

# Exhibit A

# City of Flagstaff

FY 2019 HUD Annual Action Plan



Submitted to the  
US Department of Housing and Urban Development  
June 4, 2019



# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The Annual Action Plan (Action Plan) is submitted to the U.S. Department of Housing and Urban Development (HUD) and serves as the formal application for the use of Community Development Block Grant (CDBG) entitlement funds received by the City of Flagstaff.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Action Plan defines the one-year activities in relationship to the five-year goals and objectives of the Consolidated Plan covering Fiscal Years 2016-2020, submitted to HUD on May 15, 2016. The Action Plan provides a brief description of the programs and projects of the City of Flagstaff in Fiscal Year 2019-2020, as well as funding announcements for the CDBG program. The City established four priorities based on the analysis of market and community conditions, and input from Flagstaff residents and service providers:

1. Revitalization, Public Facilities & Infrastructure, Public Services & Economic Opportunities  
Addressing Homelessness Decent Affordable Housing

The Community Development Block Grant program is provided through the US Department of Housing and Urban Development (HUD) Office of Community Planning and Development. Due to its size and composition, the City of Flagstaff is classified as an 'entitlement community'. This means that Flagstaff does not apply for the CDBG program but is awarded CDBG funds at a level based on a HUD formula involving population and demographics. To receive CDBG funds, every five years, the City must complete a Consolidated Plan, and a yearly Annual Action Plan based on the Consolidated Plan that details the uses of funds. Congress' primary objective for CDBG is to improve communities, principally for low and moderate-income persons by:

1. Providing Decent Housing,
2. Providing a Suitable Living Environment, and
3. Expanding Economic Opportunities.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Flagstaff is proud of the accomplishments achieved. In the past two years, CDBG has served 2,480 individuals and 47 households. During the coming year, the City will continue to utilize viable resources and successfully administer CDBG sub-recipient contracts to improve the quality of life in the community.

The city strives to utilize CDBG funds in target neighborhoods; however, the actual distribution of funds to target areas depends on the number and type of proposals received. Last fiscal year, 100% of CDBG funding was expended in the City of Flagstaff. This fiscal year, the city will expend 41% of CDBG funding in Target Neighborhoods.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The consultation and public participation process for the development of this year's Annual Action Plan consisted of five public meetings and one-on-one technical assistance meetings with interested agencies. The draft Annual Action Plan was made available for public comment from March 1, 2019 to April 1, 2019. The funding allocations in this plan were brought to the City Council during a public meeting held on April 9, 2019 and were approved by City Council on April 16, 2019.

Flagstaff City Council's CDBG priorities for 2019 are homelessness, housing (rental and ownership), workforce job training, education (early childhood development) and neighborhood revitalization. The first public meeting, held on January 31, 2019, began the Annual Action Plan process. It introduced to the public the planning stages and solicited public participation for the CDBG Request for Proposal process. On February 28, 2019, a public meeting was held to discuss and receive comment on the proposals submitted.

On April 9, 2019, staff presented the ranked proposals to City Council and received final decision on the selected proposals at the City Council Meeting.

### **ON APRIL 10, 2020 STAFF REQUESTED CITY COUNCIL APPROVAL OF A SUBSTANTIAL AMENDMENT TO THE 2019/2020 ANNUAL ACTION PLAN.**

Notice of public meetings was published at least two weeks prior to each meeting in the Arizona Daily Sun, a newspaper of general circulation and to members of the local Continuum of Care. The Continuum of Care has developed an extensive mailing and email list that includes over 300 people who represent organizations that serve homeless and at-risk households, mainstream service and housing agencies,

community development organizations, civic leaders, etc. This list is used to regularly inform these agencies of planning efforts, funding opportunities, changes in policy and practice or any other information that agencies may find useful.

Emails and notices provided information about the topic of meeting, location, and how comments could be submitted if the person(s) was unable to attend. The forums and meetings were held in handicapped accessible locations. Accommodations for those with hearing and special language needs were made on an as needed basis when at least twenty-four-hour notice was provided to the City.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

During the one-month public comment period, one comment was received.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

Below is the one public comment the City of Flagstaff Housing Section received. City of Flagstaff Housing staff held a technical assistance meeting with Coconino County Community Services to discuss the agency's concerns potential alternative project idea.

Public comment from Coconino County Community Services Interim Director, Norma Gallegos:

"Community Services is going to take off this year and will not be applying for this grant. We have always used these funds for eviction prevention because we do not have enough rental funds to meet the housing needs in the community. As I mentioned at the Public Hearing last week, it's difficult to come up with a new service when it comes to providing rental assistance because we already provide case management and financial empowerment to families who are requesting services.

We have heard from the community as well as staff that the federal requirements for these funds in terms of paperwork etc., creates more of a barrier to households who end up not returning because of the documentation that is required for this grant, which is unfortunate. Taking this year off will give us time to see if there are other opportunities where this grant could assist us in our Mission since it is a grant that is available each year."

## **7. Summary**

Not Applicable.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	FLAGSTAFF	City of Flagstaff Housing Section

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Flagstaff Housing Section is the HUD “lead agency” for the Consolidated Plan and Annual Action Plan. The Housing Section is part of the City’s Community Development Division. In addition to Housing, the Community Development Division includes the Engineering, Planning and Development Services sections.

The Housing Section works to address the shortage of affordable housing with several programs and tools. In addition to administration of the CDBG program, the Housing Section performs the below primary functions.

The City of Flagstaff Housing Authority (CFHA) manages 265 public housing units, 333 Housing Choice Vouchers, 106 Veterans Affairs Supportive Housing (VASH) vouchers, 80 apartment-style residences for a non-profit corporation and 12 Single Room Occupancy (SRO) vouchers for Seriously Mentally Ill (SMI).

- Research and Planning: Key to this focus area is the identification and maintenance of data pertinent to housing in Flagstaff and nationally, the creation and implementation of plans, the location and review of best practices and additional tools being used in other communities, and project specific planning.

- Policy: The development and subsequent implementation of policy initiatives are critical to the success of the City of Flagstaff's overall housing and economic development goals. In general, policy development and implementation are designed to enhance City program effectiveness, identify gaps or underserved groups, and enhance the private sector's ability to provide market-based solutions.
- Housing Programs and Development: This focus area encompasses programmatic areas, as well as the implementation of previous planning efforts, resulting in the creation of housing opportunities.

**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

In developing the 2019 Annual Action Plan, the City consulted with agencies providing services related to housing, social services, elderly persons, disabled persons, persons with HIV/AIDS, children experiencing neglect, and individuals and families impacted by homelessness. Agencies participating in the Annual Action Plan public meeting were.

1. Catholic Charities of Northern Arizona
2. Coconino County Community Services
3. City of Flagstaff
4. Flagstaff Family Food Center
5. Flagstaff Shelter Services
6. The Guidance Center
7. Housing Solutions of Northern Arizona
8. Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA)
9. Southwest Fair Housing Council

Activities that serve a special population, including homeless populations, and projects located in target neighborhoods received additional points in the ranking process. The City also gives points to activities that evidence community collaborations including leverage, staffing partnerships, other formal agreements, and letters of support.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City's Housing Section works with coordinated entry, various agencies, and committees, along with City and County departments to coordinate resource delivery to eligible households. The City supports developers, when appropriate, that are seeking funding for Low Income Housing Tax Credits and provides support to other projects that will serve Flagstaff’s low and moderate-income households.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City participates with the Coconino County Continuum of Care (managed by the Arizona Department of Housing), including working groups, sub-committees and advisory groups around specific homeless and at risk-populations. These meetings bring together shelter providers, prevention providers, housing providers and agencies that deliver prevention, rapid re-housing, emergency and

transitional shelter services and permanent supportive housing opportunities. City of Flagstaff staff participate on the Executive Committee.

The City has lead the Point-In-Time (PIT) steering committee for the last three years and worked with Northern Arizona University to assist in developing the survey instrument for the Balance of State Continuum of Care. In addition, City staff leads the Flagstaff Project Homeless Connect steering committee and the System Design Steering committee.

City staff has been instrumental in the creation of Front Door Coordinated Entry. The System Design Steering Committee has created a single point of entry for coordinated assessment in the Flagstaff area, known as Front Door. Since January 2017, accessing housing and services has been dramatically simplified for those in crisis. When members of the community identify themselves to be in a housing crisis, they can access community services by entering the Front Door Program.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Flagstaff is not an ESG grantee.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	CATHOLIC CHARITIES OF NORTHERN ARIZONA
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Catholic Charities of Northern Arizona continued to monitor the needs of Northern Arizona communities and responded by providing life-changing services that protect and nurture children, help strengthen families and assist individuals in crisis. Catholic Charities delivers services in foster care, adoption and pregnancy counseling, North Star youth development and Westside Head Start early education. Over the years, in response to community needs, our Catholic Charities has grown to serve veterans and their families, sex-trafficked survivors, victims of domestic abuse, refugees and those experiencing homelessness.
2	<b>Agency/Group/Organization</b>	Coconino County Community Services
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-homeless Services-Health Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Coconino County Community Services Department (CCCSD) is the largest provider of emergency services in the community, specifically eviction/foreclosure prevention and move in assistance; it is the number one referral agency in both the County and the City of Flagstaff. CCCSD is the recognized Community Action Agency for the County and covers a service area of 18,000 square miles. CCCSD has successfully administered an eviction and foreclosure prevention program for the last thirty-five (35) years. The agency was consulted through public meetings, the public comment period and one on one technical assistance.
3	<b>Agency/Group/Organization</b>	City of Flagstaff
	<b>Agency/Group/Organization Type</b>	PHA Service-Fair Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City will continue to utilize CDBG funds in target neighborhoods and owner-occupied housing rehabilitation. These programs serve low to moderate income residents of target neighborhoods, elderly persons and persons with disabilities. The programs improve infrastructure; eliminate health and safety hazards; facilitate ADA accessibility and aging in place; stabilize low income households through reduction of home repair and utility costs; increase building performance; revitalize low income neighborhoods; and preserves entry-level housing stock.
4	<b>Agency/Group/Organization</b>	Flagstaff Family Food Center
	<b>Agency/Group/Organization Type</b>	Services-Health Services-Education

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Serving hope to Flagstaff families by providing hunger relief and children's literacy programs.
5	<b>Agency/Group/Organization</b>	Flagstaff Shelter Services
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Flagstaff Shelter Services offers homeless individuals shelter and supportive services and is focused on chronically homeless individuals, many of whom have serious psychiatric or substance abuse issues. Flagstaff Shelter Services provides all individuals experiencing homelessness with coordinated entry know as Flagstaff's Front Door. The agency was consulted through public meetings, the public comment period and one on one technical assistance.

6	<b>Agency/Group/Organization</b>	The Guidance Center
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Mental Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Guidance Center (TGC) is a not-for-profit Community Mental Health Center with locations serving Flagstaff. TGC provides a full range of services, which include everything from general mental health counseling for everyday stressors, to our inpatient psychiatric hospital for acute psychiatric emergencies. TGC is committed to creating healthy individuals, families and communities. The agency was consulted through public meetings, the public comment period and one on one technical assistance.
7	<b>Agency/Group/Organization</b>	Housing Solutions of Northern Arizona
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services - Victims Community Development Financial Institution
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Housing Solutions of Northern Arizona (HSNA) is a nonprofit housing organization, founded as the Affordable Housing Coalition in 1990 through the grassroots efforts of local citizens concerned about the lack of affordable housing in the Flagstaff community. HSNA expanded from an advocacy organization to one that focuses on programs designed to help residents identify and maintain safe, decent, and affordable housing. The agency's mission is "building opportunities for sustainable, affordable housing in northern Arizona." The agency was consulted through public meetings, the public comment period and one on one technical assistance.
8	<b>Agency/Group/Organization</b>	Southwest Fair Housing Council
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Southwest Fair Housing Council provides comprehensive services to achieve and preserve equal access to housing for all people. The elimination of all forms of illegal discrimination related to housing. Through research, advocacy, enforcement, community outreach, passionate staff and diverse board, SWFHC helps more people achieve equal access to housing and are recognized as one of the superior fair housing organizations in the nation.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not applicable.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Arizona Department of Housing	The Balance of State Continuum of Care (BOSCO) is a collaborative and inclusive community based process for planning and managing homeless assistance resources and services effectively and efficiently to end homelessness in thirteen (13) counties of Arizona. Goals in Coconino County's BOSCO Strategic Plan include action items such as improving the implementation of Coordinated Entry; to continue conducting the County's annual Point in Time Count; to work collaboratively with stakeholders, funders and housing providers to create community housing needs assessment, etc.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

The City participates with the Coconino County Continuum of Care (managed by the Arizona Department of Housing), including working groups, sub-committees and advisory groups around specific homeless and at risk-populations. These meetings bring together shelter providers, prevention providers, housing providers and agencies that deliver prevention, rapid re-housing, emergency and transitional shelter services, as well as permanent supportive housing opportunities. Flagstaff City staff participate on the Executive Committee. City staff also lead the Point-in-Time steering committee, the Homeless Connect steering committee and sit on the systems design steering committee.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City of Flagstaff makes funding allocations based on community priorities and input. Priorities are determined by City Council and through input provided by the public, both in the planning and application processes.

Investments are allocated based on City Council's determination. Proposals for eligible activities are solicited through a formal Request for Proposals (RFP) process, which is open to qualified external organizations and City sponsored projects. Submitted proposals are evaluated and ranked, and a summary of the evaluation is presented to City Council for its review and consideration in making final funding decisions. A review committee consisting of City staff and external members determines a score for each proposal and makes recommendations to City Council based on the following priorities:

1. City Council annual CDBG priorities, 5-year Consolidated Plan and eligible CDBG funding
2. The need for funds and the demand for the project are demonstrated;
3. Geographic areas designated as target neighborhoods due to a disproportionate concentration of low income and minority populations;
4. Projects that meet the previous criteria and address the Primary, National and Consolidated Plan Objectives of the CDBG program; and
5. Projects that demonstrate the capacity to provide timely, compliant, and sustainable benefits to the community.

Activities that will serve a special population, including homeless populations, and projects located in target neighborhoods receive additional points in the ranking process. The City also gives points to activities that evidence community collaborations including leverage, staffing partnerships, other formal agreements, and letters of support.

The consultation and public participation process for the development of this year's Annual Action Plan consisted of three public meetings, a request for proposal process, and an invitation for written comment. Forums and meetings were conducted to solicit information on housing and community development needs and to elicit public comment on planned activities. The draft Annual Action Plan was made available for public comment from March 1, 2019 to April 1, 2019.

**THE PROPOSED AMENDMENT TO THE 2019/2020 ANNUAL ACTION PLAN WAS MADE AVAILABLE FOR PUBLIC COMMENT FROM APRIL 5, 2020 TO APRIL 9, 2020. THE 5 DAY PUBLIC COMMENT PERIOD WAS ALLOWABLE BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IMPLEMENTATION OF WAIVERS OF COMMUNITY PLANNING AND DEVELOPMENT GRANT PROGRAM AND CONSOLIDATED PLAN REQUIREMENTS TO PREVENT THE SPREAD OF COVID-19 AND MITIGATE ECONOMIC IMPACTS AND AN AMENDMENT TO THE CITY OF FLAGSTAFF 2016-2020 CONSOLIDATED PLAN CITIZEN PARTICIPATION PLAN.**

**Citizen Participation Outreach**

<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (if applicable)</b>
1	Internet Outreach	Non-targeted/broad community	Emails were sent to over 300 member of Coconino County's Continuum of Care informing agencies of important dates for the 2019 Community Development Block Grant Schedule, public comment period and deadlines.	No comments received.		

2	Public Meeting	<p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	<p>On January 31, 2019 Housing staff held a public hearing to start the CDBG grant cycle and public participation process. The overview of the City's CDBG program assisted the public in understanding the possible funding available, eligible activities under the grant, City Council CDBG priorities, and the format of this year's CDBG process. Nine representatives from agencies attended.</p>	<p>From the Coconino County Community Services Interim Director: "Coconino County Community Services (CCCS) used CDBG funds for eviction prevention because we do not have enough rental funds to meet the housing needs in the community. It's difficult to come up with a new service when it comes to providing rental assistance because we already provide case management and financial empowerment to families who are requesting services."Coconino County Community Services have heard from the</p>	<p>Comment was accepted and discussed with agency.</p>	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
				community as well as staff that the federal requirements for these funds in terms of paperwork etc., creates more of a barrier to households who end up not returning because of the documentation that is required for this grant, which is unfortunate.		
3	Public Meeting	Persons with disabilities Non-targeted/broad community	A public meeting was held by City staff on Thursday, February 28, 2019 to review received proposals and to receive comments on the use of the City of Flagstaff's 2019 CDBG funds.	No comments received.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Persons with disabilities Non-targeted/broad community	Arizona Daily Sun ad February 10 & 17, 2019 - Invited the public to City Council Meeting to discuss the use of CDBG funding on April 9, 2019.	No comments received.		
5	Public Meeting	Persons with disabilities Non-targeted/broad community	On Tuesday, April 9 & 16, 2019, two public meeting were held by City Staff where City Council discussed and approved the submittal of the 2019 Annual Action Plan to HUD and use of the 2019 CDBG funds.	No comments received.		
6	NEWSPAPER AD	PERSONS WITH DISABILITIES NON-TARGETED/BROAD COMMUNITY	ARIZONA DAILY SUN AD APRIL 5, 2020 – INVITED PUBLIC COMMENT ON AMENDMENTS TO THE 2019/2020 ANNUAL ACTION PLAN	NO COMMENTS RECEIVED.		

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The amount of CDBG funding received by the City varies from year-to-year based on the federal budget. The City expects to receive between \$510,000 and \$650,000 each year during the next five years. The Annual Action Plan describes City allocations for the CDBG program during the coming year – PY2019-2020. These allocations fund activities to address goals for the primary Consolidated Plan areas: Affordable Housing, Homelessness, Community Development, Special Needs and Citizen Participation.

Additional federal funds to address goals were made available for public housing and programs addressing the needs of people experiencing homelessness. State government, local general funds and private resources are occasionally secured by the City or by local agencies for a variety

of uses.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	616,928	60,044	20,183	697,155	0	The City of Flagstaff's 2019 CDBG allocation totals \$697,155.48.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Federal funds will leverage possible additional resources to rehabilitate and/or develop affordable housing for renters or owners, to provide services to vulnerable populations including people experiencing homelessness, people living in poverty, and other people with special needs. When funding has matching requirements, match may be satisfied through local fundraising by nonprofit organizations, State Housing Trust Funds, and City General Funds. \$2,414,316 federal, state and local funds will leverage 2019 CDBG projects.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Not applicable.

**Discussion**

Not applicable.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Infrastructure for Affordable Housing	2016	2021	Affordable Housing Non-Housing Community Development	Sunnyside	Revitalization, Public Facilities & Infrastructure Addressing Homelessness Decent Affordable Housing	CDBG: \$258,233	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5 Households Assisted Rental units constructed: 5 Household Housing Unit Overnight/Emergency Shelter/Transitional Housing Beds added: 9 Beds Housing for Homeless added: 5 Household Housing Unit
2	Owner-occupied Housing Rehabilitation	2016	2021	Affordable Housing	Citywide	Decent Affordable Housing	CDBG: \$219,095	Homeowner Housing Rehabilitated: 6 Household Housing Unit
3	Operating Support	2016	2021	Homeless	Citywide	Public Services and Economic Opportunities Addressing Homelessness	CDBG: \$59,597	Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Facility Improvements	2016	2021	Non-Housing Community Development	Sunnyside	Revitalization, Public Facilities & Infrastructure Addressing Homelessness	CDBG: \$24,836	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted

Table 6 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Infrastructure for Affordable Housing
	<b>Goal Description</b>	Housing Solutions of Northern Arizona will implement CDBG funds to expand its Sharon Manor Transitional Housing facility. The project would add 5 units of transitional housing, to the Sharon Manor House. This home currently has 8 studio apartments, with common kitchen and living space. The additional units would be a second story expansion and would increase the number of homeless victims of domestic violence to have resources to escape abuse, build self-sufficiency and identify decent, safe, permanent housing.
2	<b>Goal Name</b>	Owner-occupied Housing Rehabilitation
	<b>Goal Description</b>	The City of Flagstaff will apply CDBG funds for its Owner-Occupied Housing Rehabilitation (OOHR). OOHR preserves existing affordable housing stock by eliminating health and safety hazards. It conducts home repairs, accessibility modifications which allows homeowners to live in safe, decent and affordable housing. The services are available to low to moderate Flagstaff homeowners. 6 households will be served.

3	<b>Goal Name</b>	Operating Support
	<b>Goal Description</b>	<p><b>FLAGSTAFF SHELTER SERVICES WILL PROVIDE EXPANDED SHELTER AND SERVICES IN RESPONSE TO THE COVID-19 INFECTIOUS DISEASE PANDEMIC. THE FSS COVID-19 INFECTIOUS DISEASE RESPONSE PROGRAM WOULD PROVIDE ALTERNATIVE, TEMPORARY SHELTER TO A MINIMUM OF 100 MEDICALLY VULNERABLE INDIVIDUALS AT HEIGHTED RISK OF SEVERE INFECTION AND EXPOSURE TO COVID-19. FLAGSTAFF SHELTER SERVICES WILL UTILIZE PHYSICAL SPACE LEFT VACANT BY THE TEMPORARY RE-LOCATION OF HIGH-RISK CLIENTS IN AN ATTEMPT TO CREATE APPROPRIATE SOCIAL DISTANCE AND SEPARATION BETWEEN REMAINING CLIENTS IN ORDER TO EXPAND ON-SITE DAY SERVICES. THE AGENCY WILL USE CDBG FUNDS TO PROVIDE TEMPORARY OFF-SITE SHELTER, PURCHASE CRUCIAL BIOHAZARD SUPPLIES TO PROTECT CLIENTS AND STAFF AND TO HIRE ADDITIONAL SUPPORT FOR THE SUPERVISION OF CLIENTS DURING THE DAYTIME HOURS.</b></p> <p><del>Flagstaff Shelter Services will apply CDBG dollars to create a comprehensive workforce development program, tailored specifically for individuals experiencing homeless. The program will provide employment case management and would address common barriers to job placement and retention. FSS is proposing to new staff members, an Employment Navigator and a Program Supervisor. This public services activity will also utilize CDBG dollars to purchase discounted monthly bus passes for participants, removing transportation barriers. (200 individuals would be served with permanent job placement)</del></p>
4	<b>Goal Name</b>	Facility Improvements
	<b>Goal Description</b>	Flagstaff Family Food Center will utilize CDBG funding to rehabilitate the agency's community dining room located in the Sunnyside target neighborhood. The scope of work includes renovating and constructing an ADA restroom, and Purchasing new industrial kitchen equipment which will be bolted into the ground. This activity would serve 3000 low to moderate income residence in Sunnyside.

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

In the 2019 CDBG process, three external agency proposals were received. There was one internal City of Flagstaff request. When program income is included and de obligated dollars are accounted for, the 2019 CDBG allocation is \$697,155.48. Four proposals requesting a total of \$826,545.87 in CDBG funding were received by the February 21, 2019 deadline. Recommendations were discussed and approved by Flagstaff's City Council at a public hearing on April 9, 2019. The following table identifies approved projects for 2019-2020 program year with a budget of \$697,155.48.

**ON APRIL 10, 2020 A RECOMMENDATION TO RE-ALLOCATE FUNDS FOR THE FLAGSTAFF SHELTER SERVICES EMPLOYMENT NAVIGATION SERVICE FOR INDIVIDUALS EXPERIENCING HOMELESSNESS TO THE COVID-19 INFECTIOUS DISEASE RESPONSE PROGRAM FOR INDIVIDUALS EXPERIENCING HOMELESSNESS WAS MADE TO CITY COUNCIL.**

Please note that the expected amount available (in the AP-15) shows more than allocated in AP-35 Projects. IDIS (AP-35) will not allow cents in the expected resources for the city's projects which is triggers a warning in the Annual Action Plan Quality Check.

### Projects

#	Project Name
1	Transitional Housing for Victims of Domestic Violence - Expanding Sharon Manor
2	City of Flagstaff - Owner Occupied Housing Rehabilitation Program
3	Flagstaff Family Food Center - Food Center Rehabilitation
4	FSS – <b>COVID-19 INFECTIOUS DISEASE RESPONSE PROGRAM</b> <del>Employment Navigation Services for Individuals Experiencing Homelessness</del>
5	Administration

**Table 7 - Project Information**

### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

For FY 2019-2020, the City issued a request for proposals for CDBG activities. Proposals are evaluated based on CDBG eligibility and funding criteria that include the ratio of dollars per person that will benefit, percent of leverage funding, past successful CDBG contract administration, location of the project in a target area, and evidence of community collaborations. At least 70% of CDBG funds must

serve low and moderate-income people and not more than 15% may be used for public services. Up to 20% may be used to cover administrative costs, including indirect costs. The largest obstacle to addressing underserved needs is insufficient funding, particularly for public services projects.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	Transitional Housing for Victims of Domestic Violence - Expanding Sharon Manor
	<b>Target Area</b>	Sunnyside
	<b>Goals Supported</b>	Facility Improvements Infrastructure for Affordable Housing
	<b>Needs Addressed</b>	Revitalization, Public Facilities & Infrastructure Addressing Homelessness Decent Affordable Housing
	<b>Funding</b>	CDBG: \$258,232
	<b>Description</b>	Housing Solutions of Northern Arizona (HSNA) will implement CDBG funding to expand its Sharon Manor Transitional Housing facility. The project will add 5 units of transitional housing and will increase the number of homeless victims of domestic violence to have recourses. to escape abuse, build-sufficiency and identify decent, safe, permanent housing.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The additional units will expand the Sharon Manor program, increasing the number of homeless victims of domestic violence who have resources to escape abuse, build self-sufficiency and identify decent, safe, permanent housing. Not only will this project benefit the first 5 households who live on property, but an estimated 100 households will be assisted over the next 30 years (assuming an average length of stay of 18 months per household).
	<b>Location Description</b>	The transitional housing is for survivors of domestic violence and is located in the Sunnyside Target Neighborhood.
<b>Planned Activities</b>	CDBG funds will expand Housing Solutions of Northern Arizona's Sharon Manor, adding 5 units of transitional housing facility that serves survivors of domestic violence. The second story expansion to the Sharon Manor House will add additional units to a building that currently contains 8 studio apartments, common kitchen and living space. The additional units will expand the Sharon Manor program, increasing the number of homeless victims of domestic violence who have resources to escape abuse, build self-sufficiency and identify decent, safe, permanent housing. Our community has a documented ongoing need for additional transitional housing units to benefit victims of domestic violence.	
	<b>Project Name</b>	City of Flagstaff - Owner Occupied Housing Rehabilitation Program

2	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Owner-occupied Housing Rehabilitation
	<b>Needs Addressed</b>	Decent Affordable Housing
	<b>Funding</b>	CDBG: \$219,094
	<b>Description</b>	CDBG dollars will be used to preserve existing affordable housing stock and benefit low income homeowners of Flagstaff. The objectives of the program include: 1) elimination of health and safety hazards in the home; 2) facilitation of ADA accessibility and aging in place; 3) financial stabilization of low income households through the reduction of home repair and utility costs; 4) increased building performance through weatherization and performance enhancing measures; 5) revitalization of low income neighborhoods; 6) preservation of the entry level housing stock.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Six (6) low to moderate income households will benefit from the City of Flagstaff's Owner Occupied Housing Rehabilitation Program (OOHR).
	<b>Location Description</b>	The households that will benefit from OOHR are within the City of Flagstaff city limits.
	<b>Planned Activities</b>	CDBG dollars will be used to preserve existing affordable housing stock and benefit low income homeowners of Flagstaff.
3	<b>Project Name</b>	Flagstaff Family Food Center - Food Center Rehabilitation
	<b>Target Area</b>	Sunnyside
	<b>Goals Supported</b>	Facility Improvements
	<b>Needs Addressed</b>	Revitalization, Public Facilities & Infrastructure
	<b>Funding</b>	CDBG: \$24,836
	<b>Description</b>	Flagstaff Family Food Center will utilize CDBG funding to rehabilitate the agency's community food kitchen restrooms in the Sunnyside target neighborhood. The scope of work includes rehabilitating three restrooms, making two ADA compliant. The activity will purchase industrial kitchen equipment (that will be bolted into the ground). This activity would serve 3000 low to moderate income residence in Sunnyside.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The activity will serve 3000 low to moderate income residents of the Sunnyside Target Neighborhood.
	<b>Location Description</b>	Sunnyside Target Neighborhood
	<b>Planned Activities</b>	Flagstaff Family Food Center will utilize CDBG funding to rehabilitate the agency's community food kitchen restrooms in the Sunnyside target neighborhood. The scope of work includes rehabilitating three restrooms, making two ADA compliant. The activity will purchase industrial kitchen equipment (that will be bolted into the ground). This activity would serve 3000 low to moderate income residence in Sunnyside.
4	<b>Project Name</b>	FSS – <b>COVID-19 INFECTIOUS DISEASE RESPONSE</b> <del>Employment Navigation Services for Individuals Experiencing Homelessness</del>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Operating Support
	<b>Needs Addressed</b>	Public Services and Economic Opportunities Addressing Homelessness
	<b>Funding</b>	CDBG: \$59,597

<p><b>Description</b></p>	<p><b>FLAGSTAFF SHELTER SERVICES (FSS) WILL PROVIDE EXPANDED SHELTER AND SERVICES IN RESPONSE TO THE COVID-19 INFECTIOUS DISEASE PANDEMIC. THE FSS COVID-19 INFECTIOUS DISEASE RESPONSE PROGRAM WOULD PROVIDE ALTERNATIVE, TEMPORARY SHELTER TO A MINIMUM OF 100 MEDICALLY VULNERABLE INDIVIDUALS AT HEIGHTED RISK OF SEVERE INFECTION AND EXPOSURE TO COVID-19. FLAGSTAFF SHELTER SERVICES WILL UTILIZE PHYSICAL SPACE LEFT VACANT BY THE TEMPORARY RE-LOCATION OF HIGH-RISK CLIENTS IN AN ATTEMPT TO CREATE APPROPRIATE SOCIAL DISTANCE AND SEPARATION BETWEEN REMAINING CLIENTS IN ORDER TO EXPAND ON-SITE DAY SERVICES. THE AGENCY WILL USE CDBG FUNDS TO PROVIDE TEMPORARY OFF-SITE SHELTER, PURCHASE CRUCIAL BIOHAZARD SUPPLIES TO PROTECT CLIENTS AND STAFF AND TO HIRE ADDITIONAL SUPPORT FOR THE SUPERVISION OF CLIENTS DURING THE DAYTIME HOURS.</b></p> <p><del>The project will fill the unmet community needs for comprehensive workforce development services tailored specifically for individuals experiencing homelessness. CDBG dollars will provide operational dollars to hire an Employment Navigator. The Employment Navigator will offer employment services and help remove transportation barriers to individuals experiencing homelessness. Employment services will include networking with local businesses and brokering jobs for project participants. 200 individuals experiencing homelessness will be place in permanent job placement.</del></p>
<p><b>Target Date</b></p>	<p>6/30/2020</p>
<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p><b>FLAGSTAFF SHELTER SERVICES WILL SERVE ONE HUNDRED (100) MEDICALLY VULNERABLE/HIGH-RISK INDIVIDUALS EXPERIENCING HOMELESSNESS WITH TEMPORARY, OFF-SITE SHELTER DURING THE COVID-19 PANDEMIC. FLAGSTAFF SHELTER SERVICES WILL PROVIDE AN ADDITIONAL ONE HUNDRED (100) INDIVIDUALS EXPERIENCING HOMELESSNESS WITH CRUCIAL DAY SERVICES ALLOWING FOR NECESSARY SOCIAL DISTANCING AND PREVENTION OF COMMUNITY SPREAD OF THE COVID-19 INFECTIOUS DISEASE.</b></p> <p><del>CDBG dollars will provide operational dollars to hire an Employment Navigator. The Employment Navigator will offer employment services and help remove transportation barriers to individuals experiencing homelessness. Employment services will include networking with local businesses and brokering jobs for project participants.</del></p>

	<b>Location Description</b>	The services will be provided at Northern Arizona's largest emergency shelter, Flagstaff Shelter Services.
	<b>Planned Activities</b>	<p><b>THE FSS COVID-19 INFECTIOUS DISEASE RESPONSE PROGRAM WOULD PROVIDE ALTERNATIVE, TEMPORARY SHELTER TO A MINIMUM OF 100 MEDICALLY VULNERABLE INDIVIDUALS AT HEIGHTED RISK OF SEVERE INFECTION AND EXPOSURE TO COVID-19. FLAGSTAFF SHELTER SERVICES WILL UTILIZE PHYSICAL SPACE LEFT VACANT BY THE TEMPORARY RE-LOCATION OF HIGH-RISK CLIENTS IN AN ATTEMPT TO CREATE APPROPRIATE SOCIAL DISTANCE AND SEPARATION BETWEEN REMAINING CLIENTS IN ORDER TO EXPAND ON-SITE DAY SERVICES.</b></p> <p><del>The project will fill the unmet community needs for comprehensive workforce development services tailored specifically for individuals experiencing homelessness. CDBG dollars will provide operational dollars to hire an Employment Navigator. The Employment Navigator will offer employment services and help remove transportation barriers to individuals experiencing homelessness. Employment services will include networking with local businesses and brokering jobs for project participants.</del></p>
5	<b>Project Name</b>	Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$135,394
	<b>Description</b>	Funds required to pay for the administration of the CDBG program. This year's administration amount is a little less than 20% of the allocation and includes an approved indirect cost allocation rate of 10% of the grant award.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

<b>Planned Activities</b>	Funds required to pay for the administration of the CDBG program. This year's administration amount is a little less than 20% of the allocation and includes an approved indirect cost allocation rate of 10% of the grant award.
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## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City has designated four target areas. These target areas encompass many of the areas of low-income and minority concentration and include:

- Sunnyside - Census Tract 3, Block Group 2, 3, & 4.
- Southside - Census Tract 8, Block Group 1.
- Pine Knoll - Census Tract 8, Block Group 2.
- La Plaza Vieja - Census Tract 11.02, Block Group 3

### Geographic Distribution

Target Area	Percentage of Funds
Sunnyside	41
La Plaza Vieja	0
Southside	0
Pine Knoll	0
Citywide	100

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Proposals are evaluated based on CDBG eligibility and funding criteria that include the ratio of dollars per person that will benefit, percent of leverage funding, past successful CDBG contract administration, location of the project in a target area, and evidence of community collaborations among other factors.

### Discussion

The City strives to utilize CDBG funds in target areas; however, the actual distribution of funds to target areas depends on the number and type of proposals that are received. This fiscal year 41% of CDBG funds will be expended in the Sunnyside Target Area and the remainder will be expended citywide.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

One Annual Action Plan requirement is to provide information on the number of households that will benefit from affordable housing and the types of housing these households will be supported through. The following HUD tables define the City's goals for the number of households that will be provided housing by housing activity.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	6
Special-Needs	5
Total	11

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	5
Rehab of Existing Units	6
Acquisition of Existing Units	0
Total	11

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Over the coming year a total of 11 households will benefit. Five (5) newly constructed transitional housing units will be established in the Flagstaff community and offered to survivors of domestic violence. Additionally, six (6) low to moderate households will receive housing rehabilitation services through the City of Flagstaff's Owner Occupied Housing Rehabilitation Program.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Flagstaff Housing Authority provides 265 public housing units, 12 moderate rehab units, 358 housing choice vouchers and 66 Veterans Affairs Supportive Housing Vouchers. The public housing units are in good repair as the Housing Authority follows a system of ensuring that all major systems are well maintained. The Housing Authority develops a 5-year Plan to identify the capital needs of public housing developments and the methods by which living conditions will be improved for public housing residents.

### **Actions planned during the next year to address the needs to public housing**

All major systems within the developments are in good repair due to an established life cycling system. Identified capital needs include replacing water lines, siding, roofs, water heaters and countertops.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The Housing Authority has multiple goals and objectives created to increase resident involvement including: ongoing surveys and formal annual resident input and participation to ensure the public housing environment is appealing and up-to-date; providing maintenance and repair training prior to occupancy; using the Siler Homes Activity Center as a base for various resident services including resource referral and goal setting for residents seeking economic self-sufficiency; establishing community partnerships to provide programming relevant to residents; continuing resident orientation; partnering with the Boys and Girls club to provide free on-site programs; and resident meetings, barbeques and newsletters to help residents with education, employment, job training and youth services.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Flagstaff's Housing Authority is a high performing PHA.

### **Discussion**

The City of Flagstaff Housing Authority provides 265 public housing units, 12 moderate rehab units, 358 housing choice vouchers and 66 Veterans Affairs Supportive Housing Vouchers. The public housing units are in good repair as the Housing Authority follows a system of ensuring that all major systems are in good repair. The Housing Authority develops a 5-year Plan to identify the capital needs of public housing developments and the methods by which living conditions will be improved for public housing residents.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City is not a direct recipient of Emergency Solutions Grant funds from HUD yet invests a significant amount of financial and staff resources in addressing the needs of people experiencing homelessness and people with special needs. This section describes the City's one-year goals and actions for reducing and ending homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Continuum of Care members may apply for CDBG funds to assist street outreach, but with limited public service dollars, local agencies choose to apply for support in prevention and diversion programs. There are currently three nonprofit organizations that conduct outreach services, two of which only serve veterans. Funded programs are highly encouraged to participate in coordinated entry and the C of C's individual assessment plan (VI-SPDAT).

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City and Coconino County's Continuum of Care members recognize the critical nature of Housing First and permanent supportive housing. In the 2019 Point in Time Count 803 men, women and children were experiencing homelessness in Coconino County. Approximately 801 people remain on income restricted complex waitlists which 1,250 people were on the waitlist in 2018. The high cost of housing and a 20% employment rate among individuals experiencing homelessness means that these individuals and families may require a longer stay in shelter or transitional housing.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City will continue to support agencies that provide emergency and transitional housing to the extent allowed under the CDBG program. During the coming year, one agency will receive funds to support emergency shelter and housing services. The City and Continuum of Care members recognize the critical nature of Housing First and permanent supportive housing, yet the large number of homeless individuals and families, the high cost of housing and a 20% employment rate among homeless

individuals means that homeless individuals and families may require a longer stay in transitional housing. The City will also continue its active participation in the Coconino County Continuum of Care.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

During the coming year the City will provide operational dollars to Flagstaff Shelter Services which will create a comprehensive workforce development program tailored specifically for individuals experiencing homeless. The program will provide employment case management and will address common barriers to job placement and retention. Flagstaff Shelter Services will hire new staff. This public services activity will also utilize CDBG dollars to purchase discounted monthly bus passes for participants. 200 individuals experiencing homelessness will be served with permanent job placement.

The City will continue to support agencies that provide emergency and transitional housing to the extent allowed under the CDBG program. The City will also continue its active participation in the Coconino County Continuum of Care.

The City of Flagstaff Housing Authority has focused on placement of homeless veterans through the VASH rental voucher program. Other agencies have a strong record of success in placing and keeping homeless individuals housed through rapid re-housing programs.

## **Discussion**

The City is an active participant in the local Continuum of Care and staff members participate in multiple committees and lead the annual Point in Time (PIT) count which is conducted for the Arizona Rural Continuum of Care. The City will continue to implement VASH Vouchers for Veterans experiencing homelessness. The City of Flagstaff Housing Section also provides Certification of Consistency associated with the 2016 Consolidate Plan.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Affordable housing barriers are regulatory or financial systems that make it harder for developers to create affordable housing. Barriers to affordable housing development can occur at many levels – local, state and federal government, as well as related industries, such as the real estate, insurance and finance industries.

HUD defines a regulatory barrier as "a public regulatory requirement, payment, or process that significantly impedes the development or availability of affordable housing without providing a commensurate health and/or safety benefit." To identify potential local public barriers to affordable housing development, the City completed HUD's Regulatory Barriers checklist.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Over the past decade, the City has taken extensive steps to remove barriers and promote affordable housing development, including the development of an Incentive Policy for Affordable Housing (IPAH), adopted in October 2009 and later integrated into the City zoning code. The IPAH is designed to foster the production of affordable housing units and is intended to reduce the deficit of all types of housing for households earning up to 150% of the Area Median Income (AMI).

### **Discussion:**

The IPAH incentivizes developments that commit to permanently affordable housing units. When a developer takes advantage of the incentives offered under the IPAH, the affordable units are legally committed to the intended population through occupancy, resale and rent restrictions.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

In addition to establishing goals related to the use of CDBG funds, the City established HUD-required strategies to improve the delivery system, address lead-based paint hazards, reduce the incidence of poverty, and address barriers to affordable housing development. The City has also developed HUD-required program monitoring, and Minority- and Women Owned Business Enterprise Policies.

### **Actions planned to address obstacles to meeting underserved needs**

The development and subsequent implementation of policy initiatives are critical to the success of the City of Flagstaff's overall housing and economic development goals. In general, policy development and implementation are designed to enhance City program effectiveness, identify gaps or underserved groups, and enhance the private sector's ability to provide market-based solutions. At present, the greatest obstacle to meeting underserved needs is insufficient funding. The City addresses this obstacle by prioritizing CDBG projects that provide leverage funding to meet the needs of a larger number of people.

### **Actions planned to foster and maintain affordable housing**

The City's Incentive Policy for Affordable Housing (IPAH) will continue to be implemented. The IPAH is designed to foster the production of affordable housing units and is intended to reduce the deficit of all types of housing for households earning up to 150% of the Area Median Income (AMI). The IPAH standards may be applied to rental housing, homeownership housing, and shelter, as well as to expiring affordable housing developments. The IPAH incentivizes developments that commit to permanently affordable housing units.

### **Actions planned to reduce lead-based paint hazards**

Distribute lead poisoning and lead hazard information to participants in federally-funded programs and to any interested resident. The City plans to rehabilitate 6 homes during the coming year and will provide lead-based paint hazard information to an estimated 8 applicants for owner occupied housing rehabilitation assistance.

The City follows a multi-pronged approach to reduce lead hazards, integrating the following actions into housing policies and procedures:

1. Rehabilitation Projects. The City follows strict HUD guidelines for testing and abatement of lead-based paint and other hazardous substances and requires compliance from its contractors and subcontractors. Any structure built before 1978 that is proposed for rehabilitation under federal programs, is tested for lead-based paint. Notices and requirements regarding testing and

removal of lead-based paint are provided to program participants, contractors and project sponsors. The City has licensed contractors who are available to perform limited abatement and/or removal procedures if lead-based paint is present. Full abatement services are contracted with licensed contractors located outside of the City.

2. Section 8 Housing Choice Vouchers. The PHA inspects prospective dwellings constructed prior to 1978 that will have a child under the age of six residing therein, for compliance with EPA and HUD Lead Based Paint rules and regulations. The inspection includes visual inspections for chipped, peeling, chalking and deteriorated interior and exterior paint. Clearance testing may be performed after remediation by the property owner, to assure a lead-safe environment.
3. Public Education. Lead hazard information is distributed to participants in homeownership and rental programs.

### **Actions planned to reduce the number of poverty-level families**

The City will reduce the number of poverty level households by providing CDBG public services resources to local agencies that provide social supports, and eviction and foreclosure prevention. The City will also continue to rehabilitate housing units owner-occupied by households living at or below the poverty level to support these households in retaining quality, safe housing. Households living below the poverty level will also be made aware of the various local services available that provide an economic safety net and opportunities for increased earnings.

### **Actions planned to develop institutional structure**

The City of Flagstaff has well-developed and experienced institutional infrastructure for the delivery of housing and community development programs. The Housing Section works closely with nonprofit organizations to ensure that CDBG funds reach the neediest Flagstaff residents and neighborhoods. Organizations must annually apply for CDBG funds for eligible activities. The City also works closely with and is a member of the Coconino County Continuum of Care.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City has developed an extensive mailing and email list that includes over 300 people who represent organizations that serve homeless and at-risk households, mainstream service and housing agencies, community development organizations, civic leaders, etc. This list is used to regularly inform these agencies of planning efforts, funding opportunities, changes in policy and practice or any other information that agencies may find useful.

The Flagstaff Community has implemented a Coordinated Entry System for those experiencing homelessness, known as the Front Door. The Front Door Specialist conducts an assessment using The

Vulnerability Index – Service Prioritization and Decision Assistance Tool (VI-SPDAT). The Front Door collaboration has united the Flagstaff community and the local Continuum of Care to fast track those in crisis to the best program to end that crisis.

On a weekly basis, a cadre of service providers meet for the Case Conferencing Team Meeting. Each case manager is representing his or her own agency that has signed the Service Provider MOU. The purpose of this meeting is to have a real-time discussion of each person or family on the community waitlist and to utilize scores from the VI-SPDAT to ensure fast and appropriate referrals to end homelessness for those on the list.

The Front Door is a cost-effective strategy that prioritizes a community conversation about how the systems function together, where the gaps in services exist, and how to answer the need. No longer will those in crisis be forced to go from shelter to shelter to access services.

**Discussion:**

NA

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	80,227
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>80,227</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%



## Attachments

## Citizen Participation Comments

From: [Gallegos, Norma](#)  
To: [Leah Bloom](#)  
Cc: [Harins, Susan](#); [Neuman, Scott](#); [Wear, Rinse](#)  
Subject: 2019 City of Flagstaff CDBG Request for Proposal Application  
Date: Monday, February 4, 2019 9:46:35 AM  
Attachments: [image001.png](#)  
[image003.png](#)

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Good morning Leah, just to follow up on our conversation. Community Services is going to take off this year and will not be applying for this grant. We have always used these funds for eviction prevention because we do not have enough rental funds to meet the housing needs in the community. As I mentioned at the Public Hearing last week, it's difficult to come up with a new service when it comes to providing rental assistance because we already provide case management and financial empowerment to families who are requesting services.

We have heard from the community as well as staff that the federal requirements for these funds in terms of paperwork etc.), creates more of a barrier to households who end up not returning because of the documentation that is required for this grant, which is unfortunate.

Taking this year off will give us time to see if there are other opportunities where this grant could assist us in our Mission since it is a grant that is available each year.

Please let me know if you have any questions.

Thank you.

Norma Gallegos, Interim Director  
Community Services Department  
2625 N. King Street, Flagstaff, AZ 86004  
Office: (928) 679-7455  
[ngallegos@coconino.az.gov](mailto:ngallegos@coconino.az.gov)

"Empowering well-being and prosperity in Coconino Communities"



## Grantee SF-424's and Certification(s)

### CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. 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;
2. 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 its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

  
Signature of Authorized Official

5/31/19  
Date

City Manager  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

*Barbara Andrick*  
Signature of Authorized Official

5/31/19  
Date

*City Manager*  
Title

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

*Richard Arnold*  
Signature of Authorized Official

*5/31/19*  
Date

*City Manager*  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing:

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **Emergency Solutions Grants Certifications**

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Housing Opportunities for Persons With AIDS Certifications**

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**


**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

**Lobbying Certification**

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 and not more than \$100,000 for each such failure.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 06/5/2019	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: B19-MC-04-0510	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>B. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Flagstaff		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 85-6000244	* c. Organizational DUNS: 0883026250000	
<b>d. Address:</b>		
* Street1: 211 West Aspen Avenue	Street2: <input type="text"/>	
* City: Flagstaff	County/Parish: <input type="text"/>	
* State: AZ: Arizona	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 86001	
<b>e. Organizational Unit:</b>		
Department Name: Community Development	Division Name: Housing Section	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Ms.	* First Name: Leah	
Middle Name: E.	* Last Name: Bloom	
Suffix: <input type="text"/>	Title: Housing and Grants Administrator	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 928-213-2752	Fax Number: <input type="text"/>	
* Email: LBloom@FlagstaffAZ.gov		

Application for Federal Assistance SF-424	
<p><b>* 8. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.216"/> <p>CFDA Title:</p> <input type="text" value="Community Development Block Grant"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="NA"/> <p>* Title:</p> <input type="text" value="NA"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <p style="text-align: right;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </p>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="Community Development Block Grant"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <p style="text-align: right;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </p>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="AZ-001"/>	* b. Program/Project: <input type="text" value="AZ-001"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="616,928.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="20,193.02"/>
* f. Program Income	<input type="text" value="60,844.46"/>
* g. TOTAL	<input type="text" value="697,165.48"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Barbara"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Goodrich"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="City Manager"/>	
* Telephone Number: <input type="text" value="928-213-2954"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="BGoodrich@FlagstaffAZ.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="5/31/19"/>

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 01/31/2019

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (Identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Barbara Goodrich, City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Florestaff - Community Development Block Grant	05/23/2019

SF-424D (Rev. 7-87) Back