

Colorado Department of Local Affairs

Directory of Services





Legislative charge

The General Assembly—recognizing the state has a “responsibility for strengthening local government, encouraging local initiative, and providing coordination of state services and information to assist local governments in effectively meeting the needs of Colorado citizens,” 24-32-101(1)(d), **Colorado Revised Statutes**—created the **Department of Local Affairs (DOLA)** to bolster local governments’ ability to meet Coloradans’ needs.

The department focuses on improving communities’ physical conditions, building partnerships, and augmenting local leadership and governing capacities through training, technical assistance and financial support to local leaders and their staffs.

From the executive director

Dear Fellow Coloradan:

Colorado’s rich heritage is evident in the patchwork of communities that extend from the eastern plains to the western slope, from the southeast to the northwest corners of our state.

While each region, county and municipality represents a range of interests and characteristics, all of Colorado’s communities are constantly changing, adapting and making policies to address the concerns of citizens.

The Department of Local Affairs (DOLA) is available to strengthen Colorado’s communities. With the support of Governor Bill Owens and Colorado’s legislature, DOLA is your partner in assisting local governments and communities by providing funding to projects such as local schools, transportation infrastructure, emergency response agencies, rural healthcare programs, rural economic development efforts, water and sewer systems, and measures for dealing with the impact of growth.

Whether you need affordable housing assistance, county assessor training, or technical or financial assistance, use this directory to learn more about the services available through DOLA.

I join Governor Owens in encouraging local communities to learn more about the valuable resources the State of Colorado can provide our citizens.

Sincerely,

Michael L. Beasley
Executive Director

Table of contents

- DOLA fund allocation. 1**
- Priorities 2**
- DOLA field regions and managers 4**

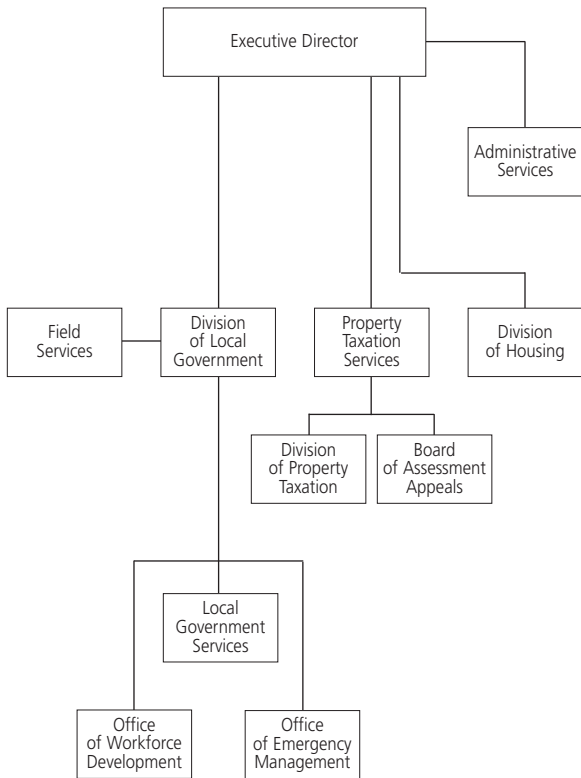
- Division of Local Government 8**
 - Field Services 8
 - Local Government Services 8
 - Financial assistance 9
 - Community Development Block Grants (CDBG) 9
 - Community Services Block Grants (CSBG) 9
 - Community Food and Nutrition (CFN) 9
 - Energy and Mineral Impact Assistance Fund (EIAF) 10
 - Search and Rescue 10
 - Local Government Limited Gaming Impact (LGLGI) 10
 - Conservation Trust Fund (CTF) 11
 - Waste Tire Grants 11
 - Technical assistance 11
 - Budgeting 11
 - Financial management 12
 - Purchasing 12
 - Special district administration and elections 13
 - Water and wastewater assistance 13
 - Research 14
 - Demography 15
 - Office of Smart Growth (OSG) 16
 - Assistance and resources 17
 - Community Outreach 18
 - Office of Emergency Management (OEM) . 18
 - Services 20
 - Office of Workforce Development 21
 - Workforce Center services 21
 - Workforce Centers locations 22

- Division of Housing (DOH) 26**
 - State Housing Board 26
 - Affordable housing grants and loans 26
 - Grant programs 27
 - Rental assistance 28
 - Family Self-Sufficiency 29
 - Section 8 Homeownership Plan 29
 - PHA five-year strategy 29
 - Manufactured housing 30
 - Median income information 31
 - DOH training 31
 - Community housing regional assignments 32

- Division of Property Taxation (DPT) 34**
 - Administrative resources 34
 - Appraisal standards 35
 - Exemptions 35
 - Some exemption statistics 35
 - Stated assessed properties 36
 - Stated assessed valuation 36

- Board of Assessment Appeals 37**
- Colorado county data 38**
- Department contacts 42**
- List of services 45**
- List of department publications 46**

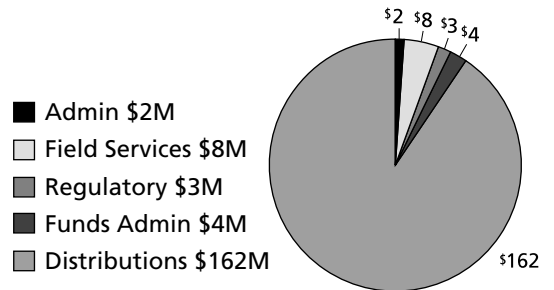
Organizational chart



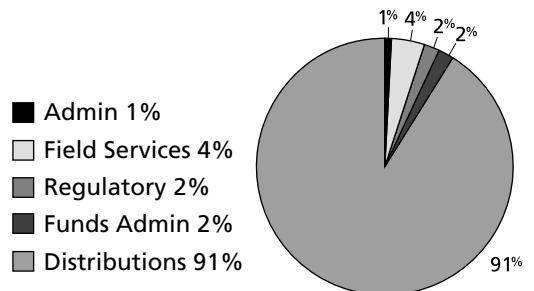
DOLA fund allocation

In 2002, of the department's \$179 million budget, \$162 million, or 91 percent, went directly to local governments and organizations to fund community programs.

Use of department funds in millions of dollars



Use of department funds in percentages



Priorities (1999–present)

DOLA considers legislative, administration and local priorities to make funding decisions. During the past four years, DOLA provided more than **\$80 million** in direct support of these critical needs:

- **Education.** The department has made grants to educational facilities and programs totaling more than **\$7.7 million**.
- **Transportation.** DOLA awarded more than **\$26 million** in grants toward transportation infrastructure to support state and local transportation needs.
- **Public safety.** The department made nearly **\$17.5 million** in grants to local law enforcement, fire and ambulance agencies.
- **Housing.** Since the beginning of the Owens administration, the Colorado Division of Housing has provided more than **\$64 million** in affordable housing assistance. In addition, the department has distributed more than **\$53 million** in funding to communities throughout the state to assist families with rental assistance and home ownership.
- **Rural healthcare.** The department provided grants of more than **\$5.4 million** in support of rural healthcare programs, hospitals and clinics.
- **Rural economic development.** In addition to **\$2.5 million** for rural telecommunications projects, nearly **\$2 million** in other economic development efforts was funded by DOLA.
- **Water and wastewater.** DOLA works with communities to build and improve their water and wastewater systems. Approximately **\$18 million** has been awarded for such purposes.
- **Smart Growth.** The department has made almost **\$4 million** in grants to local governments for planning purposes and to deal with growth impacts.

- **Workforce training.** Since 2000, the Workforce Development Council has provided **\$2 million** in awards and grants to local workforce investment boards for training in their labor market areas. Since 1999, the workforce investment system, which is overseen by the Colorado Workforce Development Council, has provided **\$70 million** to local workforce regions to train Colorado’s workforce.
- **Emergency management.** The department works with local emergency managers and communities to develop mitigation and response plans and projects; and exercises to test local capabilities in the event of an emergency or a disaster. More than **\$75 million** has been awarded to local governments and agencies in mitigation, planning and disaster assistance since 1999.
- **Technical training/assistance**
- **Search and rescue**



DOLA field regions and managers

One of the department's key assets in carrying out our mandate is our team of field staff, who live and work in designated regions throughout the state. Their day-to-day activities enable us to have a thorough understanding of the unique needs, goals and accomplishments of Colorado's diverse communities. These field representatives are extremely knowledgeable about their communities and are a valuable resource to Colorado.

Northeastern

119 Poplar St. • Sterling, CO 80751

Kent Gumina, Regional Manager

Field Services Section

970-522-2672 • Fax 970-522-4225

kent.gumina@state.co.us

Kevin Kuretich, Region Liaison

Office of Emergency Management

(covers Northeast Region)

150 E. 29th St., Ste. 215

Loveland, CO 80538

970-679-4503 • Fax 970-669-7717

kevin.kuretich@state.co.us

Northern Mountains

602 Galena St. • P.O. Box 5507
Frisco, CO 80443-5507 (use ZIP code + 4)
Cathy Shipley, Regional Manager
Field Services Section
970-668-6160 • Fax 970-668-3216
cathy.shipley@state.co.us

North Central

150 E. 29th St., Ste. 215
Loveland, CO 80538
Don Sandoval, Regional Manager
Field Service Section
970-679-4501 • Fax 970-669-7717
don.sandoval@state.co.us

Northwestern

222 S. 6th St., Rm. 409
Grand Junction, CO 81501
Tim Sarmo, Regional Manager
Field Services Section
970-248-7333 • Fax 970-248-7317
tim.sarmo@state.co.us

Steve Denney, Region Liaison
Office of Emergency Management
970-248-7308 • Fax 970-248-7317
steve.denney@state.co.us

Frank Bregar, Property Tax Specialist
Division of Property Taxation
970-248-7318 • Fax 970-248-7317
frank.bregar@state.co.us

John Pippenger, Property Tax Specialist
Division of Property Taxation
970-248-7397 • Fax 970-248-7317
john.pippenger@state.co.us

Bill Whaley, Program Administrator
Division of Housing
970-248-7302 • Fax 970-248-7317
bill.whaley@state.co.us

Southeastern

132 West "B" St., Ste. 260 • Pueblo, CO 81003
Lee Merkel, Regional Manager
Field Services Section
719-544-6577 • Fax 719-545-1876
lee.merkel@state.co.us

Cindy Mohat, Regional Liaison
Office of Emergency Management
719-544-6563 • Fax 719-545-1876
cindy.mohat@state.co.us

Rick Hanger, Program Administrator
Division of Housing
719-544-2466 • Fax 719-545-1876
rick.hanger@state.co.us

Southwestern

Fort Lewis College • 1000 Rim Dr.
Durango, CO 81302
Ken Charles, Regional Manager
Field Services Section
970-247-7311 • Fax 970-247-7032
charles_k@ftlewis.edu

Patricia Gavelda, Region Liaison
Colorado Office of Emergency Management
970-247-7674 • Fax 970-247-7032
patricia.gavelda@state.co.us

South Central

P.O. Box 127 • Monte Vista, CO 81144
Debra Downs, Regional Manager
Field Services Section
719-852-9429 • Fax 719-852-9433
deb.downs@state.co.us

Central

15075 S. Golden Rd. • Golden, CO 80401
Clay Brown, Regional Manager
Field Services Section
303-273-1787 • Fax 303-273-1795
clay.brown@state.co.us

Division of Local Government

The Division of Local Government (DLG):

- provides technical assistance and information to local governments on available federal and state programs and acts as a liaison with other state agencies concerned with local governments
- is a source of information to the Governor and General Assembly on local government needs and problems
- performs research on local government issues

There are more than 2,100 local jurisdictions, adding immeasurably to the complexity of government in Colorado. By having an agency to help manage the intergovernmental relationship between the state and local governments, the citizens of Colorado can expect a more seamless system of governance from their state and local governments. The division provides services through:

- Local Government Services
- the Office of Emergency Management
- the Office of Workforce Development
- Community Outreach

Field Services

To provide the best possible service throughout the state, the department has eight field offices. Field staff are able to help local governments and community agencies define issues, evaluate options, identify solutions and achieve results. They also offer management, planning, community development and technical assistance.

Local Government Services

Local Government Services (LGS) includes four organizational or functional areas:

- Financial assistance
- Technical assistance
- Demography
- Office of Smart Growth

Financial assistance

Community Development Block Grants (CDBG)

The “Small Cities” CDBG program provides grants and loans for housing, public facilities and business-assistance projects that primarily benefit low- or moderate-income persons or eliminate slums or blight.



Community Services Block Grants (CSBG)

This program provides formula-based block grants to alleviate poverty in communities. Grantees receiving funds under CSBG are required to provide services and activities that address:

- employment
- education
- self-sufficiency
- housing
- nutrition
- emergency services and/or activities to meet the needs of low-income families and individuals

Community Food and Nutrition Grant (CFN)

The CFN program is a federal program designed to alleviate hunger in communities. Eligible recipients are county governments receiving CSBG funds that have designated nutrition as one of their national objectives in their CSBG program, and nonprofit agencies that have received an Emergency Community Services Homeless grant in the past.

Energy and Mineral Impact Assistance Fund (EIAF)

The EIAF program provides grants and loans for planning, construction and maintenance of public facilities, and the provision of public services. Eligible recipients are political subdivisions socially or economically impacted by the development, processing or energy conversion of minerals and mineral fuels.



Search and Rescue Fund (SAR)

The SAR fund reimburses county sheriffs and search and rescue organizations for costs incurred in search and rescue operations. It also provides funding for the purchase of related equipment and training. The program is funded by surcharges on hunting and fishing licenses, boat registrations, off-highway vehicle and snowmobile registrations, and the sale of the Colorado Outdoor Recreation Search and Rescue card.



Local Government Limited Gaming Impact (LGLGI)

The Local Government Gaming Impact program provides grants to finance planning, construction and maintenance of public facilities and for the provision of public services related to the impact of gaming. Grants may only be provided to local governments in gaming counties and counties that are geographically contiguous to the two gaming counties and tribal lands.

Conservation Trust Fund (CTF)

The department distributes CTF monies from net lottery proceeds to more than 400 eligible local governments: counties, cities, towns and special districts that provide park and recreation services in their service plans. Funding can be used for interests in land and water; for park or recreation purposes; for all types of open space, including but not limited



to flood plains, green belts, agricultural lands or scenic areas; or for any scientific, historic, scenic, recreational, aesthetic or similar purpose.

Waste Tire Grants, Disposal and Recycling

Waste tire grants provide funding for the cleanup of illegally disposed waste tires. The program also provides incentives to local governments and the private sector to re-use or recycle waste tires for projects such as the turf in the playground pictured here.



Technical assistance Budgeting

Colorado law requires most local governments to prepare, adopt and file an annual financial plan. If a local government levies property tax, the budget must be adopted before certification of the levy (Dec. 15). Otherwise, the budget must be adopted by Dec. 31.

The department provides assistance in:

- capital budgeting
- policy development
- budget preparation and the effects of TABOR



Financial management

DOLA provides professional assistance to local governments in many areas of financial management. DOLA offers an annual series of workshops on topics of current financial management and or budgeting interest.

- investments and cash management
- borrowing money
- revenues
- expenditures
- fiscal policies
- banking
- trend analysis and projections

Contact Susanna Lienhard at 303-866-2354 or susanna.lienhard@state.co.us.

Purchasing

Recommended resource: *Financial Management Manual*. A copy of the manual can be obtained at: www.state.co.us/auditor/localgovt/fmm/fmm_toc.htm or from the State Auditor's Office by calling 303-866-2051 (Local Government Audit Section).

Special district administration and elections

DOLA staff is available to assist special districts in the daily administrative operations of their districts. Compliance requirements by state statute, including postings of meeting notices, open records and elections, are all part of an efficient district that effectively serves the public.

DOLA is available for:

- assistance in the organization of the district
- consolidation, inclusion or exclusion of property
- the dissolution of districts

Election information. In May of even-numbered years, all Title 32, Article 1 Districts are required by state statute either to conduct or legally cancel their biennial election. DOLA distributes an election code manual to all special districts in December of odd-numbered years.

Compliance information. DOLA maintains information on each special district. There is an election database with election results from 1992 to present. State statutes require that DOLA maintain information regarding contact people, addresses, telephone numbers, boards of directors, terms of office, property tax information, audit information, and the services provided by each district in the state.

Contact Kerry Dwyer at 303-866-2184 or kerry.dwyer@state.co.us for more information.

Water and wastewater assistance

DOLA assists communities in addressing the range of problems they often face, from overburdened water or wastewater treatment plants to inadequate budgeting and accounting practices.

Management assistance. Sound management practices prevent and solve problems, free up cash needed for improvements, and help secure funding. DOLA can help local governments strengthen budgeting and financial management.

Financial assistance. There are a number of potential sources of funds available to local governments to make needed improvements to water and wastewater systems:

- State Revolving Loan funds, which provide below-market loans to qualifying entities to upgrade water and sewage treatment systems
- U.S. Department of Agriculture (USDA) Rural Development grants and low-interest loans to rural communities
- Community Development Block Grants for low- to moderate-income populations
- Impact Assistance program grants and low-interest loans to areas affected by energy and mineral development
- Colorado Water Conservation Board loans for raw water supply, storage and transmission
- Colorado Water Resources and Power Development Authority loans for water storage, treatment, distribution systems and wells, as well as wastewater projects
- Colorado Department of Public Health and Environment construction grants

Emergency grants and loans. DOLA can provide and coordinate technical and financial assistance to communities faced with health hazards that arise from sudden, unplanned circumstances, such as floods or freezing.

For more information, contact Barry Cress at 303-866-2352, or barry.cress@state.co.us.

Research

Research staff maintain databases containing historical financial information for Colorado's counties, municipalities and special districts. The information is gleaned from local government financial statements and is used by citizens, taxpayer groups, and both public-



and private-sector analysts to develop financial trends and projections, measure the impact of growth and annexation, create and assess public policy, compare revenues and expenditures of local governments, and make important decisions, such as whether to buy a government's bonds, where to buy a house, and how to vote on tax matters or the issuance of public debt. The financial databases, research products and publications can be reviewed at www.dola.state.co/dataetc.htm. For more information, contact Don Merrion at 303-866-3001 or e-mail don.merrion@state.co.us.

Colorado Population Definitions

Item	Source Description
Births	These data are received from the Colorado Department of Health on a calendar-year basis.
Deaths	These data are received from the Colorado Department of Health on a calendar-year basis.
Natural Population Increase	Natural increase, a component of population change, is computed by subtracting deaths from births. The data are available by calendar year.
Population (U.S. Census Bureau)	July 1 population estimates prepared by the U.S. Census Bureau
Net Migration	Migration is computed by subtracting natural increase from the estimate of population change for each calendar year.
Total Households	Households (total occupied housing units) are estimated from total housing units, household population and persons per household.
Average Household Size	Average household size is computed by dividing the household population by the number of households. This is the average number of people per occupied housing unit at July 1 of the year.

Demography

As the primary state agency for demographic information, department staff prepare, maintain and interpret population statistics, estimates and projections. This includes distribution of the state's population by age, racial and ethnic groups for



political and administrative subdivisions. Special data profiles are available for every county and municipality. For more information, contact the demographic information service line at 303-866-4147 or visit the Web site at www.dola.state.co.us/demog/demog.htm.



mental Land-Use Dispute Resolution Program provides local officials with the tools necessary to resolve land-use conflicts with neighboring jurisdictions.

For more information, contact Eric Bergman at 303-866-4552 or e-mail eric.bergman@state.co.us.

The Office of Smart Growth's Web site is located

at www.dola.state.co.us/smartgrowth.

Assistance and resources

OSG provides technical assistance for Colorado local governments. Examples of planning assistance and resources include:

- Workshops
 - Free on-site workshops for elected officials and planning commissions on land-use planning concepts and tools.
- Web site
 - A Web page devoted to local government planning commissioners. Check out the Planning

Office of Smart Growth (OSG)

The OSG provides direct technical and financial assistance to local governments in the areas of land-use planning and growth management. Additionally, the OSG assists local governments in resolving disputes short of litigation. The Intergovern-



Colorado Population Data

	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Births	4,525	53,994	53,952	54,309	55,779	56,503	59,356	62,141	65,428	67,501	n/a
Deaths	22,426	23,694	24,072	24,884	25,558	25,600	26,506	27,033	27,229	28,108	n/a
Natural Population Increase	32,099	30,300	29,880	29,425	30,221	30,903	32,850	35,108	38,199	39,393	n/a
Population (U.S. Census Bureau)	3,459,995	3,560,884	3,653,910	3,738,061	3,812,716	3,891,293	3,968,967	4,056,133	4,301,261	4,417,714	4,506,542
Net Migration	76,763	84,281	77,061	69,845	61,427	62,992	75,125	79,299	74,288	65,133	n/a
Total Households	1,354,139	1,386,998	1,418,294	1,451,449	1,483,877	1,527,884	1,560,722	1,607,300	1,658,238	n/a	n/a
Average Household Size	2.51	2.53	2.55	2.56	2.56	2.55	2.57	2.56	2.53	n/a	n/a

Commissioners' Corner for tips on running meetings, information on due process, ex parte contracts, open meetings law, and more.

- Helpful information on myriad planning issues; see publications below.



Community outreach

The Department of Local Affairs partners with communities to foster improvement by developing a coordinated state response to meet locally identified needs. The department works with communities in coordinating programs and policy at the state level, in conjunction with local efforts to encourage more efficient delivery of services in Colorado communities.

One example of this cooperative effort is DOLA's partnership with the Colorado Rural Development Council (CRDC). DOLA provides staff support and resources to bolster the work of the CRDC to target the needs of rural Colorado communities.

For more information, contact Sophie Faust at 303.866-4918, sophie.faust@state.co.us or Clarke Becker at 303.866.5193 or 719-641-1159, crdc@ruralcolorado.org.

Office of Emergency Management

The Office of Emergency Management (OEM), based in Golden, administers a comprehensive emergency management program for the State of

Colorado. OEM helps local communities reduce losses from natural or man-made disasters like floods, tornados, wildfires, hazardous-materials



incidents or acts of terrorism. The comprehensive emergency management program focuses on the four phases of emergency management:

- preparedness
- mitigation
- response
- recovery



In the event of a disaster or emergency, OEM may activate the State Emergency Operations/ Coordination Center (SEOC) to support affected jurisdictions. Emergency response coordinators from other state agencies and organizations report to the SEOC to offer support in the coordination of response and recovery efforts for state and federal resources.

For more information, visit the OEM Web site at www.dola.state.co.us/oem. The OEM can also be reached at 303-273-1622.

Services

Cartography/GIS section provides mapping/graphics and GIS support for OEM programs as well as other sections, programs and business units within DOLA. These include:

- Local government boundary information.
- Municipal boundary information.
- Title 32 special district boundary information.
- Decennial census geographic datasets and information.

Go to www.dola.state.co.us/oem/cartog for more information, detailed documentation and access to the data and information referenced, use the metadata search tool or go to our GIS data assets page.

Contact Sheila Dorrell at 303-273-1850 for details on how to access municipal boundary files. Call Margaret Dubas at 303-866-5545 to access Title 32 files.

Mitigation Section is primarily responsible for providing mitigation-specific information, technical assistance and funding to local governments, state agencies and the general public. Specific ongoing activities include:

- participation in the Western Drought Coordination Council
- support of Colorado State Drought Task Force
- support of the Colorado State Flood Task Force
- sponsorship of the Colorado Mitigation and Wildfire Conference

- Planning for Safer Tomorrow Workshops
- administration of Emergency Management Performance Grant

Operations and Operations Support Section is responsible for the Colorado State Emergency Operations Plan, the state Emergency Operations Center, and coordination with state agencies in support of local jurisdictions during emergency or disaster situations and for special events. Also in this section are Communications, Facilities and Equipment, and Hazmat.

- **Public preparedness information.** OEM works to ensure the general public and the media are informed of emergency situations that could affect public safety, health and property. Information can be found on the Web site at www.dola.state.co.us/oem.

Office of Workforce Development

The Office of Workforce Development collaborates with other state agencies to implement the federal Workforce Investment Act of 1998. The main function of the office includes the staffing of the Colorado Workforce Development Council (WDC), which recommends workforce policy to the Governor. The office also monitors key statewide workforce issues, administers and requests federal grants, provides support to local workforce boards, manages and oversees state and local youth councils, and creates operational standards for one-stop centers around the state.

For more information, call 303-866-4991, or go to www.state.co.us/gov_dir/wdc/wdc.htm.

Workforce Center services

- prompt registration
- orientation
- education and training program information
- multimedia resource library
- labor market information

- skill assessment
- job referral and job placement
- self-help resume preparation resources
- veterans' benefits and services information
- referral to additional services—vocational rehabilitation, welfare-to-work programs, employment programs for individuals with disabilities, senior citizens' employment programs, adult literacy, youth programs and more.
- services for Unemployment Insurance claimants

Workforce Center locations

Serving Boulder County

Workforce Boulder County
1500 Kansas Ave., Ste. 4D • Longmont, CO 80501
303-651-1510 • Fax 303-651-0288

Serving Arapahoe and Douglas Counties

Arapahoe / Douglas Works!
11059 E. Bethany Dr., Ste. 201
Aurora, CO 80014-2617
303-752-5820 • Fax 303-752-5850

Serving Larimer County

Larimer County Employment & Training Services
3842 S. Mason St. • Ft. Collins, CO 80525
970-223-2470 • Fax 970-223-7456

Serving Weld County

Employment Services of Weld County
1517 N. 17th Ave. • Greeley, CO 80632
970-353-3800 • Fax 970-356-3975

Serving Jefferson, Gilpin and Clear Creek Counties

Tri-County Workforce Center
730 Simms St., Ste. 300 • Golden, CO 80401
303-271-4700 • Fax 303-271-4708

Serving Pueblo County

Pueblo WorkLink
900 W. Orman Ave. • Pueblo, CO 81004
719-549-3357 • Fax 719-549-3139

Serving Mesa County

Mesa County Workforce Center
2897 North Ave. • Grand Junction, CO 81501
970-248-0871 • Fax 970-257-2219

Serving Denver County

Denver One-Stop Career Center
Mayor's Office of Employment and Training
1391 N. Speer Blvd., Ste. 500 • Denver, CO 80204
303-376-6700 • Fax 303-376-6721

Serving Moffat, Routt, Jackson, Grand and Rio Blanco Counties

Frisco Job Service Center
P.O. Box 679 (mailing) • 602 Galena (street)
Frisco, CO 80443
970-668-5360 • Fax 970-668-3216

Serving Garfield, Eagle, Pitkin, Summit and Lake Counties

Rural Resort
P.O. Box 679 (mailing) • 602 Galena (street)
Frisco, CO 80443
970-668-5360 • Fax 970-668-3216

Serving Dolores, San Juan, La Plata, Montezuma and Archuleta Counties

Colorado Dept. of Labor and Employment
1515 Arapahoe, Tower 2, Ste. 400
Denver, CO 80202
303-620-4204 • Fax 303-620-4257

Serving Saguache, Mineral, Rio Grande, Alamosa, Conejos, Costilla, Huerfano and Las Animas Counties

Colorado Dept. of Labor and Employment
1515 Arapahoe, Tower 2, Ste. 400
Denver, CO 80202
303-620-4204 • Fax 303-620-4257

Serving Park, Chaffee, Fremont and Custer Counties

Colorado Workforce Center
141 E. 3rd St. • Salida, CO 81201
719-539-6523 • Fax 719-539-1173

Serving El Paso and Teller Counties
 Pikes Peak Workforce Center
 2555 Airport Rd. • Colorado Springs, CO 80910
 719-473-6220 • Fax 719-633-4227

*Serving Crowley, Otero, Kiowa,
 Bent, Prowers and Baca Counties*
 Colorado Dept. of Labor and Employment
 1515 Arapahoe, Tower 2, Ste. 400
 Denver, CO 80202
 303-620-4204 • Fax 303-620-4257

*Serving Elbert, Lincoln, Kit Carson,
 Cheyenne, Yuma, Washington, Morgan,
 Logan, Sedgwick and Phillips Counties*
 Eastern Colorado Workforce Centers

411 Main St. • Fort Morgan, CO 80701
 970-867-9401 • Fax 970-867-0226

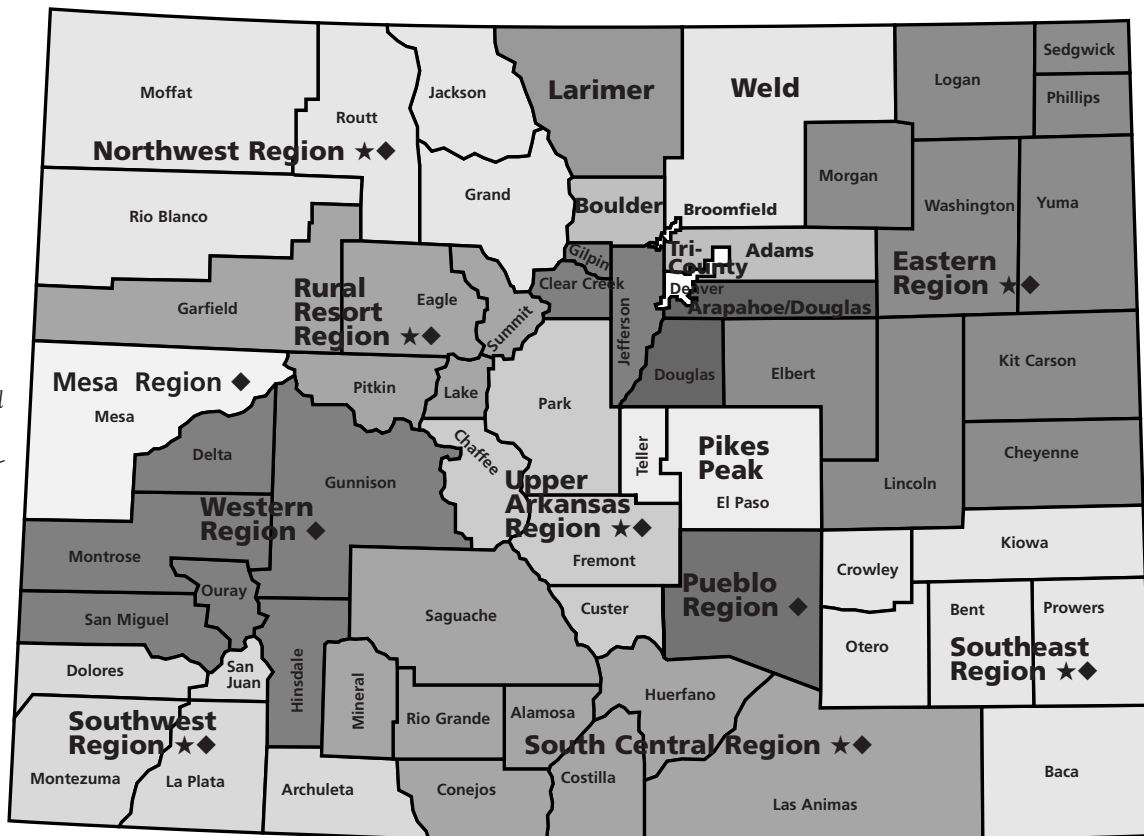
Serving Adams County
 Adams County One-Stop Career Center
 7190 Colorado Blvd., 5th Floor
 Commerce City, CO 80022
 303-227-2000 • Fax 303-227-2045

*Serving Montrose, Delta, Gunnison, Ouray,
 San Miguel and Hinsdale Counties*
 Western Colorado Workforce Center
 11 S. Park Ave., Ste. A • Montrose, CO 81401
 970-252-0678 • Fax 970-252-1049

Colorado Workforce Investment Areas

◆ Sub-region of the Rural Consortium Workforce Investment Area

★ Regions administered by the Colorado Department of Labor and Employment. All others administered locally.



Division of Housing (DOH)

The Colorado Division of Housing ensures that Coloradans live in safe, decent and affordable housing. The division accomplishes this mission by helping communities meet their housing goals. DOH is a partner in providing financial assistance and services and increasing the availability of housing to Colorado residents who can least afford it.

State Housing Board

The Colorado State Housing Board was created in 1970 to advise the General Assembly, the Governor and the Division of Housing on Colorado housing needs. The seven-member State Housing Board reviews financing requests, adopts regulations governing factory-built structures and multifamily housing in counties with no building codes. The board also sponsors research reports for use by the public, legislators and the Governor.

Affordable housing grants and loans

The DOH finances the construction of new housing and rehabilitation of existing housing. The housing must be owned or occupied by persons with moderate to low income. Local housing authorities, private developers, nonprofit corporations, cities and counties may apply for financing. Most grants require a match from the community served.

The Division of Housing uses federal and state funds for:

- elderly, small and large families, disabled individuals, and seasonal workers whether they are homeowners or renters
- construction/rehabilitation of multifamily apartments, single-family houses, homeless shelters
- direct loans, loan guarantees, equity investments, or subordinated debt for construction or permanent financing

Grant programs

HOME Investment Partnership Program

The Division of Housing administers the HOME program statewide. Eligible activities for HOME funds include acquisition, rehabilitation and new construction of affordable housing units and tenant-based rental assistance programs. Funds invested in rental projects must benefit families with incomes at 60 percent or below the area median income for the area. All homebuyer assistance programs must benefit families whose incomes are equal to or less than 80 percent of area median income.

Community Development Block Grant (CDBG)

The Division of Housing receives CDBG funds for affordable housing. These funds are used to construct and rehabilitate affordable rental units, shelter and transitional housing units. Funds also provide down payment assistance for homeownership and low interest loans for low-income homeowners whose homes are in need of repair.

Emergency Shelter Grant

The Emergency Shelter Grants (ESG) program is a federally funded formula allocation that provides money to nonprofit and local government agencies that assist homeless persons and families. Categories available for funding include shelter operations, essential services and homeless prevention.

Housing Opportunities for Persons with AIDS (HOPWA)

The HOPWA formula grant program provides states and localities with resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of low-income persons with Acquired Immune Deficiency Syndrome (AIDS) or related diseases, such as HIV, and their families.

Home Investment Trust Fund Loan Program

This program provides short-term, one-to-seven-year, secured loans to assist housing authorities,

public entities and private nonprofits with the development of housing for low- and moderate-income persons.

Down Payment Programs

DOH provides grant funds to regional housing agencies offering down payment assistance to low- and moderate-income families.

Single-Family, Owner-Occupied Rehabilitation Program

DOH provides grant funds to regional housing agencies offering loans to rehabilitate homes for low- and moderate-income families.

Rental assistance

The Colorado Division of Housing offers rental assistance subsidies (Section 8 Vouchers) to very low-income families in 47 Colorado counties. DOH contracts with local housing agencies that focus on family eligibility and ensure that the rental unit meets housing quality standards. DOH offers rental assistance in counties served by housing agencies and to special populations in the Denver metropolitan area.

Because the demand for rental assistance is high, it is primarily available only to families, senior citizens and disabled individuals whose incomes are less than 30 percent of the area median income.



For a listing of Section 8 contractors in your area, see the Division of Housing Web page at www.dola.state.co.us/doh/rentalassistance.htm.



Family Self-Sufficiency (FSS)

Those families receiving rental assistance are also eligible for the Family Self-Sufficiency program. The FSS program helps families reduce their dependency on rental assistance through job training, family counseling and further education.

Section 8 Homeownership Plan

Families receiving rental assistance are eligible for the Section 8 Homeownership Program. Homeownership assistance offers families a new and special housing option. The same income targeting requirements used for voucher rental assistance apply to homeownership assistance. DOH contracting agencies and participating families must follow federal and state regulations governing this program.

Public Housing Assistance (PHA) five-year strategy and FY 2003 annual plan

The Quality Housing and Work Responsibility Act of 1998 requires that Public Housing Authorities provide their annual plan and a five-year strategy for public comment. DOH draft reports are available for public comment between March 1 through April 15 of every year. Public comment can be directed to Teresa Duran in DOH at 303-866-2034.



Manufactured housing

The Division of Housing, Housing Standards and Technology Section, administers a number of programs related to Colorado factory-manufactured structures. The section inspects new factory-built (modular) housing, commercial structures and manufactured homes sold in Colorado to ensure the health and safety of state residents. In addition, hotels, motels and multi-family structures built in the 15 Colorado counties that do not have a building department are reviewed and inspected. A consumer information service for owners of factory-built and manufactured housing is provided along with assistance for consumers with factory-built and manufactured home complaints. New and used factory-built and manufactured home installations are inspected under the Manufactured Housing Installation Program. The dealer registration program requires retailers of manufactured homes to register with the division. Call 303-866-2033 for additional program information or go online to www.dola.state.co.us/Doh/StandardsTechnology.htm.

Grant and loan applications are available online: www.dola.state.co.us/Doh/Documents/App303.pdf. Private Activity Bonds are tax-exempt bonds that can be issued for specific purposes.

Allocations of bonding authority are granted to states each year. The Colorado Private Activity Bond (PAB) allocation program was established by statute (24-32-1701 et seq, C.R.S.) to provide for

the allocation of the State PAB ceiling under the federal Tax Reform Act of 1986.

Private Activity Bond Program

Private Activity Bonds are tax-exempt bonds issued for specific purposes including manufacturing “small issue” industrial developments, single-family mortgages, qualified redevelopment projects, qualified residential rental projects, exempt facility projects, mortgage credit certificates and student loans.

For more details about the private activity bond program, contact the Division of Housing at 303-866-2033. Information about the statewide balance, application and program guidelines and awards for 1999–2002 can be found at www.dola.state.co.us/Doh/GrantsLoans.htm#PAB.

2003 income and housing data

Colorado median income	\$54,942
Homeowner median income	\$66,657
Renter median income	\$34,537
Low-income renter households	302,088
Rent-burdened low-income households	174,430

To find the above information for your region or county, visit the Division of Housing Web site at www.dola.state.co.us/doh/publications.

DOH training

The Division of Housing provides a variety of trainings throughout the year that include the Developer’s Toolkit, property management, financial management for nonprofit organizations, advanced finance academy, application workshops, section rental assistance trainings, and more. For a calendar of upcoming trainings, visit the Web site at <http://www.dola.state.co.us/Doh/Training.htm#Calendar>.

Community housing regional staff assignments

To ensure that Colorado is served effectively, DOH staff are assigned to particular regions. Technical assistance includes helping communities identify housing needs and securing private and public financing. In addition, DOH aids communities in forming housing development teams. For more information on development financing, access the staff list.

Region	Areas	Housing Development	Asset Management
1	Logan Morgan Phillips Sedgwick Washington Yuma	Andy Proctor 303-866-4650 andy.proctor@state.co.us	Marge Lambeth 303-866-4649 marge.lambeth@state.co.us
2	Larimer Weld	Lynn Shine 303-866-2046 lynn.shine@state.co.us	Anne McCreedy 303-866-2319 anne.mccreedy@state.co.us
3	Arapahoe Aurora Douglas	Lynn Shine 303-866-2046 lynn.shine@state.co.us	Anne McCreedy 303-866-2319 anne.mccreedy@state.co.us
3	Adams	Andy Proctor 303-866-4650 andy.proctor@state.co.us	Marge Lambeth 303-866-4649 marge.lambeth@state.co.us
3	Broomfield	Andy Proctor 303-866-4650 andy.proctor@state.co.us	Teri Marquantte 303-866-3781 marge.lambeth@state.co.us
3	Boulder Clear Creek Gilpin Jefferson	Ann Watts 303-866-4652 ann.watts@state.co.us	Teri Marquantte 303-866-3781 teri.marquantte@state.co.us
3	City and County of Denver	Andy Proctor 303-866-4650 andy.proctor@state.co.us	Marge Lambeth 303-866-4649 marge.lambeth@state.co.us
4	Park Teller	Ann Watts 303-866-4652 ann.watts@state.co.us	Teri Marquantte 303-866-3781 teri.marquantte@state.co.us
4	El Paso	Rick Hanger 719-544-2466 rick.hanger@state.co.us	Teri Marquantte 303-866-3781 teri.marquantte@state.co.us
5	Cheyenne Elbert Kit Carson Lincoln	Andy Proctor 303-866-4650 andy.proctor@state.co.us	Marge Lambeth 303-866-4649 marge.lambeth@state.co.us

Region	Areas	Housing Development	Asset Management
6	Baca Bent Crowley Kiowa Otero Prowers	Rick Hanger 719-544-2466 rick.hanger@state.co.us	Shannon Picaso 303-866-5306 shannon.picaso@state.co.us
7	Pueblo	Rick Hanger 719-544-2466 rick.hanger@state.co.us	Shannon Picaso 303-866-5306 shannon.picaso@state.co.us
8	Alamosa Conejos Costilla Rio Grande Saguache	Rick Hanger 719-544-2466 rick.hanger@state.co.us	Shannon Picaso 303-866-5306 shannon.picaso@state.co.us
9	Archuleta Dolores La Plata Mineral Montezuma San Juan	Bill Whaley 970-248-7302 bill.whaley@state.co.us	Autumn Gold 303-866-4648 autumn.gold@state.co.us
10	Delta Gunnison Hinsdale Montrose Ouray San Miguel	Bill Whaley 970-248-7302 bill.whaley@state.co.us	Autumn Gold 303-866-4648 autumn.gold@state.co.us
11	Garfield Moffat Rio Blanco Mesa	Bill Whaley 970-248-7302 bill.whaley@state.co.us	Autumn Gold 303-866-4648 autumn.gold@state.co.us
12	Pitkin Eagle Routt	Bill Whaley 970-248-7302 bill.whaley@state.co.us	Autumn Gold 303-866-4648 autumn.gold@state.co.us
12	Grand Jackson	Ann Watts 303-866-4652 ann.watts@state.co.us	Anne McCreedy 303-866-2319 anne.mccreedy@state.co.us
12	Summit	Ann Watts 303-866-4652 ann.watts@state.co.us	Autumn Gold 303-866-4648 autumn.gold@state.co.us
13	Chaffee Custer Fremont Lake	Ann Watts 303-866-4652 ann.watts@state.co.us	Teri Marquantte 303-866-3781 teri.marquantte@state.co.us
14	Huerfano Las Animas	Rick Hanger 719-544-2466 rick.hanger@state.co.us	Shannon Picaso 303-866-5306 shannon.picaso@state.co.us

Division of Property Taxation

Through its Division of Property Taxation (DPT), DOLA coordinates and administers the implementation of property tax law through the state's 64 counties. It operates under the leadership of the property tax administrator, who is appointed by the State Board of Equalization (state board).

In promoting equalization of property valuation for property tax purposes and in providing assistance to county assessors, DPT's activities are divided into several sections.

Administrative resources

This unit prepares and publishes administrative manuals, administrative procedures and instructions. It conducts schools and seminars regarding the administrative functions of the assessors' offices. It conducts field studies and provides statewide assistance in title conveyance, mapping, abstracting valuations, certification of values to taxing entities, and feasibility studies. The section also investigates taxpayer complaints. It is responsible for various studies and reports such as the residential assessment



rate study and the property tax administrator's annual report to the General Assembly and state board. It also coordinates with agencies having an interest in property taxation. In addition, the field staff works closely with assessors in all areas of property taxation.

Appraisal standards

Appraisal standards prepares and publishes appraisal manuals, appraisal procedures and instructions. It holds schools and seminars regarding all areas of appraisal. It conducts field studies and provides statewide assistance in agricultural land classification, natural resources and personal property valuation, as well as assistance in the valuation of residential, commercial and industrial properties. The section assists in reappraisal efforts, reviews internal appraisal forms used by assessors, and investigates and responds to taxpayer complaints.

Exemptions

The Exemptions section is responsible for determining qualification for exemption from property taxation for properties that are owned and used for religious, charitable and private school purposes. Currently exempt property owners are required to file annual reports with DPT to continue exemption.

Some exemptions statistics

- Annual Reports filed and reviewed—approx. 9,300 annually
- Exemptions forfeited for failure to file annual report—150–200 annually
- Breakdown of number of parcels or personal property locations only and

- Applications received—about 700 annually
 - Decisions issued annually by the Property Tax Admin.—approx. 750
- their estimated actual value by general exemption type as of Jan. 1, 2003:

	Religious	Private schools	Charity	Total
Parcels	5,981	219	3,708	9,908
Actual value				
Land	\$544,693,488	\$79,824,743	\$394,738,214	\$1,019,256,445
Improvements	\$1,824,668,690	\$261,884,755	\$2,057,694,422	\$4,144,247,867
Personal property	\$162,037,163	\$40,579,203	\$617,102,352	\$819,718,718
Total	\$2,531,399,341	\$382,288,701	\$3,069,534,988	\$5,983,223,030

The section provides assistance to counties and taxpayers with inquiries about exempt properties, conducts hearings on denied exemption applications and revocations of exemption, and defends appeals of such denials and revocations.

State assessed properties

This section values all public utilities and rail transportation companies doing business in Colorado. The company valuations are then apportioned to the counties for collection of local property tax. The section conducts research projects in connection with state assessed companies, assists counties and taxpayers with inquiries on the assessment of public utilities and rail transportation companies, hears protests of the assigned values, and defends appeals of such valuations.

The DPT offers forms online at www.dola.state.co.us/dpt/dpt.htm. For information regarding property taxation issues, contact the Division of Property Taxation at 303-866-2371.

State assessed valuation

Industry	Number of Taxpayers	Total 2003 Assessed Value
Airlines	39	\$277,497,100
Electric companies	54	\$1,638,915,800
Pipelines	42	\$333,379,000
Railroads	19	\$250,150,200
Telephones companies	184	\$1,396,311,000
Water companies	6	\$1,078,700
Private carlines	174	\$31,424,700
Totals	518	\$3,928,756,500

Board of Assessment Appeals

The Board of Assessment Appeals (BAA) hears appeals filed by real and personal property owners on the valuation placed on their property. The property owner can appeal decisions from county boards of equalization; the property tax administrator on state assessed properties; county boards of commissioners and the property tax administrator on prior year abatement/refund cases; and the property tax administrator on exempt property. Appeals also can be filed when a county assessor or county board of commissioners/equalization fails to make a decision on a matter properly presented.

Appeals must be made in writing to the three-member board, which is appointed by the Governor and approved by the state Senate. Through state legislation, the Governor appoints additional members to one-year contracts.

The Board of Assessment Appeals offers forms online at www.dola.state.co.us/baa/baaforms.htm. The BAA can be reached at 303-866-5880.



Top 10 fastest-growing counties—percentage

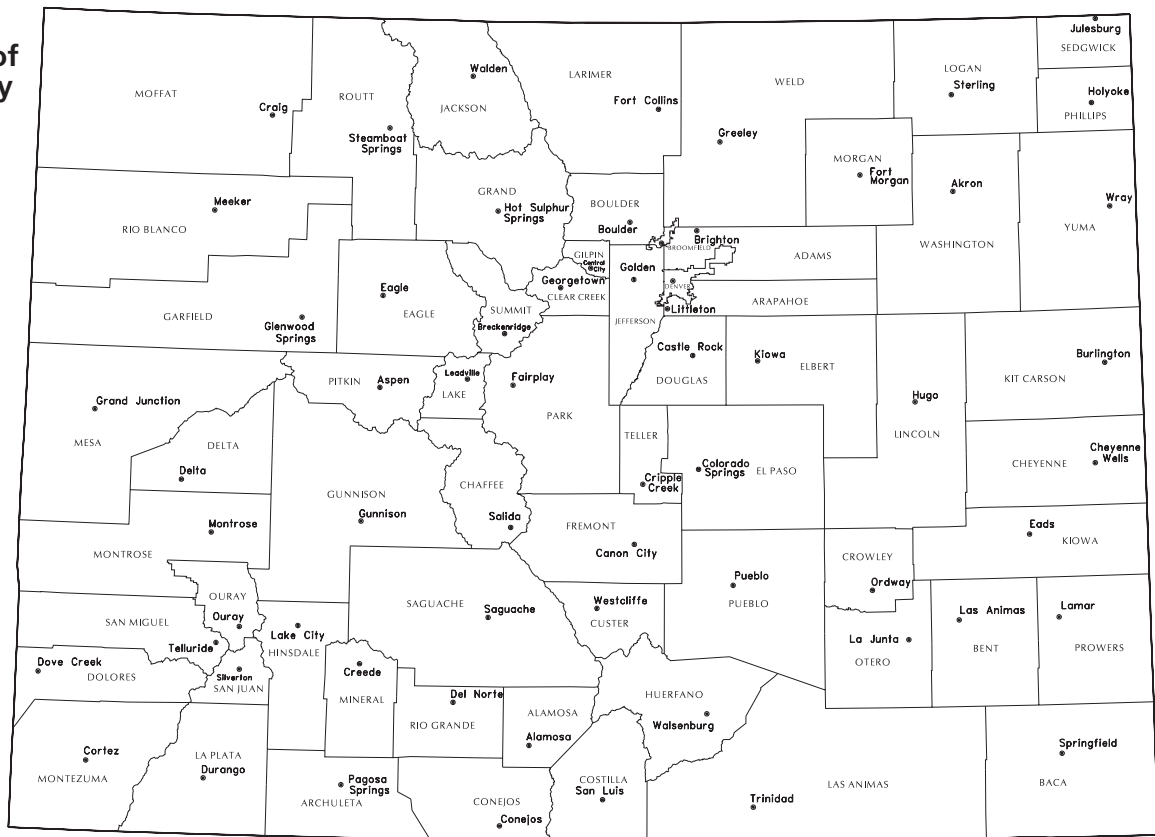
(annual growth rate)

	2000	2001	Ann. growth rate
Colorado	4,301,261	4,436,725	2.5%
Douglas	175,766	40,621	—
Elbert	19,872	200,385	11.1%
Weld	180,936	21,453	6.3%
Logan	20,504	194,318	5.9%
Archuleta	9,898	21,920	5.5%
Teller	20,555	10,548	5.2%
Park	14,523	21,827	4.9%
San Miguel	6,594	15,327	4.4%
Garfield	43,791	6,956	4.4%
Custer	3,503	46,173	4.3%

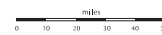
Top 10 fastest-growing counties—population (2000–2001 annual growth rate)

	April 2000	July 2001	Population change
Colorado	4,301,261	4,436,725	135,464
Douglas	175,766	200,385	24,619
El Paso	516,929	533,534	16,605
Arapahoe	487,967	503,846	15,879
Weld	180,936	194,318	13,382
Larimer	251,494	259,707	8,213
Denver	554,636	560,365	5,729
Mesa	116,255	119,975	3,720
Pueblo	141,472	144,383	2,911
Garfield	43,791	46,173	2,382
Jefferson	527,056	529,401	2,345

Map of county seats



Map Compilation: Colorado Division of Local Government, 2001



• County Seat

Colorado county statistics*

County	Total population	Square miles	Median age	Persons per household	% High school graduate or higher	% Bachelor's degree or higher	Median household income	Median family income	% Persons below poverty
Adams	363,857	1,200	31.4	2.81	78.8	17.4	\$47,323	\$52,517	8.9%
Alamosa	14,966	723	30.6	2.56	82.6	27.0	\$29,447	\$38,389	21.3%
Arapahoe	487,967	803	34.5	2.53	90.7	37.0	\$53,570	\$63,875	5.8%
Archuleta	9,898	1,355	40.8	2.47	87.3	29.0	\$37,901	\$43,259	11.7%
Baca	4,517	2,560	42.9	2.33	78.5	14.0	\$28,099	\$34,018	16.9%
Bent	5,998	1,542	37.3	2.53	77.2	11.5	\$28,125	\$34,096	19.5%
Boulder	291,288	751	33.4	2.47	92.8	52.4	\$55,861	\$70,572	9.5%
Broomfield*	38,272	34	33.2	2.76	93.1	37.9	\$63,902	\$70,551	4.2%
Chaffee	16,242	1,015	41.8	2.26	88.5	24.3	\$34,368	\$42,043	11.7%
Cheyenne	2,231	1,781	37.9	2.5	84.1	14.2	\$37,054	\$44,394	11.1%
Clear Creek	9,322	396	40.2	2.31	93.4	38.8	\$50,997	\$61,400	5.4%
Conejos	8,400	1,291	34.2	2.8	72.1	14.4	\$24,744	\$29,066	23.0%
Costilla	3,663	1,230	42.1	2.44	68.2	12.8	\$19,531	\$25,509	26.8%
Crowley	5,518	801	36.6	2.59	77.5	11.9	\$26,803	\$32,162	18.5%
Custer	3,503	740	44.9	2.36	90.3	26.7	\$34,731	\$41,198	13.3%
Delta	27,834	1,149	42.3	2.43	80.1	17.6	\$32,785	\$37,748	12.1%
Denver	554,636	156	33.1	2.27	78.9	34.5	\$39,500	\$48,195	14.3%
Dolores	1,844	1,077	42.4	2.35	76.0	13.5	\$32,196	\$38,000	13.1%
Douglas	175,766	842	33.7	2.88	97.0	51.9	\$82,929	\$88,482	2.1%
Eagle	41,659	1,701	31.2	2.73	86.6	42.6	\$62,682	\$68,226	7.8%
Elbert	19,872	1,848	37.2	2.93	92.5	26.6	\$62,480	\$66,740	4.0%
El Paso	516,929	2,129	33	2.61	91.3	31.8	\$46,844	\$53,995	8.0%
Fremont	46,145	1,532	38.8	2.43	80.5	13.5	\$34,150	\$42,303	11.7%
Garfield	43,791	2,960	34.2	2.65	85.4	23.8	\$47,016	\$53,840	7.5%
Gilpin	4,757	150	38.3	2.32	94.1	31.2	\$51,942	\$61,859	4.0%
Grand	12,442	1,869	36.9	2.37	92.3	34.5	\$47,759	\$55,217	7.3%
Gunnison	13,956	3,257	30.4	2.3	94.1	43.6	\$36,916	\$51,950	15.0%
Hinsdale	790	1,124	43.9	2.2	93.1	34.9	\$37,279	\$42,159	7.2%
Huerfano	7,862	1,593	41.7	2.25	77.8	16.1	\$25,775	\$32,664	18.0%
Jackson	1,577	1,620	40.5	2.37	86.2	19.9	\$31,821	\$37,361	14.0%
Jefferson	527,056	777	36.8	2.52	91.8	36.5	\$57,339	\$67,310	5.2%
Kiowa	1,622	1,785	39.7	2.4	86.3	16.1	\$30,494	\$35,536	12.2%
Kit Carson	8,011	2,163	37.4	2.5	77.0	15.4	\$33,152	\$41,867	12.1%
Lake	7,812	1,701	30.5	2.59	79.5	19.5	\$37,691	\$41,652	12.9%
La Plata	43,941	383	35.6	2.43	91.4	36.4	\$40,159	\$50,446	11.7%
Larimer	251,494	2,632	33.2	2.52	92.3	39.5	\$48,655	\$58,866	9.2%
Las Animas	15,207	4,771	40.9	2.4	76.9	16.2	\$28,273	\$34,072	17.3%
Lincoln	6,087	2,585	37.8	2.44	81.8	13.2	\$31,914	\$39,738	11.7%
Logan	20,504	1,845	36.5	2.45	82.3	14.6	\$32,724	\$42,241	12.2%
Mesa	116,255	3,347	38.1	2.47	85.0	22.0	\$35,864	\$43,009	10.2%
Mineral	831	878	45	2.2	91.6	31.2	\$34,844	\$40,833	10.2%
Moffat	13,184	4,754	35.4	2.58	79.6	12.5	\$41,528	\$45,511	8.3%
Montezuma	23,830	2,036	38	2.54	81.1	21.0	\$32,083	\$38,071	16.4%
Montrose	33,432	2,247	38.8	2.52	80.7	18.7	\$35,234	\$40,849	12.6%
Morgan	27,171	1,295	33.5	2.8	71.4	13.5	\$34,568	\$39,102	12.4%
Otero	20,311	1,267	37.7	2.49	75.7	15.4	\$29,738	\$35,906	18.8%
Ouray	3,742	542	43.4	2.36	93.4	36.8	\$42,019	\$49,776	7.2%
Park	14,523	2,210	40	2.45	93.3	30.3	\$51,899	\$57,025	5.6%
Phillips	4,480	689	39.8	2.47	81.6	19.9	\$32,177	\$38,144	11.6%
Pitkin	14,872	970	38.4	2.14	96.3	57.1	\$59,375	\$75,048	6.2%
Prowers	14,483	1,645	32.4	2.67	72.0	11.9	\$29,935	\$34,202	19.5%
Pueblo	141,472	2,398	36.7	2.52	81.3	18.3	\$32,775	\$40,130	14.9%
Rio Blanco	5,986	3,228	37.5	2.5	88.4	19.5	\$37,711	\$44,425	9.6%
Rio Grande	12,413	913	37.3	2.59	78.1	18.8	\$31,836	\$36,809	14.5%
Routt	19,690	2,362	35	2.44	95.3	42.5	\$53,612	\$61,927	6.1%
Saguache	5,917	3,169	36.9	2.56	70.0	19.6	\$25,495	\$29,405	22.6%
San Juan	558	389	43.7	2.06	92.1	43.7	\$30,764	\$40,000	20.9%
San Miguel	6,594	1,291	34.2	2.18	93.6	48.5	\$48,514	\$60,417	10.4%
Sedgwick	2,747	548	43.2	2.31	79.3	13.4	\$28,278	\$33,953	10.0%
Summit	23,548	619	30.8	2.48	93.3	48.3	\$56,587	\$66,914	9.0%
Teller	20,555	559	39.4	2.56	94.0	31.7	\$50,165	\$57,071	5.4%
Washington	4,926	2,530	40.2	2.46	81.7	14.3	\$32,431	\$37,287	11.4%
Weld	180,936	4,017	30.9	2.78	79.6	21.6	\$42,321	\$49,569	12.5%
Yuma	9,841	2,363	37.3	2.55	79.5	15.5	\$33,169	\$39,814	12.9%

*2000 census data not available for Broomfield County. Data provided

is for the City of Broomfield.

Department contacts

Executive Director's Office

Michael L. Beasley, *Executive Director*
1313 Sherman St., Rm. 500
Denver, CO 80203
303-866-4904 • Fax 303-866-4317
mike.beasley@state.co.us

Division of Local Government

Barbara Kirkmeyer, *Director*
1313 Sherman St., Rm. 521
Denver, CO 80203
303-866-2156 • Fax 303-866-4819
barbara.kirkmeyer@state.co.us

Office of Smart Growth

Eric Bergman, *Director*
1313 Sherman St., Rm. 521
Denver, CO 80203
303-866-2353 • Fax 303-866-4819
eric.bergman@state.co.us

Office of Emergency Management

Tom Grier, *Director*
15075 S. Golden Rd.
Camp George West • Golden, CO 80401
303-273-1622 • Fax 303-273-1795
24-hour emergency 303-279-8855
tom.grier@state.co.us

Local Government Services/ Field Services Section

Charles Unseld, *Director*
1313 Sherman St., Rm. 521
Denver, CO 80203
303-866-2156 • Fax 303-866-4819
charles.unseld@state.co.us

Office of Workforce Development

Booker Graves, *Director*
1313 Sherman, Rm. 521
Denver, CO 80203
303-866-4991 • Fax 303-866-2660
booker.graves@state.co.us

Division of Housing

Kathi Williams, *Director*
1313 Sherman St., Rm. 518
Denver, CO 80203
303-866-2033 • Fax 303-866-4077
kathi.williams@state.co.us

Division of Property Taxation

Mary Huddleston, *Director*
1313 Sherman St., Rm. 419
Denver, CO 80203
303-866-2371 • Fax 303-866-4000
mary.huddleston@state.co.us

Board of Assessment Appeals

Diane Fechisin, *Director*
1313 Sherman St., Rm. 315
Denver, CO 80203
303-866-5880 • Fax 303-866-4485
diane.fechisin@state.co.us

Budgeting

Steve Schroeder, *Director*
1313 Sherman St., Rm. 521
Denver, CO 80203
303-866-4910 • Fax 303-866-4819
steve.schroeder@state.co.us

Accounting

Rose Marie Auten, *Controller*
1313 Sherman St., Rm. 323
Denver, CO 80203
303-866-2252 • Fax 303-866-4202
rose_marie.auten@state.co.us

Information Management Services

Brian Morrow

1313 Sherman St., Rm. 323
 Denver, CO 80203
 303-866-2091 • Fax 303-866-2251
 brian.morrow@state.co.us

Human Resources

Rick Worley

1313 Sherman St., Rm. 323
 Denver, CO 80203
 303-866-4911 • Fax 303-866-2251
 rick.worley@state.co.us

List of services

Executive Director's Office

Agency administration
 Grant funding determination
 Interdepartmental coordination
 Intergovernmental liaison
 Workforce Investment Council coordination

Division of Local Government

Census information/population estimates
 and projections
 Community Development Block Grants
 Community Services Block Grants
 Conservation Trust Fund
 Demographic services and products
 Energy and Mineral Impact Assistance
 Regional managers
 Land-use planning
 Local Government Gaming Impact
 Local government purchasing
 Property tax limitations
 Search and rescue
 Smart Growth
 Solid waste, water and sewer services
 Budgeting and financial management
 Waste tire cleanup and incentives

Emergency Services

Cartographic/GIS services and products
 Disaster and emergency planning and response
 Hazard mitigation

Division of Housing

Building codes—factory-built and mobile
 Building codes—multifamily
 Community housing technical assistance
 Low-income housing construction/rehab grants
 and loans
 Private Activity Bonds
 Public Housing Authority programs

Division of Property Taxation

Assessor training and assistance
Property tax assessment training
Property tax exemptions
Public utilities assessment

Board of Assessment Appeals

Property assessment appeals

List of department publications

Colorado Visitor Study 1999
Financial Compendium
Financial Management Manual
Governor's Task Force on Victim's Support for the
Columbine High School Tragedy: Summary Report
(July 2000)

Local government assistance guides

Administration and planning

Analyzing Financial Trends and Assessing the Impacts
of Growth
Contracting for Professional Services
Developing a Capital Improvements Plan
Grant and Loan Directory
Integrating Land Use, Transportation and Air Quality
Planning
Land-Use Planning
Legal Investments for Local Governments
Personnel Management for Local Governments
Property Rights, Vested Rights and Intergovernmental
Growth Issues: Best Practices
TABOR, Gallagher and Mill Levies

Planning publications

Best Practices series:

- Natural Hazards Planning and Mitigation
- Intergovernmental Agreements
- Land-Use and Growth Management
- Preservation of Open Space, Farms and Ranches

Capital Improvements Planning (discusses how to do
capital improvement planning)

Contracting for Consultants: How to develop an
RFQ/RFP

Land-Use Planning in Colorado (lists general land-use
planning enabling authority for municipalities and
counties)

Master Plan Primer (discusses components of a master/
comprehensive plan)

Sample Resolution Regarding HB 01S2-1006,
Mandatory Local Government Master Plans

- Municipal sample, provided by the Colorado
Municipal League
- County sample, by Colorado Counties, Inc.

Tips on Citizen Involvement

Updating the Master Plan and/or Land-Use Regulations

Variance Application, Findings and Record of Decision

What is Planning and Why Should a Community Plan?

Special districts

Compliance Calendar

Districts and Other Financing Mechanisms

Elections: A Quick Reference Guide

Formation and Statutory Responsibilities of Title 32
Special Districts

Overview for Homeowners

Special District Service Plans

Counties

53 Small- and Medium-sized Counties Budget

Comparison

County Issues Report

Water and wastewater management

Available Financial Assistance
Colorado Sewer Needs List
Colorado Water Needs List
Developing a User Rate and Fee System
Operator Training Calendar
Utility Fees, Rates and Collections
Water Pollution Control Revolving Fund Fact Sheet

Housing

2000–2005 Consolidated Action Plan
2003 Estimates of Households by Income for Colorado and Its Regions
2003 Cost-Burdened Renter Households
Affordable Housing Regulatory Barriers Impact Report (1998, 1999, 2002)
ADVANCES—Current Housing Topics of Interest to Consumers
Colorado Division of Housing Rental Assistance Contractors
Colorado Multi-Family Housing Vacancy and Rental Survey
Cost of Housing Analysis For Colorado—2002
Deep Subsidy Rentals—County by County Listing
Housing Colorado: A Guidebook for Local Officials
Housing Colorado: The Challenge for a Growing State's Affordable Housing Needs—2002
Manufactured Housing Installation Manual
Manufactured Housing Manufacturers
Public Housing Agency Five-Year Strategy and Annual Action Plan
Reducing Housing Costs through Regulatory Reform
Registered Manufactured Housing Retailers
Section 8 Administrative Plan for Section 8 Rental Assistance Vouchers
Section 8 Homeownership Plan
What is Affordable Housing in Your Area? County by County Listing

Emergency management

72-Hour Family Emergency Kit
Are You Ready?—A Guide to Citizen Preparedness—link to FEMA
COEM Brochure
Colorado Disaster Act—Senate Bill 92-36-1992
Colorado Disaster Emergency Procedures Handbook for Local Governments
Colorado Drought Mitigation and Response Plan—2001
Colorado Natural Hazards Mitigation Council Report: 1997–1999
Colorado State Hazard Mitigation Plan—2001
Disaster Assistance Brochure
Domestic Preparedness Brochure
Family Emergency Preparedness Guide
Guide on the Special Needs of People with Disabilities for Emergency Managers, Planners and Responders
Intergovernmental Agreement for Emergency Management
Law Enforcement Officers Guide for Responding to Chemical Terrorist Incidents
Lessons of Recovery—A Review of the 1997 Colorado Flood Disaster
Prepared Newsletter—published three times annually. Volumes 6–8 (2000–2002)
Stafford Act (The Robert T. Stafford Disaster Assistance and Emergency Relief Act—link to) State Emergency Operations Plan



Colorado Department of Local Affairs

303-866-2771

Fax 303-866-4317

1313 Sherman Street, Room 500

Denver, CO 80203-2236

December 2003