting.

4.4.2. Relevant Experience & Qualifications

The Joseph Center brings over a decade of demonstrated success in delivering housing stabilization, fiduciary support, and wraparound services to vulnerable populations across western Colorado.

- **Established Track Record (2015–present):**
With a decade of continuous operation, the Joseph Center has maintained two shelter facilities, a multi-county Representative Payee network, and transitional housing programs serving individuals and families experiencing homelessness, mental illness, and economic instability. Our fiduciary programs span 15 counties, with 90% of clients housed while under our financial care.
- **Government & Institutional Contracts:**
The organization currently holds federal and local contracts with the Social Security Administration (SSA), U.S. Department of Veterans Affairs (VA), Mesa County Human Services, Mesa County Government, and Colorado Health Foundation, which reflects compliance with rigorous regulatory and fiscal oversight standards. Annual independent audits confirm strong internal controls, federal compliance, and clean financial statements.
- **Key Personnel:**
Our leadership team has both lived experience and qualifications in public service, behavioral health, and nonprofit management.
- **Mona Highline**, Executive Director – 30+ years in community service, founder of the Joseph Center, and recognized as a regional advocate for unhoused women and families.
- **Marcy Landreth**, Board of Directors and Co-Founder – Licensed Clinical Social Worker (LCSW) with 20 years of experience in family services, non-profit and trauma-informed care delivery.
- **Shawna Wilkins**, Operations Director/IFS Director and Co-Founder – 30+ years' experience in non-profit work, state certified budget counselor, grant compliance and expert in cost allocations across restricted and unrestricted funds.
- **15 FTE staff**, including shelter monitors, peer navigators, case managers, outreach coordinators, and administrative support professionals trained trauma-informed care, and data monitoring systems.

- **Strategic Partnerships & MOUs:**
Joseph Center has worked with and signed memoranda of understanding with key partner agencies to ensure a seamless system of care:
 - **Homeward Bound of the Grand Valley** – emergency shelter and housing referrals
 - **Mesa County Public Health** – on-site medical services, immunizations, and behavioral health screening
 - **Counseling & Education Center** – mental health and trauma counseling
 - **Grand Valley Peace & Justice Center** – assistance with vital documents, legal navigation, and reentry support

These partnerships ensure that clients receive comprehensive, coordinated care across the housing, health, and legal continuum, reinforcing our ability to deliver high-quality, outcomes-driven services.

4.4.3. Statement of Work

The Joseph Center will continue to scale and integrate its continuum of services that address homelessness, housing instability, behavioral health, and financial empowerment in Mesa County. This Statement of Work outlines an actionable and phased implementation plan that builds on existing staffing, infrastructure, and partnerships.

1. Launch & Mobilization (October 2025)

- The Joseph Center currently employs **two peer navigators** and an **outreach coordinator** who are already integrated into existing program delivery.
- Our internal case management software is fully deployed and currently used across all service programs to document client progress, intake, and outcomes.
- We will expand the system’s functionality by integrating it with the Community Resource Network (CRN) to ensure real-time referral tracking, data sharing, and interoperability with partner agencies.
- Procurement of additional outreach supplies, transportation passes, and program materials will be finalized during this phase.

2. Service Delivery (November 2025 – September 2028)

The Joseph Center will continue to operate eight core programs serving an estimated 1,000+ individuals annually:

- **Day Shelter** – Safe, daytime space for 30–40 individuals per day, offering meals, hygiene kits, computer access, and navigation support.
- **Family Center** – 24/7 intermediate shelter and stabilization for families with access to wrap-around supports.
- **Golden Girls Project** – Transitional housing for 10–16 women, emphasizing trauma-informed support and long-term housing planning.
- **Integrated Financial Services (IFS)** – Representative Payee, VA Fiduciary, Conservatorship, and budget coaching for 120 clients annually.

- **Peer Recovery Support** – Annual engagement of 200–300 individuals in facilitated peer-led support groups focused on recovery, goal-setting, and social connection.
- **Celebrate Recovery** – 12-step program engaging 42–60 participants annually.
- **Street Outreach & Meals** – Direct outreach to unsheltered individuals, providing 5,670 hot meals annually, transportation assistance, and immediate referrals.
- **Operation Streamline** – Coordinated wrap-around services with partner agencies (Homeward Bound, MCPH, CEC, GV Peace & Justice) to serve 50–100 families per year.

All clients complete an intake assessment and sign a code of conduct within 24 hours of entering services.

3. Operation Streamline Integration

- Monthly interdisciplinary meetings will be held to conduct case reviews, improve referral pathways, and prevent duplication of services.
- CRN dashboards will be used to manage shared client outcomes and ensure partner accountability.

4. Data Collection, Evaluation & Reporting

The Joseph Center prioritizes data-driven decision-making and transparent reporting as essential elements of program effectiveness and accountability. Our evaluation strategy is designed to measure both short-term outputs and long-term outcomes across all service areas, ensuring that we remain responsive to the needs of the individuals and families we serve.

To support this approach, the Joseph Center utilizes a combination of internal and external data management tools, including the in-house case management software, custom internal databases, and the Community Resource Network that is maintained by our program and administrative teams.

Core Evaluation Activities Include:

- **Client Progress Tracking:** Each individual or family engaged in services is assigned a case file where progress toward goals, such as housing stability, income growth, or behavioral health milestones is documented. Regular case reviews ensure timely adjustments to care plans.
- **Shelter and Housing Metrics:** Daily census data, bed utilization rates, and housing placement and retention outcomes are tracked in our in-house case management software. This data allow us to evaluate program performance, identify trends, and respond to capacity needs in real-time.
- **Outcomes Reporting:** Key performance indicators (KPIs) such as the number of meals served, peer group participation rates, employment referrals, and financial stability among Representative Payee clients are compiled quarterly. These quantitative data are complemented by qualitative case narratives that illustrate client journeys and system-level impacts.

- **Interagency Coordination and Systems Improvement:** The Joseph Center plays a lead role in **Operation Streamline**, a collaborative initiative designed to reduce service duplication and improve family-centered care. Through CRN, we will share and receive secure referrals, track follow-up completion, and assess the collective impact of our partnership with agencies such as Homeward Bound, Mesa County Public Health, and Counseling & Education Center.
- **Continuous Improvement:** Staff participate in regular data quality reviews and training to ensure consistent and accurate reporting. Program dashboards are used internally to inform strategy and externally to meet funder requirements.

The Joseph Center is committed to submitting timely, detailed reports to funding agencies that include both numerical data and meaningful success stories. These reports will clearly demonstrate how grant resources are used to drive positive change and achieve measurable community outcomes.

5. Sustainability Planning

- In Year 2, initiate Medicaid billing for peer support services under Colorado’s allowable billing codes.
- In Year 3, increase private giving and foundation revenue by at least 20% through a formal development campaign.
- The Joseph Center will gradually reduce dependency on municipal funding to ensure long-term program viability.

4.4.4. Detailed Program Description

The Joseph Center delivers a trauma-informed, data-driven service model designed to stabilize families, transition individuals out of homelessness, and build long-term financial and behavioral health resilience. Our programs operate in a coordinated, low-barrier environment that emphasizes dignity, peer support, and access to essential services.

Implementation Timeline (October 2025 – September 2028)

Phase	Timeline	Key Activities & Milestones
Launch & Integration	Oct–Dec 2025	Finalize CRN system integration; onboard new clients into shared referral process; coordinate updated MOUs with partners; align case management workflows
Full Program Operation	Jan 2026 – Sep 2028	Maintain 7-day-a-week coverage across Day Shelter, Family Center, and Golden Girls programs; continue street outreach and peer-led support groups; conduct monthly Operation Streamline case conferences
Evaluation & Reporting	Ongoing	Quarterly performance reports; client surveys; annual external financial audit; review outcome trends; adjust programs based on data

Phase	Timeline	Key Activities & Milestones
Sustainability & Expansion	Begins Year 2	Initiate Medicaid billing for peer services; pursue private and foundation funding; evaluate service expansion or replication based on demand and outcomes

Project Management Approach

The Joseph Center uses a centralized leadership model with direct supervision of programs and operations:

- Executive Director oversees grant compliance, strategic partnerships, and city reporting requirements.
- Operations Director manages all day-to-day program activities, supervises staff, and leads client service coordination.
- Fiscal Contractor (CPA) handles budgeting, vendor payments, payroll, grant tracking, and financial audit preparation.
- Team Leads (Shelter, IFS, Outreach) meet weekly to monitor service delivery, address staffing needs, and coordinate with partners.

All programs use our internal case management system, with dashboards to track referrals, client stability, housing transitions, and peer recovery engagement.

Anticipated Challenges & Mitigation Strategies

Challenge	Mitigation Strategy
High client complexity (co-occurring disorders, trauma, lack of ID or income)	Maintain a low-barrier access model; provide on-site navigation; partner with MCPH and CEC for health and counseling services; host ID/legal document clinics quarterly with Peace and Justice Center
System-level duplication or gaps in referrals	Use Community Resource Network (CRN) integration to streamline referrals, reduce siloed workflows, and track outcomes collaboratively
Staff burnout and turnover	Provide regular debriefing, reflective supervision, and annual self-care off-days; invest in professional development for frontline staff.
Sustainability post-grant	Launch Medicaid billing in Year 2 for reimbursable peer support; grow private donor base with 3-year capital and operations campaign; implement cost-efficiency review annually

Challenge	Mitigation Strategy
Neighborhood Statement	The Joseph Center operates in Mesa County, Colorado, a region experiencing significant challenges related to homelessness, housing instability, and limited access to behavioral health and support services. Economic disparities, a shortage of affordable housing, and gaps in coordinated care have contributed to increased vulnerability among individuals and families in the area. In response to these conditions, The Joseph Center provides comprehensive services to over 1,000 individuals annually. Core programs include emergency shelter, transitional housing, case management, fiduciary support, and behavioral health services. With a focus on dignity, stability, and strategic collaboration, the organization works closely with public and private partners to address the root causes of homelessness and promote long-term community well-being.

The Joseph Center is requesting \$200,000 annually for a total of \$600,000 over three years to support the continued operation of shelter, outreach, recovery, and fiduciary programs serving individuals and families experiencing homelessness in Mesa County. The following budget reflects a fully burdened, all-inclusive breakdown that covers the total cost of program delivery.

4.4.5.1. Capital Costs (Not Applicable)

- The Joseph Center does not request funding for capital expenditures under this proposal.
- No facility purchase, construction, or major renovation is proposed.
- Existing facilities are owned and maintained with other funding sources.
- All necessary equipment and infrastructure are already in place.

4.4.5.2. Operational Budget (Annual Breakdown)

Category	Description	Amount
Personnel	Salaries and benefits for 15 FTE: peer navigators, case managers, outreach, admin support	\$100,000
Operations & Utilities	Facility rent, utilities, janitorial, security, and insurance for Day Shelter, Family Center, Golden Girls	\$45,000
Program Supplies	Meals (5,670/year), hygiene kits, case files, computers, office supplies	\$40,000
Transportation	Bus passes, vehicle fuel and maintenance, mobile outreach supplies	\$15,000
Administrative Costs	Fiscal oversight, grant reporting, audit prep, insurance, HR, and indirect services	Absorbed into direct costs

Category	Description	Amount
Profit Margin	<i>Not applicable – The Joseph Center is a nonprofit organization</i>	N/A
Total Annual Budget		\$200,000

4.4.5.3. Additional Funding Sources

The Joseph Center operates a diversified funding model and is actively pursuing blended public and private support to sustain and scale operations beyond this request:

Source	Amount (Annual or Committed)	Status	Purpose
Colorado Health Foundation	\$75,000	Committed	Financial Services (Representative Payee)
U.S. Social Security Administration Fees	\$50,000	Committed	Representative Payee program
Department of Veterans Affairs	\$25,000	Committed	VA Fiduciary Services
Private Donations & Foundations	\$60,000	Historical Average	Operational support, unrestricted
In-Kind (Volunteers, Food, Supplies)	\$15,000	Estimated	Meals, recovery programming, admin support

Total Other Support (Annual): ~\$225,000

City Request (Annual): \$200,000

Combined Operating Capacity: ~\$425,000/year

Budget Notes

- The requested funds will complement, not supplant, existing funding.
- Joseph Center will initiate Medicaid billing for peer services in Year 2, expected to generate new program revenue.
- We are currently in conversations with additional foundations to secure matching contributions to sustain service delivery beyond the three-year grant term.

VII. Appendices

- Organizational chart and bios of key staff
- Case study testimonials from clients
- Financial statements and IRS determination letter

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 29 2016

THE JOSEPH CENTER
520 W COLORADO AVENUE
GRAND JUNCTION, CO 81501

Employer Identification Number:
47-5602713
DLN:
17053174316026
Contact Person:
MICHAEL J HANSON ID# 31127
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
November 17, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

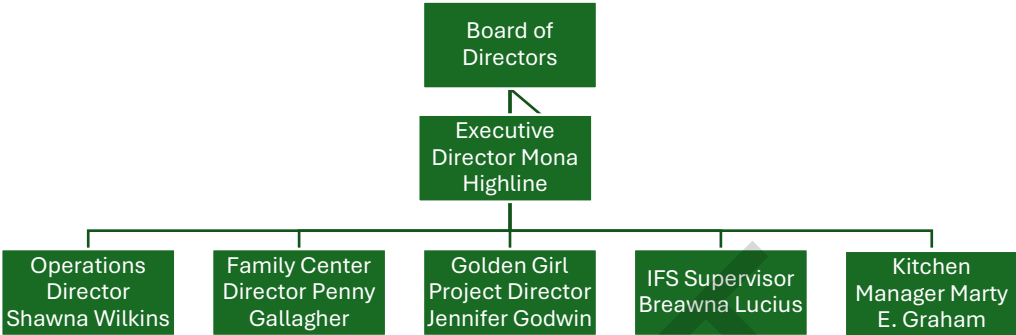
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

The Joseph Center



Operational Chart

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Mona is an ambitious and driven individual. She embarked on a journey to create an organization from the ground up, addressing pressing community needs. Her relentless dedication has enabled the organization to meet the growing demands of housing, employment, and overall well-being initiatives.

As a public speaker, she has served as a keynote for women's conferences and retreats and a keynote panelist for local organizations, always bringing awareness to the disenfranchised population in our community and advocating for those in need. The Joseph Center was born when Mrs. Highline saw the gaps in our community. Her passion is to see healthy people restored to her community, and she hopes that one day, there will be other Joseph Centers established in different communities.

In 2023, she was nationally recognized as Nextstar Media Group Inc.'s Remarkable Woman of the Year, lotted for her efforts. She has spearheaded transformative projects and initiatives. Additionally, her commitment extends to serving on various community and public boards, further solidifying her impact as a leader driving positive change.

DRAFT

Shawna Wilkins

Co-Founder · Operations Director · Professional Guardian

I'm a seasoned business professional with 35 years of experience. As Co-Founder, Operations Director, and Professional Guardian, I've made it my mission to build strong, efficient teams and programs that deliver real impact—especially for vulnerable individuals and families.

Professional Journey

- **Real Estate Title & Escrow (14 years)**
Early in my career, I immersed myself in the complexities of real estate transactions, mastering title searches, escrow management, and risk mitigation. Those 14 years taught me the importance of precision, compliance, and exceptional customer service.
- **Program Development & Implementation (10 years)**
Transitioning into program management, I designed and launched programs that addressed community needs, boosted operational efficiency, and drove measurable outcomes. My approach blends data-driven insights with hands-on leadership to ensure each program achieves its goals.
- **Nonprofit (15 years)**
For over a decade and a half, I've worked in the nonprofit sector—championing causes, securing funding, and building partnerships. I've overseen everything from grassroots outreach to fundraising campaigns, always with empathy and integrity at the core.
- **Business Ownership & Management (25 years)**
As an entrepreneur and manager, I've navigated market shifts, scaled operations, and fostered cultures of accountability and growth. My business thrived because I believe in empowering teams, streamlining processes, and staying adaptable in the face of change.

Passion & Purpose

Helping vulnerable people and families reach their maximum potential is more than a career, it's my calling. Whether I'm advocating for guardianship needs or developing support programs, I bring compassion, strategic vision, and unwavering dedication to every project. My goal is always the same: to create pathways for success and independence.

Beyond the Office

When I'm not working, you'll find me:

- Camping under starry skies with my family and grandchildren
- Belting out a favorite tune—singing is my creative outlet
- Exploring the great outdoors on foot or behind the wheel of a 4-wheeler

These moments recharge me, reminding me of why I do what I do: to build a brighter future for those I serve and to share life's adventures with the people I love most.

DRAFT

Penny Gallagher

Program Director, The Joseph Center

Penny Gallagher serves as Program Director at The Joseph Center, where she has led program development and service delivery for the past 10 years. With over 25 years of experience supporting children, families, and underserved populations, Penny brings a deep commitment to compassionate, client-centered care.

Prior to joining The Joseph Center, Penny spent 15 years as a preschool teacher, where she cultivated her expertise in early childhood development and trauma-informed practices. She holds an associate degree in psychology and continues to apply her knowledge to support individuals and families experiencing housing instability and related challenges.

Penny is known for her hands-on leadership, strong community partnerships, and dedication to building safe, supportive environments that empower people to achieve lasting stability.

DRAFT

Jennifer Godwin

Program Director, Golden Girls Project — The Joseph Center

Jennifer Godwin serves as Program Director for the Golden Girls Project at The Joseph Center, an intermediate shelter dedicated to supporting women ages 50 and older who are experiencing homelessness or housing instability. With over a decade of experience in shelter operations and recovery services, Jennifer brings both professional expertise and personal insight to her role.

Before joining The Joseph Center, Jennifer spent eight years at a local shelter, where she oversaw daily operations and led its recovery program. As a certified peer recovery coach and someone in long-term recovery herself, she is deeply committed to walking alongside women on their path to healing. She regularly visits local jails to offer support, guidance, and hope to women preparing for reentry and recovery.

Jennifer’s leadership is rooted in empathy, resilience, and a strong belief in the power of second chances. Her work is dedicated to creating safe, respectful spaces where older women can regain stability, self-worth, and a sense of community.

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Statement of Activity

The Joseph Center

June 1, 2024-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4000 Donated Income	0
4005 Business & Organizations	48,498.26
4010 Churches / Religious Groups	15,788.00
4015 Designated Income	71,570.00
4020 Foundations	145,950.00
4025 Personal Donations	177,125.60
4040 Contributed Assets	-20,000.00
Total for 4000 Donated Income	\$438,931.86
4100 Grants Income	\$85.99
4110 TANF Grant	141,875.75
4120 Rocky Mtn Health Plans	12,000.00
4125 Colorado Health Foundation	250,000.00
4135 Cyber Grant	983.45
Total for 4100 Grants Income	\$404,945.19
Total for Income	\$843,877.05
Cost of Goods Sold	
Gross Profit	\$843,877.05
Expenses	
5000 Payroll Expenses	0
5100 Salaries	0
5105 Executive Director/TANF Admin	38,748.00
5107 Executive Director Assistant	19,200.00
5108 JCAAP Director/TANF Delivery	32,748.00
5109 IFS//Rep Payee Supe	32,748.00
5115 Operations Dir./IFS/Guardian Ad	35,748.00
5116 Rep Payee	33,598.08
5125 Phoenix House	4,000.00
5130 Food Service Director	16,799.04
5135 Golden Girls Program	58,925.47
5145 Outreach Coordinator/TANF Deliv	17,763.84
5155 Donation Coordinator	16,799.04
5160 Kitchen Assistant	16,799.04
5165 Accounting	18,000.00
Total for 5100 Salaries	\$341,876.51
5150 Payroll Fees	749.89
5300 Workman's Compensation	0
5305 Workman's Comp. Insurance	3,566.00
Total for 5300 Workman's Compensation	\$3,566.00

Statement of Activity

The Joseph Center

June 1, 2024-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
5400 Company Paid Taxes	0
5404 UETR	8,727.19
5406 Med - ER	4,939.42
5408 SS - ER	21,120.19
5410 FAMILI - ER	1,538.41
Total for 5400 Company Paid Taxes	\$36,325.21
Total for 5000 Payroll Expenses	\$382,517.61
6000 General Operations	0
6001 Advertising	857.10
6006 Auto Expense	849.00
6015 Bank & Merchant Fees	821.46
6017 Business Lunches	-51.35
6020 Contracted Labor / Services	3,984.04
6035 CPA Expense	2,076.00
6040 Dues, Licenses, & Fees	5,715.62
6055 Gas/Electric Utilities	17,004.22
6065 Gifts & Appreciation	23,264.45
6066 Health Insurance	5,841.19
6070 Insur - Land, Buildings, D & O	11,410.00
6075 Insur - Company Vehicles	820.74
6080 Maint & Repairs - Land & Bldg	15,766.81
6086 Storage Rent	3,984.87
6088 Minor Assets(Furn. & Equip.)	6,320.74
6090 Office Exp./Supplies	\$7,837.98
6025 Copying & Printing	1,752.23
6045 Food Supplies	2,237.59
6100 Postage & Mailing Costs	3,600.66
Total for 6090 Office Exp./Supplies	\$15,428.46
6095 Software/Subscriptions	12,246.64
6110 Security	2,653.87
6115 Special Events	1,000.00
6120 Telephone / Internet /Fax / Web	5,648.84
6130 Trainings & Conferences	\$1,536.72
6060 Gas/ Fuel Milage Reimbursement	6,679.19
Total for 6130 Trainings & Conferences	\$8,215.91
6140 Water / Sewer / Trash	5,819.08
6150 Depreciation	19,693.58
Total for 6000 General Operations	\$169,371.27
6037 Donations	1,047.00

Statement of Activity

The Joseph Center

June 1, 2024-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
7000 Clients Direct Assistance	0
7004 Client Auto Repairs	3,983.50
7005 Clients Supplies	358.46
7010 Clients Food Costs	3,856.90
7011 Clients Legal Costs	703.95
7012 Client Phone/Internet Costs	796.16
7016 Client R&M Expense	1,724.96
7020 Clients Transportation / Bus	3,450.01
7030 Clients Housing Assistance	174,314.15
7035 Client Utilities Assistance	4,785.05
7102 Client Assistance	3,867.03
Total for 7000 Clients Direct Assistance	\$197,840.17
Total for Expenses	\$750,776.05
Net Operating Income	\$93,101.00
Other Income	
8000 Banking & Investments Income	0
8005 Interest Income	2,852.38
Total for 8000 Banking & Investments Income	\$2,852.38
8400 In-Kind Donated	0
8405 Goods Donated	65,693.00
Total for 8400 In-Kind Donated	\$65,693.00
Total for Other Income	\$68,545.38
Other Expenses	
9400 In Kind Used	0
9405 Goods Used	65,693.00
Total for 9400 In Kind Used	\$65,693.00
Total for Other Expenses	\$65,693.00
Net Other Income	\$2,852.38
Net Income	\$95,953.38

Statement of Financial Position

The Joseph Center

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 Checking Accounts	
1005 Bank of Colorado - 5659	73,570.82
1010 Golden Girls - 9735	2,258.98
1015 Payroll - 9711	1,131.40
1016 TANF Fund - 4671	-2,823.56
1025 Stripe	200.00
1035 Money Market - 8443	73,673.80
1200 Petty Cash Accounts	\$192.00
1205 Day Shelter Petty Cash Account	72.63
1207 Petty Cash - GAP Fund	-6.00
1209 Joseph Center Petty Cash	954.51
1211 Petty Cash - Golden Girls	180.33
Total for 1200 Petty Cash Accounts	\$1,393.47
1210 Day Shelter Grocery Fund	27.11
Total for Bank Accounts	\$149,432.02
Accounts Receivable	
1300 Receivables	0
1305 Pledge Receivables	1,000.00
Total for 1300 Receivables	\$1,000.00
1400 Grants Receivables	0
1410 TANF Grant	
Total for 1400 Grants Receivables	0
Total for Accounts Receivable	\$1,000.00
Other Current Assets	
1500 Undeposited Funds	
1550 Prepaid Insurance Expense	2,462.26
1551 Prepaid Subscription Expense	4,125.00
Total for Other Current Assets	\$6,587.26
Total for Current Assets	\$157,019.28

Statement of Financial Position

The Joseph Center

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Fixed Assets	
1600 Fixed Assets	0
1610 Automotive Fixed Assets	\$16,000.00
1611 Accum Deprec Auto	-3,222.22
Total for 1610 Automotive Fixed Assets	\$12,777.78
1615 Building Fixed Assets	\$1,189,349.32
1605 Accum Deprec Assets	-90,084.93
Total for 1615 Building Fixed Assets	\$1,099,264.39
1620 Equipment Fixed Assets	
1630 Capital Improvements	0
1630.1 Capital Improvements - 2511	\$74,948.13
1631 Accum Deprec Capital Improve	-8,714.07
Total for 1630.1 Capital Improvements - 2511	\$66,234.06
1630.2 Capital Improvements - 2404	46,061.57
1630.3 Capital Improvements - 2435	74,427.53
Total for 1630 Capital Improvements	\$186,723.16
Total for 1600 Fixed Assets	\$1,298,765.33
Total for Fixed Assets	\$1,298,765.33
Other Assets	
Total for Assets	\$1,455,784.61
<hr/>	
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-107.09
Total for Accounts Payable	-\$107.09
Credit Cards	
Other Current Liabilities	
2000 Payroll Liabilities	0
2002 CO W/H - EE	
2004 Fed W/H	
2006 Med - EE	
2008 SS - EE	
2010 Net Wages Payable	-0.01
2012 Wage Garnishments	0
2013 IRS	250.00
2014 Child Support	

Statement of Financial Position

The Joseph Center

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for 2012 Wage Garnishments	\$250.00
2016 FAMILI - EE	
2018 FICA & FAMILI Payable	
2020 Accrued Salaries	
2022 Accrued Company Payroll Taxes	
2024 Aflac	457.39
Total for 2000 Payroll Liabilities	\$707.38
9000 Reimbursements JC Owes	\$94.50
9005 Joseph Center Reimbursements	-39.26
9010 Day Shelter Reimbursements	
Total for 9000 Reimbursements JC Owes	\$55.24
Total for Other Current Liabilities	\$762.62
Total for Current Liabilities	\$655.53
Long-term Liabilities	
Total for Liabilities	\$655.53
Equity	
32000 Unrestricted Net Assets	1,643,802.36
Net Income	-188,673.28
Total for Equity	\$1,455,129.08
Total for Liabilities and Equity	\$1,455,784.61

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Patricia was part of the Golden Girls Project for approximately 10 months. When she started with us, she was under the control of drugs and alcohol and living in her car and was fleeing a domestic violence relationship. While homeless, she would find a school to lie a blanket out on the grass to stretch out. She would wake up because the sprinklers would come on, drowning her and her belongings. At this time, she was estranged from her family, including her sister, who lives in Delta.

While she was in the Golden Girls Project program, Patricia was able to find recovery and rebuild relationships with her family, including spending weekends with her sister in Delta. Patricia was able to get a doctor to treat her mental health and was also able to fly back and spend two weeks with her parents. Patricia is now successfully housed and continues to volunteer with Celebrate Recovery, as well as volunteering at The Joseph Center. Patricia continues to maintain weekly contact and serves as a mentor to current Golden Girls Project participants.

Lury and her teenage daughter were living with friends, but the friends became abusive. Her adolescent daughter was temporarily placed with another friend. Lury heard about the Golden Girls Project and made a self-referral. Working as an office cleaner, Lury managed to maintain her job and a close relationship with her daughter. In May of 2024, she moved into the Golden Girls Project. In August of 2024, Lury was in a car accident that totaled her car. One of the car dealerships that she cleaned offices for gave her a car. She had saved her money, and on September 1, 2024, Lury obtained permanent housing for herself and her daughter. Soon after, she was offered a contract to clean five commercial buildings. Lury decided to start her own business and went through all the proper channels to establish it. The Joseph Center was honored to assist her in getting all of the start-up equipment for her business. She and her daughter are thriving and doing well.

4.4.1. Cover Letter & Executive Summary

Date: June 21, 2025

To: Kathleen Franklin, Purchasing Agent – City of Grand Junction

Address: 250 N 5th St, Grand Junction, CO 81501

Subject: *RFP-5684-25-KF – Comprehensive Community Solutions for Individuals Experiencing Homelessness*

Dear Ms. Franklin,

On behalf of the Joseph Center, I am pleased to submit this proposal requesting \$200,000 per year (a-three-year total \$600,000) to expand and sustain a continuum of services that address homelessness, housing instability, and behavioral-health recovery in Mesa County.

Operating since 2015, the Joseph Center provides day shelter, family and women’s housing, fiduciary services, peer recovery support, and street outreach, collectively serving more than 1,000 unique individuals annually. City support will allow us to stabilize 200+ families and women each year, deliver 5,670 meals to unsheltered neighbors, and integrate service data across community-wide service providers and the Community Resource Network to drive measurable community impact.

We appreciate the City’s leadership in advancing coordinated solutions for individuals experiencing homelessness. We are confident that this proposal fully aligns with the priorities outlined in the Notice of Funding Opportunity and stands ready for rapid, accountable implementation.

Thank you for your consideration.

Sincerely,
Mona K. Highline
Executive Director, The Joseph Center
(970) -812-1526 mhighline@josephcentergj.com

Executive Summary

I. Executive Summary The Joseph Center, located in Mesa County, Colorado, respectfully submits this proposal to request funding to expand and sustain its comprehensive support services for individuals and families experiencing homelessness or housing insecurity. With a deep commitment to dignity, stability, and community collaboration, the Joseph Center serves over 1,000 people annually through programs that include shelter, transitional housing, case management, fiduciary services, and behavioral health support. Funding will enhance capacity across key service lines, increase access to coordinated care, and support public-private partnerships that directly address root causes of homelessness.

II. Organizational Overview: Founded on the belief that every person deserves access to safety and opportunity, the Joseph Center has become a hub for innovative, person-centered services in Grand Junction. The center provides housing and wraparound support to individuals and families through a trauma-informed lens. Its programs primarily supports Mesa County residents but spans 15 counties in western Colorado, offering a regional safety net that integrates financial management, behavioral health recovery, and peer-led support. The Joseph Center is committed to providing an inclusive and accessible environment for all individuals, in full compliance with the Americans with Disabilities Act (ADA). We ensure that our facilities, programs, and services are accessible to people with disabilities and continuously work to identify and remove barriers to participation.

Reasonable accommodations are available upon request, and our staff is trained to support individuals with varying needs. The Joseph Center complies with all applicable federal and state accessibility standards and actively promotes equal opportunity for all clients, staff, and community members.

The Joseph Center seeks City of Grand Junction funding to strengthen eight inter-locking programs that comprise an evidence-based, trauma-informed response to homelessness:

1. Day Shelter – Safe daytime space (Tues–Fri) offering meals, computers, navigation for support services, access to water, hand washing, toilets and waste disposal 30–40 guests daily.
2. Family Center – 24/7 intermediate shelter and wrap-around services for families escaping homelessness or domestic violence. Amenities include water, hand washing, toilets, waste disposal, laundry, showers and kitchen for food service plans. 10-16 sleeping accommodations. Bus passes available upon request
3. Golden Girls Project – 24/7 women’s transitional housing ages 50 and older serving 10–16 residents. Amenities include water, hand washing facilities, toilets, waste disposal, laundry facilities, showers, and a kitchen for food service plans. Bus passes available upon request
4. Integrated Financial Services (IFS) – Representative Payee, Conservatorship/Guardianship, VA Fiduciary, and budget counseling for 120 clients across 15 counties.

5. Operation Streamline – Partnership with four agencies to coordinate wrap-around care for 50–100 families.
6. Celebrate Recovery – 12-step program engaging 42–60 participants annually.
7. Peer Recovery Support Group – Peer-led groups serving 200–300 individuals annually.
8. Street Outreach & Meals – Mobile outreach distributing 5,670 hot meals per year while linking clients to shelter and health services.

Funding will cover critical personnel, facility operations, program supplies, and transportation. Anticipated annual outcomes include rehousing 100 families/women, maintaining housing stability for $\geq 90\%$ of IFS clients, and documenting all services in HMIS/CRN for transparent reporting.

4.4.2. Relevant Experience & Qualifications

The Joseph Center brings over a decade of demonstrated success in delivering housing stabilization, fiduciary support, and wraparound services to vulnerable populations across western Colorado.

- **Established Track Record (2015–present):**
With a decade of continuous operation, the Joseph Center has maintained two shelter facilities, a multi-county Representative Payee network, and transitional housing programs serving individuals and families experiencing homelessness, mental illness, and economic instability. Our fiduciary programs span 15 counties, with 90% of clients housed while under our financial care.
- **Government & Institutional Contracts:**
The organization currently holds federal and local contracts with the Social Security Administration (SSA), U.S. Department of Veterans Affairs (VA), Mesa County Human Services, Mesa County Government, and Colorado Health Foundation, which reflects compliance with rigorous regulatory and fiscal oversight standards. Annual independent audits confirm strong internal controls, federal compliance, and clean financial statements.
- **Key Personnel:**
Our leadership team has both lived experience and qualifications in public service, behavioral health, and nonprofit management.
- **Mona Highline**, Executive Director – 30+ years in community service, founder of the Joseph Center, and recognized as a regional advocate for unhoused women and families.
- **Marcy Landreth**, Board of Directors and Co-Founder – Licensed Clinical Social Worker (LCSW) with 20 years of experience in family services, non-profit and trauma-informed care delivery.
- **Shawna Wilkins**, Operations Director/IFS Director and Co-Founder – 30+ years' experience in non-profit work, state certified budget counselor, grant compliance and expert in cost allocations across restricted and unrestricted funds.
- **15 FTE staff**, including shelter monitors, peer navigators, case managers, outreach coordinators, and administrative support professionals trained trauma-informed care, and data monitoring systems.

- **Strategic Partnerships & MOUs:**
Joseph Center has worked with and signed memoranda of understanding with key partner agencies to ensure a seamless system of care:
 - **Homeward Bound of the Grand Valley** – emergency shelter and housing referrals
 - **Mesa County Public Health** – on-site medical services, immunizations, and behavioral health screening
 - **Counseling & Education Center** – mental health and trauma counseling
 - **Grand Valley Peace & Justice Center** – assistance with vital documents, legal navigation, and reentry support

These partnerships ensure that clients receive comprehensive, coordinated care across the housing, health, and legal continuum, reinforcing our ability to deliver high-quality, outcomes-driven services.

4.4.3. Statement of Work

The Joseph Center will continue to scale and integrate its continuum of services that address homelessness, housing instability, behavioral health, and financial empowerment in Mesa County. This Statement of Work outlines an actionable and phased implementation plan that builds on existing staffing, infrastructure, and partnerships.

1. Launch & Mobilization (October 2025)

- The Joseph Center currently employs **two peer navigators** and an **outreach coordinator** who are already integrated into existing program delivery.
- Our internal case management software is fully deployed and currently used across all service programs to document client progress, intake, and outcomes.
- We will expand the system’s functionality by integrating it with the Community Resource Network (CRN) to ensure real-time referral tracking, data sharing, and interoperability with partner agencies.
- Procurement of additional outreach supplies, transportation passes, and program materials will be finalized during this phase.

2. Service Delivery (November 2025 – September 2028)

The Joseph Center will continue to operate eight core programs serving an estimated 1,000+ individuals annually:

- **Day Shelter** – Safe, daytime space for 30–40 individuals per day, offering meals, hygiene kits, computer access, and navigation support.
- **Family Center** – 24/7 intermediate shelter and stabilization for families with access to wrap-around supports.
- **Golden Girls Project** – Transitional housing for 10–16 women, emphasizing trauma-informed support and long-term housing planning.
- **Integrated Financial Services (IFS)** – Representative Payee, VA Fiduciary, Conservatorship, and budget coaching for 120 clients annually.

- **Peer Recovery Support** – Annual engagement of 200–300 individuals in facilitated peer-led support groups focused on recovery, goal-setting, and social connection.
- **Celebrate Recovery** – 12-step program engaging 42–60 participants annually.
- **Street Outreach & Meals** – Direct outreach to unsheltered individuals, providing 5,670 hot meals annually, transportation assistance, and immediate referrals.
- **Operation Streamline** – Coordinated wrap-around services with partner agencies (Homeward Bound, MCPH, CEC, GV Peace & Justice) to serve 50–100 families per year.

All clients complete an intake assessment and sign a code of conduct within 24 hours of entering services.

3. Operation Streamline Integration

- Monthly interdisciplinary meetings will be held to conduct case reviews, improve referral pathways, and prevent duplication of services.
- CRN dashboards will be used to manage shared client outcomes and ensure partner accountability.

4. Data Collection, Evaluation & Reporting

The Joseph Center prioritizes data-driven decision-making and transparent reporting as essential elements of program effectiveness and accountability. Our evaluation strategy is designed to measure both short-term outputs and long-term outcomes across all service areas, ensuring that we remain responsive to the needs of the individuals and families we serve.

To support this approach, the Joseph Center utilizes a combination of internal and external data management tools, including the in-house case management software, custom internal databases, and the Community Resource Network that is maintained by our program and administrative teams.

Core Evaluation Activities Include:

- **Client Progress Tracking:** Each individual or family engaged in services is assigned a case file where progress toward goals, such as housing stability, income growth, or behavioral health milestones is documented. Regular case reviews ensure timely adjustments to care plans.
- **Shelter and Housing Metrics:** Daily census data, bed utilization rates, and housing placement and retention outcomes are tracked in our in-house case management software. This data allow us to evaluate program performance, identify trends, and respond to capacity needs in real-time.
- **Outcomes Reporting:** Key performance indicators (KPIs) such as the number of meals served, peer group participation rates, employment referrals, and financial stability among Representative Payee clients are compiled quarterly. These quantitative data are complemented by qualitative case narratives that illustrate client journeys and system-level impacts.

- **Interagency Coordination and Systems Improvement:** The Joseph Center plays a lead role in **Operation Streamline**, a collaborative initiative designed to reduce service duplication and improve family-centered care. Through CRN, we will share and receive secure referrals, track follow-up completion, and assess the collective impact of our partnership with agencies such as Homeward Bound, Mesa County Public Health, and Counseling & Education Center.
- **Continuous Improvement:** Staff participate in regular data quality reviews and training to ensure consistent and accurate reporting. Program dashboards are used internally to inform strategy and externally to meet funder requirements.

The Joseph Center is committed to submitting timely, detailed reports to funding agencies that include both numerical data and meaningful success stories. These reports will clearly demonstrate how grant resources are used to drive positive change and achieve measurable community outcomes.

5. Sustainability Planning

- In Year 2, initiate Medicaid billing for peer support services under Colorado’s allowable billing codes.
- In Year 3, increase private giving and foundation revenue by at least 20% through a formal development campaign.
- The Joseph Center will gradually reduce dependency on municipal funding to ensure long-term program viability.

4.4.4. Detailed Program Description

The Joseph Center delivers a trauma-informed, data-driven service model designed to stabilize families, transition individuals out of homelessness, and build long-term financial and behavioral health resilience. Our programs operate in a coordinated, low-barrier environment that emphasizes dignity, peer support, and access to essential services.

Implementation Timeline (October 2025 – September 2028)

Phase	Timeline	Key Activities & Milestones
Launch & Integration	Oct–Dec 2025	Finalize CRN system integration; onboard new clients into shared referral process; coordinate updated MOUs with partners; align case management workflows
Full Program Operation	Jan 2026 – Sep 2028	Maintain 7-day-a-week coverage across Day Shelter, Family Center, and Golden Girls programs; continue street outreach and peer-led support groups; conduct monthly Operation Streamline case conferences
Evaluation & Reporting	Ongoing	Quarterly performance reports; client surveys; annual external financial audit; review outcome trends; adjust programs based on data

Phase	Timeline	Key Activities & Milestones
Sustainability & Expansion	Begins Year 2	Initiate Medicaid billing for peer services; pursue private and foundation funding; evaluate service expansion or replication based on demand and outcomes

Project Management Approach

The Joseph Center uses a centralized leadership model with direct supervision of programs and operations:

- Executive Director oversees grant compliance, strategic partnerships, and city reporting requirements.
- Operations Director manages all day-to-day program activities, supervises staff, and leads client service coordination.
- Fiscal Contractor (CPA) handles budgeting, vendor payments, payroll, grant tracking, and financial audit preparation.
- Team Leads (Shelter, IFS, Outreach) meet weekly to monitor service delivery, address staffing needs, and coordinate with partners.

All programs use our internal case management system, with dashboards to track referrals, client stability, housing transitions, and peer recovery engagement.

Anticipated Challenges & Mitigation Strategies

Challenge	Mitigation Strategy
High client complexity (co-occurring disorders, trauma, lack of ID or income)	Maintain a low-barrier access model; provide on-site navigation; partner with MCPH and CEC for health and counseling services; host ID/legal document clinics quarterly with Peace and Justice Center
System-level duplication or gaps in referrals	Use Community Resource Network (CRN) integration to streamline referrals, reduce siloed workflows, and track outcomes collaboratively
Staff burnout and turnover	Provide regular debriefing, reflective supervision, and annual self-care off-days; invest in professional development for frontline staff.
Sustainability post-grant	Launch Medicaid billing in Year 2 for reimbursable peer support; grow private donor base with 3-year capital and operations campaign; implement cost-efficiency review annually

Challenge	Mitigation Strategy
Neighborhood Statement	The Joseph Center operates in Mesa County, Colorado, a region experiencing significant challenges related to homelessness, housing instability, and limited access to behavioral health and support services. Economic disparities, a shortage of affordable housing, and gaps in coordinated care have contributed to increased vulnerability among individuals and families in the area. In response to these conditions, The Joseph Center provides comprehensive services to over 1,000 individuals annually. Core programs include emergency shelter, transitional housing, case management, fiduciary support, and behavioral health services. With a focus on dignity, stability, and strategic collaboration, the organization works closely with public and private partners to address the root causes of homelessness and promote long-term community well-being.

The Joseph Center is requesting \$200,000 annually for a total of \$600,000 over three years to support the continued operation of shelter, outreach, recovery, and fiduciary programs serving individuals and families experiencing homelessness in Mesa County. The following budget reflects a fully burdened, all-inclusive breakdown that covers the total cost of program delivery.

4.4.5.1. Capital Costs (Not Applicable)

- The Joseph Center does not request funding for capital expenditures under this proposal.
- No facility purchase, construction, or major renovation is proposed.
- Existing facilities are owned and maintained with other funding sources.
- All necessary equipment and infrastructure are already in place.

4.4.5.2. Operational Budget (Annual Breakdown)

Category	Description	Amount
Personnel	Salaries and benefits for 15 FTE: peer navigators, case managers, outreach, admin support	\$100,000
Operations & Utilities	Facility rent, utilities, janitorial, security, and insurance for Day Shelter, Family Center, Golden Girls	\$45,000
Program Supplies	Meals (5,670/year), hygiene kits, case files, computers, office supplies	\$40,000
Transportation	Bus passes, vehicle fuel and maintenance, mobile outreach supplies	\$15,000
Administrative Costs	Fiscal oversight, grant reporting, audit prep, insurance, HR, and indirect services	Absorbed into direct costs

Category	Description	Amount
Profit Margin	<i>Not applicable – The Joseph Center is a nonprofit organization</i>	N/A
Total Annual Budget		\$200,000

4.4.5.3. Additional Funding Sources

The Joseph Center operates a diversified funding model and is actively pursuing blended public and private support to sustain and scale operations beyond this request:

Source	Amount (Annual or Committed)	Status	Purpose
Colorado Health Foundation	\$75,000	Committed	Financial Services (Representative Payee)
U.S. Social Security Administration Fees	\$50,000	Committed	Representative Payee program
Department of Veterans Affairs	\$25,000	Committed	VA Fiduciary Services
Private Donations & Foundations	\$60,000	Historical Average	Operational support, unrestricted
In-Kind (Volunteers, Food, Supplies)	\$15,000	Estimated	Meals, recovery programming, admin support

Total Other Support (Annual): ~\$225,000

City Request (Annual): \$200,000

Combined Operating Capacity: ~\$425,000/year

Budget Notes

- The requested funds will complement, not supplant, existing funding.
- Joseph Center will initiate Medicaid billing for peer services in Year 2, expected to generate new program revenue.
- We are currently in conversations with additional foundations to secure matching contributions to sustain service delivery beyond the three-year grant term.

VII. Appendices

- Organizational chart and bios of key staff
- Case study testimonials from clients
- Financial statements and IRS determination letter

DRAFT

1. Cover Letter & Executive Summary

Date: June 21, 2025

To: Kathleen Franklin, Purchasing Agent – City of Grand Junction

Address: 250 N 5th St, Grand Junction, CO 81501

Subject: *RFP-5684-25-KF – Comprehensive Community Solutions for Individuals Experiencing Homelessness*

Dear Ms. Franklin,

On behalf of the Joseph Center, I am pleased to submit this proposal requesting \$200,000 per year (a-three-year total \$600,000) to expand and sustain a continuum of services that address homelessness, housing instability, and behavioral-health recovery in Mesa County.

Operating since 2015, the Joseph Center provides day shelter, family and women’s housing, fiduciary services, peer recovery support, and street outreach, collectively serving more than 1,000 unique individuals annually. City support will allow us to stabilize 200+ families and women each year, deliver 5,670 meals to unsheltered neighbors, and integrate service data across community-wide service providers and the Community Resource Network to drive measurable community impact.

We appreciate the City’s leadership in advancing coordinated solutions for individuals experiencing homelessness. We are confident that this proposal fully aligns with the priorities outlined in the Notice of Funding Opportunity and stands ready for rapid, accountable implementation.

Thank you for your consideration.

Sincerely,
Mona K. Highline
Executive Director, The Joseph Center
(970) -812-1526 mhighline@josephcentergj.com

Executive Summary

I. Executive Summary The Joseph Center, located in Mesa County, Colorado, respectfully submits this proposal to request funding to expand and sustain its comprehensive support services for individuals and families experiencing homelessness or housing insecurity. With a deep commitment to dignity, stability, and community collaboration, the Joseph Center serves over 1,000 people annually through programs that include shelter, transitional housing, case management, fiduciary services, and behavioral health support. Funding will enhance capacity across key service lines, increase access to coordinated care, and support public-private partnerships that directly address root causes of homelessness.

II. Organizational Overview: Founded on the belief that every person deserves access to safety and opportunity, the Joseph Center has become a hub for innovative, person-centered services in Grand Junction. The center provides housing and wraparound support to individuals and families through a trauma-informed lens. Its programs primarily supports Mesa County residents but spans 15 counties in western Colorado, offering a regional safety net that integrates financial management, behavioral health recovery, and peer-led support. The Joseph Center is committed to providing an inclusive and accessible environment for all individuals, in full compliance with the Americans with Disabilities Act (ADA). We ensure that our facilities, programs, and services are accessible to people with disabilities and continuously work to identify and remove barriers to participation.

Reasonable accommodations are available upon request, and our staff is trained to support individuals with varying needs. The Joseph Center complies with all applicable federal and state accessibility standards and actively promotes equal opportunity for all clients, staff, and community members.

The Joseph Center seeks City of Grand Junction funding to strengthen eight inter-locking programs that comprise an evidence-based, trauma-informed response to homelessness:

1. Day Shelter – Safe daytime space (Tues–Fri) offering meals, computers, navigation for support services, access to water, hand washing, toilets and waste disposal 30–40 guests daily.
2. Family Center – 24/7 intermediate shelter and wrap-around services for families escaping homelessness or domestic violence. Amenities include water, hand washing, toilets, waste disposal, laundry, showers and kitchen for food service plans. 10-16 sleeping accommodations. Bus passes available upon request
3. Golden Girls Project – 24/7 women’s transitional housing ages 50 and older serving 10–16 residents. Amenities include water, hand washing facilities, toilets, waste disposal, laundry facilities, showers, and a kitchen for food service plans. Bus passes available upon request
4. Integrated Financial Services (IFS) – Representative Payee, Conservatorship/Guardianship, VA Fiduciary, and budget counseling for 120 clients across 15 counties.

5. Operation Streamline – Partnership with four agencies to coordinate wrap-around care for 50–100 families.
6. Celebrate Recovery – 12-step program engaging 42–60 participants annually.
7. Peer Recovery Support Group – Peer-led groups serving 200–300 individuals annually.
8. Street Outreach & Meals – Mobile outreach distributing 5,670 hot meals per year while linking clients to shelter and health services.

Funding will cover additional four part-time employees, facility operations, program supplies, and staff transportation ie: mileage reimbursement. Anticipated annual outcomes include rehousing 100 families/women, maintaining housing stability for $\geq 90\%$ of IFS clients, and documenting all services in community program software for transparent reporting.

4.4.2. Relevant Experience & Qualifications

The Joseph Center brings over a decade of demonstrated success in delivering housing stabilization, fiduciary support, and wraparound services to vulnerable populations across western Colorado.

- **Established Track Record (2015–present):**
With a decade of continuous operation, the Joseph Center has maintained two shelter facilities, a multi-county Representative Payee network, and transitional housing programs serving individuals and families experiencing homelessness, mental illness, and economic instability. Our fiduciary programs span 15 counties, with 90% of clients housed while under our financial care.
- **Government & Institutional Contracts:**
The organization currently holds federal and local contracts with the Social Security Administration (SSA), U.S. Department of Veterans Affairs (VA), Mesa County Human Services, Mesa County Government, and Colorado Health Foundation, which reflects compliance with rigorous regulatory and fiscal oversight standards. Annual independent audits confirm strong internal controls, federal compliance, and clean financial statements.
- **Key Personnel:**
Our leadership team has both lived experience and qualifications in public service, behavioral health, and nonprofit management.
- **Mona Highline**, Executive Director – 30+ years in community service, founder of the Joseph Center, and recognized as a regional advocate for unhoused women and families.
- **Marcy Landreth**, Board of Directors and Co-Founder – Licensed Clinical Social Worker (LCSW) with 20 years of experience in family services, non-profit and trauma-informed care delivery.
- **Shawna Wilkins**, Operations Director/IFS Director and Co-Founder – 30+ years’ experience in non-profit work, state certified budget counselor, grant compliance and expert in cost allocations across restricted and unrestricted funds.
- **15 FTE staff**, including shelter monitors, peer navigators, case managers, outreach coordinators, and administrative support professionals trained trauma-informed care, and data monitoring systems.

- **Strategic Partnerships & MOUs:**

Joseph Center has worked with and signed memoranda of understanding with key partner agencies to ensure a seamless system of care:

- **Homeward Bound of the Grand Valley** – emergency shelter and housing referrals
- **Mesa County Public Health** – on-site medical services, immunizations, and behavioral health screening
- **Counseling & Education Center** – mental health and trauma counseling
- **Grand Valley Peace & Justice Center** – assistance with vital documents, legal navigation, and reentry support

These partnerships ensure that clients receive comprehensive, coordinated care across the housing, health, and legal continuum, reinforcing our ability to deliver high-quality, outcomes-driven services.

4.4.3. Statement of Work

The Joseph Center will continue to scale and integrate its continuum of services that address homelessness, housing instability, behavioral health, and financial empowerment in Mesa County. This Statement of Work outlines an actionable and phased implementation plan that builds on existing staffing, infrastructure, and partnerships.

1. Launch & Mobilization (October 2025)

- The Joseph Center currently employs **two peer navigators** and an **outreach coordinator** who are already integrated into existing program delivery.
- Our internal case management software is fully deployed and currently used across all service programs to document client progress, intake, and outcomes.
- Procurement of additional outreach supplies, transportation passes, and program materials will be finalized during this phase.

2. Service Delivery (November 2025 – September 2028)

The Joseph Center will continue to operate eight core programs serving an estimated 500+ individuals annually:

- **Day Shelter** – Safe, daytime space for 30–40 individuals per day, offering meals, hygiene kits, computer access, and navigation support.
- **Family Center** – 24/7 intermediate shelter and stabilization for families with access to wrap-around supports.
- **Golden Girls Project** – Transitional housing for 10–16 women, emphasizing trauma-informed support and long-term housing planning.
- **Integrated Financial Services (IFS)** – Representative Payee, VA Fiduciary, Conservatorship, and budget coaching for 120 clients annually.
- **Peer Recovery Support** – Annual engagement of 150 individuals in facilitated peer-led support groups focused on recovery, goal-setting, and social connection.
- **Celebrate Recovery** – 12-step program engaging 42–60 participants annually.

- **Street Outreach & Meals** – Direct outreach to unsheltered individuals, providing 2,300 hot meals annually, transportation assistance, and immediate referrals.
- **Operation Streamline** – Coordinated wrap-around services with partner agencies (Homeward Bound, MCPH, CEC, GV Peace & Justice) to serve 50–100 families per year.

All clients complete an intake assessment and sign a code of conduct within 24 hours of entering services.

3. Operation Streamline Integration

- Monthly interdisciplinary meetings will be held to conduct case reviews, improve referral pathways, and prevent duplication of services.
- CRN dashboards will be used to manage shared client outcomes and ensure partner accountability.

4. Data Collection, Evaluation & Reporting

The Joseph Center prioritizes data-driven decision-making and transparent reporting as essential elements of program effectiveness and accountability. Our evaluation strategy is designed to measure both short-term outputs and long-term outcomes across all service areas, ensuring that we remain responsive to the needs of the individuals and families we serve.

To support this approach, the Joseph Center utilizes a combination of internal and external data management tools, including the in-house case management software, custom internal databases, and the Community Resource Network that is maintained by our program and administrative teams.

Core Evaluation Activities Include:

- **Client Progress Tracking:** Each individual or family engaged in services is assigned a case file where progress toward goals, such as housing stability, income growth, or behavioral health milestones is documented. Regular case reviews ensure timely adjustments to care plans.
- **Shelter and Housing Metrics:** Daily census data, bed utilization rates, and housing placement and retention outcomes are tracked in our in-house case management software. This data allow us to evaluate program performance, identify trends, and respond to capacity needs in real-time.
- **Outcomes Reporting:** Key performance indicators (KPIs) such as the number of meals served, peer group participation rates, employment referrals, and financial stability among Representative Payee clients are compiled quarterly. These quantitative data are complemented by qualitative case narratives that illustrate client journeys and system-level impacts.
- **Interagency Coordination and Systems Improvement:** The Joseph Center plays a lead role in **Operation Streamline**, a collaborative initiative designed to reduce service duplication and improve family-centered care. Through CRN, we will share and receive

secure referrals, track follow-up completion, and assess the collective impact of our partnership with agencies such as Homeward Bound, Mesa County Public Health, and Counseling & Education Center.

- **Continuous Improvement:** Staff participate in regular data quality reviews and training to ensure consistent and accurate reporting. Program dashboards are used internally to inform strategy and externally to meet funder requirements.

The Joseph Center is committed to submitting timely, detailed reports to funding agencies that include both numerical data and meaningful success stories. These reports will clearly demonstrate how grant resources are used to drive positive change and achieve measurable community outcomes.

5. Sustainability Planning

- In Year 2, initiate Medicaid billing for peer support services under Colorado’s allowable billing codes.
- In Year 3, increase private giving and foundation revenue by at least 20% through a formal development campaign.
- The Joseph Center will gradually reduce dependency on municipal funding to ensure long-term program viability.

4.4.4. Detailed Program Description

The Joseph Center delivers a trauma-informed, data-driven service model designed to stabilize families, transition individuals out of homelessness, and build long-term financial and behavioral health resilience. Our programs operate in a coordinated, low-barrier environment that emphasizes dignity, peer support, and access to essential services.

Implementation Timeline (October 2025 – September 2028)

Phase	Timeline	Key Activities & Milestones
Launch & Integration	Oct–Dec 2025	Finalize CRN system integration; onboard new clients into shared referral process; coordinate updated MOUs with partners; align case management workflows
Full Program Operation	Jan 2026 – Sep 2028	Maintain 7-day-a-week coverage across Day Shelter, Family Center, and Golden Girls programs; continue street outreach and peer-led support groups; conduct monthly Operation Streamline case conferences
Evaluation & Reporting	Ongoing	Quarterly performance reports; client surveys; annual external financial audit; review outcome trends; adjust programs based on data
Sustainability & Expansion	Begins Year 2	Initiate Medicaid billing for peer services; pursue private and foundation funding; evaluate service expansion or replication based on demand and outcomes

Project Management Approach

The Joseph Center uses a centralized leadership model with direct supervision of programs and operations:

- Executive Director oversees grant compliance, strategic partnerships, and city reporting requirements.
- Operations Director manages all day-to-day program activities, supervises staff, and leads client service coordination.
- Fiscal Contractor (CPA) handles budgeting, vendor payments, payroll, grant tracking, and financial audit preparation.
- Team Leads (Shelter, IFS, Outreach) meet weekly to monitor service delivery, address staffing needs, and coordinate with partners.

All programs use our internal case management system, with dashboards to track referrals, client stability, housing transitions, and peer recovery engagement.

Anticipated Challenges & Mitigation Strategies

Challenge	Mitigation Strategy
High client complexity (co-occurring disorders, trauma, lack of ID or income)	Maintain a low-barrier access model; provide on-site navigation; partner with MCPH and CEC for health and counseling services; host ID/legal document clinics quarterly with Peace and Justice Center
System-level duplication or gaps in referrals	Use Community Resource Network (CRN) integration to streamline referrals, reduce siloed workflows, and track outcomes collaboratively
Staff burnout and turnover	Provide regular debriefing, reflective supervision, and annual self-care off-days; invest in professional development for frontline staff.
Sustainability post-grant	Launch Medicaid billing in Year 2 for reimbursable peer support; grow private donor base with 3-year capital and operations campaign; implement cost-efficiency review annually
Neighborhood Statement	The Joseph Center operates in Mesa County, Colorado, a region experiencing significant challenges related to homelessness, housing instability, and limited access to behavioral health and support services. Economic disparities, a shortage of affordable housing, and gaps in coordinated care have contributed to increased vulnerability among individuals and families in the area. In response to these conditions, The Joseph Center provides comprehensive services to over 1,000 individuals annually. Core programs include emergency

Challenge	Mitigation Strategy
	shelter, transitional housing, case management, fiduciary support, and behavioral health services. With a focus on dignity, stability, and strategic collaboration, the organization works closely with public and private partners to address the root causes of homelessness and promote long-term community well-being.

The Joseph Center is requesting \$200,000 annually for a total of \$600,000 over three years to support the continued operation of shelter, outreach, recovery, and fiduciary programs serving individuals and families experiencing homelessness in Mesa County. The following budget reflects a fully burdened, all-inclusive breakdown that covers the total cost of program delivery.

4.4.5.1. Capital Costs (Not Applicable)

- The Joseph Center does not request funding for capital expenditures under this proposal.
- No facility purchase, construction, or major renovation is proposed.
- Existing facilities are owned and maintained with other funding sources.
- All necessary equipment and infrastructure are already in place.

4.4.5.2. Operational Budget (Annual Breakdown)

Category	Description	Amount
Personnel	Salaries and benefits for 4 FTE: peer navigators, case managers, outreach, admin support	\$100,000
Profit Margin	<i>Not applicable – The Joseph Center is a nonprofit organization</i>	N/A
Total Annual Budget		\$100,000

4.4.5.3. Additional Funding Sources

The Joseph Center operates a diversified funding model and is actively pursuing blended public and private support to sustain and scale operations beyond this request:

Source	Amount (Annual or Committed)	Status	Purpose
Colorado Health Foundation	\$75,000	Awaiting Award	Financial Services (Representative Payee)
U.S. Social Security Administration Fees	\$50,000	Committed	Representative Payee program
Department of Veterans Affairs	\$2,400	Committed	VA Fiduciary Services
Private Donations & Foundations	\$60,000	Historical Average	Operational support, unrestricted
In-Kind (Volunteers, Food, Supplies)	\$15,000	Estimated	Meals, recovery programming, admin support

Total Other Support (Annual): ~\$202,400
City Request (Annual): \$100,000
Combined Operating Capacity: ~\$302,4,00/year

Budget Notes

- The requested funds will complement, not supplant, existing funding.
- Joseph Center will initiate Medicaid billing for peer services in Year 2, expected to generate new program revenue.
- We are currently in conversations with additional foundations to secure matching contributions to sustain service delivery beyond the three-year grant term.

VII. Appendices

- Organizational chart and bios of key staff
- Case study testimonials from clients
- Financial statements and IRS determination letter

4.4.4. Detailed Program Description

The Joseph Center delivers a trauma-informed, data-driven service model designed to stabilize families, transition individuals out of homelessness, and build long-term financial and behavioral health resilience. Our programs operate in a coordinated, low-barrier environment that emphasizes dignity, peer support, and access to essential services. To ensure the project's functionality, we propose the following roles, responsibilities, and number of hours per week, along with their connection to the program goals.

- 1) **Intake Specialist/Case Manager:** serves as the initial point of contact for participants, gathering and documenting necessary information, assessing needs, and directing them to appropriate services, scheduling appointments, and conducting a routine thirty-day follow-up to address any ongoing issues.
- 2) **Representative Payee:** The Representative Payee is responsible for managing client budgets and financial transactions, ensuring compliance with Social Security Administration (SSA) rules and regulations. Key duties include completing SSA and Exact Payee Software training, handling check distribution, maintaining accurate client records, updating budgets, and processing requests for bus passes, Kroger cards, and Walmart cards. The role involves filing and scanning documentation, verifying lease agreements, maintaining fiduciary responsibility, and serving as the primary contact for clients, care managers, and SSA. Additionally, the Representative Payee supports the supervisor, develops client budgets, and uses Exact software to manage accounts while fostering relationships with stakeholders.
- 3) **Family Center Life Skills Trainer:** assist participants in developing everyday skills for independent living. Their responsibilities include teaching daily living skills, social skills, and coping mechanisms, as well as providing support and guidance to help participants achieve personal goals and thrive in their communities.
- 4) **Golden Girls Project / Case Manager-Advocate:** assess, plan, implement, coordinate, monitor, and evaluate the options and services required to meet an individual's health and human service needs. They act as a liaison between clients, their families, and various service providers to ensure comprehensive and coordinated care. This involves conducting needs assessments, developing care plans, coordinating resources, and monitoring client progress on an ongoing basis.

The addition of these four new positions is essential for The Joseph Center's infrastructure stability. Each role will require a minimum commitment of twenty-four hours per week. The revised proposal and budget will significantly influence our outcomes and goals, which will be monitored as outlined in the updated proposal..

1 BENEFICIARY AGREEMENT BY AND BETWEEN CITY OF GRAND JUNCTION, COLORADO,
2 AND HILLTOP HEALTH SERVICES CORPORATION, FOR A \$250,000 AWARD (AWARD) FOR
3 THE SUPPORT OF EMERGENCY AND TRANSITIONAL SHELTER SERVICES, STABILIZATION OF
4 PROGRAMS AND CONTINUED UNHOUSED SERVICES FOR THE COMPREHENSIVE
5 SOLUTIONS FOR INDIVIDUALS EXPERIENCING HOMELESSNESS

6 THIS AGREEMENT (AGREEMENT) is made between the City of Grand Junction, a
7 Colorado Home Rule Municipality (CITY), and HILLTOP HEALTH SERVICES CORPORATION
8 (HILLTOP or BENEFICIARY).

9 Collectively the CITY and the BENEFICIARY may be referred to as the PARTIES.

10 RECITALS:

11 In alignment with the City's 2023 Unhoused Needs Assessment and the 2024 Unhoused
12 Strategy and Implementation Plan, the City released RFP-5684-25-KF, titled
13 Comprehensive Community Solutions for Individuals Experiencing Homelessness, during
14 the week of May 12, 2025. The RFP sought PROPOSALS that would advance long-term
15 solutions focused on homelessness prevention, stabilization, and pathways into
16 permanent housing, with an emphasis on collaboration, demonstrated capacity, and
17 alignment with City housing and homelessness reduction goals.

18 The solicitation remained open through July 1, 2025, and indicated that up to \$500,000
19 per year could be awarded, subject to budget availability and City Council approval,
20 for a potential three-year funding period. PROPOSALS were invited that addressed
21 emergency sheltering, housing stabilization, homelessness prevention, and critical
22 public health, mobility, and basic needs, with encouragement to leverage multiple
23 funding sources, including Community Development Block Grant (CDBG) funds where
24 applicable.

25 The RFP Review Committee reviewed PROPOSALS based on responsiveness to the
26 solicitation, understanding of community needs and City goals, organizational capacity
27 and experience, implementation strategy, and budget efficiency.

28 The BENEFICIARY was selected for funding based on its demonstrated capacity, strong
29 performance history, and direct alignment to the use of funds to support emergency
30 and transitional housing efforts and services, stabilization of expanded services, and
31 supporting continued partnership with United Way of Mesa County for the most
32 vulnerable in the community including those seeking to secure or retain stable housing.

33 Consistent with the City's annual budget process, and approved through Ordinance
34 5235, and the use of one-time funding, the recommended award to BENEFICIARY to
35 support emergency and transitional housing, and homeless intervention activities under
36 the Comprehensive Solutions for Individuals Experiencing Homelessness initiative. Future
37 funding consideration, if any, will be subject to City Council approval, budget
38 availability, and demonstrated program performance.

39 The BENEFICIARY has committed to use the AWARD for the purposes stated in its
40 PROPOSAL and in this AGREEMENT to directly address affordable housing.

41 On January 7, 2026, the City Council of the CITY approved this AGREEMENT by and with
42 the adoption of Resolution __-26 (RESOLUTION).

43 In consideration of the foregoing RECITALS and other good and valuable
44 considerations the sufficiency of which is acknowledged, both for the making and
45 enforcement of this AGREEMENT, the BENEFICIARY and the CITY do agree to the terms
46 of this AGREEMENT for the use of the AWARD for the purposes of the PROPOSAL and as
47 otherwise required and provided in this AGREEMENT.

48 1. EFFECTIVE DATE AND TERM

49 This AGREEMENT shall commence when executed by all PARTIES and remain in effect
50 until December 31, 2026, unless sooner terminated by the CITY in writing as contained
51 herein.

52 2. AWARD TO BE PAID TO BENEFICIARY

53 The CITY will pay the BENEFICIARY in accordance with this AGREEMENT the sum of two
54 hundred and fifty thousand (\$250,000), in one lump sum upon receipt of invoice.

55 3. LIMITATIONS REGARDING THE USE OF THE AWARD

56 The BENEFICIARY shall ensure that the AWARD is expended in accordance with this
57 AGREEMENT and shall be only for the purposes described in the PROPOSAL and in this
58 AGREEMENT. The PROPOSAL is incorporated into this agreement and attached as
59 Appendix A.

60 4. REPORTING REQUIREMENTS

61 To ensure compliance with this AGREEMENT/the purposes of the PROPOSAL the
62 BENEFICIARY shall provide to the CITY an annual report on the utilization of the AWARD
63 for and in support of the PROPOSAL and this AGREEMENT. The BENEFICIARY shall also
64 provide, if requested, any backup documentation as may reasonably be required by
65 the CITY. The REPORT must include a written statement, signed by the BENEFICIARY,
66 indicating that the use of the AWARD comports with the PROPOSAL and this
67 AGREEMENT.

68 5. TERMINATION

69 This AGREEMENT will terminate after the BENEFICIARY's full and complete performance
70 of the provision of housing/housing services contemplated by the PROPOSAL and this
71 AGREEMENT.

72 Either party may terminate this agreement in writing to the other party. In the event of
73 termination prior to expenditure of the entire amount of AWARD by BENEFICIARY, any
74 unused funds shall be returned to the CITY.

75 If BENEFICIARY is in breach of this AGREEMENT or any provisions with the APPLICATION,
76 the CITY shall notify BENEFICIARY in writing within 30 days of discovery of the breach.
77 BENEFICIARY shall have 14 days to cure the breach. If BENEFICIARY does not cure the
78 breach, this AGREEMENT shall be terminated, and remaining funds shall be returned to
79 the CITY.

80 6. INDEPENDENT CONTRACTOR

81 Neither the CITY nor the BENEFICIARY shall be deemed by virtue of this AGREEMENT to
82 be engaged in an association, partnership, joint venture, or a relationship of principal
83 and agent, or employer and employee. The BENEFICIARY shall not be, or be deemed to
84 be, or act or purport to act, as a partner, employee, agent, or representative of the
85 CITY for any purpose.

86 7. HOLD HARMLESS AND INDEMNIFICATION

87 The BENEFICIARY agrees to defend, indemnify, and hold the CITY, its officers, officials,
88 employees, and agents harmless from and against any and all claims, injuries,
89 damages, losses or expenses, whether in contract or tort, including without limitation
90 personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of
91 property, which are alleged or proven to be caused in whole or in part by an act or
92 omission of the BENEFICIARY, its officers, directors, employees, and/or agents relating to
93 the BENEFICIARY's performance, or failure to perform, under this AGREEMENT. The
94 BENEFICIARY's obligation to indemnify and hold the CITY its officers, officials, employees,
95 and agents harmless shall survive the expiration or termination of this AGREEMENT.
96 Nothing in this AGREEMENT shall serve as a waiver of the CITY's governmental immunity
97 under C.R.S. § 24-10-101, *et seq.*

98 8. COMPLIANCE WITH LAWS

99 The BENEFICIARY shall comply with all applicable federal, state, and local laws and all
100 requirements regarding the receipt and expenditure of the AWARD.

101 9. MAINTENANCE AND AUDIT OF RECORDS

102 The BENEFICIARY shall maintain records, books, documents, and other materials
103 relevant to its performance, or non-performance, under this AGREEMENT. Records,
104 including but not limited to those informing the REPORT, shall be subject to inspection,
105 review, and audit by the CITY or its designee(s) for three (3) years following termination
106 of this AGREEMENT. If it is determined during the course of the audit that the
107 BENEFICIARY failed to expend any or all of the AWARD for any purpose other than
108 performing the work/services as provided in the PROPOSAL and this AGREEMENT, or if
109 the BENEFICIARY fails to substantially perform as provided in the PROPOSAL and this
110 AGREEMENT, the BENEFICIARY shall reimburse the CITY for each, every, and all improper
111 and/or unmade expenditure(s). The BENEFICIARY agrees to make such
112 reimbursement(s) to the CITY within 30 days of a written request(s) made to the
113 BENEFICIARY.

114 10. NOTICES

115 Any notices desired or required to be given hereunder shall be in writing, and shall be
116 deemed received three (3) days after deposit with the United States Postal Service
117 postage fully prepaid, return receipt requested, and addressed to the party to which it
118 is intended at its last known address, or to such person or address as either party shall
119 designate to the other from time to time in writing forwarded in like manner:

120 BENEFICIARY

121 HILLTOP HEALTH SERVICES CORPORATION

122 Attn: Michael Stahl
123 359 Main Street
124 Grand Junction, CO 81501

125

126 CITY

127 Attn: Mike Bennett
128 250 N. 5th Street
129 Grand Junction, CO 81501

130 11. IMPROPER INFLUENCE

131 The BENEFICIARY warrants that it did not employ, retain, or contract with any person or
132 entity on a contingent compensation basis for the purpose of seeking or obtaining this
133 AGREEMENT.

134 12. CONFLICT OF INTEREST

135 The elected and appointed officials and employees of the CITY warrant that they
136 individually and collectively have no, and shall not have, any personal interest, direct or
137 indirect, which gives rise to a conflict of interest.

138 13. SURVIVAL

139 The provisions of this AGREEMENT that by their purpose should survive expiration or
140 termination of the AGREEMENT shall so survive. Those provisions include without
141 limitation Hold Harmless and Indemnification and Maintenance and Audit of Records.

142 Nothing in this agreement shall prevent the CITY from any relief or causes of action in
143 law or equity related to a breach of this agreement.

144 14. AMENDMENT

145 No amendment or modification to the AGREEMENT shall be effective without prior
146 written consent of the authorized representatives of the Parties.

147 15. GOVERNING LAW; VENUE

148 This AGREEMENT shall be governed in all respects by the laws of the State of Colorado,
149 both as to interpretation and performance, without regard to conflicts of law or choice
150 of law provisions. Any action arising out of or in conjunction with the AGREEMENT may

151 be instituted and maintained only in a court of competent jurisdiction in Mesa County,
152 Colorado.

153 16. NON-WAIVER

154 No failure on the part of the CITY to exercise, and no delay in exercising, any right
155 hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by
156 the CITY of any right hereunder preclude any other or further exercise thereof or the
157 exercise of any other right. The remedies provided herein and at law or in equity are
158 cumulative and not exclusive.

159 17. BINDING EFFECT

160 This AGREEMENT shall be binding upon and inure to the benefit of the Parties.

161 18. ASSIGNMENT

162 The BENEFICIARY shall not assign or transfer any of its interests in or obligations under this
163 AGREEMENT without the prior written consent of the CITY.

164 19. ENTIRE AGREEMENT

165 This AGREEMENT together with the attachments constitutes the entire agreement
166 between the CITY and the BENEFICIARY for the use of the AWARD paid/received under
167 this AGREEMENT.

168 20. NO THIRD-PARTY BENEFICIARIES

169 Nothing herein shall or be deemed to create or confer any right, action, or benefit in,
170 to, or on the part of any person or entity that is not a party to this AGREEMENT. Any
171 benefit to any person(s) is incidental to the AGREEMENT and/or the BENEFICIARY's
172 fulfillment of the AGREEMENT.

173 21. CIVIL RIGHTS COMPLIANCE

174 The BENEFICIARY shall meet legal requirements relating to nondiscrimination. Those
175 requirements include ensuring that the BENEFICIARY does not deny benefits or services,
176 or otherwise discriminate on the basis of race, color, national origin (including limited
177 English proficiency), disability, age, or sex (including sexual orientation and gender
178 identity), in accordance with the following authorities: Title VI of the Civil Rights Act of
179 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's
180 implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973
181 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title
182 IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the
183 Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975,
184 Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations
185 at 31 CFR part 23, or the Colorado Anti-Discrimination Act, C.R.S. § 24-34-300.5 et seq..

186 22. SEVERABILITY

187 If one or more provisions of this AGREEMENT shall be determined to be invalid by any
188 court of competent jurisdiction or agency having jurisdiction thereof, the remainder of
189 the AGREEMENT shall remain in full force and effect and the invalid provisions shall be
190 deemed severed.

191 23. AUTHORIZATION

192 By signing the BENEFICIARY and the CITY represent and warrant to the other that the
193 signer has the full power and authority to execute this AGREEMENT on behalf of the
194 entity for whom he/she signs and to bind that entity to the terms hereof.

195 BENEFICIARY:

196 HILLTOP HEALTH SERVICES CORPORATION

197 By: _____ Date: _____

198 J. Michael Stahl, CEO. Hilltop Community Resources

199

200 City of Grand Junction Colorado

201 By: _____ Date: _____

202 Mike Bennett, City Manager

203

DRAFT

Appendix A: Hilltop Health Services Corporation Proposal with Addendums

DRAFT

City of Grand Junction – Housing Division

Re: RFP-5684-25-KF – Comprehensive Community Solutions for Individuals Experiencing Homelessness

Proposal: Hilltop & United Way of Mesa County Housing Collaborative

To whom it may concern,

Hilltop Community Resources, in partnership with United Way of Mesa County (UWMC), respectfully submits this proposal in response to RFP-5684-25KF, *Comprehensive Community Solutions for Individuals Experiencing Homelessness*. This proposal represents our shared commitment to reducing homelessness in Grand Junction through coordinated, sustainable, and person-centered services.

Hilltop's mission is to *create connections to build a community where everyone belongs*. Addressing homelessness—and the root causes that contribute to it (like housing, health, and behavioral needs)—has long been a strategic priority for Hilltop. UWMC complements this work through its ongoing leadership in housing coalitions and systems coordination. Together, we are proposing a unified response to housing instability that draws on each organization's strengths, local experience, and trusted partnerships.

Hilltop brings 75 years of experience delivering community-based programs across Western Colorado. Our housing initiatives span the full continuum of care and across the lifespan; programs including permanent supportive housing, transitional housing, emergency shelter, street outreach, and preventative support; target populations include youth, adults, families, survivors of intimate partner violence, and aging adults.

Our programs are staffed by dedicated Navigators who provide on-site case management, housing navigation, and wraparound support to shorten how long people experience homelessness and prevent repeated homelessness, promoting lasting stability. All services are evidence-based, trauma-informed, culturally responsive, and closely coordinated with medical, mental health, and workforce partners.

UWMC has long served as a convener and systems leader in the local housing landscape. Their leadership in the Mesa County Housing Coalition, partnerships with over 20 local providers, and launch of the county's Housing Hotline reflect their deep commitment to collective impact. Through this proposal, UWMC will continue to fund and oversee the Mesa County Housing Coordinator, a vital position that will co-locate to Hilltop's building. This location serves as a centralized point for unhoused individuals and families seeking coordinated care. Program leaders are working diligently to ensure that this location maintains safety standards for the community and our clients; the offices will only be available by appointment, encouraging intentionality and responsibility in clients. To still reach those who may need us most, the Housing Coordinator will be mobile and responsible for going into the community, providing outreach and supplies, as well as inviting them to join case management work when they are ready to do so.

Hilltop and UWMC have extensive experience providing services for safe and stable housing. In the last five years alone, Hilltop has become the trusted source for housing stability programming. When Karis

was struggling in 2023, they reached out to us for support and guidance; and after evaluation and months of structured support, Hilltop took over programming in 2024 and has now taken over the programming with limited disruptions to service and all the programs have continued. Now known as Connections, Hilltop provides housing services and support to youth 18-24 years old, from street outreach to emergency shelter, transitional living to permanent supportive housing. This transition has taken a lot of work, we have learned a lot as a team, and we've been able to teach key community partners better ways of engaging in this work.

In addition to taking on this workload in stride, we continued to provide our other housing assistance programs, including Latimer House—helping survivors of intimate partner violence, sexual assault, and human trafficking to access and maintain safe and stable housing for over 30 years. Utilizing more than six grants, we provide emergency shelter, housing advocacy, and connections to resources. We also continue to operate our Housing Navigation program, providing street outreach and coordinated entry, homelessness prevention, and rapid rehousing. We have developed some of the first formal housing support programs in Western Colorado with the support of the State that span the entire continuum of housing stability, not the least of which is providing services and support to Pathways Village, a permanent supportive housing unit. Pathways has been active since 2020 and has proven incredibly successful in reducing chronic and repeat homelessness.

Together, Hilltop and UWMC are proposing an integrated model that sustains high-impact housing services, coordinates real-time referrals and case management across dozens of local partners, increases access to essential services (like mental health, harm reduction, job readiness, and life skills training), and supports individualized, trauma-informed pathways to housing stability and employment.

This proposal is submitted in good faith and remains valid for the required evaluation period. We are fully committed to complying with the City's stated terms, performance standards, reporting requirements, and all regulatory obligations outlined in the solicitation. As the authorized signatory for Hilltop Community Resources, I confirm that I have the legal authority to bind the organization to the terms of this proposal and any resulting contract. A formal letter of signature authority is included as an attachment. Should United Way of Mesa County also elect to co-sign, their Executive Director likewise holds full contractual authority on behalf of their organization.

We appreciate the opportunity to apply and thank you for your leadership in advancing meaningful solutions to homelessness in our community.

Sincerely,



J. Michael Stahl
CEO, Hilltop Community Resources
mikes@htop.org | 970-242-4400

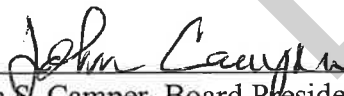
Enclosures: Signature Authority, Solicitation Response Form, Proposal Materials

**HILLTOP HEALTH SERVICES, CORPORATION
D.B.A. Hilltop Community Resources, Inc.**

RESOLUTION

IT IS HEREBY RESOLVED this 10th day of September, 2015, that the Chief Executive Officer, J. Michael Stahl, is hereby authorized to make, execute and deliver, on behalf of the Board, all contracts, grant agreements, representations, receipts, reports, and other instruments of every kind for Hilltop Health Services, Corporation, d.b.a. Hilltop Community Resources, Inc. and its subsidiaries / affiliates.

IT IS FURTHER RESOLVED that such authorization on behalf of the Board obligates Hilltop Health Services, Corporation, d.b.a. Hilltop Community Resources, Inc. and its subsidiaries / affiliates to observe all of the terms and conditions placed on grant agreements, representations, receipts, reports, and all other instruments of every kind.



John S. Camper, Board President



I, Jim Grisier, Secretary of Hilltop Community Resources, Inc. Board of Directors, hereby certify on this 10th day of September, 2015 that this is an exact copy of a resolution for Hilltop Community Resources, Inc.



Jim Grisier, Board Secretary

5.5 Cost Proposal and Summary Budget Review

Hilltop is requesting \$500,000 annually over a three-year period (totaling \$1,500,000), to support the Hilltop & United Way of Mesa County Housing Collaborative. This funding will sustain essential staffing, operational, and subcontracted costs tied directly to service delivery.

This funding request is a continuation of existing housing stability services, not the launch of a pilot program. There are no one-time costs included; all budgeted expenses are recurring and tied to ongoing direct service provision.

Key cost drivers are tied to staffing. Personnel expenses account for most of the budget, reflecting Hilltop's practice of offering competitive non-profit market wages and employee benefits to promote retention and reduce turnover. Operational costs are kept intentionally lean; Hilltop uses in-house maintenance staff wherever possible, leverages discounted vendor services, and remains vendor-neutral to ensure purchases are made based on best value. Kindly note that Hilltop has chosen to waive all indirect costs for this project, absorbing administrative and infrastructure costs internally to ensure that every dollar requested from the City directly supports front-line services.

Costs are based on actual operations at both Hilltop and UWMC, scaled for impact and outcomes as appropriate.

No capital costs are requested.

Funds will be used to support staffing for direct services, coordination, and program management directly tied to the project. Operational supplies, housing-related expenses, homelessness prevention, and site-based occupancy.

Contractual Costs: As part of the partnership with UWMC, Hilltop is requesting pay for one full-time equivalent staff member who does direct service work and street outreach. This includes a small amount for health care enrollment each month as well.

Administrative/Indirect Costs: While Hilltop has chosen not to charge indirect costs to this contract, administrative and compliance-related functions will still be fully supported. These include program reporting, financial monitoring, outcome tracking, and compliance with local and federal grant requirements. Staff time for reporting to the City and managing performance data will be internally covered by Hilltop's infrastructure, ensuring accuracy and timeliness without additional City expense.

Other Sources of Support: This project is supported by diverse funding sources, demonstrating Hilltop's long-standing commitment to financial sustainability. Multiple grants and contracts with the State of Colorado contribute directly to housing navigation, behavioral health integration, and case management components. These public investments are coupled with private foundation support, which helps fund critical outreach, supplies, and operating needs that are not covered by government sources. Individuals and businesses help ensure service continuity and fill in essential gaps.

Several additional grant applications are currently pending. If awarded, these funds will further strengthen capacity, expand access, and reinforce long-term sustainability of this work. Hilltop actively pursues funding opportunities from state, federal, and philanthropic sources in an integrated fundraising strategy designed to support ongoing service delivery and pivot with the changing needs of the community we serve.

Hilltop also leverages in-kind contributions from local businesses and individuals. These include discounted services, donated goods, and volunteer time that keep overall costs low and service quality high. Together, these resources form the stable foundation for this housing collaborative, allowing for immediate service impact and long-term resilience.

City of Grand Junction
Comprehensive Community Solutions for Individuals Experiencing Homelessness
Budget Draft

Agency Name	Hilltop Community Resources	Budget Period	Unknown start date, 3 year budget
Program Name	Hilltop & United Way of Mesa County Housing Collaborative		

Expenditure Categories					Annual Match / In-Kind	Annual Amount Requested	3-year/Total Amount Requested
PERSONNEL SERVICES							
Position Title / Employee Name	Description of Work <small>For hourly employees, please include the hourly rate and number of hours in your description. Include number of months budgeted.</small>	Gross Salary	Fringe	% ACTUAL Time on Contract / Purchase Order	Match / In-Kind	Annual Request	Total Request for 3 year award
Hilltop Director of Connections (Youth & Young Adult street outreach, emergency services, shelter, and housing options)	\$38.35/hr x 12hr/wk x 52 wks dedicated to this project. Fringe is 31%. Provides high-level oversight for youth housing. Responsible for staff supervision, strategic coordination with partners, fidelity to trauma-informed and culturally responsive programming. Contribute to all proposed outcomes, essential for goals with external partners.	\$95,738.00	\$29,679.00	30.0%	\$6,270.85	\$31,354.25	\$94,062.75
Hilltop Director of Community Programs (Housing programs for adults, disabled, and elderly)	\$40.64/hr x 12hr/wk x 52 wks. Fringe = 30%. Oversees adult and family housing programs and supportive services for prevention, systems integration with UWMC and community partners, outcome tracking, compliance, funding streams, and strategic leadership. Contribute to all proposed outcomes, essential for goals with external partners and compliance.	\$101,446.00	\$30,434.00	30.0%	\$0.00	\$39,564.00	\$118,692.00
Hilltop Manager for youth & young adult street outreach and emergency shelter for the unhoused	\$30.80/hr x 20 hrs/wk x 52 wks. Fringe = 31%. Daily supervision of navigators, coordinate between street outreach and emergency shelter, works directly with clients and connect them to services. Crucial for triage, budget management, resource navigation, ongoing engagement with hard-to-reach populations. Contributes to all proposed outcomes.	\$64,064.00	\$19,860.00	50.0%	\$0.00	\$41,962.00	\$125,886.00
Transitional Living Coordinator (Young Adults, youth aging from foster care, youth exiting Dept of Youth Services on probation/parole)	\$27.10/hr x 12hr/wk x 52 wks. Fringe = 31%. Coordinate individualized service plans, manage crisis intervention, ensure delivery of wraparound support. Contributes to all proposed outcomes.	\$56,368.00	\$17,474.00	30.0%	\$0.00	\$22,152.60	\$66,457.80
Other Staff	Direct providing direct support services and leadership. 20 other staff dedicated to direct service provision and leadership for this program to varying degrees. Fringe is average of 30%. Contribute to all proposed outcomes and compliance.	\$1,683,684.66	\$505,105.40	100.0%	\$2,188,790.06	\$0.00	\$0.00
Total Personnel Services		\$2,001,300.66	\$602,552.40	2.40	\$2,195,060.91	\$135,032.85	\$405,098.55
SUPPLIES & OPERATING							
Item	Description of Item			Match / In-Kind	Annual Request	Total Request for 3 year award	
Outreach Supplies for Unhoused Services	Water, Basic Needs, Fuel, First Aid Needs, Bus Vouchers, Bike Clinic Supplies. Based on historical costs. Essential for trust building and engaging clients to get them involved in programming. Contributes to all proposed goals, especially employment, supportive services, healthcare access.			\$200,000.00	\$75,000.00	\$225,000.00	
Rent for Office Space at Hilltop	Office space, telephone support, internet services, etc. at new Hilltop on Main St. (\$500/month x 12 mo x 25 staff). Only requesting for United Way Coordinator. Essential for doing paperwork, reporting, and compliance, planning. Contributes to all goals, particularly supportive services.			\$144,000.00	\$6,000.00	\$18,000.00	
Property Operations Costs for Hilltop	Expenses associated with program properties for Intimate Partner Violence/Sex Assault/Trafficking safe house, The House emergency shelter for young adults, Street Outreach Drop-In Center for youth & young adults, Transitional Living programs for youth/young adults (3 properties), Transitional Housing for Rocky Mountain Health Plans care coordination clients (frequent users of hospital emergency rooms while unhoused w/ substance use issues, significant behavioral health issues, chronic health issues). Costs include: depreciation, mortgage, utilities, insurance, HOA fees as applicable, housekeeping, maintenance, security cameras and locks, etc). Essential for all goals, especially permanent housing and supportive services.			\$516,000.00	\$208,166.67	\$624,500.00	
Participant Housing Supports	Lease application fees, security deposits for rentals, transportation needs, basic needs for housing move ins, preventative and supportive efforts for housing stability, utilities and safety, etc. The demand for this far exceeds funding available. We run out of these funds within the first two weeks of each month with Hilltop referrals. The average support that keeps people in their homes with these funds is above \$450/person, City of GJ would fund approximately 54 more people each year than we can with our current funding; clients must meet eligibility standards. Essential for client engagement, especially permanent housing goals, supportive services.			\$490,000.00	\$24,600.48	\$73,801.45	
IT and Software	Necessary software and applications for regular work; HMIS, CRN, and other systems data entry; case management notes; etc. Budgeted \$92/staff each month x 12 months x 25 staff. Not requesting in this grant. Essential for all goals, particularly coordination, reporting, and compliance.			\$27,600.00	\$-	\$-	
Office supplies	Based on historical costs (printing, paper, pens, etc.); Budgeted \$24/mo for each staff member. Not requesting in this grant.			\$7,200.00	\$0.00	\$0	
Total Supplies & Operating Expenses				\$1,384,800.00	\$313,767.15	\$941,301.45	
TRAVEL							
Item	Description of Item			Match / In-Kind	Annual Request	Total Request for 3 year award	
Staff travel & mileage	Program related travel costs. Mileage reimbursement at \$0.59/mi. x about 33,900mi. Not requesting in this grant. Contribute to client engagement, all goals, especially healthcare access and supportive services.			\$23,000.00	\$0.00	\$-	
Total Travel				\$23,000.00	\$0.00	\$-	
CONTRACTUAL (payments to third parties or entities)							
Item	Subcontractor / Entity Name			Match / In-Kind	Annual Request	Total Request for 3 year award	
United Way Outreach & Services Coordinator/Philip Masters	\$26.00/hr x 40hr/wk x 52 wk + \$100/mo healthcare coverage. UWMC Outreach & Services Coordinator provides outreach with basic necessities to homeless camps around the community. This includes but is not limited to water, safety and essential needs. The purpose of the outreach is to make contact, build trust and limit the barrier of transportation. By building a relationship with population, they will trust the outreach team and will participate in moving to the next step which is shelter. This effort is done in collaboration with other providers including the Neighbor 2 Neighbor team. The Service Coordinator portion is continuing the services initially provided at the Resource Center by appointment.	\$54,080.00	\$1,200.00	100.00%	\$4,080.00	\$51,200.00	\$153,600.00
Total Contractual				\$4,080.00	\$51,200.00	\$153,600.00	
SUB-TOTAL BEFORE INDIRECT					\$500,000.00	\$1,500,000.00	
INDIRECT							
Item	Description of Rate / Item			Match / In-Kind	Annual Request	Total Request for 3 year award	
Negotiated indirect cost rate:	Hilltop will not ask for an indirect rate, and contribute this cost back into the award for service provision. Our NICRA is currently 21.3%, which we are not requesting. Essential for reporting, compliance, financial monitoring, marketing, and more. Details available upon request.			\$1,292,748.33	\$0.00	\$-	
Total Indirect				\$1,292,748.33	\$0.00	\$0.00	
TOTAL ADDITIONAL RESOURCES					\$4,899,689.24	\$14,699,067.72	
TOTAL AWARD REQUEST					\$500,000.00	\$1,500,000.00	
Total Program Cost (Match/In-kind + Request)					\$5,399,689.24	\$16,199,067.72	
Total Annual Program Budget					\$6,069,241.00		
Request as a % of Program Budget, if Awarded					8.24%		

5.6 Capacity, Credentials, Experience, and Qualifications

Hilltop Health Services Corporation dba Hilltop Community Resources is a 501(c)(3) nonprofit organization founded in 1950. Hilltop's EIN is 74-2321009, and the organization is eligible to contract with the City of Grand Junction. Hilltop is requesting funds in partnership with United Way of Mesa County, a 501(c)(3) nonprofit established in 1959, which will serve as a subrecipient under this proposal. While Hilltop will act as the primary applicant and fiscal agent, United Way of Mesa County will lead key components of service delivery aligned with their expertise in emergency financial assistance, systems navigation, and community coordination.

Hilltop offers an array of programs and services spanning prenatal resources and health care access to assisted living and dementia care for the elderly. The organization operates across Mesa, Delta, Montrose, and Ouray counties, serving underserved populations through comprehensive, family-centered services supported by a deep network of community partnerships. Hilltop's long history and presence in the region have established it as a trusted provider, as evidenced by strong referral networks and positive participant feedback. Clients consistently express appreciation for the quality of care they receive, highlighting the dignity, respect, and compassion shown by Hilltop's staff.

Hilltop's mission—"We create connections to build a community where everyone belongs"—aligns strongly with the City's strategic homelessness goals as outlined in the Unhoused Strategy & Implementation Plan. United Way of Mesa County's mission—"To improve lives by mobilizing the caring power of community"—is similarly aligned, emphasizing collaborative investment in the health, education, and financial stability of every person in Mesa County.

The City's plan emphasizes integrated, adaptable, and interconnected service networks. Hilltop's mission of "creating connections" and United Way's long-standing role in cross-sector convening both reflect this vision, as the two organizations work together to support inclusive systems that make people feel seen, valued, and supported—essential for achieving Functional Zero homelessness.

The City's seven strategic objectives (e.g., reducing houselessness, increasing permanent housing placements, and connecting individuals to behavioral health services) rely on strong coordination and a community-based approach. Hilltop's focus on belonging and United Way's investment in local service infrastructure complement these objectives by emphasizing social inclusion, upstream prevention, and wraparound resource access—all critical to long-term housing stability and individual well-being.

The City's goal of providing services "irrespective of their economic or social status" is central to both organizations' missions. Together, Hilltop and United Way create pathways that are equitable, accessible, and rooted in the belief that every person deserves dignity, opportunity, and the chance to thrive—regardless of their housing status.

Hilltop Community Resources employs over 500 staff members across multiple divisions, with approximately 12 full-time equivalent (FTE) staff and 2 part time staff currently supporting housing, shelter, and supportive service programs. This includes program managers, navigators, case managers, outreach specialists, and administrative staff who ensure compliance and data integrity. Hilltop's internal structure supports interdisciplinary teams that provide wraparound services, consistent with evidence-based practices for housing stability and trauma-informed care. All Hilltop housing staff are equipped with specialized training in trauma-informed care, motivational interviewing, harm reduction, victim privilege, tenant rights, fair housing, and cultural competency. In addition, bilingual staff members are available to ensure accessible and inclusive support for diverse populations.

Hilltop Key staff assigned to this project include (all resumes attached):

- Margery Brennan- Director of Community Programs
- Joy Hamilton- Director of Community Programs

- Sterling Gray- Manager of Youth Emergency Programs
- McKenna de la Garza-Transitional Living Program Coordinator

United Way of Mesa County employs a dedicated team of 4 FTE's who support programmatic initiatives, grantmaking, financial assistance, and community partnerships. Staff involved in this project bring experience in administering emergency assistance, managing community referrals, and coordinating with local providers to ensure responsive, client-centered support. UWMC team members have specialized training in systems navigation, equitable access strategies, and community engagement.

Key staff assigned to this project from UWMC include (resume attached):

Phillip Masters- Housing Coordinator

Hilltop owns and operates several properties in Grand Junction that support housing stability for different populations. These include seven transitional and permanent supportive housing units, administrative offices, and dedicated program spaces for case management and resource navigation. Overall, Hilltop has 149 beds in Mesa County that are devoted to housing individuals that are in need.

These properties include:

- The House (Emergency shelter for young adults 18-22)
- Street Outreach Drop-In Center for youth and young adults 13-24
- Transitional Living programs (4 properties) serving individuals 18-24 from the general community and youth 17-22 that are aging out of foster care/or exiting DYS on probation/parole.
- Transitional Housing for care coordination with Rocky Mountain Health Plans (RMHP). This includes 12 rooms with focus of social determinants of health needs to alleviate emergency room visits and provide transitional living for individuals exiting DOC/Jail while RMHP team address permanent housing solutions.
- Intimate Partner Violence/Sex Assault/Sex Trafficking safe house (28 bed capacity)
- Permanent Supported Housing projects (5 bedroom home w/ communal living and 34 unit apartment complex for individuals 18-24).

Hilltop uses the Homeless Management Information System (HMIS), Community Resource Network (CRN), and case management software platforms to track client services, referrals, and outcomes. These systems are integrated into daily workflows and monitored by program leaders and data compliance staff. In addition, Hilltop uses internal dashboards and Microsoft Suite for document sharing, case notes, and reporting.

Hilltop maintains robust administrative and financial systems designed to ensure integrity, transparency, and accountability. The accounting system tracks revenues and expenditures separately for each grant, allows expenditures to be classified by budget categories, reconciles monthly ledgers, and includes internal accounting controls such as separation of duties, dual-signature requirements, and periodic reconciliation. Hilltop undergoes an annual independent financial audit and single audit (A-133) and consistently receives clean findings. The organization manages multiple public and private grants using clearly delineated systems and internal oversight protocols. Hilltop employs well-defined processes to ensure that funds are expended in full compliance with relevant standards. These systems, and Hilltop's long-standing track record of contract performance, prove readiness and capacity to meet the City's goals and expectations.

United Way of Mesa County complements Hilltop's infrastructure with its own established financial and administrative systems tailored to community-based funding initiatives. UWMC uses dedicated grant tracking and reporting tools to manage allocations, monitor performance, and ensure compliance with funder expectations.

Their team coordinates with partner agencies to streamline financial assistance processes and maintains accurate documentation of service delivery. While UWMC does not maintain direct client housing facilities, they provide essential infrastructure for distributing emergency assistance, engaging with partner agencies, and contributing to the coordinated system of care.

Hilltop's key leadership staff and 14-member Board of Directors provide a foundation of experience, commitment, and vision to guide the organization's stewardship. Hilltop's Board includes members from diverse professional and community backgrounds throughout Western Colorado. The Board provides strategic direction, ensures fiduciary oversight, and approves institutional policies that guide program operations and organizational performance.

Hilltop is managed through a three-tiered structure comprising a senior executive team, an operational leadership team, and program managers—all of whom contribute to the effective supervision, support, and strategic alignment of over 500 employees. This structure enables a clear chain of responsibility while fostering flexibility and collaboration across departments and initiatives.

Hilltop's leadership and infrastructure are well-equipped to manage complex, multi-year initiatives that meet rigorous internal and external standards. This structure supports high-quality service delivery, proactive risk management, and strong regulatory compliance.

Executive leadership is carried out by a team with extensive expertise in housing, human services, finance, regulatory compliance, and community engagement. This team sets strategic priorities, ensures contractual and legal compliance, manages cross-programmatic alignment, and mitigates organizational risk. The operational team translates these goals into actionable work plans and oversees department-level coordination and resource distribution. Program managers lead the day-to-day delivery of services, staff supervision, partner coordination, and frontline problem solving.

United Way of Mesa County operates under the governance of a dedicated Board of Directors that oversees strategic investments in community well-being, financial accountability, and partnership integrity. Their leadership team—supported by staff with backgrounds in nonprofit administration, grantmaking, and systems coordination—ensures that subrecipient activities are delivered effectively, ethically, and in alignment with project goals. UWMC maintains regular internal reviews and board-level oversight of all funded initiatives, including those involving collaborative service delivery. Their role under this contract will be closely coordinated with Hilltop's project management structure, ensuring seamless communication and shared accountability.

Hilltop uses a comprehensive suite of project management systems to monitor performance, ensure compliance, and support informed decision-making. Internal dashboards and supervision protocols allow real-time tracking of service delivery, client outcomes, and staff activity. Case management software, CRN, and HMIS integration support accurate data entry, reporting, and alignment with community-wide housing strategies. Compliance is reinforced through routine internal reviews, layered approval processes, and documentation audits led by Hilltop's finance and quality assurance teams.

Hilltop maintains a strong financial foundation to support service delivery and administration. For the current fiscal year (FY25), Hilltop's total operating budget is approximately \$55.5 million. This budget supports a wide range of programs spanning housing stability, family support, senior services, behavioral health, and more across Western Colorado.

Primary funding sources include revenue from assisted living facilities, individual contributions, investment income, federal and state grants and contracts, private foundation and corporate partnerships, and program revenue contracts. Hilltop's finance team manages these diverse streams through clearly delineated accounting systems that allow for separate tracking of each grant, budget category, and funding source. The organization adheres to strict compliance and reporting standards and consistently receives clean findings in its annual financial and single audits (A-133). A full statement of position is available upon request.

United Way of Mesa County maintains a lean but effective financial oversight structure aligned with community investment priorities. Systems support grant tracking, expense verification, and compliance reporting for subrecipient awards and funding initiatives. UWMC’s fiscal staff maintain internal controls appropriate to their scale, including board-approved policies, dual-authorization for payments, and reconciliation procedures. Their financial operations are guided by transparency, accountability, and an equity-focused approach to resource distribution.

Hilltop maintains a strong financial position to support long-term program sustainability and minimize service disruptions. The organization consistently operates with no less than 90 days of operating cash on hand and is actively working to expand that reserve through strategic financial planning. In addition to general reserves, Hilltop maintains Board-approved contingency funds to address unforeseen needs or revenue interruptions across its diverse program portfolio.

Hilltop’s sustainability infrastructure includes a dedicated grants team responsible for identifying and securing private and public funding opportunities, maintaining compliance, and managing funder relationships. The development team supports donor cultivation, stewardship of major gifts, community engagement, and oversight of capital campaigns. These efforts are supported by robust financial planning and risk mitigation systems, including multi-year budget forecasting and scenario modeling.

United Way of Mesa County brings complementary fundraising and resource development capacity, grounded in community engagement and long-term investment strategies. UWMC has a strong track record of securing annual donor support through workplace giving campaigns, corporate sponsorships, and individual contributions. Their established position in the philanthropic landscape of Mesa County ensures a reliable pipeline of flexible funding that can be leveraged to support program continuity, gap-filling, and scaling efforts. Their longstanding relationships with both funders and partner agencies position them as a trusted steward of resources and advocate for system-wide sustainability.

Audited financial statements and IRS Form 990s for both organizations are available upon request.

The proposed budget is based on current and historical service delivery data. Each line item reflects actual costs associated with operating housing and supportive service programs currently managed by Hilltop, including personnel, facility operations, client services, and administrative oversight. These projections draw from historical expenditure data, established staffing models, vendor contracts, and anticipated service demands. The resulting budget is consistent with standard cost structures and scalable within the scope of this project.

This budget aligns with expected client volume, staffing ratios, facility needs, and the compliance requirements outlined in the City’s solicitation. Hilltop has successfully implemented and managed comparable programs across Western Colorado—including in Grand Junction—using similar funding models and multi-agency partnerships.

United Way of Mesa County also contributed to the development of the budget to ensure accuracy and feasibility for its subrecipient responsibilities. UWMC relied on its prior experience administering financial assistance programs and distributing emergency resources to inform reasonable cost estimates and anticipated program capacity. As a result, the joint budget reflects a clear, achievable financial plan grounded in real-world program execution and long-standing collaboration.

In November 2024, Hilltop officially assumed all Karis programming under the new name, Hilltop *Connections*. Hilltop was initially invited to support Karis following the departure of its leadership. After six months of providing assistance, it became clear that Karis’ operations were no longer sustainable, and a full merger was the best path forward.

Rather than allowing Karis to dissolve, Hilltop stepped in to preserve critical services that would have otherwise been lost. While we encountered challenges, we've embraced the opportunity to learn and grow through the transition.

Hilltop is proud to have been trusted with this responsibility, a reflection of our organizational capacity and commitment to the community. We successfully transferred multiple grants and funding streams, ensuring service continuity. Additionally, former Karis staff have joined Hilltop's team, allowing us to retain essential program knowledge and expertise.

Over the past five years, Hilltop has significantly expanded its services for individuals and families experiencing homelessness. While Hilltop's Resource Centers in Montrose and Grand Junction have long served as key access points for those facing housing instability, these efforts were historically supported with minimal funding.

In 2022, Hilltop received Emergency Solutions Grant funding from the State of Colorado to launch a formal housing support program—filling a critical gap. Building on the success of this initiative, Hilltop has since secured additional funding sources, including the Transformational Homelessness Response Grant, the Bezos Family Fund, and the Homeless Solutions Program.

A key element of this growth has been the addition of dedicated Housing Navigators, trained in the Colorado Department of Local Affairs (DOLA) frameworks. Today, Hilltop's Housing Navigators are embedded across various program areas, including Emergency Shelter, Street Outreach (via Coordinated Entry), Homelessness Prevention, and Rapid Rehousing. This expansion reflects Hilltop's proven ability to identify service gaps, secure sustainable funding, and deliver impactful support to those most in need.

Hilltop's Latimer House program is a powerful example of the organization's ability to successfully sustain and grow a long-running, impactful initiative. For more than 30 years, Latimer House has been a cornerstone of support for survivors of intimate partner violence across four counties in Western Colorado. The program offers a comprehensive range of services, including emergency shelter, housing advocacy, and connection to long-term housing resources—all designed to promote safety, stability, and healing. Latimer House is supported by more than six funding streams, many of which have remained committed to the program for over two decades—a testament to both its effectiveness and Hilltop's strong track record in program stewardship.

Through this sustained and robust effort, Latimer House has served thousands of survivors and continues to make a meaningful, lasting impact in the lives of those affected by intimate partner violence.

Hilltop is fully committed to delivering services that are trauma-informed, culturally responsive, and grounded in dignity, equity, and client empowerment. All staff are trained in trauma-informed care, harm reduction, motivational interviewing, and cultural humility, with ongoing professional development focused on effectively serving unhoused and vulnerable populations.

Guided by a People First philosophy, Hilltop operates on the belief that every individual deserves to feel safe, seen, and respected—regardless of background, identity, or housing status. Programs are designed to reduce barriers, foster trust, and respond flexibly to client needs. Hilltop's practices are aligned with the City of Grand Junction's standards of care, as well as best state and national practices. The organization ensures health and safety through participant guidelines, grievance procedures, non-discrimination policies, and coordination with community partners using shared data systems. These principles support long-term housing stability and self-sufficiency and are embedded throughout Hilltop's continuum of care.

United Way of Mesa County shares this deep commitment to equity, inclusion, and trauma-informed care. Their funding priorities and program implementation are rooted in meeting people where they are, reducing systemic barriers, and expanding access to services with dignity and cultural responsiveness. UWMC partners only with agencies that meet these high standards and integrate these values into its own internal practices and community

engagement work. Their participation in this project will reflect the same dedication to honoring the lived experiences of participants and promoting inclusive, community-led solutions to homelessness.

Together, Hilltop and United Way of Mesa County uphold a shared standard of care that centers client voice, promotes restoration, and supports the City's vision of a connected, responsive homelessness response system.

As outlined in this proposal, United Way of Mesa County (UWMC) will serve as the subcontractor. Faith Rodriguez, Director of UWMC, collaborated closely with Hilltop in developing this proposal and is fully committed to the success of the partnership. With deep knowledge of the Housing Coordinator role, Faith has been instrumental in securing funding for the position to date.

Hilltop and United Way share a strong commitment to combining our expertise and resources to better serve individuals experiencing homelessness in Mesa County. The UWMC Housing Coordinator will remain a UWMC employee while being based at Hilltop's new Resource Center in downtown Grand Junction. This co-location will increase access and allow for more consistent engagement with individuals seeking services. Together, Hilltop and United Way will work collaboratively to ensure the Housing Coordinator is fully integrated into the broader service system. Both organizations are dedicated to maintaining clear communication, shared accountability, and a unified approach to carrying out the scope of work for this proposal and to addressing homelessness in our community.

Hilltop, as the applicant, and United Way of Mesa County, as the subcontractor, bring the combined capacity, experience, and expertise needed to successfully carry out this project. With strong operational infrastructure and a proven track record of service delivery, both organizations are well-equipped to manage high-quality, compliant, and scalable programs. By leveraging their complementary systems and collaborative approach, Hilltop and UWMC will ensure the timely, accurate, and effective execution of all financial and programmatic responsibilities under this contract.

DRAFT

5.7 Strategy and Implementation Plan

Hilltop Community Resources and United Way of Mesa County (UWMC) are requesting funding from the City of Grand Junction to sustain and expand the vital work both organizations are doing to address homelessness in Mesa County. This work is already fully operational and making an impact, and the funding will allow us to maintain momentum while filling critical gaps in current resources. Hilltop and UWMC offer a complete statement of readiness to carry on these vital services. The request includes two components: continued support for the Mesa County Housing Coordinator, who is employed by UWMC, and funding to sustain Hilltop's ongoing housing efforts throughout the County.

The current work that Hilltop and UWMC are doing address the urgent housing needs that the City of Grand Junction has identified, particularly those of special populations—including people experiencing homelessness, low-income individuals, youth aging out of systems, and survivors of intimate partner violence—through a comprehensive, integrated service model.

Hilltop/United Way of Mesa County collaboration:

United Way of Mesa County proposes the continuation of the Mesa County Housing Coordinator position, soon to be housed at Hilltop's Resource Center. This collaboration will serve as a coordinated, one-stop access point for unhoused individuals in Grand Junction, providing critical services within a structured, supportive environment. Through collaboration with over 20 local service providers, the Housing Coordinator will deliver integrated case management, behavioral health support, housing navigation, medical care, life skills training, and other essential services, each aligned with personalized pathways to housing stability and employment.

This collaboration is designed as a holistic, community-driven solution to address the complex needs of individuals who are unhoused. Grounded in partnership, safety, and accountability, it offers a compassionate and structured approach that empowers individuals on their journey toward stability and self-sufficiency.

This funding request supports the operational costs of the Housing Coordinator, including staffing for service coordination and case management, transportation and outreach efforts, and the implementation of an integrated Water Access Program.

The Housing Coordinator will offer connection of unhoused individuals to a wide range of partner-led programs across several key areas including nursing care provided by Mesa County Public Health, Accudetox, a vaccine clinic and syringe exchange facilitated by the Colorado Health Network, SOAR peer recovery support, and case management from partners such as RMHP, the VA, and Mind Springs.

To address basic needs and wellness, the Housing Coordinator will offer access to clean water through the Water Access Program, tent replacement services in collaboration with the American Red Cross, the Lifeline Cellphone Program provided by Peer 180, a pet wellness clinic through Street Dog Coalition, and a clothing closet for those in need.

Behavioral health services will be available through providers including Griffith Center, Sage Brush Recovery, Amos Counseling, Freedom Institute, and Shift Counseling, and Hilltop.

The Housing Coordinator will also focus on skills and employment development with programs such as job training and resume support, Cooking Matters classes offered by Hilltop, sewing classes, computer lab access, and various life skills courses.

Creative expression and community engagement will be supported through initiatives like Empowerment Through Art, the Neighbor 2 Neighbor Program, the Center for Independence, a bike repair clinic, and support services from The Joseph Center.

Additionally, the Housing Coordinator and a team of dedicated volunteers visit unhoused encampments and community meal sites to connect with unhoused individuals and to build trust and relationships and to refer to the above listed services. To enhance Housing Coordination services, UWMC launched a housing hotline on May 1, 2025. The hotline offers immediate support for unhoused individuals, as well as de-escalation resources for community members.

By investing in this collaborative effort, the City of Grand Junction can help strengthen the local response to homelessness and ensure individuals receive the coordinated care and support they need to move forward.

Hilltop Connections Programming:

In November 2024, Hilltop officially transitioned all Karis programming to Hilltop, now known as *Connections*. The proposal to the City of Grand Junction will help bridge the cost of bringing Karis programs into Hilltop and ensuring the vital services for unhoused youth and young adults are sustained in the community.

Connections is a comprehensive range of programs designed to support young people ages 13 to 24 who are experiencing or at risk of homelessness, with services that address immediate needs and build long-term stability. *Connections* includes several integrated components: Street Outreach, a Drop-In Center, emergency shelter, transitional housing, permanent supportive housing, and specialized transitional housing and case management services for youth aging out of foster care or transitioning from the Division of Youth Services.

The Drop-In Center is a central access point for youth and young adults in crisis, offering essential daily resources such as showers, laundry facilities, clothing, and grab-and-go food items. More importantly, it provides intensive, personalized resource navigation to help participants access employment assistance, public benefits, healthcare, housing support, and life skills development. This hub functions as both a safe space and a bridge to more stable housing and services.

Street Outreach is the frontline of the program and serves as the primary entry into the broader housing options available through *Connections*. Outreach staff engage with youth in the community, build trust, and connect them to appropriate services and supports.

For those in immediate need of shelter, *The House* offers a five-bed emergency shelter for young adults aged 18 to 22. It provides a secure, stable environment where participants receive tailored support in life skills and goal setting, all aimed at fostering self-sufficiency and a successful transition to permanent housing.

The *Transitional Living Program (TLP)* offers up to 18 months of communal housing for young adults ages 18 to 24 who are employed or enrolled in school. The program focuses on equipping participants with the tools and skills necessary to achieve long-term independence, including financial literacy, job readiness, and personal development. Hilltop is currently a pilot agency for the Youth Homelessness Demonstration Project administered by the Department of Housing for the State of Colorado. This pilot project will conclude in December of 2026. TLP also includes specialized housing and services for youth ages 17 to 22 who are aging out of foster care or paroling from the Division of Youth Services, ensuring a smoother transition into adulthood for this vulnerable population.

For young adults who are ready for more independent living but still need ongoing support, *Laurel House* provides 34 units of permanent supportive housing. Residents, ages 18 to 24, live independently while continuing to receive individualized case management and resource navigation to support stability and long-term success.

Finally, *Communal Supportive Housing* serves a small group of five young adults in a shared home environment. This program is tailored for those who benefit from living in a supportive and structured setting as they work toward greater independence through program-based vouchers.

Together, these interconnected services form a continuum of care under the *Connections* umbrella, meeting young people where they are and helping them move toward safety, stability, and self-reliance. Additionally, all

Connections programming is now fully integrated with Hilltop’s Community Programs, creating seamless access to a wide range of supportive services. These include behavioral health through Outpatient Services, healthcare and Medicaid navigation via Health Access, parenting support through Parents as Teachers and Fatherhood programs, prenatal care coordination, transportation assistance, translation services through B4Babies, Cooking Matters classes, and more.

Additional Hilltop Housing Services:

Pathways Village is a 40-unit permanent supportive housing campus that has provided stable housing and critical services for individuals and families experiencing homelessness since 2016. Designed to serve those with complex needs—such as families with children, individuals with co-occurring mental health and substance use disorders, the campus includes multi-family housing, dedicated spaces for community partners, life skills workshops, therapeutic services, and outdoor play areas for children.

Homeward Bound has expanded its impact with the addition of the Family Shelter, which offers safe, supportive accommodations for women, families, and individuals in recovery. This facility includes child-friendly areas, study spaces, a family health center, and administrative offices.

Hilltop serves as the lead service provider, offering on-site outreach, case management, and resource navigation through dedicated staff known as Navigators. These Navigators play a crucial role in connecting residents with essential services and support systems, helping prevent returns to homelessness and promoting long-term stability.

Latimer House, Hilltop’s intimate partner violence program, provides confidential, temporary emergency safe house for individuals who are in immediate danger due to intimate partner violence or sexual assault. While in the safehouse, residents receive personalized, intensive case management and access to essential services including food, clothing, safety planning, emergency relocation, housing assistance, and transportation. The safe, supportive environment allows individuals to stabilize, begin healing, and connect with critical resources for their next steps. Staff assist individuals when they are ready to find safe, permanent housing.

Latimer House and Hilltop’s other housing initiatives mentioned above have recently faced funding reductions due to changes in federal funding priorities. Support from the City of Grand Junction would help Hilltop offset these grant cutbacks, allowing us to maintain essential services. This local investment would provide critical stability as we pursue new funding opportunities from private sources and foundations. Additionally, City of Grand Junction support would help Hilltop to bridge gaps in funding that have occurred in the acquisition of Karis (*Connections*).

This proposal represents the continuation and scaling of already operational programs, with both Hilltop and United Way of Mesa County prepared to implement all requested services immediately upon contract execution. No start-up or facility preparation is required beyond what is already underway. Estimated contract start date is September 1, 2025. The proposed timeline is as follows:

- September 2025 – Contract Execution
 - Reaffirmation of MOUs with all collaborating partners
 - Review and onboarding of any supplemental staff, if needed
 - Integration of Housing Coordinator at Hilltop’s Resource Center
 - Calendar and programming updates distributed to partner network

- September–October 2025 – Enhanced Service Coordination
 - Continued UWMC Housing Coordinator programming (ongoing)
 - Increased outreach through UWMC’s hotline and encampment visits
 - Centralized reporting structure launched for both Hilltop and UWMC components

- November 2025–August 2026 – Full Implementation

- Quarterly reports and benchmark reviews
- Coordination meetings with City staff and partners
- Ongoing service delivery across youth, family, and adult programs
- Community engagement and visibility events led by UWMC

Services are already operational at both Hilltop and UWMC. All programs, including Hilltop’s Connections continuum, Pathways Village, Latimer House, and UWMC’s Housing Coordinator—are fully staffed and serving the community. The funding will ensure continuity and allow for scaled outreach, integration, and follow-through.

The programs requesting funding through this application are designed to serve several key populations in need. These include individuals experiencing homelessness or housing insecurity, transition-age youth between the ages of 13 and 24, and families with children. The programs also support individuals fleeing intimate partner violence, as well as those living unsheltered within the Grand Junction area.

Quarterly Milestones (Year 1):

- Q1: Contract execution, reconfirmed MOUs, updated outreach plan, City coordination meeting
- Q2: Program progress review, enhanced outreach via hotline + calendar, UWMC Housing Coordinator programming evaluation
- Q3: Mid-year performance report, stakeholder meeting, strategic adjustments
- Q4: Final Year 1 report, community presentation of outcomes, Year 2 planning

Additionally, in the first year, the first year will focus on successfully maintaining the properties and programs transitioned from Karis into Hilltop, ensuring continuity of services and housing stability. Bridge funding will support the development of a sustainable financial model that incorporates grants, foundational support, and Medicaid-billable services to cover operational costs. The integration of the United Way Housing Coordinator into co-located service delivery with Hilltop’s housing programs will strengthen access and coordination. Completion of the Youth Homelessness Demonstration Program (YHDP) pilot, along with achievement of required outcomes, will position the program for long-term grant-funded transitional housing. Increased awareness of available programs and services in Grand Junction will serve as a final milestone, contributing to a steady rise in community referrals.

Community partnerships and collaborations are central to Hilltop’s ability to sustain vital programs across four counties. These relationships help eliminate service duplication, allow for the sharing of resources, maximize funding, and uncover service gaps. Hilltop’s housing initiatives, in partnership with United Way of Mesa County, embody this collaborative spirit by fostering strong program alliances, referral networks, and advisory groups with numerous organizations.

Recognizing that this work cannot be done in isolation, Hilltop and its partners are committed to working together to ensure that individuals and families receive comprehensive, coordinated support. The Hilltop Resource Center serves as a central hub where multiple programs are co-located and integrated, enabling participants to access a range of services in a single visit and facilitating seamless warm handoffs between providers.

United Way of Mesa County will lead housing coordination and manage hotline and outreach efforts. Hilltop will serve as the lead service provider for housing, youth, family, and intimate partner violence programming, and will also act as the fiscal agent and contract manager. Mesa County Public Health will provide on-site nursing care and public health outreach, while Colorado Health Network will offer syringe exchange and vaccination services. Additional partners—including Peer 180, Street Dog Coalition, the VA, Rocky Mountain Health Plans, and Mind Springs—will contribute essential support to ensure that a full continuum of care is available to those in need.

Several coordination systems will be implemented to ensure seamless service delivery and strong collaboration among partners. Weekly coordination meetings will take place between the United Way of Mesa County Housing Coordinator and Hilltop Housing Navigators to align efforts and share updates. In addition, Hilltop will hold biweekly

internal meetings that bring together housing program managers and outreach teams to strengthen internal communication and coordination. A shared calendar, updated monthly, will be distributed across Hilltop, UWMC, and other key partners to keep all stakeholders informed of schedules and service availability. Real-time tracking of service engagement will be maintained through the Homeless Management Information System (HMIS) and Hilltop's internal case management platforms, allowing for timely, data-informed responses to participant needs.

A variety of technology and case management systems will be used to support these ongoing projects and ensure effective service coordination. The Homeless Management Information System (HMIS) will be utilized for all housing-related data entry and outcomes tracking, providing a consistent and reliable method for monitoring progress and service impact. Both Hilltop and United Way of Mesa County will use the Community Resource Network (CRN) to facilitate cross-provider coordination and enhance collaboration between agencies. For internal communication, document sharing, referral documentation, and supervision, staff will rely on Microsoft Teams and internal dashboards to maintain efficient and organized workflows. Hilltop facilitates and participates in coordinated entry for voucher and state/federal funded programming and staff administer all required assessments for coordinated entry and participate in placing individuals on the "by name" list with coordinated entry.

Internal team coordination will follow a clear and structured approach to ensure accountability and effective communication. At Hilltop, coordination will be maintained through a defined supervision hierarchy that flows from executive leadership to operations staff, then to program managers, and finally to navigators and frontline team members. At United Way of Mesa County, program oversight will be provided by the Director of Programs, who is supervised by the Executive Director. Regular coordination will be supported through weekly standing meetings across service lines to promote alignment and collaboration between teams.

Hilltop and United Way of Mesa County are committed to a collaborative partnership with the City of Grand Junction throughout the grant term. Both organizations will prioritize transparency, responsiveness, and continuous quality improvement.

Requested City Commitments:

- A designated City point of contact for regular communication
- Timely review of reports, billing, and deliverables
- Attendance at brief coordination meetings as needed (quarterly suggested)
- Technical support on referral systems, compliance changes, or emergent community priorities

Reporting and Communication:

- Formal performance reports submitted every 6 months
- Reports to include:
 - Service utilization and outcome metrics
 - Budget and expenditure updates
 - Barriers encountered and resolutions implemented
 - Data from HMIS as requested

Challenges and barriers will be addressed through a clear and proactive process. If any implementation issues arise, the City will be promptly notified to ensure transparency and timely response. A corrective action plan will be developed, outlining specific roles, responsibilities, and timelines for resolution. Input from the City will be sought as needed to inform effective solutions. Progress toward resolving the issue will be documented and included in the next scheduled report to maintain accountability and communication. City input will be actively welcomed and integrated throughout the contract to ensure alignment with broader community priorities and to support continuous program improvement.

Hilltop has a strong history of monitoring and evaluations, ensuring service quality, regulatory compliance, and progress on KPIs. Data and metrics are tracked in real time through technology and systems (HMIS, case management notes, dashboards, etc.) and internal data is reviewed monthly, which allows teams to track individual and program-level trends, identifying early indicators of challenges or emerging needs. This schedule supports quarterly outcome analysis and allows quick implementation for corrections and adaptations as needed. Findings are documented, discussed across supervisory teams, and used to inform system and process improvements, as well as stakeholder updates. This offers transparency and accountability while supporting meaningful and responsive continuous improvement.

Hilltop and United Way of Mesa County will measure success through a shared framework of performance indicators that reflect both individual progress and system-level impact. These metrics align with the City of Grand Junction's strategic objectives for homelessness and housing stability.

Hilltop and United Way will measure the following data points for the programs funded in this project (United Way of Mesa County Housing Coordinator, Connections programming and Latimer House)

- Number of individuals served: Unduplicated count of clients receiving housing services. UWMC and Hilltop anticipate serving 700 unique individuals in the first year and increase by 15% annually thereafter.
- Permanent housing placements: Number and percentage of participants who transition to permanent housing from shelter, street outreach, or transitional programs. Projected outcome for this project: 50% of clients will obtain permanent housing.
- Benefit enrollment and employment outcomes: Number and percentage of clients who gain employment, enroll in workforce training, or successfully access benefits such as Medicaid, SNAP, or TANF. Projected outcome for this project: 25% will gain employment, enrolling in workforce training, or successfully enrolling in public benefit programs.
- Engagement in supportive services: Percentage of enrolled clients actively participating in case management, behavioral health, or life skills services. Projected outcome for this project: 90% of clients will engage in supportive services such as case management, behavioral health, or life skills development
- Connection to resources: Percentage of clients connected to healthcare access, including medical, mental health, and nutrition services. Projected outcome for this project: 90% of clients will be connected to healthcare access, including medical, mental health, and nutrition services.

Both Hilltop and UWMC will collect and analyze qualitative and quantitative data to track these indicators, using structured intake forms, case notes, and outcome tracking dashboards.

Data will be reviewed on a consistent and structured schedule to ensure effective program monitoring and continuous improvement. Internal reviews will take place monthly across all programs to assess individual and team performance, identify any outliers or emerging concerns, and track progress toward established goals. In addition, quarterly formal reviews will be conducted to evaluate overall program impact, with findings informing reports to funders and key stakeholders. Significant insights and trends will be discussed in supervisory meetings and shared across teams to promote transparency, encourage adaptive strategies, and ensure services remain aligned with client needs.

This commitment to consistent monitoring allows Hilltop and UWMC to identify barriers early, implement responsive adaptations, and ensure that services remain high quality, trauma-informed, and results-driven.

Hilltop and United Way of Mesa County are committed to maintaining a diversified and sustainable funding model that reduces reliance on City funds over time. Both organizations bring complementary fundraising infrastructure and established community relationships that will support long-term program stability beyond the current grant cycle.

Together, Hilltop and UWMC are pursuing multi-source strategies to support the Mesa County Housing Coordinator role, sustain wraparound services, and expand access to housing stability programs. Funding from the City of Grand Junction will serve as a catalytic investment—helping to stabilize current services, demonstrate outcomes, and attract future investment from public and private sectors alike.

Both organizations maintain sound fiscal practices and are prepared to reallocate resources or adjust delivery models if future budget gaps occur. Their shared goal is to ensure uninterrupted services for vulnerable populations while growing long-term financial resilience.

Hilltop sustains its programs through a diverse blend of funding sources that ensure long-term viability and adaptability. These sources include federal and state grants and contracts such as those from HUD, CDHS, DOLA, and other housing-related programs. In addition to public funding, Hilltop receives support from private foundations, earns revenue through program contracts and services, and benefits from individual donations and corporate partnerships. The organization’s dedicated development and grants teams play a critical role in identifying new funding opportunities and managing relationships with funders to secure multi-year support.

United Way of Mesa County further strengthens sustainability efforts through annual workplace giving campaigns, individual donor contributions, and community impact investments. Strategic partnerships also contribute to sustainability by leveraging shared resources and implementing cost-sharing approaches for initiatives such as the Housing Coordinator.

This funding request represents more than a budgetary need—it is a call to action for a strategic, results-driven partnership with the City of Grand Junction. Hilltop and United Way of Mesa County have established a proven, collaborative model that is already making a measurable impact on some of our community’s most urgent housing and homelessness challenges. With the City’s investment, this partnership can sustain critical momentum, expand its reach, and close longstanding gaps in services for Mesa County’s most vulnerable populations. By funding this request, the City will help ensure that no one is left behind—and that together, we are building a more stable, compassionate, and connected community.

5.8 Experience & References

Reference #1: Colorado Department of Local Affairs Emergency Solutions Grant (now Homelessness Resolution Program)

Contact: Whitney Whitaker, Homelessness Resolution Program Manager
Office of Homeless Initiatives (OHI)
whitney.whitaker@state.co.us

Dates of Service: Hilltop has been partnering with DOLA for this project since April 2023. The most recent grant cycle was April 1, 2024-March 31, 2025

Key Staff Involved: Joy Hamilton, Director of Community Programs and Paul Stockwell, Program Manager of Housing Systems

Hilltop's Housing Support and Stabilization project, funded in part by the Colorado Department of Local Affairs Emergency Solutions Grant (now Homelessness Resolution Program) operates within the Western Slope Coordinated Entry System (CES), with a primary focus on serving individuals and households in East Montrose and Delta Counties. At the core of the project is Hilltop's full-time Housing Navigator, who delivers comprehensive support services including Rapid Rehousing, Homelessness Prevention, data management through the Homeless Management Information System (HMIS), and Street Outreach.

Rapid Rehousing services include short- and medium-term rental assistance, housing navigation, rental application support, security deposits, case management, and referrals to legal or credit services. The program also offers landlord incentives such as signing bonuses, additional security deposits, damage repair coverage, and extra cleaning or maintenance costs to promote stable housing placements.

Homelessness Prevention services provide relocation and stabilization support to individuals and families at risk of losing housing. These services include assistance with rent and utilities, deposits, moving expenses, housing search and placement, stabilization case management, and legal service referrals.

Through participation in the HMIS, Hilltop has strengthened its contributions to the regional Continuum of Care (CoC) by tracking client progress, service delivery, and outcomes. Funding is requested to support staff salaries dedicated to HMIS data entry, quality control, reporting, and training additional personnel to ensure ongoing data integrity.

In the area of Street Outreach, Hilltop has played a lead role since becoming the Western Slope CES host in November 2021. With dedicated funding, Hilltop has expanded CES capacity and introduced activities such as HMIS-integrated case conferencing and transportation assistance for individuals seeking housing, employment, or family reunification opportunities outside of the Montrose and Delta areas.

Altogether, Hilltop's Housing Support and Stabilization services represent a deeply collaborative, data-driven, and client-centered approach to addressing homelessness in Western Colorado.

Grant amount: \$60,000 annually, no major changes to the original scope of work

Reference #2: Colorado Division of Youth Services

Contact: David E. Lee, Interim Director, Division of Youth Services
Dave.lee@state.co.us

Dates of Service: Hilltop has been providing this program in partnership with the Division of Youth Services for 15 years.

Key staff involved: Margery Brennan, Director of Community Programs and McKenna de la Garza, Transitional Living Program Coordinator

Hilltop's Transitional Living Program (TLP) is a community based planned emancipation program that provides housing, assessment, intervention, case management, transitional coaching/planning, and coaching/mentorship related to real life skill development and age appropriate emancipation to youth ages 17-21 who are transitioning from the foster care system, have been incarcerated, or are lacking sufficient family support. During their time in the program, youth identify and achieve goals, develop life skills, have the opportunity to live on their own, practice self-discipline, self-motivation and ultimately obtain self-sufficiency.

A fully furnished house, individual bedroom and weekly food stipend is provided and paid for by collaborating agencies such as the Division of Youth Services and the Department of Human Services. Each youth is provided individualized case management by the Hilltop Transitional Living Coordinator who supports the youth in developing a case plan that aids them in acquiring the skills and resources necessary to successfully emancipate and live a productive adult life. These youth are either students or working full time and the coordinator is able to assist with valuable life skills and support to ensure a positive and successful transition. The community benefits as the program reduces repeat offenders, prevents crime, develops pro-social behaviors, teaches/coaches healthy relationships, goal setting and achieving, develops self-sufficiency skills for adulthood, and provides on-going and intensive support and services to youth most in need. Hilltop's TLP furthers this by supporting youth aging out of services, ensuring that they are able to transition to independence successfully, thus keeping them off the streets.

Funding amount: \$50,000 annually, no major changes to the original scope of work

Reference #3: Rocky Mountain Health Plans

Contact: Meg Taylor, Chief Behavioral Health Officer
Meg-taylor@uhc.com

Dates of Service: September 2024-current

Key Staff Involved: Joy Hamilton, Director of Community Programs and Paul Stockwell, Program Manager of Housing Systems

Hilltop has collaborated with Rocky Mountain Health Plans (RMHP) on several initiatives over the years. In September 2024, the two organizations formalized a new partnership through a contract to support *Hilltop's Asset House project*. This initiative aims to reduce emergency room usage among unhoused individuals with complex behavioral and health needs by providing a more stable, supportive environment—ultimately working toward permanent housing placements.

Two of the Asset House rooms are specifically designated for individuals transitioning from the Department of Corrections, offering a soft reentry into the community. RMHP provides behavioral health and medical case management for all residents, while Hilltop is responsible for supportive services such as transportation, groceries, life skills training, and mediation to support successful communal living.

Funding amount: \$150,000 annually, no major changes to the original scope of work

Margery Brennan

Coordinator/Educator/Private Practice Clinician

EXPERIENCE

Director of Community Programs- Hilltop Community Resources

May 2024-present

Operational, programmatic, fiscal, personnel, client oversight of housing programs/properties for youth and young adults to include: Street Outreach, Emergency Shelter Services, Transitional Living and Permanent Supportive Housing.

Administrative oversight: Hilltop Balanced Rock School.

CU Anschutz Dept. of Family Medicine- Research Services Professional

May 2022- 2024

Assist in the collection of qualitative/quantitative family medicine research data to include grant writing, reporting and outcome analysis.

Colorado Office of Child's Representative- Case Consultant

February 2022- May 2024

Provide placement/safety/clinical best practice recommendations to Guardian Ad Litem and Counsel for Youth.

Mesa County Valley SD #51, - Mc-Kinney Vento Liaison

May 2023- present (contract employee)

Coordinator for D51 REACH program serving unhoused students and families. Next Steps Second Gen Rapid Rehousing coalition representative.

Mesa County Valley SD #51, — Prevention Services Coordinator

August 1, 2017 - February 4, 2022

Direct Supervision, program implementation, fiscal, HR and data reporting for 6 programs: Mental Health Therapists, Suicide Prevention, Resources Education and Advocacy for Homeless Youth and Cognitive Restructuring for youth who abuse substances, School Social Workers Trauma Intervention Coach (August 2017-July 2018)

Hilltop Community Resources-Family Connections Coordinator

February 1994- July 2017

Non- Residential Services Coordinator; broker for community services Program Management: Colorado Community Response, Family and Adolescent Partnership, Out- patient therapy Medicaid Coordinator CTeacher: Residential Youth Services (1994-1996) Colorado Youth Detention Continuum Supervisor; Family Connections

Education:

Colorado Christian University MA, Curriculum & Instruction

Colorado Mesa University BA, Social & Behavioral Sciences

CERTIFICATIONS Addictions Specialist #0006810; Neurosequential Model in Education; Restorative Practice; Collaborative & Proactive Solutions

SKILLS

Clinic Service provider for: DYS, DHS, State of Colorado, Ariel Clinical Services, Hilltop Community Resources

Community Based Case Management/Family Navigation

Care Coordination

Resource Management

Grant Writing: Outcome data collection/tracking and reporting

Fiscal: Budget creation oversight/reconciliation

Human Resources: FTE supervision, recruitment, staff development, evaluation

Program Development

Motivational Interviewing

Policy creation

Assessment writing

Meeting /group facilitation

Crisis Response/Intervention

Compliance monitoring

Community

Collaboration/Liaison

Conflict Resolution

Public Speaking

Joy Hamilton

Professional Summary:

Experienced nonprofit leader with over 13 years of progressive leadership at Hilltop Community Resource in Montrose, CO. Demonstrated success in directing community programs, managing multi-county operations, overseeing diverse teams, securing funding, and ensuring regulatory compliance. Proven ability to lead through organizational change, build strong community partnerships, and develop high-performing teams.

Core Competencies:

- Organizational Leadership & Strategic Planning
 - Budget & Grant Management
 - Program Development & Evaluation
 - Regulatory Compliance
 - Staff Supervision, Coaching & Training
 - Community Engagement & Partnership Building
-

Professional Experience:

Hilltop Community Resource, Montrose, CO (2011–Present)

- **Director of Community Programs** (2023–Present): Lead operations across Montrose and Delta offices; manage programs in Mesa, Montrose, and Delta counties; oversee budgets, compliance, and staff development.
- **Assistant Director** (2021–2023): Supported Regional Director; supervised program managers and operations; led budget and grant oversight.
- **Program Manager** (2020–2021): Led prevention and educational programs; implemented change management during structural redesign; secured grant funding.
- **Program Coordinator – Adult & Youth Services** (2017–2020): Directed Montrose Senior Daybreak and Youth Services; ensured state licensing compliance; managed program finances and staff.
- **Youth Services Coordinator** (2016–2017): Oversaw youth programs, staff, and budgets; participated in regional leadership teams.
- **Robert A. Brown Center Program Coordinator** (2011–2016): Directed a licensed residential youth facility; ensured compliance with state regulations; managed audits, budgets, and critical incident reporting.

The Watson Insurance & Financial Group, Inc., Montrose, CO (2009–2011)

Sales & Marketing professional with licenses in life and health insurance; specialized in group benefits; coordinated marketing and community outreach.

Education:

- **B.A. in Psychology**, Arizona State University
-

Certifications & Training:

- Youth Mental Health First Aid, CPI, QPR
 - Positive Youth Development, Motivational Interviewing
 - Family Resource Center Standards & CFSA 2.0
 - Domestic Violence and Sexual Assault Privilege Training
 - Financial Health Institute
 - Threat Assessment for Professionals Training
-

Leadership & Community Involvement:

- Habitat for Humanity of the San Juans 2016 – Present
 - Board President 2023-present
 - Western Region Student Threat Assessment Team – Executive Committee Member
 - Association of Threat Assessment Professionals
 - Montrose Women’s Giving Club
-

Sterling Gray

EDUCATION AND CERTIFICATIONS

Graduated High school in 2013, Partial college completed

Certified in CPR, QMAP, CPI, Trauma Informed Care, Positive Youth Development, Motivational Interviewing, Completed Hilltop's People First Leadership Academy

EXPERIENCE

Manager of Youth Emergency, November 2024-Present

Hilltop Community Resources

- ❖ Oversee day-to-day operations of Hilltop's Street Outreach Program, Emergency Shelter and Transitional Living Program
- ❖ Fulfill grant requirements for each program and track deliverables, completing reports as needed
- ❖ Oversee safety in all programs, engaging in crisis management as necessary
- ❖ Directly supervise five staff in these programs and engage in weekly one on one supervision, career development and redirection discussions as needed
- ❖ Develop budgets for each grant program
- ❖ Maintaining close working relationships with community partners
- ❖ Policy development and creation

Vice-Chair and Head Chair of Grand Valley Homeless Coalition, January 2024-present

- ❖ Facilitate monthly coalition meetings for all homeless providers in the Grand Valley
- ❖ Write letters of support on behalf of the coalition for community projects
- ❖ Coordinate communication for coalition members
- ❖ Facilitate votes for coalition's standing rules as well as elections
- ❖ Served as interim Head Chair of the coalition before resuming Vice Chair position post-election

Director of Transitional Services, March 2023-November 2024

Karis, Inc.

- ❖ Oversee Karis' Transitional Living Programs for both youth and adults (2 five room homes, one program with 11 rooms), Permanent Supportive Housing Program, Street Outreach Program, voucher programs and the Phoenix Initiative (LGBTQ+) program. Has also overseen Karis' emergency teen shelter, domestic violence shelter and 40-unit apartment complex when coverage is needed. Stepped into de facto Executive Director role, handling day-to-day operations across almost all programs including but not limited to:
- ❖ Preparing, drafting, and submitting grant applications as well as handling all aspects of grant reports including writing narratives, collecting data, tracking outcomes, creating and submitting reports, supervising grant budgets and submitting budget edits and renewals if necessary. Also has experience submitting grant drawdowns when applicable
- ❖ Collaborate and participate in community partnerships to advocate for youth in Mesa County to have access to safe and stable housing and the support needed to learn self-sufficiency as well as building fundraising and donation opportunities
- ❖ Facilitate selection meetings for programs
- ❖ Oversee a dozen staff members including providing direct supervision and supportive and cooperative leadership coaching to four program coordinators to enable them to successfully supervise their staff. Engaging in redirection and termination discussions as needed

- ❖ Taking lead in hiring, assisting coordinators in hiring and onboarding new staff for agency
- ❖ Recruiting volunteers for agency including facilitating background checks and following state regulations
- ❖ Policy creation and development
- ❖ Extensive crisis management for staff and clients including filling emergency level of on call support
- ❖ Schedule, track and facilitate training to meet grant agreements and state regulations
- ❖ Create monthly staffing schedules as well as on call schedules, including tracking on call bonus pay per staff member

Street Outreach Program Coordinator, June 2021-March 2023

Karis, Inc.

- ❖ Direct Karis' Street Outreach Program through supervision of several staff, community outreach, creating and implementing policies and procedures, ensuring compliance with all applicable laws and procuring funds through fundraising, donations, and grants
- ❖ Ensure all grant requirements are met and that the program is in compliance with all applicable laws
- ❖ Manage program grants by preparing grant applications, tracking budgets and developing reports
- ❖ Handle shift coverage and facility needs
- ❖ Oversee caseload management for staff
- ❖ Address crisis intervention as needed

Street Outreach Advocate, October 2019-June 2021

Karis, Inc.

- ❖ Connect youth to schools, employment, healthcare, mentors, and other needed services
- ❖ Obtain safe and stable housing for youth
- ❖ Identify and address the needs of youth who had been or were likely to be subjected to sexual abuse or sexual exploitation
- ❖ Work alongside youth to create and facilitate a tailored service plan and create supportive youth-led aftercare plans and documents plan and growth for each youth
- ❖ Coordinate with District 51 to identify unaccompanied youth in the school system
- ❖ Assist youth in procuring documentation such as birth certificates, identification, and social security cards so as to access employment and housing
- ❖ Certified in CPR, QMAP, TIC, Mental Health First Aid, Motivational Interviewing and PYD

Direct Support for Adults with Developmental Disabilities, September 2016-October 2019

Ariel Clinical Services

Responsible for providing an enriching and supportive physical and emotional environment for adults with developmental and intellectual disabilities. Responsible for meeting with clients according to directions from the supervisor. A model and advocate for the client and engage in therapeutic activities with the client to bring about changes in problem behaviors. Responsible for creating a broad social network and teaching the client to make use of those supports. The primary responsibility is to assist the client in building the skills necessary to reach their maximum potential in society. Experience working with an at-risk, high behavior youth population and/or adults with developmental disabilities including coaching activities within the community. Certified in CPR, QMAP and CPI (Crisis Prevention). Ability to be flexible, and able to change direction rapidly. Ability to work independently, prioritize workload, complete a wide variety of tasks in a timely and accurate fashion and direct others, as needed. Versed in Trauma Informed Care and Motivational Interviewing.

Skills: I exercise independent judgment within the scope and boundaries of the department, the Agency's Standard Operating Procedures, and Federal, State and Local Rules and Regulations regarding department operations. I have much experience in dealing with crisis situations and can remain calm, think on my feet and ensure everyone is safe. I have extensive experience in deescalating aggressive behaviors without the means of restraint. Through my years at Karis, I have accumulated a rich knowledge of community resources (social,

public agency and information) to assist my staff and clients in accessing these resources. I am well versed in motivational interviewing, trauma informed care and client centered practices. I also have experience working with grants, such as meeting grant requirements and completing reports for these outcomes. In addition, I also have extensive experience managing budgets and being responsible for spending and coding grant funds in a timely and correct manner. As a supervisor I have become efficient at hiring and training staff. I have been supervising staff for two years and have become effective at meeting their needs, building rapport, reprimanding when necessary as well as retaining staff. Through my experience at Karis, I have learned virtually all aspects of running a non-profit organization, and have proven to be incredibly flexible, adaptable, reliable, resilient and extremely fluent in problem solving.

DRAFT

McKenna de la Garza

EDUCATION

Colorado Mesa University 2023
Bachelor of Science, Biology
Minor: Psychology

EXPERIENCE

Hilltop Community Resources, TLP Coordinator Nov. 2024 - Present
Daily oversight of operations, crisis management, staff supervision, client management, individual plan coordination, property oversight, coordination with partners.

Karis, TLP Manager 2022-2024
Daily oversight of operations, crisis management, staff supervision, client management, individual plan coordination, property oversight, coordination with partners.

Karis, TLP & The House Youth Advocate 2021-2022
Case management, working with team, strengthen leadership and communication skills, motivational interviewing, trauma-informed practices, de-escalation.

Karis, The House Residential Staff 2021-2022
Learn trauma-informed care, develop rapport, develop and improve team working skills.

SKILLS/CERTIFICATIONS

- First Aid and CPR certified
- QMAP Certified
- Computer Skills: Proficient in Microsoft Office (Excel, Word, and PowerPoint)

PHILIP MASTERS

EXPERIENCE

Service & Outreach Coordinator

DECEMBER
2024- PRESENT

United Way of Mesa County (UWMC)

- Direct contact and collaboration with guests to provide accurate resource navigation
- Collaborate and schedule service providers for Resource Center and alternative location services- approximately 20 service providers.
 - Notable service providers and partners: City of Grand Junction, Mutual Aid Partners, Hilltop Community Resources (multiple departments)
- Manager of United Way Service Hotline which serves guests (people experiencing houselessness- PEH) and business owners
- Mobile outreach with interdisciplinary team of service providers twice per week to rural PEH encampments. Includes assisting PEH with transportation during mobile outreach.
- Represent UMWC in the community, City of Grand Junction and other collaborative meetings with professionalism and provide updates on UWMC programs

Operations Manager

JUNE 2023-
DECEMBER
2024

HomewardBound of the Grand Valley

- Supervisor of Senior Guest Relations Coordinators (GRC) at 3 facilities (North Avenue Shelter, Pathways Family Shelter and Resource Center)
- Creation of policies and procedures for Resource Center operations
- Coordinated maintenance services and needs at 3 facilities
- Hiring and termination of GRCs as needed across 3 facilities
- Organize and lead weekly GRC meetings
- Procurement of service providers at the Resource Center; setting service schedule

Music Promoter

NOVEMBER
2009-
PRESENT

Soulja Family Entertainment LLC

- Planned and organized shows and events of 500-1,000 attendees
- Coordination between multiple artists for their performances
- Negotiated and drafted contracts
- Oversaw setup and teardown of sound equipment for events

Business Owner

JULY 2018-
DECEMBER
2021

Unique Stylez

- Purchase of high-end consignment items for resale

- Maintenance of a digital Point of Sale System (Square)
- Management of shipments and deliveries
- Hire and supervise employees

SKILLS & ABILITIES

Service Coordination

- Collaborate with service providers from many backgrounds and experience levels to bring services to UWMC programs
- Creation of provider schedule and manage all communication (verbal and email) with service providers
 - Focus on vulnerable and at-risk populations (i.e. domestic violence victims, veterans, immigrants, mental health)

Interpersonal Communication and De-Escalation with PEH

- Interact with PEH with empathy, compassion, and through a justice lens
- Certified and Certified Instructor in Right Response De-Escalation Training

Collaboration and Teamwork

- Work closely with other UWMC employees for press release updates/media interviews on United to Solve Homelessness programs
- Collaborate with other operations providers to ensure effective services are provided to PEH

EDUCATION

Certified Trainer in Right Response De-Escalation for PEH
Right Response Training and Grand Junction Police Department

Undergraduate coursework in Music Business
Colorado Mesa University

GED
Mesa State College



COLORADO

Department of Local Affairs

Re: Reference for Hilltop – Homeless Services Proposal

To whom it may concern,

I am writing to provide a reference for Hilltop Community Resources, a key partner in our region's coordinated efforts to support individuals and families experiencing homelessness.

Hilltop has demonstrated consistent experience in delivering high-impact services for unhoused and vulnerable populations, including street outreach, emergency shelter operations, homelessness prevention, and rapid rehousing. We have collaborated with Hilltop on several initiatives, and I can speak directly to their ability to coordinate across agencies, manage program budgets and timelines, and deliver measurable outcomes with professionalism and compassion.

In our experience, Hilltop has consistently demonstrated:

- **Strong collaboration**, including seamless coordination across multiple partners and systems;
- **Fiscal accountability**, including effective management of budgets and adherence to timelines;
- **Compliance and integrity**, maintaining high standards in documentation, reporting, and ethical practice;
- **High-quality services**, responsive to both individual and community needs; and
- **Measurable outcomes**, tracked and reported with transparency.

Hilltop has provided emergency shelter and rapid rehousing for individuals and families experiencing homelessness across Montrose, Delta, and Mesa County. Through our partnership, Hilltop has proven its commitment to trauma-informed care, evidence-based programming, and continuous quality improvement. Their work reflects both a deep understanding of community needs and the operational capacity to manage programs that make a meaningful difference for our most vulnerable populations. We have found them to be a reliable, innovative, and ethical service provider operating with professionalism, compassion, and a clear commitment to results.

If you have any questions or would like to discuss this reference in more detail, please feel free to reach out.

Whitney Whitaker: whitney.whitaker@state.co.us



Reference for Hilltop & United Way - Homeless Services Proposal

To whom it may concern,

I am writing to provide a reference for Hilltop Community Resources Inc., which has served as a key partner in the region's coordinated efforts to support individuals and families experiencing homelessness.

Hilltop has demonstrated consistent experience delivering high-impact services for unhoused and vulnerable populations, including service navigation to attain and retain housing, street outreach to the unhoused, transitional living programs for adult and young adult populations (particular focus on individuals aging out of foster care and individuals released on probation from the Division of Youth Services), intimate partner violence safe housing, emergency shelter for youth/young adults, permanent supported housing, transportation assistance services, crisis intervention, behavioral health programming and health care connection and enrollment. The Division of Youth Services has collaborated with this organization on several initiatives, and I can speak directly to their ability to coordinate across agencies, manage program budgets and timelines, and deliver measurable outcomes with professionalism and compassion.

In our experience, Hilltop has consistently demonstrated strong collaboration, including seamless coordination across multiple partners and systems; fiscal accountability, including effective management of budgets and adherence to timelines; compliance and integrity, maintaining high standards in documentation, reporting, and ethical practice; high-quality services, responsive to both individual and community needs; and measurable outcomes, tracked and reported with transparency.

Through our partnership, Hilltop Community Resources Inc. has proven its commitment to trauma-informed care, evidence-based programming and continuous quality improvement. Their work reflects both a deep understanding of community needs and the operational capacity to manage programs that truly make a difference. We have found them to be a reliable, innovative and ethical service provider that operates with professionalism, compassion and commitment to results.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Lee", is written over a large, light blue watermark that says "DRAFT".

David E. Lee
Interim Director, Division of Youth Services

06.16.2025

Re: Reference for Hilltop Community Resources Inc. – Homeless Services Proposal

To whom it may concern,

I am writing to provide a reference for Hilltop Community Resources Inc., a valued partner in the Mesa County Collaboration for the Unhoused (MCCUH). MCCUH is a collaborative systems improvement partnership focused on addressing homelessness through coordinated, strategic action. Established work groups within MCCUH are advancing implementation of a shared strategic plan, improving data systems for informed decision-making, strengthening Coordinated Entry and homeless response infrastructure, and evaluating transitional housing options to address system gaps.

Hilltop has played a vital role in this collaboration, bringing decades of experience delivering high-impact services to unhoused and vulnerable populations. Their programs include service navigation to attain and retain housing, street outreach, transitional living for adults and young adults (especially those aging out of foster care or released from the Department of Youth Services), intimate partner violence safe housing, youth emergency shelter, permanent supportive housing, transportation assistance, crisis intervention, behavioral health services, and healthcare connection and enrollment.

In our experience, Hilltop consistently demonstrates:

- Strong collaboration, with seamless coordination across agencies and systems;
- Fiscal accountability, managing budgets and timelines effectively;
- Compliance and integrity, upholding high standards in documentation and ethical practice;
- High-quality services, responsive to both individual and community needs;
- Measurable outcomes, tracked and reported with transparency.

Hilltop's commitment to trauma-informed care, evidence-based programming, and continuous quality improvement makes them an essential partner in our regional efforts. Their professionalism, compassion, and operational excellence have made a meaningful impact in our community.

Sincerely,

Cathy Story

Cathy Story,
System Coordinator for MCCUH

Cathy.story@contexture.org



June 13, 2025

Re: Reference for Hilltop & United Way – Homeless Services Proposal

To whom it may concern,

I am writing to provide a reference for Hilltop Community Resources Inc., who has served as a key partner in our region's coordinated efforts to support individuals and families experiencing homelessness.

This organization has demonstrated consistent experience delivering high-impact services for unhoused and vulnerable populations, including service navigation to attain and retain housing, street outreach to the unhoused, transitional living programs for adult and young adult populations (particular focus on individuals aging out of foster care and individuals released on probation from Dept. of Youth Services), intimate partner violence safe housing, emergency shelter for youth/young adults, permanent supported housing, transportation assistance services, crisis intervention, behavioral health programming, and health care connection and enrollment. We have collaborated with them on several initiatives, and I can speak directly to their ability to coordinate across agencies, manage program budgets and timelines, and deliver measurable outcomes with professionalism and compassion.

In our experience, Hilltop has consistently demonstrated: Strong collaboration, including seamless coordination across multiple partners and systems; Fiscal accountability, including effective management of budgets and adherence to timelines; Compliance and integrity, maintaining high standards in documentation, reporting, and ethical practice; High-quality services, responsive to both individual and community needs; and Measurable outcomes, tracked and reported with transparency.

Through our partnership, Hilltop Community Resources, Inc. has proven its commitment to trauma-informed care, evidence-based programming, and continuous quality improvement. Their work reflects both a deep understanding of community needs and the operational capacity to manage programs that truly make a difference. We have found them to be a reliable, innovative, and ethical service provider that operates with professionalism, compassion, and commitment to results.

Please reach out to me with any questions.

Sincerely,

Meg Taylor, Chief Behavioral Health Officer

Rocky Mountain Health Plans, A UnitedHealthcare Company

meg-taylor@uhc.com

Section 7.0. Solicitation Response Form

RFP-5684-25-KF “Comprehensive Community Solutions for Individuals Experiencing Homelessness”

The proposer must submit the completed, dated, and signed form.

The City reserves the right to accept any portion of the services to be performed at its discretion.

The undersigned has thoroughly examined the entire Solicitation and submitted the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for ninety (90) days after the time and date set for receipt of proposals.

The undersigned Proposer hereby acknowledges and agrees to the terms and conditions outlined in this solicitation. By submitting this Proposal, the Proposer certifies that it is fully prepared, willing, and able to perform and provide the services/work described herein, should the City accept and award the Contract.

The undersigned Proposer acknowledges the City’s sole discretion to reject any Proposal, waive informalities or irregularities, and take any action deemed in the City’s best interest.

By submitting this Proposal, the Proposer certifies— and, in the case of a joint Proposal, each participating party certifies independently— that the Proposal has been developed and submitted without collusion, consultation, communication, or agreement with any other Proposer or competitor regarding any aspect of the Proposal, including pricing, terms, or strategy.

By submitting this Proposal, the **Proposer** certifies that:

- The prices contained in the Proposal have not been knowingly disclosed to any other Proposer and will not be disclosed before the award.
- No attempt has been made, nor will be made, to induce any other person or entity to submit or refrain from submitting a Proposal in a manner that restricts competition.
- The individual signing the Proposal is a duly authorized agent of the Proposer and has the legal authority to bind the Proposer to all representations, supporting documentation, and fees/prices provided in the Proposal.

RECEIPT OF ADDENDA

The undersigned Proposer acknowledges receipt of all Addenda issued for this Solicitation, including modifications to the Specifications and Contract Documents.

- **Total number of Addenda received: 4**

The Proposer is solely responsible for ensuring that all Addenda have been received, reviewed, and acknowledged as part of the Proposal submission.

Additionally, the Proposer must submit:

- A letter signed by the entity's Owner or a Statement of Authority delegating authorization to act on behalf of the Proposer.
- A completed and current IRS Form W-9 before contract execution.

Proposer Information and Authorization

Entity Name: Hilltop Health Services Corporation

Authorized Agent Name & Title: J. Michael Stahl, Chief Executive Officer

Authorized Agent Signature: *J Michael Stahl*

Telephone Number: 970-242-4400

Email Address of Agent: mikes@htop.org

Business Address: 1331 Hermosa Avenue

City, State, ZIP Code: Grand Junction, CO 81506

Date: 06/25/2025

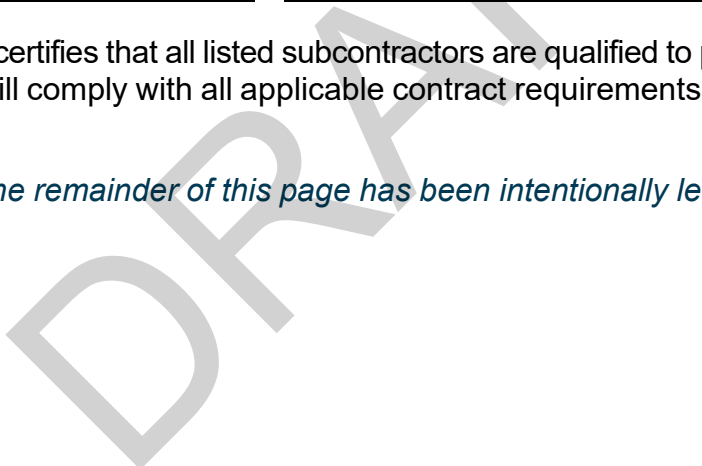
Subcontractor Disclosure

The undersigned Proposer intends to subcontract the following portion(s) of Services/Work:

Name, address, city, and state of Subcontractor	Description of Service(s) to be performed	Est. Value & % of Service(s)
United Way of Mesa County 422 White Ave #337, Grand Junction, CO 81501	The UWMC Housing Outreach & Services Coordinator will conduct direct outreach to individuals experiencing homelessness, delivering essential items such as water and basic necessities, with the goal of building trust and reducing barriers to services. The Coordinator will connect individuals to shelter and supportive resources. Scheduled follow-up services will be provided by appointment at the Hilltop Family Resource Center.	The estimated value of services to be performed is \$165,840 over three years (\$55,280 annually), representing approximately 1.5% of Hilltop's housing program budget and 3% of related service delivery.

The **Proposer** certifies that all listed subcontractors are qualified to perform the specified services and will comply with all applicable contract requirements.

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2. Solicitation response form Signed

Final Audit Report

2025-06-26

Created:	2025-06-25
By:	Derek Seyler (dereks@htop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAr5TYuhxkJsLoxSd7I9TKIU0ogCak0GUH

"2. Solicitation response form Signed" History

-  Document created by Derek Seyler (dereks@htop.org)
2025-06-25 - 5:37:48 PM GMT
-  Document emailed to J. Michael Stahl (mikes@htop.org) for signature
2025-06-25 - 5:37:52 PM GMT
-  Email viewed by J. Michael Stahl (mikes@htop.org)
2025-06-26 - 3:57:28 PM GMT
-  Document e-signed by J. Michael Stahl (mikes@htop.org)
Signature Date: 2025-06-26 - 3:57:53 PM GMT - Time Source: server
-  Agreement completed.
2025-06-26 - 3:57:53 PM GMT

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Addendum to City of Grand Junction RFP 5684-25-KF, Hilltop Community Resources and Mesa County United Way proposal

- Are you willing to offer additional winter sheltering in the 2025/2026 winter?
 - a. Yes
 - i. Hilltop Community Resources, Inc. currently offers year-round sheltering for unhoused young adults and safe house for individuals experiencing IPV/SA/Trafficking. We are dedicated to continuing this service to the community.
 - ii. Hilltop Community Resources, Inc. currently owns property at 3205 N. 12th Street (Unity Church) that has a structure that could be utilized for winter sheltering.
 - 1. Operational Approach
 - a. Hilltop Community Resources, Inc. is willing to temporarily offer this property, at no cost outside of basic expenses for utilities, insurance, etc, for the operation of winter shelter this coming 2025/2026 winter season.
 - 2. Capacity Considerations
 - a. Hilltop Community Resources, Inc. does not have staffing capacity to operationally run this shelter, but is willing to partner with a local agency who is experienced in managing the daily operations of a temporary winter shelter.
 - b. This property can only be made available for winter sheltering this 2025/2026 winter season as Hilltop has a contract with DOLA to develop this property into a 24 unit low-income permanent supported housing project or affordable home ownership program by Spring of 2027.
- Are you willing to explore opportunities beyond year 1 to expand emergency and/or transitional sheltering?
 - a. Yes
 - i. United Way of Mesa County can strengthen and scale Hilltop’s emergency and transitional housing capacity by:
 - 1. Mobile Outreach & Intake Support
 - Coordinate outreach to identify and engage individuals needing shelter
 - Assist in referral processing, documentation, and health assessments
 - Streamline transitions from street homelessness or other shelters into Hilltop’s care
 - 2. Capacity-Building & Systems Integration
 - Facilitate training on Right Response, housing navigation, and cultural competency
 - Support Hilltop’s participation in the Continuum of Care and coordinated entry system

3. Service Hub Navigation

- Facilitate service coordination to Hilltop and community partner programs.
- ii. Hilltop Community Resources, Inc can strengthen and expand emergency and/or transitional sheltering by:
 1. Expanding emergency and transitional sheltering for young adults and individuals experiencing IPV/SA through building a new continuum of sheltering beyond the current short-term stay.
 - a. Currently, Hilltop operates both short-term safe house for individuals experiencing IPV/SA/Trafficking and emergency shelter for unhoused young adults ages 18-22. We would like to add to these programs and services by expanding into bridge sheltering for an additional 30 to 60 day shelter opportunity for those individuals engaging in services and progressing towards permanent housing solutions. This will allow us to continue meeting emergency, short-term needs of both populations as demand is high in this area, as well as offer solutions for those transitioning from short-term emergency shelter but seeking continued shelter toward sustainable housing within a 60 day time frame. Currently, we have properties that we could use for this new bridge sheltering/sheltering continuum expansion. Depending upon the possible award from the City of Grand Junction we could expand into 3 or more properties (22 or more units) to create this new bridge/continuum model.
 - i. Hilltop is also open to exploring opportunities to offer these services to the more general unhoused population if long-term sustainable funding is available and can be obtained. This would also be an expansion on emergency and transitional sheltering services we currently offer.
 - b. The new opportunity to build a sheltering continuum/bridge sheltering also provides our staff sufficient time to connect participants with transitional living services that Hilltop already runs (27 total units), connection to project based vouchers through case management, assessments, and coordinated entry; assistance with voucher and LIHTC eligibility; and connection to permanent supported housing units that Hilltop manages at Laurel House Apartments, Pathways Village Apartments, and a home on Independent Ave. This is a total of 79 vouchered units.
- Closing statement
 - a. Hilltop’s mission, “We create connections to build a community where everyone belongs” aligns strongly with the City’s strategic homelessness goals as outlined in the Unhoused Strategy & Implementation Plan. United Way of Mesa County’s mission, “To improve lives by mobilizing the caring power of community” is similarly aligned, emphasizing

collaborative investment in the health, education, and financial stability of every person in Mesa County. The City’s plan emphasizes integrated, adaptable, and interconnected service networks. Hilltop’s mission of “creating connections” and United Way of Mesa County’s long-standing role in cross-sector convening both reflect this vision, as the two organizations work together to support inclusive systems that make people feel seen, valued, and supported...essential for achieving Functional Zero homelessness. The City’s seven strategic objectives (e.g. reducing houselessness, increasing permanent housing placements, and connecting individuals to behavioral health services) rely on strong coordination and community-based approach. Hilltop’s focus on belonging and United Way of Mesa County’s investment in local service infrastructure complement these objectives by emphasizing social inclusion, upstream prevention, and wraparound resource access. All critical to long-term housing stability and individual well-being. The City’s goal of providing services “irrespective of their economic or social status” is central to both organizations’ missions. Together, Hilltop and United Way of Mesa County, create pathways that are equitable, accessible, and rooted in the belief that every person deserves dignity, opportunity, and the chance to thrive...regardless of their housing status.

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United to Solve Homelessness

United Way of Mesa County & Hilltop Community Resources, Inc.



65 YEARS OF
IMPACT





About United Way of Mesa County

- Founded in 1959, United Way of Mesa County (UWMC) is a nonprofit 501(c)(3) organization that raises money from the community to fund local programs that address community concerns along with offering direct service programming that serve thousands of Mesa County residents each year. UWMC is independent, separately incorporated, and governed by local volunteers.
- United Way of Mesa County fights for Youth Opportunity, a Healthy Community, Financial Security and Community Resiliency



About Hilltop Community Resources, Inc.

- Founded in 1950, Hilltop Community Resources is a nonprofit 501(c)(3) organization that is dedicated to building a community where everyone belongs by helping people overcome life challenges, fostering connection, and creating brighter futures.
- Hilltop has been a trusted leader on the Western Slope for human services, assisted livings, behavioral health, healthcare, violence prevention and intervention, and housing options.

UWMC's Vision and Mission

- Our Vision: A community where everyone belongs and thrives
- Our Mission: United Way of Mesa County connects and mobilize resources, people, and passion in strategic ways to achieve our goals, transform Mesa County, and change the story for thousands of people.



Hilltop's Mission & Values

- Our Mission: To create connection to build community where everyone belongs.
- Our Values:
 - Relationship
 - Integrity
 - Courage
 - Inclusivity
 - Growth
 - Fun



UWMC Services Hub & Mobile Outreach

- Provide Basic Needs and Water to the unhoused camps in Mesa County via mobile outreach.
- Create a pathway for next steps and services.
- Refer unhoused community members to specific programs with community members.
- Provide a consistent location for services at Hilltop.
- Provide Community/Collaborator support with the Hotline & Right Response Training.



Hilltop's Array of Housing Services

- Safe House for people experiencing intimate partner violence/sex assault/trafficking (up to 28 beds)
- Street Outreach and Drop-In Center for youth & young adults ages 13-24
- Emergency & bridge sheltering for young adults ages 18-22 (up to 30 beds)
- Transitional living (27 total rooms)
 - 5 Properties with specific services to youth aging from foster care, youth/young adults exiting DYS on probation/parole, aging & disabled individuals, young adults ages 18-24
- Permanent Supported Housing
 - Laurel House Apartments (34 units), 5 bedroom home, Pathways Village Apartments (40 units)
- Navigation/case management for connection to housing resources, coordinated entry for vouchers, housing voucher assessments, support w/ housing application fees, security deposits, rental assistance
- Housing advocacy & education



Policies, Process, Procedure:

- Eligibility
 - Currently unhoused or experiencing housing insecurity
 - Program enrollment priority to specific demographics
 - Voucher eligibility requirements for permanent supported housing
- Repeat Assistance & Support Frequency Limitations
 - No limit with navigation/case management, street outreach, mobile services, sheltering, safe house, transitional living
 - Voucher eligibility for permanent supported housing
- Follow-Up post-assistance
 - Contact (cell phone, email, text, messaging apps, in-person) to survey their housing security status and continued support needs
 - Feedback and satisfaction surveys



Strategy & Success:

- **Strategy:**
 - Build Trust through a trauma informed and client centered approach to our work.
 - Teach, coach, and guide participants to long-term independence
 - We don't do things for them, we do things with them
 - Offering a variety of housing options that are coupled with navigation services
 - Healthcare connections
 - Behavioral health connection
 - Counseling
 - Therapeutic case management
 - Peer Support
 - Connection to vital resources and skill building for independent resource navigation
 - Life skill set building
 - Program's openness to repeat need for assistance
- **Success:**
 - Is the participant more stable today than they were yesterday?
 - Monitoring important indicators of stability
 - Maintaining housing independently of programming
 - Independently accessing and maintaining social determinants of health
 - Securing and maintaining employment and/or schooling
 - Independently navigating resources that help maintain independent, long-term housing (healthcare, behavioral health, health insurance, transportation, etc)
 - Decrease number of unhoused individuals over utilizing emergency room visits by providing preventative care, education, and resources in the field
- **Measuring/tracking success:**
 - Case management software that tracks services rendered, follow-up outcomes post-assistance, and provides reporting
 - Pre & post services assessments



Budget for Proposal



All line items and amounts requested align with direct service work



Both Hilltop and UWMC are contributing Administrative and Indirect Costs to this request to show our commitment to this work in the community



The funds requested in this proposal will be used to stabilize our programming and services while we finalize long-term funding



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Questions & Clarification?



The City of Grand Junction New Supplier Portal!

Hello Supplier,

The City of Grand Junction has transitioned our financial management system to a new online cloud-based solution. The new system is called the GJ Cloud. Beginning **April 7, 2025**, new suppliers will have the opportunity to register, and existing suppliers will access our new cloud Supplier Portal to do business with us. GJ Cloud will streamline the way we do business and provide a more efficient means for payment processing.

[Self-Service Supplier Registration Link](#) (Supplier Account Creation)

[GJ Cloud Supplier Portal](#) (Supplier Account Access)

NOTE: The Supplier Portal and registration is **not** for bidding opportunities. Suppliers will continue to utilize BidNet Direct, and City's Purchasing website.

The Supplier Portal will be your primary communication channel to the Accounts Payable Division, and as such, you will be able to:

- View and update your supplier profile information
- View purchase orders and invoices, if applicable
- Track payment status, if applicable

For step-by-step instructions on using the supplier registration process, please refer to the following Scribe resource: [Self-Service Supplier Registration Process](#) (link).

If you encounter any issues or need assistance, feel free to email us at suppliers@gjcity.org or call 970-549-5166

Thank you and we look forward to doing business with you through GJ Cloud.



Request for Proposal

RFP-5684-25-KF

Notice of Funding Opportunity for Comprehensive Community Solutions for Individuals Experiencing Homelessness

Responses Due

June 26, 2025, before 1:00 p.m. MDT

Electronic Submission Only

Proposals Must Be Submitted Exclusively Through
BidNet Direct® – Rocky Mountain E-Purchasing System (RMEPS)
[🔗 https://www.bidnetdirect.com/colorado/city-of-grand-junction](https://www.bidnetdirect.com/colorado/city-of-grand-junction)

Important Notice

The City of Grand Junction does not control or administer vendor access to the BidNet® Direct system. Proposers are solely responsible for ensuring successful submission. Technical assistance must be requested directly from BidNet at (800) 835-4603.

Virtual Solicitation Opening

All City solicitation openings will be conducted virtually.
For meeting access and participation details, refer to Section 1.9.

Purchasing Agent Contact

Kathleen Franklin
kathleenf@gjcity.org
970-244-1513

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Tentative Calendar of Events:30

- Solicitation Available: May 16, 2025
- Non-Mandatory Virtual Pre-Proposal Meeting: May 28, 2025
(Please refer to Section 1.5)
- Deadline for Questions: June 11, 2025 (close of business)
- Final Addendum Posted (if required): June 16, 2025
- Proposal Submission Deadline: June 26, 2025 – 1:00 p.m. MDT
- City Evaluation of Proposals: June 26 – July 4, 2025
- Interviews (if required): Tentative Interview Time Blocks
 - July 15, 2025 – Noon to 5:00 p.m.
 - July 16, 2025 – Noon to 3:00 p.m.
 - July 17, 2025 – 1:30 to 5:00 p.m.
- Final Selection: Subject to adjustment based on evaluation outcomes and interview scheduling.
- City Council Approval (if required): The Committee will make funding recommendations to the City Council. Projects will be presented and awarded through the formal City Council process. *The City Council may request a workshop prior to a formal City Council Meeting.*
- Contract Execution: Timing will vary depending on the nature of the services, the proposed implementation timeline, and the completion of contract negotiations.

Section 5.0: Preparation and Submittal of Proposals32

Section 6.0. Evaluation Criteria and Factors36

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Online Documents:

[Housing Strategies](#)

[Unhoused Strategy and Implementation Plan](#)

[2020 One Grand Junction Comprehensive Plan](#)

[Interim Housing \(Alternative Housing Options\)](#)

[Extended Temporary Uses and Structures \(Interim Housing Code\)](#)

Section 1.0: Administrative Information & Conditions for Submittal

- 1.1. **Americans with Disability Act (ADA) Compliance Mandate:** Following HB21-1110, all documents produced and submitted in response to this solicitation must adhere to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability, as established by the Office of Information Technology under section §24-85-103 (2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.
- 1.2. **Required Review:** The Proposer is responsible for thoroughly reviewing all solicitation documentation to gain a comprehensive understanding of the scope, specifications, project requirements, and all associated rules, regulations, laws, conditions, instructions, and procurement policies related to the solicitation process and the Project or Work outlined in this Request for Proposal (RFP).
- 1.3. **Issuing Office:** This solicitation is issued by the City of Grand Junction, Colorado ("City"). The Purchasing Agent responsible for this procurement is:

Kathleen Franklin

kathleenf@gjcity.org

Except for pre-proposal or site visit meeting(s), all inquiries, concerns, clarifications, or communications regarding this solicitation—including those about the process, specifications, or project scope—must be submitted in writing to the Purchasing Agent. Any communication directed to other City personnel may result in the disqualification of the Proposer's submission.







- 1.4. **Purpose:** The City of Grand Junction, Colorado, is issuing this Notice of Funding Opportunity (NOFO) to identify and support qualified organizations currently providing or able to implement and sustain innovative, large-scale solutions that address the complex needs of unhoused people through increased housing options and service delivery. Proposed projects should serve a substantial number of individuals or households and focus on key community-identified priorities, including:
 - Affordable housing shortages
 - Providing emergency and transitional shelter
 - Housing instability
 - Improving access to basic needs and supportive services
 - Improving system coordination and service integration

Section 4.0 of this solicitation describes the services, including project priorities, service delivery expectations, facility requirements, and performance measures

("Scope of Services"). All services shall be performed under the terms and conditions specified in this solicitation and any resulting contract.

- 1.5. Non-Mandatory Pre-Proposal Meeting:** Prospective Proposers are encouraged to attend a non-mandatory virtual pre-proposal meeting to gain a clearer understanding of the solicitation requirements and the Scope of Services.

Meeting Details:

-  **Date:** May 28, 2025
-  **Time:** 1:00 p.m. (Mountain Time)
-  **Location:** Virtual via Microsoft Teams
-  **Meeting Link:** [Join the meeting now](#)
-  **Meeting ID:** 235 979 600 987 1
-  **Passcode:** jB2Q26ub

This meeting provides an opportunity for Proposers to ask questions and seek clarification regarding the scope, submittal expectations, and evaluation process.

Important notes:

- Attendance is not required to submit a proposal.
- Statements made during the meeting shall not modify the solicitation in any way.
- Only information issued in a written addendum by the City shall be considered official and binding.

- 1.6. The City:** The City will act by and through its authorized representative(s).
- 1.7. Compliance:** By submitting a proposal, the Proposer affirms its commitment to comply with all terms, conditions, requirements, and instructions outlined in this solicitation, including any modifications made through addenda. If a Proposer identifies any ambiguity, omission, or conflict within the solicitation documents that might impact its/his/her understanding of the requirements, the Proposer must seek clarification from the Purchasing Agent before the inquiry deadline. Failure to do so shall not relieve the Proposer of its obligation to fulfill the requirements of the Contract.
- 1.8. Controlling Authority:** The 2024 version of the City [Procurement Policy](#) is controlling.
- 1.9. Submission:** Proposers shall prepare and submit its/his/her proposal following the requirements outlined in **Section 5.0. and the Scope of Services detailed in Section 4.0.** All proposals must follow the specified formatting, content, and submission guidelines detailed therein.

To participate in the public proposal opening, please refer to the following virtual meeting information:

Solicitation Title:
**Notice of Funding Opportunity for
Comprehensive Community Solutions for Individuals Experiencing Homelessness**

Solicitation Number: RFP-5684-25-KF

Date/Time: June 26, 2025, 1:00 p.m. (America/Denver)

Please join the meeting from a computer, tablet, or smartphone:

<https://meet.goto.com/619203909>

Or join the meeting by phone

Access Code: 619-203-909

United States: [+1 \(872\) 240-3212](tel:+18722403212)

To join from a video-conferencing room or system

Meeting ID: 619-203-909

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Or dial directly: 619203909@67.217.95.2 or 67.217.95.2##619203909

Get the app now and be ready when the meeting starts:

<https://meet.goto.com/install>

- 1.10. Public Disclosure:** Under the Colorado Open Records Act (CORA), all information (except for items designated as classified, confidential, or proprietary) within any bid or proposal is subject to public disclosure. Upon issuing an award and executing a contract, the solicitation file and the bid(s) or proposal(s) contained therein are subject to an [Open Records Request](#). Public disclosure is contingent upon adherence to pertinent laws in instances of this Solicitation or Project cancellation.
- 1.11. Public Disclosure Record:** If the Proposer knows its employee(s) or subcontractors have an immediate family relationship with a City employee or elected official, the Proposer must provide the Purchasing Agent with the name(s) of that/those individual(s). The individual(s) must file a "Public Disclosure Record" and/or a statement of financial interest before conducting business with the City.
- 1.12. Collusion Clause:** Each Proposer, by submitting a proposal, certifies that it is not involved in any collusive action(s) or activity(ies) that may violate applicable federal or state antitrust laws, rules, and/or regulations. Any proposal(s) found to have evidence or reasonable belief of collusion among the Proposers will be rejected. At its discretion, the City reserves the right to accept future proposals for the same service(s) or work from participants identified in such collusion.
- 1.13. Gratuities and Kickbacks:** The Proposer(s) certifies that no gratuities, kickbacks, or contingent fees have been or will be offered, solicited, or paid in connection with this Proposal or any resulting Contract. This includes, but is not limited to, the offering or payment of commissions, gifts, or other considerations contingent upon a Contract's award. If the Contractor breaches this certification, the City reserves

the right to terminate the Contract immediately without liability and may pursue all available legal remedies.

- 1.14. Ethics:** Proposers shall not offer, give, solicit, or accept gifts, favors, or anything of value to or from any employee, official, or agent of the City that could influence, or appear to influence, the procurement process. Additionally, the Proposer(s) shall not enter into any business arrangement or financial relationship with any such individuals that may create a conflict of interest or undermine public trust. Any violation of this provision may result in disqualification from consideration, contract termination, and potential legal consequences.
- 1.15. Altering Proposals:** The Proposer must initiate any alterations before the opening date and time. Proposals may not be changed or amended after the submission deadline.
- 1.16. Multiple Offers:** If a Proposer(s) submits more than one proposal, THE ALTERNATE PROPOSAL must be marked "ALTERNATE PROPOSAL." The City reserves the right to make the award in the City's best interest.
- 1.17. Withdrawal of a Proposal(s):** A submitted proposal must be firm, valid, and binding for ninety (90) days following the submittal deadline and only before the contract award.
- 1.18. Exclusions:** The City shall not consider any proposal submitted orally, by telephone, email, or facsimile. Only proposals submitted under the requirements outlined in this Solicitation shall be accepted for evaluation.
- 1.19. Contract Documents:** The Contract Documents include this solicitation, the Proposer's submitted proposal and supporting documents, and any negotiations when formally accepted by the City and memorialized by written agreement. These documents collectively constitute a binding and enforceable Agreement ("Contract") between the City and the Proposer upon acceptance. The Contract represents the entire and integrated agreement between the City and the Proposer ("Parties") and supersedes all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this Contract must be made through a duly executed Change Order or Contract amendment.
- 1.20. Questions Regarding Specifications or Scope of Services:** All requests for clarification or interpretation of the Scope of Services, Work, or Specifications must be submitted in writing via email to the Purchasing Agent no later than the close of business on the inquiry deadline. The City is not obligated to respond to questions received after the deadline, and any responses provided will be at the City's sole discretion.
- 1.21. Acceptance of Proposal Content:** The Proposal selected by the City, if any, shall be incorporated into and become part of the final Contract Documents. The successful Proposer's failure to accept or fulfill the obligations outlined in the Contract may result in the cancellation of the award, and such Proposer may be disqualified from future solicitations.

Upon execution of the Contract between the Proposer and the City, the Proposer may be referred to as the “Agency,” “Consultant,” “Contractor,” or “Firm” as applicable.

- 1.22. Addendum:** Official response to questions, clarifications, interpretations, corrections, modifications, or extensions to the proposal submission deadline shall be issued exclusively by the Purchasing Agent through a written addendum. The authority to issue the addenda is vested solely in the Purchasing Division.

All addenda will be distributed electronically through the BidNet Direct Rocky Mountain E-Purchasing System at <https://www.bidnetdirect.com/colorado/city-of-grand-jefferson>. The Proposer(s) are responsible for monitoring this platform for issued addenda.

The Proposer(s) must acknowledge receipt of all addenda on the completed Solicitation Response Form located in Section 7.0., which must be submitted with the proposal.

- 1.23. Exceptions and Substitutions:** All proposals meeting the intent of this solicitation will be considered for award. A Proposer that takes exception to the stated specifications does so at the Proposer’s risk. The City reserves the sole right to accept or reject any proposed exception(s), substitution(s), or alternative(s).

If the Proposer(s) wish to propose a substitution or alternative, it must:

- 1.23.1.** Clearly state each exception in a designated section of its proposal, specifying the affected requirement.
- 1.23.2.** Demonstrate how the proposed substitution or alternative meets or exceeds the stated intent and performance criteria of the original specification(s).

Failure to explicitly state exceptions shall be deemed an acknowledgment of full compliance with this solicitation and all its requirements. If awarded a Contract, the Proposer(s) shall be fully responsible for strict adherence to and performance following all terms, conditions, and specifications outlined in the Contract Documents.

- 1.24. Open Records/Confidential Material:** All materials submitted in response to this solicitation shall become public records and, upon contract award, shall be subject to public inspection under the Colorado Open Records Act (CORA).

For the purposes of this provision, “**Proprietary or Confidential Information**” refers to information that is not generally known to competitors and provides a competitive advantage. The unrestricted disclosure of such information places it in the public domain and eliminates any claim of confidentiality.

Proposer(s) seeking to designate specific information as confidential or proprietary must:

- 1.24.1.** Clearly mark each page or section of the submission containing such information with the words “**Confidential Disclosure.**”

- 1.24.2. Upload confidential information as a separate document; and
- 1.24.3. Provide a written explanation justifying the claim of confidentiality, specifying how disclosure would cause substantial harm to the Proposer's competitive position, consistent with CORA.

The City shall review all confidentiality requests. The final determination of whether materials qualify for confidential treatment rests solely with the City. If a confidentiality request is denied, the Proposer(s) can withdraw its proposal or remove the contested confidential or proprietary information before the proposal is made publicly available.

Notwithstanding the foregoing, the following materials shall not be considered confidential or proprietary under any circumstances:

- Cost or pricing information.
- The entirety of a proposal submission.

Failure to comply with these requirements may result in the information being deemed public and subject to disclosure under CORA. The City assumes no responsibility for protecting information not properly designated and submitted under this section.

- 1.25. **Response Material City Ownership:** All proposals submitted in response to this solicitation shall become the City's sole property upon receipt and will not be returned to the Proposer(s) except at the City's sole discretion. The City's rights are not affected by the selection, rejection, or disqualification of any proposal.

The City reserves the unrestricted right to use any concepts, ideas, or adaptations in any proposal received in response to this solicitation. This right extends to all proposals, regardless of the selection status, except where such use is expressly limited by properly designated and approved "Confidential Material" under Section 1.24.

Disqualification or non-selection of a proposal shall not limit or negate the City's rights under this provision.

- 1.26. **Minimum Qualifications of Responsible Proposer(s):** To be considered for an award, the Proposer must affirmatively demonstrate the capacity, experience, and qualifications necessary to perform the services described in this solicitation. At a minimum, the Proposer must:

- 1.26.1. Demonstrate financial capacity, either directly or through committed resources, to implement and sustain the proposed services. The City may consider the following, as applicable, to assess financial capacity:
 - A summary of the current operating budget and primary funding sources
 - Documentation of committed match funding, grants, or revenue streams

- Recent audited financial statements, IRS Form 990s, or equivalent documentation (upon request)
- Evidence of financial reserves or contingency planning
- A proposed project budget that aligns with the organization's size and current service levels

The City reserves the right to request supporting financial documentation during the evaluation or due diligence phase to confirm an organization's ability to carry out the proposed services.

- 1.26.2. Show a track record of successful performance delivering services of similar scale, scope, or population focus—preferably including experience with housing, shelter, or supportive service programs.
- 1.26.3. Maintain a record of integrity, regulatory compliance, and ethical practices.
- 1.26.4. Be legally eligible to enter into a binding agreement with the City.
- 1.26.5. Agree to comply with the requirements of any applicable funding sources, including local, state, and federal grants—such as Community Development Block Grant (CDBG) funds, and meet all associated compliance, reporting, and regulatory obligations.
- 1.26.6. Comply with the programmatic and administrative requirements outlined in Section 4.0.

1.27. Disqualification of a Proposer: To maintain the integrity of the procurement process and ensure responsible stewardship of public funds, the City reserves the right to disqualify any proposal from a person, firm, consultant, corporation, or entity that:

- 1.27.1. Is currently in arrears or default under any existing contract or financial obligation with the City
- 1.27.2. Has demonstrated a lack of responsibility, reliability, or capacity to perform
- 1.27.3. Fails to meet the minimum qualifications outlined in Section 1.26
- 1.27.4. Proposals may also be disqualified for, but not limited to:
 - Submission of multiple proposals for the same Scope of Services by the same entity or individual, under the same or different names
 - Evidence of collusion or coordinated pricing among Proposers, which will result in disqualification and potential exclusion from future City solicitations

Note: The City encourages collaborative proposals and partnerships. Joint proposals and subcontracting arrangements are welcomed, provided they are transparent, clearly described, and compliant with all applicable requirements.

- 1.28. **Sales and Use Taxes:** The Contractor and all subcontractors must obtain exemption certificates from the Colorado Department of Revenue for sales and use taxes. Proposals shall reflect the removal of Sales and Use Tax on materials, fixtures, and equipment.
- 1.29. **Federal Taxpayer Identification Certificate:** Successful Proposer(s) new to conducting business with the City must furnish a completed standard “Federal Taxpayer Identification Certificate (W-9)” before the Contract is executed. Additionally, the City reserves the right to request a current W-9 from established business relationships as necessary.
- 1.30. **Public Opening:** The Proposal(s) opening shall be conducted publicly in a virtual meeting following the proposal deadline. Proposers, its/his/her representatives, and other interested parties may attend.

To ensure transparency in the procurement process, all received proposals will be formally acknowledged during the opening; however, following the nature of an RFP, only the names of the proposing entity will be disclosed. No pricing will be shared at that stage of the process.

Section 2.0: General Contract Terms and Conditions

- 2.1. **Acceptance of Terms:** Submission of a proposal in response to this solicitation constitutes a binding offer by the Proposer, which shall be acknowledged in the Letter of Interest or Cover Letter. The individual signing the Letter must be legally authorized to bind the Proposer to contractual obligations. By submitting a proposal, the Proposer agrees to all requirements outlined in this solicitation, including compensation terms and compliance with all contractual, legal, and ethical obligations set forth herein.

If the Proposer’s submission deviates in any way from the City’s stated requirements, such variations must be clearly and thoroughly identified in the proposal. Failure to do so may be deemed a waiver of the right to request modifications to the terms of performance, except as explicitly specified within this solicitation.

- 2.2. **Execution, Correlation, Intent, and Interpretations:** The Contract Documents shall be signed by the City and the Contractor. By executing the Contract, the Contractor represents that it has familiarized itself with the conditions under which the Service/Work shall be performed and correlated its/his/her observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by anyone shall be as binding as if required by all. The Contract Documents intend to include all labor, materials, equipment, services, and other items necessary for the proper execution and completion of the Scope of Services/Work as defined in the specifications contained herein.
- 2.3. **Permits, Fees, and Regulatory Compliance:** The Contractor shall be responsible for obtaining and paying all necessary permits, governmental fees, and licenses required for the proper execution and completion of the Services/Work. The Contractor must provide all the required notices and comply with all applicable

federal, state, and local laws, ordinances, codes, rules, regulations, and orders of any public authority, including those of the City, that govern the performance of the Services/Work.

If the Contractor identifies any inconsistencies or conflicts between the Contract Documents and applicable legal or regulatory requirements, the Contractor shall promptly notify the City in writing. The City will determine the appropriate resolution to reconcile such variances in the City's best interest.

Should the Contractor proceed with any Services/Work knowing it is non-compliant with applicable laws or regulations and fails to provide written notice to the City, the Contractor shall assume full responsibility for any resulting consequences and bear all associated costs for corrective actions or penalties.

2.4. Responsibility for those Performing the Services/Work: The Contractor is fully responsible for the actions and omissions of its/his/her employee(s), subcontractors, and any other individuals performing any of the Services/Work under the Contract.

2.5. Payment & Completion: As stated in the Contract, the Contract Sum represents the total amount payable by the City to the Contractor for performing the Service(s)/Work under the Contract. Upon completion of the required deliverables, the Contractor shall submit a written notice confirming readiness for final inspection and a detailed invoice for payment. The City's Project Manager will promptly conduct an inspection, and when the Service(s) are found in compliance with the Contract and satisfactorily completed, payment shall be processed as outlined in the Contract Documents.

Partial payments may be issued based on the Contractor's progress and completion of work, as documented in a detailed invoice. The invoice must accurately reflect the extent and cost of the Services/Work performed under the Contract.

All Services provided by the Contractor shall adhere to generally accepted professional practices and maintain a level of competency consistent with industry standards for similar Services. Additionally, all Services must fully comply with applicable laws, ordinances, and regulations.

2.6. Protection of Persons and Property: The Contractor shall comply with all applicable federal, state, and local laws, ordinances, regulations, and orders governing the safety and protection of persons and property, including but not limited to those related to shelter operations, interim housing, and service delivery to vulnerable populations.

2.6.1. The Contractor shall implement and maintain all necessary precautions to safeguard participants, staff, volunteers, the public, and any adjacent properties or facilities. This includes, but is not limited to:

- Maintaining a clean, safe, and secure environment
- Erecting protective barriers or fencing where applicable

- Posting appropriate signage and safety protocols
- Coordinating with the City and affected utility providers when service installations, modifications, or disruptions may occur, and providing notice to neighboring properties in accordance with zoning or permitting requirements
- Establishing and enforcing a participant code of conduct

2.7. Changes in the Services: The City may request changes to the Services within the general scope of this Contract, including additions, deletions, or other modifications. Such changes shall not invalidate this Contract but may require an adjustment to the Contract sum or Contract time.

No change shall be considered authorized, approved, or binding until both Parties fully execute a written Change Order. The Contractor shall not proceed with any changes until the Change Order is fully executed.

All changes must be authorized through a written Change Order, signed by both Parties and executed under the applicable conditions of the Contract Documents. No Contract sum or Contract time adjustments shall be made except through an approved Change Order.

2.8. Minor Changes in the Services: The City may authorize minor changes to the Services that do not alter the Contract sum, extend the Contract time, or conflict with the intent of the Contract Documents.

2.9. Standard of Care for Services: The Contractor shall perform all services with skill, care, diligence, and professionalism consistent with generally accepted standards and best practices applicable to housing, shelter operations, and supportive service delivery for unhoused populations. All services must be trauma-informed, culturally responsive, and aligned with the expectations outlined in this solicitation and the resulting Contract.

Should any services, programs, or deliverables fail to meet contractual or professional standards, the Contractor shall be solely responsible for correcting the deficiencies at no additional cost to the City. Corrections must be made promptly and to the satisfaction of the City, ensuring continuity of care and minimizing disruption to participants.

2.10. Acceptance Not Waiver: The City's Housing Division's acceptance or approval of any Service(s)/Work provided herein shall not relieve the Contractor of its ongoing obligation to uphold the requisite standards of quality, integrity, and timeliness of its services. The City's approval or acceptance of, or remittance of payment for any service(s)/Work shall not be construed as a waiver of any rights under the Contract, nor shall it constitute a waiver of any potential claims arising from the performance under this Contract.

2.11. Change Order/Amendment: No oral statement or representation by any individual shall modify, change, or affect the terms, conditions, or specifications of the

Contract. All amendments or change orders to the Contract must be executed in writing by the City's Contract Administrator. Such executed modifications are the sole method for altering the Contract and must comply with the City's established procedures.

2.12. Assignment: The Contractor shall not sell, assign, transfer, or convey the Contract resulting from this Solicitation, in whole or in part, without the prior written approval from the City.

2.13. Compliance with Laws: The Contractor shall comply with all applicable federal, state, county, and municipal laws, codes, regulations, ordinances, and requirements governing the Services performed under the Contract.

The Contractor warrants that it is fully qualified to perform the required Services/Work and possesses all necessary corporate authority, skills, credentials, experience, and professional licenses, which shall remain in good standing as required by law throughout the duration of the Contract.

2.14. Debarment/Suspension: The Contractor hereby certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from providing Services.

2.15. Confidentiality: The Contractor shall keep confidential any non-public information disclosed by the City or obtained during the performance of the Services/Work, except as required by law. The Contractor shall take reasonable measures to safeguard such information and ensure compliance by its employees, subcontractors, and agents.

2.16. Conflict of Interest: No public official or employee of the City shall have any financial or personal interest, direct or indirect, in the Contract resulting from this solicitation. Any potential conflicts must be disclosed and addressed under applicable laws and the City's policies.

2.17. Cancellation of Solicitation: The City reserves the right to cancel this solicitation at any time or to reject any or all proposals, as a whole or in part, when deemed in the City's best interest.

2.18. Contract: This solicitation, the Proposer's proposal/submitted documents, and any negotiations, when accepted by the City, shall constitute an enforceable agreement equally binding between the City and the Contractor. The Contract represents the entire integrated agreement between the City and the Contractor, collectively the Parties, and supersedes all prior negotiations, representations, or agreements, written or oral, including the solicitation documents. The Contract may be amended or modified only by an Amendment.

2.19. Contract Termination: The Contract shall remain in effect until any of the following occurs: (1) Contract expires; (2) completion of Services/Work; (3) final acceptance of Services/Work; or (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.

2.20. Employment Discrimination: During the performance of any Services, the Contractor agrees to:

2.20.1. Not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Contractor. The Contractor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2.20.2. All solicitations or advertisements for employees placed by or on behalf of the Contractor shall state that such Contractor is an Equal Opportunity Employer.

2.20.3. Notices, advertisements, and solicitations placed following federal law, rules, or regulations shall be deemed sufficient for meeting the requirements of this section.

2.21. Immigration Compliance: The Contractor certifies that it fully complies with the **Immigration Reform and Control Act of 1986** and all applicable federal, state, and local immigration laws. The Contractor shall not employ or subcontract with any individuals who are unauthorized to work in the United States during the performance of the Contract. Any violation of this requirement may result in the termination of the Contract and potential legal consequences

2.22. Failure to Perform: If the Contractor fails to fulfill its obligations under the Contract, including timely delivery of services, adherence to quality standards, or compliance with reporting or coordination requirements, the City may, after providing oral or written notice (with any oral notice documented for the contract record), procure the necessary services, work, or materials from alternate sources. The Contractor shall be liable for any additional costs incurred by the City as a result.

In cases of nonperformance, the City may pursue progressive corrective actions. However, if the failure poses a risk to participant safety, disrupts continuity of care, or materially undermines program outcomes, the City reserves the right to take immediate corrective measures, including contract suspension or termination.

2.23. Failure to Enforce: The City's failure to enforce any provision of the Contract at any time shall not constitute a waiver of that provision or any other rights under the Contract. Such non-enforcement shall not affect the validity of the Contract or any part thereof, nor shall it preclude the City from enforcing any provision of the Contract later under the terms thereof.

2.24. Force Majeure: The Contractor shall not be held liable for failure to perform its contractual obligations due to events beyond its reasonable control, including but not limited to legal strikes, fires, riots, civil disturbances, acts of God, or other unforeseen circumstances. This exemption shall not apply if the Contract specifies otherwise. The Contractor must provide prompt written notice to the City of any

such event preventing performance and shall make all reasonable efforts to mitigate delays or disruptions caused by the force majeure event.

- 2.25. Indemnification:** The Contractor shall defend, indemnify, and hold harmless the City, along with its officers, employees, insurers, and self-insurance pool, from and against any and all liabilities, suits, actions, claims, demands, damages, losses, or expenses of any kind, including attorney's fees, arising out of or related to any injuries, damages, or losses to persons or property caused by the negligent act, error, omission, or fault of the Contractor, its agents, employees, subcontractors, or suppliers in the execution or performance of the Contract.

The Contractor shall be responsible for satisfying any judgment, settlement, or associated costs incurred by or awarded against the City due to such claims. This indemnification obligation shall survive the termination or expiration of the Contract.

- 2.26. Independent Contractor:** The Contractor is and shall remain an independent contractor in all respects under the Contract. Neither the Contractor nor its employees, agents, or subcontractors shall be considered employees, representatives, or agents of the City for any purpose.

The City assumes no liability for any negligence, misconduct, or other wrongful acts committed by the Contractor, its employees, agents, or subcontractors. The Contractor is solely responsible for all applicable taxes, including federal and state income taxes, unemployment taxes, Social Security contributions, and any other required withholdings.

Additionally, the Contractor is not entitled to any benefits the City provides to its employees, including but not limited to health insurance, retirement benefits, or Workers' Compensation coverage.

- 2.27. Work Product:** All documents, reports, service plans, participant materials, training content, outreach tools, data, models, concepts, and any other materials or deliverables developed, created, or prepared by the Contractor in connection with this Contract shall be considered works made for hire and shall become the sole and exclusive property of the City upon creation, whether delivered to the City or not. The Contractor shall retain no ownership, copyright, or other proprietary interest in any such work product.

Additionally, any information, data, or materials provided to the Contractor by the City shall remain the exclusive property of the City and may not be used, disclosed, or distributed by the Contractor for any purpose outside the scope of this Contract without the City's prior written consent.

- 2.28. Patents/Copyrights:** The Contractor agrees to indemnify and hold harmless the City from any claims, including but not limited to those related to patent(s), copyright(s), trademark(s), or any other form of intellectual property rights infringement. In no event shall the City be held liable to the Contractor for any damages, awards, costs of defense, or other expenses arising from allegations of intellectual property infringement. Any agreement resulting from the response to this Solicitation shall be rendered null and void in case of patent, copyright, or other

intellectual property infringement. This includes but is not limited to the creation of derivative works based on the intellectual property of others.

- 2.29. Governing Law:** The Contract and/or any agreement(s) resulting from responding to this solicitation shall be deemed to have been made in, and shall be construed and interpreted by, the laws of the City of Grand Junction, Mesa County, Colorado. Any action arising from or under this Solicitation and/or Contract shall be in the District Court 21st Judicial District, Mesa County, Colorado.
- 2.30. Expenses:** All costs incurred by the Contractor in preparing, submitting, and presenting a proposal in response to this solicitation shall be the Contractor's sole responsibility and shall not be reimbursed or charged to the City.
- 2.31. Sovereign Immunity:** The City expressly reserves and asserts all rights, privileges, and defenses available under Colorado's Governmental Immunity Act, C.R.S. § 24-10-101 *et seq.*, as well as all applicable case law interpreting and construing the same. Nothing in this solicitation or any resulting contract award shall be construed as a waiver of the City's sovereign immunity.
- 2.32. Public Funds & Non-Appropriation of Funds:** Payment for services under this Contract is contingent upon funds appropriated by the City's approved budget for the applicable fiscal year. Under Colorado law, public funds cannot be obligated or expended beyond the fiscal year for which a budget has been approved.

Accordingly, any contractual commitments extending beyond the fiscal year are subject to future budget approvals. This Contract shall include a non-appropriation of funds clause, ensuring compliance with Colorado law. If funds are not appropriated for subsequent fiscal years, the City reserves the right to terminate the Contract without penalty or liability.

- 2.33. Performance of the Contract:** In the event of a breach or default, the City reserves the right to enforce the terms of the Contract through any legal or equitable means deemed in the City's best interest. The City may pursue all available remedies as prescribed by law to ensure compliance with the contractual obligations.
- 2.34. Default:** The City reserves the right to terminate the Contract if the Contractor fails to meet agreed-upon service delivery timelines or performance standards or commits any other material breach of contract. Before termination, the City will provide written notice of the default and allow the Contractor a reasonable opportunity to cure the issue unless the nature of the breach poses an immediate risk to participant safety or public interest.

If the Contractor fails to cure the default within the specified timeframe, the City may obtain the necessary services or work from an alternate provider and hold the Contractor responsible for any additional costs incurred.

This remedy is in addition to, and does not limit, any other rights or remedies available to the City under this Contract or applicable law.

2.35. Piggyback: Contracts resulting from this solicitation are primarily intended for the City. However, upon mutual agreement between the awarded Contractor and other governmental entities, the Contract may be extended for use by additional agencies, subject to the specifications, terms, conditions, and pricing established in the agreement.

Each participating governmental entity shall establish its own separate contract with the Contractor, issue its own purchase orders, be invoiced directly, make its own payments, and provide its own tax exemption certificates, if applicable.

It is expressly understood that the City is not a party to any contract formed between the Contractor and any other governmental entity under this provision. The City assumes no liability for any obligations, costs, or damages incurred by any other entity utilizing this Contract.

2.36. Definitions: Unless otherwise stated, the following definitions shall apply throughout this solicitation and any resulting Contract. Additional terms may be defined within specific sections or added as necessary to clarify intent and ensure consistency in interpretation.

2.36.1. “Agency,” “Consultant,” “Contractor,” or “Firm” refers to the individual, organization, business entity, or other legal entity identified in the proposal and throughout the Contract. This term includes the Contractor’s authorized representatives, employees, subcontractors, and agents responsible for fulfilling the obligations of the Contract.

2.36.2. “City” means and refers to the City of Grand Junction, Colorado, including its departments, officials, employees, and authorized representatives.

2.36.3. The “Contract Sum” refers to the total amount payable by the City to the Contractor for the full and satisfactory completion of the required Services/Work. This sum includes all materials, labor, equipment, services, and any other obligations specified in the Contract Documents.

The Contract Sum may be structured as a Fixed Lump Sum, Guaranteed Maximum Price (GMP), or a Not-to-Exceed amount, as defined in the Contract Documents. Any modifications to the Contract Sum shall be made under the provisions of the Contract and must be duly authorized and accepted by the Parties.

2.36.4. A “Deliverable” refers to any tangible or intangible work product, report, document, presentation, or other output the Contractor is required to produce as part of the Services/Work. Deliverables must fully comply with all applicable accessibility laws and standards, including:

- The Americans with Disabilities Act (ADA)
- HB21-1110, requiring compliance with §§24-85-101, C.R.S., and subsequent sections

- The Accessibility Standards for Individuals with a Disability, established by the Colorado Office of Information Technology under §24-85-103(2.5), C.R.S.
- The State of Colorado's technology standards, including Level AA conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG)

All deliverables must adhere to these legal and technical requirements to ensure accessibility for individuals with disabilities.

- 2.36.5.** “Key Personnel” refers to the designated individual(s) from the Contractor, Consultant, or Firm who are essential to the successful execution and completion of the Services/Work. These individuals possess specialized skills, knowledge, or experience critical to fulfilling the scope of work outlined in the Contract. Any changes to Key Personnel may require prior approval from the City, as specified in the Contract Documents.
- 2.36.6.** “Proposer” refers to the individual or entity legally authorized by the Contractor, Firm, or Consultant to submit a proposal in response to this solicitation. This includes submitting pricing or fee proposals and making formal offers on behalf of the proposing entity.
- 2.36.7.** “Project” or “Work” refers to the endeavor outlined in this solicitation that encompasses the required product, service, or deliverable specified in the Contract Documents.
- 2.36.8.** “Services” includes all labor, materials, equipment, and professional expertise necessary to complete the Work and fulfill the requirements outlined in the Contract Documents.
- 2.36.9.** “Subcontractor” refers to any individual, entity, or organization with a direct contractual agreement to perform a portion of the Services/Work under this Contract. The term “Subcontractor” includes the subcontractor’s authorized representatives.

Section 3.0: Insurance Requirements

At its own expense, the successful Contractor(s) shall procure and maintain comprehensive insurance coverage with an insurer rated A- or better by A.M. Best, authorized to do business in Colorado with sufficient coverage for all liabilities, claims, demands, and obligations arising under the Contract. This insurance coverage shall meet or exceed any additional insurance requirements imposed by the Contract or by law. The Contractor’s failure to procure or maintain adequate coverage, in the required amounts, duration, or types, shall not relieve it of any liabilities or obligations assumed under the Contract. Furthermore, the Contractor shall ensure that all such insurance remains in full force and effect throughout the term of the Contract.

The Contractor shall procure, maintain, and ensure that any subcontractors, if applicable, also procure and maintain the insurance coverage specified below. All insurance policies shall be maintained in form and with insurers acceptable to the City. The required coverage must be maintained continuously to address all liabilities, claims, demands, and obligations assumed by the Contractor under the Contract. To ensure continuous coverage, the Contractor shall secure appropriate retroactive dates and extended reporting periods for any claims-made policies. Unless otherwise specified in the Special Conditions, the minimum coverage limits shall be as follows:

(a) **Commercial General Liability**

ONE MILLION DOLLARS (\$1,000,000) for each occurrence, and

TWO MILLION DOLLARS (\$2,000,000) general aggregate.

The policy shall apply to all premises, products, and completed operations. It shall include coverage for bodily injury, broad-form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual products, and completed operations. The policy shall contain a provision for severability of interest.

(b) **Professional Liability Errors and Omissions**

ONE MILLION DOLLARS (\$1,000,000) per claim, and

TWO MILLION DOLLARS (\$2,000,000) aggregate

Continuous coverage or an extended reporting period shall be maintained for at least five (5) years after services are completed.

(c) **Cyber Liability Insurance**

ONE MILLION (\$1,000,000) for each occurrence, and

TWO MILLION (\$2,000,000) aggregate

The Contractor shall maintain Cyber Liability Insurance covering claims arising from data breaches, privacy violations, or unauthorized access to or use of personally identifiable information (PII) obtained while performing services under this contract.

This coverage shall remain in effect for the duration of the contract and at least one (1) year following contract termination

(d) **Automobile Liability** with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) for each accident

Concerning each of the Contractor's owned, hired, or non-owned vehicles assigned to be used in the performance of the Services.

- (e) **Workers' Compensation and Employers' Liability:** At its own expense, the Contractor shall comply with all applicable State of Colorado Laws and Regulations concerning Workers' Compensation and other statutory insurance as required. Additionally, the Contractor agrees to indemnify and hold harmless the City of Grand Junction from any claims or liabilities arising from non-compliance with these requirements.
- (f) **Abuse and Molestation Liability** (if applicable): If the Contractor's scope of work includes direct interaction with vulnerable populations, including children or at-risk adults, the Contractor shall carry Abuse and Molestation Liability coverage

ONE MILLION DOLLARS (\$1,000,000) per occurrence, and

TWO MILLION DOLLARS (\$2,000,000) aggregate

This coverage may be included under the Commercial General Liability policy or issued as a separate policy and must remain in effect for the duration of services.

- (g) **Umbrella or Excess Liability Insurance**

ONE MILLION DOLLARS (\$1,000,000) per claim, and

TWO MILLION DOLLARS (\$2,000,000) aggregate

- 3.1. **Additional Insured Endorsement:** The insurance policies required by paragraphs (a), (d), and (g) above shall be endorsed to name the City, its elected and appointed Officials, employees, and volunteers as Additional Insureds.

Each of these policies shall be designated as primary and non-contributory, meaning that any insurance maintained by the City (including through self-insurance or insurance pools) shall be considered excess and shall not contribute to the Contractor's insurance.

The Contractor shall be solely responsible for any deductibles, self-insured retentions, or other out-of-pocket costs associated with the required coverage.

Section 4.0: Specifications/Scope of Services

- 4.1 **Notice of Funding Opportunity:** This solicitation is issued as a Notice of Funding Opportunity (NOFO) rather than a traditional procurement. It is intended to support eligible organizations in delivering critical community services aligned with the City's strategic priorities on homelessness. As such, selected proposals will receive financial awards through a competitive evaluation process, and all funding is contingent upon budget availability and adherence to the terms of this solicitation.
- 4.2 **Overview:** This NOFO is to identify and support qualified organizations currently providing—or able to immediately implement and sustain—comprehensive services for individuals experiencing homelessness. Selected proposals will receive funding from an anticipated \$500,000 annual pool available over a period of up to three (3) years (subject to annual appropriation). Projects must demonstrate alignment with

the City's priorities, as well as operational readiness and sustainability beyond the funding term.

The City is soliciting proposals from qualified entities, people, or organizations for innovative initiatives that comprehensively address homelessness through increased housing options and supportive service provisions. Projects may vary in scale but must demonstrate measurable impact and clear alignment with the City's funding priorities.

Both new and existing programs are eligible, provided they demonstrate operational readiness and a plan for long-term sustainability. Ideally, proposals serve a significant number of individuals or households and directly address one or more of the following community-identified needs:

- Shortage of affordable housing specific to unhoused individuals
- Shelter and housing options for acute needs
- Housing instability and displacement
- Access to supportive services and basic needs
- System improvement, coordination, and collaboration

Proposals must relate to the City's adopted [Housing Strategies, Unhoused Strategy and Implementation Plan](#), and the [2020 One Grand Junction Comprehensive Plan](#). Joint proposals are encouraged to ensure comprehensive service delivery.

Additional consideration will be given to proposals that:

- Promote housing stability and economic self-sufficiency
- Identify measurable outcomes
- Leverage economies of scale to serve groups of individuals or families
- Manage, sustain, and facilitate outreach programs.
- Will deliver solutions that promote the City's goals of expanding shelter capacity, improving service delivery, and supporting long-term housing stability for homeless and vulnerable people.

4.3 Background: Grand Junction, located on Colorado's Western Slope, has experienced rapid growth since 2010, leading to increased housing costs and a 60% rise in homelessness since 2019. The City has responded with strategic initiatives, including a Housing Needs Assessment (2019), Housing Strategy (2021), establishment of a Housing Division (2022), Unhoused Needs Assessment (2023), and multiple updates to both housing and homeless response plans.

While progress has been made, substantial gaps remain in emergency shelter capacity, permanent supportive housing, and supportive services necessary for successful transitions into stable housing. The 2025 phase-out of a temporary

resource center further underscores the need for permanent, coordinated, and scalable solutions.

4.4 Scope of Services: Proposals should include key project information, including:

4.4.1 Operational Plan (as applicable)

- Program operations: hours, purpose, target demographics
- Health and Sanitation: access to water, toilets, handwashing, showers, waste disposal
- Safety: participant code of conduct, emergency response, security measures
- Transportation and food service plans
- Sleeping Accommodations
- Staffing plan: recruitment, training, retention, and anti-discrimination practices
- Service delivery approach and best practices

4.4.2 Outreach, Communication, and Community Engagement

- Strategy for client recruiting, engagement, retention, and awareness building
- Coordination with other services and systems
- Community engagement strategy that includes the neighbors, local businesses, and the greater community

4.4.3 Onsite Services and Supportive Programming

- Plan for onsite or connected wrap-around services
- List of collaborative partners and integration in the broader continuum of care

4.4. Required Components: Proposals must not exceed 30 pages and include clearly defined sections:

4.4.1. Cover Letter & Executive Summary (Maximum of 2 pages (additional pages may be added as an appendix))

- history and structure of the Proposer organization, project, and any subcontractors/partners
- Overview of the proposed project

4.4.2. Relevant Experience & Qualifications

- Description of similar projects and outcomes
- Resumes and roles of key staff for project management

4.4.3. Statement of Work

- Description of services and deliverables, with proposed schedule

4.4.4. Detailed Program Description

- Implementation timeline and project management approach
- Anticipated challenges and how your organization will address them

4.4.5. The Cost Proposal shall include all proposed costs and a detailed budget breakdown. All pricing must be **all-inclusive**, covering all necessary expenses required for full performance under the Contract. At a minimum, the budget shall include:

4.4.5.1. Capital Costs (If applicable)

- Facility lease, purchase, or renovations
- Major equipment purchases or installations

4.4.5.2. Operational Budget

- Personnel (e.g., program staff, services, security, sanitation, case management, administrative)
- Supplies, utilities, food/meals, transportation
- Administrative and renewal cost caps
- Profit margin (if applicable)

4.4.5.3. Additional funding, any other committed, pending, or potential funding sources supporting the project (e.g., grants, donations, in-kind services).

Note:

- **All costs must be fully burdened** and inclusive of labor, administration, materials, technology, travel, mobilization, and any applicable indirect costs.
- **No additional charges** (e.g., taxes, insurance, shipping, fuel surcharges, penalties, interest, termination costs, or legal fees) will be paid by the City unless specifically agreed to in writing.
- **The City shall not be responsible for any costs not expressly included in the approved Cost Proposal.**
- Pricing submitted may be **subject to negotiation** at the City's sole discretion, prior to contract award.

4.5. **Funding Eligibility and Readiness:** To be considered for funding, proposers must:

- Currently provide eligible homeless response services **or** be demonstrably prepared to implement services upon contract execution.

- Demonstrate the capacity to maintain operations once City funding ends.
- Clearly identify whether the proposal sustains, expands, or introduces new programming.
- Fill critical gaps in existing services
- Demonstrate community partnerships or system coordination
- Include a realistic and documented plan for post-funding sustainability

4.6. Deliverables: Proposals must address at least one of the following and provide a clear framework of how the Proposer will:

- Expand short-term and emergency shelter
- Outreach, engagement, and connection of unhoused individuals or households to recovery, employment, education, or long-term stability resources
- Create long-term housing with supportive services
- Reduce homelessness through early intervention
- Expand resources, build new capacity, and drive long-term impact.
- Smaller-scale projects or those aimed only at sustaining existing services may not be considered

4.7. Reporting Requirements: Awarded organizations must provide regular updates on program implementation, including progress toward stated goals, measurable outcomes, and challenges encountered. Reporting must include documentation that supports all expenditures, services delivered, and client outcomes. Reports should be submitted on a schedule determined by the City and must be sufficiently detailed to demonstrate compliance with funding requirements and to inform ongoing program evaluation and oversight. All proposed programs must:

- 4.7.1.** Establish clear rules and guidelines for facility use, as well as disciplinary processes and practices.
- 4.7.2.** Be culturally responsive and rooted in trauma-informed care
- 4.7.3.** Coordinate across community systems and partners
- 4.7.4.** Demonstrate program sustainability and fiscal responsibility
- 4.7.5.** Report on health, safety, community impact, including calls for service and mitigation measures
- 4.7.6.** Include measurable goals and outcomes, including at a minimum:
 - Number of individuals served and community engagements
 - Employment or training status updates

- Transitions to permanent or other stable housing
- Engagement with case managers and supportive services

4.7.7. Other reporting or compliance from a variety of funding sources

4.8. Site Conditions/Access/Facility Requirements: Use of any facility (as applicable) requires compliance with all zoning, building, and fire codes, health, and applicable food service regulations, and general safety. The project ensures that buildings and/or spaces remain clean and safe, will provide a high standard of quality of service, and will maintain a drug, alcohol, and weapon-free environment.

For any facility, the Proposer shall be responsible for ensuring a functional infrastructure and utilities, or a means to adequately contract for the same. This includes ongoing general repairs and maintenance services, such as trash, exterior litter removal, pest control, snow removal, roof and entry upkeep, plumbing and HVAC repairs, and emergency maintenance services as needed.

In addition, the Proposer shall comply with all legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. These requirements include ensuring that the Proposer does not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity).

This shall be in accordance with the following authorities:

- Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 U.S.C. 2000d-1 et seq.), and implementing regulations, at 31 CFR part 22.
- Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794)
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), and implementing regulations, at 31 CFR part 28
- Age Discrimination Act of 1975 (Public Law 94-135, 42 U.S.C. 6101 et seq.), and implementing regulations at 31 CFR part 23.

4.9. Technology/Security/Data Standards: Comply with required data requirements:

4.9.1. Use the Colorado Homeless Management System (HMIS)

4.9.2. Referral tracking through CRN or another similar platform

4.9.3. Maintain sign-in logs for participants, volunteers, etc.

4.9.4. Secure participant agreements/code of conduct within 24 hours of service

4.10. Additional Information: Interim Housing. In 2024, the City adopted Ordinance 5229, establishing zoning regulations for interim housing, defined as the temporary residential use of multiple relocatable structures for individuals experiencing homelessness (e.g., pallet shelters). Proposals that include interim housing should

review the zoning and development requirements in [§ 21.04.060](#) and incorporate considerations into their submission. Funding for interim housing projects will be contingent upon approval through the City’s zoning and development review processes. General information about interim housing is available [here](#).

4.11. Project Schedule: The proposal (s) shall include a project schedule outlining key milestones and a timeline for meeting the proposed project deadlines.







4.12. Special Conditions/Provisions:

4.12.1. Questions Regarding the Solicitation Process or the Scope of Services:

Kathleen Franklin, Purchasing Agent
kathleenf@gjcity.org

4.12.2. Non-Mandatory Pre-Proposal Meeting: Prospective Proposers are encouraged to attend a non-mandatory virtual pre-proposal meeting to gain a clearer understanding of the solicitation requirements and the Scope of Services.

Meeting Details:

-  **Date:** May 28, 2025
-  **Time:** 1:00 p.m. (Mountain Time)
-  **Location:** Virtual via Microsoft Teams
-  **Meeting Link:** [Join the meeting now](#)
-  **Meeting ID:** 235 979 600 987 1
-  **Passcode:** jB2Q26ub

This meeting provides an opportunity for Proposers to ask questions and seek clarification regarding the scope, submittal expectations, and evaluation process.

Important notes:

- Attendance is not required to submit a proposal.
- Statements made during the meeting shall not modify the solicitation in any way.

Only information issued in a written addendum by the City shall be considered official and binding

4.12.3. Grant Funding: Project funding may consist of local funds, Community Development Block Grant (CDBG) allocations, and/or other federal and state grant sources.

4.12.4. Compliance and Reporting Requirements: The Contractor(s) shall be responsible for meeting all reporting, documentation, and compliance obligations associated with each applicable funding source. This includes adhering to the specific requirements of federally funded programs such as

CDBG, and any additional conditions imposed by local or external grant administrators.

4.12.5. Budget: Funding requests may range from a minimum of **\$75,000** as a one-time request to a maximum of **\$500,000** per year, for up to three (3) years, which may be distributed across multiple projects or contracts. Total funding may not exceed \$1.5 million, and all requests must remain within the available funding pool. The City reserves the right to award multiple contracts, and not all proposals may be fully funded. Funding may be available for projects beginning in 2025.

Proposers are expected to submit **cost-effective and competitive proposals** aligned with the Scope of Services. Total funding requested should be clearly justified by the project's scope, scale, and anticipated impact. All proposals will be evaluated based on how well the requested funding aligns with the project's scope, scale, and anticipated impact, taking into consideration available resources.

Funding will not be extended beyond the three (3) year term.

Each proposal must demonstrate a clear plan for operational and financial sustainability throughout the proposed funding period (up to 3 years), supported by:

- Defined performance benchmarks
- Budget projections
- Staffing strategies

Note: Proposers are encouraged to present its budget in a clear, itemized format showing both **annual** and **total** project costs. Proposers should clearly indicate whether each cost is a one-time expense or recurring across the project term.

Proposers must include a strategy to either 'self-sustain' or significantly reduce reliance on City funding following the initial contract term. Proposals that lack a clear plan for continued operation once funding ends may not be considered for the Contract award(s). Strategies may include multi-year fundraising, additional grant applications, program integration, or formal partnerships that reduce operating costs.

4.12.6. Key Staff Reassignment: Key Personnel identified in the proposal shall be contractually committed to the project. Substitutions or replacements shall not occur without the City's prior written approval.

4.12.7. City Personnel Time & Deliverable Review Standards: Proposers shall clearly identify any expected time commitments required by City personnel, including staff involvement in [meetings, interviews, coordination, document review, or approvals]. The City reserves the right to evaluate and negotiate the level of City resources requested as part of its proposal evaluation.

The City expects all reports and deliverables to be complete, accurate, and professionally prepared. Excessive reliance on City staff to provide detailed editing, formatting corrections, or repeated reviews of incomplete or substandard work may be considered noncompliant performance under the resulting Contract.

If the City determines that an unreasonable amount of staff time is being spent reviewing or correcting the Contractor's submittals, the City reserves the right to:

- Require corrections at no additional cost,
- Withhold payment until acceptable revisions are received, or
- Seek reimbursement or compensation for the excessive time spent reviewing or correcting the work of the Contractor.

4.12.8. Contract: A binding Contract shall consist of (1) the RFP and any Addendum(s) thereto, (2) the Proposer's response (Proposal) to the RFP, (3) any clarification of the Proposal, if applicable, and (4) the City's Purchasing Department's acceptance of the proposal through a "Notice of Award." All Exhibits and Attachments within the RFP are incorporated into the contract by reference.

A. The Contract expresses the Parties' complete agreement, and performance shall be governed solely by the specifications and requirements contained therein and other laws as applicable.

B. Any change to the Contract, whether by modification and/or supplementation, must be accomplished by a formal Contract Amendment signed and approved by and between the duly authorized representative of the Proposer and the Contract Administrator or by a modified Purchase Order/Contract before the effective date of such modification. The Proposer expressly and explicitly understands and agrees that no other method and/or no other document, including acts and oral communications by or from any person, shall be used or construed as an amendment or modification to the Contract.

4.12.9. Project Manager and City Point of Contact: The City's Project Manager (or designated Point of Contact) shall oversee, approve, and accept all Services/Work performed within the Scope of Services.

During the performance of the Contract, all notices, letters, submittals, and other communications directed to the **City** shall be delivered to the designated City representative at the following address.

Ashley Chambers
Housing Manager
City of Grand Junction, Housing Division
250 N 5th St
Grand Junction, CO 81501

4.12.10. Contract Administrator: The Contract Administrator for the City is responsible for managing contract-related inquiries, including issues, modifications, change orders, amendments, and general communications during the performance of Services. All such matters shall be directed at:

Duane Hoff, Jr., CPPB
Contract Administrator
Email: duaneh@gjcity.org
Phone: (970) 244-1545

The Contract Administrator serves as the primary point of contact for contract administration but is not responsible for technical oversight or work acceptance, which remains under the authority of the designated Project Manager or City Point of Contact.

4.13. Contract Term and Renewal: The Contract(s) shall become effective upon execution by all Parties and shall remain in effect for the duration specified in the resulting Contract, unless otherwise terminated or amended in accordance with its terms.

Where applicable, and subject to available funding and satisfactory performance, the City may, at its sole discretion and by mutual agreement, include renewal options, not to exceed three (3) additional one-year terms.

Renewal opportunities, if included, will be contingent upon:

- Satisfactory Contractor performance, including service delivery and compliance with reporting requirements
- Continued alignment with community needs, priorities, and program outcomes
- Availability and appropriation of funds, including any local, state, or federal grant sources (e.g., CDBG)

Once the available funding pool has been fully allocated or exhausted, no new renewal or extension will be issued unless additional funding is secured and approved.

Unless expressly modified through a duly executed written amendment, all terms, conditions, and **budget or cost** provisions established in the original Contract shall remain unchanged and in full force and effect throughout any renewal period.

Tentative Calendar of Events:

- Solicitation Available: May 16, 2025
- Non-Mandatory Virtual Pre-Proposal Meeting: May 28, 2025
(Please refer to Section 1.5)
- Deadline for Questions: June 11, 2025 (close of business)

- Final Addendum Posted (if required): June 16, 2025
- Proposal Submission Deadline: June 26, 2025 – 1:00 p.m. MDT
- City Evaluation of Proposals: June 26 – July 4, 2025
- Interviews (if required): Tentative Interview Time Blocks
 - July 15, 2025 – Noon to 5:00 p.m.
 - July 16, 2025 – Noon to 3:00 p.m.
 - July 17, 2025 – 1:30 to 5:00 p.m.
- Final Selection: Subject to adjustment based on evaluation outcomes and interview scheduling.
- City Council Approval (if required): The Committee will make funding recommendations to the City Council. Projects will be presented and awarded through the formal City Council process. *The City Council may request a workshop prior to a formal City Council Meeting*
- Contract Execution: Timing will vary depending on the nature of the services, the proposed implementation timeline, and the completion of contract negotiations.

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Section 5.0: Preparation and Submittal of Proposals

5.1. Submission Requirements

Proposals must be submitted electronically via BidNet® Direct Rocky Mountain E-Purchasing System: <https://www.bidnetdirect.com/colorado/city-of-grand-jefferson>

- The platform offers both free basic registration and paid subscription plans. Free registration may take up to 24 hours to activate, so early registration and submission are recommended.
- Please refer to the [BidNet Electronic Vendor Registration](#) page.
- The City does not control or administer the vendor access to the BidNet® Direct system. Proposers are solely responsible for ensuring successful submission. Technical assistance must be requested directly from BidNet at **(800) 835-4603** before the proposal deadline.

Late submissions will not be accepted under any circumstances.

5.2. Proposal Format

Proposals must be submitted as a single, searchable PDF file and must clearly demonstrate the Proposer's readiness to implement and sustain the proposed project within the funding limits and terms of this NOFO. Proposals should be organized according to the format outlined in Sections 5.3 through 5.11 to ensure consistency and support an objective evaluation process.

5.3. Cover Letter

Proposers shall submit a cover letter succinctly describing its interest in the project and summarizing their qualifications, as outlined in Section 4.4.1. The cover letter must be signed by a duly authorized representative of the Proposer and include the printed name, title, and confirmation of legal authority to bind the organization to the terms of the proposal and any resulting contract.

5.4. Solicitation Response Form

Proposers shall complete and submit the Solicitation Response Form provided in Section 7.0 as part of its proposal. Only the completed form is required; do not return the entire solicitation document unless indicating exceptions, proposed modifications, or marked changes to the terms and conditions.

5.5. Cost Proposal

Submit a **detailed, all-inclusive cost proposal** as described in Section 4.0. Pricing must include all costs associated with project delivery. Use the pricing format and categories outlined in Section 4.0, including capital, operational, and administrative costs.

Note: The City will not be responsible for costs not expressly included in the proposal or specifically authorized in writing.

5.6. Capacity, Credentials, Experience, and Qualifications

Proposers must demonstrate capability, expertise, and resources to successfully fulfill the Scope of Services described in Section 4.0 and serve as contract providers to the City.

5.7. Strategy and Implementation Plan

Provide a clear, structured narrative or visual plan outlining your approach to executing the Scope of Services. Address implementation timeline, coordination, performance metrics, and sustainability as required in Section 4.0.

This plan should clearly illustrate the Proposer's readiness and capability to meet the solicitation's requirements and objectives.

5.8. Experience and References

The proposers must demonstrate recent experience delivering homeless services or related programs of a similar scope and scale. While experience in Colorado, especially Grand Junction or the surrounding area, is preferred, it is not required.

Provide at least **three (3) references** from projects completed within the last five (5) years that demonstrate your organization's capacity to:

- Proposers must demonstrate recent experience delivering homeless services or related services to unhoused or vulnerable populations
- Coordinate across community partners
- Manage budgets and timelines
- Deliver measurable outcomes

For each reference, include:

- Client name and contact information
- Dates of service
- Key staff involved

- Summary of services provided, and include any challenges addressed
- Budget and any major changes from the original scope

The City will use this information to assess performance history, service quality, and capacity to deliver results on similar projects.

5.9. Financial Statements

DO NOT INCLUDE FINANCIAL STATEMENTS WITH THE PROPOSAL. If deemed necessary, the Owner may request the Proposer to submit financial statements for its most recent fiscal year prepared by a Certified Public Accountant (CPA). The requested documents may include:

- A balance sheet
- A profit and loss statement
- Any other relevant documentation demonstrating the Proposer's financial capacity and stability to perform under this solicitation

Upon request, financial information will be treated as confidential and exempt from public disclosure to the extent permitted by law.

The financial documentation must reflect the financial position of the specific entity, division, or subsidiary responsible for performing the services. For partnerships or joint ventures, separate financial statements must be provided for each general partner or member. Consolidated statements of a parent company or joint venture entity will not be accepted in place of individual financial documentation.

5.10. Legal Proceedings/Litigation

Proposers must disclose any legal proceedings, lawsuits, or regulatory actions involving the Proposer, its employees, or any subcontractors who may be involved in performing services under this Contract. This includes:

- All pending or current litigation, including the status of each case
- Any matter filed, settled, or adjudicated within the past five (5) years

For each case, provide:

- A brief description of the underlying issue
- The status or outcome

Failure to disclose relevant legal proceedings may impact the evaluation process.

5.11. Additional Data (Optional)

You may include any value-added services, innovations, or supplemental materials that enhance the proposal.

This section is optional, but Proposers are encouraged to include information that may strengthen its proposal and demonstrate added value to the Owner.

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Section 6.0. Evaluation Criteria and Factors

6.1. Overview

An evaluation committee appointed by the City will review all responsive proposals to assess the Proposer's qualifications, capacity, and demonstrated ability to effectively perform the Scope of Services. Evaluations will consider the proposer's integrity, responsiveness, and the degree to which the proposal meets or exceeds the solicitation requirements and community priorities outlined in Section 4.0.

6.2. Intent

Only proposals that meet the minimum qualification criteria will be considered. Proposers must clearly demonstrate the ability to deliver innovative, large-scale, and sustainable solutions that address homelessness in Grand Junction.

6.3. Evaluation Summary

Each proposal will be evaluated and prioritized according to the following weighted criteria. The City reserves the right to:

- Accept or reject any portion of a proposal
 - Consider past performance on City or related projects
 - Make an award, if any, in the best interest of the City
-

6.4. Scoring Methodology

Evaluation committee members will independently score each qualitative factor on a scale from 1 (low) to 10 (high). The final score will reflect the weighted average across all evaluation factors.

6.4.1. Evaluation Criteria and Weighted Values (Total 100%)

Evaluation Factor	Weight	Description
Responsiveness to Solicitation	5%	Completeness, accuracy, and compliance with submittal instructions.
Understanding of Services and Objectives	15%	Demonstrated understanding of the City's goals and strategic priorities.

Qualifications, Experience, and Capacity	35%	Relevant experience and demonstrated ability to deliver large-scale, collaborative projects. Includes credentials of key personnel.
Strategy and Implementation Plan	35%	Feasibility, clarity, and innovation of the proposed approach. Includes operational, staffing, and sustainability plans.
Budget Utilization and Value Maximization	10%	Demonstrated ability to use the requested funds efficiently and strategically to maximize impact for individuals experiencing homelessness. Evaluation will consider cost-effectiveness, alignment of the budget with proposed activities, and the extent to which the proposal delivers meaningful outcomes within the available funding

6.4.2. Fee or Pricing will not be evaluated for this solicitation.

6.5. Shortlisting Proposers

The City will apply the following process to evaluate and shortlist proposals, while reserving the right to modify or waive any part of this process if deemed in the City’s best interest:

- **Compliance Review:** All submitted proposals will be reviewed for compliance with this solicitation's mandatory requirements. Proposals that are incomplete, non-responsive, or fail to follow the required format may be disqualified from further consideration. The Purchasing Agent may request clarifications from Proposers if needed, at the City’s sole discretion.
 - **Evaluation and Scoring:** Each member of the evaluation committee will evaluate each proposal independently in accordance with the criteria outlined in Section 6.4. Scores will be compiled into an Evaluation Matrix to assist the committee in ranking and prioritizing responsive proposals for further consideration.
-

6.6. Reference Checks

The City reserves the right to conduct reference checks for top-ranked Proposer(s) to verify prior experience delivering large-scale homeless response services, housing programs, or related supportive services. Reference checks may include, but are not limited to:

- Demonstrated outcomes in serving unhoused or housing-insecure populations

- Performance on projects involving shelter operations, interim or supportive housing, outreach, or case management
- Adherence to timelines, budgets, and compliance with reporting or regulatory requirements
- Responsiveness, collaboration with community partners, and quality of services delivered

The City may contact references listed in the proposal and/or other individuals or organizations familiar with the Proposer's work. The City also reserves the right to request samples of program reports, deliverables, or outcome data, and to conduct virtual or in-person site visits to further evaluate the Proposer's capacity and past performance in similar service environments.

6.7. Interviews

At its discretion, the City may invite top-ranked Proposers—typically those scoring within the top 85% to 100%—to participate in an interview (virtual or in-person). Interviews will provide an opportunity to further evaluate the Proposer's qualifications, proposed approach, and demonstrated ability to deliver innovative, large-scale, and collaborative solutions that address homelessness in the Grand Junction community.

The City reserves the right to adjust this threshold based on the quality and number of proposals received.

Interview invitations will include:

- Interview format and evaluation expectations
- Duration and structure of the interview session
- Location (virtual or in-person)

During the interview, the City may ask clarifying questions related to:

- How the proposed project integrates with existing service networks
- Methods for monitoring and adjusting performance over the contract term
- Project implementation and timeline
- Partnership strategies and coordination with service providers
- Operational readiness and staffing
- Sustainability and funding plans
- Performance measurement and reporting

The interview process is intended to ensure alignment between the Proposer's capabilities and the City's strategic objectives outlined in the Scope of Services.

6.8. Negotiations

The City reserves the right to negotiate with the highest-ranked Proposer following the evaluation process. The City will not negotiate with lower-ranked Proposer(s) unless negotiations with higher-ranked Proposer(s) are unsuccessful and formally concluded.

If selected for negotiations, the Proposer may be required to submit revisions to its proposal, which may include, but are not limited to:

- Price adjustments or Best and Final Offers (BAFOs)
- Refinements to technical or scope-related components of the proposal
- Other modifications as reasonably requested by the City to ensure alignment with project goals and requirements

All negotiations shall be conducted at the City's sole discretion and in a manner deemed to serve the City's best interest.

6.9. Award

The City reserves the right to:

- If deemed in the City's best interest, award a contract in whole or part, make multiple awards, or award a primary and secondary contractor.
 - Reject any or all proposals and waive informalities or irregularities.
 - Consider past performance with the City or other public entities as part of the evaluation.
 - Additionally, it may not make an award if it is determined to be in the City's best interest.
-

6.10. Contract Execution

- The selected Proposer must execute the contract within a specified timeframe after award notification. Failure to do so may result in a contract award to the next highest-ranked proposer or re-solicitation.
 - The award is contingent upon funding availability and final City approval.
-

6.11. Notice of Intent to Award & Protest Procedures

- A Notice of Intent to Award may be issued before final contract execution.
 - Any formal protest must be submitted in writing within a specified timeframe following the Notice of Intent to Award, following the City's [Procurement Policy](#).
-

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Section 7.0. Solicitation Response Form

RFP-5684-25-KF “Comprehensive Community Solutions for Individuals Experiencing Homelessness”

The proposer must submit the completed, dated, and signed form.

The City reserves the right to accept any portion of the services to be performed at its discretion.

The undersigned has thoroughly examined the entire Solicitation and submitted the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for ninety (90) days after the time and date set for receipt of proposals.

The undersigned Proposer hereby acknowledges and agrees to the terms and conditions outlined in this solicitation. By submitting this Proposal, the Proposer certifies that it is fully prepared, willing, and able to perform and provide the services/work described herein, should the City accept and award the Contract.

The undersigned Proposer acknowledges the City’s sole discretion to reject any Proposal, waive informalities or irregularities, and take any action deemed in the City’s best interest.

By submitting this Proposal, the Proposer certifies— and, in the case of a joint Proposal, each participating party certifies independently— that the Proposal has been developed and submitted without collusion, consultation, communication, or agreement with any other Proposer or competitor regarding any aspect of the Proposal, including pricing, terms, or strategy.

By submitting this Proposal, the **Proposer** certifies that:

- The prices contained in the Proposal have not been knowingly disclosed to any other Proposer and will not be disclosed before the award.
- No attempt has been made, nor will be made, to induce any other person or entity to submit or refrain from submitting a Proposal in a manner that restricts competition.
- The individual signing the Proposal is a duly authorized agent of the Proposer and has the legal authority to bind the Proposer to all representations, supporting documentation, and fees/prices provided in the Proposal.

RECEIPT OF ADDENDA

The undersigned Proposer acknowledges receipt of all Addenda issued for this Solicitation, including modifications to the Specifications and Contract Documents.

- **Total number of Addenda received:** _____

The Proposer is solely responsible for ensuring that all Addenda have been received, reviewed, and acknowledged as part of the Proposal submission.

Additionally, the Proposer must submit:

- A letter signed by the entity's Owner or a Statement of Authority delegating authorization to act on behalf of the Proposer.
- A completed and current IRS Form W-9 before contract execution.

Proposer Information and Authorization

Entity Name: _____

Authorized Agent Name & Title: _____

Authorized Agent Signature: _____

Telephone Number: _____

Email Address of Agent: _____

Business Address: _____

City, State, ZIP Code: _____

Date: _____

Subcontractor Disclosure

The undersigned Proposer intends to subcontract the following portion(s) of Services/Work:

Name, address, city, and state of Subcontractor	Description of Service(s) to be performed	Est. Value & % of Service(s)

The **Proposer** certifies that all listed subcontractors are qualified to perform the specified services and will comply with all applicable contract requirements.

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ADDENDUM NO. 1

Date: May 23, 2025

From: City of Grand Junction Purchasing Division

To: All Proposers

RE: RFP-5684-25-KF – Notice of Funding Opportunity for Comprehensive Community Solutions for Individuals Experiencing Homelessness

Proposers responding to the above-referenced solicitation are hereby advised that certain requirements have been **clarified, modified, or supplemented** as of the date of this Addendum, as outlined below.

1. **Q:** Does the City intend to award only one contract, or may multiple proposals be selected for partial funding under the \$500,000 available?

A: Please refer to Section 4.12.5 of the solicitation, which addresses the possibility of multiple awards and partial funding.

2. **Q:** Will a proposal that requests less than \$75,000 in total funding still be considered?

A: No. As stated in Section 4.12.5, the minimum funding request is \$75,000.

3. **Q:** Will proposals that focus on providing basic services, such as public restroom access, be eligible for funding?

A: Please refer to Sections 4.2 and 4.6. The City may consider proposals addressing basic needs if they align with identified community priorities and contribute to broader homeless response efforts, even if housing placements are not the primary outcome.

4. **Q:** Would a proposal to expand toilet access and related sanitation infrastructure be considered responsive under this NOFO?

A: See Section 4.2 for guidance on eligible project types. Projects that support basic needs and system coordination may be considered if clearly tied to the goals and the scope outlined in the solicitation.

5. **Q:** Does the proposal need to include additional funding from other sources, and if so, what proportion of outside funding to city funding is preferable?

A: External funding is not required. Please refer to Section 4.11.4 for expectations regarding financial sustainability and reducing reliance on City funds. The solicitation does not establish a required proportion of outside funding.

Reminders:

- This Addendum modifies the original solicitation. All other terms and conditions remain unchanged.
- Acknowledgment of this Addendum is required on the **Solicitation Response Form (Section 7.0)**.

Thank you for your interest and attention to this matter.

Respectfully,



Kathleen Franklin
Senior Buyer/Purchasing Agent
City of Grand Junction



ADDENDUM NO. 2

Date: May 29, 2025

From: City of Grand Junction Purchasing Division

To: All Proposers

RE: RFP-5684-25-KF – Notice of Funding Opportunity for Comprehensive Community Solutions for Individuals Experiencing Homelessness

Proposers responding to the above-referenced solicitation are hereby advised that certain requirements have been **clarified, modified, or supplemented** as of the date of this Addendum, as outlined below.

Clarifications and Responses to Questions

(Collected during May 28, 2025, Non-Mandatory Virtual Pre-Proposal Meeting):

1. **Q:** Sections 1.16 and 1.27.4. Regarding multiple proposals, in one case, it talks about submitting alternate proposals and labeling one as an alternate, and then the section states that if you submit multiple proposals, the proposer might be penalized.

A: Proposers may submit **alternate proposals** as described in Section 1.16, if each version is clearly labeled and presents a different solution/project. However, according to Section 1.27.4, the submission of multiple proposals for the same Scope of Services by the same entity, under different names or in coordination with others, may be considered a conflict or evidence of collusion and may result in disqualification. To avoid this, all alternate proposals must be submitted transparently under a single entity and clearly different from each other.

2. **Q:** Regarding the solicitation opening ceremony, will proposals be treated as sealed proposals until the deadline of June 26, 2025, or will the City start evaluating them as soon as you receive the proposal on BidNet?

A: Proposals are treated as sealed and cannot be viewed by the City Purchasing Agent until after the submission deadline. BidNet Direct® restricts access until the official opening time. Proposals must be fully uploaded before 1:00 p.m. MDT on June 26, 2025; late submissions cannot be uploaded and will not be accepted.

3. **Q:** Does the evaluation process consider whether a proposer is based in Mesa County or Grand Junction, or already providing services locally?

A: No, geographic location or proximity is not part of the formal scoring criteria. The City does not assign preference points based on location. Please refer to Section 6.4.1 – *Evaluation Criteria and Weighted Values*.

However, proposals may highlight relevant local experience, current service delivery, or existing partnerships, which can be reflected under evaluation factors such as *Qualifications, Experience, and Capacity, and the Strategy and Implementation Plan*.

One of the primary goals of this funding opportunity is to expand capacity in response to a significant increase in the local unhoused population. While continuation of services may be part of a proposal, the City is particularly interested in projects that build upon existing work to increase service availability, infrastructure, and impact.

4. **Q:** Is there an estimated number of individuals the City expects proposers to serve under this funding opportunity? Do you have any numbers that the City has normally seen?

A: No. The City has not set a specific target number of individuals to be served. Proposers are expected to define the proposed service population and justify it based on their program model, operational capacity, and use of funds. The City's latest estimates indicate an unhoused population of approximately 2,300 individuals, with the current system capacity serving around 500, not including limited shelter space. Proposals should clearly articulate the scale and scope of services and how they align with identified community needs and available resources.

5. **Q:** If I attend meetings where City staff—especially from the Housing Division—are present, how should I conduct myself to avoid violating the prohibition on direct contact regarding the RFP?

A: All questions or discussions related to RFP-5684-25-KF must be submitted in writing to the City's Purchasing Agent, as outlined in Section 1.3 of the solicitation. Proposers should refrain from discussing the RFP or their proposal with any City staff outside of the formal inquiry process to maintain fairness and transparency for all interested parties. General discussions unrelated to this RFP may continue, but if the topic overlaps with the solicitation or proposed services, the conversation should be redirected as outlined in the RFP.

6. **Q:** Are there specific services that are underrepresented or in high demand within the community?

A: Proposers are encouraged to review the Grand Junction [Unhoused Needs Assessment](#), which identifies key service gaps and areas of greatest need. This document provides valuable insight into current system capacity and highlights underrepresented services that could benefit from expanded initiatives. Proposals aligned with these identified needs are strongly encouraged, particularly those that focus on service expansion and targeted support for underrepresented areas.

7. **Q:** Was the pre-proposal meeting recorded? And if so, could you share the link?

A: Yes, the Virtual Pre-Proposal Meeting for RFP-5684-25-KF was recorded. You may access the recording at the following link:

[🔗 Recap: Virtual Pre-Proposal Meeting – RFP-5684-25-KF](#)

Held: Wednesday, May 28, 2025

Please note: The recording will be available for 59 days from the meeting date.

Reminders:

- This Addendum modifies the original solicitation. All other terms and conditions remain unchanged.
- Acknowledgment of this Addendum is required on the **Solicitation Response Form (Section 7.0)**.

Thank you for your interest and attention to this matter.

Respectfully,



Kathleen Franklin
Senior Buyer/Purchasing Agent
City of Grand Junction



ADDENDUM NO. 3

Date: June 2, 2025

From: City of Grand Junction Purchasing Division

To: All Proposers

RE: RFP-5684-25-KF – Notice of Funding Opportunity for Comprehensive Community Solutions for Individuals Experiencing Homelessness

Proposers responding to the above-referenced solicitation are hereby advised that certain requirements have been **clarified, modified, or supplemented** as of the date of this Addendum, as outlined below.

1. **Q:** Is the \$2M General Liability requirement prior to any umbrella, or can the Umbrella policy work in tandem to achieve that requirement?

A: The standard requirement for General Liability is \$1M for each occurrence and \$2M aggregate, which is what is requested in the RFP. An Umbrella policy would apply in excess of those limits and does not contribute toward meeting the base requirement.

2. **Q:** Can Directors & Officers' professional insurance be combined with the Umbrella policy to reach the \$2M aggregate for Errors and Omissions insurance?

A: This question refers to two separate types of coverage: Directors & Officers' (D&O) Insurance and Professional Liability Errors and Omissions (E&O) Insurance. D&O and Professional E&O insurance generally do not extend to umbrella coverage. Therefore, the required limits must be met prior to any Umbrella policy.

3. **Q:** If we do not collect any personally identifiable information on users in the community, do we need to retain Cyber coverage?

A: The requirement for Cyber Liability coverage may be flexible, depending on the proposed project's scope and associated risk.

4. Clarification:

Please note: The insurance requirements outlined in this solicitation may be flexible depending on the proposed project's scope, structure, requested funding,

and associated risk. Proposers are encouraged to identify any exceptions and clearly describe the insurance coverage and policies currently in place, along with a justification as outlined in Section 1.23. The City will evaluate each proposal in context, considering the overall level of risk, funding, and structure it is willing to accept.

Reminders:

- **Electronic Submission Only:** Proposals must be submitted exclusively through BidNet Direct® – Rocky Mountain E-Purchasing System (RMEPS): <https://www.bidnetdirect.com/colorado/city-of-grand-junction>
- **Amendment of Solicitation:** This Addendum modifies the original solicitation. All other terms and conditions remain unchanged.
- **Acknowledgment Required:** Proposers must acknowledge receipt of this Addendum on the Solicitation Response Form (Section 7.0).

Thank you for your interest in this opportunity and for your attention to this matter.

Respectfully,



Kathleen Franklin
Senior Buyer/Purchasing Agent
City of Grand Junction



ADDENDUM NO. 4

Date: June 16, 2025

From: City of Grand Junction Purchasing Division

To: All Proposers

RE: RFP-5684-25-KF – Notice of Funding Opportunity for Comprehensive Community Solutions for Individuals Experiencing Homelessness

Proposers responding to the above-referenced solicitation are hereby advised that certain requirements have been **clarified, modified, or supplemented** as of the date of this Addendum, as outlined below.

1. **Q:** Regarding the non-profit bids for how to help GJ solve homelessness, is there any suggestions the general public can make OR how to find organizations that could put in a bid?

A: The general public is always welcome to share recommendations or input with the City's Housing Division by calling 970-256-4081 or emailing housing@gjcity.org. We also encourage individuals to reach out if they are interested in learning more about the ongoing work in the community or which agencies are leading those efforts, particularly as community involvement is a vital part of this work. We would be happy to discuss community agencies to reach out to about specific ideas or recommendations for this RFP; however, please also realize that moving from idea to action typically requires the capacity, resources, and sustained commitment that our local service providers bring to the table. Each agency must evaluate whether it is able to expand its capacity and determine how to do so in a way that is sustainable and aligned with its mission.

To ensure broad engagement, the RFP was shared through the City's Purchasing platforms and distributed to local and regional service providers, including the Mesa County Collaborative for the Unhoused and the Grand Valley Coalition for the Homeless. Interested individuals may reach out to those networks or review the RFP's sign-in sheet to connect with agencies considering submission.

Reminders:

- **Electronic Submission Only:** Proposals must be submitted exclusively through BidNet Direct® – Rocky Mountain E-Purchasing System (RMEPS): <https://www.bidnetdirect.com/colorado/city-of-grand-junction>

- **Amendment of Solicitation:** This Addendum modifies the original solicitation. All other terms and conditions remain unchanged.
- **Acknowledgment Required:** Proposers must acknowledge receipt of this Addendum on the Solicitation Response Form (Section 7.0).

No further questions will be accepted at this time.

Thank you for your interest in this opportunity and for your attention to this matter.

Respectfully,

A handwritten signature in blue ink, appearing to read 'K. Franklin', is positioned above the typed name.

Kathleen Franklin
Senior Buyer/Purchasing Agent
City of Grand Junction

RESOLUTION __-25

AUTHORIZING THE CITY MANAGER TO MAKE GRANT AWARDS AND EXECUTE FUNDING AGREEMENTS WITH GRAND VALLEY CATHOLIC OUTREACH, JOSEPH CENTER, AND HILLTOP HEALTH SERVICES CORPORATION FOR COMPREHENSIVE SOLUTIONS FOR INDIVIDUALS EXPERIENCING HOMELESSNESS

RECITALS:

In alignment with the City's 2023 Unhoused Needs Assessment and the Unhoused Strategy and Implementation Plan, the City released RFP-5684-25-KF, titled Comprehensive Community Solutions for Individuals Experiencing Homelessness, during the week of May 12, 2025. The RFP sought proposals that would advance long-term solutions focused on homelessness prevention, stabilization, and pathways into permanent housing, with an emphasis on collaboration, demonstrated capacity, and alignment with City housing and homelessness reduction goals.

The solicitation remained open through July 1, 2025, and indicated that up to \$500,000 per year could be awarded, subject to budget availability and City Council approval, for a potential three-year funding period. Proposals were invited that addressed emergency sheltering, housing stabilization, homelessness prevention, and critical public health, mobility, and basic needs, with encouragement to leverage multiple funding sources, including Community Development Block Grant (CDBG) funds where applicable.

The RFP Review Committee reviewed proposals based on responsiveness to the solicitation, understanding of community needs and City goals, organizational capacity and experience, implementation strategy, and budget efficiency.

At the Council's September 29, 2025, work session, staff presented the Committee's recommendations for funding. Council directed that the funding recommendations be included in the annual budget process as one-time funding.

Consistent with the City's annual budget process, and approved through Ordinance 5235, as the one-time funds for the Comprehensive Community Solutions for Individuals Experiencing Homelessness, the City Council by and with this Resolution affirms and directs the execution by the City Manager of a notice of award of \$13,847 to Grand Valley Catholic Outreach for the rental support and eviction/homeless prevention, \$100,000 to Joseph Center for expanding and sustaining a continuum of services that address homelessness, housing instability and behavioral-health recovery, and \$250,000 to Hilltop Health Services Corporation for provision of high-impact housing services, referrals, case management and training programs to individuals experiencing homelessness.

Having been fully advised in the premises, the City Council by and with this Resolution affirms and directs the execution of the foregoing notices and amounts with payment of said sums of money.

NOW THEREFORE, the City Council of the City of Grand Junction authorizes the City Manager to execute notices of award and agreements in the amount of \$363,847 for Grand Valley Catholic Outreach, the Joseph Center, and Hilltop Health Services Corporation as provided herein, as recommended by the RFP, and as further described in the application of each organization.

Cody Kennedy
President of the City Council

ATTEST:

Selestina Sandoval
City Clerk

DRAFT



Grand Junction City Council

Regular Session

Item #5.c.

Meeting Date: January 7, 2026
Presented By: City Council
Department: City Council
Submitted By: Selestina Sandoval

Information

SUBJECT:

A Resolution Appointing Jeremiah Boies as Interim City Attorney for the City of Grand Junction, Colorado

RECOMMENDATION:

It is recommended that the resolution be adopted.

EXECUTIVE SUMMARY:

With the retirement of City Attorney John Shaver, adoption of this resolution appoints Jeremiah Boies to serve as the Interim City Attorney.

BACKGROUND OR DETAILED INFORMATION:

City Attorney John Shaver has retired after serving the City of Grand Junction for 35 years. Pursuant to §56 of the Grand Junction City Charter, the City Council shall appoint a City Attorney. The City Council has determined that Jeremiah Boies should be appointed to that office in an interim capacity. This resolution appoints him to serve as Interim City Attorney until replaced or a permanent position is made.

FISCAL IMPACT:

The salary for this position is budgeted in the 2026 budget.

SUGGESTED MOTION:

I move to adopt Resolution 03-26, a resolution appointing Jeremiah Boies as Interim City Attorney for the City of Grand Junction.

Attachments

1. RES-Boies Acting CA 20251107

Resolution __-26

**A Resolution Appointing Jeremiah Boies as
Interim City Attorney for the City of Grand Junction, Colorado**

Recitals.

Pursuant to §56 of the Grand Junction City Charter, the City Council shall appoint a City Attorney.

The City Council has determined that Jeremiah Boies should be appointed to that office in an interim capacity.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF GRAND JUNCTION THAT:**

Jeremiah Boies is hereby appointed to serve as Interim City Attorney until replaced or a permanent appointment is made, for the City of Grand Junction, effective January 7, 2026.

Passed and Adopted this 7th day of January 2026.

Cody Kennedy
President of the City Council

ATTEST:

Selestina Sandoval
City Clerk



Grand Junction City Council

Regular Session

Item #5.d.

Meeting Date: January 7, 2026
Presented By: Jeremiah Boies, Assistant City Attorney
Department: City Attorney
Submitted By: Jeremiah Boies

Information

SUBJECT:

A Resolution Acknowledging the Defense of Officers Tafoya, Dressel, and Moesser in Civil Action No. 1:25-cv-02779-STV

RECOMMENDATION:

Adopt and approve the resolution acknowledging the defense of GJPD Officers Rosario Tafoya, William Dressel, and Travis Moesser in Civil Action 1:25-cv-02779-STV.

EXECUTIVE SUMMARY:

A Federal District Court action ("Complaint") has been filed alleging violation of a citizen's rights by employees of the Grand Junction Police Department, Rosario Tafoya, William Dressel, and Travis Moesser (collectively "the Officers"). The Complaint alleges misconduct by the Officers in pursuing a malicious prosecution against the Plaintiff, Mr. Bradley Conley. The Complaint also alleges the Officers violated Plaintiff's First Amendment right to free speech. Mr. Conley's Complaint names the Officers individually and in their official capacities. The Colorado Governmental Immunity Act ("Act") 24-10-101 *et. seq.* C.R.S. primarily covers public entities for actions in tort or that could lie in tort and its provisions also extend to public employees. The Act extends to public employees so long as the conduct that is the subject of the lawsuit was (i) within the performance of his duties, (ii) within the scope of his employment and (iii) not done willfully or wantonly.

Because the Officers are named individually, the City presumes that the Plaintiff is intending to state punitive damage claims against the Officers and, accordingly, with this Resolution, the City Council will acknowledge and provide the defense and indemnification as provided herein.

BACKGROUND OR DETAILED INFORMATION:

A Federal District Court action ("Complaint") has been filed alleging violation of a citizen's rights by employees of the Grand Junction Police Department, Rosario Tafoya, William Dressel, and Travis Moesser (collectively "the Officers"). The Complaint alleges misconduct by the Officers in pursuing a malicious prosecution against the Plaintiff, Mr. Bradley Conley. The Complaint also alleges the Officers violated Plaintiff's First Amendment right to free speech. Mr. Conley's Complaint names the Officers individually and in their official capacities.

Under the provisions of the Colorado Governmental Immunity Act, specifically sections 24-10-110 and 24-10-118 C.R.S. the City has certain indemnification obligations, and it may, if it determines by resolution adopted at an open public meeting that it is in the public interest to do so, defend a public employee against punitive damages claim or pay or settle any punitive damages claim against a public employee. The Plaintiff has asserted claims that the Officers violated the Plaintiff's civil rights by retaliating against his protected speech with a malicious prosecution. The Officers deny the allegations.

The Colorado Governmental Immunity Act ("Act") 24-10-101 *et. seq.* C.R.S. primarily covers public entities for actions in tort or that could lie in tort and its provisions also extend to public employees. The Act extends to public employees so long as the conduct that is the subject of the lawsuit was (i) within the performance of his duties, (ii) within the scope of his employment and (iii) not done willfully or wantonly.

Because the Officers are named individually, the City presumes that the Plaintiff is intending to seek punitive damages against the Officers and accordingly with this Resolution the City Council acknowledges and provides the defense and indemnification as provided herein.

Over the course of their interaction with the Plaintiff, the Officers were Colorado certified peace officers duly employed by the Grand Junction Police Department and the Plaintiff has named the Officers individually in the complaint based on and because of their employment by the City. Without question, the claims made against the Officers arise out of and in the scope of their employment.

The Chief of Police has determined that the Officers acted lawfully and within policy. That determination, based upon a preponderance of the evidence, considered the following standard: the Officers acted in good faith and upon a reasonable belief that their actions were lawful, as the Officers' actions were objectively reasonable based on the totality of the circumstances and consistent with the Department's policy and training. The Chief of Police has presumed that the Officer's actions were objectively reasonable as there is no evidence of intent to violate constitutional rights, or a reckless disregard to violate the Plaintiff's constitutional rights.

The Officers deny the allegations made against them in the complaint and reasonably believe that their conduct was reasonable, lawful and in good faith. The City has no basis to conclude that the Officers acted willfully and wantonly. They should not have to withstand the claims made against them without protection of the City and, because the

Officers acted within the scope of their employment, the recommendation is that the City Council adopt the resolution.

FISCAL IMPACT:

SUGGESTED MOTION:

I move to (adopt/deny) Resolution 04-26, a resolution acknowledging the defense of GJPD Officers Tafoya, Dressel, and Moesser in Civil Action No. 1:25-cv-02779-STV.

Attachments

1. RES - Indemnification Conley v GJ et al

CITY OF GRAND JUNCTION, COLORADO

RESOLUTION NO. XXX-26

ACKNOWLEDGING DEFENSE OF OFFICERS ROSARIO TAFOYA, WILLIAM DRESSEL, AND TRAVIS MOESSER, IN CIVIL ACTION NO. 1:25-cv-02779-STV

RECITALS:

A Federal District Court action ("Complaint") has been filed alleging violation of a citizen's rights by employees of the Grand Junction Police Department, Rosario Tafoya, William Dressel, and Travis Moesser (collectively "the Officers"). The Complaint alleges misconduct by the Officers in pursuing a malicious prosecution against the Plaintiff, Mr. Bradley Conley. The Complaint also alleges the Officers violated Plaintiff's First Amendment right to free speech. Mr. Conley's Complaint names the Officers individually and in their official capacities.

Under the provisions of the Colorado Governmental Immunity Act, specifically sections 24-10-110 and 24-10-118 C.R.S. the City has certain indemnification obligations, and it may, if it determines by resolution adopted at an open public meeting that it is in the public interest to do so, defend a public employee against punitive damages claim or pay or settle any punitive damages claim against a public employee. The Plaintiff has asserted claims that the Officers violated the Plaintiff's civil rights by retaliating against his protected speech with a malicious prosecution. The Officers deny the allegations.

The Colorado Governmental Immunity Act ("Act") 24-10-101 *et. seq.* C.R.S. primarily covers public entities for actions in tort or that could lie in tort and its provisions also extend to public employees. The Act extends to public employees so long as the conduct that is the subject of the lawsuit was (i) within the performance of his duties, (ii) within the scope of his employment and (iii) not done willfully or wantonly.

Because the Officers are named individually, the City presumes that the Plaintiff is intending to seek punitive damages against the Officers and accordingly with this Resolution the City Council acknowledges and provides the defense and indemnification as provided herein.

The Professional Standards Section of the GJPD investigated the allegations set forth in the Complaint. Around 2am on September 5, 2023, Officer Tafoya with the GJPD witnessed a black pickup truck in the parking lot of the Monument View Shopping Center. Due to the early hour, the businesses in the shopping center were closed. The parking lot also had signage stating the parking lot was for customers only. Officer Tafoya approached the vehicle and found that the Plaintiff was inside. Plaintiff stated that he had a right to be in the parking lot. Plaintiff also stated that he was working on construction of the new Dollar Tree Store. Plaintiff refused to identify himself. Officer Tafoya detained the Plaintiff to further investigate him for trespassing. Officer Dressel and Corporal Moesser arrived at the parking lot to assist Officer Tafoya. Through some

investigation, Corporal Moesser determined the Plaintiff was parked in the parking lot belonging to Life Community Church, not the Dollar Tree Store. Corporal Moesser called a representative from Life Community Church who said that the Plaintiff did not have permission to be on church property, and they wished Plaintiff to be charged with trespass. Plaintiff was ultimately charged with trespassing.

Over the course of their interaction with the Plaintiff, the Officers were Colorado certified peace officers duly employed by the Grand Junction Police Department and the Plaintiff has named the Officers individually in the complaint based on and because of their employment by the City. Without question the claims made against the Officers arise out of and in the scope of their employment.

The Chief of Police has determined that the Officers acted lawfully and within policy. That determination, based upon a preponderance of the evidence, considered the following standard: the Officers acted in good faith and upon a reasonable belief that their actions were lawful as the Officers' actions were objectively reasonable based on the totality of the circumstances and consistent with the Department's policy and training. The Chief of Police has presumed that the Officer's actions were objectively reasonable as there is no evidence of intent to violate constitutional rights, or a reckless disregard to violate the Plaintiff's constitutional rights.

In the event the lawsuit is settled, or civil judgment is entered against the Officers, the Chief of Police will review the investigation and any additional information obtained from the lawsuit that he believes may be relevant to the determination of good faith, including judicial determinations, evidence from trial or hearing, and discovery exchanges between the parties to the lawsuit.

The Officers deny the allegations made against them in the complaint and reasonably believe that their conduct was reasonable, lawful and in good faith.

The City has no basis to conclude that the Officers acted willfully and wantonly. They should not have to withstand the claims made against them without protection of the City.

Although it is unlikely that punitive damages claims will be sustained, it is right and proper to adopt this Resolution defending the Officers from the personal claims and liability that may arise out of or under any claim except any that is found to be willful, wanton, or criminal as defined by Colorado law or any violation that was not within the scope of his employment.

Because the City Council has reason to find that the Officers acted within the scope of their employment and because to do otherwise would send a wrong message to the employees of the City, *i.e.*, that the City may be unwilling to stand behind them when an employee is sued for the lawful performance of his/her duties, the City Council adopts this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION:

The City shall pay no judgment or settlement of claim(s) by the Officers where the claim has been compromised or settled without the City's consent.

The City's legal counsel and insurance defense counsel shall serve as counsel to the Officers unless it is credibly determined by such counsel that the interests of the City and the Officers may be adverse. In that event the Officers may select separate counsel to be approved in writing by the City Council. The Officers shall reasonably cooperate with the City in its defense of the claims.

By the adoption of this Resolution the City does not waive any defense of sovereign immunity as to any claim(s) or action(s).

The adoption of this Resolution shall not constitute a waiver by the City of insurance coverage with respect to any claim or liability arising out of or under 1:25-cv-02779-STV or any matter covered by the Resolution.

The purpose of this Resolution is to protect the Officers against personal liability for their lawful actions taken on behalf of and in the best interest of the City.

The Officers have read and affirm the foregoing averments. Consequently, the City Council hereby finds and determines at an open public meeting that it is the intention of the City Council that this Resolution be substantially construed in favor of protection of Officer Tafoya, Officer Dressell, and Corporal Moesser, and together with legal counsel, that the City defend against the claims against the Officers in accordance with 24-10-110 C.R.S. and/or to pay or to settle any punitive damage claims in accordance with law arising out of case 1:25-cv-02779-STV.

PASSED and **ADOPTED** this 7th day of January, 2026.

Cody Kennedy
President of the City Council

ATTEST:

Selestina Sandoval
City Clerk

DRAFT



Grand Junction City Council

Regular Session

Item #6.a.i.

Meeting Date: January 7, 2026
Presented By: Daniella Acosta, Principal Planner
Department: City Attorney
Submitted By: John Shaver, (former) City Attorney

Information

SUBJECT:

An Ordinance to Amend the Grand Junction Municipal Code Regarding Term Limits of Members of the Grand Junction Planning Commission and to Ratify the Appointment of Keith Ehlers to the Planning Commission (**Continued from December 3, 2025**)

RECOMMENDATION:

The Planning Commission heard this request at their December 23, 2025 meeting and voted (6-0) to recommend approval.

EXECUTIVE SUMMARY:

Title 21 of the GJMC (21.02.010(b)(3)) provides that members of the Planning Commission shall serve terms of four years. Members are limited to two consecutive terms. There is no provision in the Code defining when a former member may, if at all, be eligible for reappointment. Recently, the City Council reappointed Mr. Ehlers to the Planning Commission. This Ordinance serves to ratify that appointment, and to amend the Code for prospective application to make clear that after two consecutive terms a planning commissioner is not eligible for reappointment unless he/she is off the Commission for at least one year.

BACKGROUND OR DETAILED INFORMATION:

The Colorado Constitution limits the number of consecutive terms that may be served by certain elected and non-elected members of governing bodies and boards. The term of service for planning commissioners is determined by local law; however, it has been the City's practice to consider former members to be eligible to return to service only when the member, having served two consecutive terms, is off the Commission for at least four years. The appointment of Mr. Ehlers deviated from that past practice; however, because the City Council may lawfully lengthen, shorten, or eliminate term limits for members of the Planning Commission, that appointment highlighted the need

to clarify and amend the Code as provided herein.

While the City Attorney has advised the City Council that as written the Code proscribes any member that has served two consecutive terms from being reappointed to the Planning Commission, the City Council has determined that such was not its intent and consistent with its authority to lengthen, shorten, or eliminate term limits for members of the Planning Commission that the Code be amended to allow former members interested in returning to service on the Commission to be eligible for reappointment. Mr. Ehlers is such a person; he served on the Planning Commission, the City’s Development Code Committee, and is presently serving on the Housing Affordability Task Force. Due to his extensive experience and because the City erred in reappointing him, the City Council finds and determines that notwithstanding his having served two consecutive terms on the Planning Commission, he is eligible to serve again and affirms and ratifies his appointment.

This text amendment would amend the Code to allow for, after a planning commissioner serves two consecutive terms to be eligible for reappointment after he/she is off the Commission for at least one year from the date of the conclusion of their previous term, and includes the following amended text:

(deletions struck through; additions underlined): 21.02.010(b)(3) Term. Members shall serve terms of four years. Members are limited to two consecutive terms. A Member serving two consecutive terms will be eligible for reappointment so long as at least one year has passed since the conclusion of the member’s prior term. If reappointed, a member is limited to two consecutive terms.

NOTIFICATION REQUIREMENTS

Notice was completed as required by Section 21.02.030(g). Notice of the public hearing was published on December 6, 2025, in the Grand Junction Daily Sentinel.

ANALYSIS

The criteria for review are set forth in Section 21.02.050(d) of the Zoning and Development Code, which provides that the City may approve an amendment to the text of the Code if the applicant can demonstrate evidence proving each of the following criteria:

- (A) Consistency with Comprehensive Plan
The Comprehensive Plan does not speak directly to term limits for specific boards or commissions. The Comprehensive Plan does offer the following goal that may (or may not) be determined by the Planning Commission to be an applicable goal/strategy related to this text amendment. The Plan provides in Plan Principle 11: Effective and Transparent Government that the city should “Develop and support leadership that reflects the diversity of the Community. This goal specifically provides “a. City Committees, Board and Commissions Recruitment. Strive to reflect the diversity of the community in the membership of its boards and commissions, including but not limited to people of different races, ethnicities, income levels, ages, genders, sexualities,

abilities, and backgrounds.”

Because there are no clear inconsistencies with the Plan, staff has found that is it consistent.

(B) Consistency with Zoning and Development Code Standards

The amendment is limited to a modification of the Terms of the Planning Commission under section 21.02.010 Decision Making authority. This amendment does not modify any substantive zoning, development, or design standards. Therefore, Staff finds this criterion has been met.

(C) Specific Reasons

The proposed Code Text Amendment shall meet at least one of the following specific reasons:

- a. To address trends in development or regulatory practices;

It is common for a Code, or related bylaws, to specify the period of time, if any, for a former member to be eligible to return to service after serving their term(s). This text amendment addresses this practice.

- b. To expand, modify, or add requirements for development in general or to address specific development issues;

Not applicable.

- c. To add, modify or expand zone districts; or

Not applicable.

- d. To clarify or modify procedures for processing development applications.

Not applicable.

Staff finds this criterion has been met.

FINDING OF FACT AND RECOMMENDATION

After reviewing the proposed amendments, the following finding of fact has been made:

In accordance with Section 21.02.050(d) of the Grand Junction Zoning and Development Code, the request demonstrates evidence proving consistency with the Comprehensive Plan, Zoning & Development Code Standards, and that at least one of the specific reasons outlined.

Therefore, the Planning Commission recommended approval of this request.

FISCAL IMPACT:

There is no immediate fiscal impact.

SUGGESTED MOTION:

I move to pass and adopt Ordinance 5293 an ordinance to amend the Grand Junction Municipal Code regarding term limits of members of the Grand Junction Planning Commission and to ratify the appointment of Keith Ehlers to the Planning Commission on final passage and order final publication in pamphlet form.

Attachments

1. Planning Commission Minutes - 2025 - Dec 23 - DRAFT
2. ORD-ZDC Amendment PC Term Limits 12.29.2025

GRAND JUNCTION PLANNING COMMISSION
December 23, 2025, 5:30 PM
MINUTES

The meeting of the Planning Commission was called to order at 5:34 p.m. by Chair Sandra Weckerly.

Those present were Planning Commissioners; Orin Zyvan, Robert Quintero, Ian Thomas (virtually), Gregg Palmer, and Keith Ehlers.

Also present were Jamie Beard (Assistant City Attorney), Tamra Allen (Community Development Director) Thomas Lloyd (Planning Manager), Daniella Acosta Stine (Principal Planner), and Madeline Robinson (Planning Technician).

There were 8 members of the public in attendance, and 0 virtually.

CONSENT AGENDA

1. Approval of Minutes

Minutes of Previous Meeting(s) from December 9, 2025.

Commissioner Palmer moved to approve the Consent Agenda.

Commissioner Quintero seconded; motion passed 6-0.

REGULAR AGENDA

2. Lucky Me Center - 29 Rd & Patterson Rd RZN-2025-293

Consider a request by Lucky Me Premises LLC, Property Owner, to rezone a total of 3.60 acres from MU-1 (Mixed-Use Neighborhood) and RM-12 (Residential Medium 12) to MU-2 (Mixed - Use Light Commercial), located at the northeast corner of the intersection of Patterson Road and 29 Road. - **This item to be moved to the January 13th, 2026 Planning Commission Hearing**

3. 377 & 379 29 Road Comprehensive Plan Amendment CPA-2025-502

Consider a request by Sunshine of Delta, Inc. for a Comprehensive Plan Amendment for approximately 3.72 acres from Residential High to Mixed Use located at 377 29 Road and 379 29 Road

Staff Presentation

Thomas Lloyd, Planning Manager, introduced exhibits on behalf of Senior Planner, Jenna Gorney, into the record and provided a presentation regarding the request.

Questions for Staff

No questions for staff from the commissioners.

Applicant John Moir, owner of Sunshine of Delta, made comment that staff did an excellent job and had nothing further to add. He was present to answer any questions.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

The public comment period was closed at 5:51 p.m. on December 23, 2025.

There were no additional questions or comments for Staff or the Applicant.

Discussion

Commissioner Ehlers had a question for the applicant as to why the MU-1 zoning had not been looked at for the CPA. Planning Manager Lloyd made comment that MU-2 does allow for higher density and more flexibility with the commercial and retail uses.

Motion and Vote

Commissioner Quintero made the following motion "Madam Chair, on the Comprehensive Plan Amendment request for the property located at 377 and 379 29 Road, City file number CPA-2025-502, I move that the Planning Commission forward a recommendation of approval to City Council with the findings of fact as listed in the staff report."

Commissioner Palmer seconded; motion passed 6-0.

4. 377 & 379 29 Road Rezone RZN-2025-503

Consider a request by Sunshine of Delta, Inc., for a Rezone of approximately 3.72 acres from Residential Medium 12 (RM-12) to Mixed-Use Light Commercial (MU-2) located at 377 and 379 29 Road

Staff Presentation

Thomas Lloyd, Planning Manager, introduced exhibits on behalf of Senior Planner, Jenna Gorney, into the record and provided a presentation regarding the request.

Questions for Staff

No questions for staff from the commissioners. No presentations or comment from the applicant either.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:09 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

No discussion occurred.

Motion and Vote

Commissioner Quintero made the following motion “Madam Chair, on the Rezone request for the property located at 377 and 379 29 Road, City File Number RZN-2025-503, I move that the Planning Commission forward a recommendation of conditional approval to City Council with the finding of fact as listed in the staff report.”

Commissioner Palmer seconded; motion passed 6-0.

5. Zoning Code Amendments

ZCA-2025-698

Consider a request to Amend Section 21.02.010(b)(3) pertaining to Planning Commissioner Terms

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

No questions from Commissioners for staff

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:15 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Palmer made comment that he believes in term limits, but commissioners are appointed by City Council where Council members are elected. Palmer supports this item.

Commissioner Thomas also made comments that he supports the item as well, and there are times when the commission struggles to find qualified individuals.

Commissioner Zyvan made comment that he approves of the gap between terms.

Motion and Vote

Commissioner Palmer made the following motion “Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-698, I move that the Packet Page 98 Planning Commission forward a recommendation of approval to City Council with the finding of fact listed in the staff report.”

Commissioner Quintero seconded; motion passed 6-0.

6. Zoning Code Amendments ZCA-2025-697

Consider an Ordinance Amending Sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) Regarding Application Outreach Meetings, Required Improvements, and Accessible Parking

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

Commissioner Zyvan had clarifying questions about how the city is complying with the State’s accessibility with EV charging.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 6:29 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Palmer wanted further clarification as to why staff wanted to make the changes brought forth with this item.

Motion and Vote

Commissioner Zyvan made the following motion “Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-697, excluding 21.05.020(q), I move that the Planning Commission forward a recommendation of approval to City Council with the finding of fact listed in the staff report.”

Commissioner Quintero seconded; motion passed 6-0.

7. Zoning Code Amendments ZCA-2025-699

Consider a request to amend sections of the Zoning and Development Code (Title 21 of the Grand Junction Municipal Code) concerning Pre-Application Meetings

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

Commissioner Ehlers questioned the absolute striking of the criteria from the code, and what other services may still be available for applicants.

Commissioner Zyvan questioned the barriers applicants may endure with this elimination from code.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 16, 2025, via www.gjcity.org.

Co-applicant Kevin Bray, had a presentation for the Commissioners.

Housing Task Force Member Mark Austin made comment to the commissioners of his support of removing Pre-Application meetings.

Commissioner Ehlers had questions about the checklist and its revisions. Community Development Director Tamra Allen made comment that the Pre-Application process would be voluntary now.

*The public comment period was closed at 7:05 p.m. on December 23, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

Commissioner Zyvan approves of the variability for submittals.

Motion and Vote

Commissioner Quintero made the following motion "Madam Chair, on the request to amend Title 21 Zoning and Development Code of the Grand Junction Municipal Code, City file number ZCA-2025-699, I move that the Planning Commission forward a recommendation of approval to City Council with the findings of fact listed in the staff report."

Commissioner Palmer seconded; motion passed 6-0.

OTHER BUSINESS

Workshop will be occurring on January 8th

ADJOURNMENT

Commissioner Quintero made a motion to adjourn the meeting. Palmer seconded

The vote to adjourn was 6-0.

The meeting adjourned at 7:08 p.m.

45 At the December 3, 2025, meeting the City Council considered this Ordinance and
46 determined that amendment of the Code is necessary to affirm and ratify the
47 appointment and to modify the Code as follows.

48
49 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF**
50 **GRAND JUNCTION, COLORADO:**

51
52 The foregoing Recitals are incorporated and adopted, and in accordance with and
53 pursuant to this Ordinance the Grand Junction City Council amends Title
54 21.02.010(b)(3) of the Grand Junction Municipal Code as follows (deletions ~~struck~~
55 through; additions underlined):

56
57 *21.02.010(b)(3) Term. Members shall serve terms of four years. Members are limited*
58 *to two consecutive terms. A Member serving two consecutive terms will be eligible for*
59 *reappointment so long as at least one year has passed since the conclusion of the*
60 *member’s prior term. If reappointed, a member is limited to two consecutive terms.*

61
62 The City Council hereby finds that this amendment of the Code and ratification of the
63 appointment of Mr. Ehlers to the Planning Commission are necessary and further the
64 interests of public health, safety and welfare by effectuating the Council's publicly stated
65 purposes and policies.

66
67 INTRODUCED on first reading on the 3rd day of December 2025 and ordered published
68 in pamphlet form.

69
70 ADOPTED on second reading this ____ day of January 2026.

71
72
73
74 _____
75 Cody Kennedy
76 President of the City Council

77 ATTEST:

78
79 _____
80 Selestina Sandoval
81 City Clerk



Grand Junction City Council

Regular Session

Item #6.b.i.

Meeting Date: January 7, 2026
Presented By: Daniella Acosta, Principal Planner
Department: Community Development
Submitted By: Daniella Acosta Stine, Principal Planner

Information

SUBJECT:

An Ordinance to Vacate 0.89 Acres of Public Right-of-way Located Northeast of 30 Road and E Road and South of the Denver and Rio Grande Railroad

RECOMMENDATION:

The Planning Commission heard this item at the December 9, 2025, hearing and voted (6-0) to recommend approval of the request.

EXECUTIVE SUMMARY:

The Applicant, 42 E Road Storage LLC, is requesting the vacation of approximately 0.89 acres of public right-of-way established by Roadbook Petition. The proposed vacation is in anticipation of future commercial development for the proposed retail flex space and mini-storage to be located at 3004 E Road. The request to vacate is consistent with the City's Comprehensive Plan and Circulation Plan.

BACKGROUND OR DETAILED INFORMATION:

The subject vacation area of 0.89 acres is located north of E Road and east of 30 Rd and south of the Denver and Rio Grande Railroad, on the northern portion of Lot 2 of Dollar General Subdivision. The subdivision occurred in 2025, resulting in the creation of Lot 2 (located at 3004 E Road), which is the site of the proposed retail flex space and mini-storage facility, and Lot 1, located at 492 30 Road, which currently contains a Dollar General. A roadbook petition right-of-way extends across the northern portion of Lot 2. According to Plat Note 5 on the Dollar General Subdivision, any future development of Lot 2 requires the vacation of the petitioned right-of-way occupying the northern 60 feet of the property.

Now that the owners of 3004 E Road (42 E Road Storage, LLC) intend to develop Lot 2, they are fulfilling this plat obligation by seeking to vacate the road right-of-way prior

to submitting a development application for the proposed project.

The road right-of-way extends east-west along the Denver and Rio Grande Railroad corridor and runs for some distance beyond the subject property. However, it does not correspond with any adopted or planned roadway extensions in the City’s transportation network. The railroad corridor directly to the north effectively prevents the development of a parallel roadway in this alignment, and the presence of 30 Road, which already provides a north–south underpass connection to E Road and North Avenue, serves the area’s existing access needs.

As such, the road right-of-way is considered obsolete and unnecessary, functioning only as an encumbrance on Lot 2. Its vacation will allow the property to proceed with development consistent with City standards and the original plat conditions.

NOTIFICATION REQUIREMENTS

A Neighborhood Comment Meeting regarding the proposed rezone request was held on January 9, 2025, in accordance with Section 21.02.030(c) of the Zoning and Development Code. Other than the project’s representative and staff, no members of the public were in attendance.

Notice was completed consistent with the provisions in Section 21.02.030(g) of the City’s Zoning and Development Code. The subject property was posted with application signs on each street frontage on September 25, 2025. Mailed notice of the public hearings before the Planning Commission and City Council in the form of notification cards was sent to surrounding property owners within 500 feet of the subject property on November 14, 2025. The notice of the Planning Commission public hearing was published November 15, 2024, in the Grand Junction Daily Sentinel.

ANALYSIS

The criteria for review are set forth in Section 21.02.050(p) of the Zoning and Development Code. The purpose of this section is to permit the vacation of surplus rights-of-way and/or easements. The vacation of the right-of-way or easement shall conform to the following:

- 1. The Comprehensive Plan, Grand Junction Circulation Plan and other adopted plans and policies of the City;*

The request to vacate approximately 0.89 acres of existing public right-of-way does not conflict with the Comprehensive Plan, Grand Junction Circulation Plan, or other adopted plans and policies of the City. The subject road right-of-way was established in 1896 and is not identified in the Grand Junction Circulation Plan for future roadway improvements or extensions. The area is designated Commercial in the One Grand Junction Comprehensive Plan and the Pear Park Neighborhood Plan, both of which envision this corridor as an area for retail, service, and employment uses located along major local and state roadways. Vacating this road right-of-way will not alter these planned land use characteristics or diminish transportation connectivity, as 30 Road and E Road already provide adequate circulation for the area.

Further, the vacation supports continued economic development and expansion of the adjacent commercially zoned (MU-1) property, aligning with the Comprehensive Plan's emphasis on responsible and managed growth and reinvestment in existing urbanized areas. Existing utility and drainage easements will remain in place, ensuring no impact to public infrastructure or service delivery.

Accordingly, staff has found this criterion has been met.

2. No parcel shall be landlocked as a result of the vacation;

The proposed vacation will not result in any parcel being landlocked. The right-of-way proposed for vacation is located along the northern portion of the applicant's property and is entirely under the ownership and control of 42 E Road Storage, LLC. The vacated area does not provide access to any other property not owned by the applicant, and the adjoining parcels maintain access from existing public streets, including 30 Road and E Road.

As stated in the applicant's project report, "No parcel(s) of land not under the control of the applicant will be landlocked as a result of the proposed vacation." The road right-of-way area is unimproved and does not function as a means of access to any other property. Therefore, the vacation will not alter or restrict access to surrounding parcels or create any condition of landlocking.

Accordingly, staff has found this criterion has been met.

3. Access to any parcel shall not be restricted to the point where access is unreasonable, economically prohibitive, or reduces or devalues any property affected by the proposed vacation;

The proposed vacation will not restrict or diminish access to any surrounding parcels. The right-of-way proposed for vacation is unimproved as a roadway and does not function as a travel corridor or provide vehicular access to any other properties. All parcels in the vicinity, including those not under the applicant's ownership, are served by established public streets such as 30 Road and E Road, which provide direct and efficient access to the area.

Because the right-of-way does not currently serve public access purposes, its removal will not alter existing circulation patterns or affect the accessibility of adjacent lands. The vacation simply removes an obsolete and unused road right-of-way without imposing any new physical or economic barriers to access. As such, no property will experience reduced accessibility or loss of value as a result of the action.

Therefore, staff has found this criterion has been met.

4. There shall be no adverse impacts on the health, safety, and/or welfare of the general community, and the quality of public facilities and services provided to any parcel of land shall not be reduced (e.g., police/fire protection and utility services;

The proposed vacation will not create any adverse impacts on the health, safety, or welfare of the general community. The right-of-way area is not improved as a road and is not used for public access or circulation. Its removal from public ownership for a road will not affect emergency response routes or the delivery of essential services. Police and fire access to the surrounding area will continue to be provided via existing public streets, including 30 Road and E Road, both of which are designed to accommodate emergency vehicle access.

Existing public utilities and drainage facilities located within the right-of-way will remain in place, protected by appropriate easements to ensure ongoing access for maintenance and service. As a result, the vacation will have no effect on the functionality or quality of utility, drainage, or emergency services serving the area.

Because the right-of-way is functionally obsolete, its vacation will eliminate an unnecessary public encumbrance without reducing service levels or compromising public welfare.

Therefore, staff has found this criterion has been met.

5. The provision of adequate public facilities and services shall not be inhibited to any property as required in Chapter 21.06 GJMC; and

The proposed vacation will not inhibit the provision of public facilities or services to any property. The right-of-way proposed for vacation currently includes existing utility infrastructure, including a sanitary sewer main, natural gas line, drainage improvements, and irrigation facilities. These systems are not affected by the proposed action, as easements will remain in place to preserve full access for operation, maintenance, and future upgrades. As part of this request, the applicant will grant a northerly 27-foot easement to ensure adequate separation from the sanitary sewer—resulting in approximately 12 feet of clearance from the sewer’s centerline on the west end and just over 10 feet on the east end—thereby maintaining the required utility protection and access.

The right-of-way area is not necessary for roadway circulation or service delivery, and the surrounding network of 30 Road and E Road provides sufficient access for public and private service providers. Because all utilities and access routes will remain intact, the vacation will not impair the City’s ability to maintain or extend services consistent with GJMC § 21.05.020.

The removal of this unused road right-of-way therefore has no adverse effect on public infrastructure capacity or service provision and will continue to support the efficient delivery of essential utilities and facilities to the area. Accordingly, staff has found this criterion has been met.

6. The proposal shall not hinder public and City functions.

The proposed vacation will not hinder public or City functions. The right-of-way area is not used for access, transportation, or public infrastructure beyond existing utilities,

which will remain protected by easements following the vacation. The removal of this unused and obsolete right-of-way will not disrupt any active City operations, public service routes, or maintenance responsibilities.

The City’s ability to deliver essential services—including police, fire, and utility maintenance—will remain fully intact, as these functions are supported by existing and operational public streets such as 30 Road and E Road. The vacation request has undergone review by external agencies and utility providers, ensuring that no municipal, public, or private service functions are negatively impacted and that all necessary easement rights are preserved.

By eliminating a redundant public claim that no longer serves a community purpose, the road vacation helps streamline City property management and supports efficient land use consistent with adopted City policies.

Therefore, staff has found this criterion has been met.

RECOMMENDATION AND FINDINGS OF FACT

After reviewing the 42 E Road Storage LLC Road Right-Of-Way Vacation, VAC-2025-84, located northeast of 30 Road and E Road and south of the Denver and Rio Grande Railroad, the following findings of fact have been made with the recommended conditions of approval:

- The request with the following conditions conforms with Section 21.02.050(p) of the Zoning and Development Code.
- The property includes a sanitary sewer line and a sanitary sewer easement within the area of the right-of-way requested to be vacated. As a condition of vacating the right-of-way, the City is requiring a sanitary sewer easement be granted to the City by the property owner which covers 10 feet on either side of the centerline where the sewer line is installed for a total of at least 20 feet. The easement area will be covered in the 27 feet south of the north property line.

Therefore, the Planning Commission recommended approval of the requested vacation.

FISCAL IMPACT:

The estimated fiscal impact of vacating the 38,769 square-foot ROW is approximately, \$353,573.28, based on an average land value of \$9.12 per square foot derived from comparable commercial parcel sales in the area. This estimate is based on nearby improved commercial parcels and may not reflect the market value of undevelopable right-of-way. Due to limited comparable data, it should be considered a general indicator only.

SUGGESTED MOTION:

I move to (adopt/deny) Ordinance No. 5296, an ordinance vacating 0.89 acres of public right-of-way located northeast of 30 Road and E Road and south of the Denver and Rio Grande Railroad upon final passage and order final publication in pamphlet form.

Attachments

- 1. Exhibit 1. Development Application
- 2. Exhibit 2. Neighborhood Comment Meeting
- 3. Exhibit 3. Vacation Legal Description
- 4. Exhibit 4. Vacation Map Exhibit
- 5. Exhibit 5. Sewer Easement Exhibit Signed Stamped
- 6. Exhibit 6. Sewer Easement Legal Signed Stamped
- 7. Exhibit 7. Planning Commission Minutes - 2025 - Dec 9 - DRAFT
- 8. ORD-3004 E Road Vacation 20251211

Development Application

We, the undersigned, being the owner's of the property adjacent to or situated in the City of Grand Junction, Mesa County, State of Colorado, as described herein do petition this:

Petition For:

Please fill in blanks below only for Zone of Annexation, Rezones, and Comprehensive Plan Amendments:

Existing Land Use Designation	<input type="text"/>	Existing Zoning	<input type="text"/>
Proposed Land Use Designation	<input type="text"/>	Proposed Zoning	<input type="text"/>

Property Information

Site Location:	<input type="text" value="3004 E Road"/>	Site Acreage:	<input type="text" value="0.93 Vacated Area"/>
Site Tax No(s):	<input type="text" value="2943-162-22-002"/>	Site Zoning:	<input type="text" value="MU-1"/>
Project Description:	<input type="text" value="Request to vacate a 60 foot wide right-of-way adjacent to the railroad."/>		

Property Owner Information

Name:

Street Address:

City/State/Zip:

Business Phone #:

E-Mail:

Fax #:

Contact Person:

Contact Phone #:

Applicant Information

Name:

Street Address:

City/State/Zip:

Business Phone #:

E-Mail:

Fax #:

Contact Person:

Contact Phone #:

Representative Information

Name:

Street Address:

City/State/Zip:

Business Phone #:

E-Mail:

Fax #:

Contact Person:

Contact Phone #:

NOTE: Legal property owner is owner of record on date of submittal.

We hereby acknowledge that we have familiarized ourselves with the rules and regulations with respect to the preparation of this submittal, that the foregoing information is true and complete to the best of our knowledge, and that we assume the responsibility to monitor the status of the application and the review comments. We recognize that we or our representative(s) must be present at all required hearings. In the event that the petitioner is not represented, the item may be dropped from the agenda and an additional fee may be charged to cover rescheduling expenses before it can again be placed on the agenda.

Signature of Person Completing the Application Digitally signed by Tom Logue
 DN: cn=Tom Logue, o, ou, email=talldc@msn.com, c=US
 Date: 2015.09.24 08:50:37 -0600

Signature of Legal Property Owner

Date

Date

GENERAL PROJECT REPORT FOR:

**ROAD RIGHT-OF-WAY VACATION
APPLICATION**

GRAND JUNCTION, COLORADO
February, 2025
Rev. August 11, 2025

**PART A
REQUEST**

	PAGE
LOCATION MAP	1
REQUEST	1
ACCESS AND TRAFFIC CIRCULATION	2
LAND USE ZONING	2
LAND USE ZONING MAP	2
GRAND JUNCTION COMPREHENSIVE PLAN	3
EXISTING and SURROUNDING LAND USE	3
LAND USE MAP	
SITE PLAN	

**PART B
EVALUATION OF THE REQUEST**

	PAGE
VACATION APPROVAL CRITERIA	4 & 5

PREPARED FOR:

42 E ROAD STORAGE, LLC.
PO Box 1212, AMERICAN FORK, UT 84004
385-229-7709

This application is a request to vacate a 60 foot wide road right-of-way consisting of approximately 650 centerline feet comprising approximately 0.93 acres. The subject right-of-way was established as a highway by order of the Mesa County Commissioners in 1896 and is not identified in the *Grand Valley Circulation Plan*. The land adjoining the requested vacated areas is under the control of the owner/applicant. Vacation of the right-of-way will permit the future expansion efforts planned for the adjoining property.

The following are justifies for the vacation of the right-of-way:

- ✓ Maintains the existing utilities, easements and access.
- ✓ The request meets all of the approval criteria contained within the municipal code for vacation requests.
- ✓ Allow the owner/applicant to carry on with their expansion efforts.
- ✓ An increase in economic activity in the community due to the future construction efforts.



THOMAS A. LOGUE LAND DEVELOPMENT CONSULTANT
537 FRUITWOOD DRIVE • GRAND JUNCTION • COLORADO • 81504 • 970-434-8215

of-way vacation to the owner/applicant's current land ownership and the existing land uses adjoining the proposed road vacation.

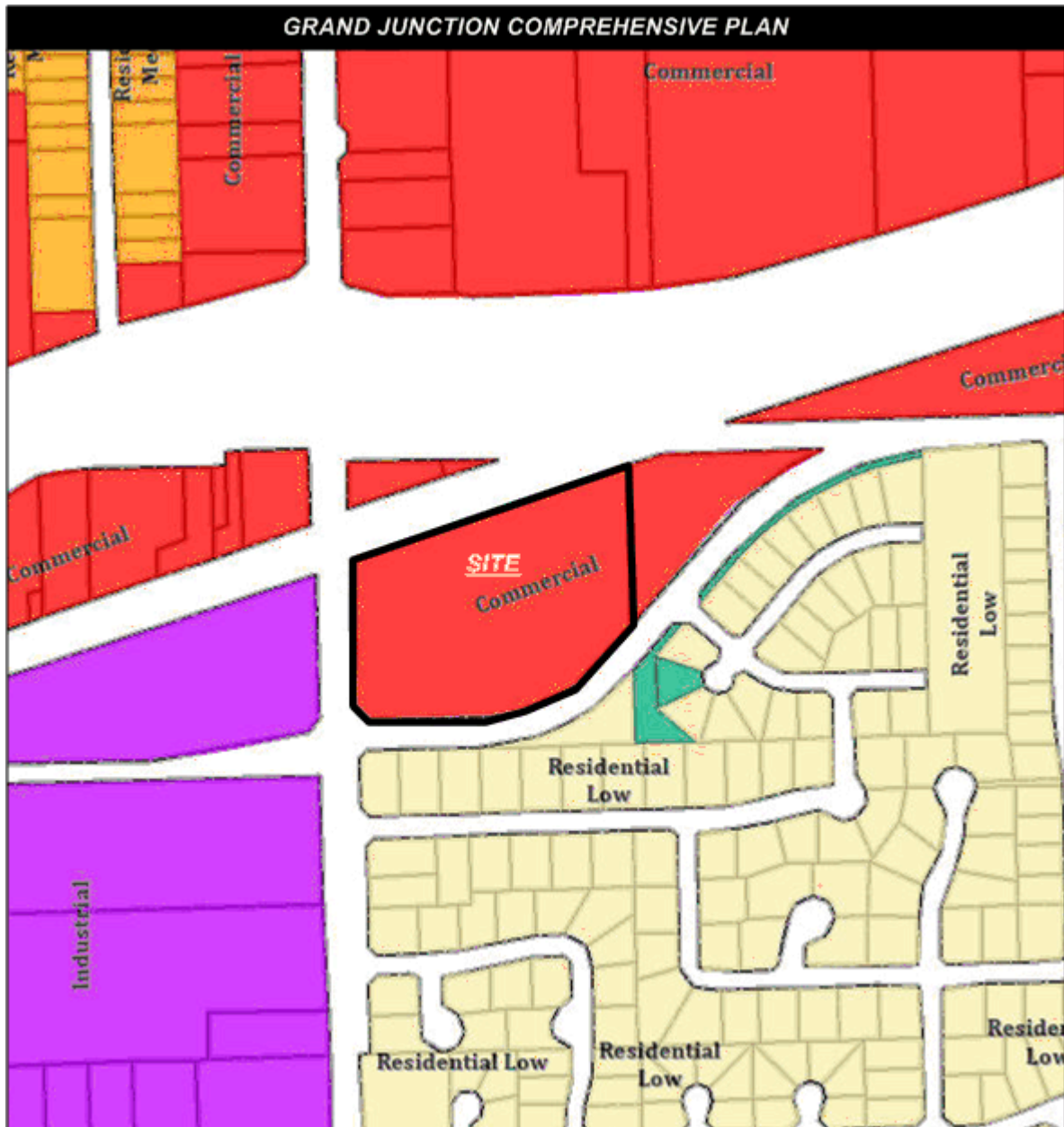
ACCESS AND TRAFFIC CIRCULATION - The *Grand Valley Circulation Plan* establishes functional road classifications and a conceptual local street network plan. According to the plan, the subject right-of-way is not classified nor identified as a roadway. Other nearby streets are, 30 road classified as a Minor Arterial and E Road classified as Major Collector.

LAND USE ZONING - An examination of the Grand Junction Zoning Map reveals that all of the property adjacent to the vacated areas is zoned: MU-1, (Mixed Use). Other nearby zones include Industrial and Residential Low designations.

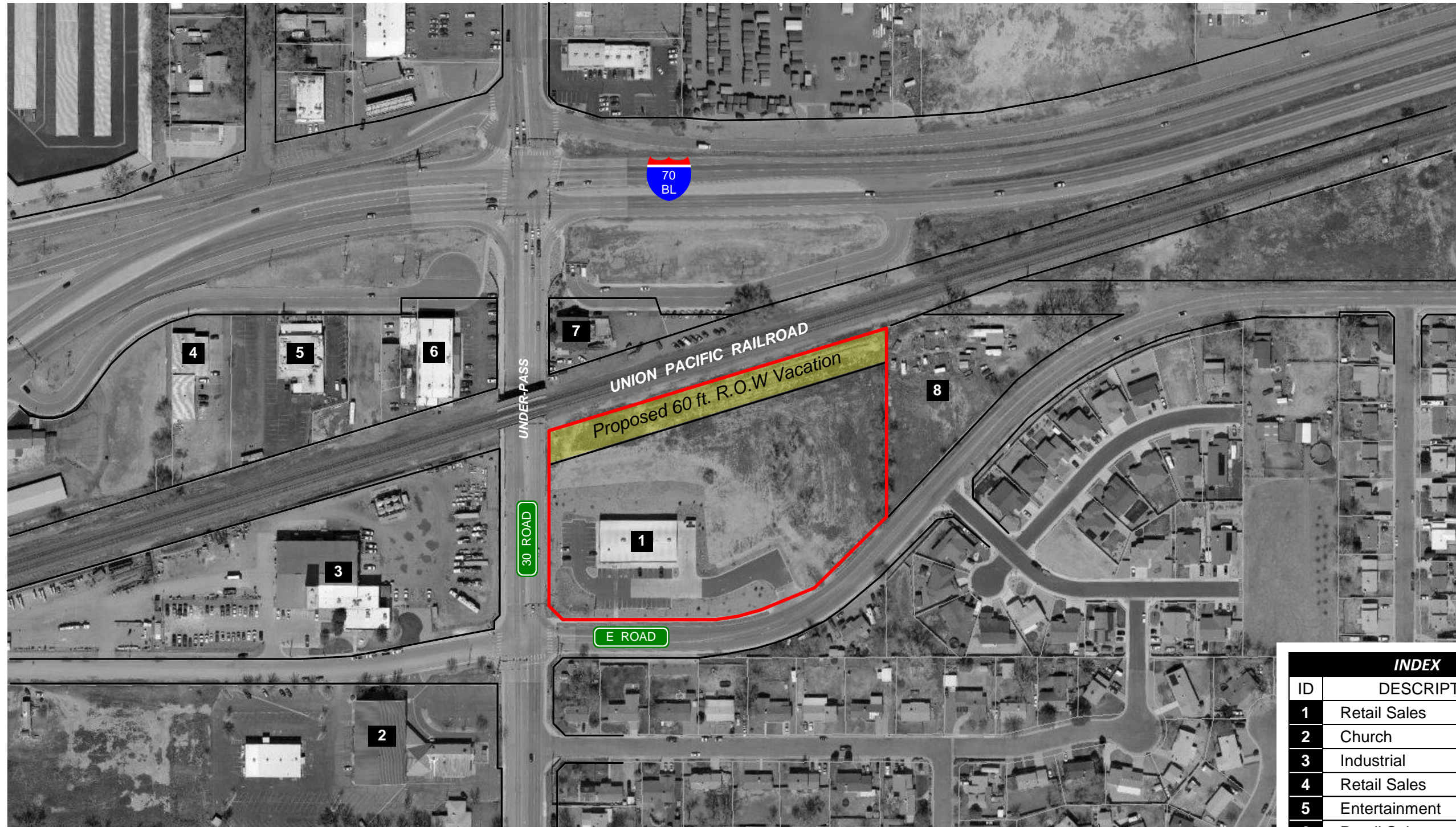


One Grand Junction was adopted in December and supersedes and replaces the Comprehensive Plan, which was adopted in 2010. The Comprehensive Plan is not a definitive course of action or a legally binding obligation of what must be done. Rather, it is a guidance document that describes

what the community would like to become and what steps and actions, partnerships, and policies will move the City forward to achieving its vision. According to the plan land in the vicinity of the subject property is designated as “Commercial”.



EXISTING and SURROUNDING LAND USES – The land within the proposed vacated area is fallow and occupied by a Sanitary Sewer Main, Natural Gas Main, an underground drain and irrigation lines. The existing drainage and utility easements within the vacated area will remain. The surrounding land uses in the vicinity of the proposed right-of-way vacation is considered to be “medium” intensity. The area is dominated by the Union Pacific Railroad main line. In addition to nearby single family residential uses; a church, industrial and business endeavors can be found. The adjacent property owned by applicant is currently non irrigated fallow land and a Dollar General retail sales store. The following Land Use Map portrays land uses in the vicinity of the requested vacated right-of-way, followed by a Site Map:



INDEX	
ID	DESCRIPTION
1	Retail Sales
2	Church
3	Industrial
4	Retail Sales
5	Entertainment
6	Retail Sales
7	Retail Sales
8	Single Family Residential

Date: February, 2025
 Scale: 1 in. = 200 ft.



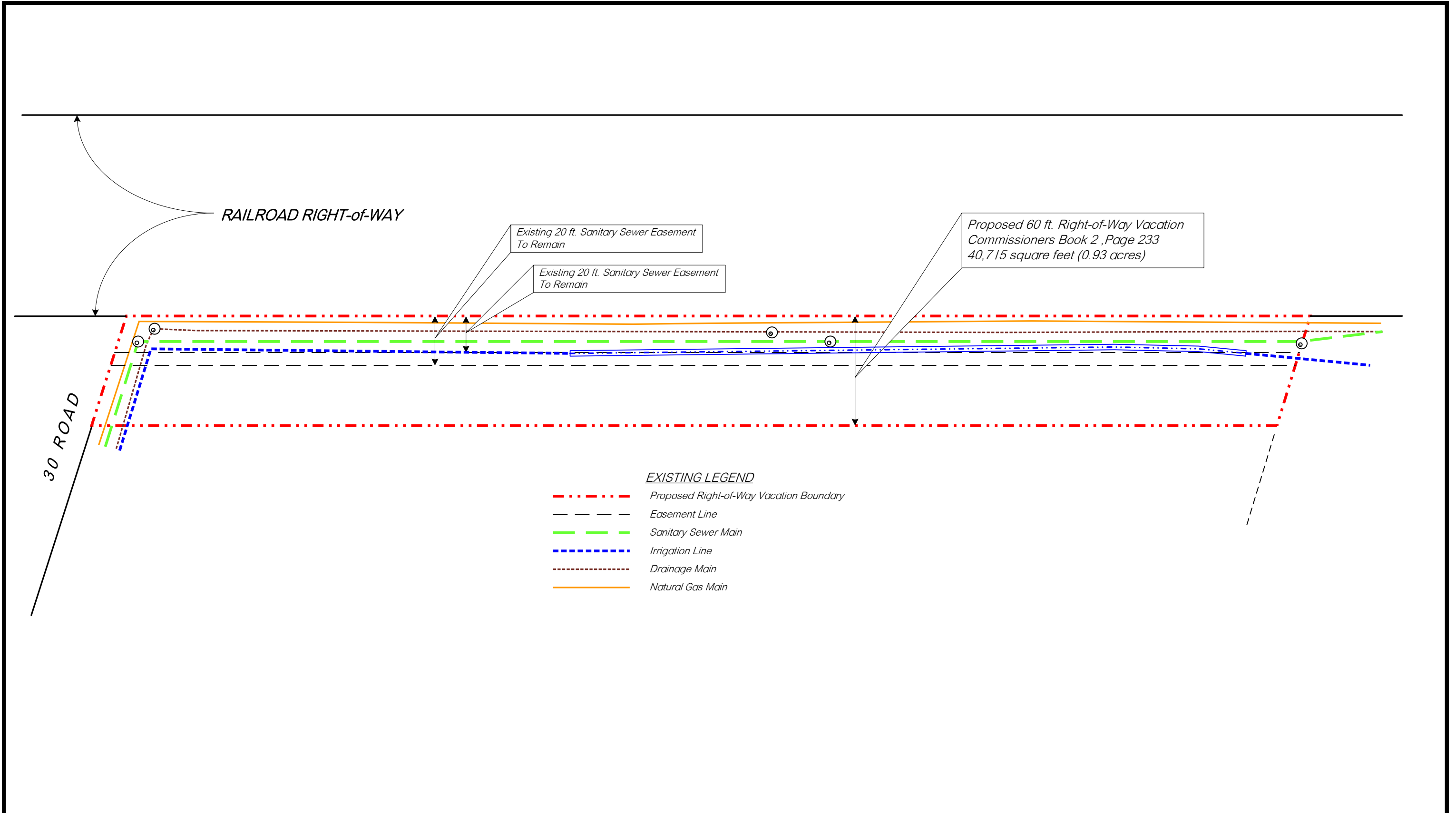
Prepared By:
TAL THOMAS A. LOGUE
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 537 FRUITWOOD DRIVE, GRAND JUNCTION, COLORADO 81504
 TALLDC@MSN.COM • (O)970-434-8215 • (M)970-260-2911

Prepared For:
SUMMIT POINT PARTNERS, LLC.
 MARCUS JONES
 PO Box 1212, AMERICAN FORK, UT 84004
 385-2259-7709

**ROAD RIGHT-OF-WAY
 VACATION REQUEST**
 GRAND JUNCTION, COLORADO

LAND USE MAP

SHEET 1 OF 2



- EXISTING LEGEND**
- - - - - Proposed Right-of-Way Vacation Boundary
 - - - - - Easement Line
 - - - - - Sanitary Sewer Main
 - - - - - Irrigation Line
 - - - - - Drainage Main
 - Natural Gas Main

Date: *February, 2025*
 Scale: *1 in. = 50 ft.*



Prepared By:
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 385-2259-7709

**ROAD RIGHT-OF-WAY
 VACATION REQUEST**
 GRAND JUNCTION, COLORADO

SITE MAP

SHEET 2 OF 2

Evaluation of the **Vacation Request** is accomplished by using the six approval criteria for Vacations of Rights-of-Way or Easements in section 21.02.050 of the *Grand Junction Municipal Code*. The following response to each of the criteria illustrates compliance:

The vacation of the right-of-way or easement shall conform to the following:

Criteria a. The vacation is in conformance with the Comprehensive Plan, Grand Junction Circulation Plan, and other adopted plans and policies of the City;

RESPONSE: The vacated and adjacent area is identified as "Commercial" in the Comprehensive Plan. According to the plan, Characteristics of the designation is to provide for concentrated areas of retail, services, and employment that support both City residents and those in the surrounding region and is located at intersections or in areas along major local, state, and interstate roadways. Vacation of the right-of-way would not affect the characteristics of the Commercial designation. The Grand Junction Circulation Plan does not recognize the proposed vacated right-of-way. The subject property is located within the boundaries of the Pear Park Neighborhood Plan. The plan identifies future land use of the property as "Commercial" which is consistent with the Comprehensive Plan.

Criteria b. No parcel shall be landlocked as a result of the vacation;

RESPONSE: No parcel(s) of land not under the control of the applicant will be landlocked as a result of the proposed vacation.

Criteria c. Access to any parcel shall not be restricted to the point where access is unreasonable, economically prohibitive, or reduces or devalues any property affected by the proposed vacation;

RESPONSE: Access to any parcels not owned by the applicant will not be restricted as a result of the requested right-of-way vacation

Criteria d. There shall be no adverse impacts on the health, safety, and/or welfare of the general community, and the quality of public facilities and services provided to any parcel of land shall not be reduced, including, but not limited to, police and fire protection and utility services;

RESPONSE: Since the proposed vacated area is not improved there will be no adverse impacts to the general community and service providers. The existing utilities within the proposed right-of-way vacation area will remain in place together with the respective easements and will not be affected by the vacation.

Criteria e. The provision of adequate public facilities and services to any property as required in GJMC § 21.05.020 shall not be inhibited by the proposed vacation;

RESPONSE: The existing public facilities within the vacated area will remain undisturbed and the existing utility and drainage easements along with access for maintenance will remain in place.

Criteria f. The proposal shall not hinder public and City functions.

RESPONSE: The public review process will insure that public and City functions will not be hindered.

Statement of Authority

The undersigned hereby executes this Statement of Authority, pursuant to the provisions of Section 38-30-172, C.R.S., on behalf of **42 E Road Storage LLC**, an entity other than an individual, capable of holding title to real property ("Entity"), and states as follows:

1. The Entity is a **Limited Liability Corporation** formed and existing under the laws of the following governmental authority: **State of Utah**.
 2. If formed under a governmental authority other than the State of Colorado, state the name under which the Entity has filed with the Colorado Secretary of State: **N.A.**
 3. The Entity's mailing address is: **PO Box 1212, American Fork, UT 84004**
 4. The name of the person or persons, or the position or positions, of the Entity authorized to execute instruments on behalf of the Entity to convey, encumber or otherwise affect the title to real property is/are: **Markus Jones, Manager**
- If **ALL** names or positions provided here are required for authority, please check this box. If box is not checked, then only one of the names or positions provided is necessary for execution of instruments on Entity's behalf.
5. The limitations upon the authority of the person or persons named above to bind the Entity are as follows: **NONE**
 6. Other matters concerning the manner in which the Entity deals with any interest(s) in real property are: **NONE**

This Statement of Authority amends or replaces any prior Statement of Authority executed on behalf of the Entity.

EXECUTED this 11 day of AUGUST, 2025

ENTITY: **42 E Road Storage, a Utah Limited Liability Corporation**

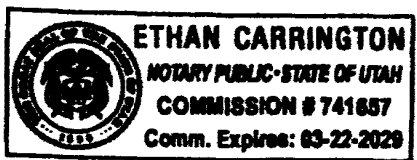
BY: Markus Jones
Markus Jones, Manager

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

The foregoing instrument was acknowledged before me this 11 day of AUGUST, 2025, by, **Markus Jones, Manager, 42 E Road Storage, LLC.**

Witness my hand and official seal.
My commission expires: 03-22-2029

Ethan Carrington
Notary Public



OWNERSHIP STATEMENT - CORPORATION OR LIMITED LIABILITY COMPANY

(a) 42 E Road Storage LLC ("Entity") is the owner of the following property:

(b) Lot 2, Dollar General Subdivision, City of Grand Junction, Colorado

A copy of the deed(s) evidencing the owner's interest in the property is attached. Any documents conveying any interest in the property to someone else by the owner are also attached.

I am the (c) Manager for the Entity. I have the legal authority to bind the Entity regarding obligations and this property. I have attached the most recent recorded Statement of Authority of the Entity.

My legal authority to bind the Entity both financially and concerning this property is unlimited.

My legal authority to bind the Entity financially and/or concerning this property is limited as follows:

[Empty box for limited authority details]

The Entity is the sole owner of the property.

The Entity owns the property with other(s). The other owners of the property are:

[Empty box for other owners]

On behalf of Entity, I have reviewed the application for the (d) Right-of-Way Vacation

I have the following knowledge or evidence of a possible boundary conflict affecting the property:

(e) None

I understand the continuing duty of the Entity to inform the City planner of any changes regarding my authority to bind the Entity and/or regarding ownership, easement, right-of-way, encroachment, lienholder and any other interest in the land.

I swear under penalty of perjury that the information in this Ownership Statement is true, complete and correct.

Signature of Entity representative: Markus Jones

Printed name of person signing: Markus Jones

State of Utah)

County of UTAH) ss.

Subscribed and sworn to before me on this 11 day of AUGUST, 2025

by Markus Jones, Manager, 42 E Road Storage, LLC.

Witness my hand and seal.

My Notary Commission expires on 03-22-2029



Eth Carrington
Notary Public Signature



Special Warranty Deed
(Pursuant to C.R.S. 38-30-113(1)(b))

State Documentary Fee
Date: July 31, 2025
\$35.00

This Deed, effective as of July 31st, 2025, signed on the date(s) acknowledged below, by Grantor(s), GRAND JUNCTION CO DG, LLC, A LOUISIANA LIMITED LIABILITY COMPANY, whose street address is 3636 N CAUSEWAY, SUITE #200, Metairie, LA 70002, City or Town of Metairie, County of Jefferson and State of Louisiana, for the consideration of (\$350,000.00) ***Three Hundred Fifty Thousand and 00/100*** dollars, in hand paid, hereby sell(s) and convey(s) to 42 E ROAD STORAGE LLC, A UTAH LIMITED LIABILITY COMPANY, whose street address is PO BOX 1212, American Fork, UT 84003, City or Town of American Fork, County of Utah and State of Utah, the following real property in the County of Mesa and State of Colorado, to wit:

LOT 2,
DOLLAR GENERAL SUBDIVISION,
AS PER PLAT THEREOF FILED,
JULY 25, 2025, UNDER RECEPTION NO. 3132526,
COUNTY OF MESA, STATE OF COLORADO.

also known by street and number as: 492 30 ROAD, GRAND JUNCTION, CO 81504

with all its appurtenances and warrant(s) the title to the same against all persons claiming under me(us), subject to Statutory Exceptions.

GRAND JUNCTION CO DG, LLC, A LOUISIANA LIMITED LIABILITY COMPANY

By: G. Paul Dorsey, III as Manager
G. PAUL DORSEY, III AS MANAGER



State of Virginia)
)ss.
County of Prince William)

30th

The foregoing instrument was acknowledged before me on this day of July 31st, 2025 by G. PAUL DORSEY, III, AS MANAGER OF GRAND JUNCTION CO DG, LLC, A LOUISIANA LIMITED LIABILITY COMPANY

Witness my hand and official seal

My Commission expires: 12/31/2029
Sia Bryant
Notary Public

Notarized remotely online using communication technology via Proof.

When recorded return to: 42 E ROAD STORAGE LLC, A UTAH LIMITED LIABILITY COMPANY
PO BOX 1212, American Fork, UT 84003



REVIEW 1
30 Road Retail/Office Storage Buildings
Right-of-Way Vacation

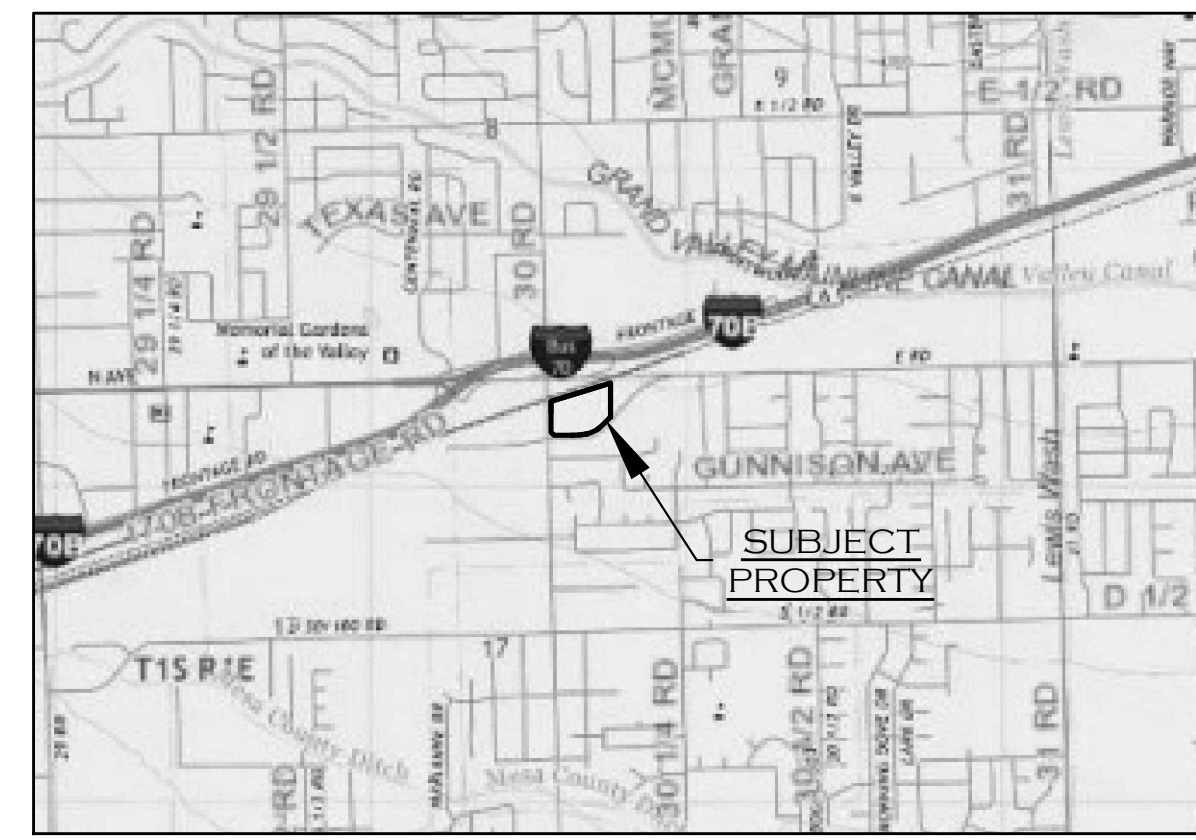
IMPROVEMENT SURVEY

February 6, 2025

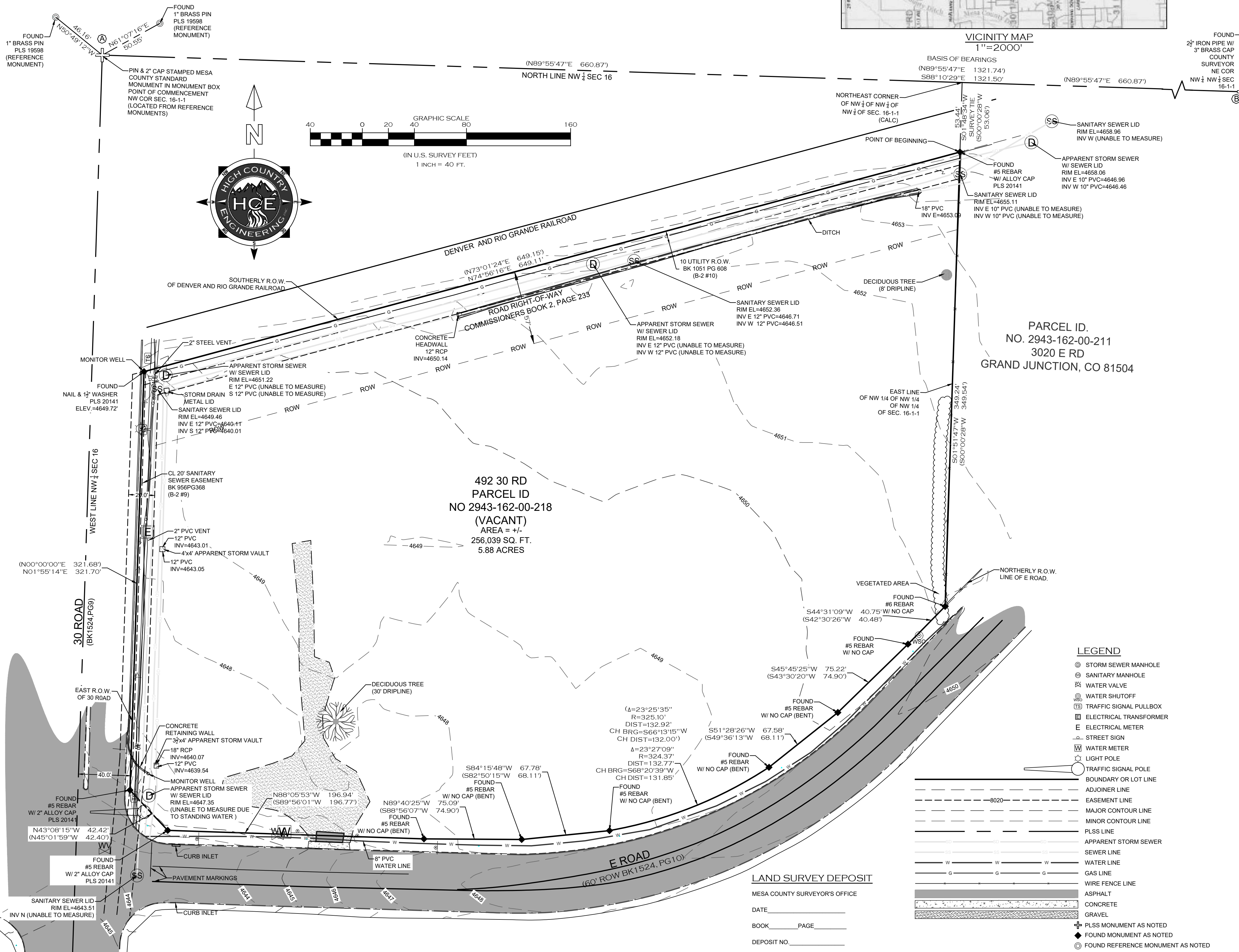
If you need accommodation to access City services or files that meet your needs (e.g. mapping, construction/development plans, or other documentation), staff are available to assist you by calling 970-244-1430.

IMPROVEMENT SURVEY PLAT

A TRACT OF LAND SITUATED IN SECTION 16, TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE P.M. CITY OF GRAND JUNCTION, COUNTY OF MESA, STATE OF COLORADO



VICINITY MAP
1"=2000'



LEGAL DESCRIPTION

FROM TITLE COMMITMENT:
COMMENCING AT THE NORTHWEST CORNER OF SECTION 16, TOWNSHIP 1 SOUTH, RANGE 1 EAST OF THE UTE MERIDIAN, FROM WHENCE THE NORTHEAST CORNER OF THE NW1/4 NW1/4 OF SAID SECTION 16 BEARS NORTH 89°55'47" EAST 1321.74 FEET AND ALL BEARINGS CONTAINED HEREIN TO BE RELATIVE THERETO, THENCE NORTH 89°55'47" EAST 660.87 FEET TO THE NORTHEAST CORNER OF THE NW1/4 NW1/4 NW1/4 OF SAID SECTION 16;
THENCE SOUTH 00°00'28" WEST 53.06 FEET TO THE TRUE POINT OF BEGINNING;
THENCE SOUTH 00°00'28" WEST 349.54 FEET ALONG THE EAST LINE OF SAID NW1/4 NW1/4 TO THE NORTHERLY RIGHT OF WAY OF E ROAD;
THENCE ALONG SAID NORTHERLY RIGHT OF WAY THE FOLLOWING EIGHT (8) COURSES:
1. SOUTH 42°30'26" WEST 40.48 FEET;
2. SOUTH 43°30'20" WEST 74.90 FEET;
3. SOUTH 49°36'13" WEST 68.11 FEET;
4. THENCE ALONG THE ARC OF A NON-TANGENT CURVE TO THE RIGHT WITH A CENTRAL ANGLE OF 23°25'35", A RADIUS OF 325.10 FEET AND
WHOSE LONG CHORD BEARS SOUTH 66°13'15" WEST 132.00 FEET;
5. SOUTH 82°50'15" WEST 68.11 FEET;
6. SOUTH 88°56'07" WEST 74.90 FEET;
7. SOUTH 89°56'01" WEST 196.77 FEET;
8. NORTH 45°01'59" WEST 42.40 FEET TO THE EAST RIGHT OF WAY OF 30 ROAD
THENCE NORTH 00°00'00" EAST ALONG THE EAST RIGHT OF WAY OF 30 ROAD 321.68 FEET TO THE SOUTHERLY RIGHT OF WAY OF THE DENVER AND RIO GRANDE RAILROAD;
THENCE ALONG SAID SOUTHERLY RIGHT OF WAY NORTH 73°01'24" EAST 649.15 FEET TO THE TRUE POINT OF BEGINNING,
COUNTY OF MESA,
STATE OF COLORADO.

NOTES

- DATE OF FIELD SURVEY: MAY 6, 2021.
- ALL BEARINGS ARE GRID BEARINGS OF THE COLORADO STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NORTH AMERICAN DATUM 1983. THE REFERENCE BEARING BETWEEN "A" (A 2" CAP IN MONUMENT BOX STAMPED MESA COUNTY STANDARD MONUMENT) AND "B" (A FOUND 3" BRASS CAP STAMPED COUNTY SURVEYOR) IS 88°10'29"E. ALL DISTANCES ARE GROUND DISTANCES BASED ON A COMBINED SCALE FACTOR.
- THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY THIS SURVEYOR OF THE BOUNDARY SHOWN AND DESCRIBED HEREON TO DETERMINE:
A) OWNERSHIP OF THE TRACT OF LAND
B) COMPATIBILITY OF THIS DESCRIPTION WITH THOSE OF ADJOINERS
C) RIGHTS-OF-WAY, EASEMENTS AND ENCUMBRANCES OF RECORD AFFECTING THIS PARCEL.
- FOR ALL INFORMATION REGARDING EASEMENT, RIGHTS-OF-WAY AND/OR TITLE OF RECORD, HIGH COUNTRY ENGINEERING, INC. RELIED UPON TITLE COMMITMENT NO. NCS-1049315-CO ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY, EFFECTIVE DATE: JANUARY 26, 2021. THIS PROPERTY IS SUBJECT TO ALL CONDITIONS AND RESTRICTIONS CONTAINED THEREIN.
- THE CLIENT DID NOT REQUEST ANY ADDITIONAL EASEMENTS, RIGHTS-OF-WAY AND/OR IMPROVEMENTS BE RESEARCHED OR SHOWN ON THIS PLAT BEYOND THOSE REFERRED TO OR DISCLOSED IN THE ABOVE STATED TITLE COMMITMENT.
- ALL DIMENSIONS AND COURSES ARE AS MEASURED IN THE FIELD UNLESS DENOTED IN PARENTHESES, WHICH DENOTE THE BOUNDARIES OF RECORD ON THE BOOK 2982 PAGES 1115-1116 IN THE PUBLIC RECORDS OF MESA COUNTY, STATE OF COLORADO.
- ELEVATIONS SHOWN HEREON WERE DERIVED FROM GPS OBSERVATIONS ON 05-06-2021 AND ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) WHICH DATA WAS OBTAINED FROM THE NATIONAL GEODETIC SURVEY ONLINE POSITIONING USER SERVICE (OPUS).
- CONTOUR INTERVAL EQUALS 1 FOOT.
- UNDERGROUND UTILITIES HAVE BEEN MARKED OUT BY OTHERS, ONLY PAINT MARKS AND UTILITY FLAGS HAVE BEEN LOCATED BY HIGH COUNTRY ENGINEERING, INC. THE ACTUAL LOCATION OF UNDERGROUND UTILITIES MUST BE FIELD VERIFIED PRIOR TO CONSTRUCTION.
- ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO SECTION 18-4-508 OF THE COLORADO REVISED STATUTES.
- NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED ON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED ON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.
- NOTICE: THIS PLAT AND THE INFORMATION SHOWN HEREON MAY NOT BE USED FOR ANY ADDITIONAL OR EXTENDED PURPOSE BEYOND THAT FOR WHICH IT WAS INTENDED AND MAY NOT BE USED BY ANY PARTIES OTHER THAN THOSE TO WHICH IT IS CERTIFIED. THIS DOCUMENT AND THE WORK IT REPRESENTS IS THE PROPERTY OF HIGH COUNTRY ENGINEERING, INC. NO PART OF THIS DOCUMENT MAY BE STORED, REPRODUCED, DISTRIBUTED OR USED TO PREPARE DERIVATIVE PRODUCTS WITHOUT PRIOR WRITTEN PERMISSION. AN ORIGINAL SEAL AND ORIGINAL SIGNATURE IS REQUIRED TO VALIDATE THIS DOCUMENT AND IS EXCLUSIVE TO HIGH COUNTRY ENGINEERING, INC. AND THE OWNER(S) OF RECORD AS OF THIS DATE. OF THE BOUNDARY DELINEATED HEREON AND THE SUBJECT OF THE SURVEY. THIS PLAT IS RESTRICTED TO THE INTENT OF TITLE 38, ARTICLE 50, §101, 5 (a) AND (b) C.R.S.

SCHEDULE B2 EXCEPTIONS:

- RELIED UPON TITLE COMMITMENT NO. NCS-1049315-CO ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY, EFFECTIVE DATE: JANUARY 26, 2021.
- TERMS, CONDITIONS, PROVISIONS, OBLIGATIONS, EASEMENTS AND AGREEMENTS AS SET FORTH IN THE RIGHT-OF-WAY AGREEMENT RECORDED MARCH 11, 1971 IN BOOK 956 AT PAGE 368. (AS SHOWN HEREON)
 - AN EASEMENT FOR UTILITIES AND INCIDENTAL PURPOSES GRANTED TO PUBLIC SERVICE COMPANY OF COLORADO, AS SET FORTH IN AN INSTRUMENT RECORDED NOVEMBER 10, 1975 IN BOOK 1051 AT PAGE 608. (AS SHOWN HEREON)
 - TERMS, CONDITIONS, PROVISIONS, OBLIGATIONS, EASEMENTS AND AGREEMENTS AS SET FORTH IN THE PERMANENT EASEMENT RECORDED MAY 7, 2002 IN BOOK 3075 AT PAGE 59. (APPROXIMATE LOCATION IN UNION PACIFIC RAILROAD - OFFSITE)
 - ORDINANCE NO. 3870, FOR ANNEXATION, RECORDED MARCH 7, 2006 IN BOOK 4107 AT PAGE 611.
NOTE: ANNEXATION MAP IN CONNECTION THEREWITH RECORDED MARCH 7, 2006 IN BOOK 4107 AT PAGE 613. (AFFECTS ENTIRE PROPERTY)
 - TERMS, CONDITIONS, PROVISIONS, OBLIGATIONS AND AGREEMENTS AS SET FORTH IN THE RESOLUTION ACCEPTING CONTRACT RECORDED AUGUST 28, 2017 AT RECEPTION NO. 2612368. (NOT PLOTTABLE)

SURVEYOR'S CERTIFICATION

I, BILL W.A. BAKER, A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO (#23875) DO BY THESE PRESENTS CERTIFY THAT THE DRAWING SHOWN HEREON, WITH NOTES ATTACHED HERETO AND MADE A PART HEREOF, REPRESENTS A MONUMENTED LAND SURVEY MADE UNDER MY DIRECT SUPERVISION AND THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, AN ACCURATE DEPICTION OF SAID SURVEY IS RENDERED BY THIS PLAT. THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE. IS NOT A GUARANTEE OR WARRANTY, EITHER EXPRESSED OR IMPLIED. THIS SURVEY PLAT COMPLIES WITH TITLE 38-51-102, COLORADO REVISED STATUTES.

BILL W.A. BAKER, COLORADO PROFESSIONAL LAND SURVEYOR #23875
CERTIFIED FEDERAL SURVEYOR #1699

NO.	DATE	REVISION	BY
1	5/13/2022	REVISED FOR ADDITIONAL EASEMENTS.	DRD

DRAWN BY	DRD
CHECKED BY	DRD
DATE	5/13/2022
FILE	IMP SURV PLAT

HIGH COUNTRY ENGINEERING, INC.
1517 BLAKE AVENUE, STE. 101,
GLENWOOD SPRINGS, CO 81601
PHONE (970) 945-8676 - FAX (970) 945-2555
WWW.HCENG.COM

DORSEY DEVELOPMENT, LLC
MESA COUNTY
IMPROVEMENT SURVEY PLAT
492 30 ROAD
GRAND JUNCTION, COLORADO

PROJECT NO.
2211028

SHEET NUMBER
1 OF 1

30 ROAD RETAIL/OFFICE and STORAGE BUILDINGS
Right-of-Way Vacation and Conditional Use Permit Application Request
DEVELOPMENT NEIGHBORHOOD COMMENT MEETING
January 30, 2025

A neighborhood meeting to discuss the pending Right-of-Way Vacation and Conditional Use Permit applications was held at 5:30 p.m. on January 29, 2025 at the Clifton Community Center, 2170 D ½ Road.

In addition to the applicant's representative, two City of Grand Junction Community Development Department staff members, and the project Design Engineer were in attendance, no neighbors attended the meeting, despite approximately 70 households and businesses being notified, no neighbors attended the meeting.

Respectfully submitted,

Markus Jones, Partner
Summit Point Partners, LLC.
PO Box 1212
American Fork, UT 80004

RIGHT-OF-WAY VACATION
LEGAL DESCRIPTION

That Portion of Road Right-of-Way described in Commisioner's Book 2, Pages 117 and 233, also described in Road Book 2, Page 121 and shown in Road Plat Book 1, Page 46, located within Lot 2, Dollar General Subdivision, same as recorded at Reception Number 3132526, also being the northerly 60 feet of said Lot 2, located with the City of Grand Junction, County of Mesa, State of Colorado.

Authored by: Renee B. Parent, CO PLS 38266
For the City of Grand Junction
244 N. 7th St. Grand Junction, CO. 81501
(970) 256-4003

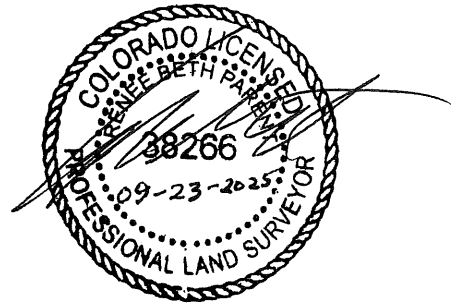


EXHIBIT A

NE COR NW 1/4 OF NW 1/4 SEC. 16-1-1

8, 9
17, 16

Located in the City of Grand Junction
County of Mesa, State of Colorado, Township
1 South, Range 1 East, Ute Meridian

NORTH LINE NW 1/4 NW 1/4, SEC. 16

NORTHEAST COR
OF NW 1/4 OF NW 1/4 OF NW 1/4
OF SEC. 16

(660.87')

North line of Lot 2
Dollar General
Subdivision

100' ROW
UNION PACIFIC RAILROAD
RECEPTION NUMBER 8191
1 OCTOBER, 1889

30 ROAD
UNDERPASS
EASEMENT
AGREEMENT
BK 3075 PG 59

60' ROAD RIGHT-OF-WAY COMMISSIONERS BK 2, PG 117 & 233;
ROAD BK 1, PG 46

10' UTILITY R.O.W.
BK 1051 PG 608

AREA OF VACATION
38,950 Square Feet
0.89 Acres

APPARENT 27' WIDE
DRAINAGE EASEMENT (NO
RECORDING INFORMATION)

20' SANITARY SEWER EASEMENT BK 956 PG 368

EAST LINE NW 1/4, NW 1/4 SEC. 16

2943-162-00-211
3020 E Road

Mercer, Robert W. & Pearce, Shelli L.

LOT 2
DOLLAR GENERAL SUBDIVISION
RECEPTION NO 3132526
3004 E Road
42 E Road Storage LLC
2943-162-22-002

LOT 1
DOLLAR GENERAL SUBDIVISION
RECEPTION NO 3132526

14' MULTIPURPOSE EASEMENT
RECEPTION NO 3132526

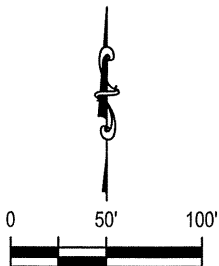
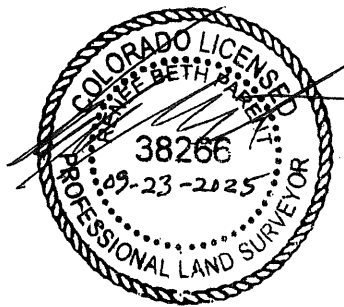
E ROAD 66' ROW
BK 1524, PG 10

SHARED
ACCESS, UTILITY,
AND DRAINAGE
EASEMENT
RECEPTION NO
3132527

WEST LINE NW 1/4 SEC. 16
30 ROAD 40' R.O.W. BK 1524, P G 9

ABBREVIATION LEGEND

- N NORTH
- S SOUTH
- E EAST
- W WEST
- SEC. SECTION
- BK BOOK
- PG PAGE
- ROW Right of Way
- COR Corner



Scale: 1" = 100'
Lineal Units = U.S. Survey Foot

Renee B. Parent, CO PLS #38266
244 N. 7th St. Grand Junction, CO. 81501
(970) 256-4003

CITY OF
Grand Junction
COLORADO

244 North 7th Street
Grand Junction, Co. 81501

EXHIBIT A

NE COR NW 1/4 OF NW 1/4 SEC. 16

8 9
17 16

Located in the City of Grand Junction
County of Mesa, State of Colorado, Township
1 South, Range 1 East, Ute Meridian

NORTH LINE NW 1/4 NW 1/4 SEC. 16

NORTHEAST COR
OF NW 1/4 OF NW 1/4 OF NW 1/4
OF SEC. 16

(660.87')

North line of Lot 2
Dollar General
Subdivision

100' ROW
UNION PACIFIC RAILROAD
RECEPTION NO 8191
1 OCTOBER, 1889

30 ROAD
UNDERPASS
EASEMENT
AGREEMENT
BK 3075 PG 59

10' UTILITY R.O.W.
BK 1051 PG 608

NEW EASEMENT
27 feet wide
17,526 Square Feet
0.40 Acres

APPARENT 27' WIDE
DRAINAGE EASEMENT (NO
RECORDING INFORMATION)

20' SANITARY SEWER EASEMENT BK 956 PG 368

EAST LINE NW 1/4 NW 1/4 SEC. 16

2943-162-00-211
3020 E Road

Mercer, Robert W. & Pearce, Shelli L.

LOT 1
DOLLAR GENERAL SUBDIVISION
RECEPTION NO 3132526

LOT 2
DOLLAR GENERAL SUBDIVISION
RECEPTION NO 3132526
3004 E Road
42 E Road Storage LLC
2943-162-22-002

14' MULTIPURPOSE EASEMENT
RECEPTION NO 3132526

SHARED
ACCESS, UTILITY,
AND DRAINAGE
EASEMENT
RECEPTION NO
3132527

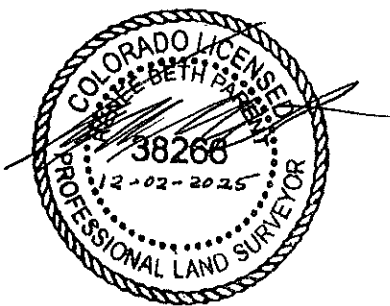
E ROAD 66' R.O.W.
BK 1524, PG 10

WEST LINE NW 1/4 SEC. 16

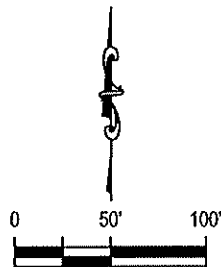
30 ROAD 40' R.O.W. BK 1524, PG G9

ABBREVIATION LEGEND

- N NORTH
- S SOUTH
- E EAST
- W WEST
- SEC. SECTION
- BK BOOK
- PG PAGE
- R.O.W. Right of Way
- COR Corner
- NO Number



Renee B. Parent, CO PLS #38266
244 N. 7th St. Grand Junction, CO. 81501
(970) 256-4003



Scale: 1" = 100'
Lineal Units = U.S. Survey Foot

The descriptions shown hereon have been derived from subdivision
plats, deposit surveys & deed descriptions as they appear in the office of
the Mesa County Clerk & Recorder & monuments as shown. This
sketch does not constitute a legal boundary survey, & is not intended to
be used as a means for establishing or verifying property boundary lines.

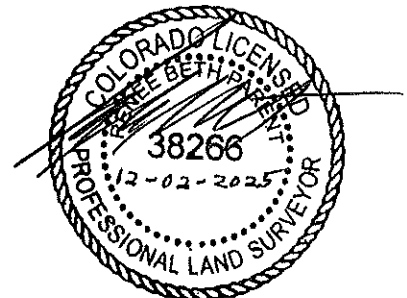
CITY OF
Grand Junction
COLORADO

244 North 7th Street
Grand Junction, Co. 81501

EASEMENT
LEGAL DESCRIPTION

An easement being the northerly twenty-seven feet (27') of Lot 2, Dollar General Subdivision, same as recorded at Reception Number 3132526, located within the City of Grand Junction, County of Mesa, State of Colorado.

Authored by: Renee B. Parent, CO PLS 38266
For the City of Grand Junction
244 N. 7th St.
Grand Junction, CO. 81501
(970) 256-4003



GRAND JUNCTION PLANNING COMMISSION
December 9, 2025, 5:30 PM
MINUTES

The meeting of the Planning Commission was called to order at 5:30 p.m. by Chair Sandra Weckerly.

Those present were Planning Commissioners; Orin Zyvan, Robert Quintero, Ian Moore, Gregg Palmer, and Keith Ehlers.

Also present were Jamie Beard (Assistant City Attorney), Daniella Acosta Stine (Principal Planner), and Madeline Robinson (Planning Technician).

There was 1 member of the public in attendance, and 1 virtually.

CONSENT AGENDA

1. Approval of Minutes

Minutes of Previous Meeting(s) from November 25, 2025.

Commissioner Zyvan moved to approve the Consent Agenda.

Commissioner "Palmer" seconded; motion passed 6-0.

REGULAR AGENDA

2. 30 Road Retail/Office/Storage Right of Way Vacation VAC-2025-84

Consider a request by 42 E Road Storage LLC, to vacate 0.93 acres of a Road Proclamation right-of-way located northeast of 30 Road and E Road and south of the Denver and Rio Grande Railroad.

Staff Presentation

Daniella Acosta Stine, Principal Planner, introduced exhibits into the record and provided a presentation regarding the request.

Questions for Staff

Commissioner Palmer asked whether the changes made affected notice given for the project.

Applicant Tom Logue made comment that staff did an excellent job and had nothing further to add. He was present to answer any questions.

Public Hearing

The public comment period was opened at 5:00 p.m. on Tuesday, December 2, 2025, via www.gjcity.org.

There were no comments from the public either in attendance or online.

*The public comment period was closed at 5:44 p.m. on December 9, 2025.
There were no additional questions or comments for Staff or the Applicant.*

Discussion

No discussion occurred.

Motion and Vote

Commissioner Palmer made the following motion “Madam Chair, on the 42 E Road Storage LLC Road Right-Of-Way Vacation located northeast of 30 Road and E Road and south of the Denver and Rio Grande Railroad, City file number VAC-2025-84, I move that the Planning Commission forward a recommendation of approval to City Council with the findings of fact and conditions as listed in the staff report.”

Commissioner Quintero seconded; motion passed 6-0.

OTHER BUSINESS

Daniella Acosta Stine advised commissioners of letters sent to commissioners from a citizen. Jamie Beard would like to receive and review a copy of the letter that was sent to commissioners.

Acosta Stine also inquired about which commissioners will be in attendance of the next hearing on December 23. All commissioners present were planning on attending, besides Ian Moore.

ADJOURNMENT

Commissioner Palmer made a motion to adjourn the meeting.

The vote to adjourn was 6-0.

The meeting adjourned at 5:48 p.m.

CITY OF GRAND JUNCTION, COLORADO

ORDINANCE NO. _____

**AN ORDINANCE VACATING PUBLIC RIGHT-OF-WAY
LOCATED NORTHEAST OF 30 ROAD AND E ROAD AND SOUTH OF THE
DENVER AND RIO GRANDE RAILROAD**

Recitals:

42 E Road Storage, LLC (“Owner”) has requested vacation of a public right-of-way located at/near 3004 E Road. The Owner is proposing future commercial development consisting of a mixed-use retail flex space and ministorage on the property at 3004 E Road.

The 0.89-acre area proposed for vacation is located north of E Road, east of 30 Road, and south of the Denver and Rio Grande Railroad, and lies on the northern portion of Lot 2, Dollar General Subdivision. The subdivision was recorded in 2025, creating Lot 2 (3004 E Road), the site of the proposed development, and Lot 1 (492 30 Road), which contains the existing Dollar General store. A roadbook petition right-of-way currently extends across the northern portion of Lot 2. Plat Note 5 on the Dollar General Subdivision requires that the petitioned right-of-way occupying the northerly 60 feet of Lot 2 be vacated prior to any future development of Lot 2.

A sanitary sewer line and corresponding sanitary sewer easement are located within the portion of the right-of-way requested to be vacated. As a condition of approval, the City requires that the Owner grant a new sanitary sewer easement to the City, extending 10 feet on either side of the sewer line’s centerline, for a total width of at least 20 feet. This required easement area will be accommodated within the 27-foot strip south of the north property line.

After public notice and public hearing as required by the Grand Junction Zoning & Development Code, and upon recommendation of conditional approval by the Planning Commission, the Grand Junction City Council finds that the request to vacate a portion of Ferree Drive included within the subdivision plat known as Ellie Heights at Reception No. 731636 in the Mesa County Clerk and Records Records and described in the attached Exhibit Sketch, is consistent with the Comprehensive Plan, the Grand Junction Circulation Plan and Section 21.02.100 of the Grand Junction Municipal Code as long as the conditions set forth herein are met.

NOW, THEREFORE, IN CONSIDERATION OF THE RECITALS, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION THAT THE FOLLOWING DESCRIBED DEDICATED RIGHT-OF-WAY IS HEREBY CONDITIONALLY VACATED SUBJECT TO THE FOLLOWING CONDITIONS:

1. The property includes a sanitary sewer line and a sanitary sewer easement within the area of the right-of-way requested to be vacated. As a condition of vacating

the right-of-way, the City requires a sanitary sewer easement be granted to the City by the property owner which covers 10 feet on either side of the centerline where the sewer line is installed for a total of no less than 20 feet. The easement area will be covered in the 27 feet south of the north property line.

2. Applicant shall pay all recording/documentary fees for the Vacation Ordinance, any right-of-way/easement documents and/or dedication documents.

RIGHT-OF-WAY DESCRIPTION:

The area to be vacated is described below and depicted in the attached Exhibit A:

That Portion of Road Right-of-Way described in Commissioners Book 2, Pages 117 and 233, also described in Road Book 2, Page 121 and shown in Road Plat Book 1, Page 46, located within Lot 2, Dollar General Subdivision, same as recorded at Reception Number 3132526, also being the northerly 60 feet of said Lot 2, located with the City of Grand Junction, County of Mesa, State of Colorado.

See Exhibit Sketch attached and incorporated herein.

Said area is retained and reserved as a sanitary easement as described herein:

An easement being the northerly twenty-seven feet (27') of Lot 2, Dollar General Subdivision, same as recorded at Reception Number 3132526, located within the City of Grand Junction, County of Mesa, State of Colorado.

A portion of said area as depicted in the attached Exhibit B and incorporated herein is retained and reserved as a sanitary sewer easement for the City as described above.

All conditions set forth above shall be met on or before two years from the effective date of this ordinance or the ordinance shall lapse and be held for naught.

Introduced on first reading this 17th day of December 2025 and ordered published in pamphlet form.

Adopted on second reading this _____ day of _____, 2025 and final publication is ordered in pamphlet form.

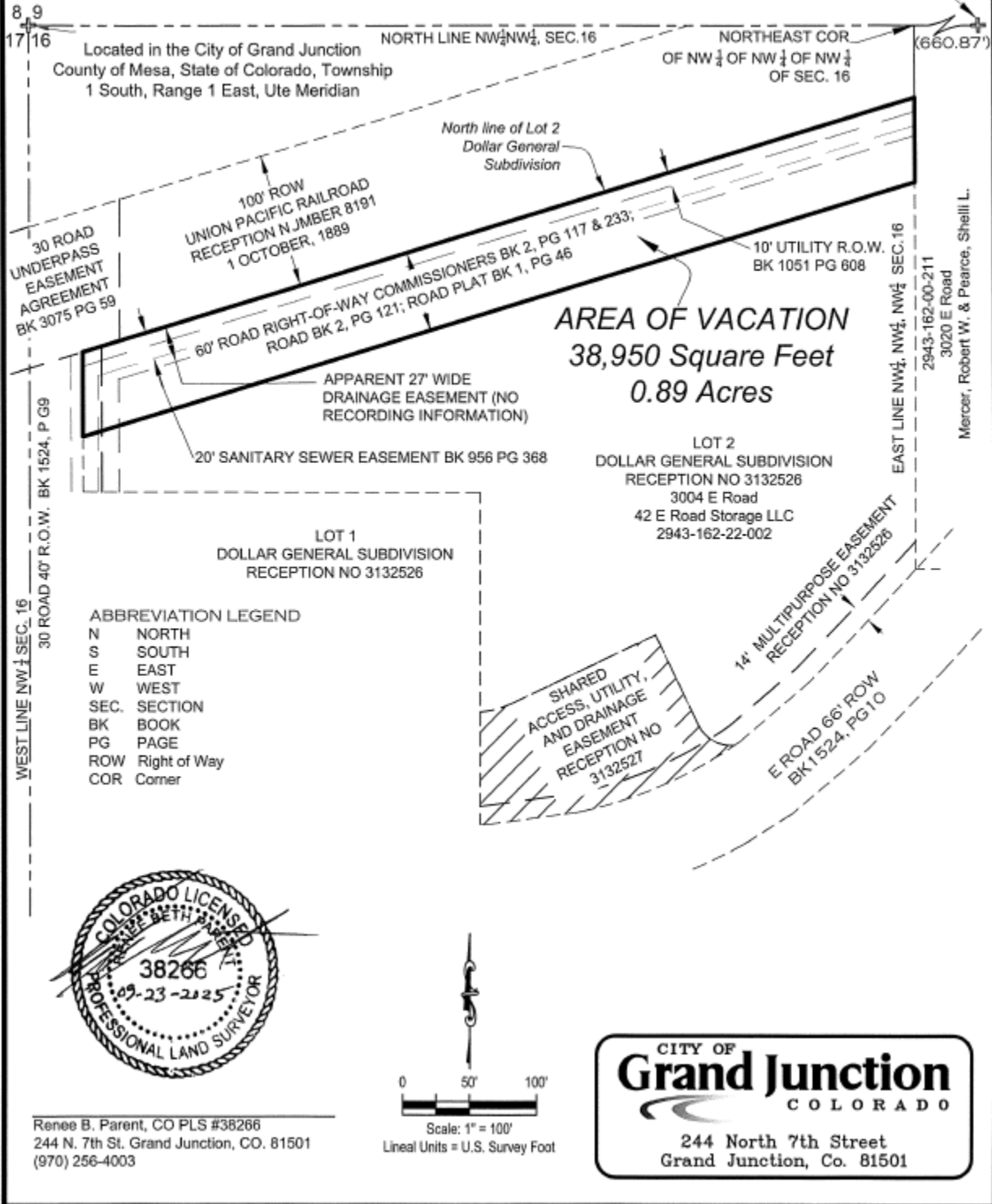
ATTEST:

Selestina Sandoval
City Clerk

Cody Kennedy
City Council President

EXHIBIT A

NE COR NW 1/4 OF NW 1/4 SEC. 16-1-1



Located in the City of Grand Junction
County of Mesa, State of Colorado, Township
1 South, Range 1 East, Ute Meridian

NORTH LINE NW 1/4 NW 1/4 SEC. 16

NORTHEAST COR
OF NW 1/4 OF NW 1/4 OF NW 1/4
OF SEC. 16

(660.87')

North line of Lot 2
Dollar General
Subdivision

100' ROW
UNION PACIFIC RAILROAD
RECEPTION NUMBER 8191
1 OCTOBER, 1889

30 ROAD
UNDERPASS
EASEMENT
AGREEMENT
BK 3075 PG 59

60' ROAD RIGHT-OF-WAY COMMISSIONERS BK 2, PG 121; ROAD PLAT BK 1, PG 46

10' UTILITY R.O.W.
BK 1051 PG 608

AREA OF VACATION
38,950 Square Feet
0.89 Acres

APPARENT 27' WIDE
DRAINAGE EASEMENT (NO
RECORDING INFORMATION)

20' SANITARY SEWER EASEMENT BK 956 PG 368

LOT 2
DOLLAR GENERAL SUBDIVISION
RECEPTION NO 3132528
3004 E Road
42 E Road Storage LLC
2943-162-22-002

LOT 1
DOLLAR GENERAL SUBDIVISION
RECEPTION NO 3132528

WEST LINE NW 1/4 SEC. 16
30 ROAD 40' R.O.W. BK 1524, P. G. 9

- ABBREVIATION LEGEND
- N NORTH
 - S SOUTH
 - E EAST
 - W WEST
 - SEC. SECTION
 - BK BOOK
 - PG PAGE
 - ROW Right of Way
 - COR Corner

SHARED
ACCESS, UTILITY,
AND DRAINAGE
EASEMENT
RECEPTION NO
3132527

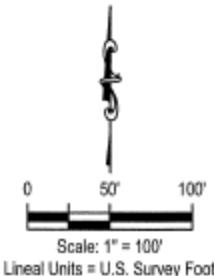
14' MULTIPURPOSE EASEMENT
RECEPTION NO 3132528

E ROAD 66' ROW
BK 1524, PG 10

EAST LINE NW 1/4, NW 1/4 SEC. 16
2943-162-00-211
3020 E Road
Mercer, Robert W. & Pearce, Shell L.



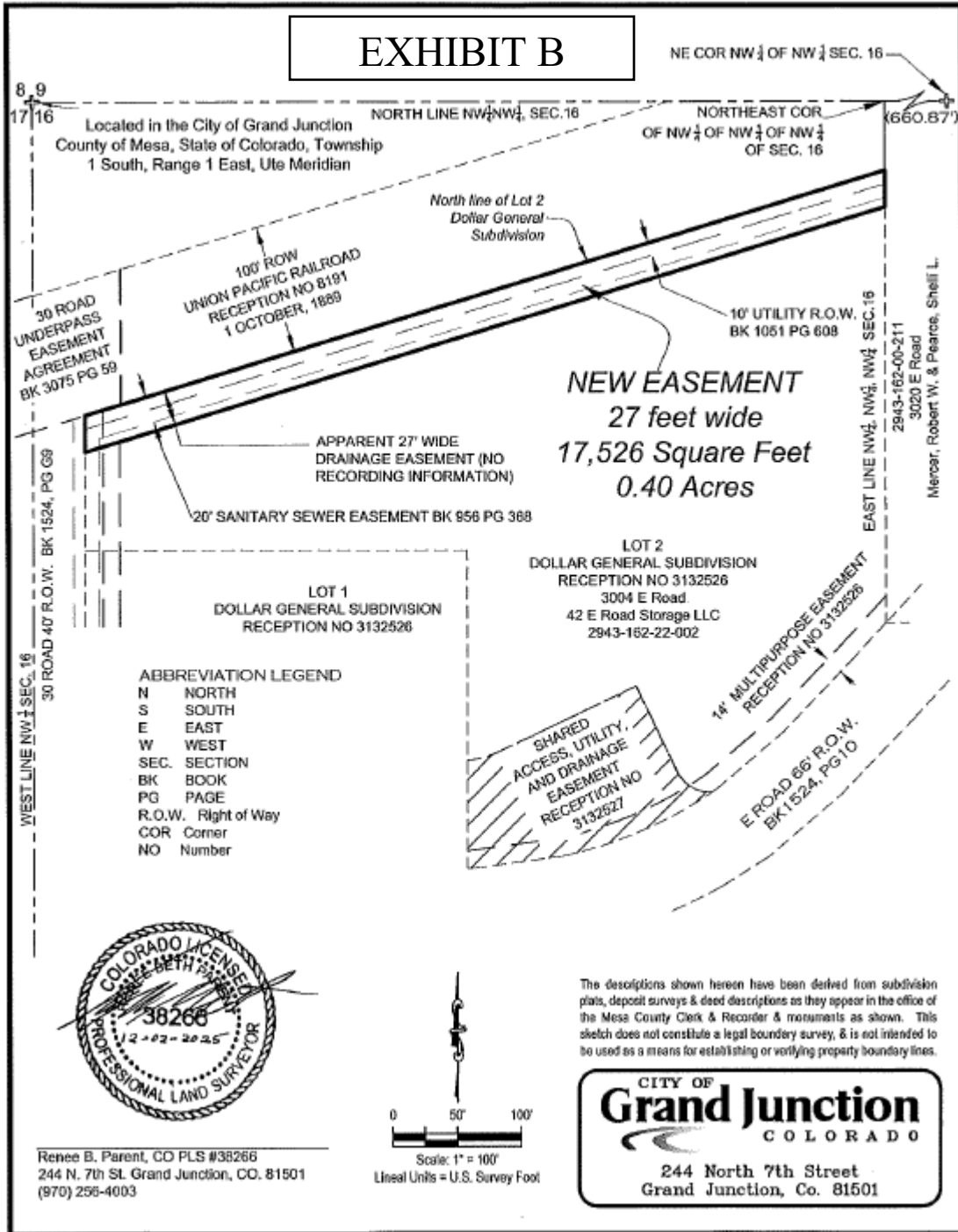
Renee B. Parent, CO PLS #38266
244 N. 7th St. Grand Junction, CO. 81501
(970) 256-4003



CITY OF
Grand Junction
COLORADO

244 North 7th Street
Grand Junction, Co. 81501

EXHIBIT B



8 9
17 16
Located in the City of Grand Junction
County of Mesa, State of Colorado, Township
1 South, Range 1 East, Ute Meridian

NORTH LINE NW 1/4 NW 1/4 SEC. 16

NORTHEAST COR
OF NW 1/4 OF NW 1/4 OF NW 1/4
OF SEC. 16

(660.87')

North line of Lot 2
Dollar General
Subdivision

100' ROW
UNION PACIFIC RAILROAD
RECEPTION NO 8191
1 OCTOBER, 1889

10' UTILITY R.O.W.
BK 1051 PG 608

30 ROAD
UNDERPASS
EASEMENT
AGREEMENT
BK 3075 PG 59

NEW EASEMENT
27 feet wide
17,526 Square Feet
0.40 Acres

APPARENT 27' WIDE
DRAINAGE EASEMENT (NO
RECORDING INFORMATION)

20' SANITARY SEWER EASEMENT BK 956 PG 368

EAST LINE NW 1/4 NW 1/4 SEC. 16
2943-162-00-211
3020 E Road
Mercer, Robert W. & Pearos, Shell L.

WEST LINE NW 1/4 SEC. 16
30 ROAD 40' R.O.W. BK 1924, PG 69

LOT 1
DOLLAR GENERAL SUBDIVISION
RECEPTION NO 3132526

LOT 2
DOLLAR GENERAL SUBDIVISION
RECEPTION NO 3132526
3004 E Road
42 E Road Storage LLC
2943-162-22-002

- ABBREVIATION LEGEND
- N NORTH
 - S SOUTH
 - E EAST
 - W WEST
 - SEC. SECTION
 - BK BOOK
 - PG PAGE
 - R.O.W. Right of Way
 - COR Corner
 - NO Number

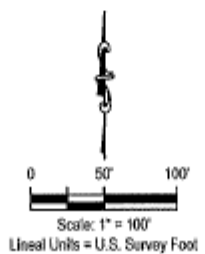
SHARED
ACCESS, UTILITY,
AND DRAINAGE
EASEMENT
RECEPTION NO
3132527

14' MULTIPURPOSE EASEMENT
RECEPTION NO 3132526

E ROAD 66' R.O.W.
BK 1524, PG 10



Renee B. Parent, CO PLS #38266
244 N. 7th St. Grand Junction, CO. 81501
(970) 256-4003



The descriptions shown herein have been derived from subdivision
plats, deposit surveys & deed descriptions as they appear in the office of
the Mesa County Clerk & Recorder & monuments as shown. This
sketch does not constitute a legal boundary survey, & is not intended to
be used as a means for establishing or verifying property boundary lines.

CITY OF
Grand Junction
COLORADO

244 North 7th Street
Grand Junction, Co. 81501



Memo

To: Mayor Kennedy and Councilmembers

From: Michael Bennett, City Manager
Selestina Sandoval, City Clerk

Date: December 29, 2026

Subject: Volunteer Board Vacancies

Staff is requesting City Council members discuss who will serve on interview committees for the following vacancies:

Volunteer Board or Commission	Vacancies (E = Eligible to Reapply)	Application Deadline
Horizon Drive Business Improvement District Council Liaison: Jason Nguyen	1. Jim Cagle Term expires: 4/30/2026 2. Cameron Reece Term expires: 4/30/2026	January 31, 2026 Interviews to be held in January/February
Urban Trails Committee Council Liaison: Jason Nguyen	1. Diana Rooney Term Limited: 6/30/2026 2. Athena Fouts Term expires: 6/30/2026 3. Anna Quach Term expires: 6/30/2026 4. Stephen Meyer Term limited: 6/30/2026 5. Brooke Carlson Term expires: 6/30/2026	February 28, 2026 Interviews to be held in March